Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, November 29, 2022

5:30 PM

Livestreaming of the Board of Trustees meetings have been transitioned to a livestream on the Town of Frederick website. Livestream can be accessed on the Town of Frederick's Website 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, Interim Deputy Town Clerk
kgreen@frederickco.gov
720-382-5500

Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, November 29, 2022

5:30 P.M.

Special Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

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.

Action Agenda:

A. Public Hearing 2023 Budget – Kurtis Adams, Finance Director

Mayor and Trustee Reports:

Adjourn to Work Session:

Work Session:

Please note work sessions are not livestreamed. Interested attendees are invited to attend the work session in person.

Comprehensive Plan – Sustainable Growth

Built on What Matters.

TOWN OF FREDERICK
BOARD OF TRUSTEES
ACTION MEMORANDUM

Public Hearing on the Fiscal Year 2023 Proposed Budget

Agenda Date: Town Board Meeting - November 29, 2022

Attachments: a. 2023 Proposed Budget

Finance Review: ______________________
Finance Director

Submitted by: Kurtis Adams
Finance Director

Approved for Presentation: Bryan Ostler
Town Manager

☐ Quasi-Judicial ☒ Legislative ☐ Administrative

Summary Statement:

This is the first of the two public hearings scheduled for the fiscal year 2023 Proposed Budget.

Detail of Issue/Request:

In compliance with CRS 29-1-105, the Town Board received the preliminary budget during its first budget work session on October 11th, 2022. Since then, the Board held one additional discussion on the proposed budget on November 1st, 2022. This is the first of two advertised public hearings for the fiscal year 2023 proposed budget. The second public hearing is scheduled for Tuesday, December 13, 2022, at 7:00 p.m. The budget is scheduled for consideration of adoption at the December 13, 2022 regular board meeting. Fiscal year 2023 runs from January 1, through December 31, 2023.

The public hearings provide the opportunity for the public to provide comment on the fiscal year 2023 Proposed Budget. The budget document is available for public review online at www.FrederickCO.gov and at the Administrative Services Building, 311 Fifth Street, Frederick, CO 80530 or Town Hall, 401 Locust Street, Frederick, CO 80530, Monday through Friday, 8 a.m. to 5 p.m.
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Legal Comments:

Not Applicable

Alternatives/Options:

Not Applicable

Financial Considerations:

Not Applicable

Staff Recommendation:

Not Applicable

2023 Proposed Budget

TOWN OF FREDERICK

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

GENERAL FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Town Manager's Office	361,768	416,700	310,402	354,000
Economic Development - Admin	114,741	363,500	412,110	503,250
Economic Development - Planning	525,813	777,000	241,784	1,083,200
Economic Development - GIS	0	188,900	197,185	252,600
Economic Development - Building	0	0	0	400,850
Town Attorney	120,078	190,300	250,165	390,300
Town Clerk	335,067	319,000	333,473	378,000
Community Engagement	346,378	355,750	359,358	409,350
Human Resources	344,901	438,000	390,129	576,250
Information Technology	713,820	885,000	1,123,091	1,184,000
Finance & Internal Services	392,423	3,254,750	2,723,693	3,099,750
Court	136,832	123,900	83,672	132,200
Legislative (Board)	365,772	310,000	252,269	215,000
Public Works - Administrative	856,867	343,500	584,581	389,900
Public Works - Engineering	561,053	384,700	387,879	138,000
Police Department	5,030,548	4,488,500	4,893,128	6,377,100
Totals	**$10,206,061**	**$12,839,500**	**$12,542,918**	**$15,883,750**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

GENERAL FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Town Manager	276,500	42,500	21,500	13,500	354,000	---	---	354,000
Town Clerk	277,000	69,000	26,000	6,000	378,000	---	---	378,000
Town Attorney	150,000	218,800	11,500	10,000	390,300	---	---	390,300
Legislative	29,500	110,500	20,000	55,000	215,000	---	---	215,000
Courts	57,100	63,100	10,500	1,500	132,200	---	---	132,200
Community and Engagement	278,000	45,000	24,500	61,850	409,350	---	---	409,350
Human Resources	260,000	78,750	18,500	219,000	576,250	---	---	576,250
Finance	161,000	9,250	27,000	6,000	203,250	---	---	203,250
Finance-Internal Services	115,000	10,000	11,500	2,760,000	2,896,500	---	---	2,896,500
Police	4,670,500	939,000	293,800	393,800	6,297,100	80,000	---	6,377,100
Public Works	264,500	11,900	10,000	3,500	289,900	100,000	---	389,900
Engineering	63,000	50,000	15,000	10,000	138,000	---	---	138,000
ED - Admin	122,000	262,400	11,500	57,350	453,250	50,000	---	503,250
ED - Planning	270,000	784,850	24,500	3,850	1,083,200	---	---	1,083,200
ED - Building	360,000	20,000	18,000	2,850	400,850	---	---	400,850
ED - Geographic Information Sy:	163,500	78,100	8,700	2,300	252,600	---	---	252,600
Information Technology		498,000	623,000	63,000	1,184,000	---	---	1,184,000
Totals	$7,517,600	$3,291,150	$1,175,500	$3,669,500	$15,653,750	$230,000	$0	$15,883,750
Total Cash Available								$30,659,868
Ending Fund Balance								$14,776,118
% of Total Budget	47.33%	20.72%	7.40%	23.10%	98.55%	1.45%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

General Administration

Town Manager's Office

Program Name	Program Description	Fund	Cost of Service
Economic Development	Business retention and recruitment.	General	65,433
Regional Partnerships	Creating and fostering relationships with State and Federal Partners.	General	32,383
Local Partnerships	Creating and fostering relationships with local partners.	General	33,883
External Communication	Creating and fostering relationships with the community.	General	15,658
Internal Communication	Creating and fostering relationships within the organization.	General	14,625
Town Administration and Operations	Oversight, coordination, and direction regarding day-to-day activities.	General	71,283
Strategic Planning	Implementing and monitoring long-term goals and objectives.	General	55,300
Organizational Development	Training, culture development, succession planning, leadership development.	General	36,150
Intergovernmental Relations	Creating and fostering positive relationships with other governmental entities.	General	15,458
Developer Obligations and Liabilities	Infrastructure improvements through MOAPIs.	General	13,825
	Total Town Manager's Office programs	**$**	**354,000**

Town Attorney

Program Name	Program Description	Fund	Cost of Service
Governance	Review and compliance of Town, County, and State laws.	General	79,051
Boards and Commissions	FURA, Board of Trustees, Commissions, Frederick Metro District.	General	78,051
Contracting	Review and regulate contracts, IGA, vendor agreements for the Town.	General	90,443
Intergovernmental Relations	Creating and fostering positive relationships with other governmental entities.	General	65,893
Customer Service	Assist and provide customer service to both internal and external customers. Partnering with departments.	General	67,360
Town Administration and Operations	Oversight, coordination, and direction regarding day-to-day activities.	General	9,500
	Total Town Attorney programs	**$**	**390,300**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Town Clerk

Program Name	Program Description	Fund		Cost of Service
Election Administration	Preparation and conduction of all Town elections.	General		75,500
Agenda Management	Management of Board of Trustee packets, URA packets, Liquor Authority packets, Metro District packets, and commission packets.	General		72,875
Municipal and Land Use Code Maintenance	Laws of the Town of Frederick.	General		39,680
Licensing	Business, liquor, peddler/solicitor.	General		49,300
Fred TV	Online Board recordings.	General		13,850
Records Management	Ordinances, public hearings, final payments.	General		109,795
Risk Management	Insurance policy management, loss assessments, claim processing.	General		1,500
Town Administration and Operations	Oversight, coordination, and direction regarding day-to-day activities.	General		15,500
	Total Town Clerk programs		**$**	**378,000**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Community Engagement

Program Name	Program Description	Fund	Cost of Service
External Communication	Frederick Flash, Monthly Newsletter, Social Media, Website, Media Relations, Events Brochure, General Information Brochure.	General	227,620
Internal Communication	Internal Communication, Culture development, Community Relations Strategic Plan.	General	28,570
Community Outreach	BBQ Tour, Youth Programming, Community Survey, Volunteer Program, Adopt a Place, Memorial Bench and Tree, Self-Defense Classes.	General	65,139
Branding	Ensuring the protection and expansion of Frederick's brand with ads, SEO, branded giveaway items, branded apparel, business cards.	General	47,854
Communications Administration	Administrative tasks such as entering purchase orders, budgeting, training, and maintaining membership with the following organizations: ESPIOC, PRSA, 3CMA, Weld County PIOs group.	General	39,400
Commissions	The volunteer commissions help with everything from planning public art to executing the tree sale program.	General	770
	Total Communications programs	**$**	**409,350**

Human Resources

Program Name	Program Description	Fund	Cost of Service
Payroll	Employee payroll processes.	General	103,500
Recruitment and Selection	Recruiting, hiring, onboarding.	General	75,889
Employee Relations	Employee performance, recognition, wellness, morale.	General	118,417
Learning & Development	HR training and professional memberships, staff training, tuition reimbursement.	General	175,377
Risk Management	Insurance policy management, loss assessments, claim processing.	General	68,667
Benefits Administration	Employee benefit program analysis and administration.	General	34,400
	Total Human Resources programs	**$**	**576,250**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Information Technology

Program Name	Program Description	Fund	Cost of Service
IT Infrastructure	Email, internet, telephones, network storage, connectivity, back-up/recovery, database management, records center, application hosting, application development, server platform.	General	391,950
Customer Service	Help desk, PC support, PC replacement program, software replacement program, printer/scanner device support, mobile device support, telephone programming and support, GIS mapping and application development.	General	45,900
Security	Cyber security, firewalls/intrusion protection, patch management, PC virus protection, vulnerability management, compliance (CJIS/CIRSA), endpoint protection, remote network access/VPN.	General	406,100
Administration	Software license compliance, inventory control, software maintenance contracts, budget, technology contracts and purchasing, capital asset management, census.	General	219,300
Product Management	GIS, website management, project management, automation.	General	120,750
	Total Information Technology programs	**$**	**1,184,000**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Finance

Program Name	Program Description	Fund	Cost of Service
Finance Administration	Oversight, coordination, and direction regarding day-to-day financial activities, policy analysis, economic development activities.	General	46,850
Budget and Research	Review, analyze, and compile annual budget documents. Review, analyze, and update long-term financial plans and forecasts for organization. Review and analyze rate structures and levels for enterprise funds.	General	18,200
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, Accounts Payable, Accounts Receivable, investment services, and general accounting services.	General	18,238
Grant Management	General grant oversight.	General	16,313
Materials Management	Ordering supplies/services for organization, processing payment for purchases.	General	16,100
Utility Billing and Cashiering	Collect and process all payments for services/licenses, etc. Maintain all utility billing accounts, rate structures, process utility bills, and shut off notices.	General	49,500
Debt Management	Management of debt for all funds/bond issuance.	General	16,700
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	General	21,350
Town Administration and Operations	Town-wide Group, Property, and Casualty Insurance, Worker's Compensation, Fiscal Audit, and Banking/Merchant fees.	General	2,896,500
	Total Finance programs	**$**	**3,099,750**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Court

Program Name	Program Description	Fund	Cost of Service
Restorative Justice	Alternative offender program.	General	17,305
Municipal Court	Judicial operations.	General	114,895
	Total Court programs	**$**	**132,200**

Legislative (Board)

Program Name	Program Description	Fund	Cost of Service
Board Outreach	Communication and meeting with community members.	General	34,400
Board Strategic Planning and Organizational Development	Development of clear goals and objectives for the organization and community.	General	30,925
Legal Matters and Advice	Legal Matters for the Town including Town Attorney.	General	18,950
Elections	All Town Elections.	General	40,000
Board Regional Partnerships	Creating and fostering relationships across regional partners at State and Federal levels.	General	13,450
Board Local Partnerships	Creating and fostering working relationships with local partners.	General	30,675
Board Legislative	Agenda related items.	General	23,375
Community Betterment	Projects as directed by Board.	General	23,225
	Total Legislative (Board) programs	**$**	**215,000**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Public Works | Administration

Program Name	Program Description	Fund	Cost of Service
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment, and supplies.	General	17,343
Facility Maintenance	Maintain and repair town facilities and properties including the bank property, rental house, etc.	General	47,905
Administration	Oversight, coordination, and direction regarding day-to-day public works activities.	General	59,963
Fleet Operations	Management and maintenance of town fleet vehicles and partnership with Frederick-Firestone Fire District.	General	40,175
Asset Management Planning	Review, inspect and analyze asset condition and plan for repairs and replacement.	General	13,225
Capital Project Development	Analyze the towns long term needs for services and put together a plan to address those.	General	2,645
Capital Project Management	Manage, assist, supervise capital improvement projects.	General	26,450
Procurement	Procurement process for purchases, managing purchase orders, submitting pay requests.	General	113,225
Dispatch and Scheduling	Manage service order processing and scheduling of needed repairs, testing, and provide information to internal and external customers.	General	68,970
	Total Public Works | Admin programs	**$**	**389,900**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Public Works | Engineering

Program Name	Program Description	Fund	Cost of Service
Permitting	Permit processing for new development and for modifications to existing structures.	General	31,150
Inspections	Inspection of new and existing structures and infrastructure.	General	26,010
Plan Review	Review all design infrastructure of new development for compliance with Town standards and specifications.	General	13,105
Code Enforcement	Review of infrastructure and structures for health, safety, and welfare compliance.	General	8,655
Administration	Answering resident calls and questions, updating engineering page on website, meeting with residents, training, personnel.	General	17,870
Development Review	Review of development projects, meeting with prospective developers, drafting agreements between the Town and property owners, creating items to go before the Board, developer improvement guarantee collection.	General	18,700
Inspection of Public Improvements	Review of approved construction drawings, inspection of water lines, curb gutter and sidewalk, streets, etc. for new developments, inspections of Capital improvement projects, releasing developer improvement guarantee.	General	21,250
Fleet Maintenance	Management and maintenance of town fleet vehicles.	General	1,260
	Total Public Works | Engineering programs	**$**	**138,000**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Community & Economic Development | Administration

Program Name	Program Description	Fund	Cost of Service
Attraction, Retention, & Expansion	Attract and retain primary employers to support a healthy economy and provide access to jobs for residents.	General	105,940
Commercial & Retail Development	Attract new retailers and retain exisiting retailers to sustain a healthy tax base, and encourage a strong business environment.	General	96,480
Urban Renewal and Redevelopment	Facilitate development and redevelopment of commercial properties in Urban Renewal Areas.	General	80,089
Downtown Business Support	Provide support for the growth and vitality of downtown businesses in the Town of Frederick.	General	148,820
Strategic Planning	Maintain long term economic plan for future economic development opportunities.	General	63,921
Town Administration and Operations	Oversight, coordination, and direction regarding day-to-day activities.	General	8,000
	Total Community & Economic Development | Admin programs	**$**	**503,250**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Community & Economic Development | Planning

Program Name	Program Description	Fund	Cost of Service
Development Review Management	Review of land use applications in compliance with Land Use Code.	General	162,000
Comprehensive Plan Management	Implementation and maintenance of Comprehensive Plan and its supplemental documents.	General	388,500
Business Retention/Expansion	Efforts to attract/retain businesses to/within the community.	General	5,400
Administration	Includes the day to day operations of the Planning Department including general, safety, and training supplies as well as miscellaneous items.	General	142,900
Metro District Management	Review of and ongoing interaction with metropolitan districts.	General	11,550
5th St. Revitalization		General	51,350
Land Use Code Management & Enforcement	Participation in enforcement of the Land Use Code. Often includes participation by Chief Building Official, Town Prosecutor, and Community Service Officers.	General	238,500
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	General	20,250
Commission Administration	Administration of the Planning Commission and POST Commission, as well as preparation for and participation in meetings.	General	54,650
Community Outreach	Administer and/or participate in the following: Annual Arbor Day event as required for Tree City USA designation, Tree City USA designation, Unity in the Community.	General	2,700
Planning Department Memberships	Professional memberships with planning organizations.	General	1,620
Tree Sale Administration	Manage Town tree sale program.	General	1,350
Annexations	The TOF is able to assist with annexation of properties.	General	2,430
	Total Community & Economic Development | Planning programs		**$ 1,083,200**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Community & Economic Development | Building

Program Name	Program Description	Fund	Cost of Service
Permitting	Permit processing for new development and for modifications to existing structures.	General	108,000
Inspections	Inspection of new and existing structures and infrastructure.	General	108,000
Code Enforcement	Review of infrastructure and structures for health, safety, and welfare compliance.	General	92,500
Building Admin	Provide support for the growth and vitality of downtown businesses in the Town of Frederick.	General	92,350
	Total Community & Economic Development | Building programs		**$ 400,850**

Community & Economic Development | GIS

Program Name	Program Description	Fund	Cost of Service
GIS Infrastructure	Email, internet, telephones, network storage, connectivity, back-up/recovery, database management, records center, application hosting, application development, server platform.	General	19,350
Customer Service	Help desk, PC support, PC replacement program, software replacement program, printer/scanner device support, mobile device support, telephone programming and support, GIS mapping and application development.	General	50,750
Security	Cyber security, firewalls/intrusion protection, patch management, PC virus protection, vulnerability management, compliance (CJIS/CIRSA), endpoint protection, remote network access/VPN.	General	26,175
Administration	Software license compliance, inventory control, software maintenance contracts, budget, technology contracts and purchasing, capital asset management, census.	General	102,625
Product Management	GIS, website management, project management, automation.	General	53,700
	Total Community & Economic Development | GIS programs		**$ 252,600**

Town of Frederick
2023 Proposed Budget - Program Summary
GENERAL FUND

Police Department

Program Name	Program Description	Fund		Cost of Service
Patrol Services	Uniformed police services in the community.	General		1,752,445
Investigations	Criminal investigations.	General		364,745
Property and Evidence	Secure storage of evidence and victim property.	General		118,088
Community Services	Code enforcement and animal control.	General		450,142
Special Weapons & Tactics	IGA Longmont - High Risk Response Team.	General		55,011
School Resource Officers	Effective liaison with school students and faculty.	General		467,731
Police Records	Criminal justice records for public and system.	General		27,149
Administration	Oversight, management and direction of police.	General		709,725
K9 Program	Working dog for drugs and criminal apprehension.	General		182,711
Community Policing/Outreach	Maintain and improve relations with community.	General		357,094
Fleet Maintenance	Provide vehicles for department tasks.	General		741,453
Communications	911 and police dispatch services.	General		121,815
Training and Professional Development	Training and Professional memberships for personnel.	General		770,865
Grant Funding	Grant funded overtime for traffic enforcement, equipment, special duty programming.	General		69,953
School Crossing Guards	School crossings protected by part-time guards.	General		55,962
Inter agency Initiatives	JAC, Victim Assistance, Drug Task Force, Kids Place, Emergency Management Program.	General		132,213
	Total Police Department programs		**$**	**6,377,100**
	Total General Fund programs		**$**	**15,883,750**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

STREET & ALLEY FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Engineering	1,259,109	69,600	2,781,219	4,785,000
Public Works	1,226,199	1,023,000	1,053,109	1,354,800
Operational Expenses	1,631,923	1,132,050	693,162	1,406,450
Totals	**$4,117,231**	**$2,224,650**	**$4,527,490**	**$7,546,250**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

STREET & ALLEY FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Engineering	---	25,000	10,000	5,000	40,000	4,745,000	---	4,785,000
Public Works	---	1,053,500	185,750	1,300	1,240,550	114,250	---	1,354,800
General Operations	991,000	150	---	6,500	997,650	---	408,800	1,406,450
Totals	$991,000	$1,078,650	$195,750	$12,800	$2,278,200	$4,859,250	$408,800	$7,546,250
Total Cash Available								$9,529,424
Ending Fund Balance								$1,983,174
% of Total Budget	13.13%	14.29%	2.59%	0.17%	30.19%	64.39%	5.42%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
STREETS AND ALLEY FUND

Program Name	Program Description	Fund	Cost of Service
Streets Admin	Administrative expenses related to wage and fringe, operations, and debt service.	Streets	84,300
Pavement Maintenance	Chip seal, overlays, striping.	Streets	980,000
Frederick Speed Management Program	Traffic calming projects and print media.	Streets	30,000
Inspection/Condition Assessments	Review and inspection of street and sidewalk infrastructure.	Streets	91,154
Concrete Maintanence	Pave alleys, repair curb and gutter and cross pans.	Streets	280,430
Transportation Expansion and Capital Improvements	Reconstruct and widen streets, construct traffic signals, address parking needs.	Streets	3,485,000
Transportation System Planning	Master plans, regional coordination with CDOT, DRCOG, NATA, grants.	Streets	146,722
Road Repairs	Crack sealing, pothole patching, replacement of damaged roadway sections, and delinators.	Streets	72,610
Trash Removal	Solid waste removal.	Streets	834,000
Transportation Outreach and Education	Communication and meeting with community members regarding transportation topics.	Streets	3,693
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment and supplies.	Streets	29,016
Median Maintenance	Maintaining median infrastructure which includes weeding, gravel replacement, mowing, tree trimming, concrete replacement, etc.	Streets	73,094
Street Sweeping	Maintaining clean streets with an organized street sweeping schedule.	Streets	177,000
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Streets	21,395
Right of Way Mowing	Maintaining right of way areas.	Streets	56,500
Streets Fleet Operations	Management and maintenance of town fleet vehicles.	Streets	94,500

Town of Frederick
2023 Proposed Budget - Program Summary
STREETS AND ALLEY FUND

Program Name	Program Description	Fund	Cost of Service
Traffic Control	Directing vehicular and pedestrian traffic around work projects.	Streets	57,011
Sidewalk Maintenance	Maintaining sidewalk safety by repairing cracked, deteriorated, or misaligned sidewalks.	Streets	63,024
Streets Storm Response and Recovery	Management and restoration of infrastructure and facilities following an incident.	Streets	45,141
Traffic Signal Maintenance	Ensure safe installation, operation, and maintenance of traffic signals.	Streets	39,021
Traffic Engineering	Review and analyze methods to ensure the safe and efficient movement of citizens and goods on public roadways.	Streets	72,829
Snow and Ice Removal	Snow and ice removal/management on primary streets, bike lanes, and frequently used paths in an effort to maintain open travel during and after snow storms.	Streets	229,708
Street Sign Maintenance	Repair and replacement of the Town's street signs.	Streets	12,750
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Streets	19,421
Utility Billing and Cashiering	Collect and process all payments for services/licenses, etc. Maintain all utility billing accounts, rate structures, process utility bills, and shut off notices.	Streets	32,092
Grant Management	General grant oversight.	Streets	38,500
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services and general accounting services.	Streets	30,734
Budget and Research	Review, analyze, and compile annual budget documents. Review, analyze, and update long-term financial plans and forecasts for organization. Review and analyze rate structures and levels for enterprise funds.	Streets	37,809

Town of Frederick
2023 Proposed Budget - Program Summary
STREETS AND ALLEY FUND

Program Name	Program Description	Fund	Cost of Service
Debt Management	Management of debt for all funds/bond issuance.	Streets	408,800
	Total Street and Alley Fund programs		**$ 7,546,250**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

CONSERVATION TRUST FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	26,006	250	0	5,000
Totals	**$26,006**	**$250**	**$0**	**$5,000**

CONSERVATION TRUST FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Operations	0	0	0	2,500	2,500	2,500	---	5,000
Totals	$0	$0	$0	$2,500	$2,500	$2,500	$0	$5,000
Total Cash Available								$296,137
Ending Fund Balance								$291,137
% of Total Budget	0.00%	0.00%	0.00%	50.00%	50.00%	50.00%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
CONSERVATION TRUST FUND

Program Name	Program Description	Fund	Cost of Service
Public Site Improvements	Development, replacement, or improvement of park and other public areas.	CT	5,000
	Total Conservation Trust programs		**$ 5,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

PARK IMPROVEMENT FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Planning	6,420	236,000	10,944	0
Public Works	659,485	245,800	842,825	197,500
Operational Expenses	870,687	636,000	591,637	533,500
Totals	**$1,536,593**	**$1,117,800**	**$1,445,406**	**$731,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

PARK IMPROVEMENT FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Public Works	---	168,000	29,500	---	197,500	---	---	197,500
General Operations	533,500	---	---	---	533,500	---	---	533,500
Totals	$533,500	$168,000	$29,500	$0	$731,000	$0	$0	$731,000
Total Cash Available								$803,352
Ending Fund Balance								$72,352
% of Total Budget	72.98%	22.98%	4.04%	0.00%	100.00%	0.00%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
PARK IMPROVEMENT FUND

Program Name	Program Description	Fund	Cost of Service
Tree Sale Program	Annual program offering residents of Frederick trees for sale in order to promote tree planting in the area.	Parks	5,335
Parks Expansion	Support of POST MP implementation.	Parks	5,335
Parks Improvements	Installation and/or restoration of park improvements including: trees, playgrounds, trails, shelters, restrooms, picnic tables, benches, signs, etc.	Parks	9,496
Parks Maintenance	Maintenance of park areas, including shrub pruning, weed control, fertilization, sweeping hard surfaces, cleaning and repairing park benches and tables, maintaining splash park, etc.	Parks	40,013
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Parks	7,500
Tree Maintenance	Horticulture, tree trimming, replacing dead trees.	Parks	44,715
Parks Mowing	Mowing of the town parks.	Parks	168,751
Parks Fleet Maintenance	Management and maintenance of town fleet vehicles.	Parks	32,010
Playground Maintenance	Maintaining park playground areas.	Parks	89,907
Parks Building Maintenance	Maintaining park buildings, restrooms, and shelters.	Parks	106,013
Youth Recreation Activities	Investigation and analysis of various youth recreation activities that would be possible for the Town.	Parks	18,673
Parks Irrigation	Maintain irrigation system and water for Town park areas.	Parks	90,713
Private Special Events	Park preparation and any necessary clean up after private rentals and Town Events.	Parks	63,387
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment and supplies.	Parks	8,669

Town of Frederick
2023 Proposed Budget - Program Summary
PARK IMPROVEMENT FUND

Program Name	Program Description	Fund	Cost of Service
Budget and Research	Review, analyze, and compile annual budget documents. Review, analyze, and update long-term financial plans and forecasts for organization. Review and analyze rate structures and levels for enterprise funds.	Parks	13,604
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Parks	11,437
Grant Management	General grant oversight.	Parks	6,343
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Parks	3,761
Materials Management	Ordering supplies/services for organization, processing payment for purchases.	Parks	5,340
	Total Parks programs		**$ 731,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

OPEN SPACE FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Planning	0	319,500	14,925	0
Public Works	189,516	60,000	123,983	813,950
Operational Expenses	259,530	516,500	420,012	690,500
Totals	**$449,046**	**$896,000**	**$558,920**	**$1,504,450**

OPEN SPACE FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Public Works	---	485,200	22,500	---	507,700	306,250	---	813,950
General Operations	690,500	---	---	---	690,500	---	---	690,500
Totals	$690,500	$485,200	$22,500	$0	$1,198,200	$306,250	$0	$1,504,450
Total Cash Available								$6,212,052
Ending Fund Balance								$4,707,602
% of Total Budget	45.90%	32.25%	1.50%	0.00%	79.64%	20.36%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
OPEN SPACE FUND

Program Name	Program Description	Fund	Cost of Service
Open Space Admin	Oversight, coordination, and direction regarding day-to-day public works activities.	Open Space	17,500
Open Space Planning and Project Management	Planning, supervising, assisting, coordinating, and review of existing and potential projects.	Open Space	338,460
OS Improvements	Installation and/or restoration of open space improvements including: trees, grasses and vegetation, signs, benches, etc.	Open Space	101,430
Trail Improvements	Installation and/or restoration of trails.	Open Space	67,746
Open Space Expansion	Support of POST MP implementation.	Open Space	10,684
Infrastructure Maintenance and Expansion	Maintenance of Open Space areas, new infrastructure assets.	Open Space	145,362
Mosquito Control	Mosquito spraying that occurs from late spring through summer.	Open Space	88,080
Integrated Pest Management	General pest control.	Open Space	34,316
Trail Maintenance	Maintenance of existing trails including concrete repair, mowing and weed control.	Open Space	168,931
Fleet Operation	Lease costs for OS fleet operations.	Open Space	94,500
Resource and Wildlife Management	Conservation and preservation of ecology, plant ecology, botany, wildlife management, and natural resources including the Wetlands.	Open Space	72,264
Graffiti Removal	Removal and restoration of Town assets that have been defaced.	Open Space	47,475
Open Space Public Education and Outreach	Public education program on open space and conservation of these areas.	Open Space	22,961
Open Space Signs	Maintenance and replacement of existing open space signage.	Open Space	11,972
Noxious Weed Control	Control and management of noxious and invasive weeds.	Open Space	68,385

Town of Frederick
2023 Proposed Budget - Program Summary
OPEN SPACE FUND

Program Name	Program Description	Fund	Cost of Service
Budget and Research	Review, analyze, and compile annual budget documents. Review, analyze, and update long-term financial plans and forecasts for organization. Review and analyze rate structures and levels for enterprise funds.	Open Space	35,848
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Open Space	37,863
Grant Management	General grant oversight.	Open Space	140,674
	Total Open Space programs		**$ 1,504,450**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

PUBLIC SAFETY FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	5,793	88,000	170,552	250,000
Totals	**$5,793**	**$88,000**	**$170,552**	**$250,000**

PUBLIC SAFETY FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Operational Expenses	0	0	0	0	0	250,000	---	250,000
Totals	$0	$0	$0	$0	$0	$250,000	$0	$250,000
Total Cash Available								$716,806
Ending Fund Balance								$466,806
% of Total Budget	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Town of Frederick
2023 Proposed Budget - Program Summary
PUBLIC SAFETY FUND

Program Name	Program Description	Fund	Cost of Service
Vehicle and Equipment Replacement	Routine vehicle and equipment replacements, transferred to General Fund.	Public Safety	250,000
	Total Public Safety programs		**$ 250,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

CAPITAL FACILITIES FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	649,184	350,000	381,336	350,000
Totals	**$649,184**	**$350,000**	**$381,336**	**$350,000**

CAPITAL FACILITIES FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Capital Facilities	0	25,000	0	0	25,000	150,000	175,000	350,000
Totals	$0	$25,000	$0	$0	$25,000	$150,000	$175,000	$350,000
Total Cash Available								$6,539,113
Ending Fund Balance								$6,189,113
% of Total Budget	0.00%	7.14%	0.00%	0.00%	7.14%	42.86%	50.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
CAPITAL FACILITIES FUND

Program Name	Program Description	Fund	Cost of Service
Debt Service	Debt service for existing Town obligations.	Cap Fac	175,000
Contract Services	Professional service potential needs.	Cap Fac	25,000
Capital	Building and Infrastructure maintenance.	Cap Fac	150,000
	Total Capital Facilities programs		**$ 350,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

FACILITIES FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	0	445,000	431,639	630,000
Totals	**$0**	**$445,000**	**$431,639**	**$630,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

FACILITIES FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Operational Expenses	271,000	320,000	13,000	1,000	605,000	25,000	---	630,000
Totals	$271,000	$320,000	$13,000	$1,000	$605,000	$25,000	$0	$630,000
Total Cash Available								$39,054
Ending Fund Balance								($590,946)
% of Total Budget	43.02%	50.79%	2.06%	0.16%	96.03%	3.97%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
FACILITIES FUND

Program Name	Program Description	Fund	Cost of Service
Grounds Maintenance	Maintain the grounds so that they are safe, aesthetically pleasing, and fit for public use.	Facilities	107,500
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment, and supplies.	Facilities	74,750
Facility Maintenance	Maintain and repair town facilities and properties including the bank property, rental house, etc.	Facilities	324,600
Public Works Administration	Oversight, coordination, and direction regarding day-to-day public works activities.	Facilities	123,150
	Total Facilities programs		**$ 630,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

EVENTS FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	228,085	264,000	209,688	281,000
Totals	**$228,085**	**$264,000**	**$209,688**	**$281,000**

EVENTS FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Events	0	0	0	281,000	281,000	---	---	281,000
Totals	$0	$0	$0	$281,000	$281,000	$0	$0	$281,000
Total Cash Available								$413,918
Ending Fund Balance								$132,918
% of Total Budget	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
EVENTS FUND

Program Name	Program Description	Fund	Cost of Service
Vehicle Lease	Event van.	Events	76,000
Frederick In Flight	A hot air balloon festival to showcase our community to a regional audience.	Events	72,500
Chainsaws and Chuckwagons	A woodcarving competition that adds festivities to Downtown Frederick and art pieces to the town's collection.	Events	86,500
Miners Day	A celebration of the town's history to connect current residents with each other and their past.	Events	15,250
Tiny Terror Town	Safe community event that connects residents and downtown businesses for Halloween fun.	Events	3,250
Community Programs	Communit tour and talks.	Events	5,250
Festival of Light	A kickoff to the holiday season that showcases Crist Park and the town's lighting displays.	Events	22,250
	Total Events programs		**$ 281,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

ART IN PUBLIC PLACES FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	51,808	40,000	20,690	50,000
Totals	**$51,808**	**$40,000**	**$20,690**	**$50,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

ART IN PUBLIC PLACES FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Art in Public Places	---	20,000	---	---	20,000	30,000	---	50,000
Totals	$0	$20,000	$0	$0	$20,000	$30,000	$0	$50,000
Total Cash Available								$32,405
Ending Fund Balance								($17,595)
% of Total Budget	0.00%	40.00%	0.00%	0.00%	40.00%	60.00%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
ART IN PUBLIC PLACES FUND

Program Name	Program Description	Fund	Cost of Service
Public Art	Placement, education, and creation of bronze art and other art in the community.	Art	50,000
	Total Arts in Public Places programs		**$ 50,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

WATER FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
General Administration	2,687,688	659,000	572,932	1,050,000
Engineering	2,038,545	3,199,500	1,278,643	8,842,400
Public Works	532,597	497,500	283,341	901,250
Totals	**$5,258,830**	**$4,356,000**	**$2,134,916**	**$10,793,650**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

WATER FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
General Admin	855,000	90,000	---	105,000	1,050,000	---	---	1,050,000
Engineering	---	3,951,400	25,000	9,000	3,985,400	4,857,000	---	8,842,400
Public Works	323,000	180,500	226,000	5,500	735,000	166,250	---	901,250
Totals	$1,178,000	$4,221,900	$251,000	$119,500	$5,770,400	$5,023,250	$0	$10,793,650
Total Cash Available								$70,355,718
Ending Fund Balance								$59,562,068
% of Total Budget	10.91%	39.11%	2.33%	1.11%	53.46%	46.54%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
WATER FUND

Program Name	Program Description	Fund	Cost of Service
Water Admin	Oversight, coordination, and direction regarding day-to-day public works activities.	Water	120,500
Water Resource Management	Water rights tracking, acquisition of rights, filing of decrees, water conservation, and water rental to farmers.	Water	4,340,828
Water Source Projects	Permitting, design, and construction of new water source storage.	Water	3,725,000
Raw Water System Improvements	Meter upgrades, meter replacements, design of new raw water main lines, park conversions from potable water to raw water, and GIS layers management.	Water	394,278
Potable Water System Improvements	Mainline extensions, abandonment of old lines, and GIS layers management.	Water	1,110,500
Meter Services	This program includes all meter related services from placing new meters, to testing, repairing, and reading.	Water	252,094
Hydrant Repair and Replacement	Repairing and replacing fire hydrants for fire protection.	Water	37,300
Water Education Outreach	Communication and meeting with citizens and community members regarding water sourcing and storage.	Water	32,300
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Water	2,000
Water Quality Operations	Water quality monitoring and testing.	Water	74,600
Water Conservation	Public education regarding the practice of using water efficiently to reduce unnecessary usage.	Water	65,300
Water Fleet Operations	Management and maintenance of town fleet vehicles.	Water	218,500
Infrastructure Maintenance	Repair and replace watermains.	Water	72,300
Employee Certification	Employee certification and continued education in water management	Water	34,300

Town of Frederick
2023 Proposed Budget - Program Summary
WATER FUND

Program Name	Program Description	Fund	Cost of Service
Water - Storm Response and Recovery	Management and restoration of infrastructure and facilities following an incident.	Water	93,550
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment and supplies.	Water	40,300
Utility Billing and Cashiering	Collect and process all payments for services/licenses, etc. Maintain all utility billing accounts, rate structures, process utility bills, and shut off notices.	Water	165,000
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Water	15,000
	Total Water programs		**10,793,650**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

STORM WATER FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Engineering	581,859	33,000	132,975	4,791,500
Public Works	12,720	86,500	63,156	390,750
General Operations	327,654	561,500	459,380	927,000
Totals	**$922,233**	**$681,000**	**$655,511**	**$6,109,250**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

STORM WATER FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Engineering	---	47,500	27,000	2,000	76,500	4,715,000	---	4,791,500
Public Works	---	200,000	76,500	---	276,500	114,250	---	390,750
General Operations	822,000	5,000	---	100,000	927,000	---	---	927,000
Totals	$822,000	$252,500	$103,500	$102,000	$1,280,000	$4,829,250	$0	$6,109,250
Total Cash Available								$9,832,942
Ending Fund Balance								$3,723,692
% of Total Budget	13.46%	4.13%	1.69%	1.67%	20.95%	79.05%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
STORM WATER FUND

Program Name	Program Description	Fund	Cost of Service
Storm Water Admin	Administrative expenses related to wage and fringe, operations, and debt service.	Storm	102,000
Storm Drainage Maintenance	Clear drainage outfalls, repair sewers, and manholes.	Storm	4,879,900
Storm System Expansion	Construct storm sewers, box culverts, detention ponds, and grants.	Storm	199,400
Storm Planning and Project Management	Management and restoration of infrastructure and facilities following an incident.	Storm	5,000
Ditch and Culvert Maintenance	Ditch cleaning, roadside shoulder grading, inspection, and cleaning of culverts and drain grates.	Storm	141,845
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Storm	13,500
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment, and supplies.	Storm	108,500
Fleet Capital & Maintenance	Purchase, maintenance, and lease costs for storm drainage operations.	Storm	1,644
Storm - Storm Response and Recovery	Management and restoration of infrastructure and facilities following an incident.	Storm	231,775
Budget and Research	Review, analyze, and compile annual budget documents. Review, analyze, and update long-term financial plans and forecasts for organization. Review and analyze rate structures and levels for enterprise funds.	Storm	82,200
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Storm	141,100

Town of Frederick
2023 Proposed Budget - Program Summary
STORM WATER FUND

Program Name	Program Description	Fund	Cost of Service
Grant Management	General grant oversight.	Storm	138,096
Utility Billing and Cashiering	Collect and process all payments for services/licenses, etc. Maintain all utility billing accounts, rate structures, process utility bills, and shut off notices.	Storm	47,600
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Storm	16,690
	Total Storm Water programs		**$ 6,109,250**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

GOLF FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Golf Course	961,371	1,082,650	1,079,632	1,307,800
Golf Restaurant	374,293	545,300	547,676	402,350
Totals	**$1,335,665**	**$1,627,950**	**$1,627,307**	**$1,710,150**

GOLF FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Golf Course	520,500	234,800	167,000	278,000	1,200,300	107,500	---	1,307,800
Golf Restaurant	168,350	16,500	201,000	16,500	402,350	---	---	402,350
Totals	$688,850	$251,300	$368,000	$294,500	$1,602,650	$107,500	$0	$1,710,150
Total Cash Available								$30,605
Ending Fund Balance								($1,679,545)
% of Total Budget	40.28%	14.69%	21.52%	17.22%	93.71%	6.29%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
GOLF FUND

Program Name	Program Description	Fund	Cost of Service
Golf Program	Maintain and operate Bella Rosa Golf Course.	Golf	1,255,750
Restaurant - Food & Beverage	Maintain and operate the Back 9 Restaurant.	Golf	402,350
Budget and Research	Review, analyze, and compile annual budget documents. Review, analyze, and update long-term financial plans and forecasts for organization. Review and analyze rate structures and levels for enterprise funds.	Golf	26,025
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Golf	26,025
	Total Golf Programs		**$ 1,710,150**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

OIL ROYALTY TRUST FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	189,585	75,000	49,500	90,000
Totals	**$189,585**	**$75,000**	**$49,500**	**$90,000**

OIL ROYALTY TRUST FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Oil Royalty	---	15,000	---	75,000	90,000	---	---	90,000
Totals	$0	$15,000	$0	$75,000	$90,000	$0	$0	$90,000
Total Cash Available								$1,896,495
Ending Fund Balance								$1,806,495
% of Total Budget	0.00%	16.67%	0.00%	83.33%	100.00%	0.00%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
OIL ROYALTY TRUST FUND

Program Name	Program Description	Fund	Cost of Service
Scholarships	High School Scholarship Program, Continuing Education Program.	Oil Royalty	65,000
Community Grants	Donations to Non-profit organizations in the Tri Town Area.	Oil Royalty	10,000
Planning and Project Management	Economic Development.	Oil Royalty	15,000
	Total Oil Royalty programs		**$ 90,000**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

FLEET FUND | EXPENSE SUMMARY

	2021 Actual	2022 Budget	2022 Projected	2023 Proposed
Operational Expenses	0	531,950	496,074	1,130,500
Totals	**$0**	**$531,950**	**$496,074**	**$1,130,500**

TOWN OF FREDERICK
ANNUAL BUDGET
FY 2023

FLEET FUND | EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Operational Expenses	262,000	648,500	191,000	29,000	1,130,500	---	---	1,130,500
Totals	$262,000	$648,500	$191,000	$29,000	$1,130,500	$0	$0	$1,130,500
Total Cash Available								$97,064
Ending Fund Balance								($1,033,436)
% of Total Budget	23.18%	57.36%	16.90%	2.57%	100.00%	0.00%	0.00%	100.00%

Town of Frederick
2023 Proposed Budget - Program Summary
FLEET FUND

Program Name	Program Description	Fund	Cost of Service
Workplace Safety and Injury Prevention	Comply with federal, state, and local standards and codes as they relate to healthful working conditions, provide safety training, provide necessary safety equipment, and supplies.	Fleet	13,740
Administration	Oversight, coordination, and direction regarding day-to-day fleet activities.	Fleet	526,340
Facility Maintenance	Maintain and repair town facilities and properties including the bank property, rental house, etc.	Fleet	263,900
Fleet Operations	Management and maintenance of town fleet vehicles and partnership with Frederick-Firestone Fire District.	Fleet	295,400
Asset Management Planning	Review, inspect and analyze asset condition and plan for repairs and replacement.	Fleet	6,640
Procurement	Procurement process for purchases, managing purchase orders, submitting pay requests.	Fleet	5,240
Customer Service	Assist and provide customer service to both internal and external customers. Partnering with departments.	Fleet	9,240
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Fleet	10,000
	Total Fleet programs		**$ 1,130,500**

TOWN OF FREDERICK
BOARD OF TRUSTEES
INFORMATION MEMORANDUM

A Discussion on Sustainable Growth and the Comprehensive Plan

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Agenda Date: Town Board Meeting - November 29th, 2022

Submitted by: Ali van Deutekom
Planning Manager

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:

- *Fiscally Responsible Governance –*
  - *Many growth management approaches deal with public fiscal health. These include, but are not limited to, "pay your own way" provisions, special district financing, impact fees, and in some limited cases, rate of growth ordinances.*
- *Community and Economic Vitality –*
  - *2.4 Continue work on updating the Comprehensive Plan and Downtown Plan.*

Summary Statement:

Recently, the Town initiated a year and a half long project to update the comprehensive plan. A fundamental concept needing attention as part of that process is the idea of growth in Frederick both in the short term and long term. This topic alone is not one that can be glossed over and requires breaking the concept down in to more digestible pieces with the goal of being able to make more informed decisions later on during this process. Additionally, the Board asked to receive a presentation on growth management at their August 2022 Strategic Planning Workshop.

Detail of Issue/Request:

Throughout the Denver metro area and specifically the north metro, communities have realized significant growth over the last ten years. While this growth has been anticipated in many communities, naturally, concerns arise regarding the pace of growth, availability of critical resources (i.e., water, sewer, roadways, and public safety etc.) become commonplace topics of discussion.

Frederick, is one of many communities experiencing this rapid pace of growth. As such, the whole idea of growth management becomes critical in understanding how and to what extent the Town could or should play a role in shaping the growth trajectory for the future. Understanding that growth management can be achieved via policy objectives, targeted incentives or via regulatory means, there is no "one size fits all" approach. Staff have worked with special legal counsel as well as our Comprehensive Plan consultant to help provide context on growth management. As such, Staff are prepared to provide this presentation and no direction is needed at this time. Further direction will be sought after much later during the Comprehensive Plan process.

Growth management is a system or process whereby a community seeks to guide the timing and location of land development in an orderly manner, and/or to ensure that "adequate public facilities" and services are in place concurrently with the impacts and demands that new development places on them.

A community's use of growth management techniques is wide-ranging, but the reasons behind implementing these programs generally coincides with these general community objectives:

- Mitigating or managing the effects of new development on public infrastructure or optimizing the efficiency of investments in public infrastructure
    - ensuring that services and facilities are in place to support the development at the time it occurs
    - providing adequate park space and/or recreational facilities, school sites/facilities, and similar amenities
    - designing and providing adequate infrastructure
    - mitigating the effect of increased traffic
    - maintaining current (or specified) service levels for current residents (i.e., without degradation of quality or timeliness of services because resources become unevenly distributed between existing and growth neighborhoods.

- Mitigating or managing the effects of new development on public finances
    - requiring new development to pay its own way
    - helping maintain financial stability of all units of government, not just the municipality

- Mitigating or managing the effects of new development on natural resources or farmland
    - ensuring that new development does not compromise water availability
    - preserving or protecting critical masses of farmland from urban encroachment

- Managing the rate of growth (pace of change)
    - maintaining community character
    - pacing development according to the ability of the community to handle it
    - reserving adequate time for community officials to keep master plans and subarea plans up to date, to evaluate facilities and service delivery, and to otherwise be prepared to respond to new development trends

- Educating the public about a community's planning efforts and maintaining its responsiveness to citizen concerns

Many of our neighboring communities have implemented growth management policies revolving around limiting growth rates. While these limitations do provide a community with control over the pace of change, they can also leave a community with a reputation of being "closed for business" if not well thought out and executed with consistency. Below is a list of a few communities that address growth management and some of the consequences (both positive and negative) in those approaches.

Brighton - Recently implemented a building permit phasing plan requirement. New subdivisions, through development agreement, are required to provide the city with a maximum number of units they will complete each year in a phasing plan. The public improvements are tied directly to the maximum number of units produced. The city has predictability as to the additional units it will serve each year. Although not required, the Town of Frederick has approved phasing plans within most of the large residential subdivisions we have approved in recent years. The difference here is we allow developers to move at their own pace to meet market demands and optimize financing. They can also build all phases at once. As such, while Frederick can predict the maximum number of units that may be delivered in any given year based on development approvals, it is likely that Brighton has the ability to more accurately predict the actual number of units that will be delivered.

Lafayette - Took a slightly different approach to limiting growth by capping the total number of dwelling units per year to 1,200 each calendar year. In addition to the dwelling units authorized within the cap, the Council may authorize the construction of up to fifty (50) permanently affordable dwelling units per year, as well as developments for which a PUD overall development plan or final plan restricts at least 40 percent of the total number of units as permanently affordable dwelling units. This approach attempts to deal with the impacts of rate of growth on affordability. Time will tell how the approach affects the middle of the housing market.

- Implemented a residential growth pacing system. Each year, if the City Council desires to activate the program, it holds a public hearing and sets the number of residential development allocations that are available. The allocations are set as categories; single-family detached, medium-density residential, multi-family, manufactured home parks, and housing mix. These are the factors the Council uses to consider each allocation:

a. Projected municipal revenues and expenditures in the following year, and progress in providing infrastructure and services to cure existing deficiencies and to serve new development.

b. Expansion or contraction of the city's commercial and industrial economic base, and the effect on tax revenues to the city.

c. Traffic conditions and school occupancy conditions.

d. Data indicating the number of residential dwelling units built during the prior year by type and location, the current reservations of residential development allocations for future years, and the availability of staff to process residential development applications.

e. Past and projected growth in the local and regional area, changes in the cost of living, and other economic indicators including job growth.

f. Annexations approved after January 1, 2000, that have not been exempted from the requirement to obtain allocations.

g. Allocation absorption schedules*

h. Applications for the multifamily residential category on file from the previous calendar year.

i. The city council also takes into consideration the recommendation of the city staff on the number of allocations to be made available and on proposals for procedural or substantive changes to improve the administration and operation of this article.

j. Notwithstanding the provisions in item (5), the minimum number of allocations to be made available for the single-family residential category is determined according to items d and e.

Thornton also requires a "building permit phasing plan" similar to Brighton. That includes *allocation absorption schedule* for proposed subdivision plats. Each application for subdivision plat approval for single-family residential development or medium-density residential development must include annual estimates of the number of residential development allocations expected to be requested for the five calendar years commencing with the year in which the plat is expected to be recorded. Unused allocations must be returned to the city. This may create stress for owners of platted lots that are not yet built-out at the time the allocation expires.

Westminster - created a "Service Commitment Competition for New Residential Projects Program." The program allocated 1,100 service commitments for five competition categories (1,000 plus 100 for senior housing) established within the City's Growth Management Program: single-family detached, single-family attached, multi-family, senior housing, and traditional mixed use neighborhood development. The program awards service commitments on a competitive basis in accordance with criteria adopted periodically by the City Council. The competition would serve as a "first step" for projects prior to proceeding to the City's development review process. The development review process could only begin if a service commitment award is received. The competition would open at the end of each year for awards to submit in the following year. Competition programs like this can add time to the concept-to-completion schedule and may reduce the potential for desirable, opportunistic infill development, as increased timetables may affect purchase and sale and financing agreements, particularly in dynamic and uncertain markets. Additionally, Westminster requires that all development larger than 5 acres be done through the PUD process, resulting in nearly every proposal being negotiated vs. a use by right.

Lakewood - Established a building permit management system that limits residential growth in the City of Lakewood to no greater than one (1) percent per year. There are excepts to the strict limitation such as; redevelopment of blighted properties and senior housing. This initiative was passed through a vote of the residents and heavily criticized by the development community.

There are other ways to guide growth without placing limitations. One way is incentives that encourage desirable land uses or forms of development (i.e., reduced water costs or expedited entitlements). In Frederick, where much of the zoning is Euclidian (Euclidean zoning is the separation of land uses by type—residential, commercial, retail, industrial, etc. —each into their own zones or areas.) it's much harder to deny projects and easier to incentivize. One tool we do have is the Planned Unit Development (PUD) process. We could use our PUD process to guide and manage growth if the Board desires.

Historically, Frederick has managed growth through zoning, growth boundary limit lines and water dedication requirements, for the most part.

Policymaking around growth management can also be handled through the Comprehensive Plan and its incorporated Three-Mile Plan. In the Comprehensive Plan, the Town may encourage the uses and densities the community wants to see in particular locations, and discourage uses and densities that are not consistent with the Town's growth trajectory. Staff will be taking a deep dive into housing policy discussions in the next year with the Comprehensive Plan steering committee, community, our consultant team of experts and the Board of Trustees. Ultimately, the Board of Trustees will have a wonderful opportunity to take feedback from the Comprehensive Plan outreach, the recommendations made by our consultant team and create a program Frederick can use to grow in a deliberate, strategic fashion in the future.

Legal Comments:

The Town's Land Use Attorney, Todd Messenger has a prepared presentation regarding growth management.

Alternatives/Options:

The Board could choose not to receive this presentation. This alternative is not preferred as the concept of growth management is often too large to digest when incorporated in to larger context of the Comprehensive Plan. Taking this topic by itself to ensure everyone has a shared understanding it very beneficial at this early stage.

Financial Considerations:

Not Applicable

Staff Recommendation:

Staff is providing information. No decisions are anticipated to be made at this meeting.