



Town of Frederick
Board of Trustees Agenda
Town Hall, 401 Locust Street Frederick
CO Tuesday, October 5, 2021

Work Session
5:00 PM

1. Budget Discussion
2. Mayor and Trustee Reports
3. Adjournment to Joint Meeting

Topic: Board of Trustee Meeting - Work Session
Time: Oct 5, 2021 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/96905099200>

Meeting ID: 969 0509 9200
One tap mobile
+16699006833,,96905099200# US (San Jose)
+12532158782,,96905099200# US (Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 969 0509 9200
Find your local number: <https://zoom.us/u/aAUKJkMjp>

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

GENERAL FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Town Manager's Office	428,907	657,272	287,868	489,275
Economic Development	0	132,524	93,555	378,325
Town Attorney	0	200,352	89,747	193,150
Town Clerk	176,473	271,440	294,214	353,625
Communications	233,258	346,850	291,927	386,250
Human Resources	194,180	228,791	168,628	393,125
Information Technology	602,229	705,211	664,468	1,078,800
Finance/Internal Services	215,552	1,628,869	1,457,129	2,223,900
Courts	138,920	125,909	134,418	138,125
Board	452,430	262,650	316,474	308,100
Engineering	768,152	479,196	424,037	426,025
Planning	427,210	404,593	467,629	838,365
Police	3,639,361	3,870,754	4,069,224	4,901,235
Public Works	345,990	503,022	385,168	379,775
Totals	\$7,622,662	\$9,817,433	\$9,144,486	\$12,488,075

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

General Administration

Town Manager's Office

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Economic Development	Business retention and recruitment.	General	156,099
Regional Partnerships	Creating and fostering relationships with State and Federal Partners.	General	40,154
Local Partnerships	Creating and fostering relationships with local partners.	General	45,012
External Communication	Creating and fostering relationships with the community.	General	15,903
Internal Communication	Creating and fostering relationships within the organization.	General	15,136
Town Administration and Operations	Oversight, coordination, and direction regarding day-to-day activities.	General	74,127
Strategic Planning	Implementing and monitoring long-term goals and objectives.	General	58,345
Organizational Development	Training, culture development, succession planning, leadership development.	General	54,110
Intergovernmental Relations	Creating and fostering positive relationships with other governmental entities.	General	15,803
Developer Obligations and Liabilities	Infrastructure improvements through MOAPIs.	General	14,586
Risk Management	Insurance policy management, loss assessments, claim processing.	General	0
Total Town Manager's Office programs			\$ 489,275

Economic Development

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Attraction, Retention, & Expansion	Attract and retain primary employers to support a healthy economy and provide access to jobs for residents.	General	87,882
Commercial & Retail Development	Attract new retailers and retain existing retailers to sustain a healthy tax base, and encourage a strong business environment.	General	75,882
Urban Renewal and Redevelopment	Facilitate development and redevelopment of commercial properties in Urban Renewal Areas.	General	83,964
Downtown Business Support	Provide support for the growth and vitality of downtown businesses in the Town of Frederick.	General	78,882
Strategic Planning	Maintain long term economic plan for future economic development opportunities.	General	51,715
Total Economic Development programs			\$ 378,325

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Town Attorney

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Governance	Review and compliance of Town, County, and State laws	General	41,575
Boards and Commissions	FURA, Board of Trustees, Commissions, Frederick Metro District	General	40,575
Contracting	Review and regulate contracts, IGA, vendor agreements for the Town	General	52,750
Intergovernmental Relations	Creating and fostering positive relationships with other governmental entities	General	27,925
Customer Service	Assist and provide customer service to both internal and external customers. Partnering with departments.	General	30,326
Total Town Attorney programs			\$ 193,150

Town Clerk

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Election Administration	Preparation and conduction of all Town elections.	General	79,631
Agenda Management	Management of Board of Trustee packets, URA packets, Liquor Authority packets, Metro District packets, and commission packets.	General	77,006
Municipal and Land Use Code Maintenance	Laws of the Town of Frederick.	General	35,341
Licensing	Business, liquor, peddler/solicitor.	General	51,779
Fred TV	Online Board recordings.	General	14,676
Records Management	Ordinances, public hearings, final payments.	General	93,692
Risk Management	Insurance policy management, loss assessments, claim processing.	General	1,500
Total Town Clerk programs			\$ 353,625

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Communications

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
External Communication	Frederick Flash, Monthly Newsletter, Social Media, Website, Media Relations, Events Brochure, General Information Brochure.	General	156,895
Internal Communication	Internal Communication, Culture development, Community Relations Strategic Plan.	General	24,995
Community Outreach	BBQ Tour, Youth Programming, Community Survey, Volunteer Program, Adopt a Place, Memorial Bench and Tree, Self-Defense Classes.	General	56,489
Branding	Ensuring the protection and expansion of Frederick's brand with ads, SEO, branded giveaway items, branded apparel, business cards.	General	42,489
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	102,613
Commissions	The volunteer commissions help with everything from planning public art to executing the tree sale program.	General	770
Risk Management	Insurance policy management, loss assessments, claim processing.	General	2,000
Total Communications programs			\$ 386,250

Human Resources

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Payroll	Employee payroll processes.	General	37,145
Recruitment and Selection	Recruiting, hiring, onboarding.	General	53,736
Employee Relations	Employee performance, recognition, wellness, morale.	General	147,017
Learning & Development	HR training and professional memberships, staff training, tuition reimbursement.	General	93,900
Risk Management	Insurance policy management, loss assessments, claim processing.	General	48,091
Benefits Administration	Employee benefit program analysis and administration.	General	13,236
Total Human Resources programs			\$ 393,125

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Information Technology

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
IT Infrastructure	Email, internet, telephones, network storage, connectivity, back-up/recovery, database management, records center, application hosting, application development, server platform.	General	279,192
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	110,768
Security	Cyber security, firewalls/intrusion protection, patch management, PC virus protection, vulnerability management, compliance (CJIS/CIRSA), endpoint protection, remote network access/VPN.	General	346,649
Administration	Software license compliance, inventory control, software maintenance contracts, budget, technology contracts and purchasing, capital asset management, census.	General	234,813
Product Management	GIS, website management, project management, automation.	General	107,379
Risk Management	Insurance policy management, loss assessments, claim processing.	General	
Total Information Technology programs			\$ 1,078,800
Total General Administration programs			\$ 3,272,550

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Finance			
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Finance Administration	Oversight, coordination, and direction regarding day-to-day financial activities, policy analysis, economic development activities.	General	29,510
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	26,335
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, Accounts Payable, Accounts Receivable, investment services, and general accounting services.	General	26,773
Grant Management	General grant oversight.	General	17,973
Materials Management	Ordering supplies/services for organization, processing payment for purchases.	General	17,760
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	62,505
Debt Management	Management of debt for all funds/bond issuance.	General	19,160
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	General	30,935
Risk Management	Insurance policy management, loss assessments, claim processing.	General	233,235
Town Administration and Operations	Oversight, coordination, and direction regarding day-to-day activities.	General	1,759,715
Total Finance programs			\$ 2,223,900

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Court			
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Restorative Justice	Alternative offender program.	General	14,596
Municipal Court	Judicial operations.	General	123,529
Risk Management	Insurance policy management, loss assessments, claim processing.	General	0
Total Court programs			\$ 138,125

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Board				
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>	
Board Outreach	Communication and meeting with community members.	General	31,020	
Board Strategic Planning and Organizational Development	Development of clear goals and objectives for the organization and community.	General	38,640	
Legal Matters and Advice	Legal Matters for the Town including Town Attorney.	General	86,060	
Audits	Annual financial audit required by State Statutes.	General	0	
Elections	All Town Elections.	General	70,000	
Board Regional Partnerships	Creating and fostering relationships across regional partners at State and Federal levels.	General	17,260	
Board Local Partnerships	Creating and fostering working relationships with local partners.	General	28,390	
Board Legislative	Agenda related items.	General	18,900	
Community Betterment	Projects as directed by Board.	General	17,830	
Risk Management	Insurance policy management, loss assessments, claim processing.	General	0	
Total Board programs			\$	308,100

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Engineering			
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Permitting	Permit processing for new development and for modifications to existing structures.	General	143,880
Inspections	Inspection of new and existing structures and infrastructure.	General	31,757
Plan Review	Review all design infrastructure of new development for compliance with Town standards and specifications.	General	36,468
Code Enforcement	Review of infrastructure and structures for health, safety, and welfare compliance.	General	33,068
Administration	Answering resident calls and questions, updating engineering page on website, meeting with residents, training, personnel.	General	40,519
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	52,313
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	81,095
Risk Management	Insurance policy management, loss assessments, claim processing.	General	
Fleet Maintenance	Management and maintenance of town fleet vehicles.	General	6,927
Total Engineering programs			\$ 426,025

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Planning			
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Development Review Management	Review of land use applications in compliance with Land Use Code.	General	279,009
Comprehensive Plan Management	Implementation and maintenance of Comprehensive Plan and its supplemental documents.	General	23,251
Business Retention/Expansion	Efforts to attract/retain businesses to/within the community.	General	9,300
Administration	Includes the day to day operations of the Planning Department including general, safety, and training supplies as well as miscellaneous items.	General	14,550
Metro District Management	Review of and ongoing interaction with metropolitan districts.	General	47,895
DRCOG Technical Assistance	Services provided to member communities by DRCOG	General	48,360
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	277,296
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	General	30,100
Commission Administration	Administration of the Planning Commission and POST Commission, as well as preparation for and participation in meetings.	General	94,653
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	4,650
Planning Department Memberships	Professional memberships with planning organizations.	General	2,790
Tree Sale Administration	Manage Town tree sale program.	General	2,325
Annexations	The TOF is able to assist with annexation of properties.	General	4,185
Risk Management	Insurance policy management, loss assessments, claim processing.	General	0
Total Planning programs			\$ 838,365

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Police			
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Patrol Services	Uniformed police services in the community.	General	1,505,686
Investigations	Criminal investigations.	General	322,143
Property and Evidence	Secure storage of evidence and victim property.	General	109,730
Community Services	Code enforcement and animal control.	General	237,195
Special Weapons & Tactics	IGA Longmont - High Risk Response Team.	General	38,809
School Resource Officers	Effective liaison with school students and faculty.	General	435,913
Police Records	Criminal justice records for public and system.	General	24,921
Administration	Oversight, management and direction of police.	General	547,800
K9 Program	Working dog for drugs and criminal apprehension.	General	159,014
Community Policing/Outreach	Maintain and improve relations with community.	General	345,363
Fleet Maintenance	Provide vehicles for department tasks.	General	101,238
Communications	911 and police dispatch services	General	106,052
Training and Professional Development	Training and Professional memberships for personnel.	General	696,738
Grant Funding	Grant funded overtime for traffic enforcement, equipment, special duty programming.	General	65,238
School Crossing Guards	School crossings protected by part-time guards.	General	52,190
Inter agency Initiatives	JAC, Victim Assistance, Drug Task Force, Kids Place, Emergency Management Program	General	131,208
Information Technology	Network security, network disaster recovery, Egov, network infrastructure, server replacement, printer maintenance/replacement, computer replacement.	General	22,000
Risk Management	Insurance policy management, loss assessments, claim processing.	General	0
Total Police programs			\$ 4,901,235

Town of Frederick
2022 Proposed Budget - Program Summary
GENERAL FUND

Public Works			
<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
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	21,402
Facility Maintenance	Maintain and repair town facilities and properties including the bank property, rental house, etc.	General	70,608
Administration	Oversight, coordination, and direction regarding day-to-day public works activities.	General	79,110
Fleet Operations	Management and maintenance of town fleet vehicles and partnership with Frederick-Firestone Fire District.	General	50,090
Asset Management Planning	Review, inspect and analyze asset condition and plan for repairs and replacement.	General	16,869
Capital Project Development	Analyze the towns long term needs for services and put together a plan to address those.	General	3,374
Capital Project Management	Manage, assist, supervise capital improvement projects.	General	33,738
Procurement	Procurement process for purchases, managing purchase orders, submitting pay requests.	General	16,869
Dispatch and Scheduling	Manage service order processing and scheduling of needed repairs, testing, and provide information to internal and external customers.	General	87,718
Risk Management	Insurance policy management, loss assessments, claim processing.	General	0
Total Public Works programs			\$ 379,775
Total General Fund programs			\$ 12,488,075

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

STREETS FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Engineering	1,192,070	43,300	40,233	69,600
Public Works	1,191,550	1,058,950	961,570	1,033,200
Operational Expenses	867,663	1,165,368	572,400	1,248,500
Totals	\$3,251,283	\$2,267,618	\$1,574,203	\$2,351,300

Town of Frederick
2022 Proposed Budget - Program Summary
STREETS AND ALLEY FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Street Admin	Administrative expenses related to wage and fringe, operations, and debt service.	Streets	52,000
Pavement Maintenance	Chip seal, overlays, striping.	Streets	10,000
Inspection/Condition Assessments	Review and inspection of street and sidewalk infrastructure.	Streets	59,806
Concrete Maintenance	Pave alleys, repair curb and gutter and cross pans.	Streets	25,575
Transportation Expansion and Capital Improvements	Reconstruct and widen streets, construct traffic signals, address parking needs.	Streets	0
Transportation System Planning	Master plans, regional coordination with CDOT, DRCOG, NATA, grants.	Streets	122,517
Road Repairs	Crack sealing, pothole patching, replacement of damaged roadway sections, and delinators.	Streets	102,789
Trash Removal	Solid waste removal.	Streets	800,000
Transportation Outreach and Education	Communication and meeting with community members regarding transportation topics.	Streets	3,104
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	17,379
Median Maintenance	Maintaining median infrastructure which includes weeding, gravel replacement, mowing, tree trimming, concrete replacement, etc.	Streets	40,946
Street Sweeping	Maintaining clean streets with an organized street sweeping schedule.	Streets	147,049
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Streets	18,821
Right of Way Mowing	Maintaining right of way areas.	Streets	48,160
Streets Fleet Operations	Management and maintenance of town fleet vehicles.	Streets	0
Traffic Control	Directing vehicular and pedestrian traffic around work projects.	Streets	46,197

Town of Frederick
2022 Proposed Budget - Program Summary
STREETS AND ALLEY FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Risk Management	Insurance policy management, loss assessments, claim processing.	Streets	0
Total Street and Alley programs			\$ 2,351,300

**TOWN OF FREDERICK
 ANNUAL BUDGET
 FY 2022
 CONSERVATION TRUST FUND EXPENSE SUMMARY**

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	88,168	250	250	250
Totals	\$88,168	\$250	\$250	\$250

Town of Frederick
2022 Proposed Budget - Program Summary
CONSERVATION TRUST FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Public Site Improvements	Development, replacement, or improvement of park and other public areas.	CT	250
Total Conservation Trust programs		\$	250

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022
PARK IMPROVEMENT FUND EXPENSE SUMMARY**

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Planning	1,156,358	7,000	9,630	242,500
Public Works	306,537	283,640	216,025	272,800
Operational Expenses	574,152	783,148	810,666	762,600
Totals	\$2,037,047	\$1,073,788	\$1,036,321	\$1,277,900

Town of Frederick
2022 Proposed Budget - Program Summary
PARK IMPROVEMENT FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Tree Sale Program	Annual program offering residents of Frederick trees for sale in order to promote tree planting in the area.	Parks	14,626
Parks Expansion	Support of POST MP implementation.	Parks	120,126
Parks Improvements	Installation and/or restoration of park improvements including: trees, playgrounds, trails, shelters, restrooms, picnic tables, benches, signs, etc.	Parks	136,574
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	57,195
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Parks	3,500
Tree Maintenance	Horticulture, tree trimming, replacing dead trees.	Parks	75,831
Parks Mowing	Mowing of the town parks.	Parks	253,378
Parks Fleet Maintenance	Management and maintenance of town fleet vehicles.	Parks	59,756
Playground Maintenance	Maintaining park playground areas.	Parks	126,663
Parks Building Maintenance	Maintaining park buildings, restrooms, and shelters.	Parks	119,195
Youth Recreation Activities	Investigation and analysis of various youth recreation activities that would be possible for the Town.	Parks	26,691
Parks Irrigation	Maintain irrigation system and water for Town park areas.	Parks	116,861
Private Special Events	Park preparation and any necessary clean up after private rentals and Town Events.	Parks	97,522
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	12,533

Town of Frederick
2022 Proposed Budget - Program Summary
PARK IMPROVEMENT FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
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	19,446
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Parks	15,933
Grant Management	General grant oversight.	Parks	9,067
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Parks	5,376
Materials Management	Ordering supplies/services for organization, processing payment for purchases.	Parks	7,626
Total Parks programs			\$ 1,277,900

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

OPEN SPACE FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Planning	101,201	36,200	0	324,500
Public Works	1,497,917	82,650	55,573	70,000
Operational Expenses	177,577	299,753	242,341	596,775
Totals	\$1,776,694	\$418,603	\$297,914	\$991,275

Town of Frederick
2022 Proposed Budget - Program Summary
OPEN SPACE FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Open Space Planning and Project Management	Planning, supervising, assisting, coordinating, and review of existing and potential projects.	Open Space	57,561
OS Improvements	Installation and/or restoration of open space improvements including: trees, grasses and vegetation, signs, benches, etc.	Open Space	42,501
Trail Improvements	Installation and/or restoration of trails.	Open Space	304,500
Open Space Expansion	Support of POST MP implementation.	Open Space	9,234
Infrastructure Maintenance and Expansion	Maintenance of Open Space areas, new infrastructure assets.	Open Space	26,437
Mosquito Control	Mosquito spraying that occurs from late spring through summer.	Open Space	72,839
Integrated Pest Management	General pest control.	Open Space	37,158
Trail Maintenance	Maintenance of existing trails including concrete repair, mowing and weed control.	Open Space	68,618
Resource and Wildlife Management	Conservation and preservation of ecology, plant ecology, botany, wildlife management, and natural resources including the Wetlands.	Open Space	45,679
Graffiti Removal	Removal and restoration of Town assets that have been defaced.	Open Space	48,222
Open Space Public Education and Outreach	Public education program on open space and conservation of these areas.	Open Space	13,362
Open Space Signs	Maintenance and replacement of existing open space signage.	Open Space	13,449
Noxious Weed Control	Control and management of noxious and invasive weeds.	Open Space	66,603

Town of Frederick
2022 Proposed Budget - Program Summary
OPEN SPACE FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
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	30,982
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	32,550
Grant Management	General grant oversight.	Open Space	121,579
Total Open Space programs			\$ 991,275

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

PUBLIC SAFETY FUND

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	54,074	0	0	0
Totals	\$54,074	\$0	\$0	\$0

Town of Frederick
2022 Proposed Budget - Program Summary
PUBLIC SAFETY FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Vehicle and Equipment Replacement	Routine vehicle and equipment replacements transferred to fund CIP projects	Public Safety	0
Total Public Safety programs			\$ -

**TOWN OF FREDERICK
 ANNUAL BUDGET
 FY 2022
 CAPITAL FACILITY FUND EXPENSE SUMMARY**

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	481,685	270,640	832,469	324,500
Totals	\$481,685	\$270,640	\$832,469	\$324,500

Town of Frederick
2022 Proposed Budget - Program Summary
CAPITAL FACILITY FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Debt Service	Debt service for existing Town obligations.	Cap Fac	324,500
Total Capital Facilities programs			\$ 324,500

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

FACILITIES FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	0	0	0	492,250
Totals	\$0	\$0	\$0	\$492,250

Town of Frederick
2022 Proposed Budget - Program Summary
FACILITIES FUND {NEW}

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Grounds Maintenance	Maintain the grounds so that they are safe, aesthetically pleasing, and fit for public use.	Facilities	99,538
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	65,388
Facility Maintenance	Maintain and repair town facilities and properties including the bank property, rental house, etc.	Facilities	228,913
Public Works Administration	Oversight, coordination, and direction regarding day-to-day public works activities.	Facilities	98,413
Total Facilities programs			\$ 492,250

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

EVENTS FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	83,292	186,000	106,642	264,000
Totals	\$83,292	\$186,000	\$106,642	\$264,000

Town of Frederick
2022 Proposed Budget - Program Summary
EVENTS FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
New Year's Eve	A family-friendly community event to celebrate the year's accomplishments and to ring-in a new year.	Events	5,250
Frederick In Flight	A hot air balloon festival to showcase our community to a regional audience.	Events	76,000
Chainsaws and Chuckwagons	A woodcarving competition that adds festivities to Downtown Frederick and art pieces to the town's collection.	Events	72,500
Miners Day	A celebration of the town's history to connect current residents with each other and their past.	Events	86,500
Tiny Terror Town	Safe community event that connects residents and downtown businesses for Halloween fun.	Events	15,250
Finale Fridays	Seasonally monthly opportunity for residents to come to downtown Frederick to enjoy market vendors, live music, and family activities.	Events	3,250
Festival of Light	A kickoff to the holiday season that showcases Crist Park and the town's lighting displays.	Events	5,250
Total Events programs			\$ 264,000

**TOWN OF FREDERICK
 ANNUAL BUDGET
 FY 2022
 ART IN PUBLIC PLACES FUND EXPENSE SUMMARY**

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	95,553	40,000	51,802	40,000
Totals	\$95,553	\$40,000	\$51,802	\$40,000

Town of Frederick
2022 Proposed Budget - Program Summary
ART IN PUBLIC PLACES FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Public Art	Placement, education, and creation of bronze art and other art in the community.	Art	40,000
Total Arts in Public Places programs			\$ 40,000

**TOWN OF FREDERICK
 ANNUAL BUDGET
 FY 2022
 HISTORIC PRESERVATION FUND EXPENSE SUMMARY**

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	0	1,000	0	1,000
Totals	\$0	\$1,000	\$0	\$1,000

Town of Frederick
2022 Proposed Budget - Program Summary
HISTORIC PRESERVATION FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Museum	Manage collection, organize volunteers.	Historic	750
Historic Education	Frederick publications, tours, and general education.	Historic	250
Total Historic programs			\$ 1,000

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

WATER FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
General Administration	396,060	725,307	490,104	727,475
General Operations	308,477	276,015	226,366	327,850
Engineering	3,813,744	2,614,500	1,944,291	3,139,550
Public Works	304,031	242,100	241,536	213,750
Totals	\$4,822,313	\$3,857,922	\$2,902,296	\$4,408,625

Town of Frederick
2022 Proposed Budget - Program Summary
WATER FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Water Resource Management	Water rights tracking, acquisition of rights, filing of decrees, water conservation, and water rental to farmers.	Water	2,588,562
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	292,922
Potable Water System Improvements	Mainline extensions, abandonment of old lines, and GIS layers management.	Water	850,000
Meter Services	This program includes all meter related services from placing new meters, to testing, repairing, and reading.	Water	204,540
Hydrant Repair and Replacement	Repairing and replacing fire hydrants for fire protection.	Water	52,428
Water Education Outreach	Communication and meeting with citizens and community members regarding water sourcing and storage.	Water	35,514
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Water	21,957
Water Quality Operations	Water quality monitoring and testing.	Water	89,570
Water Conservation	Public education regarding the practice of using water efficiently to reduce unnecessary usage.	Water	32,285
Water Fleet Operations	Management and maintenance of town fleet vehicles.	Water	32,285
Infrastructure Maintenance	Repair and replace watermains.	Water	72,535
Employee Certification	Employee certification and continued education in water management	Water	8,457
Water - Storm Response and Recovery	Management and restoration of infrastructure and facilities following an incident.	Water	37,285

Town of Frederick
2022 Proposed Budget - Program Summary
WATER FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
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	39,285
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	46,000
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Water	5,000
Total Water programs			4,408,625

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

STORMWATER FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Engineering	227,045	231,500	401,755	33,000
Public Works	198,804	101,750	7,443	86,700
General Operations	249,690	538,888	251,472	738,150
Totals	\$675,539	\$872,138	\$660,671	\$857,850

Town of Frederick
2022 Proposed Budget - Program Summary
STORMWATER FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Storm Drainage Maintenance	Clear drainage outfalls, repair sewers, and manholes.	Storm	228,830
Storm System Expansion	Construct storm sewers, box culverts, detention ponds, and grants.	Storm	151,830
Storm Planning and Project Management	Management and restoration of infrastructure and facilities following an incident.	Storm	1,750
Ditch and Culvert Maintenance	Ditch cleaning, roadside shoulder grading, inspection, and cleaning of culverts and drain grates.	Storm	84,192
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Storm	7,500
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	1,268
Storm - Storm Response and Recovery	Management and restoration of infrastructure and facilities following an incident.	Storm	129,930
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	63,415
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Storm	31,708
Grant Management	General grant oversight.	Storm	106,537
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	37,958

Town of Frederick
2022 Proposed Budget - Program Summary
STORMWATER FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Customer Service	Collect, sort, and disburse all incoming mail. Provide information to internal and external customers.	Storm	12,933
Total Stormwater programs			\$ 857,850

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

GOLF FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Golf Course	808,051	677,634	942,768	1,085,200
Golf Restaurant	275,768	332,344	307,699	570,550
Totals	\$1,083,819	\$1,009,978	\$1,250,467	\$1,655,750

Town of Frederick
2022 Proposed Budget - Program Summary
GOLF FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Golf Program	Maintain and operate Bella Rosa Golf Course.	Golf	1,018,810
Food and Beverage	Maintain and operate the Back 9 Restaurant.	Golf	567,350
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	36,395
Accounting Services	Includes preparation of monthly financial reports and Comprehensive Annual Financial Report, accounts payable, accounts receivable, investment services, and general accounting services.	Golf	33,195
Total Golf Programs			\$ 1,655,750

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

OIL ROYALTY FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	31,357	57,000	220,826	75,000
Totals	\$31,357	\$57,000	\$220,826	\$75,000

Town of Frederick
2022 Proposed Budget - Program Summary
OIL ROYALTY FUND

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
Scholarships	High School Scholarship Program, Continuing Education Program.	Oil Royalty	50,000
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			\$ 75,000

**TOWN OF FREDERICK
ANNUAL BUDGET
FY 2022**

FLEET FUND EXPENSE SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Operational Expenses	0	0	0	566,750
Totals	\$0	\$0	\$0	\$566,750

Town of Frederick
2022 Proposed Budget - Program Summary
FLEET FUND {NEW}

<u>Program Name</u>	<u>Program Description</u>	<u>Fund</u>	<u>Cost of Service</u>
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	29,524
Administration	Oversight, coordination, and direction regarding day-to-day fleet activities.	Fleet	52,604
Facility Maintenance	Maintain and repair town facilities and properties including the bank property, rental house, etc.	Fleet	230,678
Fleet Operations	Management and maintenance of town fleet vehicles and partnership with Frederick-Firestone Fire District.	Fleet	205,193
Asset Management Planning	Review, inspect and analyze asset condition and plan for repairs and replacement.	Fleet	14,229
Procurement	Procurement process for purchases, managing purchase orders, submitting pay requests.	Fleet	5,759
Customer Service	Assist and provide customer service to both internal and external customers. Partnering with departments.	Fleet	15,759
Training and Professional Development	Quality training and educational activities to support high quality employee service for the community.	Fleet	13,000
Total Facilities programs			\$ 566,750