City of Longmont, Colorado

2015 Proposed Operating Budget

August 26, 2014

City of
Longmont, Colorado

2015 OPERATING BUDGET

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Mayor

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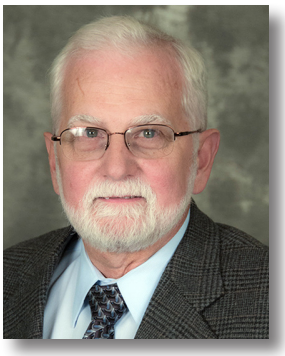
Mayor Pro Tem
Council Member, Ward I



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CITY MANAGER'S OFFICE

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TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

DATE: August 26, 2014

SUBJECT: 2015 Proposed Operating Budget Summary

I hereby present to you the 2015 Proposed Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with no tax rate increases. The total operating budget for 2015, including all funds, is $275.85 million, which is $6.41 million less than the budget adopted for 2014. This is a 2.27% decrease from the 2014 budget of $282.3 million. All funds are balanced with sources of revenue identified to meet all projected expenses. There are fee increases in the Golf Enterprise Fund, an average increase of 13% in the Sewer rates, and an estimated 4% average increase in Water rates included as a part of this budget. An ordinance approving the sewer rates was adopted by City Council in 2012. Staff will be bringing the Water Master Plan to Council in September and proposed rates in October. Approximately $35.21 million in accumulated fund balances will be drawn down in 2015, primarily to meet capital improvement needs.

While this most certainly is not a budget that is flush with resources, it is one in which we have had more ability to meet the demand for resources than we have had since before the economic downturn that began in late 2008. Most of that ability has come from growth in sales and use tax revenue. There are still components of this budget that are impacted by little or no growth in certain key sources of revenue.

As always, the sales and use tax and the property tax are the two key drivers of resources in our proposed budget. While sales and use tax has rebounded well since the 2008-09 economic downturn, property tax has not. Property tax revenue peaked in 2009 at $14.4 million but since then the decline in values in both residential and commercial property has been slow to return. This is not a year of reassessment so we will see relative stability from property tax revenue in 2015 compared to expected 2014 collections. Since preliminary assessed valuation information is not received from the Counties until late August, this budget is based on informal feedback from the Boulder County Assessor office. The timing of receiving final assessed valuation data has resulted in our 2014 budget being over-budgeted for property tax. This proposed budget for 2015 includes $13.70 million of property tax which is 1.1% less than was budgeted for 2014 and is still 4.9% less property tax revenue than was received in 2009.

Sales and use tax collections in 2014 have been very strong and after six months of collections it is now 10.8% greater than it was for the same period in 2013. The sales tax is showing steady growth of 6.9% in 2014 while the use tax activity is exceptionally strong being up 33.7% after six months. The redevelopment of the Twin Peaks Mall is now underway with the target of a partial opening in the fourth quarter of 2015. With the mall fully closed there will be a drag in sales tax growth over the next twelve months. Sales tax revenue from the mall redevelopment is not included within this proposed budget. If there is activity in the fourth quarter it will add to the overall results but to avoid any negative impact from unforeseen construction delays staff did not work it into our 2015 projections. Any 2015 revenue from this source will be a plus and it also can serve as a hedge against likely declines in both sales and use tax revenue from two primary employers in Longmont, Amgen and DigitalGlobe.

Residential construction activity in 2014 has been strong and is on track to meet or exceed budget projections. While new commercial construction is about equal to 2013 after seven months, it will be boosted by the mall redevelopment in 2014. The total valuation of building permit activity through July is 61.4% greater in 2014 than it was for the same period in 2013. In the first half of 2014 there has been a net loss of 141 primary jobs. That number will increase with the recent announcement of Amgen closing its facility in Longmont. Any significant staffing reductions by primary employers would likely have a detrimental impact on the local economy.

Revenue activity in 2014 through July has been on target to meet or exceed budget in the major areas of sales and use tax, building permits and most charges for services. It is below budget in the areas of cigarette taxes and fines and forfeits. Sales and use tax is the largest source of revenue for five major operating funds of the City: the General Fund; the Public Improvement Fund; the Streets Fund; the Open Space Fund; and the Public Safety Fund. After six months of sales activity the combined sales and use tax has increased 10.8% from the 2012 level of collections. Of this amount, sales tax has increased 6.9% while use tax has increased 33.7%. Our budgeted projection of sales and use tax growth for 2014 turned out to be 0.05% below the actual level of 2013 collections. We have analyzed the year-to-date results carefully and project to end 2014 with a combined increase in sales and use tax of 4.99%. While we expect the sales tax growth to remain strong it will be slowed by the closing of the mall as well as the job losses. Some retailers that were new in 2013 will reach a full year of activity which also results in slowed growth in sales tax. There was also a boost in sales activity after the flood in 2013 that may not be sustained for long. There were also some delinquent sales tax collections made in late 2012 that could impact the growth comparison. These factors have led to our projection of the sales tax growth finishing at 3.58% for the year. We also see a decline for the use tax in the second half of 2014. Both use tax from building permits and auto sales outside of the City are performing well after six months but we have projected some slowing of each. More importantly the use tax from primary employers is up 22.6% in 2014. Given the volatility of this source of use tax we assumed that growth would drop to about 13.6%. That projection was made before the Amgen announcement. While use tax from primary employers may fare worse than we predicted the building permits and auto sales activity should still keep us close to our overall projection of a 12.4% growth in use tax for the full year.

Development revenue in the General Fund is on track to easily exceed the 2014 budget projections. The number of building permits issued for dwelling units is actually 42.1% above the 2013 levels. The 2014 budget was based on a building permit projection of 124 single family units; 38 townhouse/condo units and 120 multi-family units and through July there have been 86 single family units; 36 townhouse/condo units; and 13 multi-family units. The valuation on commercial building permits in 2014 is $18.3 million as compared to $20.5 million in 2013.

Revenue estimates included in this 2015 budget are based on the actual revenue activity through this past July as well as any other information available regarding specific industries and potential developments. This budget is balanced in all funds as a result of a number of factors some of which include:

- A projection of a 1.1% decrease in budgeted property tax revenues based on estimated property valuations from the County Assessor.

- A projection of a 3.16% increase in sales and use tax revenue in 2015 over the projected collections for 2014.

- A projection of 323 building permits for dwelling units for 2015 including 179 single family units and 56 townhouse/condo units and 88 multi-family units.

The overall sales and use tax increase for 2015 is projected to be 3.16%. Sales tax alone is expected to increase 3.2% in 2015. Our general approach to retail was a 0.90% population growth and 2.4% economic or inflationary growth. We also anticipate the full loss of revenue from the Twin Peaks Mall vendors within the ring road due to the redevelopment. No loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are projecting growth in use tax for 2014 with the construction activity projected to boost the use tax on lumber. We also anticipated a moderate drop in primary employer use tax due to its cyclical nature but no further adjustment was made for the loss of Amgen. Auto sales outside the City are projected to continue to increase slightly. These assumptions combine to our projecting overall use tax to increase 2.97% in 2015. Together these projections combine to form the overall increase in sales and use tax of 3.16% that we are using for this 2015 budget.

Recent General Fund budgets have included two factors that have had an impact of helping to balance the budget. Both of these can present challenges to the long term fiscal sustainability of the City. Last year when presenting the 2014 budget staff identified these issues to the City Council and targeted them for correction in future budgets as part of an overall budget reset of the General Fund.

1) The allocation of sales and use tax revenue between the General Fund and the Public Improvement Fund (PIF) has been a split of 88.3%/11.7% since 2010. Before 2010 the split was 85%/15%. The current allocation resulted in $1,053,872 of additional budgeted sales and use tax revenue to the General Fund for 2014.
2) The 2014 General Fund budget utilized $296,405 of fund balance to fund ongoing type expenses that reoccur in our annual budget, but with only a one year commitment.

These were the major issues that would need to be addressed before the General Fund could be reset so that ongoing expenses can be sustained into the future with ongoing revenues. In the 2014 budget, the first year of the reset, staff planned to only make partial progress as the total reset is expected to take three to five years. The 2014 budget reduced the reset over $500,000 through the elimination of the parks and greenway maintenance fee from the General Fund and some adjustments to administrative transfer fees. In this proposed 2015 budget there are no ongoing type expenses with a one year commitment. All of these type expenses have either been funded with ongoing resources or else they are no longer funded in this budget.

The allocation of the 2% sales and use tax between the General Fund and the PIF has changed over the years, but the allocation in place from 2010 through 2014 is the highest percentage ever directed to the General Fund. The current tax funding to the PIF puts that fund in the long term position of being able to meet bonded debt requirements, but leaves limited funding for capital projects and capital maintenance that is a key responsibility that has been met by this fund in the past. Without the proper level of capital maintenance we are facing the challenge of deteriorating infrastructure and an escalation in asset replacement costs in future budgets.

While the allocation of the ongoing sales and use tax has been slanted toward the General Fund, recent budgets have helped to offset the shortage of ongoing funding to the PIF by transferring unreserved unrestricted fund balance of the General Fund to the PIF for funding of capital maintenance and projects. Transfers were $850,000 in 2011; $266,300 in 2012; and $500,000 in 2014. In the 2013 budget, due to very strong use tax performance in 2011 and 2012, the PIF had a projected carryover of revenue in excess of budget of $1,245,850 to use for one time expenses.

This proposed 2015 budget moves the split to 87.7%/12.3% which results in $934,342 of additional budgeted sales and use tax revenue to the General Fund. For 2015, it is recommended that we transfer $539,539 of unreserved unrestricted fund balance of the General Fund to the PIF once again. This will combine with close to $700,000 of carryover in the PIF to provide additional funding for capital maintenance and projects. This amount should help to compensate for the funding differential of $934,342 due to the sales and use tax split as well as provide additional funding for the PIF that will soon be facing significant CIP projects for renewal of municipal buildings.

The City Council's adopted Financial Policies have always been aimed at assuring the financial stability of the City of Longmont. Our realistic and conservative approach to estimating revenues has been a key factor to insure the City's financial integrity during the economic decline we have endured in recent years. Revenue estimates for this 2015 budget are derived by using the same process.

Use tax revenue is historically volatile and given the uncertainty of it, it is preferable to tie it more to one time expenses in the Public Improvement Fund as opposed to ongoing expenses in the General Fund. Accordingly, this budget incorporates the financial policy approved in concept by the City Council in 2007 that will direct as much of the sales tax as possible to the General Fund and as much of the use tax as possible to the Public Improvement Fund while still maintaining the 87.7% and 12.3% allocation of budgeted revenues respectively. Actual revenues received will be credited between the two funds in accordance with their respective budgeted shares of the sales tax and the use tax. The utilization of this approach in the past has been integral in the ability of the General Fund to withstand the revenue reductions in the economic downturn. In 2014, the policy has resulted in providing excess revenues to the PIF that will be used for one time expenses in 2015. In this 2015 Budget the allocation of the 2.0 cents of sales and use tax revenue is proposed as 100% of the sales tax and 27.88% of the use tax to the General Fund with the Public Improvement Fund to receive 72.12% of the use tax.

Another financial policy incorporated as a part of this proposed budget is the requirement of maintaining an unrestricted fund balance in the General Fund of from two to three months of operating expenditures (16.67% to 25%). Within this overall policy the General Fund reserves are separated into three components: First is reserve Restricted for Emergencies to meet the TABOR requirements; next is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures; third is a City Council imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would be from $10.7 million to $14 million. It is a goal to reach this over time but this proposed 2015 budget will raise the reserve balance to $7.15 million which would be at about 5.7% of the reserve Committed to Emergencies.

This budget complies with the financial policy of the City that requires operating/ongoing revenues to be used to pay for operating/ongoing expenses. This policy has always been the primary step to maintaining financial stability in times of either increasing or decreasing revenues. This 2015 budget uses General Fund fund balance as one-time revenue to support one-time expenditures only.

The financial policy regarding the use of Incremental Development Revenues prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. The policy established 120 dwelling units as the target above which budgeted revenues generated from development would be considered to be “incremental development revenue” that would only be available for development related expenses that are either one-time or else subject to reduction in the event that this level of revenue was not sustained in the future. With 2015 development revenues based on 323 dwelling units there is $517,017 of incremental development revenue included as a part of the 2015 proposed budget.

At the City Council retreat in 2013 there was a commitment toward utilizing priority based budgeting to make future decisions regarding resource allocations. As one of the first key pieces in the priority based budgeting process, during 2013 the City Council began the process of identifying the results that we are in business to achieve. Previously the City was using the Focus on Longmont strategic policy directions to serve this purpose. In order to insure that the desired results reflected those of the current leadership Council went through an exercise and identified the following five results which were vetted and weighted by the community:

Safe Community
Thriving Economic Climate
Vibrant Amenities and Opportunities for All
Reliable, Innovative and Resilient Infrastructure
Responsive Internal Operations and Governance

Maintaining Longmont’s outstanding quality of life has been a long-standing Council goal. To keep Longmont a quality place to live as the economy struggles requires that limited resources are allocated proficiently among multiple priorities. The following is how the resources in this 2015 budget are allocated to support the desired outcomes that were identified by the City Council:

Safe Community
The City Council has always placed public safety expenditures in a high priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to propose to the voters an increase of .325 cent in the city sales and use tax rate to fund additional resources to increase the level of public safety in Longmont. The approval of the tax has allowed for the addition of a total of 41 FTE through 2014 including 3 FTE in Communications, 1 FTE in Emergency Management, 24 FTE in the Police Department, 11 FTE in the Fire Department and 2 Gang Intervention FTE in Children, Youth and Famiilies. It has also provided the financing for Fire Station #1 which opened in 2009 and the Firing Range which opened in 2012. The public safety tax will provide over $5.62 million of funding for public safety in this 2015 budget including new ongoing resources of 1 FTE in Communications; 1 FTE for the Special Operations unit in Police; and $90,000 for the lead management program for the shooting range. It is also providing one time expenses of $28,000 for mounted gas detection devices; $46,972 for cradlepoint routers; $12,140 for fire technical rescue tools; $45,000 toward sharepoint; $36,000 for a water rescue craft; $57,275 for a police vehicle; $100,000 for improvements to the shooting range facility; and $350,000 for the annual lease payment for Fire Station #1.

The proposed 2015 General Fund budget includes over $30 million of funding for public safety services which includes 254.5 FTE. New resources for Public Safety from the General Fund include ongoing resources for Fire of $40,000 for bunker equipment, $24,000 for wellness physicals and $147,750 of overtime and ongoing resources for Police of $25,000 for ammunition and $232,250 of overtime. The 2015 budget includes one time resources from the General Fund for public safety totaling $587,189. Those one time expenses include for Police: $27,600 for bullet proof vests; $35,988 for taser replacements; $29,150 for bomb squad vehicle accessories; and $16,000 for tactical ballistic vests and helmets. For Fire it includes $45,000 for an airpack communications system; $39,300 for water rescue kits; $192,000 for Life Pac 15"s; and $100,000 for a tone decoding CAD interface.

Thriving Economic Climate

One of the identified desired outcomes has long been a strategic policy direction of Longmont City Councils as they have focused on promoting a healthy economic climate as our community recognizes that a balanced, thriving economy is essential to ensuring its long-term quality of life. Over the past several years, our community has been developing strategic plans and operational capabilities to ensure the City has the ability to meet the increasing challenges of the changing local, national and world economies. As the economy has recovered, Longmont has re-positioned to better facilitate new commercial development and improve upon planning, processes and procedures for both commercial and residential development.

The one-stop Development Services Center (DSC) at 4th and Kimbark continues to provide a convenient single location for all residents, builders, contractors and developers to be served by City staff in the processing of development applications. By consolidating the City's economic development functions with similar functions at the Longmont Area Economic Council (LAEC) the City has laid the groundwork for a one-stop shop at LAEC that will serve businesses and site selectors just as the DSC serves developers, contractors, etc. In addition, the newly formed Planning & Development Services Department coordinates all of the development-related activities of the community, including permitting, building inspections, transportation planning and development review, with a renewed emphasis on long-range planning. Vance Brand Municipal Airport continues to be a focus with the airport division now reporting directly to the City Manager's Office, and a greater effort toward generating revenue, leveraging development opportunities and enhancing the physical appearance of the airport. In addition to revamping the City's collaboration with LAEC, the City continues to partner with other economic agencies including the Longmont Downtown Development Authority (LDDA), Visit Longmont, the Small Business Development Center (SBDC), Front Range Community College and the Chamber of Commerce to advance shared economic development goals. Senior staff from these agencies and the City also conduct regular coordination meetings in order to continually enhance the community's economic development programs.

The City of Longmont's focus on attracting and retaining businesses is demonstrated by ongoing funding and support for various economic development programs and initiatives. Specific funding requests for economic development programs and partner agency funding continue for the 2015 budget. The proposed budget includes $50,000 for LEGI; $30,000 for the Business Start-Up Grant program; $30,000 for the Business Improvement Grant program; $15,000 for the Small Business Development Center; $25,000 for community marketing and branding; and 362,500 to contract with LAEC to provide economic development services including administering the aforementioned programs through grant administration, training, loan program facilitation and individualized business assistance as well as continuing to provide efforts to retain and attract primary employers. While the contract with LAEC has increased from prior years, due to the reorganization earlier this year this proposed budget includes two less FTE that were previously involved in delivering economic development services by the City.

In this proposed 2015 budget the Planning & Development Services department proposes to make improvement in service delivery by converting two existing positions, an Office Assistant and a Plans Examiner, into two new positions, a Planning Tech and an Assistant Chief Building Official. This proposed budget for 2015 also includes one time expenses of $500,000 for an update of the Longmont Area Comprehensive Plan; $75,000 for Accela post production support; and $40,000 for a contract planner or landscape architect. The Lodger's Tax will provide $393,560 to Visit Longmont to fund operations and to support tourism and visitor related programs.

This budget includes an ongoing support of $152,315 from the General Fund to supplement staffing and administration costs associated with the City's Affordable Housing Fund that support affordable housing and community reinvestment efforts throughout the City.

The Longmont Downtown Development Authority primarily derives its funding from two sources of revenue. First is an operating mill levy of 5 mills which generates approximately $188,000 annually and the second is through tax increment financing (TIF). The current year, 2014 is the 31st year of the LDDA TIF and under state statute, changes to the base year will reduced projected TIF revenues from $1,050,000 in 2013 to $483,324 in 2014. A similar amount is expected for 2015.

The LDDA Operating Fund is its General Fund and is used to fund most general operating costs including salary and benefits. Some of the DDA staffing costs are also charged to the DDA Arts & Entertainment Fund, the Downtown Parking Fund, and the Longmont General Improvement District. The LDDA TIF has funded capital projects; incentive programs; the façade improvement program; and arts & entertainment programs in the past. In this proposed 2015 budget it will again provide funding for arts & entertainment programs. The downtown alley improvement program will resume on the west side of Main St in 2015 and funding for this comes from the LDDA TIF as well as the Electric Fund, the Street Fund and the Strom Drainage Fund.

The LDDA is teaming with Downtown Longmont Community Ventures to request $20,000 of funding to provide a contract employee to assist Ventures to get established. The LDDA is also requesting funding from the City of $5,000 to support the holiday lighting program.

Vibrant Amenities and Opportunities for All

Another desired outcome broadly focuses on efforts that contribute to having a vibrant community and a high quality of life for all residents of Longmont. The Longmont Museum is to receive $66,950 in ongoing funds to lease space for temporary collection storage, an increase in $10,000 over 2014. With the opening of the Stewart Auditorium in 2015 this proposed budget includes $6,650 for a ticketing module; $19,480 of one-time funds for operational costs; and one FTE Auditorium & Event Manager. The Museum has also been allocated $35,000 for an Air-pro dust collection system. The ongoing transfer to the Callahan House Fund to subsidize operations is being increased by $9,149 to bring the total to $69,352 in 2015. There is also $11,750 of one time funding for the Callahan House for repair of leaded glass window frames. The Livewell Longmont initiative is receiving $30,000 of one time expense funding in this proposed 2015 budget, which matches grant money received from LiveWell Colorado to implement the seventh year of this community-based effort to improve health outcomes by healthier eating and more active living.

This proposed 2015 budget includes $74,050 of new ongoing funding for temporary wages for lifeguards for the recreation aquatic programs and at Union Reservoir. There is also $8,000 for additional chemical costs at the pools. The Recreation division is also being allocated one time funding from the General Fund of $5,790 for front desk equipment at the recreation facilities. There is also $231,148 of specialized equipment replacements for recreation and other Community Services' facilities funded from the Public Improvement Fund.

One of the financial policies of the City Council is that 1.6% of General Fund budgeted revenues will be allocated to funding for human service agencies in the budget. This proposed 2015 budget will provide funding of $1,071,650 for human service agencies which is $41,284 more than in 2014.

In 2015, the City will be in its fifth year (of a five-year Council-initiated pilot poverty reduction program) of operating the RISE program, in partnership with the Longmont Housing Authority. Human Service Agency funding of $75,000 will be provided toward the expenses for the case management contract with the Longmont Housing Authority and for the Circles Campaign to support the families in Aspen Meadows Neighborhood that are involved in the RISE program. This is in addition to the direct services for RISE participants that are already funded from the human service agency set aside. The case manager works with and links the RISE participants to resources they need to accomplish their self-sufficiency goals and actions. The Circles Campaign provides RISE participants with additional support from community mentors as they work on their long range plan to move toward economic stability.

This proposed 2015 budget includes ongoing funding for the following initiatives: the Early Childhood Collaboration & Alignment which promotes early childhood education and oversees the community's Grade Level Reading Plan is funded at $72,000 which is over a $32,000 increase in resources for the program; the Proactive Code Enforcement (PACE) initiative is funded at $110,400 which is almost an $11,000 increase in funding for the program; the Neighborhood Revitalization Program is funded at $33,818 which is a $8,818 increase in funding; the Multicultural Action Plan is funded at $35,000 which is a $10,000 increase in funding; and the Substandard Housing/Housing First mental health contract is funded at $30,000 which is a $10,000 increase in funding. These programs were previously funded with one time revenues with only a year to year

commitment. Most, but not all of these programs fall in the first or second quartile in the most recent prioritization results.

The Golf Enterprise Fund is proposing its first fee increase since 2011. Due to a variety of reasons including the economic downturn, changing demographics at the local and national level as well as inclement weather, the Golf Fund has seen limited growth in revenues in recent years. Growth in the fund balance of the fund will allow it to address some minor capital needs including cart path improvements (PR-169) for $50,400 and partial replacement of the Sunset irrigation system (PR-90) at a cost of $216,600. The Golf Fund does have major unfunded capital needs for irrigation system replacements and maintenance facility improvements or replacements.

The St. Vrain Creek Improvement Project includes the reconstruction of the St. Vrain Greenway. Additionally, the design of Dickens Farm Park, a future park just east of Main St. adjacent to the St. Vrain Creek is scheduled for completion in 2015 with construction beginning at the end of 2015. Portions of the St. Vrain Greenway destroyed by the September 2013 flood continue to be rebuilt. Select sections will be built as temporary trails, with other sections built as the permanent trail in conjunction with the St. Vrain Creek Improvement Project and/or other associated capital projects.

Portions of Dry Creek Community Park are open for public use. Staff is anticipating that the fields will be available for use in 2015. The Parks and Trails Master Plan was completed in 2014. In 2015 the Park Maintenance Fund and Public Improvement Fund will be utilized to design and/or construct replacement park playgrounds, buildings, path lighting and signage at a variety of parks such as Carr Park and Garden Acres Park. The Quail Campus tennis complex is slated to begin construction in 2015 with funding from the Park Improvement Fund. The construction of the Kanemoto pool, playground, volleyball court and paths will be completed in 2015 following design in 2014. Funding for the pool replacement is primarily from FEMA grants through the Public Assistance Alternative Procedures pilot program, insurance proceeds, along with State and City matching funds.

Work is underway to complete several missing trail connections including the trail between 19th Avenue and Bragg Place east of Northridge Elementary; the trail between Independence Drive and the Rough & Ready Greenway trail; the segment along the north side of the BNSF railroad from Sunset Street to 1st Avenue; and along the south side of 9th Avenue between Martin and Lashley. Construction of these projects is scheduled for 2013. One of the major greenway projects currently under construction is the Spring Gulch No. 2 Greenway Extension on the east side of Longmont. The first phase of construction is scheduled for completion in 2014. Also included in the first phase is extension of arterial sidewalk on the north side of SH 119 from 3rd Avenue east to the new underpass. Phase two will include the extension of the greenway trail from its current end at Stephen Day Park to the new underpass and is scheduled for construction commencement in 2017.

Reliable, Innovative and Resilient Infrastructure

Strong infrastructure is another desired outcome identified by the City Council. Along with this 2015 proposed budget you will receive a copy of the proposed 2015-2019 CIP. The CIP is broken into major categories of capital projects. For the year 2015, those categories are proposed to be funded with the following dollar levels of capital projects. A listing of the projects proposed to be funded from the 2015 Public Improvement Fund can be found under the *Other Funds* section of this proposed budget. Some highlights on specific infrastructure projects are included below. For detail on any or all individual projects please refer to the proposed 2015-2019 CIP.

Downtown Redevelopment projects	$ 788,600
Drainage projects	6,987,100
Electric projects	2,067,600
Parks, Recreation & Open Space projects	15,200,546
Public Buildings & Facilities projects	3,665,793
Sanitation projects	25,000
Broadband projects	15,600,000
Transportation projects	6,192,500
Wastewater projects	2,433,600
Water projects	4,487,050

Planned improvements to the Wastewater Treatment Plant WWTP, funded through voter approved bonds issued in 2013, are continuing. In November of 2013, voters approved an additional $28 million in bonds for mandated treatment upgrades and replacement of aging infrastructure. A design-build contract has been awarded for this additional work with design and equipment purchases starting in 2014. Improvements at the WWTP will maintain the plant's ability to meet water quality standards and protect public health and the aquatic environment of St. Vrain Creek.

The recently completed Street Master Plan identified the transportation projects and improvements necessary for the mid and long term build out of the City's street system. Voters will be asked to approve a 10 year extension of the ¾ cent Street Fund Sales and Use tax in November of this year. Capital work planned for 2015 in the transportation area include the annual street rehabilitation program. Focus on South Main (FOSM) started construction in August 2014 with work continuing into 2015. Three key projects make up FOSM: Main Street and Ken Pratt Boulevard Intersection Improvements, Main Street Bridge Replacement at St. Vrain Creek, and Main Street Pavement Reconstruction. Replacement of the bridges on South Pratt Parkway and Sunset Street at St. Vrain Creek are under design and will continue with construction in 2015. These two bridge replacement projects not only address needed rehabilitation of the bridges but will include construction of a larger structure across the St. Vrain Creek thereby allowing passage of 100 year flood waters.

Replacement of core building infrastructure such as roofs, HVAC equipment, and boilers continues at several locations including the Museum, Fleet Services, Utility Center, Safety & Justice Center, Civic Center, Recreation Center, Senior Center, Service Center, and the Library. An in-depth evaluation of the Civic Center building has been completed and has identified the need to spend several million dollars over the next several years in order to address issues with this facility. Currently, funding for this work is not identified due to constraints in the Public Improvement Fund.

The voters approved the issuance of 20 million in storm drainage bonds to provide a portion of the funding for the St. Vrain Creek Improvement Project. This project involves the design, permitting and construction of a larger channel capable of conveying the 100 year flood flows safely through Longmont. Master planning of this multi-year project is nearing completion and design of the first section of channel improvements will begin in late 2014. In addition, overall flood related permanent improvements will continue into 2015 in various areas including Button Rock Preserve; raw water pipelines; sanitary sewer trunk lines; and the St. Vrain Greenway.

The Public Works and Natural Resources Department is continuing efforts on the development of an approach to evaluate the engineering and operations programs in the context of environmental sustainability goals. This will include a process that identifies relevant objectives and ratings that preserve and promote alignment with the overall City organization. Sustainability principles are expected to align with and support the traditional public works areas of environmental stewardship, asset management, cost-benefit analysis and efficient delivery of municipal services. These additional principals align well with PWNR's ongoing strategic plan implementation which is focused on key strategies including asset management; deployment of new technologies; continued staff skill development; and strengthening of key partnerships within the City and overall community. The ultimate goal is the delivery of high quality services at reasonable costs thereby providing exceptional customer value.

In November 2011 City of Longmont voters approved Ballot Question 2A, overturning Senate Bill 05-152. This approval granted the City the ability to provide broadband services to the community. Construction of the City's new fiber to the premises (FTTP) network began in August 2014; the new network utilizes the existing fiber optic backbone installed in 1997. The construction is being funded at a cost of $37.5 million with voter approved bonds issued in 2014. The network will be built in six phases over approximately three years. Once complete, the network will be available to every home and business in Longmont. Internet services at speeds of up to 1 gigabit per second will be offered to residential customers and custom services with speeds up to 10 gigabits per second will be available to commercial customers. Longmont is the first city in Colorado to deploy this type of municipally owned system.

Responsive Internal Operations & Governance

The final desired result identified by the City Council is responsive internal operations & governance. One major project in this regard during 2015 is the HATS project but it is not a part of this proposed budget as funds for the effort were originally budgeted in 2012 and 2013. HATS is the Human Resources and Accounting Technology System project currently projected to cost about $2.6 million. The HATS system, MUNIS from Tyler, is currently being implemented with extensive staff efforts on business practice improvement, training and change

management. The implementation efforts are expected to continue throughout 2015 and into 2016. The HATS project is expected to provide significant efficiencies throughout the organization by automating processes and providing easy access to needed data, eliminating the need for or use of numerous shadow financial systems.

Ongoing resources added to this 2015 budget in the area of governance include $38,000 to cover the full cost of elections; one FTE Budget Analyst to expand our centralized efforts in fiscal analysis for the organization; and one FTE Sales Tax Administrator. The sales tax position will enable us to increase our level of audit and enforcement which in turn will pay for the full cost of the position.

This proposed 2015 budget includes funding of one-time expenses for support of the organization including $30,000 for conference room technology; $87,700 to migrate to Office 365; $30,000 for an internet explorer patch; and $10,000 toward a Rec Trac upgrade to a web based version. Other technology efforts included in this budget being funded with one-time expenses include IT infrastructure of $108,100 for servers, storage and network switches. There is also $158,700 of PC replacements budgeted as one-time expenses. A portion of these technology enhancements will be offset by transfers to the General Fund from operating funds.

Other one-time expenses for the benefit of the organization include $50,000 for citywide initiatives including marketing and training; and $13,695 for AED replacements.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is $500,000 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to $7.15 million.

Other Expenses

While the categories of desired results identified above reflect much of the City's budget this proposed budget for 2015 is an accumulation of a variety of expenses and a significant part of them are in the areas of salaries and benefits.

Employee Compensation

Providing city services is a labor intensive endeavor. Approximately three-quarters of the expenditures in the General Fund are employee related. Since the quality of services provided is directly related to the quality of employee providing them, it is necessary to provide competitive wages and benefits in order to attract and retain highly skilled and motivated employees.

The City's pay plan has both an open range and step pay element. Open ranges exist for all employees except sworn Public Safety positions and electric lineworker and associated labor trade positions in Longmont Power & Communications. Open ranges allow for employees to move through the range based on market position and job performance. Step pay systems are only for Public Safety and the noted LPC positions because throughout the region that we compare to the prevailing method for establishing pay plans for these jobs is the step system. In the step system, each position has from one to eight steps and employees who are performing satisfactorily are moved up a step each year until they reach the top step. Step employees typically receive annual pay increases when market adjustments are made to the steps.

Each year the Human Resources Department uses various salary surveys conducted by Mountain States Employers Council, the Colorado Municipal League and other market/department specific surveys to assess the City's competitive position with regards to comparable labor markets within defined recruiting areas. Surveys also provide information on salary structure projections as well as overall pay increase projections. Both private and public employers in the Denver/Boulder and Northern Colorado areas are included in these surveys plus fire districts, parks & recreation districts, public and private utility associations and rural electric authorities. There were 212 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.7% below the defined labor market for open range positions, while our actual rates of pay are 0.5% below market salaries for 2014.

The City's Financial Policy related to compensation states that "The City will strive to establish prevailing market ranges of pay for City positions." One compensation guideline within that policy is that the City's financial ability to pay is always a primary consideration. Mountain States Employers Council is projecting that pay ranges in 2015 will increase by 1.45% and actual salaries will increase by 2.95%. It should be noted that the projection is inclusive of public safety positions that may be subject to pre-existing collective bargaining agreements

In pay plans prior to this proposed for 2015, the midpoints for positions were established by averaging the average market midpoint for each position within the established pay grade. Pay ranges were calculated from the midpoint using a 40% spread. The recommendation for 2015 is to use the actual market midpoint for each individual position. This means each position will have an associated pay range. Rather than calculating the pay range as described above, the recommendation is to condense the pay ranges from 90%-110%, which is more in line with current comparison market ranges. Considering the projected market range movement of 1.45% in the coming year, we are recommending a 1.45% increase to pay ranges. In doing so, the city's pay ranges would remain competitive at 100% of market.

Given approximately 40% of our open range employees have a current salary that is either equal to or exceeds the 2015 position midpoint, we are recommending a one-time lump sum payment in lieu of increasing their base pay further above their established market. The one-time payment proposed is $1,500 for each open range non-collective bargaining full-time benefited employee with a salary that is equal to or exceeds the position midpoint established in the 2015 pay plan. The payment will be pro-rated for part time regular benefited employees.

In order to align actual salaries with the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at market level pay this proposed 2015 budget includes funding for up to a 5% increase to base pay for open range employees that are below the 2015 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to the 2015 position midpoint. If the amount of the increase bringing the employee's salary to the 2015 position midpoint is less than $1,500 for the year the employee will receive a one-time lump sum payment in the amount of the difference.

For 2015, the positions covered by the Police collective bargaining agreement will receive a 2.5% increase in pay. Positions under the Fire collective bargaining agreement will receive a 1.75% increase in pay.

There are twelve positions in LPC that are step positions and they will be adjusted by an average of 3.3% to stay competitive with the existing labor market.

The 2015 pay plan includes $81,708 to continue the bilingual pay compensation program. This program is designed to recognize regular employees who can provide translation and/or interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

Health & Dental Benefits

From the early 1980's through 2006 the City operated a self-insured employee health and dental benefit program. When health care costs began to skyrocket in the early 2000's the City's cost to maintain the program became excessive. Since the beginning of 2007 the City health benefit costs have been stabilized through a fully insured approach with two options for employees: an HMO option from Kaiser; and a triple-option plan offered by Kaiser that utilizes a nationwide PPO Network along with an out of Network option. The City continued its self-insured employee dental benefit program through 2012 but went to a fully insured approach contracting with Delta Dental beginning in 2013. The City still maintains a Health Benefits Fund which is used to pay premiums for health, dental, vision, long term disability, and life insurance coverage, and EAP services.

When the self-insured health program was terminated at the end of 2006, the fund balance of the Health Benefits Fund was $6.8 million. Ongoing annual city contributions to the fund to cover the cost of the annual benefits were budgeted at 17% of budgeted salary in 2014 and the Health Benefits Fund is expected to finish 2014 with a balance of just under $5.6 million. There will be no increase in Kaiser premium cost to the City in 2015. Thus this proposed budget for 2015 includes the budgeted contributions at 17.0% of budgeted salary. Besides employee insurance benefits there are two additional ongoing uses for the Health Benefits Fund: up to $87,000 for a health benefits premium discount as an incentive for participation in the wellness program; and $421,866 to fund the city's OPEB (other post-employment benefits) liability. The OPEB liability came about from the practice of offering the opportunity for retirees to enroll in the health insurance plan up to age 65 at a blended rate that is essentially a subsidized premium cost. In the past we simply expended that subsidized cost on a pay-as-you-go basis. GASB 43 and 45 required governments to begin to account for these costs on an accrual basis like pensions so that the costs are being recognized as the benefits are being earned. This OPEB liability was only first determined and recorded in 2007 as required by GASB 43 and 45. The OPEB cost is the annual cost to amortize the unfunded actuarial accrued liability of $3,040,448 over thirty years. Our exposure is limited to the implicit subsidy that retirees receive in the cost they pay for health coverage. Both the OPEB liability amortization and the wellness incentive will come from this fund again in 2015.

Other than these uses we make no specific recommendations at this time for the use of the fund balance of the Health Benefits Fund. While it is preferred that we pay for ongoing medical costs with ongoing revenues it could still be necessary to look towards these funds to help stabilize future increases in the cost of health benefits including possible unanticipated impacts of health care reform.

Pension Benefits

The City sponsors a defined contribution retirement plan and a defined benefit pension plan for each of its non-uniformed general employees. The defined contribution plan is provided to regular employees in lieu of social security. The defined benefit plan, called the General Employees Retirement Plan (GERP), is funded through contributions by the City and employees. During the 80's and the 90's the City contributed 6% of compensation to the GERP while employees contributed 4.5% of compensation. In the year 2001 the City created a Retirement Health Savings (RHS) plan for employees and the City annually contributes $400 for each regular full time employee to this defined contribution plan. In 2001 the City reduced its funding to the GERP from 6% to 5% to create funding for the Retirement Health Savings (RHS) plan. The combined contributions of 9.5% (5% city; 4.5% employee) were sufficient to meet the annual actuarially required contribution to the GERP for a number of years as shown below:

Actuary Report Date	% Funded	Contribution Year	Required Contribution	City Contribution	Employee Contribution
Jan. 1, 2004	N/A	2005	7.2%	5.0%	4.5%
Jan. 1, 2005	N/A	2006	8.9%	5.0%	4.5%
Jan. 1, 2006	N/A	2007	9.3%	5.0%	4.5%
Jan. 1 2007	103.8%	2008	9.2%	5.0%	4.5%
Jan. 1, 2008	105.9%	2009	8.3%	5.0%	4.5%
Jan. 1, 2009	86.7%	2010	13.4%	8.36%	5.0%
Jan. 1, 2010	96.9%	2011	11%	6%	5.0%
Jan. 1, 2011	95.9%	2012	11.2%	6.1%	5.1%
Jan. 1, 2012	94.1%	2013	11.6%	6.3%	5.3%
Jan. 1, 2013	90.8%	2014	12.5%	6.7%	5.7%

The economic downturn in the fall of 2008 had a significant impact on the investment returns of the GERP which in turn impacted the full contribution requirement which rose as high as 13.4% of pay. The funded ratio of the plan dropped from 105.9% to 86.7%. In the 2010 budget the contributions were changed to 13.36% (8.36% city; 5% employee) but there was a transfer of $490,666 from the Health Benefit Fund to the GERP to help meet the General Fund share of the actuarially required contribution. Very strong investment returns in 2009 moved the plan to 96.9% funded and the contribution requirement dropped to 11% (6% city; 5% employee) for 2011. Since then there have been gradual increases in the contribution requirement that have been split between the city and the employees. The contribution requirement for 2014 rose to 12.5% and the increase was again split so that required contributions are currently 6.7% city and 5.7% employee.

While the Longmont GERP is still considered to be extremely well funded for a public defined benefit plan the GERP Board recognized the concerns that exist across the country regarding controlling the costs of public employee benefits. Not only was there a desire to keep the contribution costs under control but it was also important to raise the funded ratio above 100% so that the historical practice of adding an ad hoc modest cost of living increase to the plan at least every four years can be resumed. The last increase was in 2009 so it remains to be seen when the next could be afforded. Another concern was the ability to meet the 7.5% annual investment return which is one of the actuarial assumptions of the GERP. While it had been exceeded over the previous twenty years, it was not the case over the previous ten years.

Upon receipt and review of the actuary study in 2011 the GERP Board recommended changes to the plan designed over time to:

- keep contribution costs under control
- raised the funded ratio of the plan above 100%
- continue the practice of periodically adding an ad hoc modest cost of living increase to the plan

The changes to the plan design were for new employees only as of the beginning of 2012. Those changes included:

1) A change in the minimum age for early retirement from age 55 to age 60.
2) A change in the early retirement reduction factor from 3% to 6% per year for reduced early retirements.
3) Those new employees would only be subject to a contribution requirement of always 1% less than pre-2012 employees. That 1% difference is instead directed to those employees defined contribution plan accounts.

Earlier this month the City received the 2014 actuary study and the actuarially required contribution dropped to 11.9% while the funded ratio increased from 90.8% to 93.1%. In order to continue to move the GERP plan toward a fully funded status this proposed budget maintains the total required contributions 6.7% city and 5.7% employee.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only eleven participants remaining in each plan. Both of these plans are more than fully funded with the police plan at 108.8% and the fire plan at 118.3% as of their 2014 actuary study. Historically we have overfunded these plans in order to be able to move benefit enhancements into the plans. The move of the benefit enhancements was accomplished as of 2014. As a result, we are now able to reduce the funding in 2015 by $100,000 as overfunding is no longer necessary.

2015 Operating Budget Overview
The General Fund for 2015 is balanced with $69.67 million in sources of revenue and expenses. This is an increase of 3.9% or $2,642,312 above the adopted 2014 budget. Growth in ongoing expenses is responsible for that increase as there is $67.0 million of ongoing in the 2015 General Fund budget compared to $64.4 million in 2014. There is $2,600,000 for capital and other one time expenses in the 2015 budget compared to $2,636,533 of such expenses in 2014.

Net ongoing expenses in the General Fund are increasing $2,578,845 in this proposed 2015 budget. Major sources of the increase include; level 1 increases of $768,963; level 2 increases of $148,130; workers compensation cost increases of $96,048; liability insurance cost increases of $41,815; LAEC contract increase of $60,833 (General Fund share only); Human Service Agency increases of $41,284 and $657,932 for 8.75 new positions. There is $331,115 of increases in pay for the Police bargaining unit and $122,641 for the Fire bargaining unit along with, $119,712 of step pay increases. Pay increases for other General Fund employees require $700,345 of additional budget. For 2015 there is an increase in the fleet leases charges of $309,059. Ongoing expenses that decreased in the 2015 budget include $287,527 from position reductions in Economic Development; $113,053 from reductions in temporary wages to offset the additions on some of the new positions; $220,842 from the elimination of the print shop service; $100,000 from contributions to old hire fire and police pensions; $97,518 from the elimination of the Prevention intervention program; and $86,480 from reductions in recreation afterschool programs.

In order to increase ongoing expenses in the General Fund by $2,578,845, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is $2,149,775 from sales and use tax. Other sources of increased revenue are $322,857 from net franchise revenues; $200,000 from recreation revenues; $157,912 from building permits; $57,741 from plan check fees; $64,762 of intergovernmental revenue; $116,077 of emergency dispatching revenue; and $57,075 from Museum auditorium fees. Sources of ongoing revenue that decreased include: $220,482 from print shop revenue; $126,600 from court fines and costs; $58,000 from the cheese importers lease; $30,000 from union reservoir fees; $14,000 from interest income; $10,000 from cigarette taxes; and $10,792 of administrative transfer fees

There are five FTE being eliminated in this proposed budget. Two positions were eliminated in the reorganization of economic development resulting in the outsourcing of services to LAEC. Two other positions were eliminated are a result of the decision in early 2014 to close the operations of the Print Shop and outsource for those services. A fifth position was used to support afterschool programming in the middle schools. The position is vacant due to is a resignation and with the loss of access to Sunset Middle School staff decided to end the afterschool program. The positions being eliminated are the following:

- One FTE Economic Development Director from the General Fund.
- One FTE Economic Development Manager from the General Fund.
- One FTE Print Shop Supervisor in Shared Services from the General Fund.
- One FTE Printer in Shared Services from the General Fund.

- One FTE Children & Youth Program Leader in Recreation Services from the General Fund.

There are a total of 25.75 new FTE being added in this budget, 8.75 from the General Fund; 2.0 from the Public Safety Fund; 12.0 from the Electric & Broadband Fund; 1.0 from the Storm Drainage Fund; 1.0 from the Fleet Fund; and 1 FTE from a number of funds within Public Works Natural Resources. New positions included in this budget are the following:

- One FTE Community Programs Coordinator in Children & Youth Resources - This position is currently a temporary part time position funded with one time revenue. It coordinates, develops and supports community-based early education efforts that positively impact children, youth and their families in the Longmont area.
- 0.75 FTE Senior Resource Specialist in Senior Services - This position is needed to serve the growing number and increasing needs of vulnerable older adults who need basic services, such as housing, in-home services, caregiving, and health care resources. It is a conversion of budgeted temporary wages to offset part of the cost of the increase in time to the position.
- Two FTE Code Enforcement Inspectors in Code Enforcement – These positions continue Code Enforcement's capacity to increase proactive compliance efforts and enhance response time to complaints. These positions are currently temporary full time so part of the cost of these positions is offset through a reduction of budgeted temporary wages.
- One FTE Auditorium & Event Manager at the Museum – This position is funded for nine months and is needed to manage rentals and events that will take place at the new Stewart Auditorium. This position will be substantially offset by rental fees and other associated auditorium revenues.
- 0.50 FTE Neighborhood Revitalization Resource Specialist in Community & Neighborhood Resources – This position will continue revitalization efforts throughout the community and provide ongoing support of Longmont's neighborhood groups. This position was another temporary part time position that was previously funded as a one time expense.
- 0.75 Fitness Coordinator in Recreation Services – This position is currently a temporary part time position and is used to plan and coordinate all fitness classes including recruitment and training of all instructors. The cost of the position is partially offset by a reduction in temporary wages.
- 0.75 Swim Lesson Coordinator in Recreation Services - This position also is currently a temporary part time position. It is used to coordinate swim lessons and it recruits, trains and evaluates instructors at all aquatic facilities. The position cost is partially offset by a reduction in temporary wages.
- One FTE Sales Tax Administrator in the Finance Department - This position will help to increase sales & use tax auditing & enforcement and will be offset by a resulting increase in sales & use tax revenue.
- One FTE Budget Analyst in the Budget Division – This position is needed to increase our ability to provide fiscal analysis to the organization.
- One FTE Communications Specialist in the Emergency Communications Center – This position is needed to help to handle the increasing volume of calls and is funded from the Public Safety Fund.
- One FTE Administrative Assistant in the Police Department – This position is needed to support he Special Operations Section and is funded from the Public Safety Fund.
- One FTE Construction Inspector in Storm Drainage – This position is needed to meet the requirements of the City's storm water permit and fills functional gaps in the storm water program. This position is funded from the Storm Drainage Enterprise Fund.
- One FTE Water Quality Analyst in Public Works & Natural Resources – This position will provide program and project management capabilities in the water quality laboratory to meet increasing requirements for project management from the laboratory's internal customers. The position is funded from a combination of the Water Enterprise Fund; the Wastewater Enterprise Fund; and the Storm Drainage Enterprise Fund.
- One FTE Equipment Technician in Fleet Services – This position is needed in order to conduct lube services in-house. It is funded from the Fleet Internal Services Fund.
- One FTE Warehouse Worker in the Electric & Broadband Fund
- One FTE Customer Service Representative in the Electric & Broadband Fund
- One FTE Technical Service Representative in the Electric & Broadband Fund
- One FTE Fiber Optic Technician in the Electric & Broadband Fund
- One FTE Network Engineer in the Electric & Broadband Fund
- Four FTE Broadband Install Technician in the Electric & Broadband Fund
- Three FTE Broadband Service Technician in the Electric & Broadband Fund

- These twelve positions from the Electric & Broadband Fund are all needed for the implementation of the new Broadband utility service.

An additional 10 FTE were added in the Broadband Fund in early 2014. The overall net impact of all changes to FTE in this proposed budget is an increase of 20.75 FTE which brings the total budgeted positions to 869.19.

This proposed budget for 2015 includes up to $392,529 of one time money in the General Fund to be allocated by City Council direction. We have received the following requests from agencies for the use of those one time monies and they total $392,529. Any of these monies not allocated by the City Council could be used to increase the $500,000 that is already proposed to be added to the General Fund emergency reserve.

• Longmont Council for the Arts	$ 15,000
• Longmont Community Justice Partnership*	180,000
• Regional Air Quality Council contract	11,000
• Longmont Sister Cities Association contract	32,520
• Longmont Symphony Orchestra 4th of July concert	10,000
• Longmont Symphony Orchestra Vance Brand Civic Auditorium	20,000
• Longmont Downtown Development Authority — holiday lights	5,000
• LDDA & Downtown Longmont Community Ventures — support of Ventures	20,000
• Firehouse Arts Center	12,000
• TinkerMill	60,000
• 4th of July Fireworks Show	27,000

The Longmont Community Justice Partnership is asking for a total of $200,000, $180,000 from the General Fund and $20,000 from the Public Safety Fund which is also pending Council direction.

Looking beyond 2014, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor intensive effort. In 2014, 74.9% of the General Fund budget is devoted to employee-related expenses. While there is a pay adjustment included for collective bargaining unit employees and for other employees paid less than market, all other employees are receiving a one time lump sum bonus but no adjustment to their base pay. This approach is intended to support the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at market level pay. It remains to be seen how far the market actually changes over the next year and what it will take in the future to provide market pay to our employees. Expenses for health benefits and claims cost for workers compensation and liability continue to rise. Requirements of the Affordable Care Act could cause us to have to provide health benefits to some workers currently not benefited. Fund balances available for one time expenses in the annual General Fund proposed budget is dependent on savings from earlier years. As our budgets get tighter from year to year we may find that the availability of such savings could be tight for future budgets.

Most of our General Fund expenses grow with normal inflationary factors but the General Fund revenues do not always grow at similar rates. Property tax experienced a decline in 2011 through 2013 from a decline in property values reflecting the slowdown in the local real estate market. The reassessment for 2014 provided very minimal growth from this source and this 2015 budget is actually reducing budgeted property tax revenues to correct amounts budgeted for 2014 before the assessed valuations were known. Sales tax growth is very dependent on growth in retail and use tax is always volatile and subject to quick declines.

We believe a number of uncertainties at the local, state, national and international levels provide challenges to predicting future revenue sources. Competition for retail sales tax dollars among local jurisdictions is always intense. The ability of state and local governments to collect sales tax on ever increasing internet sales remains unresolved. The redevelopment of the Twin Peaks mall should eventually begin to bring a growth in sales tax, particularly for the Streets Fund, the Open Space Fund and the Public Safety Fund as these earmarked taxes are not subject to the tax increment to be generated for the Longmont Urban Renewal Authority. Growth in sales tax from the Village at the Peaks development will be less certain for the General Fund and the Public Improvement Fund since that sales tax is subject to the tax increment and will first go to repay the Certificates of Participation recently issued to finance public improvements at the development. Cannibalization is a dynamic that will impact the eventual amount of sales tax dollars for these two funds. Any redistribution of sales from elsewhere in Longmont to within the Village at the Peaks development would reduce the base sales tax to the two funds while adding instead to the tax increment revenue. It is a concern that cannot be avoided and will be

almost impossible to measure. Cable franchising revenues are often threatened at the federal level and could also be impacted by alternative methods to secure video services. Gas franchise revenues are volatile. Revenues from telephone occupation taxes continue to decrease as land lines are eliminated. The economic environment can also be volatile for primary employers. The impact of Amgen closing and DigitalGlobe moving operations from Longmont will certainly be negative. The continued globalization of the economy and the ease by which major employers can move jobs offshore provides ample reasons to continue to be concerned about local jobs for our citizens. The federal government is building future economic and budget challenges for all other levels of government with its current policy of extreme budget deficits. Finally, the world economy is also volatile in recent years.

Two years ago when we presented the 2013 budget to the City Council staff identified that the City's General Fund needed to be "reset" in that there are adjustments that need to be made to bring our ongoing expenses in line with our ongoing revenues on a sustainable basis. We estimated that the "reset" could be up to $3 million as we need to return the alignment of the 2% sales tax so that the Public Improvement Fund is receiving sufficient ongoing revenues; we had ongoing type expenses that were funded with fund balance but with only a one year commitment; there was a parks and greenway maintenance fee that was to expire at the end of 2013; administrative transfer fees needed refinement to better allocate internal costs; and other capital expenses currently funded with fund balance that occur annually as a best practice would be better funded with ongoing revenues.

We began our efforts toward addressing these concerns with a renewed commitment to utilize priority based budgeting to make future funding decisions. City Council took the first step in this process by identifying new desired outcomes to use to evaluate the impact of services. Staff completed the next steps in the first half of this year as all City services went through identification and costing of services evaluations followed by evaluation and scoring of how each service influences the desired results. The scoring for all services were recently shared with City Council and the Resource Alignment Diagnostics tool for the Center for Priority Based Budgeting gives us the ability to view our services in a different perspective to evaluate how each service supports the desired results of the City Council and the attributes of the prioritization process.

The $3 million gap that was estimated to be reset has been reduced to about $1.7 million through this 2015 proposed budget. The 2014 budget reduced the gap about $500,000 due to the termination of the parks & greenway maintenance fee and refinements to administrative transfer fees. This 2015 budget further reduces the gap by funding the ongoing type expenses that were funded with fund balance in previous budgets with ongoing revenues; further refinements to administrative transfer fees of over $370,000; and a $216,869 reduction in the imbalance of the sales and use tax between the General Fund and the Public Improvement Fund. Revenue growth primarily from sales tax, savings realized through the re-organization of economic development services and reduced funding requirements for old hire defined benefit pension plans have combined to fund the reduction. Ultimately it may require decisions about the future funding level for services based on priorities to be able to fully reset the General Fund. Staff expects it will take three more years to reach a full reset of the General Fund.

This proposed budget is predicated on a small positive growth in the local retail economy. The revenue projections in this proposed budget are believed to be conservative and assume limited growth from the new retail openings during 2014 and no new retail of substance in 2015. They also assume that there will be some growth in use tax from construction but a slight decline from primary employers. While there has been an increase in sales tax in 2014 it is still possible that our local economy may suffer additional declines in the future with the loss of primary jobs. We have been able to identify the revenue declines and react swiftly with adjustments in our past budgets. We will continue to monitor major revenue sources and economic indicators into the future. If our revenue projections do not come to fruition we will be prepared to make adjustments in 2015.

The state's local budget law requires mention of the accounting basis used in preparing the budget. This budget uses a cash basis of accounting for all funds. The City of Longmont does not budget for non-cash expenses, such as depreciation of assets.

Conclusion

We will be providing you with more detailed information on many of the issues identified in this budget message. You will receive budget review packets in your weekly Council packets in September. This information will be

consecutively numbered and three-hole punched for placement in your budget notebook behind the Supplemental Information tab.

Budget Presentation Schedule
We will provide an overview of the Proposed 2015 Operating Budget to you on August 26. At each of the meetings in September, we will present specific issues identified in this budget. Included in the Supplemental Information section is the September presentation schedule, the proposed 2015 Classification and Pay Plan, and a list of one-time expenses included in this proposed budget. We do not plan to give a detailed line item presentation of the budget or presentations on each budget service. If you have specific questions on a line item or on a budget service, please call the Director over that budget service or Jim Golden, Director of Finance, at 303-651-8629.

I thank you for your time, attention and guidance in preparing the City's operating budget for 2015. This is one of the most important tasks that you undertake each year as members of the Longmont City Council. The staff and I look forward to discussing the proposed budget with you in greater detail.

2015 Budget Presentations

September 9 – Regular Meeting
2015 – 2019 Proposed CIP
Funding for Public Improvement Fund Projects

September 16 – Study Session
Employee Compensation
General Fund Budget Summary
Public Safety Fund Budget Summary
Future Challenges

September 23 – Regular Meeting
Financial Policies
Public Hearing

September 30 – Study Session
One Time Expenses
Discuss Ongoing with one year commitment
Requests for Council One Time Funding
Longmont Downtown Development Authority
Longmont Area Economic Council
Golf Fund
Public Hearing

October 7- Study Session
Financial Health
2014 Financial Assessment Report
Second Public Hearing
Final Direction from Council

October 14 and October 28 - Regular Meetings
Budget Ordinances and Resolutions

COMMUNITY INFORMATION

HISTORY OF LONGMONT, COLORADO

In 1870, a group of prominent Chicagoans decided to start a new town in Colorado. They sold memberships in the Chicago-Colorado Colony and used the money to buy 60,000 acres of land. By the summer of 1871 they had built a small town and named it "Longmont" in honor of Longs Peak.

One of the great achievements of the Chicago-Colorado Colony was building large irrigation ditches to bring water from the creeks to the fields of wheat, fruit trees, and peas that farmers planted. As the town grew, large-scale agricultural industries arrived, first flour mills in 1872, then the J. Empson and Daughter vegetable cannery in 1887. Several leading citizens of Longmont worked together to build a beet sugar factory, finally developing enough support in 1903 to build what soon became the Great Western Sugar Company.

The richness of Longmont's soil attracted many people. They came from Sweden and settled northwest of Longmont. They came from Germany, by way of Russia, and farmed the sugar beet fields. They came from Mexico to work on the farms and from Japan to grow. All of these groups are significant to Longmont's heritage, and their descendants still live in and around Longmont.

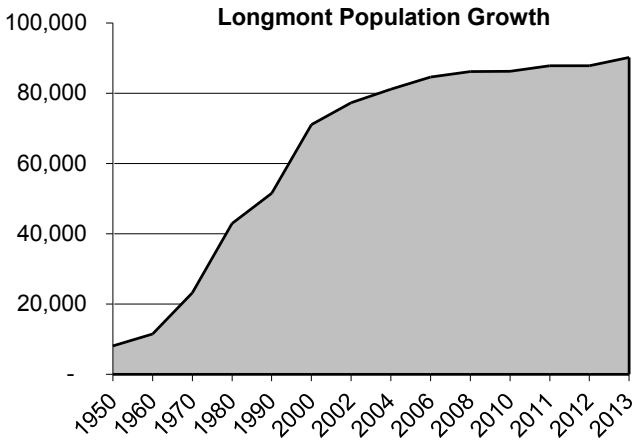
In a 1925 election, the Ku Klux Klan gained control of Longmont's City Council. They began construction of a large pork-barrel project, Chimney Rock Dam, above Lyons, Colorado, and marched up and down Main Street in their robes. In the 1927 election they were voted out of office, and their influence soon declined. Work on Chimney Rock Dam was abandoned as unfeasible, and its foundations are still visible in St. Vrain Creek.

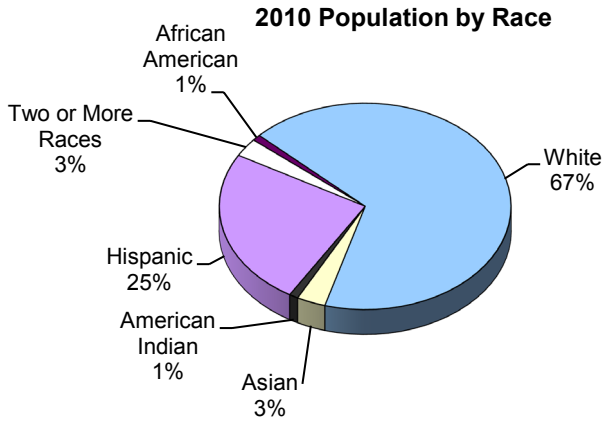
In 1950, the local economy was based primarily on agriculture. During the 1950s, the economy of the Colorado Front Range began to shift to a more high-tech orientation, and those changes would soon be felt in Longmont. Mayor Ralph Price, foreseeing a need for more water for a thirsty town, spearheaded the construction of Button Rock Dam seven miles upstream from Lyons on the North St. Vrain Creek. It paid for itself almost immediately, holding what could have been a disastrous flood in check and filling the reservoir in a few days rather than the years it was projected to take.

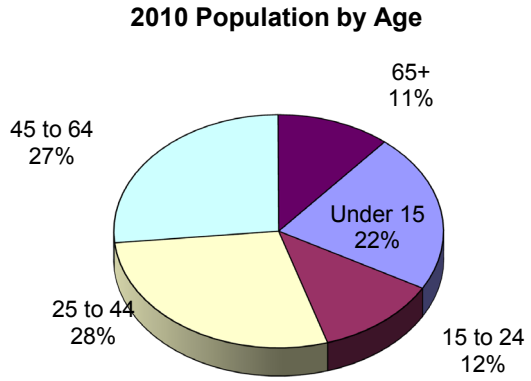
In 1962, the U.S. government built an air route traffic control center in Longmont. Only three years later, IBM built a large facility seven miles from Longmont. Longmont, which had grown only slightly beyond its original square mile boundaries, grew explosively, doubling in size between 1960 and 1970, and again between 1970 and 1980. (Source: Longmont Museum).

City	2000 Census	2010 Census	% Change 2000-2010
Broomfield	38,272	55,889	46.0%
Fort Collins	118,652	143,986	21.4%
Lafayette	23,197	24,453	5.4%
Longmont	71,093	86,270	21.3%
Louisville	18,937	18,376	-3.0%
Loveland	50,608	66,859	32.1%
Thornton	82,384	118,772	44.2%
Westminster	100,941	106,114	5.1%

Source: US Census Bureau







DEMOGRAPHICS

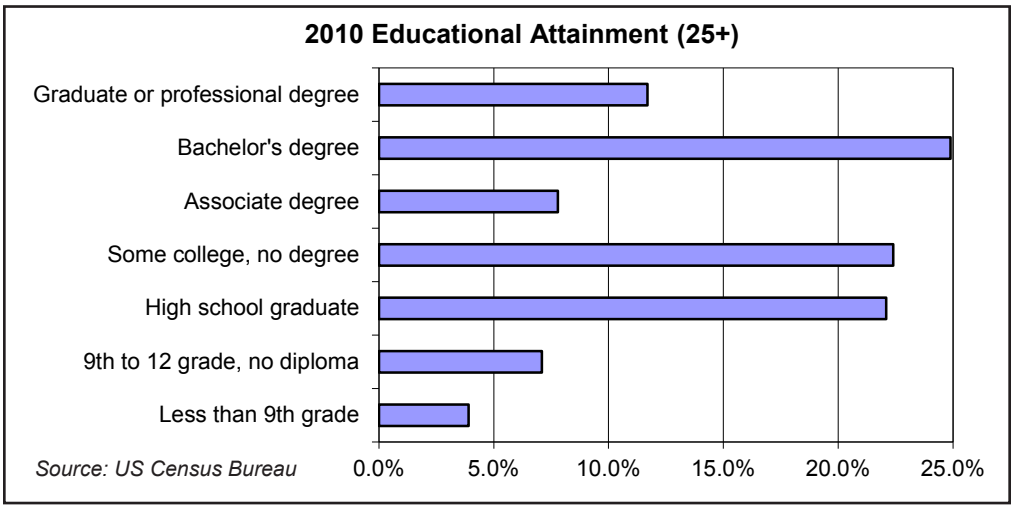
By 1910, the population of Longmont had doubled just about every 10 years since its founding and stood at 4,256 people. Growth slowed after this, with only 5,848 people recorded in the 1920 census. World War I took its toll on Longmont's young men, and their names are recorded on a flagpole that stands today in Roosevelt Park. The worldwide influenza epidemic of 1918 killed many more people. Longmont's City Council ordered on October 11, 1918, that movie theaters, churches, schools, the public library, dances and other public assemblies be closed to prevent the spread of influenza, but hundreds of people still sickened and dozens died before the epidemic slowed in November 1918. (Source: Longmont Museum).

Longmont lies along the Front Range where populations have steadily increased since the 1980s. In 2010, the Bureau of the Census estimated that more than 4.33 million people live along the Front Range. Longmont has seen a large population increase during this time, as have other Front Range cities. (Source: City of Longmont Planning).

Although commercial and industrial acreage and building square footage have all increased, residential land use has been the dominant factor in Longmont's growth over the past several years. This trend has helped provide a balance between residential growth and jobs in Longmont. Currently, Longmont has the highest percentage of its workforce living in their hometown than any other community in Boulder County.

According to the 2010 Census, the majority of Longmont's population is white and between the ages of 25 and 44. In 2010, 49.3 % of the total population was male and 50.7% female. With a median age of 36.6 years, Longmont is slightly older than residents of Boulder County (35.8 years) and right in line with the median age of all Colorado residents (36.1 years). (Source: Colorado Department of Local Affairs).

Longmont has an educated population, with more than 66% of those over 25 years of age having some level of college education and over 36% having obtained a bachelor's degree or higher. The average annual wages in Boulder County are typically higher than those in Larimer and Weld counties. Jobs in professional and technical services category provide the highest paying jobs on average at $97,760 annually. According to the Colorado Office of Budgeting and Planning, in 1998 Boulder County represented 25% of Colorado's advanced technology workers.



Average Annual Wage

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Boulder County	$47,264	$49,140	$50,946	$52,745	$53,455	$55,588	$53,976	$57,928	$58,968	$61,048
Broomfield County	$51,587	$51,688	$55,892	$60,434	$59,915	$62,036	$58,552	$62,764	$68,224	$71,084
Larimer County	$35,517	$36,608	$37,941	$39,340	$40,151	$43,732	$40,716	$44,564	$46,124	$46,800
Weld County	$32,592	$33,644	$35,144	$37,066	$38,696	$40,196	$39,260	$42,068	$43,212	$45,292
Colorado	$40,296	$41,600	$43,506	$45,396	$46,614	$50,180	$46,696	$50,700	$53,664	$53,196

Source: Colorado Department of Labor and Employment LMI Gatewa
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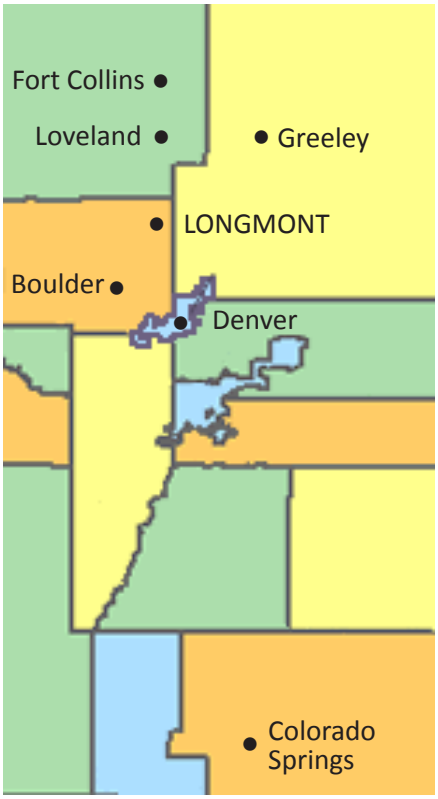


LOCATION AND CLIMATE

The City of Longmont is located 35 miles north of Denver and 15 miles northeast of Boulder. The city is part of the Denver metropolitan region and covered 30.21 square miles at the end of 2011. The City's planning boundaries are largely fixed as shown in the August 2003 revision of the Longmont Area Comprehensive Plan (LACP). Within the next 10 to 15 years the remaining areas planned for residential development will be built out within the planned city boundaries. Development of the industrial areas is anticipated to last longer, in the range of 40 to 50 years.

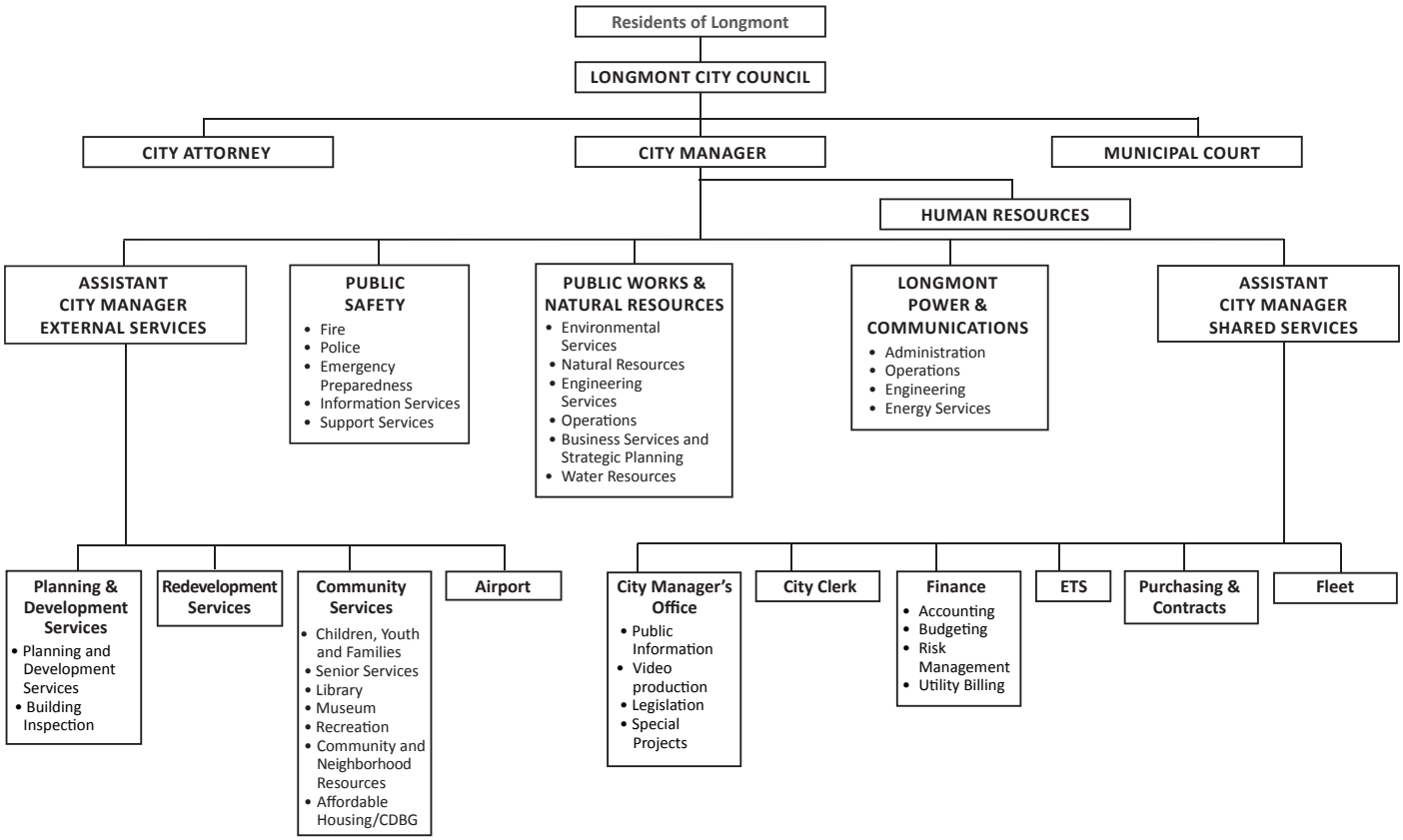
Although Colorado's mountains can receive an abundance of snow in the winter, Longmont does not typically experience harsh winters. The highest elevation within the city is 5,123 feet above sea level, and it is located at the base of the foothills. With more than 300 days of sunshine per year, Longmont's climate is mild with low humidity. The area averages 14.2 inches of rainfall and 45.9 inches of snowfall.

FORM OF GOVERNMENT AND CITY SERVICES

The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the State of Colorado (Home Rule City Act). The City is a full-service municipality operating under a council-manager form of government. The Council consists of a mayor and six council members. The mayor is elected at-large to a two-year term. One council member is elected from each of the three wards, and three council members are elected at-large to four-year terms. The council members' terms are staggered.

As a full-service community, the City of Longmont provides all aspects of municipal government, including police and fire services; electric, telecommunications, water and sewer utilities; streets, sanitation and storm drainage services; a library; a museum; parks and open space; recreation programs and facilities; senior services; youth services; building inspection and planning; golf courses; and an airport. It is also a community that fosters the growth of high quality primary jobs and plans for the long-term needs of its residents and businesses.

CITY OF LONGMONT



ECONOMIC DATA

The City has launched a citywide strategic plan designed to help the Longmont City Council develop policies and make key decisions. These policies will shape the future of the City and result in a balance between resources and expenditures that will sustain Longmont's capacity to provide desired municipal services as the City approaches build-out of the Longmont Planning Area. The following policies have come out of the planning process:

- Focus on Downtown
- Enhance the Natural Environment
- Promote a Sense of Community and Cultural Inclusion
- Support Education as a Communitywide Value
- Promote a Healthy Business Climate

Longmont's ideal location is one contributing factor to the recent growth seen in the technology sector. Longmont key industries include aerospace, biotech, software, and computer hardware.

Longmont Area Primary Employers by Industry

as of August 1, 2013

Industry	No. of firms	No. of employees
Computers/Peripherals/Interface Products	21	2,009
Computer Software	16	1,079
Aerospace	5	865
Biotech	6	841
Semiconductor and other Electronic Component Mfg	11	724
Apparel/Accessories/Finished Products	8	540
Transportation Equipment Manufacturing	3	521
Business Services	10	487
Printing and Publishing	4	372
Warehouse Distribution	2	369
Electrical Equipment, Appliances & Component Mfg	8	369
Contract Manufacturing	7	362
Professional, Scientific and Technical Services	19	349
Food Processing	9	348
Plastics and Misc Rubber Products	9	319
Construction	4	213
Measurement Instruments/Controlling Devices	9	198
Energy	7	198
Wood Products and Furniture	3	159
Consumer Products	3	152
Medical/Electromedical Instruments & Apparatus	5	118
Chemical Manufacturing	2	99
Fabricated Metal Products and Services	7	95
Photonics	6	91
Machinery Manfacturing & Robotics	5	85
Communications Equipment	10	79

Note: This list includes only industries with 75+ employees

Source: Longmont Area Economic Council

In August of each year, the county assessor certifies the total assessed value of all properties located within the boundaries of each taxing authority. By state statutes, assessed values are calculated by multiplying the actual value by 29% for all property except residential. The residential assessment percentage is subject to change by the Colorado Legislature each odd-numbered year. By Constitutional mandate, the change in percentage maintains the present balance of the tax burden between residential and all other properties. The residential assessment rate for taxes collected in 1992 and 1993 was 14.34%, for 1994 and 1995 it was 12.86%, for 1996 and 1997 it was 10.36%, for 1997 through 2000 it was 9.74%, for 2001 through 2003 it was 9.15%, and for 2004 through 2013 it was 7.96%.

The total assessed valuation for the City of Longmont increased annually from 2003 to 2010 but has decreased the past three years. This table represents the assessed valuation for real and personal property for the City only and does not include the assessment for the Downtown Development Authority or the General Improvement District.

Assessed Valuation of Taxable Property

Collection Year	Real Property	Personal Property	Total
2003	754,586,011	113,028,041	867,614,052
2004	829,839,702	110,490,969	940,330,671
2005	849,146,110	114,171,000	963,317,110
2006	873,339,140	109,129,260	982,468,400
2007	893,196,710	108,692,820	1,001,889,530
2008	964,428,140	112,164,150	1,076,592,290
2009	977,820,570	107,780,920	1,085,601,490
2010	981,685,090	113,251,910	1,094,937,000
2011	989,539,009	103,235,812	1,092,774,821
2012	940,806,179	108,516,810	1,049,322,989
2013	940,906,285	103,245,570	1,044,151,855

BUDGET PROCESS AND POLICIES

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2015. Because of the amount of information that it contains, it can be an imposing document. The reader should keep in mind that the primary intent of this document is to answer two basic questions: "Where is the City's money coming from?" and "How will that money be used?"

There are many ways to present the information that answers those two questions (as well as many others). This budget focuses on the City's fund structure. All of the information presented is organized by the fund that is responsible for providing a service or activity. For example, money that the City collects from its customers for their electric usage is spent to provide electric service through the Electric Fund.

The 2015 Operating Budget is divided into sections by fund and contains information on each of the City's funds, including fund structure, financial condition, the services that are provided by that fund, the department and division(s) that deliver those services, performance measures, and three years of expenditures by line item (2012 actual, 2014 and 2015 budget).

The 2015-2019 Capital Improvement Program details the City's capital infrastructure needs for the five-year period. A capital project is defined as new, replacement of, or improvements to infrastructure (buildings, roads, parks, water and sewer lines, etc.) that has a minimum life expectancy of five years and a minimum cost of $10,000. Staff complete four detailed worksheets on each submitted project. Project information includes project description, location map, benefits of the project, cost, source(s) of funding, current and future operating budget impacts, project timeline, impact on other agencies, and evaluation based on the prioritization criteria. By fund, all projects are prioritized, and then based on each fund's five-year financial forecast, projects are scheduled during the five-year period. Only the capital projects that are scheduled in 2015 are included in the 2015 Operating Budget.

There are numerous financial and programmatic policies that provide the framework within which the Budget and Capital Improvement Program are developed each year, including the City's:

- Financial Policies
- Financial Assessent Report, which provides detailed five-year revenue projections and trends, and expenditure data for the City's major funds
- Capital Assets Maintenance Plan, which includes condition ratings of the City's infrastructure and twenty-year replacement or upgrading schedules
- Longmont Area Comprehensive Plan, which is the City's long-range planning document,
- Quality of life benchmarks
- Long-range plans and rate studies for the services that the City provides
- City Council's annual work plan
- Focus on Longmont, the community's strategic plan and
- Multimodal Transporation Plan

The underlying theme is the City's mission statement:
To enhance the quality of life for those who live in, work in or visit our community.

CITY'S FUND STRUCTURE

The City of Longmont uses basic fund accounting practices in its budgeting and accounting procedures that conform to the standards of the Governmental Accounting Standards Board (GASB). The City's adherence to GASB standards demonstrates financial accountability to its citizens.

Fund accounting is based on the concept that certain types of revenue should be used only for certain types of expenses. For example, revenue collected from payment of electric bills should be used only to pay for providing electric service. Segregation of all electric transactions into one fund ensures that only electric activities are accounted for in that fund.

The City uses fund accounting by establishing separate funds, by fund category, in its accounting system. The three categories of funds are governmental, proprietary and fiduciary. Governmental funds, which include general, government-type services and are financed primarily with taxes, include the general fund, special revenue funds, debt service funds, and capital projects funds. Proprietary funds, which include business-type activities that receive a significant portion of their funding from user charges, include enterprise and internal service funds. Fiduciary funds are used to account for assets held by the City in a trustee capacity. Each source of revenue is recorded in one of those funds and expenses are reported against the revenues in that fund. The City reports on each fund separately in its Comprehensive Annual Financial Report (CAFR). The City of Longmont has been awarded the GFOA Certificate of Achievement for Excellence in Financial reporting each year since 1979.

One way to describe a city's fund structure is that each fund is like a separate business. Each fund has its own set of accounting records detailing its financial condition. Thus, it is possible for one of a city's funds to be financially healthy while another is not. One major difference is that while a private company can move money from a healthy enterprise to one that is not doing well, a city is more restricted in making such transfers. Those restrictions work to assure that the public is paying the true cost of the service that they are receiving and not subsidizing other services.

The following table lists the major operating funds by fund type that the City budgets for each year. Also provided is a brief list of the major revenue sources for each fund and the major expenses that are charged to the fund. This is not an exhaustive list. The City has more funds than are shown here, most of them used for tracking contributions, grants and insurance. More detailed information is included in this budget document and in the City's Comprehensive Annual Financial Report.

The budgeting and accounting policies of the City of Longmont conform to generally accepted accounting principles applicable to governments. The basis of budgeting for all funds is on a cash basis (transactions are recognized only when cash is received or disbursed, and noncash expenses, such as depreciation, are not budgeted).

The basis of accounting for governmental funds is on a modified accrual basis: revenues are recognized when they become susceptible to accrual, expenditures are recognizable when the fund liability is incurred, except for non-current, accumulated unpaid vacation and sick pay, which are not accrued, and principal and interest on general long-term debt, which is recognized when due. All proprietary funds, pension trust funds and permanent trust funds use an accrual basis of accounting (revenues are recognized when they are earned and expenses are recognized when they are incurred).

Fund Type, Name	Major Revenues	Major Expenses
General Fund	Property, sales and use taxes, franchise fees, transfers from other funds.	Police, Fire, Parks and Recreation, Library, Museum, Finance, Legal, Human Resources, et al.
SPECIAL REVENUE FUNDS		
Conservation Trust Fund	State lottery proceeds.	Costs associated with improvements to new and existing parks. No park maintenance costs are paid from this fund.
Park Improvement Fund	Park development fees.	Costs associated with developing new parks only. No maintenance costs for existing parks can be paid from this fund.
General Improvement District Fund	Property taxes.	Maintenance of downtown parking lots and pedestrian breezeways.
Downtown Development Authority Funds	Property taxes.	Longmont Downtown Development Authority operations, debt service and capital improvements in the downtown area.
Street Fund	Sales and use taxes, intergovernmental revenue.	All costs associated with maintaining and improving the City's street and transportation system.
Public Safety Fund	Sales and use taxes, intergovernmental revenue.	Increased Public Safety needs.
Probation Services Fund	Fine surcharge revenue.	Defraying the cost of municipal probation services including probation officers
Judicial Wedding Fee Fund	User fees.	Defraying the cost of municipal judicial system for wedding services performed.
Community Development Block Grant Fund	Federal block grants.	All costs associated with the CDBG program.
Public Buildings Community Investment Fee Fund	Fees on new construction.	Construction and improvements for public facilities (growth-related).
Transportation Community Investment Fee Fund	Fees on new construction.	Construction and improvements of transportation infrastructure (growth-related).
Electric Community Investment Fee Fund	Fees on new construction.	Construction and improvements for electric infrastructure (growth-related).
Open Space Fund	Sales and use taxes	Acquisition and maintenance of open space.
Park and Greenway Maintence Fund	Park and greenway maintence fee	Maintenance, operations, repair and replacement of parks and greenways.
Youth Services Fund	User fees, donations and grants.	Youth services programs.
Library Services Fund	User fees, donations and grants.	Library services programs.
Senior Services Fund	User fees, donations and grants.	Senior services programs.
Museum Services Fund	User fees, donations and grants.	Museum services programs.
Lodgers Tax Fund	Lodging Tax	Marketing and promotion of Longmont.
CAPITAL PROJECTS FUND		
Public Improvement Fund	Use taxes.	New construction and improvements to public buildings and facilities.
ENTERPRISE FUNDS		
Electric Fund	Payments of electric bills.	All costs associated with providing electricity (acquisition, delivery and distribution).
Water Fund	Payments of water bills.	All costs associated with providing water (acquisition, treatment and distribution).
Sewer Fund	Payments of sewer bills.	All costs associated with providing sewer services (collection and treatment).
Sanitation Fund	Payments of sanitation bills.	All costs associated with providing solid waste services (pickup, disposal and recycling).
Storm Drainage Fund	Payments of storm drainage bills.	All costs associated with providing storm drainage services (regular maintenance and system improvements).
Golf Fund	Green fees.	All costs associated with maintaining and improving the City's golf courses.
Telecommunications Fund	Charges for services.	All costs associated with developing and maintaining the city's telecommunications network.
Airport Fund	Rental fees.	All costs associated with maintaining and improving the airport operations.
INTERNAL SERVICE FUND		
Fleet Fund	Transfers from other funds.	All costs associated with maintaining and replacing the City's fleet.

BUDGET PREPARATION PROCESS

The City of Longmont goes through an extensive process to prepare its annual operating budget. The City operates on a fiscal year that runs from January 1 through December 31. Budget preparation for all City departments begins in late April, and they have until early June to complete their budget proposals and enter the numbers into the City's computerized budgeting system. There also are several worksheets to complete that provide more detail and explanation about their requests than is possible to include on the computer.

Also during this time, staff members who serve as liaisons to the City's 22 citizen boards and commissions request input on budget requests. Results of the City's annual citizen satisfaction survey are presented to City Council in June. Staff requests direction from Council on issues that they determine should be discussed during the budget planning process.

During late June and early July, the departments meet with the city manager, the finance director and the budget staff to discuss and prioritize the major issues and decisions to be made in each budget service and to make decisions on which issues to highlight during the budget presentations to the City Council in September. All decisions made at these meetings are subject to change since revenue estimates are still being finalized and the total budget is not yet complete.

Finance staff spend the latter part of July finalizing revenue estimates for the City's various funds and begin preliminary budget balancing. The major part of the budget that is not finalized at this time is the proposed pay plan for the following year. An estimated pay increase is used at this point.

During June and July, the Human Resources Division prepares the proposed compensation and pay plan using data from a variety of salary surveys conducted by the Mountain States Employers Council and the Colorado Municipal League. Survey data is collected from both private and public employers in the Denver/Boulder and Northern Colorado areas plus several fire, parks and recreation, and utilities districts/associations. The data includes salary and benefit rates for a representative sample of City job classifications. The Human Resources Division then applies those results to the City's pay plan to determine the rate of pay for each job classification.

Human Resources completes the proposed pay plan by the end of July. The budget staff then use that pay plan to compile the final proposed budget for each of the City's funds. The city manager, finance director and budget staff then spend the next week or two balancing and reconciling the final budget balancing since revenue and expense numbers have been finalized.

Also included in the budget process is preparation of the City's annual five-year Capital Improvement Program (CIP). A capital project is new, replacement of, or improvements to infrastructure (buildings, roads, parks, water and sewer lines, etc.), which has a

minimum life expectancy of five years and a minimum cost of $10,000. Staff complete four detailed worksheets on each submitted project. Project information includes project description, location map, benefits of the project, cost, source(s) of funding, current and future operating budget impacts, project timeline, impact on other agencies, and evaluation based on the prioritization criteria. By fund, all projects are prioritized, and then based on each fund's five-year financial forecast, projects are scheduled during the five-year period.

The CIP is a planning document that details the City's capital infrastructure needs for the budget year and the following four years. Only the capital projects scheduled in the first year are funded in the operating budget. A more detailed description of the CIP process and each capital project are included in the 2015-2019 Capital Improvement Program document.

City staff present the proposed budget, which includes expenditure data by line item for each fund, to the City Council by September 1 of each year, in accordance with the City Charter. The City Council then spends time during their meetings in September reviewing issues included in the proposed budget. Staff present more detailed information on issues and recommendations in the budget and may request formal Council action on any policy questions. The City Council may hold additional meetings for budget review if they feel it is necessary. Staff prepares additional information as requested by the Council and reviews that information at subsequent Council meetings.

A public hearing on the budget and CIP is held by October 1, also in accordance with the City Charter. The public is encouraged to comment on the budget or CIP at any of the meetings in September as well. The City Council then considers passage of the budget adoption ordinances, and during the second reading of the ordinances there is another public hearing on the budget.

After the budget has been adopted, the City Council may make additional appropriations by ordinance for unanticipated expenditures required of the City. According to the Charter, such additional appropriations shall not exceed the amount by which actual and anticipated revenues will exceed budgeted revenues, unless the appropriations are necessary to alleviate an emergency that is endangering the public health, peace or safety.

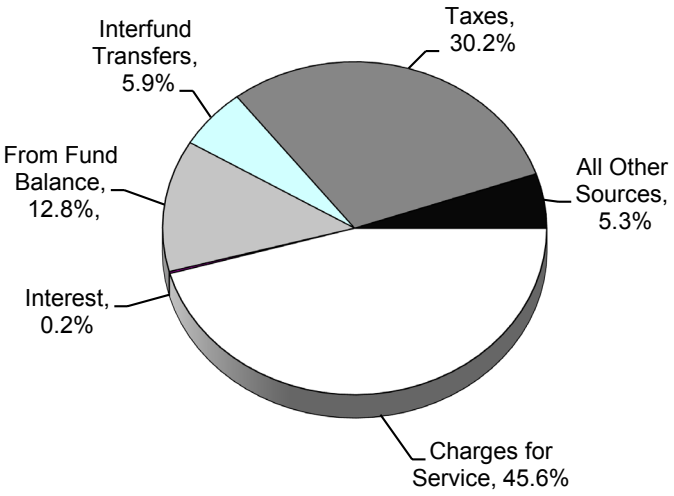
2015 BUDGET CALENDAR

DATE	EVENT
March 24	2015-2019 CIP preparation begins
April 14	2015 Budget preparation begins
May 2	Proposed 2015-2019 CIP projects due to Budget Office
May 30	Budgets turned into Budget Office.
June/July	2015 Budget Evaluation Meetings; 2015 revenue estimates completed by Finance staff.
Mid-July	2015 Proposed Pay Plan completed by Human Resources
July and August	Meetings with city manager and executive directors to review revisions to the proposed budget and make priority allocations
August 26	Last day for county assessors to certify the valuation for assessment of taxable real property to local governments
August 27	2015 Operating Budget and 2015-2019 CIP presented to City Council.
September	2015 Budget presentations to City Council.
October 14 and 28	City Council Regular Meetings: introduction, public hearing and passage of the 2015 Operating Budget adoption and appropriation ordinances and resolutions

CITY OF LONGMONT CHARTER REQUIREMENTS

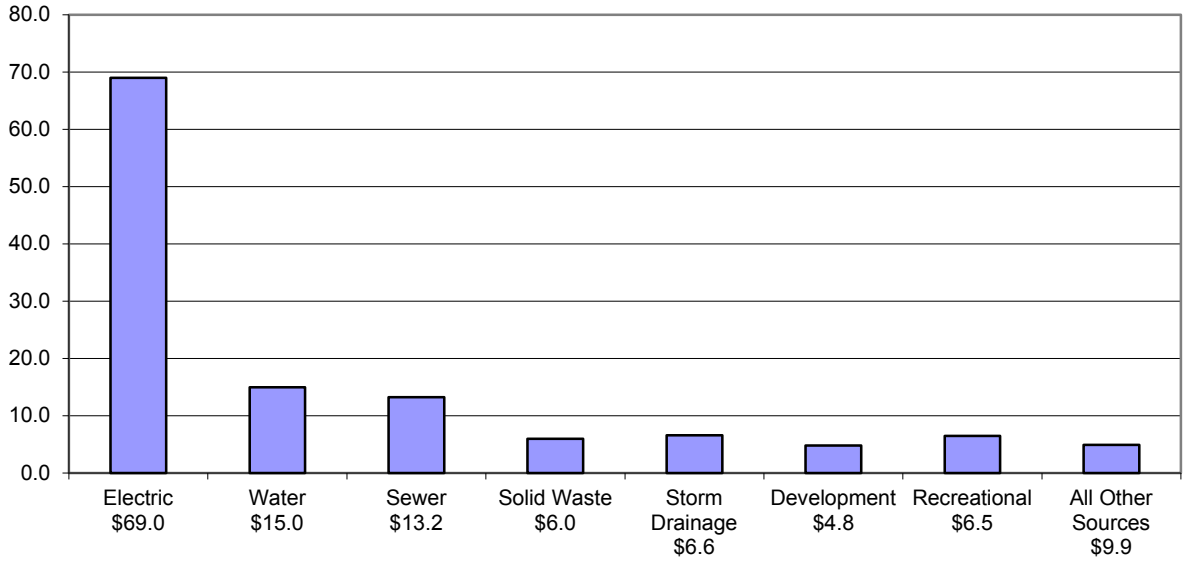
September 1	Last day for city manager to present proposed Budget and Budget Message to City Council.
October 1	Last day for City Council to hold a public hearing on the proposed Budget. Notice must be published at least once five days prior to the hearing.
December 15	Last day for City Council to adopt, on final reading, Budget adoption and appropriation ordinances and certify mill levy to the Board of County Commissioners.

2015 OPERATING BUDGET: Sources of Funds



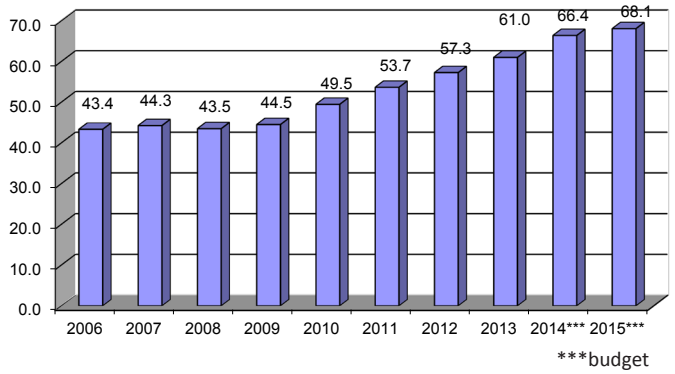
Revenues and other sources used to support the City's programs and projects in 2015 will come from a variety of sources and total $275,854,930. This is 2.27% below the total revenues in the 2014 budget and is due primarily to a large increase in capital due to flood recovery. The pie chart shows the distribution of the City's revenues by major categories.

Charges for Services, Licenses and Permits represent 45.6% or $125.9 million of the City's budgeted resources. These are charges for electric, water, sewer, solid waste and storm drainage utility fees; development-related services; recreational activities, including swimming, athletic leagues, golf, etc.; and various other fees for service.



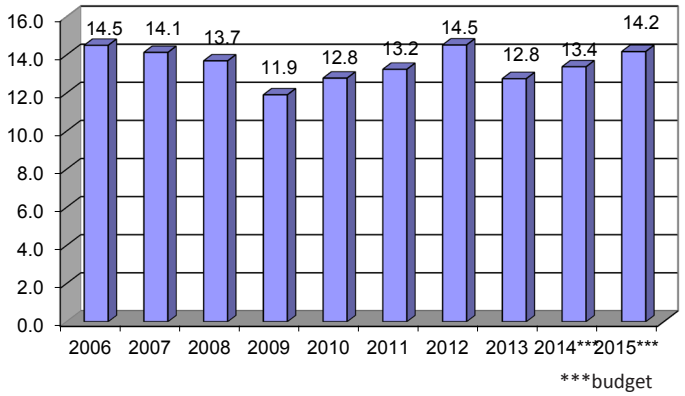
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening years, staff review historical and projected revenues and expenses to determine if a comprehensive rate study is needed. Development-related fees include building permits, right-of-way permits, plan review fees, and engineering plan check fees. Estimates are based on the anticipated number of single family, multifamily and commercial building permits and the estimated valuation of these units. The 2015 budget is based on 179 single family permits, 144 multifamily permits, 154,363 square feet of commercial permits, and various other remodels and miscellaneous permits. Recreational fees are established by financial policy to be 80% self-supporting with several activity fees set to recover 100% of expenditures.

Electric



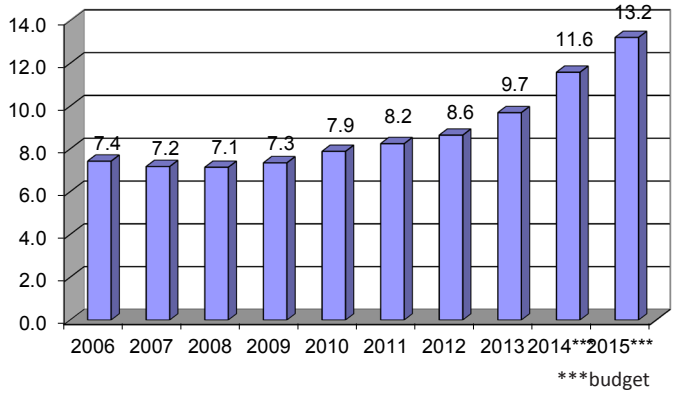
In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2015, electric and broadband utility revenues equal 95% of all electric and broadband revenues. An ordinance approving a fee increase in electric rates was previously approved by Council.

Water



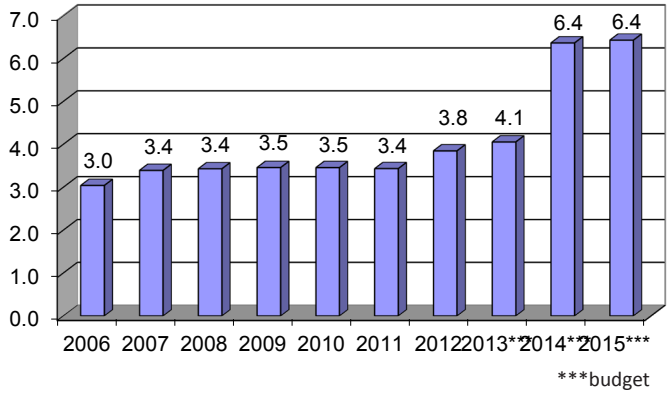
In 2014, charges for water services represent 89% of all water revenues. There is an estimated 4% rate increase included for 2015. Staff will bring the master plan to City Council in September and proposed rates in October.

Sewer



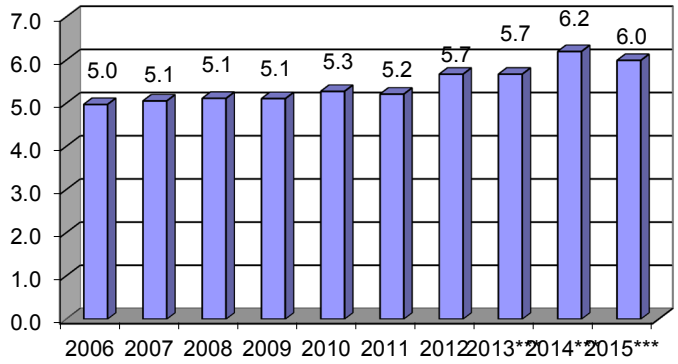
The sewer utility will receive 95% of its revenue from charges for services in 2015. An ordinance approving a fee increase in sewer rates was previously approved by Council. The proposed budget currently includes an average rate increase of 13%. The rate was codified in 2012. Bond revenues make up the majority of the revenue in this fund.

Storm Drainage



In 2015, Storm Drainage will receive 98% of its revenue from charges for services. The Storm Drainage Master Plan has been completed.

Sanitation



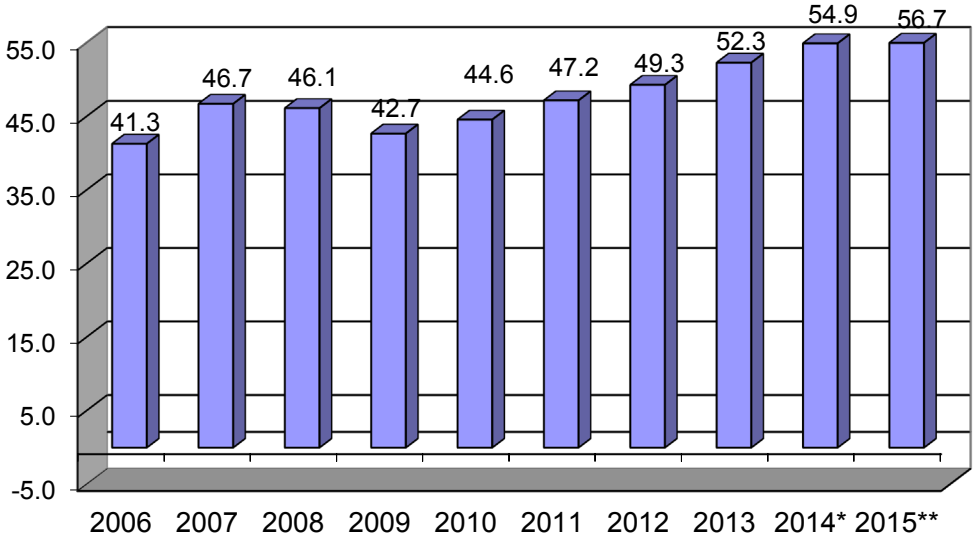
***budget

Sanitation will receive 99% of its 2014 revenues from charges for service. An ordinance approving a fee increase in sanitation rates was previously approved by Council. The proposed budget includes a rate increase of 12% for full-volume trash collection and 8% for reduced-volume service.

Taxes represent 30.2% or $83.2 million and include citywide sales and use, property, cigarette, and franchise taxes.

Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open space. In November 2006, voters approved an increase of .325% to fund additional public safety needs. Sales and use tax, the City's largest single revenue source, accounts for 43.5% of the General Fund's total sources of funds. Sales and use tax is projected based on historical collection trends and knowledge of economic development-related activities.

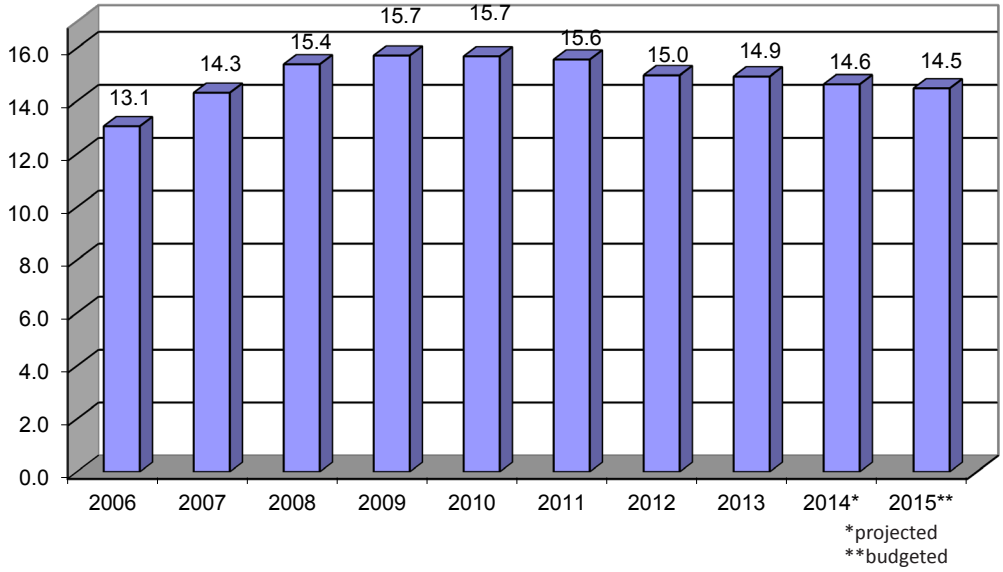
Sales and Use Tax History Citywide



*projected
**budgeted

Property Tax accounts for 20.7% of the General Fund's revenue. In 1991 the City increased the property tax mill levy to fund additional public safety positions. This mill levy increase temporarily reversed the trend of declining or flat property tax revenue. From 1995 to 2009 there was a real increase in property tax receipts each year. However, since 2010 these receipts have decreased annually. The mill levy has remained at 13.42 mills since 1991. Property tax also goes into the Downtown Development Authority Fund (5.000 mills) and the General Improvement District Fund (6.798 mills). The 2015 budget is based on preliminary assessed valuations from the county assessor's office.

Property Tax History Citywide



Cigarette Tax is a relatively minor General Fund revenue. This state-levied tax on the wholesaling of cigarettes is distributed to municipalities in proportion to their respective contributions to all state sales tax receipts.

Franchise Taxes are collected on natural gas, cable television and telephone companies within the city as well as the City's own electric, telecommunications, water and wastewater utilities. These taxes are based on anticipated revenues of the utility and come from the utility itself.

Fund Balance is a source of funds that is used primarily for funding capital and one-time purchases. In 2015, $35,216,784, or 13%, of the total sources of funds will come from the use of fund balance.

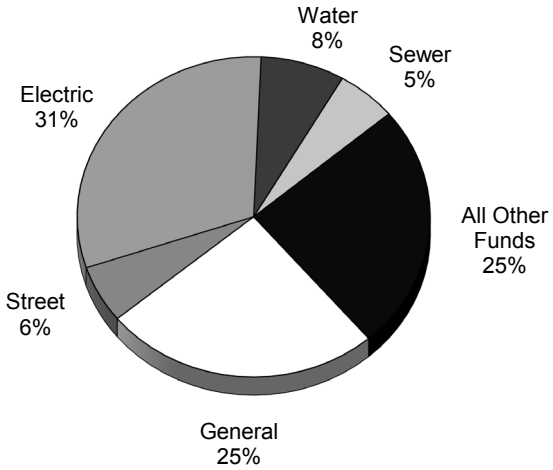
Interfund Transfers are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions and city attorney services. This revenue is based on an estimate of time spent by General Fund services in support of the City's enterprise funds. That estimated time is then converted into a dollar figure and charged to the enterprise funds on the theory that the enterprise funds would have to pay someone to provide those services if they did not have the General Fund departments to assist them. This revenue is 7% of the General Fund's total revenues.

Interest and Other Sources are 6% of the City's sources of funds. Interest earnings are estimated at $433,924 for 2015 and all other sources are $14.65 million and include intergovernmental funds from Boulder County, state and federal governments, fines, and miscellaneous sources.

2015 OPERATING BUDGET: Uses of Funds

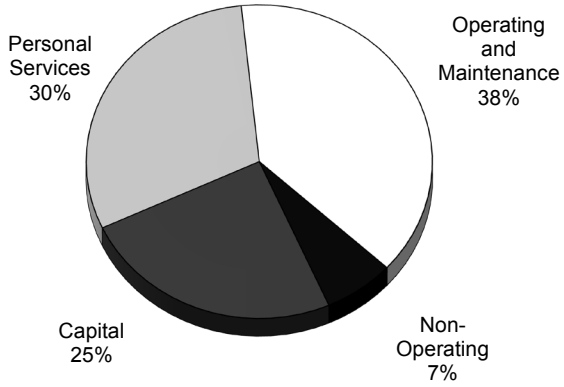
The City of Longmont's 2015 Operating Budget totals $275,854,930.

Expenditures by Fund



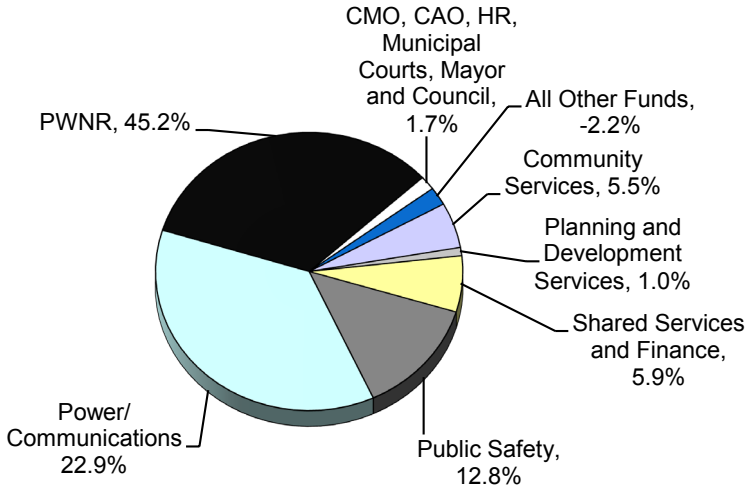
Expenditures in the largest funds include General Fund, $69.8 million; Electric Fund, $85.0 million; Water Fund, $21.3 million; Sewer Fund, $15.1 million; and Street Fund, $15.9 million. These funds will account for 75.1% of all City expenditures in 2015. Other funds include Open Space, $4.9 million; Public Improvement, $5.2 million; Sanitation, $6.2 million; Fleet, $10.1 million; Golf, $2.6 million; Storm Drainage, $16.0 million; Public Safety, $6.6 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, $83.5 million, which includes salaries, wages and benefits; operating and maintenance, $106.1 million, which includes routine operating expenditures; non-operating, $18.2 million, which includes interfund transfers and interest payments; and capital, $67.9 million, which includes machinery, equipment, furniture, vehicles, facility and system improvements, renovations and replacements, engineering and design, water rights, and land.

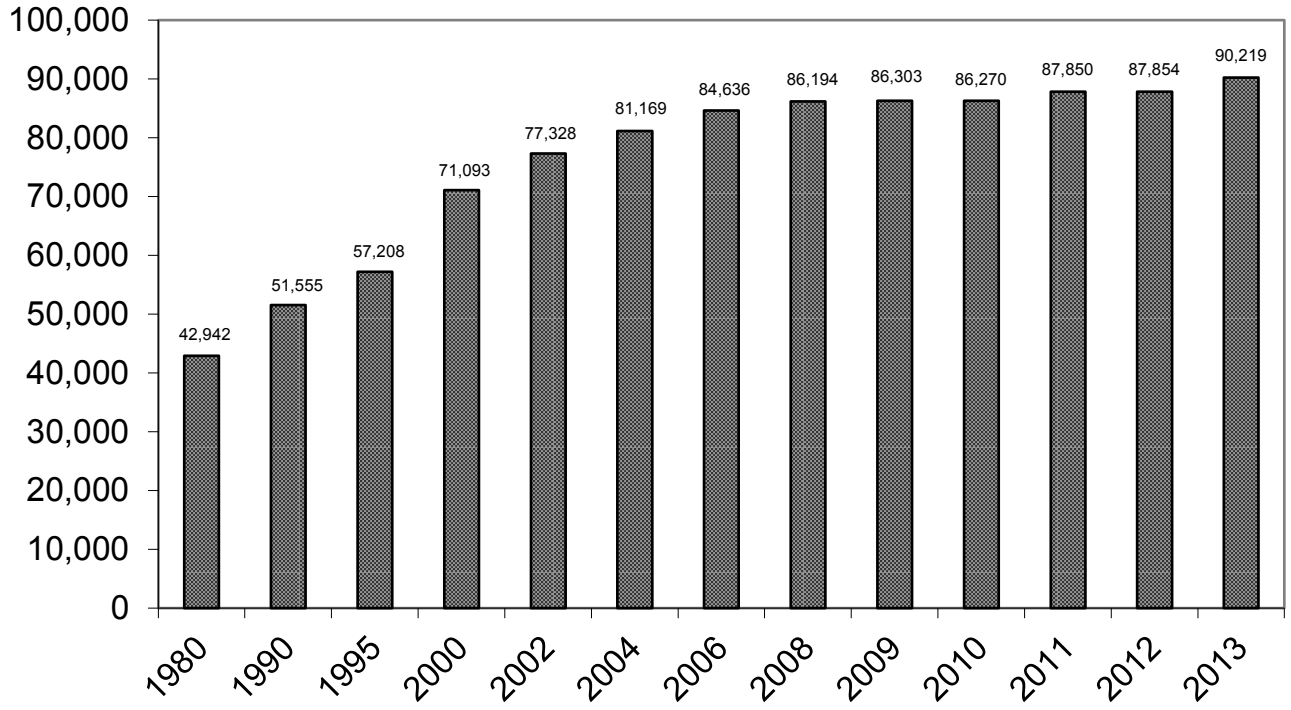
Expenditures by Department



Budgeted expenditures by department include Public Works and Natural Resources, $95.9 million (which includes Water, Sewer, Sanitation, Golf, Storm Drainage, Airport, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Conservation Trust, Parks and Facilities); Power & Communications, $105.4 million; Public Safety Department, $38.7 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, $18.7 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and

Contracts, Risk Management, Utility Billing, City Clerk's Office and Fleet); Community Services Department, $15.0 million (services include Community Relations, Library, Museum, Youth Services, Senior Services, Recreation, Neighborhood Resources, CDBG/HOME Grants Administration, Affordable Housing, Human Services Agency Funding, Callahan House and Art In Public Places); Planning & Development Services, $2.6 million (services include Planning and Development Services, Redevelopment and Building Inspection); City Manager's Office, $2.5 million; City Attorney's Office, $1.0 million; Municipal Courts, $789,960; Mayor and Council, $371,090; and Human Resources, $1.0 million. The remaining funds total $6.77 million and include the Public Improvement Fund, Public Building Community Investment Fee Fund, Longmont Downtown Development Authority, General Improvement District, and Downtown Parking.

Longmont Population 1980 - 2013



Summary of Financing Sources and Uses

	2013 Actual	2014 Budget	2015 Budget
Revenues and Other Financing Sources			
Taxes	78,806,806	78,659,719	83,249,679
Licenses and Permits	2,393,384	2,225,863	2,566,780
Intergovernmental Revenue	5,566,792	27,280,400	11,828,994
Charges for Service	108,640,342	117,801,146	123,349,327
Fines and Forfeits	1,048,075	1,453,800	1,240,700
Interest Earnings	(73,454)	870,066	433,924
Interfund Transfers	21,450,989	15,295,806	16,390,549
Miscellaneous	2,541,337	2,235,975	1,056,473
Proceeds from Advance	505,554	504,348	521,720
Proceeds from Bonds	-	28,341,340	-
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	225,197,747	7,598,241	35,216,784
TOTAL SOURCES	**$ 446,077,572**	**$ 282,266,704**	**$ 275,854,930**

Expenditures and Other Financing Uses			
Personal Services	75,079,991	78,785,904	83,509,874
Operating and Maintenance	94,398,452	99,399,443	106,148,819
Non-Operating	23,809,163	12,965,091	18,216,877
Capital	37,279,285	91,116,266	67,979,360
TOTAL USES	**$ 230,566,891**	**$ 282,266,704**	**$ 275,854,930**

2015 CONSOLIDATED FUND STATEMENT
Sources of Funds and Expenses

The 2015 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2015 Operating Budget. Sources of funds include contributions from/(to) fund balance, which is the amount of money being drawn from, or contributed to, each fund's fund balance and loans between funds, in order to balance the budget for that fund. Expenses by category include: personal services (salaries, wages and benefits); operating and maintenance (routine operating expenditures); non-operating (interfund transfers and interest payments); and capital (machinery, equipment, furniture, vehicles, improvements, renovations, replacements, engineering and design, water rights and land). Capital items are defined as having a value of at least $5,000 and a useful life of at least two years, and capital projects have a value of at least $10,000 and a useful life of at least five years.

2015 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
BEGINNING FUND BALANCE	*$ 9,748,909*	*$ 52,172,241*	*$ 16,418,687*	*$ 3,786,615*
SOURCES OF FUNDS				
Taxes	52,101,464	-	-	-
Licenses and Permits	1,474,505	-	-	-
Intergovernmental Revenue	368,221	-	1,750,000	168,247
Charges for Service	5,675,621	68,978,910	14,982,192	13,210,500
Fines and Forfeits	1,240,700	-	-	-
Interest Earnings	8,500	30,000	68,100	17,900
Interfund Transfers	6,600,814	40,090	-	551,289
Miscellaneous	163,384	375,700	-	1,500
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**67,633,209**	**69,424,700**	**16,800,292**	**13,949,436**
EXPENSES BY CATEGORY				
Personal Services	52,306,341	7,875,043	4,767,426	3,329,991
Operating and Maintenance	15,919,750	57,538,677	6,885,704	5,128,758
Non-Operating	841,796	1,504,739	1,220,613	3,880,695
Capital	772,802	18,159,827	8,463,041	2,795,924
TOTAL EXPENSES	**69,840,689**	**85,078,286**	**21,336,784**	**15,135,368**
ENDING FUND BALANCE	*$ 7,541,429*	*$ 36,518,655*	*$ 11,882,195*	*$ 2,600,683*
Contribution to/(from) Fund Balance	(2,207,480)	(15,653,586)	(4,536,492)	(1,185,932)

2015 CONSOLIDATED FUND STATEMENT

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
BEGINNING FUND BALANCE	*$ 1,289,654*	*$ 1,844,725*	*$ 896,562*	*$ 22,147,233*
SOURCES OF FUNDS				
Taxes	16,612,709	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	2,362,171	-	-	-
Charges for Service	-	5,994,000	2,581,045	6,567,197
Fines and Forfeits	-	-	-	-
Interest Earnings	5,273	11,221	9,519	15,410
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	2,000	1,000	5,412
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**19,005,153**	**6,007,221**	**2,591,564**	**6,588,019**
EXPENSES BY CATEGORY				
Personal Services	3,419,486	2,004,860	1,096,570	1,380,133
Operating and Maintenance	5,251,798	3,831,434	1,136,407	3,318,110
Non-Operating	248,869	28,525	203,524	4,243,809
Capital	7,010,855	375,081	156,240	7,060,289
TOTAL EXPENSES	**15,931,008**	**6,239,900**	**2,592,741**	**16,002,341**
ENDING FUND BALANCE	*$ 4,363,799*	*$ 1,612,046*	*$ 895,385*	*$ 12,732,911*
Contribution from/(to) Fund Balance	3,074,145	(232,679)	(1,177)	(9,414,322)

2015 CONSOLIDATED FUND STATEMENT

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
BEGINNING FUND BALANCE	*$ 15,800,044*	*$ 29,795*	*$ 1,016,393*	*$ 177,708*
SOURCES OF FUNDS				
Taxes	-	-	4,256,449	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	780,000
Charges for Service	-	292,923	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	55,500	-	7,000	-
Interfund Transfers	8,163,703	-	539,539	-
Miscellaneous	-	32,000	-	95,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**8,219,203**	**324,923**	**4,802,988**	**875,000**
EXPENSES BY CATEGORY				
Personal Services	1,368,519	121,668	-	137,335
Operating and Maintenance	2,710,047	195,239	54,550	753,241
Non-Operating	4,826	76	2,728,625	-
Capital	6,056,142	1,500	2,459,633	-
TOTAL EXPENSES	**10,139,534**	**318,483**	**5,242,808**	**890,576**
ENDING FUND BALANCE	*$ 13,879,713*	*$ 36,235*	*$ 576,573*	*$ 162,132*
Contribution from/(to) Fund Balance	(1,920,331)	6,440	(439,820)	(15,576)

2015 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
BEGINNING FUND BALANCE	*$ 3,810,093*	*$ 5,640,457*	*$ 1,972,915*	*$ 61,728*
SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	1,001,875	-	-	-
Intergovernmental Revenue	-	750,000	-	-
Charges for Service	-	-	435,500	287,227
Fines and Forfeits	-	-	-	-
Interest Earnings	18,933	18,552	12,000	403
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**1,020,808**	**768,552**	**447,500**	**287,630**
EXPENSES BY CATEGORY				
Personal Services	-	-	-	-
Operating and Maintenance	-	50,000	-	-
Non-Operating	-	-	-	-
Capital	1,699,729	4,187,000	685,000	250,000
TOTAL EXPENSES	**1,699,729**	**4,237,000**	**685,000**	**250,000**
ENDING FUND BALANCE	*$ 3,131,172*	*$ 2,172,009*	*$ 1,735,415*	*$ 99,358*
Contribution from/(to) Fund Balance	(678,921)	(3,468,448)	(237,500)	37,630

2015 CONSOLIDATED FUND STATEMENT

	Public Buildings CIF Fund	Art in Public Places Fund	Sewer Construction Fund	Water Construction Fund
BEGINNING FUND BALANCE	*$ 467,701*	*$ 385,524*	*$ 2,434,350*	*$ 17,116,041*
SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	346,960	-	884,100	981,900
Fines and Forfeits	-	-	-	-
Interest Earnings	3,000	-	12,900	86,600
Interfund Transfers	-	259,757	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**349,960**	**259,757**	**897,000**	**1,068,500**
EXPENSES BY CATEGORY				
Personal Services	-	38,950	-	-
Operating and Maintenance	-	113,202	2,500	2,500
Non-Operating	-	31	551,289	750
Capital	61,610	-	-	705,000
TOTAL EXPENSES	**61,610**	**152,183**	**553,789**	**708,250**
ENDING FUND BALANCE	*$ 756,051*	*$ 493,098*	*$ 2,777,561*	*$ 17,476,291*
Contribution from/(to) Fund Balance	288,350	107,574	343,211	360,250

2015 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
BEGINNING FUND BALANCE	*$ 408,201*	*$ 4,008,896*	*$ 13,975*	*$ 3,111,334*
SOURCES OF FUNDS				
Taxes	-	-	-	677,535
Licenses and Permits	-	-	-	20,000
Intergovernmental Revenue	-	-	-	10,000
Charges for Service	-	5,000	37,550	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,545	19,700	200	900
Interfund Transfers	-	-	69,352	2,500
Miscellaneous	-	-	-	15,000
Proceeds from Advance	-	-	-	521,720
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**1,545**	**24,700**	**107,102**	**1,247,655**
EXPENSES BY CATEGORY				
Personal Services	-	-	78,670	245,491
Operating and Maintenance	-	100,000	26,650	248,870
Non-Operating	-	-	-	526,720
Capital	-	50,000	-	273,040
TOTAL EXPENSES	**-**	**150,000**	**105,320**	**1,294,121**
ENDING FUND BALANCE	*$ 409,746*	*$ 3,883,596*	*$ 15,757*	*$ 3,064,868*
Contribution from/(to) Fund Balance	1,545	(125,300)	1,782	(46,466)

2015 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
BEGINNING FUND BALANCE	*$ 102,037*	*$ 89,169*	*$ 1,156,477*	*$ 2,533,438*
SOURCES OF FUNDS				
Taxes	124,078	-	-	3,460,527
Licenses and Permits	-	55,400	-	-
Intergovernmental Revenue	-	-	-	1,930,880
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	600	200	-	10,000
Interfund Transfers	-	11,190	152,315	-
Miscellaneous	-	-	180,000	40,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	**124,678**	**66,790**	**332,315**	**5,441,407**
EXPENSES BY CATEGORY				
Personal Services	27,704	25,640	164,321	293,693
Operating and Maintenance	85,734	24,950	189,228	427,462
Non-Operating	-	-	108	2,194,389
Capital	-	10,000	-	2,000,000
TOTAL EXPENSES	**113,438**	**60,590**	**353,657**	**4,915,544**
ENDING FUND BALANCE	*$ 113,277*	*$ 95,369*	*$ 1,135,135*	*$ 3,059,301*
Contribution from/(to) Fund Balance	11,240	6,200	(21,342)	525,863

2015 CONSOLIDATED FUND STATEMENT

	Youth Services Fund	Senior Services Fund	Public Safety Fund	Library Services Fund	Museum Services Fund
BEGINNING FUND BALANCE	*$ 171,560*	*$ 198,924*	*$ 1,667,677*	*$ 119,225*	*$ -*
SOURCES OF FUNDS					
Taxes	-	-	5,623,357	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	276,975	-	20,000
Charges for Service	-	166,200	57,750	-	32,400
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	10,603	500	-
Interfund Transfers	-	-	-	-	-
Miscellaneous	6,000	11,000	-	79,977	21,500
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	**6,000**	**177,200**	**5,968,685**	**80,477**	**73,900**
EXPENSES BY CATEGORY					
Personal Services	-	72,561	4,641,178	2,000	34,674
Operating and Maintenance	6,000	156,057	1,475,318	46,500	39,226
Non-Operating	-	5,769	9,809	20,500	-
Capital	-	-	526,040	-	-
TOTAL EXPENSES	**6,000**	**234,387**	**6,652,345**	**69,000**	**73,900**
ENDING FUND BALANCE	*$ 171,560*	*$ 141,737*	*$ 984,017*	*$ 130,702*	*$ -*
Contribution from/(to) Fund Balance	-	(57,187)	(683,660)	11,477	-

2015 CONSOLIDATED FUND STATEMENT

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park and Greenway Maintenance Fund	Lodgers Tax Fund	GRAND TOTAL, ALL FUNDS
BEGINNING FUND BALANCE	*$ 97,600*	*$ 116,325*	*$ 31,638*	*$ 202,835*	*$ 942*	*$ 171,247,627*
SOURCES OF FUNDS						
Taxes	-	-	-	-	393,560	83,249,679
Licenses and Permits	-	-	-	-	-	2,566,780
Intergovernmental Revenue	-	-	-	3,412,500	-	11,828,994
Charges for Service	-	70,000	3,000	1,759,352	-	123,349,327
Fines and Forfeits	-	-	-	-	-	1,240,700
Interest Earnings	500	400	-	7,215	750	433,924
Interfund Transfers	-	-	-	-	-	16,390,549
Miscellaneous	17,000	-	-	-	-	1,056,473
Proceeds from Advance	-	-	-	-	-	521,720
Proceeds from Bonds	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	**17,500**	**70,400**	**3,000**	**5,179,067**	**394,310**	**240,638,146**
EXPENSES BY CATEGORY						
Personal Services	-	76,120	1,500	-	-	83,509,874
Operating and Maintenance	19,000	8,347	-	10,000	393,560	106,148,819
Non-Operating	-	64	1,351	-	-	18,216,877
Capital	-	-	-	4,220,607	-	67,979,360
TOTAL EXPENSES	**19,000**	**84,531**	**2,851**	**4,230,607**	**393,560**	**275,854,930**
ENDING FUND BALANCE	*$ 96,100*	*$ 102,194*	*$ 31,787*	*$ 1,151,295*	*$ 1,692*	*$ 136,030,843*
Contribution to/(from) Fund Balance	(1,500)	(14,131)	149	948,460	750	(35,216,784)

GENERAL FUND - Fund Summary

Fund Description
Included in the General Fund are services typically associated with local government such as police, fire, parks, recreation, youth and senior services, planning, code enforcement, building inspection, library, museum and economic development. In addition, the General Fund includes support services that are provided to all of the other City funds and departments, including human resources, finance, city attorney, information services, facilities maintenance, city clerk and city manager.

Revenues
Since the services provided in the General Fund are for the benefit of the general public, the primary revenue to this fund is taxes. All of the property taxes that the City collects from the 13.420 mill levy go to the General Fund.

A portion of the City's sales and use tax receipts also goes to the General Fund. The City's sales and use tax rate is 3.275% split as follows: Street Fund, 0.75 cents; Open Space, 0.20 cents; Public Safety Fund, 0.325 cents; and 2.0 cents split between the General Fund (87.7%) and the Public Improvement Fund (12.3%) per the City's financial policy.

The second largest source of General Fund revenue is payments from other City funds for the support services provided to them by the various General Fund departments. For example, the Water Fund transfers money into the General Fund to pay for the accounting, utility billing, personnel, budgeting and legal services it receives.

2015 Budget
As established in the City's Financial Policies, the General Fund maintains a fund balance in compliance with TABOR. In addition, the City is striving to meet the full funding targets of the emergency and stabilization reserves over time. For the 2015 budget, that amount is $7,148,909 (10.7%).

The General Fund budget includes a net increase of 3.75 FTE and brings the total FTEs in the General Fund to 534.16. These changes are detailed on the following page.

Department/Division	Position	FTE
FTE Additions		
Community Services		
Community and Neighborhood Resources	Neighborhood Revitalization/Resource Specialist	0.50
Code Enforcement	Code Enforcement Inspector	2.00
Museum	Auditorium and Event Manager	1.00
Recreation	Fitness Coordinator	0.75
Recreation	Swim Lesson Coordinator	0.75
Senior Services	Seniors Resource Specialist	0.75
Children, Youth and Families	Community Programs Coordinator	1.00
Finance		
Sales Tax	Sales Tax Administrator	1.00
Budget	Budget Analyst	1.00
FTE Reductions		
Community Services		
Recreation	Children and Youth Program Leader	(1.00)
Economic Development		
Economic Development Director	Economic Development Director	(1.00)
Economic Investment	Economic Development Manager	(1.00)
Shared Services		
Print Shop	Print Shop Supervisor	(1.00)
Print Shop	Printer	(1.00)
Net FTE Change to the General Fund		**3.75**

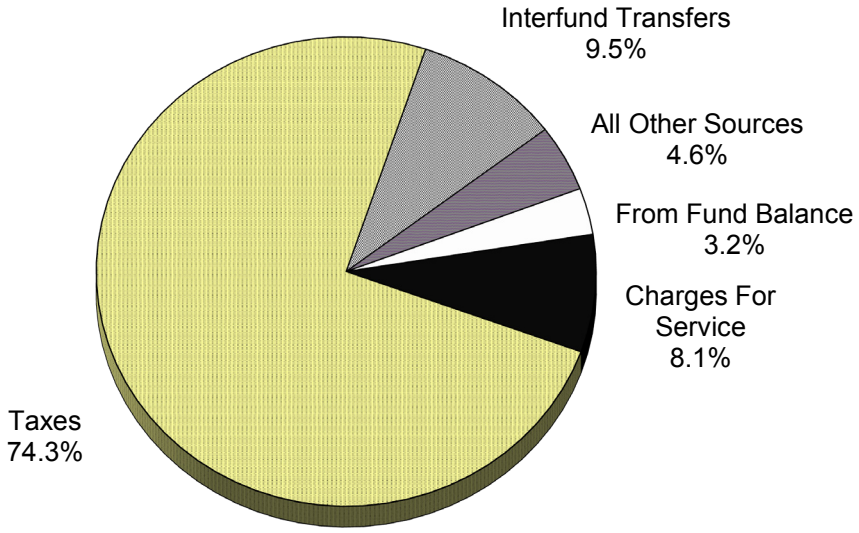
GENERAL FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	49,064,565	49,787,556	52,101,464
Licenses and Permits	1,262,587	1,056,545	1,474,505
Intergovernmental	1,043,373	250,634	368,221
Charges for Service	6,366,309	5,474,206	5,675,621
Fines and Forfeits	1,048,075	1,355,800	1,240,700
Interest and Miscellaneous	307,693	258,969	171,884
Interfund Transfers	9,513,094	6,648,200	6,600,814
Lease Purchase Proceeds	-	-	-
TOTAL REVENUES	**$68,605,696**	**$64,831,910**	**$67,633,209**
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	274,996	266,103	270,972
Accounting	550,156	729,285	757,103
Sales Tax	244,456	262,883	384,028
Treasury	167,877	188,907	220,957
Information Desk	65,016	90,229	71,058
Utility Billing	1,241,309	1,354,192	1,338,816
Mail Delivery	66,234	83,064	64,436
Enterprise Technology Services Operations	1,817,899	1,790,304	1,963,599
Enterprise Technology Services Applications	1,116,484	1,237,838	1,304,151
Enterprise Technology Services Telephone System	291,719	302,035	306,028
Print Shop	192,780	220,842	-
Risk Management	237,512	270,405	265,064
Safety	144,285	154,170	141,735
Wellness	83,706	92,316	84,751
Purchasing and Contracts	458,078	466,502	563,824
Budget	172,026	204,778	289,413
Human Resources	982,948	995,851	1,004,184
Community Services Director	757,846	711,966	652,496
Neighborhood Resources	296,537	322,462	341,693
Community Relations	67,144	82,487	86,264
Code Enforcement	430,452	485,767	515,838
Graffiti Eradication	23,442	37,858	40,401

	2013 Actual	2014 Budget	2015 Budget
Parking Enforcement	90,881	111,426	108,382
Youth Services	728,756	781,278	731,837
Library Administration	343,964	368,128	367,998
Adult Services	1,129,838	1,073,917	1,077,843
Children's and Teen Services	446,992	465,093	472,724
Technical Services	616,760	645,513	620,941
Circulation	622,785	654,752	662,333
Museum	738,865	750,149	756,004
Museum Auditorium	-	-	83,974
Recreation Administration	317,188	382,751	389,131
Recreation Center	1,333,090	1,354,846	1,445,287
Athletics and Team Sports	431,949	455,533	463,315
Recreation for Special Needs	44,383	50,116	51,267
General Programs and Facilities	695,584	773,661	776,217
Outdoor Recreation	37,589	38,837	39,031
Aquatics	822,924	884,029	981,333
Concessions	226,775	165,296	169,464
Community Events	148,317	142,308	138,511
Seasonal Ice Rink	150,848	132,504	147,903
Youth Recreation Programs	127,168	156,090	42,775
Sports Field Maintenance	192,406	217,813	207,866
Senior Services	623,543	679,145	714,838
Human Service Agencies	1,008,826	1,030,366	1,071,650
Public Safety Director	524,269	519,297	518,639
Communication Center	1,480,783	1,561,707	1,629,007
Public Safety Information and Technology Services	431,204	421,533	430,148
Emergency Management	672,184	159,986	117,606
Support Services	788,279	700,458	703,461
Training and Personnel	1,173,055	1,045,413	1,115,119
Information Services	423,478	461,389	458,373
Outreach	145,408	171,434	176,318
Volunteer Programs	14,735	19,148	18,112
Records Unit	581,775	643,132	639,142
Patrol	8,661,892	9,068,882	9,630,419
Investigations	2,424,514	2,372,318	2,537,229
Animal Control	528,109	573,305	642,985
Special Enforcement Unit	930,041	795,694	864,859
School Resource Officers	563,660	576,983	584,421
Special Operations	426,160	478,979	540,441

	2013 Actual	2014 Budget	2015 Budget
Traffic Unit	930,543	987,837	1,012,596
SWAT Team	388,215	369,192	343,038
Fire Operations	8,964,738	8,989,114	9,709,224
Fire Prevention	379,362	358,311	375,705
Economic Development Director	267,192	301,695	-
Redevelopment	578,876	561,794	165,207
Planning	521,214	662,082	-
Development and Planning Services	413,621	418,181	1,494,535
Building Permits and Inspections	1,028,655	1,013,974	1,000,136
Facility Maintenance	1,790,375	1,769,341	1,784,031
Facility Operations	1,354,589	1,387,033	1,395,266
Parks Administration	167,946	162,943	170,492
Parks Maintenance	1,823,533	1,737,357	1,964,586
Parks Development and Improvement	159,097	169,100	198,490
Forestry Maintenance	528,186	546,495	659,225
Municipal Grounds Maintenance	295,945	330,213	292,199
Right of Way Maintenance	492,051	467,000	485,040
Union Reservoir	235,239	268,992	266,963
Parks Resource Management	219,425	177,760	191,681
Engineering/Survey Technical Services	77,510	81,515	150,314
Mayor and City Council	597,672	677,511	371,090
City Manager	937,503	984,383	1,214,949
Non-Departmental	589,579	1,055,422	1,355,269
City Clerk	427,281	477,010	489,622
Elections and Voter Registration	49,834	102,040	129,579
City Attorney	870,291	973,596	1,037,778
Municipal Court	459,882	494,369	498,746
Probation	268,074	278,331	291,214
TOTAL EXPENDITURES	**$65,148,307**	**$67,036,044**	**$69,840,689**
CONTRIBUTION TO/(FROM) FUND BALANCE	$3,457,389	$(2,204,134)	$(2,207,480)

GENERAL FUND - Sources of Funds



The General Fund will receive 74.6% ($52.10 million) of its total sources of funds from taxes in 2015. Sales and use tax collections will total $30.35 million, or 58.2% of all taxes collected.

- Interfund transfers will account for 9.5% of the General Fund's sources of funds. The General Fund charges an administrative transfer fee to other City operating funds for administrative services it provides to these funds, such as personnel, legal, accounting, information services, purchasing, risk management and general administrative assistance.

- There is a contribution from the General Fund's fund balance of $2.207 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2014, sales and use tax revenues are projected to increase by 4.99% from 2013 actual collections then increase by 3.16% for 2015 over the projected collections for 2014.

Property Taxes: Estimates are from the Boulder County and Weld County assessors.

Building Permits: The 2015 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 179 single-family dwelling units, 56 townhouse/condo units, 88 multifamily units, and 154,363 square feet of commercial development.

Estimate of Revenue Needed from Property Taxes

As required by Article 9.4 of the Longmont City Charter, the adopted budget shall include an estimate of the amount of money that is needed from property taxes for that year. State law and the Charter require that the City Council fix the amount of the tax levy no later than December 15 of each year.

Total General Fund ongoing budgeted expenses for 2015	$	66,978,356
2015 estimated revenues other than property taxes	$	53,282,976
Total revenue needed from property taxes	$	**13,695,380**
Mill levy to raise revenue needed from property taxes		**13.420**

Estimated assessed valuation for the tax year 2014, collected in 2015:

Boulder County	$	1,023,384,600
Weld County	$	12,676,416

Average collection rate of property taxes:

2015 est	98.5%
2014 est	98.5%
2013	98.5%
2012	98.5%
2011	98.3%
2010	98.5%
2009	98.9%
2008	98.6%
2007	98.9%
2006	98.6%
2005	98.5%
2004	98.7%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2015 Budget is based on preliminary valuations since the counties do not issue final certification of valuation until December.

Estimate of Available Fund Balance in the General Fund

As required by Article 9.4 of the Longmont City Charter, the budget shall include an estimate of the fund balance that will be available in the General Fund at the end of the current year. That amount can then be used for capital and one-time expenses in the next year's budget. The amount of funds available is determined by deducting the TABOR and emergency reserves, as specified in the City's Financial Policies, to the fund balance using the estimated budget for the following year. The amount above those reserves is available for the following year's budget. The following table includes the budgeted and revised projection for 2014 and the projected General Fund cash surplus for 2015.

	2014 Adopted Budget	2014 Projected Actual
Beginning Available Fund Balance	$ 10,521,410	$ 10,501,410
Revenues		
Sales Tax	27,172,939	27,813,105
Use Tax	1,026,111	1,159,687
Property Tax	13,844,104	13,722,490
All Other	22,788,756	23,386,628
TOTAL REVENUES	$ 64,831,910	$ 66,081,910
TOTAL EXPENSES	$ 67,036,044	$ 66,834,411
Ending Available Fund Balance	$ 8,317,276	$ 9,748,909

Projected 2015 Ending Available Fund Balance

2015 General Operating Expenditures	$ 66,978,356	
TABOR Reserve		$ 3,220,585
Emergency Reserve		3,428,324
Additonal Emergency Reserve		500,000
Fund Balance used in 2015 budget		2,207,480
Projected ending available fund balance		$ *392,520*

TAXES	2013 Actual	2014 Budget	2015 Budget
Property Taxes-Current	13,712,024	13,844,104	13,695,380
Property Taxes-Delinquent	(20,700)	-	-
Sales Taxes	26,851,343	27,172,939	28,702,789
Use Taxes	1,031,712	1,026,111	1,646,036
Cigarette Taxes	147,338	170,000	160,000
Natural Gas Franchise	776,522	773,874	820,000
Cable Television Franchise	857,123	820,000	860,000
Telephone Franchise	219,161	207,376	200,304
Electric Franchise	4,833,188	5,030,160	5,196,643
Telecommunications Franchise	14,858	12,000	8,142
Water Franchise	260,784	267,640	283,690
Wastewater Franchise	381,212	463,352	528,480
Taxes Subtotal	*49,064,565*	*49,787,556*	*52,101,464*
LICENSES AND PERMITS			
Liquor Application Fee	32,655	25,000	27,000
Liquor Licenses	7,493	7,000	7,000
Sales Tax Business Permits	25,600	25,000	25,600
Business Licenses	4,080	6,295	6,000
Building Permits	1,072,613	606,737	764,649
Wood Burning Exemption Permits	55	-	-
Contractor Licenses	111,530	117,720	119,440
Parade Licenses	100	-	-
Use of Public Places Permit	7,461	7,000	7,000
Alcohol in Public Places Permits	1,000	1,000	800
Licenses and Permits Subtotal	*1,262,587*	*795,752*	*957,489*
INTERGOVERNMENTAL			
Federal Grants	67,379	-	51,352
Nongrant Federal Revenue	490,052	-	-
Federal Mineral Lease Distribution	46,873	-	-
State Grants	22,449	-	-
Nongrant State Revenue	-	-	5,141
State Severance Tax	120,021	20,000	20,000
Local Government Grants	4,020	-	-
Nongrant Local Revenue	36,306	-	-
Boulder County	2,917	-	-
St. Vrain Valley School District	119,763	130,735	134,003
Town of Frederick	6,500	-	-
City of Lafayette	24,453	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	72,676	70,000	75,000
Weld County Shared Fines	65	-	-
Intergovernmental Subtotal	*1,043,373*	*250,634*	*315,395*

CHARGES FOR SERVICE	2013 Actual	2014 Budget	2015 Budget
Zoning and Hearings	96,574	50,000	65,000
Parks Maintenance Fee	418,269	-	-
Maps and Publications	817	600	800
Print Shop Revenue	187,253	220,842	-
Sales Tax Commission	44,858	40,000	45,000
Purchasing Card Rebates	-	67,000	74,250
Criminal Justice Records	20,057	25,000	20,000
Extra Duty Police Officer Reimbursement	43,375	-	-
Sex Offender Registration Fees	10,185	10,000	10,000
Vehicle Impound Fees	2,100	2,500	2,200
Fireworks Stand Fees	6,000	6,000	6,000
Fire Inspection Fees	57,890	55,000	55,000
Emergency Dispatching	102,788	104,096	220,173
Unbille Utility Revenue	271	-	-
Work in R-O-W Permits	9,575	-	-
Plan Check Fees	335,264	178,362	236,103
Variance and Appeals Board	2,630	1,500	1,300
Elevator Inspection Fees	31,290	39,900	39,900
Right of Way Maintenance	236,896	238,174	240,138
GID Maintenance	39,238	47,000	40,000
Disconnect Tag Fees	402,784	380,000	390,000
Recreation Center - Admission/Passes	1,377,680	1,323,780	1,399,780
Recreation Center - Aquatic Fees	90,234	74,000	87,500
Recreation Center - Activity Fees	100,538	65,000	90,000
Recreation Center - Rentals	38,188	42,000	42,000
Recreation Center - Concessions	38,912	41,500	39,500
Recreation Center - Resale Merchandise	13,878	14,000	14,000
Silver Sneakers Program	56,640	55,000	60,000
Pool Fees/Passes/Lessons	540,429	526,300	538,300
Recreation Non-Resident Fees	34,401	30,000	32,000
Recreation Community Events	86,079	44,426	44,426
Union Reservoir Fees	221,661	270,000	240,000
Ice Rink Program Fees	134,792	122,636	130,636
Mobile Stage Setup	1,975	-	-
Athletic Program Fees	348,533	325,272	326,272
Recreation Activity Fees	579,179	545,300	571,460
Senior Services Subscriptions	511	600	550
Outdoor Recreation Activity Fees	61,752	54,000	58,000
Special Recreation Activity Fees	24,237	18,000	20,000
Concessions-Sandstone Ranch #2	10,824	11,000	11,000
Concessions-Sandstone Ranch #1	12,882	17,000	14,500

CHARGES FOR SERVICE (Continued)	2013 Actual	2014 Budget	2015 Budget
Concessions-Centennial Pool	4,267	2,100	2,500
Concession-Clark Park	13,377	15,500	15,000
Concessions-Roosevelt Park	359	300	300
Concessions-Sunset Pool	39,303	30,000	35,500
Concessions-Memorial Building	1,496	1,400	1,400
Concessions-Garden Acres	47,013	40,918	40,918
Concessions-Union Reservoir	5,101	5,900	-
Concessions-Ice Rink	2,468	2,500	2,500
Ice Rink Rentals	30,213	32,000	32,000
Memorial Building Rentals	51,106	46,000	47,000
Willow Barn Rental	18,591	20,300	22,300
Senior Center Rentals	18,960	17,000	19,000
Swimming Pool Rentals	60,402	46,000	56,000
Other Facility Rentals	136,138	100,000	115,340
Batting Cage Licensing Fee	1,000	2,000	2,000
Park Shelter Rentals	34,705	31,500	33,500
Museum Special Events Fee	80,371	35,000	35,000
Museum Auditorium Ticket Sales	-	-	11,450
Museum Auditorium Rental Fees	-	-	22,800
Museum Auditorium Beverage Sales	-	-	15,325
Museum Sponsorships	-	-	-
Friends of the Museum	-	-	-
Charges for Service Subtotal	*6,366,309*	*5,474,206*	*5,675,621*
FINES AND FORFEITS			
Parking Fines	93,417	100,000	105,000
Court Fines	564,896	800,000	715,000
Jury Fees	(25)	-	-
Bond Forfeitures	13,114	18,000	18,000
Court Education Fees	27,451	30,000	26,000
Probation Monitoring Fees	25,738	25,000	25,000
Substance Abuse Group	1,455	1,200	1,400
Surcharge on Violations	64,451	90,000	76,000
Court Costs	102,639	140,000	117,500
Outside Judgments/Warrants-City	4,985	5,600	4,300
Library Fines/Penalties	89,162	90,000	93,000
Miscellaneous Penalties	1,834	1,000	1,500
False Alarm Fines	40,775	37,000	40,000
Weed Cutting	18,183	18,000	18,000
Fines and Forfeits Subtotal	*1,048,075*	*1,355,800*	*1,240,700*

INTEREST AND MISCELLANEOUS	2013 Actual	2014 Budget	2015 Budget
Miscellaneous Revenue	43,455	23,729	41,254
Miscellaneous Revenue-Police	35,993	25,000	35,000
Miscellaneous Revenue-Library	102	-	-
Miscellaneous Revenue-Court	678	700	700
Miscellaneous Revenue-City Clerk	21,999	200	200
Miscellaneous Revenue-Fire	1,100	-	-
Prior Years Revenue/Expenses	28,220	-	-
Interest Income	103,313	89,000	75,000
Unrealized Gain/Loss	(95,100)	-	-
Lease of Real Property	57,864	58,000	-
Oil and Gas Lease Royalties	22,601	8,580	8,500
Fire Community Room Rental Fee	5,115	3,760	3,730
Private Grant/Donations	82,353	-	-
Lease Purchase Proceeds	-	-	-
Museum Sponsorships	-	-	2,500
Friends of the Museum	-	-	5,000
Miscellaneous Revenue Subtotal	*307,693*	*208,969*	*171,884*
INTERFUND TRANSFERS			
Transfer from Sanitation Fund	548,262	579,694	561,085
Transfer from Golf Fund	147,053	124,608	137,341
Transfer from Electric Fund	1,590,728	1,577,749	1,499,015
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	6,000	10,500	10,500
Transfer from Telecommunications Fund	73,853	56,954	165,405
Transfer from Water Fund	1,192,228	1,195,982	1,228,549
Transfer from Sewer Fund	768,009	753,720	797,640
Transfer from Storm Drainage Fund	452,283	420,772	403,149
Transfer from Airport Fund	119,864	138,845	112,744
Transfer from Judicial Wedding Fund	1,324	1,351	1,351
Transfer from Street Fund	892,421	887,533	874,464
Transfer from Library Services Fund	31,188	20,500	20,500
Transfer from Senior Services Fund	-	5,656	5,769
Transfer from Open Space Fund	149,690	138,623	159,716
Transfer from Self Insurance Fund	123,809	126,690	112,206
Transfer from Workers Comp Fund	191,812	203,663	129,421
Transfer from General Imprvmnt District	2,731	8,765	9,784
Transfer from Fleet Fund	575,014	251,989	264,164
Interfund Transfers Subtotal	*6,889,269*	*6,526,594*	*6,515,803*

TOTAL ONGOING REVENUES	**65,981,871**	**64,399,511**	**66,978,356**
ONE TIME REVENUES			
Incremental Development Revenue	-	260,793	517,016
Other One Time Revenue	-	50,000	52,826
One Time Transfers from Other Funds	2,623,825	121,606	85,011
Fund Balance Reserved for Council One Time	-	-	-
Lease Purchase Proceeds	-	-	-
Contribution from/(to) Fund Balance	(3,457,389)	2,204,134	2,207,480
TOTAL ONE TIME REVENUES	**(833,564)**	**2,636,533**	**2,862,333**
TOTAL FUNDS NEEDED TO MEET EXPENSES	**65,148,307**	**67,036,044**	**69,840,689**

Mayor and City Council Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	134,106	127,759	138,331
Operating and Maintenance	413,566	466,952	172,759
Non-Operating	50,000	82,800	60,000
Capital	-	-	-
TOTAL	**$ 597,672**	**$ 677,511**	**$ 371,090**

This budget service includes all expenditures related to the activities and official duties performed by the Mayor and City Council.

Service: **Mayor and City Council**

FUND: General Fund
DEPARTMENT: Administration

Service Description:

The Mayor, by City Charter, is the presiding officer of the City Council and the recognized head of the City government for all ceremonial and legal purposes. All the powers of the City not otherwise limited or conferred upon others by the City Charter are vested in Longmont's seven-member council.

SERVICE: Mayor and City Council

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
Total	**7.00**	**7.00**	**7.00**

Service: Mayor and City Council

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	90,000	90,000	90,000
128	FICA	5,624	-	5,580
129	Medicare	1,315	1,305	1,305
135	Compensation Insurance	47	74	66
137	Staff Training and Conferences	30,551	29,880	33,880
142	Food Allowance	6,569	6,500	7,500
	Subtotal	*134,106*	*127,759*	*138,331*
	Operating and Maintenance			
210	Office Supplies	218	350	350
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	76,837	80,693	82,693
218	Non-Capital Equipment and Furniture	105	4,000	-
229	Materials and Supplies	8,454	6,573	6,573
240	Equipment Repair and Maintenance	2,226	4,410	4,410
243	Non-Capital Computer Equipment and Supplies	2,529	-	-
245	Mileage Allowance	645	600	600
246	Liability Insurance	17,493	70,354	56,561
250	Professional and Contracted Services	294,209	286,400	13,000
252	Ads And Legal Notices	40	-	-
261	Telephone Charges	4,141	4,600	4,600
263	Postage	328	500	500
264	Printing and Copying	1,796	8,172	3,172
269	Other Services and Charges	4,545	-	-
	Subtotal	*413,566*	*466,952*	*172,759*
	Non-Operating Expense			
970	Transfers To Other Funds	50,000	22,800	-
971	Contingency	-	60,000	60,000
	Subtotal	*50,000*	*82,800*	*60,000*
	SERVICE TOTAL	**$597,672**	**$677,511**	**$371,090**

City Manager Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	815,233	873,248	1,033,262
Operating and Maintenance	122,270	111,135	181,687
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 937,503**	**$ 984,383**	**$ 1,214,949**

The City Manager's Office provides guidance and management to all City departments.

Note: These numbers do not include the non-departmental budget.

Service: **City Manager**

FUND: General Fund
DEPARTMENT: Administration

Service Description:

The Mayor, by City Charter, is the presiding officer of the City Council and the recognized head of the City government for all ceremonial and legal purposes. All the powers of the City not otherwise limited or conferred upon others by the City Charter are vested in Longmont's seven-member council.

SERVICE: Manager

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Public Information Officer	1.00	1.00	1.00
Public Information Specialist	0.00	0.50	0.50
Special Projects Manager	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	**5.00**	**5.50**	**6.50**

Service: City Manager

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	599,252	642,124	762,912
112	Wages - Temporary	20,227	7,303	303
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	-	10,284	11,235
121	Wages - Overtime	2,945	10,841	10,841
123	Leave Expense	7,920	-	-
124	Skill Based Overtime Pay	73	-	-
126	Retirement Health Savings Plan	2,305	2,200	2,600
128	FICA	1,251	453	19
129	Medicare	8,074	9,076	10,883
131	MOPC	29,284	30,931	37,509
132	Employee Insurance	85,862	100,639	122,088
133	Employee Retirement	36,976	41,443	50,263
135	Compensation Insurance	219	492	482
136	Unemployment Insurance	1,718	1,852	1,497
137	Staff Training and Conferences	11,514	7,388	13,488
139	Dental Insurance	4,007	4,322	5,242
142	Food Allowance	2,401	2,700	2,700
	Subtotal	*815,233*	*873,248*	*1,033,262*
Operating and Maintenance				
210	Office Supplies	1,956	1,500	1,500
215	Audiovisual Materials	-	-	-
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	4,407	3,891	4,764
218	Non-Capital Equipment and Furniture	-	300	300
229	Materials and Supplies	2,709	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	5,132	2,400	-
245	Mileage Allowance	5,162	5,430	5,430
246	Liability Insurance	2,863	2,019	2,273
250	Professional and Contracted Services	46,094	22,000	96,200
252	Advertising and Legal Notices	-	22,630	22,630
261	Telephone Charges	1,903	2,080	2,080
263	Postage	2,756	1,360	1,360
264	Printing and Copying	44,205	39,375	35,000
269	Other Services and Charges	5,083	6,000	8,000
	Subtotal	*122,270*	*111,135*	*181,687*
	SERVICE TOTAL	**$937,503**	**$984,383**	**$1,214,949**

Service: **Non-departmental**

FUND: General Fund

Service Description:

The Non-departmental budget service was created in 1996 to consolidate various expenditures in the General Fund that benefit all departments in the General Fund (such as sick leave conversion expenses and the Employee Recognition Program) or are nonoperating expenditures (such as transfers to other funds).

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	-	-	100,000
123	Leave Expense	-	178,000	178,000
	Subtotal	-	*178,000*	*278,000*
	Operating and Maintenance			
217	Dues and Subscriptions	-	5,550	5,550
250	Professional and Contracted Services	230,358	261,132	481,440
256	Refunds	6,691	10,000	10,000
264	Printing and Copying	86	-	-
269	Other Services and Charges	9,747	20,150	20,150
275	Building Permits To LDDA	37,940	-	-
	Subtotal	*284,822*	*296,832*	*517,140*
	Non-Operating Expense			
950	Bad Debt	41,787	9,400	9,400
970	Transfers To Other Funds	262,970	571,190	550,729
	Subtotal	*304,757*	*580,590*	*560,129*
	Capital Outlay			
473	Site Improvements, Landscaping, Street Development	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$589,579**	**$1,055,422**	**$1,355,269**

Line Item Notes:
#111 - Annual allocation for all General Fund employees for termination payout of accrued vacation leave.
#123 - Annual allocation for all General Fund employees for sick leave conversion expenses. Employees who have over 520 hours of accumulated sick leave are eligible to convert up to 96 hours of sick leave to vacation leave or cash payment at a 2-to-1 ratio (2 hours of sick time for 1 hour of pay or vacation). Employees must choose by a specified date which option they will take. For those who choose to be paid, that amount is transferred from this budget service to the employee's budget service.
#250 - Includes contracts with Longmont Cable Trust,LAEC, BSUG, SBDC, BIG, LEGI, oil and gas groundwater monitoring, and Digital Divide for telecom expenses.
#970 - Includes transfer to Parking Fund and Public Improvement Fund.

Human Resources Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	792,900	801,381	809,660
Operating and Maintenance	190,048	194,470	194,524
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 982,948**	**$ 995,851**	**$ 1,004,184**

The Human Resources Division includes one budget service.

Service: **Human Resources**

FUND: General Fund
DEPARTMENT: Administration

Service Description:

The Human Resources Division performs essential functions required to recruit, select, train, and retain the best employees in order to provide excellent customer service for those who live in, work in and visit the City of Longmont. Human Resources also ensures compliance with state and federal laws pertaining to employment. The functions of this division include classification and compensation administration; regulatory compliance at the federal, state and local levels; recruitment; examination and selection; benefit administration; Citywide supervisory, diversity and other in-house training and development; compilation of employment data for various reporting parties; maintenance of all employee personnel files and records; Citywide CDL license and testing administration; response to, investigation of and resolution of internal complaints and charges related to work environment, discrimination, harassment, or improper actions; assistance with various employment issues and activities; organizational and employee assessment and development; and the provision of excellent customer service to employees and to the community.

SERVICE: Human Resources

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Human Resources Director	1.00	1.00	1.00
Compensation Specialist	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00
Human Resources Partner	3.00	3.00	3.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**8.00**	**8.00**	**8.00**

Service: Human Resources

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	546,386	569,104	575,670
112	Wages - Temporary	24,364	10,000	10,000
115	One Time Payment	-	3,755	3,684
121	Wages - Overtime	-	300	300
122	Longevity Compensation	1,500	1,560	-
123	Leave Expense	13,170	-	-
126	Retirement Health Savings Plan	3,844	3,200	3,200
128	FICA	1,582	620	620
129	Medicare	7,175	8,316	8,493
131	MOPC	27,990	28,177	28,784
132	Employee Insurance	84,696	91,857	93,835
133	Employee Retirement	35,328	37,757	38,572
135	Compensation Insurance	917	1,699	1,923
136	Unemployment Insurance	1,693	1,691	1,149
137	Staff Training and Conferences	10,963	9,000	9,000
138	Tuition Reimbursement	28,678	30,000	30,000
139	Dental Insurance	3,951	3,945	4,030
142	Food Allowance	663	400	400
	Subtotal	*792,900*	*801,381*	*809,660*
	Operating and Maintenance			
210	Office Supplies	1,840	3,000	3,000
215	Audiovisual Materials	-	1,500	1,500
216	Reference Books and Materials	1,126	1,500	1,500
217	Dues and Subscriptions	7,710	8,140	8,140
218	Non-Capital Equipment and Furniture	1,377	1,600	1,600
229	Materials and Supplies	1,063	200	200
230	Printing and Copier Supplies	1,059	2,500	2,500
240	Equipment Repair and Maintenance	1,588	3,773	3,773
243	Non-Capital Computer Equipment and Supplies	9,146	1,820	1,820
245	Mileage Allowance	63	500	500
246	Liability Insurance	2,024	1,937	1,991
249	Operating Leases and Rentals	1,292	-	-
250	Professional and Contracted Services	119,210	129,000	129,000
252	Advertising and Legal Notices	20,263	9,000	15,000
263	Postage	2,934	3,000	3,000
264	Printing and Copying	3,763	7,000	5,000
269	Other Services and Charges	15,590	20,000	16,000
	Subtotal	*190,048*	*194,470*	*194,524*
	SERVICE TOTAL	**$982,948**	**$995,851**	**$1,004,184**

City Attorney Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	809,752	876,297	939,155
Operating and Maintenance	60,539	97,299	98,623
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 870,291**	**$ 973,596**	**$ 1,037,778**

This budget service includes all expenditures for the legal and related duties performed by the City Attorney's Office.

The City Charter authorizes the City Council to appoint a City Attorney who shall be the legal representative of the City and shall advise the City Council and City officials in matters relating to their official powers and duties.

Service: **City Attorney**

FUND: General Fund
DEPARTMENT: Administration

Service Description:

The City Attorney's Office legally advises and represents the City in all matters of municipal concern. This includes defense of suits against the City and other litigation. The City Attorney attends all council meetings and provides legal advice to the council. The office also advises City departments, boards and commissions; prosecutes cases before the Local Licensing Authority; drafts and supervises drafting of ordinances, resolutions, contracts, agreements and other legal documents; prosecutes Municipal Code violations, including pretrial conferences, trials and other proceedings in the Municipal Court; and directs the City's special counsel.

SERVICE: City Attorney

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Assistant City Attorney II	3.00	3.00	3.00
Legal Secretary	1.00	1.00	1.00
Administrative Assistant	1.50	1.50	1.50
Total	**7.50**	**7.50**	**7.50**

Service: City Attorney

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	599,936	653,919	700,594
112	Wages - Temporary	2,936	6,190	6,190
114	Skill Based Pay	903	900	900
115	One Time Payment	-	9,280	9,037
121	Wages - Overtime	-	150	150
123	Leave Expense	16,193	-	-
126	Retirement Health Savings Plan	3,519	3,000	3,100
128	FICA	182	384	384
129	Medicare	7,795	9,322	10,129
131	MOPC	30,490	31,818	34,617
132	Employee Insurance	97,055	103,580	112,712
133	Employee Retirement	38,486	42,633	46,389
135	Compensation Insurance	339	572	533
136	Unemployment Insurance	1,942	1,906	1,384
137	Staff Training and Conferences	5,320	7,895	7,895
139	Dental Insurance	4,530	4,448	4,841
142	Food Allowance	126	300	300
	Subtotal	*809,752*	*876,297*	*939,155*
	Operating and Maintenance			
210	Office Supplies	1,251	2,209	2,209
216	Reference Books and Materials	957	4,428	4,428
217	Dues and Subscriptions	4,187	3,190	3,190
218	Non-Capital Equipment and Furniture	493	600	600
229	Materials and Supplies	1,015	-	-
230	Printing and Copier Supplies	677	-	-
240	Equipment Repair and Maintenance	3,542	6,775	6,775
243	Non-Capital Computer Equipment and Supplies	1,545	2,644	2,644
245	Mileage Allowance	3,676	2,800	2,800
246	Liability Insurance	2,256	15,715	14,256
250	Professional and Contracted Services	9,819	22,522	22,522
255	Jury and Witness Fees	155	550	550
261	Telephone Charges	490	617	617
263	Postage	590	1,484	1,484
264	Printing and Copying	628	1,180	1,180
269	Other Services and Charges	29,258	32,585	35,368
	Subtotal	*60,539*	*97,299*	*98,623*
	SERVICE TOTAL	**$870,291**	**$973,596**	**$1,037,778**

Municipal Court Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	618,598	639,512	651,958
Operating and Maintenance	109,358	133,188	138,002
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 727,956**	**$ 772,700**	**$ 789,960**

The Municipal Court includes two budget services: Municipal Court and Probation.

Service: **Municipal Court**

FUND: General Fund
DEPARTMENT: Longmont Municipal Court

Service Description:

The Longmont Municipal Court is a neutral place that hears and determines all legal cases arising under the City Charter or the ordinances of the City. Court staff prepare and process all of the necessary paperwork for each case and monitor compliance with court orders. The court also acts as a liaison with attorneys, other courts, police and sheriff departments, and other governmental agencies. The Municipal Judge performs approximately 70 wedding ceremonies each year.

SERVICE: Municipal Court

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Municipal Judge	1.00	1.00	1.00
Municipal Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	**4.00**	**4.00**	**4.00**

Service: Municipal Court

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	257,948	278,139	280,995
112	Wages - Temporary	940	2,408	2,408
114	Skill Based Pay	1,862	1,800	2,100
115	One Time Payment	-	2,988	3,532
121	Wages - Overtime	-	1,200	1,200
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	17,697	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	1,600	1,600	1,600
128	FICA	32	149	149
129	Medicare	1,860	2,288	2,306
131	MOPC	13,876	13,997	14,154
132	Employee Insurance	41,177	45,337	45,803
133	Employee Retirement	17,513	18,748	18,968
135	Compensation Insurance	146	230	207
136	Unemployment Insurance	824	834	562
139	Dental Insurance	1,921	1,947	1,966
142	Food Allowance	88	-	-
	Subtotal	*359,104*	*373,345*	*377,690*
	Operating and Maintenance			
210	Office Supplies	1,484	3,650	3,150
216	Reference Books and Materials	4,826	4,500	5,000
217	Dues and Subscriptions	783	600	800
218	Non-Capital Equipment and Furniture	367	7,328	9,328
229	Materials and Supplies	4,442	2,000	2,000
230	Printing and Copier Supplies	-	500	150
240	Equipment Repair and Maintenance	407	1,604	1,404
243	Non-Capital Computer Equipment and Supplies	1,999	2,513	2,513
245	Mileage Allowance	-	-	-
246	Liability Insurance	971	943	975
250	Professional and Contracted Services	73,582	85,900	85,550
255	Jury and Witness Fees	141	500	200
263	Postage	2,123	2,500	2,500
264	Printing and Copying	6,208	1,486	1,486
269	Other Services and Charges	3,445	7,000	6,000
	Subtotal	*100,778*	*121,024*	*121,056*
	Capital Outlay			
440	Machinery and Equipment	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$459,882**	**$494,369**	**$498,746**

Service: **Probation Division**

FUND: General Fund
DEPARTMENT: Longmont Municipal Court

Service Description:

The mission of the Longmont Municipal Probation Division is to provide public safety and accountability to the community through the supervision and monitoring of compliance with court orders imposed upon probationers by the Longmont Municipal Court. The Probation Division provides pre-sentence investigations, supervision and monitoring of probationers, assessment and referral to local and state resources, a juvenile supervised community service work program, and restitution investigation for victims.

SERVICE: Probation Division

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	**3.50**	**3.50**	**3.50**

Service: Probation Division

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	186,194	192,696	199,467
112	Wages - Temporary	1,913	2,205	2,205
114	Skill Based Pay	1,807	1,800	1,800
115	One Time Payment	-	2,379	2,096
121	Wages - Overtime	603	900	800
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	7,124	-	-
124	Skill Based Overtime Pay	13	-	-
126	Retirement Health Savings Plan	1,983	1,400	1,400
128	FICA	38	137	137
129	Medicare	1,610	1,874	1,907
131	MOPC	9,743	9,725	10,063
132	Employee Insurance	28,733	31,409	32,514
133	Employee Retirement	12,298	13,024	13,486
135	Compensation Insurance	453	391	439
136	Unemployment Insurance	575	578	399
137	Staff Training and Conferences	3,326	4,500	4,300
139	Dental Insurance	1,341	1,349	1,395
	Subtotal	*259,494*	*266,167*	*274,268*
	Operating and Maintenance			
210	Office Supplies	677	1,100	1,100
216	Reference Books and Materials	-	50	150
217	Dues and Subscriptions	150	150	150
218	Non-Capital Equipment and Furniture	620	1,000	1,000
229	Materials and Supplies	517	480	480
230	Printing and Copier Supplies	538	400	500
240	Equipment Repair and Maintenance	-	80	80
243	Non-Capital Computer Equipment and Supplies	-	100	100
245	Mileage Allowance	59	200	200
246	Liability Insurance	825	1,889	1,502
247	Safety Expenses	378	300	400
250	Professional and Contracted Services	900	1,000	1,000
261	Telephone Charges	288	650	550
263	Postage	398	600	500
264	Printing and Copying	799	600	800
273	Fleet Lease - Operating and Maintenance	2,431	3,565	8,434
	Subtotal	*8,580*	*12,164*	*16,946*
	SERVICE TOTAL	**$268,074**	**$278,331**	**$291,214**

Community Services Department Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	8,225,347	8,579,655	8,926,607
Operating and Maintenance	3,955,486	4,098,417	3,967,392
Non-Operating	212,519	212,519	221,667
Capital	61,500	63,500	41,650
TOTAL	**$ 12,454,852**	**$ 12,954,091**	**$ 13,157,316**

The Community Services Department strives to build a better community by providing dynamic, innovative and fully accessible services so that residents can gain the education, skills and knowledge they need to flourish. The department also works to meet the many human service needs in the community.

The divisions within this department are

- Community Services Director
- Community and Neighborhood Resources
- Library
- Museum
- Recreation and Golf
- Children, Youth and Families
- Senior Services
- Callahan House

All but the CDBG program, the Art in Public Places program (which is coordinated by the Museum), the Callahan House, and Housing and Community Investment are funded from the General Fund. The Community Services Director also oversees the funding and monitoring process for human services agencies.

Community Services Director Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	267,956	292,016	280,736
Operating and Maintenance	1,286,197	1,237,797	1,221,743
Non-Operating	212,519	212,519	221,667
Capital	-	-	-
TOTAL	**$ 1,766,672**	**$ 1,742,332**	**$ 1,724,146**

The Community Services Director oversees the daily operation of many services frequently used by the public, including Code Enforcement, the Library, the Museum, Community and Neighborhood Resources, Recreation and Golf facilities, the Youth Center, the Senior Center, and the Callahan House. The director deals with problems and concerns of people of all ages.

The Community Services Director also coordinates the City's funding of human services agencies. The City works with these agencies to address human and social problems within the community. The City's Housing and Human Services Advisory Board recommends a funding program to the City Council each fall. The council then reviews the proposed funding and includes it in the City's operating budget. All of the funding awards granted to outside agencies are budgeted as contracted services.

Service: **Community Services Director**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

This service is responsible for planning and implementing strategies to address human, cultural, leisure, housing and neighborhood needs throughout the Longmont community. The Community Services Department responds to those needs through direct service provision, contract services, and collaboration with organizations and community groups to develop actions to meet community needs.

The Community Services Director manages and supervises eight divisions that offer prevention and early intervention services; recreation and leisure services; community problem-solving; neighborhood and community development; and educational and cultural services to Longmont residents. Those divisions are Community Development Block Grant/Affordable Housing, Library, Museum, Community and Neighborhood Resources, Recreation, Senior Services, and Children and Youth Resources. This service also works with the Housing and Human Services Advisory Board to evaluate human services, community development and housing needs, to make funding recommendations to City Council for human services agencies and affordable housing developers to address these needs. This service also oversees the operations of the Callahan House.

SERVICE: Community Services Director

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Director of Community Services	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**

Service: Community Services Director

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	187,860	186,976	186,976
112	Wages - Temporary	-	-	-
115	One Time Payment	-	2,000	3,000
121	Wages - Overtime	2,643	16,277	2,589
123	Leave Expense	174	-	-
126	Retirement Health Savings Plan	2,568	800	800
128	FICA	-	-	-
129	Medicare	2,473	2,692	2,693
131	MOPC	9,320	9,284	9,284
132	Employee Insurance	27,851	30,265	30,266
133	Employee Retirement	11,763	12,440	12,441
135	Compensation Insurance	99	156	148
136	Unemployment Insurance	557	557	371
137	Staff Training and Conferences	20,195	28,469	30,069
139	Dental Insurance	1,299	1,300	1,299
142	Food Allowance	1,154	800	800
	Subtotal	*267,956*	*292,016*	*280,736*
	Operating and Maintenance			
210	Office Supplies	327	650	650
216	Reference Books and Materials	25	184	184
217	Dues and Subscriptions	25	25	25
218	Non-Capital Equipment and Furniture	24	6,505	-
229	Materials and Supplies	64	100	100
240	Equipment Repair and Maintenance	250	5,140	5,140
243	Non-Capital Computer Equipment and Supplies	-	670	670
245	Mileage Allowance	2,536	2,400	2,400
246	Liability Insurance	5,227	642	699
250	Professional and Contracted Services	205,010	121,640	80,750
263	Postage	268	853	853
264	Printing and Copying	1,710	872	872
269	Other Services and Charges	61,905	67,750	57,750
	Subtotal	*277,371*	*207,431*	*150,093*
	Non-Operating Expense			
970	Transfers To Other Funds	212,519	212,519	221,667
	Subtotal	*212,519*	*212,519*	*221,667*
	SERVICE TOTAL	**$757,846**	**$711,966**	**$652,496**

Service: **Human Service Agencies**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The City allocates 1.6% of the General Fund's budgeted operating revenues for contractual services with a variety of human services agencies to provide assistance to residents in the areas of basic human service needs; neglect and abuse; prevention; child care; and self-sufficiency. The allocation was increased from 1.35% by City Council beginning with the 2005 budget. Each fall, the Human Relations Commission recommends priorities and funding levels to the City Council. All agencies contracting with the City are bound by rules and regulations prohibiting discrimination based on race, gender, religion and age. The contracting agencies submit biannual reports on their use of allocated funds.

LINE ITEM BUDGET

Operating and Maintenance		2013 Actual	2014 Budget	2015 Budget
250	Professional and Contracted Services	1,008,826	1,030,366	1,071,650
	SERVICE TOTAL	**$1,008,826**	**$1,030,366**	**$1,071,650**

Community and Neighborhood Resources Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	797,006	870,123	909,204
Operating and Maintenance	111,450	162,377	183,374
Non-Operating	-	-	-
Capital	-	7,500	-
TOTAL	**$ 908,456**	**$ 1,040,000**	**$ 1,092,578**

The Community and Neighborhood Rescources Division is included in five budget services: Community and Neighborhood Response, Community and Neighborhood Support Services, Code Enforcement, Graffiti Removal, and Parking Enforcement.

Service: **Community and Neighborhood Response**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

This service assists all members of the Longmont community who need assistance in gaining access to various City and community services and resources. It includes Neighborhood Resources, Community Relations, and Mediation Services. This service builds neighborhood capacity to identify and resolve neighborhood issues and partners with residents to maintain a high quality of life in Longmont's neighborhoods. It provides resources for community problem solving, cultural competency, systems access, and community involvement.

The Neighborhood Resources Program works with neighbors to identify and solve problems in individual neighborhoods; maximizes opportunities for improved and expanded use of existing resources; fosters the development of successful neighborhood relationships; coordinates the use of existing resources to support neighborhood development and revitalization; develops capital and programmatic resources to address problems identified by neighbors; establishes effective working relationships with schools, churches, civic groups and the business community as partners in providing resources for neighborhoods; enhances public involvement and trust, and service partnerships; encourages residents to share responsibility for the quality of life in their neighborhoods; and fosters development of leadership skills for neighborhood residents. This service administers the Neighborhood Registration Program, assists the Neighborhood Group Leaders Association, and administers funding for the Neighborhood Improvement and Neighborhood Activities programs.

The Mediation Program provides trained volunteer mediators to assist in resolving disputes involving landlords and tenants, neighbors, youth and peer relations, school issues, and racial and cross-cultural issues, and facilitation for nonprofit agencies, community groups, and the City of Longmont.

Community Relations offers technical assistance and training in cultural sensitivity, diversity, and leadership programs that reflect cultural awareness, celebrate diversity, and encourage members of different cultures to interact with each other and participate in the Longmont community. Community Relations sponsors community cultural celebrations and provides information and referral services for issues such as civil rights, fair housing, schools, and police. Community Relations provides internally to other City departments access to translators and consultation and technical assistance for departments working on projects that require outreach with or more participation from the Latino community.

SERVICE: Community and Neighborhood Response

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Community & Neighborhood Resources Super	1.00	1.00	1.00
Community Relations Program Coordinator	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00
Neighborhood Revitalization/Resource Specialist	0.00	0.00	0.50
Total	**3.00**	**3.00**	**3.50**

Service: Community and Neighborhood Response

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	194,333	202,407	236,036
112	Wages - Temporary	19,328	23,223	1,000
114	Skill Based Pay	2,407	2,400	-
115	One Time Payment	-	852	-
121	Wages - Overtime	84	-	-
123	Leave Expense	5,462	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	1,963	1,200	1,400
128	FICA	1,191	1,440	62
129	Medicare	2,807	3,307	3,438
131	MOPC	10,123	10,240	11,802
132	Employee Insurance	30,037	32,992	38,474
133	Employee Retirement	12,777	13,712	15,815
135	Compensation Insurance	116	188	166
136	Unemployment Insurance	600	607	472
139	Dental Insurance	1,402	1,417	1,653
142	Food Allowance	32	-	-
	Subtotal	*282,664*	*293,985*	*310,318*
	Operating and Maintenance			
210	Office Supplies	59	-	-
217	Dues and Subscriptions	10	-	-
218	Non-Capital Equipment and Furniture	-	350	350
229	Materials and Supplies	8,945	21,600	21,600
243	Non-Capital Computer Equipment and Supplies	50	-	940
245	Mileage Allowance	1,222	1,850	1,850
246	Liability Insurance	774	1,177	3,135
249	Operating Leases and Rentals	624	-	-
250	Professional and Contracted Services	-	3,500	3,500
263	Postage	1,159	-	-
264	Printing and Copying	1,030	-	-
	Subtotal	*13,873*	*28,477*	*31,375*
	SERVICE TOTAL	**$296,537**	**$322,462**	**$341,693**

Service: **Community and Neighborhood Support Services**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

Support Services provides services that support the Community and Neighborhood Resources, CDBG/Affordable Housing, and Community Services Administration divisions. Support Services is responsible for front-line customer service, which uses a triage model to assess customer needs and either provide direct assistance or refer to staff; for providing support in marketing and outreach of programs and services; for maintaining office equipment; and for managing information systems.

SERVICE: Community and Neighborhood Support Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Administrative Assistant	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Community and Neighborhood Support Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	39,406	43,020	43,924
112	Wages - Temporary	-	1,930	1,930
114	Skill Based Pay	1,210	1,200	3,600
115	One Time Payment	-	407	-
121	Wages - Overtime	100	-	-
123	Leave Expense	563	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	1	120	120
129	Medicare	472	669	717
131	MOPC	2,046	2,211	2,376
132	Employee Insurance	6,357	7,012	7,160
133	Employee Retirement	2,583	2,958	3,184
135	Compensation Insurance	1,214	1,507	1,830
136	Unemployment Insurance	127	129	88
139	Dental Insurance	297	301	307
142	Food Allowance	983	2,191	2,191
	Subtotal	*55,762*	*64,055*	*67,827*
	Operating and Maintenance			
210	Office Supplies	901	3,072	3,072
216	Reference Books and Materials	75	1,300	1,300
217	Dues and Subscriptions	555	911	911
218	Non-Capital Equipment and Furniture	513	248	248
229	Materials and Supplies	821	-	-
230	Printing and Copier Supplies	372	100	100
240	Equipment Repair and Maintenance	-	150	150
243	Non-Capital Computer Equipment and Supplies	645	600	600
246	Liability Insurance	153	154	159
249	Operating Leases and Rentals	1,248	3,600	3,600
252	Advertising and Legal Notices	-	332	332
261	Telephone Charges	-	100	100
263	Postage	1,884	3,215	3,215
264	Printing and Copying	4,215	4,650	4,650
	Subtotal	*11,382*	*18,432*	*18,437*
	SERVICE TOTAL	**$67,144**	**$82,487**	**$86,264**

Service: **Code Enforcement**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

Code Enforcement staff are peace officers as designated by the City Manager and are empowered to enforce regulations and adherence to municipal codes. They have the authority to issue summonses to municipal court, levy administrative fines, and issue parking tickets.

The four main areas of focus are:

- Health and safety concerns such as substandard housing, hoarding; rental housing standards, vacant/abandoned/ dangerous buildings, condemnations of unsafe structures, rodent and insect infestations, mold, building without permits (fences, porches, sheds,
  re-roofs), clandestine meth labs and illegal marijuana grow operations, and adherence to building code.
- Environmental concerns such as storm water quality protection – EPA mandated National Pollutant Discharge Elimination System, stagnant water to prevent mosquito breeding grounds, and illegal dumping.
- Enforcement of nuisance codes including those involving junked and abandoned vehicles on private and public property; parking violations on public streets; accumulations of junk and debris on private and public property; illegal obstructions of the public streets, alleys and sidewalks; snow and ice on sidewalks; dead or diseased trees and overgrown weeds; graffiti; rat control; slaughterhouse regulations; regulation of amateur radio towers; illegal connections to utility lines; excavations; and beekeeping.
- Enforcement of zoning ordinances for permitted uses of public rights of way, house numbering,; ambulatory vendors, City park regulations, fence permits, wood burning restrictions, sign code regulations, smoking in public places, home occupations, and outdoor lighting – dark sky regulations.

SERVICE: Code Enforcement

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Code Enforcement Supervisor	1.00	1.00	1.00
Senior Code Enforcement Inspector	1.00	1.00	1.00
Code Enforcement Inspector	1.00	1.00	3.00
Total	**3.00**	**3.00**	**5.00**

Service: Code Enforcement

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	165,378	174,037	278,288
112	Wages - Temporary	115,511	148,928	35,376
114	Skill Based Pay	1,204	1,200	1,200
115	One Time Payment	-	1,943	1,566
121	Wages - Overtime	1,927	1,087	1,587
123	Leave Expense	8,064	-	-
124	Skill Based Overtime Pay	11	-	-
126	Retirement Health Savings Plan	2,056	1,200	2,000
128	FICA	7,242	9,234	2,193
129	Medicare	3,908	4,700	4,565
131	MOPC	8,744	8,762	13,974
132	Employee Insurance	25,947	28,368	45,362
133	Employee Retirement	11,036	11,736	18,725
135	Compensation Insurance	1,053	4,066	4,194
136	Unemployment Insurance	519	522	557
139	Dental Insurance	1,210	1,218	1,948
141	Uniforms and Protective Clothing	1,962	2,500	2,500
142	Food Allowance	-	40	40
	Subtotal	*355,772*	*399,541*	*414,075*
	Operating and Maintenance			
210	Office Supplies	857	1,466	1,466
216	Reference Books and Materials	-	200	2,050
217	Dues and Subscriptions	760	901	1,201
218	Non-Capital Equipment and Furniture	80	280	280
223	Lab and Photo Supplies	794	600	600
229	Materials and Supplies	274	636	636
230	Printing and Copier Supplies	465	1,620	1,620
240	Equipment Repair and Maintenance	12,158	13,572	13,572
243	Non-Capital Computer Equipment and Supplies	1,224	598	598
246	Liability Insurance	2,494	3,817	4,206
247	Safety Expenses	2,548	2,094	2,094
250	Professional and Contracted Services	22,149	27,069	27,069
261	Telephone Charges	847	1,800	1,800
263	Postage	1,475	1,577	1,577
264	Printing and Copying	505	1,822	1,822
273	Fleet Lease - Operating and Maintenance	23,754	23,878	32,069
274	Fleet Lease - Replacement	4,296	4,296	9,103
	Subtotal	*74,680*	*86,226*	*101,763*
	SERVICE TOTAL	**$430,452**	**$485,767**	**$515,838**

Service: **Graffiti Removal**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
This service provides graffiti removal from a variety of exterior surfaces including public and private buildings, walls, fences, sidewalks, curbs, signage and permanent structures that have been defaced or damaged by spray paint, ink, chalk, dye or other similar substances. This service also provides assistance with other maintenance-type activities and special events.

SERVICE: Graffiti Removal

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Graffiti Removal Specialist	0.38	0.38	0.37
Total	**0.38**	**0.38**	**0.37**

Service: Graffiti Removal

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	15,166	13,660	13,644
112	Wages - Temporary	-	1,963	1,963
115	One Time Payment	-	177	-
121	Wages - Overtime	76	250	250
123	Leave Expense	156	-	-
126	Retirement Health Savings Plan	-	148	148
128	FICA	-	122	122
129	Medicare	201	226	226
131	MOPC	757	683	682
132	Employee Insurance	2,046	2,226	2,224
133	Employee Retirement	955	915	914
135	Compensation Insurance	170	182	199
136	Unemployment Insurance	41	41	27
139	Dental Insurance	95	96	96
141	Uniforms and Protective Clothing	228	425	425
	Subtotal	*19,891*	*21,114*	*20,920*
	Operating and Maintenance			
210	Office Supplies	-	100	100
218	Non-Capital Equipment and Furniture	-	500	500
223	Lab and Photo Supplies	-	300	300
229	Materials and Supplies	1,691	1,730	2,205
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	2,500	2,500
241	Grounds Maintenance	77	-	-
246	Liability Insurance	366	783	248
247	Safety Expenses	1,417	2,036	2,036
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	-	380	380
273	Fleet Lease - Operating and Maintenance	-	2,580	5,378
274	Fleet Lease - Replacement	-	4,235	4,234
	Subtotal	*3,551*	*16,744*	*19,481*
	SERVICE TOTAL	**$23,442**	**$37,858**	**$40,401**

Service: **Parking Enforcement**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
Parking Enforcement enforces the City's parking laws in the downtown area fairly and consistently and provides support for the Handicapped Parking Patrol volunteers.

SERVICE: Parking Enforcement

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Utility Billing Manager	0.04	0.00	0.00
Parking Enforcement Officer	1.30	1.50	1.50
Total	**1.34**	**1.50**	**1.50**

Service: Parking Enforcement

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	57,510	57,715	60,096
115	One Time Payment	-	1,082	-
121	Wages - Overtime	209	-	-
123	Leave Expense	1,680	-	-
126	Retirement Health Savings Plan	538	600	600
129	Medicare	632	837	872
131	MOPC	2,611	2,886	3,004
132	Employee Insurance	7,874	9,408	9,796
133	Employee Retirement	3,296	3,867	4,026
135	Compensation Insurance	6,834	13,256	15,730
136	Unemployment Insurance	157	173	120
139	Dental Insurance	368	404	420
141	Uniforms and Protective Clothing	972	900	1,100
142	Food Allowance	236	300	300
	Subtotal	*82,917*	*91,428*	*96,064*
	Operating and Maintenance			
210	Office Supplies	26	-	-
218	Non-Capital Equipment and Furniture	1,750	3,800	3,800
229	Materials and Supplies	656	2,720	2,620
240	Equipment Repair and Maintenance	-	1,800	1,900
245	Mileage Allowance	1,897	1,600	1,600
246	Liability Insurance	312	178	198
261	Telephone Charges	18	-	-
263	Postage	962	1,300	1,300
264	Printing and Copying	319	1,100	900
273	Fleet Lease - Operating and Maintenance	2,024	-	-
	Subtotal	*7,964*	*12,498*	*12,318*
	Capital Outlay			
440	Machinery and Equipment	-	7,500	-
	Subtotal	-	*7,500*	-
	SERVICE TOTAL	**$90,881**	**$111,426**	**$108,382**

Library Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,405,690	2,509,447	2,529,802
Operating and Maintenance	693,149	697,956	672,037
Non-Operating	-	-	-
Capital	61,500	-	-
TOTAL	**$ 3,160,339**	**$ 3,207,403**	**$ 3,201,839**

The Library Division includes five budget services: Library Administration, Adult Services, Children's and Teen Services, Technical Services, and Circulation.

Service: **Library Administration**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The Library Administration service manages personnel and resources, determines direction of Library services, and oversees and monitors Library functions. Specific activities include planning, scheduling, staff development, policy development, program development, collection development, budget preparation and monitoring, maintaining financial and statistical records, grant proposal writing, public information, meeting room scheduling, and working with groups external to the Library, such as the Library Board and Friends of the Library.

SERVICE: Library Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Library Director	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Customer Services Assistant	0.50	0.50	0.50
Administrative Assistant	0.75	0.75	0.75
Office Assistant	0.50	0.50	0.50
Total	**3.75**	**3.75**	**3.75**

Service: Library Administration

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	196,252	226,429	235,440
112	Wages - Temporary	5,637	1,458	1,458
114	Skill Based Pay	23	-	-
115	One Time Payment	-	1,801	-
121	Wages - Overtime	723	700	700
122	Longevity Compensation	2,100	2,160	2,205
123	Leave Expense	3,400	-	-
126	Retirement Health Savings Plan	3,313	1,500	1,500
128	FICA	80	90	90
129	Medicare	2,141	2,836	2,957
131	MOPC	10,363	11,321	11,772
132	Employee Insurance	33,611	36,908	38,377
133	Employee Retirement	13,084	15,171	15,775
135	Compensation Insurance	121	187	167
136	Unemployment Insurance	673	679	471
139	Dental Insurance	1,568	1,585	1,649
141	Uniforms and Protective Clothing	114	100	100
	Subtotal	*273,203*	*302,925*	*312,661*
	Operating and Maintenance			
210	Office Supplies	5,665	5,857	5,857
217	Dues and Subscriptions	1,250	1,650	565
218	Non-Capital Equipment and Furniture	1,569	500	500
229	Materials and Supplies	6,173	5,000	5,000
230	Copier and Printing Supplies	18	-	-
240	Equipment Repair and Maintenance	4,422	15,024	6,000
243	Non-Capital Computer Equipment and Supplies	41,290	21,200	21,000
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,667	2,790	2,583
247	Safety Expenses	1,984	2,500	2,500
250	Professional and Contracted Services	4,727	9,000	10,150
252	Ads and Legal Notices	1,086	-	-
261	Telephone Charges	87	300	300
263	Postage	317	550	350
264	Printing and Copying	233	800	500
269	Other Services and Charges	273	-	-
	Subtotal	*70,761*	*65,203*	*55,337*
	SERVICE TOTAL	**$343,964**	**$368,128**	**$367,998**

Service: **Adult Services**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

This service provides library services to adults, including assisting borrowers in locating information and materials in the Library and referring borrowers to resources outside of the Library, selecting new books and other materials for the adult collection, planning and presenting Library programs, conducting group and class tours, special services such as the homebound program and book collections for nursing homes, setting up book displays and bulletin boards, preparing news releases, eliminating outdated materials from the collection, and Interlibrary Loan, which is the lending and borrowing of books from other libraries.

SERVICE: Adult Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Senior Library Technician	0.75	0.75	1.25
Library Technician	2.50	2.50	1.75
Library Assistant	0.75	0.55	0.55
Total	**9.25**	**9.05**	**8.80**

Service: Adult Services

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	443,695	465,994	461,513
112	Wages - Temporary	42,661	50,976	56,445
114	Skill Based Pay	221	225	300
115	One Time Payment	-	4,611	6,522
121	Wages - Overtime	78	-	-
122	Longevity Compensation	2,931	3,024	3,117
123	Leave Expense	20,363	-	-
126	Retirement Health Savings Plan	4,248	3,620	3,520
128	FICA	2,945	3,161	3,500
129	Medicare	5,514	6,864	7,517
131	MOPC	22,587	23,096	20,458
132	Employee Insurance	70,320	75,258	75,226
133	Employee Retirement	28,506	30,948	30,942
135	Compensation Insurance	268	429	377
136	Unemployment Insurance	1,407	1,385	922
139	Dental Insurance	3,282	3,232	3,232
	Subtotal	*649,026*	*672,823*	*673,591*
	Operating and Maintenance			
211	Adult Books	176,542	181,000	181,000
213	Periodicals	18,085	21,805	26,805
214	Pamphlets and Documents	375	250	250
215	Audiovisual Materials	72,067	45,000	52,074
216	Reference Books and Materials	46,980	35,000	25,000
217	Dues and Subscriptions	10,430	10,430	8,430
229	Materials and Supplies	(3)	-	-
240	Equipment Repair and Maintenance	-	3,000	-
245	Mileage Allowance	370	300	300
246	Liability Insurance	2,317	3,179	1,778
250	Professional and Contracted Services	2,816	3,450	6,450
263	Postage	1	-	-
264	Printing and Copying	20	-	-
269	Other Services and Charges	89,312	97,680	102,165
	Subtotal	*419,312*	*401,094*	*404,252*
	Capital Outlay			
440	Machinery and Equipment	61,500	-	-
	Subtotal	*61,500*	-	-
	SERVICE TOTAL	**$1,129,838**	**$1,073,917**	**$1,077,843**

Service: **Children's and Teen Services**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

This service provides library services for children and teens. They include activities similar to the adult department, such as assisting borrowers in locating information and materials in the Library and referring borrowers to resources outside of the Library, selecting new books and other materials, planning and presenting Library programs, conducting group and class tours, setting up book displays and bulletin boards, preparing news releases, and eliminating outdated materials from the collection.

SERVICE: Children's and Teen Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Librarian II	1.00	1.00	1.00
Librarian I	2.00	2.25	3.25
Assistant Librarian	1.00	1.00	0.00
Library Technician	0.60	0.60	0.60
Total	**4.60**	**4.85**	**4.85**

Service: Children's and Teen Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	256,810	266,016	272,353
112	Wages - Temporary	16,739	18,814	16,149
114	Skill Based Pay	917	900	-
115	One Time Payment	-	2,890	2,193
122	Longevity Compensation	1,560	1,620	-
123	Leave Expense	10,117	-	-
126	Retirement Health Savings Plan	2,180	1,940	1,940
128	FICA	270	1,166	1,001
129	Medicare	2,514	4,143	4,184
131	MOPC	13,063	13,346	13,617
132	Employee Insurance	37,683	43,361	44,393
133	Employee Retirement	16,488	17,880	18,248
135	Compensation Insurance	249	435	469
136	Unemployment Insurance	754	798	545
139	Dental Insurance	1,759	1,862	1,908
	Subtotal	*361,103*	*375,171*	*377,000*
	Operating and Maintenance			
212	Children's Books	59,638	65,857	65,857
213	Periodicals	1,523	2,100	2,000
215	Audiovisual Materials	13,558	13,065	13,165
218	Non-Capital Equipment and Furniture	-	433	433
229	Materials and Supplies	5,172	5,227	5,227
245	Mileage Allowance	-	230	230
246	Liability Insurance	929	910	982
250	Professional Contracted Services	1,518	-	-
263	Postage	3	-	-
264	Printing and Copying	2,739	1,700	1,700
269	Other Services and Charges	809	400	6,130
	Subtotal	*85,889*	*89,922*	*95,724*
	SERVICE TOTAL	**$446,992**	**$465,093**	**$472,724**

Service: **Circulation**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The Library Circulation service maintains records of the Library's borrowers, including which materials are on loan to each borrower. Specific services are checking materials in and out and registering borrowers. Related services include placing holds on materials, notifying patrons when held items are available, notifying patrons of overdue materials, collecting fines, resolving issues with delinquent patrons, reshelving returned materials, and searching the collection for items identified as missing.

SERVICE: Circulation

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Assistant	4.40	4.60	4.85
Library Page	5.00	5.00	5.00
Total	**11.40**	**11.60**	**11.85**

Service: Circulation

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	373,543	388,691	396,439
112	Wages - Temporary	94,576	105,396	108,347
114	Skill Based Pay	1,626	1,500	2,100
115	One Time Payment	-	9,194	7,650
121	Wages - Overtime	353	-	-
122	Longevity Compensation	2,589	2,658	2,745
123	Leave Expense	11,742	-	-
126	Retirement Health Savings Plan	11,615	4,640	4,740
128	FICA	5,972	6,535	6,718
129	Medicare	5,540	6,377	6,561
131	MOPC	19,740	19,452	19,927
132	Employee Insurance	57,003	63,169	64,621
133	Employee Retirement	24,915	26,059	26,702
135	Compensation Insurance	4,624	8,529	3,478
136	Unemployment Insurance	1,140	1,163	792
139	Dental Insurance	2,660	2,713	2,778
	Subtotal	*617,638*	*646,076*	*653,598*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Supplies	1,387	2,400	2,400
243	Non-Capital Computer Equipment and Supplies	-	800	800
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,682	1,644	1,703
263	Postage	2,078	2,800	2,800
	Subtotal	*5,147*	*8,676*	*8,735*
	SERVICE TOTAL	**$622,785**	**$654,752**	**$662,333**

Service: **Technical Services**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

Technical Services includes most of the Library's "behind-the-scenes" activities that typically require specialized technical skills. Units within this service are System Administration, which maintains the Library's catalog software upon which all Library activities depend; Cataloging, which handles the classification and description of each item in the collection; Acquisitions, which handles the purchasing of all books and audiovisual materials for the collection; Bindery, which includes mending damaged books and preparing items for the binder; Withdrawals, which is the preparation of materials for discard and removal from the collection; and Preparation, which is the preparation, such as jacketing, of new materials to go into the collection.

SERVICE: Technical Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Librarian II	1.00	1.00	1.00
Librarian I	0.25	0.00	0.00
PC Specialist	1.00	1.00	1.00
Senior Library Tech	0.00	0.00	0.75
Library Technician	3.25	3.85	3.10
Library Assistant	1.85	1.85	1.60
Library Page	0.50	0.50	0.50
Total	**7.85**	**8.20**	**7.95**

Service: Technical Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	335,046	367,535	365,630
112	Wages - Temporary	48,169	24,731	26,889
114	Skill Based Pay	13	-	900
115	One Time Payment	-	4,852	2,190
121	Wages - Overtime	486	-	-
123	Leave Expense	11,519	-	-
126	Retirement Health Savings Plan	4,568	3,280	3,180
128	FICA	3,020	1,533	1,667
129	Medicare	4,963	5,560	5,705
131	MOPC	17,356	17,935	18,324
132	Employee Insurance	53,034	58,468	59,599
133	Employee Retirement	21,907	24,033	24,558
135	Compensation Insurance	1,103	938	1,018
136	Unemployment Insurance	1,061	1,076	732
139	Dental Insurance	2,475	2,511	2,560
	Subtotal	*504,720*	*512,452*	*512,952*
	Operating and Maintenance			
229	Materials and Supplies	21,980	25,000	25,000
240	Equipment Repair and Maintenance	45,508	48,850	54,601
243	Non-Capital Computer Equipment and Supplies	4,352	14,540	4,540
246	Liability Insurance	1,449	1,393	1,348
263	Postage	5,951	8,278	7,000
264	Printing and Copying	4,205	5,000	4,500
269	Other Services and Charges	28,595	30,000	11,000
	Subtotal	*112,040*	*133,061*	*107,989*
	SERVICE TOTAL	**$616,760**	**$645,513**	**$620,941**

Museum Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	565,196	596,154	645,167
Operating and Maintenance	173,669	125,995	153,161
Non-Operating	-	-	-
Capital	-	28,000	41,650
TOTAL	**$ 738,865**	**$ 750,149**	**$ 839,978**

The Museum Division includes two budget services: Museum and Museum Auditorium.

Service: **Museum Division**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The Museum Service operates the Longmont Museum & Cultural Center in accordance with its mission to engage the community in an exploration of history, art and science through exhibition, education, and the collection, preservation and interpretation of regional history. To that end the Museum preserves local and regional history through a program of collection, conservation, research, exhibition, and interpretation of original artifacts, documents and photographs pertaining to the Longmont region. The Museum maintains permanent exhibits on regional history and mounts six to 12 changing exhibits annually in the fields of history, art, and science to give the Longmont community access to a range of media, materials, and subject matter of statewide, national and international significance, as well as local interest. It offers a range of educational and public programming, serving preschoolers through retirees, furthering the Museum's role as a center for lifelong learning. The Museum also operates the Longmont Archives, a community resource for original research into the Museum's archival and photograph collections on regional

SERVICE: Museum Division

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Museum Manager	1.00	1.00	1.00
Museum Curator	4.00	4.00	4.00
Assistant Museum Curator	0.60	0.60	0.60
Executive Assistant	1.00	1.00	1.00
Total	**6.60**	**6.60**	**6.60**

Service: Museum Division

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	375,574	395,633	391,359
112	Wages - Temporary	60,047	55,208	42,690
115	One Time Payment	-	5,558	7,098
121	Wages - Overtime	2,441	1,185	1,185
123	Leave Expense	6,766	-	-
126	Retirement Health Savings Plan	3,082	2,640	2,640
128	FICA	3,656	2,575	2,647
129	Medicare	5,791	6,190	6,294
131	MOPC	19,141	19,269	19,569
132	Employee Insurance	58,848	62,818	63,791
133	Employee Retirement	24,157	25,821	26,222
135	Compensation Insurance	1,770	15,403	21,076
136	Unemployment Insurance	1,177	1,156	782
139	Dental Insurance	2,746	2,698	2,740
	Subtotal	*565,196*	*596,154*	*588,093*
	Operating and Maintenance			
210	Office Supplies	924	2,200	2,200
216	Reference Books and Materials	237	800	500
217	Dues and Subscriptions	2,126	2,324	2,324
218	Non-Capital Equipment and Furniture	6,333	800	800
225	Freight	5,485	7,750	7,750
229	Materials and Supplies	22,191	13,150	13,911
230	Printing and Copier Supplies	2,878	780	780
232	Building Repair and Maintenance	177	-	-
240	Equipment Repair and Maintenance	2,407	3,602	3,602
243	Non-Capital Computer Equipment and Supplies	2,610	3,762	3,762
245	Mileage Allowance	1,560	1,068	1,068
246	Liability Insurance	1,541	1,766	1,782
249	Operating Leases and Rentals	68,627	74,300	80,739
250	Professional and Contracted Services	17,499	4,010	4,010
252	Advertising and Legal Notices	13,145	-	-
261	Telephone Charges	55	240	240
263	Postage	8,496	3,195	3,195
264	Printing and Copying	16,843	6,098	6,098
269	Other Services and Charges	535	150	150
	Subtotal	*173,669*	*125,995*	*132,911*
	Capital Outlay			
431	Furniture And Fixtures	-	28,000	-
440	Machinery and Equipment	-	-	35,000
	Subtotal	-	*28,000*	*35,000*
	SERVICE TOTAL	**$738,865**	**$750,149**	**$756,004**

Service: **Museum Auditorium**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
The Stewart Auditorium is currently under construction with a planned opening in the second quarter of 2015. This 250-seat auditorium will provide space for concerts, lectures, symposia and other gatherings.

SERVICE: Museum Auditorium

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Auditorium and Event Manager	0.00	0.00	1.00
Total	**0.00**	**0.00**	**1.00**

Service: Museum Auditorium

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	-	-	43,479
126	Retirement Health Savings Plan	-	-	400
129	Medicare	-	-	630
131	MOPC	-	-	2,174
132	Employee Insurance	-	-	7,087
133	Employee Retirement	-	-	2,913
136	Unemployment Insurance	-	-	87
139	Dental Insurance	-	-	304
	Subtotal	-	-	*57,074*
	Operating and Maintenance			
217	Dues and Subscriptions	-	-	1,590
218	Non-Capital Equipment and Furniture	-	-	770
250	Professional and Contracted Services	-	-	11,140
252	Advertising and Legal Notices	-	-	2,250
264	Printing and Copying	-	-	4,500
	Subtotal	-	-	*20,250*
	Capital Outlay			
440	Machinery and Equipment	-	-	6,650
	Subtotal	-	-	*6,650*
	SERVICE TOTAL	**$-**	**$-**	**$83,974**

Note: This is a new service to be provided beginning in the second quarter of 2015.

Recreation and Golf Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	3,142,708	3,170,959	3,337,825
Operating and Maintenance	1,385,513	1,554,825	1,514,275
Non-Operating	-	-	-
Capital	-	28,000	-
TOTAL	**$ 4,528,221**	**$ 4,753,784**	**$ 4,852,100**

Recreation includes 12 budget services that provide a variety of recreational activities for Longmont residents.

Service: **Recreation Administration**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

Recreation Administration administers and supervises the services of the Recreation Division. Activities include employee selection, training, scheduling, supervision and evaluation; purchasing; budget preparation and control; program development and implementation; and public relations. This service responds to customer concerns and problems and provides representation at City Council and advisory board meetings.

According to the City's financial policies, Recreation fees shall be established to obtain at least 80% self-support, excluding capital purchases over $5,000, and to support community events that are free to the public and youth enrichment programs, which are offered free or at reduced rates.

SERVICE: Recreation Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.50	0.50	0.50
Total	**1.50**	**1.50**	**1.50**

Service: Recreation Administration

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	129,346	126,176	129,849
112	Wages - Temporary	12,980	24,664	25,355
115	One Time Payment	-	1,048	750
121	Wages - Overtime	-	200	200
123	Leave Expense	2,289	-	-
126	Retirement Health Savings Plan	1,891	600	600
128	FICA	-	1,529	1,572
129	Medicare	1,614	2,188	2,250
131	MOPC	6,605	6,309	6,492
132	Employee Insurance	18,859	20,567	21,165
133	Employee Retirement	8,337	8,454	8,700
135	Compensation Insurance	66	124	110
136	Unemployment Insurance	377	379	260
139	Dental Insurance	880	883	1,188
141	Uniforms and Protective Clothing	151	850	850
142	Food Allowance	701	500	500
	Subtotal	*184,096*	*194,471*	*199,841*
	Operating and Maintenance			
210	Office Supplies	2,780	4,950	4,950
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	268	360	660
218	Non-Capital Equipment and Furniture	172	300	300
223	Lab and Photo Supplies	145	-	-
229	Materials and Supplies	1,982	3,264	3,264
230	Printing and Copier Supplies	879	1,000	1,000
240	Equipment Repair and Maintenance	9,648	21,086	21,086
243	Non-Capital Computer Equipment and Supplies	8,397	16,248	16,948
245	Mileage Allowance	753	2,937	2,937
246	Liability Insurance	440	509	519
247	Safety Expenses	73	296	296
249	Operating Leases and Rentals	290	1,900	1,900
250	Professional and Contracted Services	5,551	3,000	3,000
252	Advertising and Legal Notices	1,063	2,000	2,000
261	Telephone Charges	3,066	3,540	3,540
263	Postage	12,634	39,125	39,125
264	Printing and Copying	21,829	28,774	28,774
269	Other Services and Charges	63,122	58,941	58,941
	Subtotal	*133,092*	*188,280*	*189,290*
	SERVICE TOTAL	**$317,188**	**$382,751**	**$389,131**

Service: **Recreation Center**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
The Recreation Center is part of the Recreation Division of the Community Services Department. The facility opened in March 2002 and includes a recreational pool with water features, a six-lane lap pool with diving well, a three-court gymnasium, a running/walking track, weight and aerobics rooms, a climbing wall, a game room, and meeting/classrooms. The Recreation Center is open 108 hours per week.

SERVICE: Recreation Center

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.30	0.40	0.40
Recreation Specialist	0.10	0.10	0.10
Aquatics Specialist	1.00	1.00	1.00
Fitness Coordinator	0.00	0.00	0.75
Swim Lesson Coordinator	0.00	0.00	0.75
Head Lifeguard	0.75	0.75	0.75
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.60	2.50	2.50
Total	**6.75**	**6.75**	**8.25**

Service: Recreation Center

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	259,520	293,700	367,044
112	Wages - Temporary	621,383	527,680	560,006
114	Skill Based Pay	904	900	300
115	One Time Payment	-	3,014	1,849
121	Wages - Overtime	1,256	1,000	1,000
123	Leave Expense	19,619	-	-
126	Retirement Health Savings Plan	2,776	2,700	3,300
128	FICA	38,137	32,716	34,720
129	Medicare	12,402	11,880	13,445
131	MOPC	14,026	14,585	18,368
132	Employee Insurance	43,819	47,399	59,829
133	Employee Retirement	17,673	19,540	24,612
135	Compensation Insurance	11,133	21,350	25,524
136	Unemployment Insurance	876	872	736
139	Dental Insurance	2,046	2,036	2,570
141	Uniforms and Protective Clothing	3,307	3,800	3,800
	Subtotal	*1,048,877*	*983,172*	*1,117,103*
	Operating and Maintenance			
210	Office Supplies	2,428	3,000	3,000
217	Dues and Subscriptions	1,802	815	1,315
218	Non-Capital Equipment and Furniture	6,588	10,000	11,000
222	Chemicals	26,628	33,065	29,605
224	Resale Merchandise	6,870	11,000	8,000
228	Janitorial Supplies	425	500	500
229	Materials and Supplies	13,084	19,237	19,237
230	Printing and Copier Supplies	1,893	4,500	3,000
232	Building Repair and Maintenance	587	5,666	4,666
233	Facility Repair and Maintenance	4,392	9,482	7,482
240	Equipment Repair and Maintenance	13,673	19,586	17,586
243	Non-Capital Computer Equipment and Supplies	93	1,000	3,590
245	Mileage Allowance	462	600	600
246	Liability Insurance	3,978	6,676	5,356
247	Safety Expenses	1,787	1,500	1,500
249	Operating Leases and Rentals	1,680	-	1,700
250	Professional and Contracted Services	17,279	10,750	17,750
252	Advertising and Legal Notices	623	5,000	2,000
260	Utilities	163,724	193,116	173,116
261	Telephone Charges	44	-	-
263	Postage	6,482	1,500	6,500
264	Printing and Copying	9,691	9,481	9,481
269	Other Services and Charges	-	7,200	1,200
	Subtotal	*284,213*	*353,674*	*328,184*
	Capital Outlay			
440	Machinery and Equipment	-	18,000	-
	Subtotal	-	*18,000*	-
	SERVICE TOTAL	**$1,333,090**	**$1,354,846**	**$1,445,287**

Service: **Athletics and Team Sports**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The Athletics and Team Sports budget service is part of the Recreation Division. This service provides instructional and competitive athletic opportunities for a wide range of interests and ability levels for Longmont area youth, teens and adults. A well-rounded program of special-interest classes, clinics and seasonal sports are offered to provide positive athletic and team sport experiences, as well as to promote the development of lifetime skills and social interaction among participants. The service includes the staffing and operational costs for all athletic and team sport programs.

SERVICE: Athletics and Team Sports

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Program Supervisor	0.80	0.80	0.80
Recreation Specialist	0.50	0.70	0.70
Total	**1.30**	**1.50**	**1.50**

Service: Athletics and Team Sports

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	65,714	86,477	84,423
112	Wages - Temporary	172,191	148,553	162,992
115	One Time Payment	-	908	150
121	Wages - Overtime	237	-	-
123	Leave Expense	464	-	-
126	Retirement Health Savings Plan	802	600	600
128	FICA	11,820	9,210	10,106
129	Medicare	3,561	3,408	3,588
131	MOPC	3,265	4,324	4,221
132	Employee Insurance	10,816	14,096	13,761
133	Employee Retirement	4,123	5,794	5,656
135	Compensation Insurance	7,297	23,552	28,871
136	Unemployment Insurance	217	259	168
139	Dental Insurance	504	605	591
141	Uniforms and Protective Clothing	708	900	900
	Subtotal	*281,719*	*298,686*	*316,027*
	Operating and Maintenance			
210	Office Supplies	-	500	500
217	Dues and Subscriptions	166	645	345
218	Non-Capital Equipment and Furniture	1,144	700	700
229	Materials and Supplies	25,796	25,906	25,906
240	Equipment Repair and Maintenance	-	500	500
245	Mileage Allowance	349	1,000	500
246	Liability Insurance	1,717	897	1,338
247	Safety Expenses	635	100	500
250	Professional and Contracted Services	43,168	27,650	30,650
260	Utilities	76,684	91,599	79,599
263	Postage	5	850	850
264	Printing and Copying	566	1,500	900
269	Other Services and Charges	-	5,000	5,000
	Subtotal	*150,230*	*156,847*	*147,288*
	SERVICE TOTAL	**$431,949**	**$455,533**	**$463,315**

Service: **Aquatics**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
The Aquatics budget service is part of the Recreation Division. This service provides instruction, open swimming, and competitive programs for all ages of Longmont-area residents. Facilities operated and maintained by this service include an indoor, year-round pool (Centennial), a large outdoor pool (Sunset), and activity pools at Roosevelt and Kanemoto Parks. The goal of this service is to provide Longmont and area residents with a safe, educational and secure environment in which to pursue aquatics-based recreation opportunities.

SERVICE: Aquatics

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Aquatics Supervisor	0.90	0.90	1.00
Recreation Program Supervisor	0.10	0.10	0.10
Recreation Specialist	1.00	1.00	1.00
Aquatics Specialist	1.00	1.00	1.00
Head Lifeguard	0.50	0.50	0.50
Pool Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**5.50**	**5.50**	**5.60**

Service: Aquatics

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	267,363	272,689	289,087
112	Wages - Temporary	257,006	268,872	310,850
114	Skill-based Pay	-	-	1,200
115	One Time Payment	-	2,829	1,650
121	Wages - Overtime	308	200	200
122	Longevity Compensation	1,404	1,458	1,518
123	Leave Expense	3,879	-	-
126	Retirement Health Savings Plan	2,924	2,200	2,240
128	FICA	15,854	16,670	19,273
129	Medicare	7,153	7,853	8,715
131	MOPC	13,514	13,634	14,515
132	Employee Insurance	40,441	44,448	47,122
133	Employee Retirement	17,057	18,270	19,449
135	Compensation Insurance	13,505	15,770	36,547
136	Unemployment Insurance	808	818	579
139	Dental Insurance	1,888	1,909	2,023
141	Uniforms and Protective Clothing	788	700	700
142	Food Allowance	95	-	-
	Subtotal	*643,987*	*668,320*	*755,668*
	Operating and Maintenance			
210	Office Supplies	1,094	1,100	1,100
217	Dues and Subscriptions	2,789	2,790	2,990
218	Non-Capital Equipment and Furniture	2,522	1,300	1,900
222	Chemicals	32,151	28,655	36,655
224	Resale Merchandise	4,218	2,000	2,000
228	Janitorial Supplies	1,005	2,500	1,500
229	Materials and Supplies	13,599	25,050	25,050
230	Printing and Copier Supplies	216	2,311	1,311
232	Building Repair and Maintenance	5,132	6,272	7,272
233	Facility Repair and Maintenance	8,452	10,000	10,000
240	Equipment Repair and Maintenance	1,852	6,920	6,920
243	Non-Capital Computer Equipment and Supplies	-	4,050	4,050
246	Liability Insurance	12,850	26,254	26,726
247	Safety Expenses	1,843	980	1,180
249	Operating Leases and Rentals	2,395	-	-
250	Professional and Contracted Services	6,632	5,000	5,000
260	Utilities	78,652	88,017	88,017
263	Postage	172	440	240
264	Printing and Copying	1,337	1,000	1,000
269	Other Services and Charges	-	750	750
273	Fleet Lease - Operating and Maintenance	2,026	320	2,004
	Subtotal	*178,937*	*215,709*	*225,665*
	SERVICE TOTAL	**$822,924**	**$884,029**	**$981,333**

Service: **Concessions**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
The Concessions budget service purchases and resells food and nonalcoholic beverage concessions at six municipal facilities: Centennial Pool (year-round), Sunset Pool (seasonal), Garden Acres Park (seasonal), Clark Park (seasonal), Sandstone Ranch Phase I (seasonal) and the Longmont Recreation Center (year-round). Concession operations are scheduled to coincide with program offerings at the various facilities.

SERVICE: Concessions

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Specialist	0.40	0.20	0.20
Total	**0.40**	**0.20**	**0.20**

Service: Concessions

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	19,042	9,703	10,180
112	Wages - Temporary	64,575	42,372	44,489
115	One Time Payment	-	57	-
121	Wages - Overtime	341	400	400
126	Retirement Health Savings Plan	340	80	80
128	FICA	4,485	2,627	2,758
129	Medicare	1,284	755	793
131	MOPC	947	485	509
132	Employee Insurance	2,868	1,582	1,659
133	Employee Retirement	1,194	650	682
135	Compensation Insurance	2,351	685	697
136	Unemployment Insurance	57	29	20
139	Dental Insurance	134	68	71
141	Uniforms and Protective Clothing	317	600	600
	Subtotal	*97,935*	*60,093*	*62,938*
	Operating and Maintenance			
210	Office Supplies	239	225	225
217	Dues and Subscriptions	50	-	-
218	Non-Capital Equipment and Furniture	1,291	1,425	1,425
224	Resale Merchandise	81,680	66,230	66,230
228	Janitorial Supplies	4	600	600
229	Materials and Supplies	2,227	300	300
232	Building Repair and Maintenance	714	705	705
233	Facility Repair and Maintenance	284	735	735
240	Equipment Repair and Maintenance	2,779	750	750
245	Mileage Allowance	99	500	500
246	Liability Insurance	1,296	2,199	2,131
247	Safety Expenses	333	300	300
250	Professional and Contracted Services	1,740	-	-
259	Licenses and Permits	-	705	-
260	Utilities	27,354	28,458	28,458
263	Postage	1	100	100
273	Fleet Lease - Operating and Maintenance	5,774	1,971	4,067
274	Fleet Lease - Replacement	2,975	-	-
	Subtotal	*128,840*	*105,203*	*106,526*
	SERVICE TOTAL	**$226,775**	**$165,296**	**$169,464**

Service: **General Programs and Facilities**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
This service provides various leisure activities to Longmont-area residents. A wide variety of programs are offered throughout the year, including creative arts, performing arts, gymnastics, fitness and wellness, preschool, summer day camp, and teen and adult special-interest classes. This service also is responsible for scheduling and operating the St. Vrain Memorial Building, Roosevelt Pavilion and Izaak Walton Clubhouse.

SERVICE: General Programs and Facilities

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.10	1.10	1.10
Recreation Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**3.70**	**3.70**	**3.70**

Service: Concessions

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	176,446	207,489	204,090
112	Wages - Temporary	135,511	173,350	177,176
115	One Time Payment	-	2,802	1,200
121	Wages - Overtime	1,923	1,000	1,000
122	Longevity Compensation	2,620	3,126	-
123	Leave Expense	4,730	-	-
126	Retirement Health Savings Plan	11,490	1,480	1,480
128	FICA	8,960	10,748	10,985
129	Medicare	3,775	4,639	5,528
131	MOPC	8,741	10,374	10,205
132	Employee Insurance	30,988	33,821	33,268
133	Employee Retirement	11,024	13,902	13,674
135	Compensation Insurance	15,385	28,699	34,439
136	Unemployment Insurance	619	622	408
139	Dental Insurance	1,446	1,452	1,428
141	Uniforms and Protective Clothing	-	500	500
	Subtotal	*413,658*	*494,004*	*495,381*
	Operating and Maintenance			
210	Office Supplies	3	-	-
216	Reference Books and Materials	30	200	200
217	Dues and Subscriptions	119	100	100
218	Non-Capital Equipment and Furniture	931	2,605	1,605
224	Resale Merchandise	407	500	500
229	Materials and Supplies	8,205	11,116	9,116
230	Printing and Copier Supplies	-	3,000	3,000
240	Equipment Repair and Maintenance	664	2,490	1,990
245	Mileage Allowance	90	-	-
246	Liability Insurance	2,432	2,790	2,887
247	Safety Expenses	944	505	1,005
249	Operating Leases and Rentals	3,155	150	3,150
250	Professional and Contracted Services	207,134	166,000	166,000
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	1,020	775	1,775
260	Utilities	37,361	54,018	54,018
261	Telephone Charges	520	84	84
263	Postage	116	2,595	2,595
264	Printing and Copying	494	1,300	1,300
269	Other Services and Charges	-	1,200	1,200
273	Fleet Lease - Operating and Maintenance	3,651	3,549	3,632
274	Fleet Lease - Replacement	14,650	26,430	26,429
	Subtotal	*281,926*	*279,657*	*280,836*
	SERVICE TOTAL	**$695,584**	**$773,661**	**$776,217**

Service: **Outdoor Recreation**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
This service provides adventurous, nature-oriented activities, including canoeing, kayaking, sailing, snowshoeing, day trips, horseback riding, bicycling, flyfishing and sleigh rides. Most programs use the services of licensed, professional outfitters or instructors.
The annual Longmont Triathlon and Turkey Trot also are included in this service.

Service: Outdoor Recreation

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
112	Wages - Temporary	1,232	1,348	1,386
121	Wages - Overtime	-	69	69
128	FICA	-	84	86
129	Medicare	-	20	20
135	Compensation Insurance	362	702	856
	Subtotal	*1,594*	*2,223*	*2,417*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	-	105	105
229	Materials and Supplies	20,060	19,000	19,000
246	Liability Insurance	5	5	5
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	15,444	14,500	14,500
252	Advertising and Legal Notices	350	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	1	380	380
264	Printing and Copying	135	500	500
	Subtotal	*35,995*	*36,614*	*36,614*
	SERVICE TOTAL	**$37,589**	**$38,837**	**$39,031**

Service: **Recreation for Special Needs**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

This service provides programming for participants with special needs, including developmental disabilities, emotional challenges, hearing and visual impairments, and physical limitations. The goal of this service is to provide participants with a variety of positive experiences that will lead to emotional, psychological, and physical growth and development. Individual assistance, including one-on-one support, is provided to individuals with special needs in order to ensure that all programs and services offered by the division are available to all members of the community in accordance with the Americans with Disabilities Act.

SERVICE: Recreation for Special Needs

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Program Supervisor	0.10	0.10	0.10
Total	**0.10**	**0.10**	**0.10**

Service: Recreation for Special Needs

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	5,374	6,769	6,097
112	Wages - Temporary	26,072	24,126	24,802
115	One Time Payment	-	100	-
121	Wages - Overtime	34	-	-
122	Longevity Compensation	-	174	-
123	Leave Expense	207	-	-
126	Retirement Health Savings Plan	1,104	40	40
128	FICA	1,204	1,496	1,538
129	Medicare	282	350	448
131	MOPC	240	338	305
132	Employee Insurance	1,015	1,103	994
133	Employee Retirement	302	454	408
135	Compensation Insurance	6,963	12,680	15,464
136	Unemployment Insurance	20	20	12
139	Dental Insurance	47	47	43
	Subtotal	*42,864*	*47,697*	*50,151*
	Operating and Maintenance			
217	Dues and Subscriptions	-	75	75
218	Non-Capital Equipment and Furniture	82	400	400
229	Materials and Supplies	342	300	300
246	Liability Insurance	1,012	1,409	106
250	Professional and Contracted Services	50	100	100
261	Telephone Charges	30	-	-
263	Postage	3	75	75
264	Printing and Copying	-	60	60
	Subtotal	*1,519*	*2,419*	*1,116*
	SERVICE TOTAL	**$44,383**	**$50,116**	**$51,267**

Service: **Community Events**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
The Community Events service provides a variety of events that reflect the diverse interests and tastes of Longmont residents. Annual events include a Community Concert Series, the Hometown Holiday Parade, and Rhythm on the River. These events are provided at no cost to the community due to sponsorships and donations from local businesses and organizations in addition to funding and staff time provided by the City.

SERVICE: Community Events

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Center Supervisor	0.30	0.30	0.30
Total	**0.30**	**0.30**	**0.30**

Service: Community Events

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	20,661	21,082	21,082
112	Wages - Temporary	1,157	798	820
115	One Time Payment	-	300	450
121	Wages - Overtime	300	500	500
123	Leave Expense	497	-	-
126	Retirement Health Savings Plan	120	120	120
128	FICA	572	49	51
129	Medicare	391	318	318
131	MOPC	1,058	1,054	1,054
132	Employee Insurance	3,162	3,436	3,436
133	Employee Retirement	1,335	1,412	1,412
135	Compensation Insurance	187	309	346
136	Unemployment Insurance	63	63	42
139	Dental Insurance	148	148	148
141	Uniforms and Protective Clothing	-	911	911
142	Food Allowance	58	100	100
	Subtotal	*29,709*	*30,600*	*30,790*
	Operating and Maintenance			
210	Office Supplies	-	40	40
218	Non-Capital Equipment and Furniture	3,916	4,097	1,097
229	Materials and Supplies	8,544	3,925	3,925
246	Liability Insurance	78	1,571	584
249	Operating Leases and Rentals	3,676	35,152	35,152
250	Professional and Contracted Services	97,655	59,840	59,840
252	Advertising and Legal Notices	3,501	4,309	4,309
261	Telephone Charges	127	-	-
263	Postage	118	600	600
264	Printing and Copying	993	2,174	2,174
	Subtotal	*118,608*	*111,708*	*107,721*
	SERVICE TOTAL	**$148,317**	**$142,308**	**$138,511**

Service: **Seasonal Ice Rink**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
This service operates the seasonal outdoor ice skating rink located in the Pavilion at Roosevelt Park. The ice rink operates from November through March and provides the community with opportunities for open recreational ice skating, ice hockey, and other programs. The ice rink also can be rented for birthday parties and other activities during off-peak hours.

SERVICE: Seasonal Ice Rink

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Recreation Program Supervisor	0.10	0.10	0.10
Total	**0.10**	**0.10**	**0.10**

Service: Seasonal Ice Rink

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	6,888	7,027	7,027
112	Wages - Temporary	90,665	63,413	70,329
115	One Time Payment	-	100	150
121	Wages - Overtime	3,845	1,210	1,210
123	Leave Expense	166	-	-
126	Retirement Health Savings Plan	40	40	40
128	FICA	6,194	3,932	4,360
129	Medicare	1,535	1,021	1,122
131	MOPC	353	351	351
132	Employee Insurance	1,054	1,145	1,145
133	Employee Retirement	445	471	471
135	Compensation Insurance	2,092	3,901	4,679
136	Unemployment Insurance	21	21	14
139	Dental Insurance	49	49	49
	Subtotal	*113,347*	*82,681*	*90,947*
	Operating and Maintenance			
210	Office Supplies	52	-	-
217	Dues and Subscriptions	2,251	-	2,200
218	Non-Capital Equipment and Furniture	2,827	10,000	2,800
229	Materials and Supplies	4,866	10,000	5,000
232	Building Repair and Maintenance	-	1,587	1,587
233	Facility Repair and Maintenance	3,763	8,030	4,030
246	Liability Insurance	2,520	7,576	19,709
247	Safety Expenses	271	150	150
249	Operating Leases and Rentals	1,067	800	1,600
250	Professional and Contracted Services	17,262	8,270	17,270
252	Advertising and Legal Notices	1,963	3,000	2,000
259	Licenses and Permits	-	110	110
261	Telephone Charges	223	-	200
264	Printing and Copying	436	300	300
	Subtotal	*37,501*	*49,823*	*56,956*
	SERVICE TOTAL	**$150,848**	**$132,504**	**$147,903**

Service: **Youth Recreation Programs**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

This service is responsible for a variety of youth enrichment programs that offer recreational activities in an effort to strengthen and improve life development skills. This service also provides supervised leisure activities during critical hig-risk hours and within high-risk neighborhoods. Examples include after-school programs, dance clubs, recreational clubs, and mobile recreation programs.

Note: The after-school programs portion of this budget service will no longer be provided beginning in 2015.

SERVICE: Youth Recreation Programs

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Aquatics Supervisor	0.10	0.10	0.00
Children and Youth Program Leader	1.00	1.00	0.00
Total	**1.10**	**1.10**	**0.00**

Service: Youth Recreational Programs

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	31,701	50,940	-
112	Wages - Temporary	43,094	30,627	20,096
115	One Time Payment	-	476	-
122	Longevity Compensation	156	162	-
123	Leave Expense	4,279	-	-
126	Retirement Health Savings Plan	108	440	-
128	FICA	3,505	1,899	1,246
129	Medicare	1,283	1,183	291
131	MOPC	1,795	2,547	-
132	Employee Insurance	7,543	8,303	-
133	Employee Retirement	2,232	3,413	-
135	Compensation Insurance	7,320	13,621	-
136	Unemployment Insurance	150	153	-
139	Dental Insurance	352	357	-
	Subtotal	*103,518*	*114,121*	*21,633*
	Operating and Maintenance			
210	Office Supplies	44	-	-
217	Dues and Subscriptions	27	-	-
218	Non-Capital Equipment and Furniture	60	1,000	-
229	Materials and Miscellaneous Supplies	4,244	15,088	3,260
240	Equipment Repair and Maintenance	-	1,000	-
245	Mileage Allowance	90	-	-
246	Liability Insurance	998	2,883	-
250	Professional and Contracted Services	2,348	3,725	-
263	Postage	-	110	-
264	Printing and Copying	144	750	-
273	Fleet Lease - Operating and Maintenance	5,216	6,934	7,403
274	Fleet Lease - Replacement	10,479	10,479	10,479
	Subtotal	*23,650*	*41,969*	*21,142*
	SERVICE TOTAL	**$127,168**	**$156,090**	**$42,775**

Service: **Sports Field Maintenance**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:
Sports Field Maintenance is responsible for preparing and maintaining athletic fields and practice areas. This service area provides direct support to the Recreation Athletic Service area and field rental groups.

Parks used for athletic games and practices include Sandstone Ranch Phase 1 and Phase II, Clark-Centennial, Garden Acres, Rothrock Dell, Kanemoto, and Carr parks.

SERVICE: Sports Field Maintenance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Senior Grounds Maintenance Technician	0.00	2.00	2.00
Total	**0.00**	**2.00**	**2.00**

Service: Sports Field Maintenance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	92,534	99,896	97,239
112	Wages - Temporary	42,268	44,440	45,684
115	One Time Payment	-	1,330	2,661
121	Wages - Overtime	11,435	12,000	12,000
122	Longevity Compensation	1,920	1,980	2,040
123	Leave Expense	590	-	-
126	Retirement Health Savings Plan	1,268	800	800
128	FICA	2,860	2,755	2,832
129	Medicare	1,267	1,330	1,359
131	MOPC	4,761	4,824	4,862
132	Employee Insurance	14,735	15,727	15,850
133	Employee Retirement	6,009	6,465	6,515
135	Compensation Insurance	-	2,130	1,962
136	Unemployment Insurance	294	289	194
137	Staff Training and Conferences	270	-	-
139	Dental Insurance	688	675	681
141	Uniforms and Protective Clothing	505	250	250
	Subtotal	*181,404*	*194,891*	*194,929*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	74	-	-
229	Materials and Miscellaneous Supplies	10,634	12,000	12,000
240	Equipment Repair and Maintenance	41	-	-
241	Grounds Maintenance	72	-	-
246	Liability Insurance	-	522	537
261	Telephone Charges	181	400	400
	Subtotal	*11,002*	*12,922*	*12,937*
	Capital Outlay			
432	Vehicles	-	10,000	-
	Subtotal	-	*10,000*	-
	SERVICE TOTAL	**$192,406**	**$217,813**	**$207,866**

Senior Services Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	550,850	584,721	621,175
Operating and Maintenance	72,693	94,424	93,663
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 623,543**	**$ 679,145**	**$ 714,838**

The Senior Services Division includes one budget service.

Service: **Senior Services Division**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The Senior Services Division is responsible for identifying the needs of Longmont's older adults and their families; advocating, planning, and implementing programs to meet those needs; and managing the operation of the Longmont Senior Center facility. Senior Services staff provide services and develop resources in five major areas:

- Basic Needs, which is primarily information and referral services
- Individual and Community Involvement, which is primarily volunteer coordination, lifelong learning, and drop-in programs
- Health and Wellness, which is primarily fitness, outdoor and sports programs, and emotional support services
- Independence and Caregiving, which is primarily information and assistance services and support and education programs for caregivers
- Management of the Longmont Senior Center as a focal point for information and programs for adults 55 years of age and older and their caregivers.

SERVICE: Senior Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Seniors Services Manager	1.00	1.00	1.00
Seniors Resources Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	1.00	1.00	1.75
Seniors Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.00	1.63	1.63
Total	**7.00**	**7.63**	**8.38**

Service: Senior Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	364,215	400,462	441,048
112	Wages - Temporary	48,321	26,123	9,749
114	Skill Based Pay	2,371	2,400	2,400
115	One Time Payment	-	5,596	5,527
121	Wages - Overtime	3,890	6,250	6,250
122	Longevity Compensation	1,860	1,920	1,980
123	Leave Expense	14,175	-	-
124	Skill Based Overtime Pay	69	-	-
126	Retirement Health Savings Plan	4,036	3,052	3,352
128	FICA	2,641	3,022	604
129	Medicare	4,389	5,435	5,457
131	MOPC	18,978	20,509	22,172
132	Employee Insurance	56,635	65,275	71,892
133	Employee Retirement	23,878	26,616	29,711
135	Compensation Insurance	1,615	14,056	17,064
136	Unemployment Insurance	1,134	1,202	882
139	Dental Insurance	2,643	2,803	3,087
	Subtotal	*550,850*	*584,721*	*621,175*
	Operating and Maintenance			
210	Office Supplies	2,122	2,250	2,250
216	Reference Books and Materials	61	200	200
217	Dues and Subscriptions	155	350	350
218	Non-Capital Equipment and Furniture	310	1,050	6,450
229	Materials and Supplies	7,185	8,000	7,640
230	Printing and Copier Supplies	1,878	3,300	3,300
232	Building Repair and Maintenance	205	250	250
240	Equipment Repair and Maintenance	781	500	1,070
243	Non-Capital Computer Equipment and Supplies	40	4,133	4,133
245	Mileage Allowance	56	250	250
246	Liability Insurance	10,078	9,068	7,616
247	Safety Expenses	-	300	300
249	Operating Leases and Rentals	2,771	3,800	3,800
250	Professional and Contracted Services	8,965	14,921	14,921
252	Advertising and Legal Notices	474	500	500
261	Telephone Charges	-	150	150
263	Postage	3,011	4,000	4,000
264	Printing and Copying	18,598	21,000	21,000
269	Other Services and Charges	-	80	80
273	Fleet Lease - Operating and Maintenance	5,575	9,894	4,975
274	Fleet Lease - Replacement	10,428	10,428	10,428
	Subtotal	*72,693*	*94,424*	*93,663*
	SERVICE TOTAL	**$623,543**	**$679,145**	**$714,838**

Children, Youth and Families Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	495,941	556,235	602,698
Operating and Maintenance	232,815	225,043	129,139
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 728,756**	**$ 781,278**	**$ 731,837**

The Children, Youth and Famiies Division includes one budget service.

Service: **Children, Youth and Families Division**

FUND: General Fund
DEPARTMENT: Community Services

Service Description:

The Children, Youth and Families Division inspires and empowers youth to be active, responsible members of society while strengthening the connection between youth and the community. To achieve its mission, the division works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont's youth. Children, Youth and Families operates from a philosophical base that is focused on building the skills and attributes – or assets – that youth need to be successful in life. Children, Youth and Families looks at the whole person in its work with youth. Services are provided to youth of all ages and their families with special emphasis placed on middle and high school youth. Programs include comprehensive support focused on family success, family and individual counseling, educational classes, leadership skills and youth development training, coordination of the community Youth Asset Building efforts and Youth Asset Awards, community problem solving on youth issues, and assistance to neighborhoods on youth programs and services. This service is also responsible for managing the Meeker Neighborhood Center.

SERVICE: Children, Youth and Families Division

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Children and Youth Resources Manager	1.00	1.00	1.00
Children and Youth Counselor	2.00	2.00	2.00
Children and Youth Community Program Coord	1.00	1.00	2.00
Children and Youth Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**6.00**	**6.00**	**7.00**

Service: Children, Youth and Families Division

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	293,326	339,339	398,642
112	Wages - Temporary	77,492	90,081	55,063
114	Skill Based Pay	5,727	5,700	5,700
115	One Time Payment	-	1,226	5,096
121	Wages - Overtime	5,436	4,232	4,232
123	Leave Expense	10,065	-	-
124	Skill Based Overtime Pay	145	-	-
126	Retirement Health Savings Plan	2,508	2,400	2,800
128	FICA	4,453	5,585	3,414
129	Medicare	4,939	6,213	6,662
131	MOPC	15,404	16,915	20,217
132	Employee Insurance	49,704	54,214	64,979
133	Employee Retirement	19,445	22,643	27,092
135	Compensation Insurance	3,983	4,361	5,215
136	Unemployment Insurance	994	998	797
139	Dental Insurance	2,320	2,328	2,789
	Subtotal	*495,941*	*556,235*	*602,698*
	Operating and Maintenance			
210	Office Supplies	8,737	6,233	6,233
215	Audiovisual Materials	172	344	344
216	Reference Books and Materials	-	700	700
217	Dues and Subscriptions	809	866	866
218	Non-Capital Equipment and Furniture	2,144	1,000	1,000
229	Materials and Supplies	60,180	38,089	38,089
230	Printing and Copier Supplies	245	1,638	1,638
240	Equipment Repair and Maintenance	1,144	7,608	7,608
243	Non-Capital Computer Equipment and Supplies	88	6,343	6,343
245	Mileage Allowance	-	500	500
246	Liability Insurance	2,181	2,582	2,178
250	Professional and Contracted Services	139,246	138,070	42,552
261	Telephone Charges	720	-	-
263	Postage	3,678	2,547	4,047
264	Printing and Copying	809	1,335	1,335
269	Other Services and Charges	300	3,945	3,945
273	Fleet Lease - Operating and Maintenance	4,381	5,262	3,780
274	Fleet Lease - Replacement	7,981	7,981	7,981
	Subtotal	*232,815*	*225,043*	*129,139*
	SERVICE TOTAL	**$728,756**	**$781,278**	**$731,837**

Planning & Development Services Department Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,181,795	2,140,663	1,874,341
Operating and Maintenance	383,656	767,063	785,537
Non-Operating	-	-	-
Capital	244,107	50,000	-
TOTAL	**$ 2,809,558**	**$ 2,957,726**	**$ 2,659,878**

Planning & Development Services is responsible for the overall management and coordination of Planning services, Development Review and Building Inspection services.

Planning & Development Services Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,094,906	1,093,231	1,729,915
Operating and Maintenance	103,263	288,924	764,756
Non-Operating	-	-	-
Capital	244,107	50,000	-
TOTAL	**$ 1,442,276**	**$ 1,432,155**	**$ 2,494,671**

Planning & Development Services is responsible for the overall management and coordination of Planning services, Development Review and Building Inspection services.

Service: **Planning & Development Services**

FUND: General Fund
DEPARTMENT: Planning & Development Services

Service Description:

Planning & Development Services is responsible for the overall management and coordination of Planning services, Development Review and Building Inspection services; coordination of the one-stop services delivered by the Development Services Center; and research and special studies for project-specific task forces and steering committees, the Planning and Zoning Commission, and the City Council. This department frequently is involved in projects that are part of the City Council's annual work plans.

Note: The Economic Development Director, Business Assistance, Planning, and Development Services budget services have been combined to create this new budget service.

SERVICE: Planning & Development Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Director of Economic Development	1.00	1.00	0.00
Director of Planning and Development	0.00	0.00	1.00
Planning Manager	1.00	1.00	0.00
Economic Development Program Manager	1.00	1.00	0.00
Principal Planner	2.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00
Senior Planner	4.00	4.00	3.00
Planning Technician	0.00	0.00	0.75
Planner	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.00
Office Assistant	0.50	0.50	0.50
Total	**13.00**	**12.00**	**9.25**

Service: Planning & Development Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	307,354	305,436	708,352
115	One Time Payment	-	1,884	3,918
121	Wages - Overtime	326	500	600
123	Leave Expense	7,469	-	-
126	Retirement Health Savings Plan	1,803	1,600	3,700
129	Medicare	3,896	4,429	10,271
131	MOPC	15,743	15,272	35,418
132	Employee Insurance	45,395	49,786	115,462
133	Employee Retirement	19,869	20,464	47,461
135	Compensation Insurance	147	250	637
136	Unemployment Insurance	909	916	1,418
137	Staff Training and Conferences	-	-	11,196
139	Dental Insurance	2,118	2,138	4,959
142	Food Allowance	89	200	700
	Subtotal	*405,118*	*402,875*	*944,092*
	Operating and Maintenance			
210	Office Supplies	267	540	1,975
216	Reference Books and Materials	-	250	600
217	Dues and Subscriptions	2,031	2,225	12,025
218	Non-Capital Equipment and Furniture	290	400	1,300
219	Drafting Supplies	-	-	350
229	Materials and Supplies	534	-	1,462
230	Printing and Copier Supplies	141	-	3,280
240	Equipment Repair and Maintenance	2,883	4,960	14,535
243	Non-Capital Computer Equipment and Supplies	32	1,105	4,198
245	Mileage Allowance	-	50	550
246	Liability Insurance	980	1,026	17,984
247	Safety Expenses	-	-	25
250	Professional and Contracted Services	-	1,600	431,427
252	Advertising and Legal Notices	708	1,000	1,875
261	Telephone Charges	21	250	2,125
263	Postage	352	750	2,507
264	Printing and Copying	264	1,150	2,950
269	Other Services and Charges	-	-	51,275
	Subtotal	*8,503*	*15,306*	*550,443*
	SERVICE TOTAL	**$413,621**	**$418,181**	**$1,494,535**

Service: **Building Inspection and Permitting**

FUND: General Fund
DEPARTMENT: Planning & Development Services

Service Description:

The Building Inspection Division is charged with enforcing City ordinances regulating building construction, substandard housing and zoning conformance. The purpose of these ordinances is to provide minimum standards to safeguard life, health, property and the public welfare by regulating materials, use, occupancy, location, and maintenance of all buildings and structures within the city. The division provides support and coordination for the activities of the Board of Adjustment and Appeals, the Master Board of Appeals, and the Board of Environmental Affairs. The division collects sales tax and fees for building permits; plan reviews; and water, sewer, electric, parks, community investment and street improvements. The division also administers the contractor licensing and elevator safety inspection programs.

SERVICE: Building Inspection and Permitting

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	0.00	0.00	1.00
Senior Building Inspector	2.00	2.00	1.00
Senior Plans Examiner	1.00	1.00	0.00
Plans Examiner	1.00	1.00	2.00
Electrical Inspector	1.00	1.00	1.00
Building Inspector	0.00	0.00	1.00
Building Permit Technician	2.00	2.00	1.00
Administrative Assistant	0.50	0.50	1.00
Total	**8.50**	**8.50**	**9.00**

Service: Buidling Inspection and Permitting

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	485,344	512,681	585,760
112	Wages - Temporary	20,118	3,898	3,898
114	Skill Based Pay	997	1,200	-
115	One Time Payment	-	4,174	5,482
121	Wages - Overtime	4,950	3,584	3,584
123	Leave Expense	21,326	-	-
124	Skill Based Overtime Pay	29	-	-
126	Retirement Health Savings Plan	5,672	3,400	3,600
128	FICA	1,236	242	242
129	Medicare	6,524	7,508	8,551
131	MOPC	25,339	25,694	29,288
132	Employee Insurance	76,650	83,567	95,480
133	Employee Retirement	31,982	34,426	39,247
135	Compensation Insurance	4,464	3,186	3,751
136	Unemployment Insurance	1,533	1,538	1,170
139	Dental Insurance	3,577	3,589	4,101
141	Uniforms and Protective Clothing	-	1,500	1,500
142	Food Allowance	47	169	169
	Subtotal	*689,788*	*690,356*	*785,823*
Operating and Maintenance				
210	Office Supplies	895	1,584	1,584
216	Reference Books and Materials	405	2,174	2,174
217	Dues and Subscriptions	738	1,090	1,090
218	Non-Capital Equipment and Furniture	1,169	1,280	1,280
229	Materials and Supplies	694	524	524
230	Printing and Copier Supplies	2,865	1,000	1,000
240	Equipment Repair and Maintenance	21,025	19,249	19,249
243	Non-Capital Computer Equipment and Supplies	530	2,000	3,510
245	Mileage Allowance	-	100	100
246	Liability Insurance	12,136	15,506	15,614
247	Safety Expenses	-	497	497
250	Professional and Contracted Services	25,980	191,200	116,750
252	Advertising and Legal Notices	-	200	200
261	Telephone Charges	1,060	1,900	1,900
263	Postage	1,431	2,276	2,276
264	Printing and Copying	4,884	2,262	2,262
269	Other Services and Charges	3,983	8,200	8,200
273	Fleet Lease - Operating and Maintenance	10,747	16,358	18,776
274	Fleet Lease - Replacement	6,218	6,218	17,327
	Subtotal	*94,760*	*273,618*	*214,313*
Capital Outlay				
440	Machinery and Equipment	244,107	50,000	-
	Subtotal	*244,107*	*50,000*	-
	SERVICE TOTAL	**$1,028,655**	**$1,013,974**	**$1,000,136**

Redevelopment Services Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	360,122	280,458	144,426
Operating and Maintenance	218,754	281,336	20,781
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 578,876**	**$ 561,794**	**$ 165,207**

Redevelopment Services provides for redevelopment and public-private partnership opportunities.

Service: **Redevelopment Services**

FUND: General Fund
DEPARTMENT: Planning & Development Services

Service Description:

This division develops and administers the City's redevelopment program and urban renewal activities to develop options to leverage private investment through strategic public investment. This includes the Twin Peaks Mall area, Southeast Longmont/1st and Main Revitalization Area, Downtown, and other key commercial and residential areas in the city. Activities include coordination and recommendations regarding redevelopment projects; developing public-private partnership opportunities; economic, market and financial analyses; formulation of financing incentives such as tax increment financing; and outreach to the development and investment community, as well as to the community at large to raise the profile of redevelopment activities citywide.

SERVICE: Redevelopment Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Redevelopment and Revitalization Manager	0.00	0.00	1.00
Total	**0.00**	**0.00**	**1.00**

Service: Redevelopment Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	251,979	212,733	104,964
112	Wages - Temporary	1,721	-	-
115	One Time Payment	-	1,250	-
123	Leave Expense	4,938	-	-
126	Retirement Health Savings Plan	19,883	900	400
128	FICA	105	-	-
129	Medicare	3,220	3,085	1,522
131	MOPC	12,738	10,637	5,248
132	Employee Insurance	45,093	34,675	17,109
133	Employee Retirement	16,072	14,253	7,033
135	Compensation Insurance	166	248	155
136	Unemployment Insurance	902	638	210
137	Staff Training and Conferences	-	-	6,500
139	Dental Insurance	2,105	1,489	735
142	Food Allowance	1,200	550	550
	Subtotal	*360,122*	*280,458*	*144,426*
	Operating and Maintenance			
210	Office Supplies	95	260	200
217	Dues and Subscriptions	2,627	2,000	3,500
218	Non-Capital Equipment and Furniture	-	200	-
229	Materials and Supplies	223	150	-
243	Non-Capital Computer Equipment and Supplies	-	500	500
245	Mileage Allowance	42	250	200
246	Liability Insurance	1,106	1,017	731
250	Professional and Contracted Services	195,576	226,452	15,000
252	Advertising and Legal Notices	2,281	-	-
261	Telephone Charges	679	150	150
263	Postage	32	57	-
264	Printing and Copying	1,093	300	500
269	Other Services and Charges	15,000	50,000	-
	Subtotal	*218,754*	*281,336*	*20,781*
	SERVICE TOTAL	**$578,876**	**$561,794**	**$165,207**

Economic Development Director Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	246,916	257,210	-
Operating and Maintenance	20,276	44,485	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 267,192**	**$ 301,695**	**$ -**

The Economic Development Department no longer exists. It has been replaced by the Planning and Development Division and the Redevelopment Division.

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	178,260	181,677	-
115	One Time Payment	-	543	-
123	Leave Expense	2,559	-	-
126	Retirement Health Savings Plan	800	800	-
129	Medicare	2,347	2,634	-
131	MOPC	9,034	9,084	-
132	Employee Insurance	27,032	29,613	-
133	Employee Retirement	11,403	12,172	-
135	Compensation Insurance	88	149	-
136	Unemployment Insurance	540	545	-
137	Staff Training and Conferences	13,459	18,421	-
139	Dental Insurance	1,262	1,272	-
142	Food Allowance	132	300	-
	Subtotal	*246,916*	*257,210*	-
	Operating and Maintenance			
210	Office Supplies	217	125	-
216	Reference Books and Materials	14	100	-
217	Dues and Subscriptions	1,865	1,500	-
218	Non-Capital Equipment and Furniture	250	450	-
229	Materials and Supplies	131	312	-
230	Printing and Copier Supplies	1,355	2,780	-
240	Equipment Repair and Maintenance	7,566	7,000	-
243	Non-Capital Computer Equipment and Supplies	35	408	-
245	Mileage Allowance	77	-	-
246	Liability Insurance	586	610	-
247	Safety Expenses	-	25	-
250	Professional and Contracted Services	7,500	30,000	-
252	Advertising and Legal Notices	-	275	-
261	Telephone Charges	658	500	-
263	Postage	22	200	-
264	Printing and Copying	-	200	-
	Subtotal	*20,276*	*44,485*	-
	SERVICE TOTAL	**$267,192**	**$301,695**	**$-**

Planning Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	479,851	509,764	-
Operating and Maintenance	41,363	152,318	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 521,214**	**$ 662,082**	**$ -**

This division has been combined with the Planning and Development Division.

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	361,244	386,362	-
115	One Time Payment	-	3,634	-
121	Wages - Overtime	324	100	-
122	Longevity Compensation	1,170	-	-
123	Leave Expense	5,974	-	-
126	Retirement Health Savings Plan	3,413	1,900	-
129	Medicare	4,478	5,583	-
131	MOPC	18,206	19,253	-
132	Employee Insurance	57,613	62,765	-
133	Employee Retirement	22,967	25,799	-
135	Compensation Insurance	269	318	-
136	Unemployment Insurance	1,153	1,155	-
139	Dental Insurance	2,688	2,695	-
142	Food Allowance	352	200	-
	Subtotal	*479,851*	*509,764*	-
	Operating and Maintenance			
210	Office Supplies	768	1,250	-
216	Reference Books and Materials	80	250	-
217	Dues and Subscriptions	9,011	10,473	-
218	Non-Capital Equipment and Furniture	500	250	-
219	Drafting Supplies	350	350	-
229	Materials and Supplies	841	1,000	-
230	Printing and Copier Supplies	135	500	-
240	Equipment Repair and Maintenance	3,009	2,575	-
243	Non-Capital Computer Equipment and Supplies	150	1,915	-
245	Mileage Allowance	149	450	-
246	Liability Insurance	1,322	1,305	-
250	Professional and Contracted Services	17,067	125,850	-
252	Advertising and Legal Notices	3,570	600	-
261	Telephone Charges	1,569	1,375	-
263	Postage	2,252	1,500	-
264	Printing and Copying	590	1,400	-
269	Other Services and Charges	-	1,275	-
	Subtotal	*41,363*	*152,318*	-
	SERVICE TOTAL	**521,214**	**$662,082**	**$-**

Shared Services Department Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,449,974	2,627,671	2,626,084
Operating and Maintenance	1,129,311	1,287,850	1,252,818
Non-Operating	-	-	-
Capital	297,675	102,000	258,700
TOTAL	**$ 3,876,960**	**$ 4,017,521**	**$ 4,137,602**

The Shared Services Department includes the City Clerk's Office, Enterprise Technology Services, Purchasing and Contracts, Finance, and Fleet Services. The expenses in the General Fund include only the City Clerk's Office, Enterprise Technology Services, Finance, and Purchasing and Contracts.

City Clerk Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	383,800	403,900	404,419
Operating and Maintenance	93,315	175,150	214,782
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 477,115**	**$ 579,050**	**$ 619,201**

The City Clerk Division includes two budget services: the City Clerk and Elections and Voter Registration.

Service: **City Clerk**

FUND: General Fund
DEPARTMENT: Administration

Service Description:

The City Clerk serves as the Clerk of the City Council, which includes preparation of council meeting agendas, council packets and council meeting minutes. The functions performed by this service include administering oaths, issuing specialty business licenses and permits and collecting fees, issuing all liquor-related licenses, recruiting City board and commission members, and serving as liaison between the residents and the City Council. This service also manages all of the organization's records that are not specifically entrusted to other departments, including filing, indexing, archiving, storing, retrieving and destroying; manages the City's records management program and records retention schedules for all departments; coordinates Municipal Code updates with a contracted codifier; researches City documents at the request of citizens and staff; and manages the City's document microfilming and imaging program.

SERVICE: City Clerk

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
City Clerk	0.75	0.70	0.75
Deputy City Clerk	0.90	0.95	0.98
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**3.65**	**3.65**	**3.73**

Service: City Clerk

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	246,762	257,026	267,400
112	Wages - Temporary	35	5,000	2,500
114	Skill Based Pay	1,085	1,080	1,200
115	One Time Payment	-	1,155	2,353
121	Wages - Overtime	236	500	500
123	Leave Expense	8,582	-	-
126	Retirement Health Savings Plan	2,328	1,460	1,492
128	FICA	-	310	155
129	Medicare	3,205	3,797	3,912
131	MOPC	12,776	12,840	13,365
132	Employee Insurance	38,104	41,683	43,375
133	Employee Retirement	16,124	17,202	17,909
135	Compensation Insurance	1,102	437	463
136	Unemployment Insurance	761	767	532
137	Staff Training and Conferences	2,779	5,950	4,960
139	Dental Insurance	1,779	1,790	1,862
142	Food Allowance	45	300	300
	Subtotal	*335,703*	*351,297*	*362,278*
Operating and Maintenance				
210	Office Supplies	756	1,500	1,500
216	Reference Books and Materials	237	300	300
217	Dues and Subscriptions	1,332	1,420	1,505
218	Non-Capital Equipment and Furniture	2,000-	-	
229	Materials and Supplies	977	1,000	1,000
230	Copier and Printing Supplies	60	-	-
240	Equipment Repair and Maintenance	26,220	24,510	28,700
243	Non-Capital Computer Equipment and Supplies	4,887	820	1,645
245	Mileage Allowance	182	300	300
246	Liability Insurance	7,542	17,744	15,885
249	Operating Leases and Rentals	334	3,600	3,600
250	Professional and Contracted Services	19,035	38,179	36,769
252	Advertising and Legal Notices	20,892	25,000	25,000
261	Telephone Charges	-	840	840
263	Postage	1,077	1,000	1,300
264	Printing and Copying	1,554	3,000	3,000
269	Other Services and Charges	4,493	6,500	6,000
	Subtotal	*91,578*	*125,713*	*127,344*
Capital Outlay				
440	Machinery and Equipment	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$427,281**	**$477,010**	**$489,622**

Service: **Elections and Voter Registration**

FUND: General Fund
DEPARTMENT: Administration

Service Description:

As part of the City Clerk's Office, the Elections and Voter Registration service conducts all municipal elections and works cooperatively with Boulder and Weld counties to coordinate local election efforts with other jurisdictions' election processes. This service includes contracting with the Boulder County and Weld County clerk's offices; preparing and providing required public notification of elections, issues and candidates; verifying initiative, referendum and recall petition formats; checking and certifying election petitions; educating candidates and issue committees regarding Fair Campaign Practices Act requirements, monitoring and enforcement; recruiting and training judges necessary to conduct an election; and completing the canvass of election results. This service also registers voters in the City of Longmont and Boulder and Weld counties by acting as deputy to those county clerks.

SERVICE: Elections and Voter Registration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
City Clerk	0.25	0.30	0.25
Deputy City Clerk	0.10	0.05	0.02
Total	**0.35**	**0.35**	**0.27**

Service: Elections and Voter Registration

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	35,559	39,319	31,380
112	Wages - Temporary	-	-	-
114	Skill Based Pay	119	120	-
115	One Time Payment	-	303	400
121	Wages - Overtime	-	600	600
123	Leave Expense	1,011	-	-
126	Retirement Health Savings Plan	429	140	108
129	Medicare	462	572	455
131	MOPC	1,838	1,972	1,569
132	Employee Insurance	5,944	6,409	5,115
133	Employee Retirement	2,320	2,642	2,102
135	Compensation Insurance	20	33	29
136	Unemployment Insurance	118	118	63
139	Dental Insurance	277	275	220
142	Food Allowance	-	100	100
	Subtotal	*48,097*	*52,603*	*42,141*
	Operating and Maintenance			
210	Office Supplies	-	-	-
229	Materials and Supplies	-	-	-
245	Mileage Allowance	116	200	200
246	Liability Insurance	131	137	138
250	Professional and Contracted Services	200	30,000	35,000
252	Advertising and Legal Notices	1,133	3,000	11,000
263	Postage	1	3,100	18,100
264	Printing and Copying	156	13,000	23,000
	Subtotal	*1,737*	*49,437*	*87,438*
	SERVICE TOTAL	**$49,834**	**$102,040**	**$129,579**

Enterprise Technology Services Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,892,387	2,035,389	2,071,968
Operating and Maintenance	1,036,040	1,192,788	1,243,110
Non-Operating	-	-	-
Capital	297,675	102,000	258,700
TOTAL	**$ 3,226,102**	**$ 3,330,177**	**$ 3,573,778**

The Enterprise Technology Services Division includes three budget services: ETS Operations, ETS Applications and Telephone System.

Service: **Enterprise Technology Services Operations**

FUND: General Fund
DEPARTMENT: Shared Services

Service Description:

This service is responsible for the ongoing development, management and operation of the City's server, network, and personal computing environment. The server component includes more than 45 Microsoft Windows servers, 2 IBM iSeries, a VMWare virtual server cluster consisting of Windows and Sequel servers running on 6 ESX host servers, secure remote connectivity provided via a Cisco ASA firewall, Tivoli enterprise tape backup, disaster recovery planning, a thin client Citrix server environment, and two storage area networks. The municipal area network component includes connectivity to 42 networked sites within the City and more than 50 switches and routers, 4 firewalls, security devices for IDS/IPS, patch management, virus protection, spam filtering, web filtering, and malware protection. Internet access is via a T1 connection. Connectivity is achieved through the use of copper, fiber optic, point-to-point wireless, and leased lines. The City currently owns and supports in more than 900 PCs and 200 printers in 42 locations. Additionally, this service manages several network systems, including access control, security cameras, and network-based phones (VoIP). This service is responsible for the planning, project management, and implementation of structured cabling within City facilities.

SERVICE: Enterprise Technology Services Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Chief Information Officer	0.60	0.60	0.60
Enterprise Technology Services Manager	0.20	0.20	0.20
Senior Network Analyst	2.00	2.00	2.00
Network Analyst	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
PC Specialist	2.00	2.00	2.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Assistant	0.38	0.38	0.38
Total	**7.68**	**7.68**	**7.68**

Service: Enterprise Technology Services Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	543,748	563,931	577,090
115	One Time Payment	-	6,511	5,601
121	Wages - Overtime	-	200	200
122	Longevity Compensation	2,730	2,820	2,910
123	Leave Expense	18,031	-	-
126	Retirement Health Savings Plan	6,311	3,072	3,072
129	Medicare	5,685	6,468	6,659
131	MOPC	28,122	28,197	28,854
132	Employee Insurance	84,404	91,921	94,066
133	Employee Retirement	35,494	37,783	38,665
135	Compensation Insurance	3,344	4,053	4,799
136	Unemployment Insurance	1,688	1,692	1,155
137	Staff Training and Conferences	15,466	10,000	10,000
139	Dental Insurance	3,938	3,948	4,039
	Subtotal	*748,961*	*760,596*	*777,110*
	Operating and Maintenance			
210	Office Supplies	410	650	650
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	1,473	1,565	1,565
218	Non-Capital Equipment and Furniture	1,168	1,500	1,500
225	Freight	245	120	120
229	Materials and Supplies	23,261	163	163
240	Equipment Repair and Maintenance	447,733	565,939	538,334
243	Non-Capital Computer Equipment and Supplies	143,593	156,093	77,500
245	Mileage Allowance	247	300	300
246	Liability Insurance	1,946	18,922	17,085
249	Operating Leases and Rentals	20,095	21,700	21,700
250	Professional and Contracted Services	128,897	154,770	261,495
261	Telephone Charges	5,506	3,750	3,750
263	Postage	8	90	90
264	Printing and Copying	644	400	400
269	Other Services and Charges	85	150	150
273	Fleet Lease - Operating and Maintenance	-	1,396	2,787
	Subtotal	*775,311*	*927,708*	*927,789*
	Capital Outlay			
440	Machinery and Equipment	293,627	102,000	258,700
	Subtotal	*293,627*	*102,000*	*258,700*
	SERVICE TOTAL	**$1,817,899**	**$1,790,304**	**$1,963,599**

Service: **Enterprise Technology Services Applications**

FUND: General Fund
DEPARTMENT: Shared Services

Service Description:

This service is responsible for end-user application support and training; programming new and existing systems; and performing requirements gathering, analysis and design testing, and implementation. This division also provides data integration along with developing and maintaining more than 100 Citywide and departmental applications including City email.

Additionally this service provides operations and database support for 10 SQL servers and multiple iSeries systems. This includes performing and monitoring backups and system maintenance that is required to keep releases and operating system patches up to date.

SERVICE: Enterprise Technology Services Applications

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Chief Information Officer	0.30	0.30	0.30
Enterprise Technology Services Manager	0.80	0.80	0.80
Senior Programmer Analyst	2.00	2.00	2.00
Programmer Analyst	5.00	5.00	5.00
GIS Analyst	1.00	1.00	0.00
Sr GIS Analyst	0.00	0.00	1.00
Website Administrator	1.00	1.00	1.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Assistant	0.37	0.37	0.37
Total	**10.97**	**10.97**	**10.97**

Service: Enterprise Technology Services Applications

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	775,492	872,829	876,482
112	Wages - Temporary	-	9,765	9,765
115	One Time Payment	-	3,801	12,588
122	Longevity Compensation	1,050	1,080	1,110
123	Leave Expense	13,693	-	-
126	Retirement Health Savings Plan	6,951	4,388	4,388
128	FICA	-	605	605
129	Medicare	9,709	12,383	12,455
131	MOPC	39,261	43,582	43,827
132	Employee Insurance	129,662	142,077	142,869
133	Employee Retirement	49,553	58,400	58,727
135	Compensation Insurance	449	713	644
136	Unemployment Insurance	2,593	2,615	1,754
137	Staff Training and Conferences	7,779	11,000	11,000
139	Dental Insurance	6,049	6,101	6,135
	Subtotal	*1,042,241*	*1,169,339*	*1,182,349*
	Operating and Maintenance			
210	Office Supplies	281	475	475
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	6,134	1,677	8,748
218	Non-Capital Equipment and Furniture	406	400	400
229	Materials and Supplies	-	135	135
240	Equipment Repair and Maintenance	45,783	51,728	43,001
243	Non-Capital Computer Equipment and Supplies	1,591	8,475	2,475
246	Liability Insurance	2,991	2,926	3,033
250	Professional and Contracted Services	16,270	1,648	62,500
261	Telephone Charges	759	300	300
263	Postage	-	35	35
264	Printing and Copying	28	50	50
	Subtotal	*74,243*	*68,499*	*121,802*
	SERVICE TOTAL	**$1,116,484**	**$1,237,838**	**$1,304,151**

Service: **Enterprise Technology Services Telephone System**

FUND: General Fund
DEPARTMENT: Shared Services

Service Description:
The Telephone System service is responsible for the operation, maintenance, updating, programming and repair of the City's telephone switching systems, including equipment, software, phone lines, local and long distance services, E911, voice mail, information and advertising. This service tracks, records and monitors the least costly routing system, as well as all other cost-related items. The City's PBX systems have the capacity to switch voice and data call requests.

SERVICE: Enterprise Technology Services Telephone System

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Chief Information Officer	0.10	0.10	0.10
Systems Administrator	1.00	1.00	1.00
Total	**1.10**	**1.10**	**1.10**

Service: Enterprise Technology Services Telephone System

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	76,490	78,987	84,544
115	One Time Payment	-	105	-
123	Leave Expense	1,847	-	-
126	Retirement Health Savings Plan	550	440	440
129	Medicare	935	1,145	1,226
131	MOPC	3,910	3,949	4,227
132	Employee Insurance	11,698	12,875	13,781
133	Employee Retirement	4,935	5,292	5,665
135	Compensation Insurance	40	64	58
136	Unemployment Insurance	234	237	169
137	Staff Training and Conferences	-	1,807	1,807
139	Dental Insurance	546	553	592
	Subtotal	*101,185*	*105,454*	*112,509*
	Operating and Maintenance			
210	Office Supplies	-	50	50
216	Reference Books and Materials	-	200	200
218	Non-Capital Equipment and Furniture	-	100	100
229	Materials and Supplies	1,859	100	100
240	Equipment Repair and Maintenance	38,344	64,450	26,957
243	Non-Capital Computer Equipment and Supplies	5,340	3,000	6,000
246	Liability Insurance	387	264	271
250	Professional and Contracted Services	31,368	-	47,000
261	Telephone Charges	106,462	128,417	112,841
273	Fleet Lease - Operating and Maintenance	2,726	-	-
	Subtotal	*186,486*	*196,581*	*193,519*
	Capital Outlay			
440	Machinery and Equipment	4,048	-	-
	Subtotal	*4,048*	-	-
	SERVICE TOTAL	**$291,719**	**$302,035**	**$306,028**

Purchasing and Contracts Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	557,587	592,282	554,116
Operating and Maintenance	93,271	95,062	9,708
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 650,858**	**$ 687,344**	**$ 563,824**

The Purchasing and Contracts Division includes one budget service: Purchasing and Contracts.

Service: **Purchasing and Contracts**

FUND: General Fund
DEPARTMENT: Shared Services

Service Description:
The Purchasing and Contracts service provides for the procurement of goods and services through centralized and decentralized systems. It processes formal competitive requests for bid and proposal solicitations, conducts contract negotiations, awards contracts, and administers contracts. It also provides oversight and guidance for compliance with purchasing policies and procedures and maintains centralized files on all contract and solicitation documents.

SERVICE: Purchasing and Contracts

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.25
Purchasing Technician	1.50	1.50	1.00
Purchasing Card Administrator	0.00	0.00	0.50
Buyer I	0.00	0.00	0.75
Total	**5.50**	**5.50**	**6.50**

Service: Purchasing and Contracts

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	332,608	339,889	416,001
115	One Time Payment	-	3,447	1,852
121	Wages - Overtime	313	-	-
122	Longevity Compensation	1,740	1,800	-
123	Leave Expense	4,895	-	-
126	Retirement Health Savings Plan	5,971	2,200	2,600
129	Medicare	3,369	3,960	6,035
131	MOPC	16,603	16,750	20,798
132	Employee Insurance	50,462	54,604	67,809
133	Employee Retirement	20,959	22,445	27,871
135	Compensation Insurance	173	279	248
136	Unemployment Insurance	1,011	1,005	832
137	Staff Training and Conferences	5,381	6,783	7,030
139	Dental Insurance	2,355	2,345	2,912
142	Food Allowance	87	75	128
	Subtotal	*445,927*	*455,582*	*554,116*
	Operating and Maintenance			
210	Office Supplies	630	700	700
216	Reference Books and Materials	27	-	-
217	Dues and Subscriptions	1,412	1,040	1,040
218	Non-Capital Equipment and Furniture	2,951	1,000	415
229	Materials and Supplies	1,136	250	250
230	Printing and Copier Supplies	502	200	200
240	Equipment Repair and Maintenance	291	550	330
243	Non-Capital Computer Equipment and Supplies	753	1,260	2,460
246	Liability Insurance	1,149	1,145	1,168
249	Operating Leases and Rentals	1,288	3,000	1,000
250	Professional and Contracted Services	-	300	450
252	Advertising and Legal Notices	1,116	975	975
261	Telephone Charges	422	-	420
263	Postage	123	200	200
264	Printing and Copying	323	300	100
269	Other Services and Charges	28	-	-
	Subtotal	*12,151*	*10,920*	*9,708*
	SERVICE TOTAL	**$458,078**	**$466,502**	**$563,824**

Service: **Print Shop**

FUND: General Fund
DEPARTMENT: Shared Services

The Print Shop was closed, and this service is no longer being provided.

SERVICE: Print Shop

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Print Shop Supervisor	1.00	1.00	0.00
Printer	1.00	1.00	0.00
Total	**2.00**	**2.00**	**0.00**

Service: Print Shop

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	53,272	100,606	-
112	Wages - Temporary	27,650	-	-
115	One Time Payment	-	1,000	-
121	Wages - Overtime	-	150	-
122	Longevity Compensation	1,500	1,560	-
123	Leave Expense	3,042	-	-
126	Retirement Health Savings Plan	400	800	-
128	FICA	1,706	-	-
129	Medicare	1,122	1,449	-
131	MOPC	2,816	4,997	-
132	Employee Insurance	15,074	16,292	-
133	Employee Retirement	3,554	6,697	-
135	Compensation Insurance	519	1,249	-
136	Unemployment Insurance	301	300	-
137	Staff Training and Conferences	-	900	-
139	Dental Insurance	704	700	-
	Subtotal	*111,660*	*136,700*	-
Operating and Maintenance				
210	Office Supplies	154	125	-
217	Dues and Subscriptions	240	540	-
229	Materials and Supplies	199	-	-
230	Printing and Copier Supplies	41,790	44,500	-
240	Equipment Repair and Maintenance	18,453	16,860	-
243	Non-Capital Computer Equipment and Supply	632	-	-
246	Liability Insurance	448	603	-
248	Lease Purchase Installment	19,204	-	-
249	Operating Leases and Rentals	-	19,205	-
250	Professional and Contracted Services	-	420	-
263	Postage	-	9	-
264	Printing and Copying	-	1,880	-
	Subtotal	*81,120*	*84,142*	-
	SERVICE TOTAL	**$192,780**	**$220,842**	**$-**

Finance Department Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,448,514	2,550,387	2,865,043
Operating and Maintenance	795,059	1,044,775	1,000,190
Non-Operating	-	-	-
Capital	4,000	101,170	23,100
TOTAL	**$ 3,247,573**	**$ 3,696,332**	**$ 3,888,333**

The Finance Department includes Finance Administration, Accounting, Budget and Fiscal Analysis, Risk Management and Utility Billing.

Finance Administration Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	251,016	237,316	243,725
Operating and Maintenance	23,980	28,787	27,247
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 274,996**	**$ 266,103**	**$ 270,972**

The Finance Administration budget service provides support to all City departments and provides direction to the other divisions in the Shared Services Department.

Service: **Finance Administration**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:

The function of this service is to facilitate interaction between the City Council, City Manager, other City departments, and the divisions within the Support Services Department. The Finance Director supervises all financial functions of the City, as well as many other support services, including Accounting, Budget, Risk Management and Safey, and Utility Billing. The Finance Department serves the public regarding utility bills, accounts payable, sales and use taxes, cable television issues, and municipal bonds. It also is responsible for administering the City's defined benefit and defined contribution pension plans.

SERVICE: Finance Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Director of Finance	1.00	1.00	1.00
Executive Assistant	1.00	0.00	0.00
Public Information Specialist	0.00	0.50	0.50
Total	**2.00**	**1.50**	**1.50**

Service: Finance Administration

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	173,016	167,520	168,144
115	One Time Payment	-	1,084	1,882
123	Leave Expense	516	-	-
126	Retirement Health Savings Plan	8,608	600	600
129	Medicare	535	443	453
131	MOPC	8,725	8,311	8,342
132	Employee Insurance	28,388	27,094	27,196
133	Employee Retirement	11,011	11,137	11,179
135	Compensation Insurance	100	157	122
136	Unemployment Insurance	568	499	333
137	Staff Training and Conferences	18,225	19,257	24,257
139	Dental Insurance	1,324	1,164	1,167
142	Food Allowance	-	50	50
	Subtotal	*251,016*	*237,316*	*243,725*
	Operating and Maintenance			
210	Office Supplies	63	180	180
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	680	690	690
218	Non-Capital Equipment and Furniture	-	85	85
229	Materials and Supplies	49	-	-
230	Printing and Copier Supplies	1,614	1,890	1,890
240	Equipment Repair and Maintenance	2,642	3,420	3,420
243	Non-Capital Computer Equipment and Supplies	447	200	200
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	930	1,004	951
250	Professional and Contracted Services	2,268	5,000	5,000
263	Postage	64	100	100
264	Printing and Copying	42	200	200
269	Other Services and Charges	880	1,580	1,580
273	Fleet Lease - Operating and Maintenance	4,070	4,066	2,579
274	Fleet Lease - Replacement	7,822	7,822	7,822
	Subtotal	*23,980*	*28,787*	*27,247*
	SERVICE TOTAL	**$274,996**	**$266,103**	**$270,972**

Accounting Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	916,187	988,160	1,152,205
Operating and Maintenance	111,318	283,144	280,941
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 1,027,505**	**$ 1,271,304**	**$ 1,433,146**

The Accounting Division includes Accounting, Sales Tax, Treasury, and the Information Desk.

Service: **Accounting**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:
The Accounting service maintains the financial accounts and records for the City of Longmont. Specific duties include payroll, accounts payable and receivable, expenditure and revenue reporting, generating financial statements, capital assets, annual reports, account reconciliation, grant management and internal auditing.

SERVICE: Accounting

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Assistant Director of Finance	0.70	0.70	0.70
Accounting Supervisor	0.00	1.00	1.00
Senior Accountant	2.00	1.00	1.00
Accounting/Budget Analyst	0.50	0.50	0.50
Accounting Technician	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00
Total	**6.20**	**6.20**	**6.20**

Service: Accounting

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	350,250	363,812	386,671
112	Wages - Temporary	105	3,000	5,250
115	One Time Payment	-	4,060	2,209
121	Wages - Overtime	84	475	465
123	Leave Expense	7,924	-	-
126	Retirement Health Savings Plan	3,549	2,480	2,480
128	FICA	-	186	326
129	Medicare	4,428	5,303	5,683
131	MOPC	18,162	18,136	19,334
132	Employee Insurance	55,141	59,123	63,027
133	Employee Retirement	22,919	24,302	25,907
135	Compensation Insurance	190	779	268
136	Unemployment Insurance	1,103	1,088	773
139	Dental Insurance	2,573	2,539	2,707
	Subtotal	*466,428*	*485,283*	*515,100*
Operating and Maintenance				
210	Office Supplies	2,446	1,200	1,600
216	Reference Books and Materials	65	150	150
217	Dues and Subscriptions	160	275	375
218	Non-Capital Equipment and Furniture	250	750	500
229	Materials and Supplies	1,284	900	1,300
240	Equipment Repair and Maintenance	3,822	146,837	146,837
243	Non-Capital Computer Equipment and Supplies	376	1,815	1,265
246	Liability Insurance	1,263	3,196	1,262
250	Professional and Contracted Services	28	50	50
251	Auditing	65,755	79,535	80,000
263	Postage	7,900	8,344	8,304
264	Printing and Copying	379	850	350
269	Other Services and Charges	-	100	10
	Subtotal	*83,728*	*244,002*	*242,003*
	SERVICE TOTAL	**$550,156**	**$729,285**	**$757,103**

Service: **Sales Tax**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:
This service administers and enforces the City's sales tax codes by prescribing proper forms and reasonable rules and regulations for the preparation of returns and for the ascertainment, assessment and collection of taxes imposed by City codes. Duties include review and recording of returns, monthly report preparation, delinquent collections, and field audits. Efforts also are made to attain compliance by educating the business community through periodic classes and written communications.

SERVICE: Sales Tax

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Assistant Director of Finance	0.20	0.20	0.20
Revenue Manager	0.50	0.00	0.00
Sales Tax Administrator	0.00	0.00	1.00
Sales Tax Auditor	1.00	1.00	1.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Assistant	1.00	1.00	1.00
Total	**3.70**	**3.20**	**4.20**

Service: Sales Tax

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	161,175	175,068	270,101
112	Wages - Temporary	2,933	6,000	5,250
114	Skill Based Pay	782	900	900
115	One Time Payment	-	928	-
121	Wages - Overtime	-	115	115
123	Leave Expense	8,253	-	-
126	Retirement Health Savings Plan	1,280	1,280	1,680
128	FICA	-	372	326
129	Medicare	2,093	2,638	4,005
131	MOPC	8,514	8,798	13,550
132	Employee Insurance	31,311	28,536	44,025
133	Employee Retirement	10,744	11,787	18,156
135	Compensation Insurance	1,076	601	655
136	Unemployment Insurance	627	525	541
139	Dental Insurance	1,462	1,225	1,890
	Subtotal	*230,250*	*238,773*	*361,194*
	Operating and Maintenance			
210	Office Supplies	1,115	450	1,000
217	Dues and Subscriptions	80	80	135
218	Non-Capital Equipment and Furniture	1,036	700	3,098
229	Materials and Supplies	215	900	460
240	Equipment Repair and Maintenance	502	5,080	5,080
243	Non-Capital Computer Equipment and Supplies	333	800	2,685
245	Mileage Allowance	-	100	100
246	Liability Insurance	745	711	626
252	Advertising and Legal Notices	-	100	100
263	Postage	6,428	8,789	6,400
264	Printing and Copying	3,752	6,400	3,150
	Subtotal	*14,206*	*24,110*	*22,834*
	SERVICE TOTAL	**$244,456**	**$262,883**	**$384,028**

Service: **Treasury**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:
Treasury is responsible for processing, depositing and managing all monies in order to ensure maximum cash availability, as well as maximizing yield on short-term investments of cash. This service is also responsible for daily cash management operations of the City and management of the City's investment portfolio.

SERVICE: Treasury

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Assistant Director of Finance	0.10	0.10	0.10
Revenue Manager	0.40	0.00	0.00
Treasury Supervisor	0.00	0.50	0.80
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	**2.50**	**2.60**	**2.90**

Service: Treasury

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	92,845	117,728	137,178
112	Wages - Temporary	27,163	16,492	19,679
115	One Time Payment	-	1,051	3,660
121	Wages - Overtime	453	300	300
123	Leave Expense	3,666	-	-
126	Retirement Health Savings Plan	840	1,040	1,160
128	FICA	1,428	1,023	1,220
129	Medicare	1,451	1,946	2,274
131	MOPC	4,815	5,886	6,859
132	Employee Insurance	17,279	19,190	22,360
133	Employee Retirement	6,077	7,888	9,191
135	Compensation Insurance	295	1,104	769
136	Unemployment Insurance	345	353	274
139	Dental Insurance	806	824	961
	Subtotal	*157,463*	*174,825*	*205,885*
	Operating and Maintenance			
210	Office Supplies	702	1,015	1,015
217	Dues and Subscriptions	-	40	45
218	Non-Capital Equipment and Furniture	104	200	200
229	Materials and Supplies	11	-	-
240	Equipment Repair and Maintenance	8,844	11,643	12,600
243	Non-Capital Computer Equipment and Supplies	326	750	750
246	Liability Insurance	427	434	462
	Subtotal	*10,414*	*14,082*	*15,072*
	SERVICE TOTAL	**$167,877**	**$188,907**	**$220,957**

Service: **Information Desk**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:
The Information Desk is the main contact for citizen inquiries. It handles all incoming calls to the City's main phone lines, customer contacts at the Civic Center, and all incoming packages at the Civic Center.

SERVICE: Information Desk

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Revenue Manager	0.10	0.00	0.00
Treasury Supervisor	0.00	0.50	0.20
Public Information Assistant	1.20	1.20	1.20
Total	**1.30**	**1.70**	**1.40**

Service: Information Desk

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	46,112	67,445	53,130
112	Wages - Temporary	1,704	-	-
115	One Time Payment	-	664	165
121	Wages - Overtime	(975)	-	-
123	Leave Expense	1,744	-	-
126	Retirement Health Savings Plan	400	680	560
129	Medicare	557	974	770
131	MOPC	2,389	3,358	2,656
132	Employee Insurance	6,632	10,949	8,660
133	Employee Retirement	3,017	4,500	3,560
135	Compensation Insurance	23	37	49
136	Unemployment Insurance	133	202	104
139	Dental Insurance	310	470	372
	Subtotal	*62,046*	*89,279*	*70,026*
	Operating and Maintenance			
210	Office Supplies	-	100	100
218	Non-Capital Equipment and Furniture	-	200	200
240	Equipment Repair and Maintenance	2,624	-	-
243	Non-Capital Computer Equipment and Supplies	193	500	500
246	Liability Insurance	153	150	232
	Subtotal	*2,970*	*950*	*1,032*
	SERVICE TOTAL	**$65,016**	**$90,229**	**$71,058**

Budget and Fiscal Analysis Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	155,510	162,130	264,860
Operating and Maintenance	16,516	42,648	24,553
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 172,026**	**$ 204,778**	**$ 289,413**

The Budget and Fiscal Analysis Division coordinates the City's annual budget and capital improvement processes and provides support to all departments as needed.

Service: **Budget and Fiscal Analysis**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:

The Budget and Fiscal Analysis Division prepares, administers and monitors the City's annual operating budget and five-year capital improvement program (CIP); prepares additional appropriation ordinances; provides financial data, support and analysis to all City departments as needed; and assists in special management and analysis projects throughout the year.

SERVICE: Budget and Fiscal Analysis

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Budget Manager	1.00	1.00	1.00
Budget/Financial Analyst	0.00	0.00	1.00
Accounting/Budget Analyst	0.50	0.50	0.50
Total	**1.50**	**1.50**	**2.50**

Service: Budget and Fiscal Analysis

LINE ITEM BUDGET

Personal Services	2013 Actual	2014 Budget	2015 Budget
111 Salaries and Wages	118,689	122,653	202,356
112 Wages - Temporary	57	-	-
115 One Time Payment	-	1,415	-
123 Leave Expense	619	-	-
126 Retirement Health Savings Plan	1,709	600	1,000
129 Medicare	1,417	1,778	2,934
131 MOPC	5,899	6,133	10,118
132 Employee Insurance	18,384	19,992	32,984
133 Employee Retirement	7,446	8,218	13,558
135 Compensation Insurance	64	114	89
136 Unemployment Insurance	368	368	405
139 Dental Insurance	858	859	1,416
Subtotal	*155,510*	*162,130*	*264,860*
Operating and Maintenance			
210 Office Supplies	-	100	100
217 Dues and Subscriptions	180	5,245	10,425
218 Non-Capital Equipment and Furniture	-	-	3,259
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	8,105	8,600	2,110
246 Liability Insurance	424	466	422
250 Professional and Contracted Services	1,500	20,000	-
252 Advertising and Legal Notices	31	-	-
263 Postage	1	50	50
264 Printing and Copying	5,725	4,587	4,587
269 Other Services and Charges	550	600	600
Subtotal	*16,516*	*42,648*	*24,553*
SERVICE TOTAL	**$172,026**	**$204,778**	**$289,413**

Risk Management Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	365,544	385,017	395,708
Operating and Maintenance	99,959	131,874	95,842
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 465,503**	**$ 516,891**	**$ 491,550**

The Risk Management Division includes three budget services: Risk Management, Safety and Wellness.

Service: **Risk Management**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:

Staff perform loss prevention and control activities, including risk identification and assessment, which includes identifying potential hazards, determining the acceptable level of risk, and recommending ways of eliminating or reducing risk; providing current and reliable loss information; performing safety-issue research; providing safety awareness to all employees via training and onsite contact; providing new employee safety orientations; ensuring compliance with local, state and federal safety regulations (including EPA and OSHA); and providing supervisor training in identifying and correcting hazardous conditions and loss trends. In an effort to increase productivity and reduce absenteeism, prestenteeism, and the costs of health benefits and workers' compensation, the staff is committed to developing and coordinating the City's Wellness Program. Wellness activities include blood chemistry analysis, employee fitness evaluations, employee education, fun fitness events*, incentives to earn a City Recreation Center pass and an annual premium reduction, a*n annual wellness fair, a monthly wellness newsletter, benchmarking, and reporting results. Additional responsibilities include providing state-of-the-art ergonomic evaluations and recommendations for work stations and equipment; promoting a philosophy of safety throughout the organization by attending department and division safety meetings; facilitating accident review committee meetings; chairing the Citywide Safety Committee; seeking input from all employees regarding safety issues; investigating accidents and safety concerns of employees and residents; performing facility and task inspections to provide recommendations for performing job tasks in the safest possible manner, and assisting with development of consistent practices that will reinforce a safety culture specific to the organization's needs.

SERVICE: Risk Management

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Risk Manager	0.74	0.78	0.71
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.23	0.17	0.20
Administrative Assistant	1.11	0.79	0.77
Total	**3.08**	**2.74**	**2.68**

Service: Risk Management

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	154,151	176,673	175,164
115	One Time Payment	-	2,261	1,530
123	Leave Expense	852	-	-
126	Retirement Health Savings Plan	1,912	1,096	1,072
129	Medicare	1,967	2,562	2,540
131	MOPC	7,739	8,834	8,758
132	Employee Insurance	28,501	28,798	28,551
133	Employee Retirement	9,770	11,837	11,737
135	Compensation Insurance	83	157	129
136	Unemployment Insurance	570	530	350
139	Dental Insurance	1,331	1,237	1,225
	Subtotal	*206,876*	*233,985*	*231,056*
	Operating and Maintenance			
210	Office Supplies	501	1,000	600
216	Reference Books and Materials	-	100	50
217	Dues and Subscriptions	400	825	825
218	Non-Capital Equipment and Furniture	2,309	1,000	1,000
230	Printing and Copier Supplies	120	-	-
240	Equipment Repair and Maintenance	20,075	25,000	21,500
243	Non-Capital Computer Equipment and Supplies	1,276	2,752	2,626
245	Mileage Allowance	12	-	-
246	Liability Insurance	618	643	607
250	Professional and Contracted Services	1,300	3,250	5,000
263	Postage	1,318	1,400	1,400
264	Printing and Copying	385	450	400
273	Fleet Lease - Operating and Maintenance	2,322	-	-
	Subtotal	*30,636*	*36,420*	*34,008*
	SERVICE TOTAL	**$237,512**	**$270,405**	**$265,064**

Service: **Safety**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:

The Safety staff is committed to making safety a top priority within the organization. Staff members perform loss prevention and control activities and risk identification and assessment, including identifying potential hazards, determining the acceptable level of risk, and recommending ways of eliminating or reducing risk; provide the organization with current and reliable loss information and perform safety-issue research; provide safety awareness to all employees via training and onsite contact; provide new employee safety orientations; ensure compliance with local, state and federal safety regulations (including EPA and OSHA); and provide supervisor training in identifying and correcting hazardous conditions and loss trends. Additional responsibilities include providing state-of-the-art ergonomic evaluations and recommendations for work stations and equipment; promoting a philosophy of safety throughout the organization by attending department and division safety meetings; facilitating accident review committee meetings; chairing the Citywide Safety Committee; seeking input from all employees regarding safety issues; investigating accidents and safety concerns of employees and residents; providing facility and task inspections to provide recommendations for performing job tasks in the safest possible manner; and assisting with the development of consistent practices that will reinforce a safety culture specific to the organization's needs.

SERVICE: Safety

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Risk Manager	0.09	0.05	0.19
Safety Officer	0.77	0.83	0.80
Administrative Assistant	0.00	0.00	0.04
Total	**0.86**	**0.88**	**1.03**

Service: Safety

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	66,844	56,800	73,282
115	One Time Payment	-	880	6
123	Leave Expense	677	-	-
126	Retirement Health Savings Plan	1,047	352	412
129	Medicare	789	824	1,063
131	MOPC	3,373	2,840	3,664
132	Employee Insurance	8,478	9,258	11,945
133	Employee Retirement	4,255	3,806	4,909
135	Compensation Insurance	40	47	41
136	Unemployment Insurance	170	170	147
139	Dental Insurance	395	398	512
	Subtotal	*86,068*	*75,375*	*95,981*
	Operating and Maintenance			
210	Office Supplies	10	200	50
215	Audiovisual Materials	3,992	3,000	3,000
216	Reference Books and Materials	668	100	100
217	Dues and Subscriptions	599	535	599
218	Non-Capital Equipment and Furniture	3,738	100	14,695
229	Materials and Supplies	11	50	50
240	Equipment Repair and Maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	250	250
245	Mileage Allowance	38	-	-
246	Liability Insurance	265	317	531
247	Safety Expenses	204	200	200
250	Professional and Contracted Services	47,956	70,485	18,827
261	Telephone Charges	698	710	710
263	Postage	38	50	50
273	Fleet Lease - Operating and Maintenance	-	1,798	5,692
	Subtotal	*58,217*	*78,795*	*45,754*
	SERVICE TOTAL	**$144,285**	**$154,170**	**$141,735**

Service: **Wellness**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:

The Wellness Service provides results-oriented worksite wellness programming and employee health management through partnerships with LiveWell Longmont and Kaiser Permanente, the City's health benefits provider. The staff is committed to developing, coordinating and measuring the City's Wellness Program to promote healthy living and an active lifestyle; increase productivity; and reduce absenteeism, prestenteeism, and life-style related health benefits and workers' compensation costs. Wellness activities include blood chemistry analysis, employee education, ameliorating health-related challenges, incentives, recognition, benchmarking and reporting of results.

SERVICE: Wellness

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Risk Manager	0.17	0.21	0.10
Risk Management Technician	0.50	0.75	0.75
Administrative Assistant	0.14	0.17	0.19
Total	**0.81**	**1.13**	**1.04**

Service: Wellness

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	54,545	56,812	51,862
115	One Time Payment	-	559	113
123	Leave Expense	3,030	-	-
126	Retirement Health Savings Plan	665	452	416
129	Medicare	710	824	752
131	MOPC	2,837	2,841	2,593
132	Employee Insurance	6,370	9,260	8,453
133	Employee Retirement	3,581	3,806	3,475
135	Compensation Insurance	27	35	41
136	Unemployment Insurance	128	170	104
139	Dental Insurance	297	398	362
142	Food Allowance	410	500	500
	Subtotal	*72,600*	*75,657*	*68,671*
	Operating and Maintenance			
210	Office Supplies	13	100	50
216	Reference Books and Materials	-	100	50
217	Dues and Subscriptions	260	765	695
218	Non-Capital Equipment and Furniture	19	5,000	-
229	Materials and Supplies	64	300	300
243	Non-Capital Computer Equipment and Supplies	-	250	250
246	Liability Insurance	179	144	195
250	Professional and Contracted Services	9,262	8,000	13,040
264	Printing and Copying	774	1,000	500
269	Other Services and Charges	535	1,000	1,000
	Subtotal	*11,106*	*16,659*	*16,080*
	SERVICE TOTAL	**$83,706**	**$92,316**	**$84,751**

Utility Billing Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	760,257	777,764	808,545
Operating and Maintenance	543,286	558,322	571,607
Non-Operating	-	-	-
Capital	4,000	101,170	23,100
TOTAL	**$ 1,307,543**	**$ 1,437,256**	**$ 1,403,252**

The Utility Billing Division includes the Utility Billing and Mail Delivery budget services.

Service: **Utility Billing**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:
This service is responsible for maintaining positive customer relations during connection, disconnection, billing and payment of utility services. Utility services include electric, water, wastewater, solid waste and storm drainage. Customer service representatives work with customers to provide service information, schedule service, solve billing problems, and secure payments on accounts. These services also are available to customers on the Internet. The field customer service representative makes field calls to request payment on delinquent accounts and to disconnect service for nonpayment when necessary.

SERVICE: Utility Billing

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Utility Billing Manager	0.94	0.98	0.98
Information Systems Administrator	1.00	1.00	1.00
Field Customer Service Representative	1.00	1.00	1.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	8.00	8.00	8.00
Parking Enforcement Officer	0.20	0.00	0.00
Office Assistant	0.38	0.38	0.42
Total	**12.52**	**12.36**	**12.40**

Service: Utility Billing

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	511,719	540,846	566,621
114	Skill Based Pay	4,709	4,800	4,500
115	One Time Payment	-	8,166	6,587
121	Wages - Overtime	2,334	750	750
122	Longevity Compensation	1,560	1,620	1,680
123	Leave Expense	27,471	-	-
124	Skill Based Overtime Pay	18	-	-
126	Retirement Health Savings Plan	5,039	4,944	4,960
128	FICA	553	-	-
129	Medicare	6,792	7,912	8,278
131	MOPC	27,517	27,282	28,556
132	Employee Insurance	81,102	88,158	92,359
133	Employee Retirement	34,728	36,539	38,269
135	Compensation Insurance	1,085	1,090	563
136	Unemployment Insurance	1,623	1,623	1,134
139	Dental Insurance	3,783	3,786	3,967
141	Uniforms and Protective Clothing	128	300	300
	Subtotal	*710,161*	*727,816*	*758,524*
	Operating and Maintenance			
210	Office Supplies	1,451	1,500	1,800
218	Non-Capital Equipment and Furniture	3,772	11,600	1,600
229	Materials and Supplies	33,991	32,000	5,000
240	Equipment Repair and Maintenance	151,963	154,500	155,500
243	Non-Capital Computer Equipment and Supplies	10,140	8,500	6,600
246	Liability Insurance	1,996	3,078	3,074
249	Operating Leases and Rentals	21,537	21,600	-
250	Professional and Contracted Services	85,897	94,006	165,918
261	Telephone Charges	165	500	500
263	Postage	209,614	207,292	210,400
264	Printing and Copying	5,088	5,000	5,000
269	Other Services and Charges	1,534	1,800	1,800
	Subtotal	*527,148*	*541,376*	*557,192*
	Capital Outlay			
440	Machinery and Equipment	4,000	85,000	23,100
	Subtotal	*4,000*	*85,000*	*23,100*
	SERVICE TOTAL	**$1,241,309**	**$1,354,192**	**$1,338,816**

Service: **Mail Delivery**

FUND: General Fund
DEPARTMENT: Finance Department

Service Description:

This service coordinates with the U.S. Post Office in the pickup and delivery of City mail. Services include delivery of mail received from the Post Office, as well as delivery of interoffice mail daily to all City departments; posting outgoing mail daily; preparing overnight and express mail; and assisting departments with bulk mailings. Delivery distances range from as far as the Water Treatment Plant in Lyons to within the Civic Center. This service also delivers information packets to City Council members, Planning and Zoning commissioners, and other boards and committees as necessary prior to their meetings.

SERVICE: Mail Delivery

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Office Assistant	0.12	0.12	0.08
Total	**1.14**	**1.14**	**1.10**

Service: Mail Delivery

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	38,082	36,851	37,794
115	One Time Payment	-	1,120	30
121	Wages - Overtime	-	100	100
123	Leave Expense	514	-	-
126	Retirement Health Savings Plan	755	456	440
129	Medicare	502	534	548
131	MOPC	1,915	1,843	1,889
132	Employee Insurance	5,524	6,007	6,161
133	Employee Retirement	2,417	2,469	2,532
135	Compensation Insurance	19	199	187
136	Unemployment Insurance	110	111	76
139	Dental Insurance	258	258	264
	Subtotal	*50,096*	*49,948*	*50,021*
	Operating and Maintenance			
210	Office Supplies	97	-	-
229	Materials and Supplies	2,010	2,110	2,500
240	Equipment Repair and Maintenance	6,627	5,600	2,500
246	Liability Insurance	555	664	294
249	Operating Leases and Rentals -		1,400	1,100
273	Fleet Lease - Operating and Maintenance	3,377	3,700	4,549
274	Fleet Lease - Replacement	3,472	3,472	3,472
	Subtotal	*16,138*	*16,946*	*14,415*
	Capital Outlay			
440	Machinery and Equipment	-	16,170	-
	Subtotal		*16,170*	-
	SERVICE TOTAL	**$66,234**	**$83,064**	**$64,436**

Public Safety Department Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	26,847,658	26,561,933	27,761,263
Operating and Maintenance	3,304,351	3,563,824	3,865,778
Non-Operating	50,000	59,095	-
Capital	230,395	89,260	419,801
TOTAL	**$ 30,432,404**	**$ 30,274,112**	**$ 32,046,842**

The Public Safety Department comprises the Public Safety Chief's Office and four major divisions: Police Services, Fire Services, Support Services and Information Services. The department's overall mission is to enhance the quality of life for those who live in, work in or visit our city through the delivery of professional and community-based police, fire, emergency management, and public outreach services.

Within the General Fund, the Public Safety Department includes budget services for the Public Safety Chief's Office, Fire Services Division, Police Services Division, Support Services Division, and Information Services Division. Those budget services include:

- Public Safety Chief – Office of Emergency Management
- Fire Services Division – Suppression, Fire Codes & Planning, Investigations, HazMat Team, Technical Rescue Team, Wildland Team
- Police Services Division – Patrol Operations Section, Special Operations Section, Animal Control Unit, School Resource Officer Unit, Traffic Unit, SWAT Team, Detective Operations Section, Special Enforcement Unit
- Support Services Division – Training & Personnel Unit
- Information Services Division – Emergency Communications Center, Information & Technology, Records Unit, Public Safety Outreach, and Public Safety Volunteer Programs.

Public Safety Administration Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	860,987	547,349	543,871
Operating and Maintenance	101,333	72,839	92,374
Non-Operating	50,000	59,095	-
Capital	184,133	-	-
TOTAL	**$ 1,196,453**	**$ 679,283**	**$ 636,245**

Public Safety Administration includes two budget services: Public Safety Chief and Office of Emergency Management.

Service: **Public Safety Chief**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Public Safety Chief is responsible for the overall direction of the Department of Public Safety, which includes the services provided out of the Public Safety Chief's Office as well as the department's four major divisions: Police Services, Fire Services, Support Services and Information Services. The Public Safety Chief ensures that all employees comply with mandated federal and state laws, municipal ordinances, Colorado POST standards (Police) and National Fire Protection Association Codes and Standards.

The Public Safety Chief provides oversight and direction for services provided out of his office, Police Services Division, Fire Services Division, Support Services Division and the Information Services Division. This service ensures that all Public Safety Department divisions, sections, units, offices and teams are appropriately responsive to our community and that our employees are serving within the context of all six of the initiatives in the Focus on Longmont Plan.

Within the Public Safety Chief's Office are the Office of Emergency Management, Marketing, Research & Development, and the Crime Analysis Unit. The Office of Emergency Management is charged with large-scale incident planning and preparedness. Marketing administers the department's communication, public relations and marketing strategies, including the use of social media. Research & Development conducts academic and best practices research and evaluation, cost benefit analysis, and the biannual community policing survey. The Crime Analysis Unit analyzes crime data and provides strategic, tactical and administrative analysis to internal and external customers.

SERVICE: Public Safety Chief

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Chief of Public Safety	1.00	1.00	1.00
Research and Development Manager	1.00	1.00	1.00
Crime and Data Analyst	1.00	1.00	1.00
Marketing Analyst	1.00	1.00	1.00
Total	**4.00**	**4.00**	**4.00**

Service: Public Safety Chief

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	344,122	352,136	354,817
115	One Time Payment	-	3,096	3,315
121	Wages - Overtime	277	-	-
123	Leave Expense	8,363	-	-
126	Retirement Health Savings Plan	4,332	1,600	1,600
129	Medicare	4,438	5,087	5,125
131	MOPC	9,688	9,744	9,878
132	Employee Insurance	52,078	57,186	57,623
133	Employee Retirement	12,227	13,056	13,237
134	Police and Fire Retirement	15,356	15,596	15,596
135	Compensation Insurance	7,535	8,137	3,433
136	Unemployment Insurance	1,041	1,053	707
139	Dental Insurance	2,431	2,456	2,475
141	Uniforms and Protective Clothing	600	600	600
142	Food Allowance	1,199	1,248	1,248
	Subtotal	*463,687*	*470,995*	*469,654*
	Operating and Maintenance			
210	Office Supplies	326	900	900
216	Reference Books and Materials	168	634	634
217	Dues and Subscriptions	2,060	3,943	3,943
218	Non-Capital Equipment and Furniture	19	1,317	600
229	Materials and Supplies	2,952	1,288	2,055
243	Non-Capital Computer Equipment and Supplies	975	1,300	1,300
245	Mileage Allowance	-	50	-
246	Liability Insurance	8,305	6,943	5,949
250	Professional and Contracted Services	9,726	5,300	5,300
263	Postage	12,176	12,663	12,663
264	Printing and Copying	4,645	2,549	2,549
269	Other Services and Charges	9,635	8,530	8,530
273	Fleet Lease - Operating and Maintenance	3,497	2,885	4,562
274	Fleet Lease - Replacement	6,098	-	-
	Subtotal	*60,582*	*48,302*	*48,985*
	SERVICE TOTAL	**$524,269**	**$519,297**	**$518,639**

Service: **Office of Emergency Management**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Office of Emergency Management (OEM) is a primary service function of the Public Safety Chief's Office. The OEM's mission is to mitigate against, prepare for, respond to and recover from large incidents, including natural disasters and acts of terrorism.

OEM maintains the City's Emergency Operations Plan and Emergency Operations Center; monitors NIMS compliance activities; provides Incident Command support, training and exercises for the City; maintains the Outdoor Emergency Warning System; participates in mutual aid agreements; administers the Public Safety grant program; provides Continuity of Operations Planning support; and participates in regional and federal planning activities on behalf of the City.

SERVICE: Office of Emergency Management

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Administrative Analyst	1.00	1.00	0.00
OEM Management Analyst	0.00	0.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Office of Emergency Management

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	51,800	54,456	54,978
112	Wages - Temporary	370	-	-
114	Skill Based Pay	9	-	-
115	One Time Payment	-	1,000	-
121	Wages - Overtime	314,315	-	-
123	Leave Expense	11,680	-	-
124	Skill Based Overtime Pay	821	-	-
126	Retirement Health Savings Plan	424	400	400
129	Medicare	712	790	797
131	MOPC	2,503	2,723	2,749
132	Employee Insurance	8,168	8,876	8,961
133	Employee Retirement	3,154	3,649	3,684
135	Compensation Insurance	1,117	2,166	403
136	Unemployment Insurance	163	163	110
137	Staff Training and Conferences	321	1,250	1,250
139	Dental Insurance	381	381	385
142	Food Allowance	1,362	500	500
	Subtotal	*397,300*	*76,354*	*74,217*
	Operating and Maintenance			
210	Office Supplies	741	750	750
216	Reference Books and Materials	76	500	500
217	Dues and Subscriptions	1,901	700	700
218	Non-Capital Equipment and Furniture	12,320	3,000	3,000
229	Materials and Supplies	3,078	-	-
240	Equipment Repair and Maintenance	-	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	3,122	-	-
245	Mileage Allowance	561	400	400
246	Liability Insurance	2,377	4,787	8,719
250	Professional Contracted Services	4,240	-	-
264	Printing and Copying	588	-	-
269	Other Services and Charges	11,747	12,400	12,400
273	Fleet Lease - Operating and Maintenance	-	-	1,194
274	Fleet Lease - Replacement	-	-	13,726
	Subtotal	*40,751*	*24,537*	*43,389*
	Capital Outlay			
432	Vehicles	184,133	-	-
	Subtotal	*184,133*	-	-
	Non-Operating Expense			
970	Transfers to Other Funds	50,000	59,095	-
	Subtotal	*50,000*	*59,095*	-
	SERVICE TOTAL	**$672,184**	**$159,986**	**$117,606**

Fire Services Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	8,588,833	8,203,168	8,480,170
Operating and Maintenance	737,375	1,100,757	1,276,408
Non-Operating	-	-	-
Capital	17,892	43,500	328,351
TOTAL	**$ 9,344,100**	**$ 9,347,425**	**$ 10,084,929**

Within the General Fund, the Fire Services Division includes six budget services: Suppression, Fire Codes & Planning, Investigations, HazMat Team, Technical Rescue Team and Wildland Team. Suppression and the three teams provide fire and life safety protection to the residents of Longmont and respond to other types of emergency incidents both within and outside of Longmont. Fire Codes & Planning is responsible for fire code enforcement in existing buildings and new construction, plan reviews, hazardous materials tracking and handling, and shift inspections. Investigations coordinates all fire investigations, often in collaboration with the Police Department's Detective Operations Section.

Service: **Fire Codes and Planning**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Fire Codes & Planning Unit is a primary service function of the Fire Services Division. The goal of Fire Codes & Planning is to reduce loss as a result of fire on a building. This goal is accomplished through fire code inspections, issuing permits, plan review, life safety system testing, hazardous materials tracking and code enforcement, special event planning and code enforcement, fire investigations, research, review, and recommending changes to and writing local amendments to the International Fire Code.

Investigations is a collateral service function of the Fire Codes & Planning Unit. Fire investigators are composed of three shift investigators. Each investigator is assigned to each of the three battalions and fills this role in a collateral capacity. One volunteer investigator responds as needed to assist or as requested by one of theshift investigators. This group of investigators is tasked with investigating every fire or ignition in the city, seeking out trends, and identifying causes. Fire investigators work in conjunction with police detectives.

SERVICE: Fire Codes and Planning

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Assistant Fire Chief	1.00	1.00	0.00
Fire Captain	0.00	0.00	1.00
Hazardous Materials Inspector	1.00	1.00	1.00
Fire Protection Engineer	1.00	1.00	1.00
Total	**3.00**	**3.00**	**3.00**

Service: Fire Codes and Planning

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	251,232	238,800	240,400
115	One Time Payment	-	2,000	3,000
121	Wages - Overtime	3,233	-	-
122	Longevity Compensation	4,440	2,160	2,220
123	Leave Expense	2,716	-	-
126	Retirement Health Savings Plan	19,101	1,714	1,730
127	FPPA Death and Disability	529	-	1,203
129	Medicare	1,516	2,443	2,467
131	MOPC	7,398	7,370	7,369
132	Employee Insurance	35,689	38,925	39,185
133	Employee Retirement	9,337	9,876	9,876
134	Police and Fire Retirement	10,324	9,140	9,300
135	Compensation Insurance	2,567	1,281	3,556
136	Unemployment Insurance	714	716	481
139	Dental Insurance	1,666	1,672	1,683
141	Uniforms and Protective Clothing	1,155	950	950
	Subtotal	*351,617*	*317,047*	*323,420*
	Operating and Maintenance			
214	Pamphlets and Documents	-	800	800
217	Dues and Subscriptions	-	1,250	1,250
218	Non-Capital Equipment and Furniture	405	500	500
229	Materials and Supplies	11,757	500	500
243	Non-Capital Computer Equipment and Supply	-	1,500	1,500
240	Equipment Repair and Maintenance	1,887	-	-
246	Liability Insurance	1,301	1,383	1,706
247	Safety Expenses	108	-	-
250	Professional and Contracted Services	-	25,000	-
263	Postage	16	-	-
264	Printing and Copying	136	-	-
273	Fleet Lease - Operating and Maintenance	8,252	6,448	5,795
274	Fleet Lease - Replacement	3,883	3,883	3,883
	Subtotal	*27,745*	*41,264*	*15,934*
	Capital Outlay			
432	Vehicles	-	-	36,351
	Subtotal	-	-	*36,351*
	SERVICE TOTAL	**$379,362**	**$358,311**	**$375,705**

Service: **Fire Suppression**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

Suppression is a primary service function of the Fire Services Division. The Suppression service operates 24 hours a day, seven days a week and provides for the suppression of fires and the handling of other emergency incidents, such as hazardous materials spills, explosions, natural disasters and specialized rescues. The staff provides immediate response to all rescue and emergency medical calls. The emergency medical service includes EMT basic and advanced life support. The staff also assists in and responds to nonemergency calls, such as odor investigations, smoke and odor removal, and ambulance assists. Additionally, this service conducts fire safety inspections and targets hazard preplans for community safety and departmental effectiveness and efficiency.

The HazMat Team is a collateral service function of the Fire Services Division. The team is made up of firefighters who are specially trained in hazardous materials response. This team responds to hazardous materials incidents within the City of Longmont and Boulder County and has partnered with multiple agencies to provide efficient and effective services. The team specializes in identification, mitigation and decontamination of hazardous materials incidents.

The Technical Rescue Team also is a collateral service function of the Fire Services Division. The team is made up of firefighters who are specially trained in technical rescue response such as high and low angle rope, water, ice, trench, confined space rescue, and structural collapse as well as large vehicle stabilization and extrication. The team has partnered with area agencies to provide the most efficient and effective services. Members of the Tech Rescue Team are also members of Colorado Task Force 1 Urban Search and Rescue overseen by FEMA, which is used nationally on large-scale incidents.

The Wildland Team is another collateral service function of the Fire Services Division. The team is made up of firefighters who are specially trained in wildland firefighting and wildland/urban interface. This team responds to grass and wildland fires in city, county, state, and federal jurisdictions as needed.

SERVICE: Fire Suppression

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant	16.00	16.00	17.00
Firefighter/Engineer/Paramedic	6.00	6.00	4.00
Firefighter/Engineer	12.00	12.00	14.00
Firefighter/Paramedic	14.00	14.00	11.00
Firefighter	18.00	18.00	19.00
Administrative Assistant	1.00	1.00	1.00
Total	**73.00**	**73.00**	**72.00**

Service: Fire Suppression

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	5,226,183	5,433,540	5,552,209
112	Wages - Temporary	6,398	-	-
114	Skill Based Pay	28,565	3,600	3,600
115	One Time Payment	-	2,488	7,500
121	Wages - Overtime	784,511	458,244	605,994
122	Longevity Compensation	27,240	28,140	26,880
123	Leave Expense	202,943	-	-
124	Skill Based Overtime Pay	5,219	-	-
126	Retirement Health Savings Plan	85,886	51,671	52,343
127	FPPA Death and Disability	41,796	46,937	40,198
128	FICA	397	-	-
129	Medicare	70,265	67,330	78,465
131	MOPC	1,621	2,161	2,289
132	Employee Insurance	805,453	886,787	943,709
133	Employee Retirement	2,047	2,896	3,067
134	Police and Fire Retirement	674,996	569,949	546,795
135	Compensation Insurance	130,579	218,178	186,101
136	Unemployment Insurance	16,128	16,315	11,025
137	Staff Training and Conferences	11,159	-	-
139	Dental Insurance	37,597	38,085	38,575
141	Uniforms and Protective Clothing	77,847	59,800	58,000
142	Food Allowance	386	-	-
	Subtotal	*8,237,216*	*7,886,121*	*8,156,750*
	Operating and Maintenance			
210	Office Supplies	92	-	-
216	Reference Books and Materials	-	1,625	1,625
218	Non-Capital Equipment and Furniture	56,451	45,675	82,175
228	Janitorial Supplies	-	10,000	10,000
229	Materials and Supplies	36,778	25,450	25,450
230	Printing and Copier Supplies	114	-	-
232	Building Repair and Maintenance	7,982	43,875	43,875
233	Facility Repair and Maintenance	-	2,000	2,000
240	Equipment Repair and Maintenance	8,409	21,000	21,000
241	Grounds Maintenance	65	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	1,923	3,000	3,000
245	Mileage Allowance	188	200	200
246	Liability Insurance	73,684	78,834	88,612
247	Safety Expenses	-	9,000	88,300
250	Professional and Contracted Services	100	-	-
261	Telephone Charges	244	-	-
264	Printing and Copying	156	-	-
269	Other Services and Charges	29,953	8,700	8,700
273	Fleet Lease - Operating and Maintenance	243,394	264,669	302,419
274	Fleet Lease - Replacement	250,097	543,465	581,118
	Subtotal	*709,630*	*1,059,493*	*1,260,474*
	Capital Outlay			
440	Machinery and Equipment	17,892	43,500	292,000
	Subtotal	*17,892*	*43,500*	*292,000*
	SERVICE TOTAL	**$8,964,738**	**$8,989,114**	**$9,709,224**

Police Services Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	13,270,036	13,476,012	14,289,802
Operating and Maintenance	1,583,098	1,701,418	1,784,736
Non-Operating	-	-	-
Capital	-	45,760	81,450
TOTAL	**$ 14,853,134**	**$ 15,223,190**	**$ 16,155,988**

The Police Services Division's primary purpose, as reflected in its mission statement, is "To protect and serve, with integrity and professionalism, in partnership with the people of Longmont."

Within the General Fund, the Police Services Division includes eight budget services:

- Patrol Operations Section
- Detective Operations Section
- Animal Control Unit
- Special Enforcement Unit
- School Resource Officer Unit
- Special Operations Section
- Traffic Unit
- SWAT Team

Service: **Police Patrol Operations**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Patrol Operations Section is a primary service function of the Police Services Division. Patrol Operations, a 24-hour-a-day, seven-day-a-week service, is responsible primarily for responding to emergency, immediate, and routine service calls and crime-related incidents. The responsibilities of Patrol Operations are to ensure the safety and protection of persons and property through proactive and directed patrol and to provide the highest quality service through problem solving and community-oriented policing.

In conjunction with the Traffic Unit, Patrol Operations facilitates the safe and expeditious movement of vehicular and pedestrian traffic. Patrol Operations also assists the Animal Control Unit with calls for service regarding animals.

SERVICE: Police Patrol Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Deputy Public Safety Chief	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	11.00	11.00	11.00
Master Police Officer	16.00	16.00	16.00
Police Officer	44.00	44.00	45.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**76.00**	**76.00**	**77.00**

Service: Police Patrol Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	5,371,868	5,731,275	5,963,212
114	Skill Based Pay	12,626	12,000	10,500
115	One Time Payment	-	3,460	5,906
121	Wages - Overtime	319,092	250,392	356,642
122	Longevity Compensation	23,940	24,660	21,720
123	Leave Expense	183,074	-	-
124	Skill Based Overtime Pay	770	-	-
126	Retirement Health Savings Plan	100,054	54,898	57,074
127	FPPA Death and Disability	52,486	55,412	58,558
129	Medicare	64,368	69,089	84,411
131	MOPC	4,971	4,952	10,317
132	Employee Insurance	853,401	933,009	1,000,406
133	Employee Retirement	6,274	6,635	13,824
134	Police and Fire Retirement	611,860	633,826	574,323
135	Compensation Insurance	213,510	370,878	417,509
136	Unemployment Insurance	17,085	17,176	11,886
139	Dental Insurance	39,826	40,050	41,584
141	Uniforms and Protective Clothing	84,948	93,775	96,075
142	Food Allowance	616	300	300
	Subtotal	*7,960,769*	*8,301,787*	*8,724,247*
	Operating and Maintenance			
210	Office Supplies	2,210	3,750	3,750
216	Reference Books and Materials	3,900	3,950	3,950
217	Dues and Subscriptions	679	1,000	1,000
218	Non-Capital Equipment and Furniture	5,648	17,750	6,650
226	Prisoner Expenses	162	-	-
229	Materials and Supplies	7,022	6,700	7,700
240	Equipment Repair and Maintenance	-	600	600
243	Non-Capital Computer Equipment and Supplies	6,265	6,775	6,775
246	Liability Insurance	112,617	159,716	146,904
250	Professional and Contracted Services	10,933	3,100	4,100
258	Investigative Expenses	-	500	500
264	Printing and Copying	6,876	6,700	6,700
273	Fleet Lease - Operating and Maintenance	410,522	446,325	448,349
274	Fleet Lease - Replacement	134,289	110,229	216,894
	Subtotal	*701,123*	*767,095*	*853,872*
	Capital Outlay			
432	Vehicles	-	-	52,300
	Subtotal	-	-	*52,300*
	SERVICE TOTAL	**$8,661,892**	**$9,068,882**	**$9,630,419**

Service: **Detective Operations**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Detective Operations Section is a primary service function of the Police Services Division. Detective Operations is responsible for the continued investigation of felony criminal cases and some more complex misdemeanor cases. Cases are either referred to the section from other Police Services sections or other outside law enforcement sources or are initiated by detectives assigned in this section. Within the General Fund, Detective Operations is divided into
three distinct units:

1. The Person Crimes Unit is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations. Also investigated out of this unit are all fraud and forgery cases.
2. The Property Crimes Unit is responsible for investigating crimes committed against property, including burglary, trespass, auto theft, criminal mischief, theft, arson, and computer crime. The unit also provides computer forensic services, crime scene investigation services, and property and evidence management.
3. The Special Enforcement Unit is responsible primarily for investigating vice and narcotic crimes and any other covert investigations as assigned by the department.

SERVICE: Detective Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	11.00	11.00	14.00
Police Officer	4.00	4.00	1.00
Evidence/Crime Scene Technician	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	**21.00**	**21.00**	**21.00**

Service: Detective Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,576,725	1,586,192	1,644,754
114	Skill Based Pay	1,414	900	1,800
115	One Time Payment	-	3,460	6,000
121	Wages - Overtime	145,045	95,588	140,588
122	Longevity Compensation	12,270	11,100	9,660
123	Leave Expense	24,443	-	-
124	Skill Based Overtime Pay	190	-	-
126	Retirement Health Savings Plan	40,309	14,810	15,418
127	FPPA Death and Disability	14,478	14,901	18,968
129	Medicare	18,768	18,503	23,204
131	MOPC	7,765	7,855	7,854
132	Employee Insurance	234,583	258,549	268,098
133	Employee Retirement	9,801	10,525	10,525
134	Police and Fire Retirement	142,030	142,998	148,939
135	Compensation Insurance	18,735	23,206	32,458
136	Unemployment Insurance	4,697	4,758	3,287
139	Dental Insurance	10,945	11,102	11,519
141	Uniforms and Protective Clothing	12,596	12,550	12,550
142	Food Allowance	2,291	3,550	3,550
	Subtotal	*2,277,085*	*2,220,547*	*2,359,172*
	Operating and Maintenance			
210	Office Supplies	4,456	3,925	3,925
216	Reference Books and Materials	1,013	975	975
217	Dues and Subscriptions	872	1,825	1,825
218	Non-Capital Equipment and Furniture	3,529	7,425	7,425
229	Materials and Supplies	5,671	4,525	4,525
230	Printing and Copier Supplies	307	-	-
240	Equipment Repair and Maintenance	258	3,000	3,000
243	Non-Capital Computer Equipment and Supplies	6,650	5,100	5,100
245	Mileage Allowance	181	-	-
246	Liability Insurance	19,150	10,198	14,670
250	Professional and Contracted Services	10,902	3,200	3,200
252	Advertising and Legal Notices	1,236	1,000	1,000
258	Investigative Expenses	22,828	20,450	20,450
261	Telephone Charges	71	-	-
264	Printing and Copying	2,298	2,350	2,350
269	Other Services and Charges	749	-	-
273	Fleet Lease - Operating and Maintenance	60,374	66,538	70,177
274	Fleet Lease - Replacement	6,884	21,260	39,435
	Subtotal	*147,429*	*151,771*	*178,057*
	SERVICE TOTAL	**$2,424,514**	**$2,372,318**	**$2,537,229**

Service: **Animal Control**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Animal Control Unit is a primary service function of the Special Operations Section. Animal Control handles calls for service concerning domestic animals and wildlife. This is accomplished through conducting investigations, enforcing municipal ordinances and state statutes relating to animals, pet licensing, education, mediation, and working with pet owners to resolve problems. Animal Control serves as the department's liaison to the Longmont Humane Society, the Boulder County Health Department, the Colorado Division of Wildlife, the Colorado Brand Board, animal refuge centers, and local veterinarians.

SERVICE: Animal Control

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Sergeant	0.50	0.50	0.50
Community Service Officer	4.00	4.00	4.00
Total	**4.50**	**4.50**	**4.50**

Service: Animal Control

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	227,105	235,375	289,610
114	Skill Based Pay	32	-	1,200
121	Wages - Overtime	4,136	2,000	2,000
123	Leave Expense	6,888	-	-
126	Retirement Health Savings Plan	3,283	2,354	2,908
127	FPPA Death and Disability	782	1,186	-
129	Medicare	3,545	3,413	4,217
131	MOPC	9,293	9,430	9,685
132	Employee Insurance	34,616	38,365	47,206
133	Employee Retirement	11,729	12,636	12,979
134	Police and Fire Retirement	6,321	4,678	9,710
135	Compensation Insurance	11,102	14,778	17,617
136	Unemployment Insurance	692	706	579
139	Dental Insurance	1,615	1,646	2,027
141	Uniforms and Protective Clothing	2,732	2,875	2,875
	Subtotal	*323,871*	*329,442*	*402,613*
	Operating and Maintenance			
217	Dues and Subscriptions	190	225	225
218	Non-Capital Equipment and Furniture	1,011	900	900
229	Materials and Supplies	342	800	800
246	Liability Insurance	3,436	1,295	1,613
250	Professional and Contracted Services	178,742	180,300	180,300
273	Fleet Lease - Operating and Maintenance	20,517	21,511	25,530
274	Fleet Lease - Replacement	-	5,072	31,004
	Subtotal	*204,238*	*210,103*	*240,372*
	Capital Outlay			
432	Vehicles	-	33,760	-
	Subtotal	-	*33,760*	-
	SERVICE TOTAL	**$528,109**	**$573,305**	**$642,985**

Service: **Special Enforcement Unit**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Special Enforcement Unit (SEU) is a primary service function of the Detective Operations Section. SEU is responsible for investigating vice and narcotic crimes and conducting covert investigations as assigned by the department. SEU also provides investigative support to all Police Services sections, units and teams. SEU also collects and analyzes criminal intelligence information and is responsible for all asset forfeiture cases.

SERVICE: Special Enforcement Unit

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	4.00	4.00
Police Officer	1.00	1.00	1.00
Total	**6.00**	**6.00**	**6.00**

Service: Special Enforcement Unit

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	445,187	475,048	486,933
114	Skill Based Pay	904	900	-
121	Wages - Overtime	193,427	29,757	54,757
122	Longevity Compensation	1,500	1,560	1,620
123	Leave Expense	8,411	-	-
124	Skill Based Overtime Pay	245	-	-
126	Retirement Health Savings Plan	8,357	4,759	4,871
127	FPPA Death and Disability	7,120	7,416	7,577
129	Medicare	8,176	6,902	7,061
132	Employee Insurance	69,859	77,433	79,371
134	Police and Fire Retirement	45,616	47,594	48,691
135	Compensation Insurance	9,702	14,823	15,447
136	Unemployment Insurance	1,399	1,425	973
139	Dental Insurance	3,259	3,325	3,410
141	Uniforms and Protective Clothing	3,794	4,200	4,200
142	Food Allowance	946	500	500
	Subtotal	*807,902*	*675,642*	*715,411*
	Operating and Maintenance			
210	Office Supplies	33	-	-
217	Dues and Subscriptions	862	500	500
218	Non-Capital Equipment and Furniture	3,237	4,475	4,475
229	Materials and Supplies	7,572	925	925
240	Equipment Repair and Maintenance	-	200	200
243	Non-Capital Computer Equipment and Supplies	108	-	-
246	Liability Insurance	5,301	2,792	4,540
247	Safety Expenses	3,917	1,500	1,500
250	Professional and Contracted Services	830	100	100
258	Investigative Expenses	16,216	22,475	22,475
273	Fleet Lease - Operating and Maintenance	84,009	87,085	104,438
274	Fleet Lease - Replacement	54	-	10,295
	Subtotal	*122,139*	*120,052*	*149,448*
	SERVICE TOTAL	**$930,041**	**$795,694**	**$864,859**

Service: **School Resource Officers**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The School Resource Officer Unit is a primary service function of the Special Operations Division. Its primary functions and responsibilities are:

- Safe schools – promoting a safe environment in school settings through crime and disorder prevention, reducing illegal drug and alcohol use, and encouraging responsible motor vehicle operation, all of which is accomplished through investigations, restorative justice, mediation and the enforcement of statutes, ordinances, and school policies
- Education programs – promotion and coordination of safety and awareness programs for students and staff
- Prevention programs – school programs to enhance positive decision-making skills and deter substance use and abuse.

SERVICE: School Resource Officers

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	4.00	3.00
Police Officer	0.00	0.00	1.00
Total	**5.00**	**5.00**	**5.00**

Service: School Resource Officers

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	396,832	404,411	407,278
121	Wages - Overtime	22,936	22,780	22,780
123	Leave Expense	3,068	-	-
126	Retirement Health Savings Plan	7,745	4,044	4,074
127	FPPA Death and Disability	2,955	3,031	1,997
129	Medicare	5,680	5,865	5,906
132	Employee Insurance	59,471	65,919	66,387
134	Police and Fire Retirement	39,803	40,440	40,726
135	Compensation Insurance	9,169	16,944	22,054
136	Unemployment Insurance	1,191	1,213	814
139	Dental Insurance	2,774	2,831	2,852
141	Uniforms and Protective Clothing	3,288	3,150	3,150
142	Food Allowance	17	425	425
	Subtotal	*554,929*	*571,053*	*578,443*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	373	1,150	1,150
229	Materials and Supplies	1,521	2,800	2,800
246	Liability Insurance	6,757	1,980	2,028
269	Other Services and Charges	80	-	-
	Subtotal	*8,731*	*5,930*	*5,978*
	SERVICE TOTAL	**$563,660**	**$576,983**	**$584,421**

Service: **Police Special Operations**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Special Operations Section is a primary service function of the Police Services Division. Special Operations consists of both primary and collateral service functions. Within the General Fund, the four primary service functions are the Animal Control Unit, the Report Taker Unit, the School Resource Officer Unit and the Traffic Unit. The collateral service functions are the SWAT Team and the Bomb Squad. All functions within the section, except for the Report Taker Unit, have their own independent budgets with specific service descriptions.

The Report Taker Unit is responsible primarily for the initial investigation and documentation of nonemergency, nonimmediate, crime-related incidents reported in person, over the phone, over the Internet and by mail. They also are responsible for greeting visitors to the department and answering the nonemergency phone lines for general, nonemergency police services. However the contact is made, the report takers either provide the needed assistance and information or direct citizens to the most appropriate division, section or unit. The Report Taker Unit also coordinates and provides the fingerprinting services offered to the community. In addition, the Report Taker Unit handles all quarterly and annual sex offender registrations once the offender has been initially registered by the court liaison officer.

SERVICE: Police Special Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Commander	1.00	1.00	1.00
Police Sergeant	0.50	0.50	0.50
Police Services Technician	4.00	4.00	4.00
Total	**5.50**	**5.50**	**5.50**

Service: Police Special Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	271,533	326,579	367,883
114	Skill Based Pay	936	900	900
115	One Time Payment	-	-	1,406
121	Wages - Overtime	2,616	2,600	2,600
123	Leave Expense	4,583	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	3,846	2,389	3,015
127	FPPA Death and Disability	1,677	2,607	1,428
129	Medicare	4,862	4,466	5,348
131	MOPC	6,888	7,654	8,279
132	Employee Insurance	45,427	50,068	59,963
133	Employee Retirement	8,692	10,195	11,092
134	Police and Fire Retirement	21,842	15,555	20,320
135	Compensation Insurance	2,601	5,446	6,161
136	Unemployment Insurance	908	922	735
139	Dental Insurance	2,121	2,150	2,575
141	Uniforms and Protective Clothing	2,814	3,275	3,275
142	Food Allowance	115	-	-
	Subtotal	*381,463*	*434,806*	*494,980*
	Operating and Maintenance			
217	Dues and Subscriptions	70	-	-
218	Non-Capital Equipment and Furniture	2,464	2,350	2,350
229	Materials and Supplies	39	500	500
246	Liability Insurance	1,955	3,229	3,559
250	Professional and Contracted Services	-	300	300
273	Fleet Lease - Operating and Maintenance	25,144	22,769	23,727
274	Fleet Lease - Replacement	15,025	15,025	15,025
	Subtotal	*44,697*	*44,173*	*45,461*
	SERVICE TOTAL	**$426,160**	**$478,979**	**$540,441**

Service: **Traffic Unit**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Traffic Unit is a primary service function of the Special Operations Section. The Traffic Unit's primary purposes are to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through the enforcement of traffic laws, investigation of traffic complaints, coordination of the DUI enforcement program, providing educational programs, and through the use of problem solving and community-oriented policing. Problem solving efforts often are undertaken with the assistance of the City's transportation engineer. The Traffic Unit also coordinates and provides departmental training in the areas of speed detection, accident investigation and DUI detection. The Traffic Unit is on call 24 hours a day, seven days a week for the investigation of serious injury and fatal traffic accidents. The Traffic Unit also is responsible for coordinating requests to the police department for traffic control at City-sponsored special events and parades.

SERVICE: Traffic Unit

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	5.00	4.00
Police Officer	0.00	0.00	1.00
Community Service Officer	3.00	3.00	3.00
Total	**9.00**	**9.00**	**9.00**

Service: Traffic Unit

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	581,770	626,555	639,986
114	Skill Based Pay	3,319	3,600	2,700
121	Wages - Overtime	48,290	24,930	14,930
122	Longevity Compensation	55	-	-
123	Leave Expense	17,361	-	-
124	Skill Based Overtime Pay	191	-	-
126	Retirement Health Savings Plan	15,114	6,302	6,429
127	FPPA Death and Disability	5,696	6,121	6,119
129	Medicare	8,510	9,138	9,319
131	MOPC	7,111	11,107	7,653
132	Employee Insurance	92,140	102,128	104,319
133	Employee Retirement	8,975	14,884	10,254
134	Police and Fire Retirement	45,289	40,800	48,961
135	Compensation Insurance	4,629	26,732	38,018
136	Unemployment Insurance	1,845	1,880	1,279
139	Dental Insurance	4,298	4,386	4,482
141	Uniforms and Protective Clothing	5,299	6,000	6,000
	Subtotal	*849,892*	*884,563*	*900,449*
	Operating and Maintenance			
210	Office Supplies	15	-	-
217	Dues and Subscriptions	50	50	50
218	Non-Capital Equipment and Furniture	1,766	1,700	1,700
229	Materials and Supplies	204	350	350
240	Equipment Repair and Maintenance	744	1,600	1,600
243	Non-Capital Computer Equipment and Supplies	1,198	2,000	3,000
246	Liability Insurance	4,397	5,926	4,889
250	Professional and Contracted Services	585	1,000	1,000
258	Investigative Expenses	10,470	6,300	6,300
273	Fleet Lease - Operating and Maintenance	37,960	51,273	39,270
274	Fleet Lease - Replacement	23,262	33,075	53,988
	Subtotal	*80,651*	*103,274*	*112,147*
	SERVICE TOTAL	**$930,543**	**$987,837**	**$1,012,596**

Service: **SWAT Team**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Special Weapons and Tactics (SWAT) Team is a collateral service function of the Special Operations Section. The SWAT Team is composed of tactical officers, negotiators, medics and dispatchers from Police Services, Fire Services, the Longmont Emergency Communications Center and the Frederick Police Department. Team members are on call to provide assistance to any division, section or unit within the Longmont Department of Public Safety or the Frederick Police Department. From time to time, the team is also requested by other outside agencies to assist them with critical incidents. The types of incidents the team provides assistance with are barricaded suspects, hostage situations, service of high-risk and unknown-risk search and arrest warrants, sniper incidents, apprehension of armed and dangerous fugitives, civil disorder and crowd control, VIP protection, directed patrol operations, and major case follow-ups. The team also is used as a training resource for the police department in areas such as firearms, less-than-lethal weaponry, patrol tactics, and crowd control.

The SWAT Team oversees and manages the department's participation in the Boulder County Bomb Squad. The squad is staffed with hazardous devices technicians (bomb techs) from Police Services, Fire Services and the Boulder County Sheriff's Office. The squad's primary mission is to protect and save lives by rendering safe actual or suspected hazardous devices including, but not limited to, explosives, explosive compounds, bombs, military ordnance, booby traps, incendiary devices, and improvised explosive devices. The squad is also used as a training resource for local police and fire departments in areas such as explosives, bombs and post-blast investigations.

Both the SWAT Team and the Bomb Squad are actively involved in community education through public relations appearances and demonstrations.

Service: SWAT Team

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
121	Wages - Overtime	110,612	50,633	106,633
124	Skill Based Overtime Pay	158	-	-
135	Compensation Insurance	366	1,689	2,004
141	Uniforms and Protective Clothing	2,480	5,450	5,450
142	Food Allowance	509	400	400
	Subtotal	*114,125*	*58,172*	*114,487*
	Operating and Maintenance			
210	Office Supplies	16	-	-
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	213	775	775
218	Non-Capital Equipment and Furniture	37,550	45,680	45,788
229	Materials and Supplies	39,665	34,930	27,250
240	Equipment Repair and Maintenance	9,579	9,710	8,915
243	Non-Capital Computer Equipment and Supplies	-	520	200
246	Liability Insurance	7,795	9,389	3,678
247	Safety Expenses	23,195	29,750	16,000
250	Professional and Contracted Services	682	225	225
262	Radio Repair and Maintenance	-	500	500
264	Printing and Copying	-	100	100
269	Other Services and Charges	13	-	-
273	Fleet Lease - Operating and Maintenance	33,548	45,457	19,918
274	Fleet Lease - Replacement	121,834	121,834	75,902
	Subtotal	*274,090*	*299,020*	*199,401*
	Capital Outlay			
432	Vehicles	-	-	29,150
440	Machinery and Equipment	-	12,000	-
	Subtotal	-	*12,000*	*29,150*
	SERVICE TOTAL	**$388,215**	**$369,192**	**$343,038**

Suppport Services Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,466,118	1,490,055	1,529,426
Operating and Maintenance	495,216	255,816	279,154
Non-Operating	-	-	-
Capital	-	-	10,000
TOTAL	**$ 1,961,334**	**$ 1,745,871**	**$ 1,818,580**

Within the General Fund, the Support Services Division includes two budget services: Support Services, which includes the Logistics Unit, and Training & Personnel.

Service: **Support Services**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

Support Services provides support to the administrative and operational components of the Public Safety Department. Hiring, promoting and training functions for all divisions are managed and coordinated through its Training & Personnel Unit. The Logistics Unit facilitates and coordinates budget preparation and management; research, equipment specification and purchasing; facility maintenance and construction for the Safety & Justice Building, police substations and fire stations, including liaison with Facility Operations; and liaison with Fleet Services.

Support Services also provides liaison with Front Range Community College, Longmont Campus, and the chaplains group and several community support organizations; and facilitates the employee and supervisory exchange programs with other law enforcement agencies.

SERVICE: Support Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**4.00**	**4.00**	**4.00**

Service: Support Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	285,010	334,205	331,937
115	One Time Payment	-	3,279	4,543
121	Wages - Overtime	12,825	3,500	5,500
122	Longevity Compensation	3,540	3,660	3,780
123	Leave Expense	6,778	-	-
124	Skill Based Overtime Pay	104	-	-
126	Retirement Health Savings Plan	2,731	1,600	1,600
129	Medicare	2,743	3,200	3,172
131	MOPC	4,151	4,775	4,676
132	Employee Insurance	49,723	54,430	54,106
133	Employee Retirement	5,239	6,399	6,266
134	Police and Fire Retirement	24,095	23,842	23,842
135	Compensation Insurance	7,925	64,733	63,809
136	Unemployment Insurance	993	1,002	663
137	Staff Training and Conferences	101	-	-
139	Dental Insurance	2,320	2,337	2,322
141	Uniforms and Protective Clothing	7,178	525	525
142	Food Allowance	720	700	700
	Subtotal	*416,176*	*508,187*	*507,441*
	Operating and Maintenance			
210	Office Supplies	2,138	6,220	2,000
216	Reference Books and Materials	354	2,450	1,450
217	Dues and Subscriptions	3,864	3,185	3,185
218	Non-Capital Equipment and Furniture	58,678	5,772	5,772
228	Janitorial Supplies	8,354	-	-
229	Materials and Supplies	28,677	4,965	4,965
230	Printing and Copier Supplies	480	-	1,000
232	Building Repair and Maintenance	59,385	2,500	2,500
240	Equipment Repair and Maintenance	25,262	12,156	12,156
241	Grounds Maintenance	2,355	-	-
243	Non-Capital Computer Equipment and Supplies	9,407	5,307	5,307
245	Mileage Allowance	460	500	500
246	Liability Insurance	4,709	5,527	5,043
247	Safety Expenses	11,018	7,295	7,295
250	Professional and Contracted Services	124,131	100,301	104,521
252	Advertising and Legal Notices	-	300	300
258	Investigative Expenses	-	300	300
264	Printing and Copying	1,190	6,164	4,164
269	Other Services and Charges	7,560	-	-
273	Fleet Lease - Operating and Maintenance	18,851	24,099	20,332
274	Fleet Lease - Replacement	5,230	5,230	5,230
	Subtotal	*372,103*	*192,271*	*186,020*
	Capital Outlay			
475	Building and Facility Improvements	-	-	10,000
	Subtotal	-	-	*10,000*
	SERVICE TOTAL	**$788,279**	**$700,458**	**$703,461**

Service: **Training & Personnel**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Training & Personnel Unit is a primary service function of the Support Services Division. Training & Personnel is responsible for recruiting and hiring processes for full-time employees and direct support of other department divisions, sections and units during their hiring processes; coordinating the orientation program for new employees; facilitating and coordinating of internal promotional processes; coordinating training issues and functions; disseminating training information and opportunities; registration, scheduling, and coordination of logistical issues associated with training programs; administering the annual department training budget, including tracking, auditing, and reporting training fund expenditures; coordinating the needs-based training program; and maintaining training records for all department personnel.

SERVICE: Training & Personnel

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	1.00	1.00	2.00
Police Officer	1.00	1.00	0.00
Total	**6.00**	**6.00**	**6.00**

Service: Training & Personnel

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	495,275	495,810	513,565
121	Wages - Overtime	240,415	185,685	185,685
122	Longevity Compensation	1,500	-	-
123	Leave Expense	13,124	-	-
124	Skill Based Overtime Pay	1,245	-	-
126	Retirement Health Savings Plan	6,478	4,957	5,137
127	FPPA Death and Disability	5,725	5,275	7,941
129	Medicare	6,976	7,189	7,448
132	Employee Insurance	73,432	80,817	83,712
134	Police and Fire Retirement	49,680	49,581	51,354
135	Compensation Insurance	15,686	557	15,483
136	Unemployment Insurance	1,469	1,488	1,026
137	Staff Training and Conferences	129,344	141,538	141,538
139	Dental Insurance	3,426	3,471	3,596
141	Uniforms and Protective Clothing	3,824	3,300	3,300
142	Food Allowance	2,343	2,200	2,200
	Subtotal	*1,049,942*	*981,868*	*1,021,985*
	Operating and Maintenance			
210	Office Supplies	992	-	-
215	Audiovisual Materials	27	200	200
216	Reference Books and Materials	841	-	-
217	Dues and Subscriptions	1,294	850	850
218	Non-Capital Equipment and Furniture	1,127	1,500	1,500
229	Materials and Supplies	42,244	30,275	55,275
240	Equipment Repair and Maintenance	340	-	-
243	Non-Capital Computer Equipment and Supplies	557	-	-
246	Liability Insurance	1,911	2,900	2,985
250	Professional and Contracted Services	35,376	5,000	5,000
261	Telephone Charges	334	-	-
264	Printing and Copying	463	-	-
269	Other Services and Charges	7,081	9,400	9,400
273	Fleet Lease - Operating and Maintenance	18,864	13,420	17,924
274	Fleet Lease - Replacement	11,662	-	-
	Subtotal	*123,113*	*63,545*	*93,134*
	SERVICE TOTAL	**$1,173,055**	**$1,045,413**	**$1,115,119**

Information Services Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,661,684	2,845,349	2,917,994
Operating and Maintenance	387,329	432,994	433,106
Non-Operating	-	-	-
Capital	28,370	-	-
TOTAL	**$ 3,077,383**	**$ 3,278,343**	**$ 3,351,100**

Within the General Fund, the Information Services Division includes six budget services: the Emergency Communications Center, Information & Technology, Information Services, the Public Safety Outreach Unit, Volunteer Programs, and the Records Unit.

Service: **Longmont Emergency Communications Center**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center (LECC) is a primary service function of the Information Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad other emergency and nonemergency calls are routed to the LECC for processing. Communications specialists prioritize all calls as requests for emergency, urgent, and less critical calls for service. They identify the best resource to resolve each incident and route the information appropriately for the best possible service. The LECC staff provides 24-hour, 365-day-per-year dispatching services for Police, Fire and private ambulance service. At night and on weekends they also provide dispatching services for the Department of Public Works and Natural Resources. Communications specialists are the first contact for citizens in times of crisis and emergency.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
Emergency Comm Tech Systems Specialist	1.00	1.00	1.00
Total	**20.00**	**20.00**	**20.00**

Service: Longmont Emergency Communications Center

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,000,816	1,101,620	1,147,105
112	Wages - Temporary	3,499	-	-
114	Skill Based Pay	3,266	3,600	1,800
115	One Time Payment	-	2,000	1,500
121	Wages - Overtime	94,267	74,210	76,419
122	Longevity Compensation	1,860	1,920	1,980
123	Leave Expense	34,609	-	-
124	Skill Based Overtime Pay	466	-	-
126	Retirement Health Savings Plan	13,433	10,024	10,591
128	FICA	217	-	-
129	Medicare	13,441	15,640	16,662
131	MOPC	52,062	53,940	57,450
132	Employee Insurance	158,585	175,269	186,983
133	Employee Retirement	65,700	72,270	76,983
135	Compensation Insurance	1,902	2,170	2,697
136	Unemployment Insurance	3,171	3,225	2,299
137	Staff Training and Conferences	13,917	15,500	15,500
139	Dental Insurance	7,398	7,528	8,034
142	Food Allowance	288	400	400
	Subtotal	*1,468,897*	*1,539,316*	*1,606,403*
	Operating and Maintenance			
210	Office Supplies	13	-	-
217	Dues and Subscriptions	2,533	1,200	1,200
218	Non-Capital Equipment and Furniture	4,187	5,100	5,100
229	Materials and Supplies	1,223	1,850	1,850
232	Building Repair and Maintenance	-	700	700
240	Equipment Repair and Maintenance	(3,558)	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	108	-	-
245	Mileage Allowance	52	200	200
246	Liability Insurance	3,925	3,841	4,054
262	Radio Repair and Maintenance	1,800	500	500
269	Other Services and Charges	1,603	2,000	2,000
	Subtotal	*11,886*	*22,391*	*22,604*
	SERVICE TOTAL	**$1,480,783**	**$1,561,707**	**$1,629,007**

Service: **Public Safety Information & Tecnhology Services**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:
Information & Technology is a primary service function of the Information Services Division. Information & Technology (IT) is responsible for planning and organizing all IT-related functions and initiatives for the Department of Public Safety. This includes providing technical support and maintenance for existing infrastructure, hardware and applications for the Safety & Justice Center, six fire stations, five police substations, and all police and fire vehicles. Information & Technology also researches and recommends new technology to meet public safety IT needs.

SERVICE: Public Safety Information & Technology Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Public Safety Info/Technology Manager	1.00	1.00	1.00
Mobile Data Communications Specialist	2.00	2.00	2.00
Total	**3.00**	**3.00**	**3.00**

Service: Public Safety Information & Technology Services

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	195,628	200,631	203,670
115	One Time Payment	-	1,537	1,500
121	Wages - Overtime	11,602	10,009	12,000
123	Leave Expense	4,231	-	-
126	Retirement Health Savings Plan	1,672	1,200	1,200
129	Medicare	2,976	2,894	2,953
131	MOPC	9,932	9,978	10,184
132	Employee Insurance	29,874	32,528	33,198
133	Employee Retirement	12,535	13,370	13,646
135	Compensation Insurance	85	173	154
136	Unemployment Insurance	596	599	407
139	Dental Insurance	1,395	1,397	1,426
142	Food Allowance	155	-	-
	Subtotal	*270,681*	*274,316*	*280,338*
	Operating and Maintenance			
217	Dues and Subscriptions	504	600	600
218	Non-Capital Equipment and Furniture	12,753	-	600
229	Materials and Supplies	2,049	425	425
240	Equipment Repair and Maintenance	118,938	108,500	112,500
243	Non-Capital Computer Equipment and Supplies	20,735	31,100	30,500
245	Mileage Allowance	-	100	-
246	Liability Insurance	2,662	873	897
250	Professional and Contracted Services	1,136	3,100	3,000
261	Telephone Charges	158	-	-
273	Fleet Lease - Operating and Maintenance	1,588	2,519	1,288
	Subtotal	*160,523*	*147,217*	*149,810*
	SERVICE TOTAL	**$431,204**	**$421,533**	**$430,148**

Service: **Public Safety Information Services**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

Information Services provides a wide range of information sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, Information Services is responsible for public outreach efforts, including community prevention and education efforts and recruiting volunteers needed throughout the department.

SERVICE: Public Safety Information Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Deputy Public Safety Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**

Service: Public Safety Information Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	181,470	180,972	180,972
115	One Time Payment	-	2,000	3,000
121	Wages - Overtime	302	750	750
122	Longevity Compensation	2,160	2,220	2,280
126	Retirement Health Savings Plan	1,979	800	800
129	Medicare	672	758	758
131	MOPC	2,623	2,613	2,613
132	Employee Insurance	26,841	29,498	29,498
133	Employee Retirement	3,311	3,501	3,501
134	Police and Fire Retirement	12,939	12,871	12,871
135	Compensation Insurance	-	415	459
136	Unemployment Insurance	537	543	362
139	Dental Insurance	1,253	1,267	1,267
141	Uniforms and Protective Clothing	600	1,000	1,000
142	Food Allowance	25	250	250
	Subtotal	*234,712*	*239,458*	*240,381*
	Operating and Maintenance			
210	Office Supplies	4,765	6,775	5,775
216	Reference Books and Materials	193	1,525	1,525
217	Dues and Subscriptions	48	250	250
218	Non-Capital Equipment and Furniture	3,263	1,000	1,000
229	Materials and Supplies	604	1,000	1,000
230	Printing and Copier Supplies	6,067	6,500	6,500
240	Equipment Repair and Maintenance	242	250	250
246	Liability Insurance	-	1,512	1,086
249	Operating Leases and Rentals	20,279	27,350	24,850
250	Professional and Contracted Services	970	1,000	1,000
261	Telephone Charges	135,631	160,871	160,871
264	Printing and Copying	3,219	7,600	6,100
269	Other Services and Charges	18	500	500
273	Fleet Lease - Operating and Maintenance	3,746	5,798	7,285
274	Fleet Lease - Replacement	9,721	-	-
	Subtotal	*188,766*	*221,931*	*217,992*
	SERVICE TOTAL	**$423,478**	**$461,389**	**$458,373**

Service: **Public Safety Outreach**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant amount of information, education and program materials to the public either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, and classroom and public presentations. Outreach efforts include, but are not limited to, Neighborhood Watch; fire safety presentations and education to schools, businesses, and retirement facilities; a smoke alarm campaign; a Citizen Police Academy; a Citizen Fire Academy; car seat inspections, career fairs, and Safety & Justice Center tours. The Outreach Unit also is responsible for the City's False Alarm Program and the department's volunteer program.

SERVICE: Public Safety Outreach

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Public Safety Outreach Manager	1.00	1.00	1.00
Safety Edcuation Coordinator	0.50	0.50	0.50
Total	**1.50**	**1.50**	**1.50**

Service: Public Safety Outreach

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	92,089	99,740	100,766
112	Wages - Temporary	-	14,000	14,000
115	One Time Payment	-	1,420	1,500
121	Wages - Overtime	3,926	5,620	5,620
123	Leave Expense	7,153	-	-
124	Skill Based Pay	109	-	-
126	Retirement Health Savings Plan	2,155	600	600
128	FICA	-	868	868
129	Medicare	1,205	1,649	1,664
131	MOPC	4,873	4,987	5,038
132	Employee Insurance	14,950	16,258	16,424
133	Employee Retirement	6,148	6,683	6,751
135	Compensation Insurance	-	98	87
136	Unemployment Insurance	299	299	201
139	Dental Insurance	698	698	705
142	Food Allowance	638	1,125	1,125
	Subtotal	*134,243*	*154,045*	*155,349*
	Operating and Maintenance			
214	Pamphlets and Documents	113	500	500
217	Dues and Subscriptions	250	75	75
218	Non-Capital Equipment and Furniture	445	700	700
229	Materials and Supplies	6,968	8,900	8,600
240	Equipment Repair and Maintenance	-	400	400
246	Liability Insurance	-	1,191	1,233
264	Printing and Copying	273	-	-
269	Other Services and Charges	450	300	300
273	Fleet Lease - Operating and Maintenance	2,666	5,323	9,161
	Subtotal	*11,165*	*17,389*	*20,969*
	SERVICE TOTAL	**$145,408**	**$171,434**	**$176,318**

Service: **Volunteer Programs**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The various Public Safety Volunteer Programs are administered out of the Public Safety Outreach Unit of the Information Services Division and consist of:

- S&J Volunteers: Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- Citizen Volunteer Patrol (CVP): CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional "eyes and ears" for the Patrol Operations Section. Duties include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- Student Intern Officers (SIO): SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department's officers are past graduates of the SIO program.
- Explorers: The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. It prepares young people ages 16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- Front Range Chaplains: Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either on site at emergency scenes or though one-to-one counseling.
- Fire Corps Volunteers: These volunteers provide support services to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, car seat installation, and administrative support. These volunteer positions often provide assistance and support with a variety of special projects and events.

Service: Volunteer Programs

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
137	Staff Training and Conferences	1,344	1,000	1,000
142	Food Allowance	2,083	2,800	2,700
	Subtotal	*3,427*	*3,800*	*3,700*
	Operating and Maintenance			
217	Dues and Subscriptions	45	50	70
229	Materials and Supplies	988	650	1,030
246	Liability Insurance	466	-	1,006
273	Fleet Lease - Operating and Maintenance	9,809	14,648	12,306
	Subtotal	*11,308*	*15,348*	*14,412*
	SERVICE TOTAL	**$14,735**	**$19,148**	**$18,112**

Service: **Public Safety Records Unit**

FUND: General Fund
DEPARTMENT: Public Safety

Service Description:

The Records Unit is a primary service function of Information & Technology. Personnel assigned to the Records Unit act as the primary custodians for Longmont criminal justice records to ensure department compliance with legislative requirements to maintain complete and accurate records. Records personnel also ensure that the public has access to releasable information and that the department is in compliance with court orders to seal or expunge records. Records personnel enter, update and cancel criminal justice record information, including sex offender registrations, in a variety of databases.

SERVICE: Public Safety Records Unit

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Records Supervisor	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Poliice Services Technician	6.00	6.00	6.00
Total	**10.00**	**10.00**	**10.00**

Service: Public Safety Records Unit

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	394,887	469,877	457,155
112	Wages - Temporary	11,107	16,050	16,050
114	Skill Based Pay	1,186	1,200	1,200
115	One Time Payment	-	1,000	1,500
121	Wages - Overtime	7,636	13,000	11,000
123	Leave Expense	11,291	-	-
124	Skill Based Overtime Pay	35	-	-
126	Retirement Health Savings Plan	5,118	3,927	4,314
128	FICA	688	995	995
129	Medicare	5,229	6,417	6,876
131	MOPC	20,250	20,979	22,918
132	Employee Insurance	61,745	68,201	74,516
133	Employee Retirement	25,563	28,109	30,708
135	Compensation Insurance	819	364	365
136	Unemployment Insurance	1,233	1,255	913
139	Dental Insurance	2,883	2,929	3,202
142	Food Allowance	54	111	111
	Subtotal	*549,724*	*634,414*	*631,823*
Operating and Maintenance				
217	Dues and Subscriptions	251	200	200
218	Non-Capital Equipment and Furniture	186	1,000	1,000
229	Materials and Supplies	(188)	300	300
245	Mileage Allowance	61	100	100
246	Liability Insurance	-	2,118	1,719
250	Professional and Contracted Services	2,628	5,000	4,000
264	Printing and Copying	743	-	-
	Subtotal	*3,681*	*8,718*	*7,319*
Capital Outlay				
440	Machinery and Equipment	28,370	-	-
	Subtotal	*28,370*	-	-
	SERVICE TOTAL	**$581,775**	**$643,132**	**$639,142**

Public Works and Natural Resources Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	3,603,629	3,849,189	3,995,001
Operating and Maintenance	3,378,446	3,234,683	3,529,650
Non-Operating	-	-	-
Capital	161,821	13,877	29,436
TOTAL	**$ 7,143,896**	**$ 7,097,749**	**$ 7,554,087**

The Public Works and Natural Resources Department includes:

- Parks and Forestry
- Open Space and Trails
- Public Facilities
- Sanitation
- Water
- Sewer
- Storm Drainage
- Streets

Only Parks and Forestry and Public Facilities are included here because they are funded from the General Fund.

Parks and Forestry Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,353,891	2,450,700	2,586,733
Operating and Maintenance	1,643,886	1,476,798	1,758,621
Non-Operating	-	-	-
Capital	1,155	13,877	29,436
TOTAL	**$ 3,998,932**	**$ 3,941,375**	**$ 4,374,790**

Parks and Forestry includes nine budget services:

- Natural Resources Administration
- Forestry Maintenance
- Municipal Grounds Maintenance
- Parks Development and Improvement
- Parks Maintenance
- Right-of-way Maintenance
- Union Reservoir
- Parks Resources Management
- Engineering/Survey Technical Services

Service: **Natural Resources Administration**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Natural Resources Administration, part of the Public Works and Natural Resources Department, manages the Natural Resources Division, which includes the following services: parks, forestry, greenways, mountain preserves, city lands, wildlife management, vector control, Button Rock and Union reservoirs, and open space. Responsibilities include, but are not limited to, representing the division at City Council and advisory board meetings, preparing employee work schedules, supervising and evaluating employees, purchasing, and budget preparation and control. This service also is responsible for resolving residents' concerns and problems.

SERVICE: Natural Resources Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Natural Resources Manager	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
Total	**1.50**	**1.50**	**1.50**

Service: Natural Resources Administration

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	104,617	105,456	105,456
114	Skill Based Pay	1	-	-
115	One Time Payment	-	1,500	2,250
121	Wages - Overtime	-	800	800
123	Leave Expense	1,122	-	-
126	Retirement Health Savings Plan	1,078	600	600
129	Medicare	1,360	1,529	1,530
131	MOPC	5,293	5,273	5,273
132	Employee Insurance	15,819	17,189	17,190
133	Employee Retirement	6,681	7,066	7,065
135	Compensation Insurance	55	88	77
136	Unemployment Insurance	317	316	210
137	Staff Training and Conferences	2,399	3,762	3,762
139	Dental Insurance	738	738	738
142	Food Allowance	325	500	500
	Subtotal	*139,805*	*144,817*	*145,451*
	Operating and Maintenance			
210	Office Supplies	1,933	3,400	3,400
216	Reference Books and Materials	18	250	250
217	Dues and Subscriptions	148	478	478
218	Non-Capital Equipment and Furniture	98	179	179
229	Materials and Supplies	277	700	700
230	Printing and Copier Supplies	172	780	780
240	Equipment Repair and Maintenance	4,190	2,940	2,940
243	Non-Capital Computer Equipment and Supplies	-	825	825
245	Mileage Allowance	-	100	100
246	Liability Insurance	1,207	2,447	365
247	Safety Expenses	88	-	-
249	Operating Leases and Rentals	-	1,491	1,491
250	Professional and Contracted Services	17,328	1,166	1,166
252	Advertising and Legal Notices	-	550	550
261	Telephone Charges	590	2,000	2,000
263	Postage	296	600	600
264	Printing and Copying	274	220	220
269	Other Services and Charges	1,522	-	-
	Subtotal	*28,141*	*18,126*	*16,044*
	Capital Outlay			
440	Machinery and Equipment	-	-	8,997
	Subtotal	-	-	*8,997*
	SERVICE TOTAL	**$167,946**	**$162,943**	**$170,492**

Service: **Forestry Maintenance**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Forestry Maintenance budget service is a part of the Natural Resources Division. This service maintains and cares for trees on public property, including the rights-of-way, arterials, parks, greenways and retention sites, and around public buildings. Maintenance functions include planting new trees, trimming existing trees, tree removal and stump grinding, emergency storm damage response, insect and disease inspection and control measures, Tree Safety Inspection Program (TSIP), code inspections, and responding to requested maintenance needs. The Forestry Service also coordinates and monitors contracted tree maintenance services, conducts public education programs, and responds to tree questions and concerns.

SERVICE: Forestry Maintenance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
City Forester	1.00	1.00	1.00
Senior Arborist Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	**2.25**	**2.25**	**2.25**

Service: Forestry Maintenance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	134,500	139,815	139,773
112	Wages - Temporary	69,391	69,650	71,600
115	One Time Payment	-	1,259	3,249
121	Wages - Overtime	1,123	1,000	1,000
122	Longevity Compensation	1,800	-	-
123	Leave Expense	4,411	-	-
126	Retirement Health Savings Plan	1,589	900	900
128	FICA	4,437	4,318	4,439
129	Medicare	1,867	1,987	2,015
131	MOPC	6,952	6,991	6,988
132	Employee Insurance	20,822	22,790	22,784
133	Employee Retirement	8,775	9,368	9,364
135	Compensation Insurance	2,827	4,575	4,209
136	Unemployment Insurance	416	419	279
139	Dental Insurance	972	979	979
141	Uniforms and Protective Clothing	541	480	480
142	Food Allowance	198	100	100
	Subtotal	*260,621*	*264,631*	*268,159*
	Operating and Maintenance			
210	Office Supplies	82	-	-
216	Reference Books and Materials	126	150	150
217	Dues and Subscriptions	991	846	846
218	Non-Capital Equipment and Furniture	4,886	4,000	4,000
222	Chemicals	1,416	3,000	3,000
229	Materials and Supplies	265	-	-
240	Equipment Repair and Maintenance	2,021	2,000	2,000
241	Grounds Maintenance	9,573	20,000	38,750
243	Non-Capital Computer Equipment and Supplies	622	-	2,500
246	Liability Insurance	15,959	27,650	25,864
247	Safety Expenses	1,227	1,000	1,000
250	Professional and Contracted Services	131,177	122,118	208,368
261	Telephone Charges	916	1,140	1,140
264	Printing and Copying	717	500	500
269	Other Services and Charges	280	-	-
273	Fleet Lease - Operating and Maintenance	38,898	45,450	48,938
274	Fleet Lease - Replacement	58,409	54,010	54,010
	Subtotal	*267,565*	*281,864*	*391,066*
	SERVICE TOTAL	**$528,186**	**$546,495**	**$659,225**

Service: **Municipal Grounds Maintenance**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
Within Natural Resources, the Municipal Grounds Maintenance service provides general grounds and landscaping work on approximately 56.4 acres of land at the Civic Center, Safety and Justice Center, Meeker Neighborhood Center, Callahan House, Service Center, and Quail Campus. This includes mowing, watering and fertilizing turf areas; planting and trimming trees and shrubs; horticultural maintenance of floral beds; repair and preventative maintenance of irrigation systems; clearing debris; weed control; repair and maintenance of curbs, gutters, sidewalks, and parking lots, including snow removal; and lighting in these areas.

SERVICE: Municipal Grounds Maintenance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Parks Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	3.50	3.30	3.30
Project Manager	0.50	0.50	0.00
Total	**4.25**	**4.05**	**3.55**

Service: Municipal Grounds Maintenance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	160,242	215,835	178,511
112	Wages - Temporary	-	-	225
114	Skill Based Pay	4,914	225	-
115	One Time Payment	-	2,567	3,825
121	Wages - Overtime	5,282	-	-
122	Longevity Compensation	810	840	870
123	Leave Expense	5,340	-	-
124	Skill Based Overtime Pay	192	-	-
126	Retirement Health Savings Plan	1,300	1,620	1,420
128	FICA	-	551	14
129	Medicare	2,349	3,251	2,592
131	MOPC	9,408	10,767	8,926
132	Employee Insurance	33,584	35,064	29,096
133	Employee Retirement	11,873	14,427	11,960
135	Compensation Insurance	716	2,936	2,711
136	Unemployment Insurance	671	645	357
139	Dental Insurance	1,569	1,506	1,250
	Subtotal	*238,250*	*290,234*	*241,757*
	Operating and Maintenance			
222	Chemicals	391	1,500	1,500
229	Materials and Supplies	438	300	300
232	Building Repair and Maintenance	1,095	100	100
240	Equipment Repair and Maintenance	-	50	50
241	Grounds Maintenance	2,563	-	-
246	Liability Insurance	989	2,798	2,048
247	Safety Expenses	259	-	-
250	Professional and Contracted Services	36,200	20,000	20,427
273	Fleet Lease - Operating and Maintenance	13,178	4,308	10,049
274	Fleet Lease - Replacement	2,582	10,923	15,968
	Subtotal	*57,695*	*39,979*	*50,442*
	SERVICE TOTAL	**$295,945**	**$330,213**	**$292,199**

Service: **Parks Development and Improvement**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The primary function of this service area is management of the acquisition, design and construction of new City park, open space and greenway projects. Projects also include improvements to existing facilities. Capital projects range from small connection, right-of-way enhancement, and facility improvement projects to large phased projects such as Dry Creek Community Park and St. Vrain Greenway developments.

Coordination with other City divisions in review and inspection for park and greenway improvement projects as part of the Development Review process is also provided. Completion of long-range park planning is done for Longmont Area Comprehensive Plan updates and county referrals. Review of annexations and development plans for areas within City ownership and with ongoing City maintenance or adjacent to City facilities are other duties of this service area. Annual updates, including periodic major updates of the Park Improvement Fee, City of Longmont Design Standards and Construction Specifications, and the Park Development Standards also are completed.

Grant writing and administration of those grants, including final desk audits, is an ongoing aspect of capital project responsibility. Obtaining matching funds for grant applications and administering projects to comply with grant requirements are other responsibilities of this service area.

SERVICE: Parks Development and Improvement

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Parks and Open Space Project Manager	1.00	1.00	0.00
Sr Project Manager	0.00	0.00	1.00
Project Manager	0.50	0.50	0.50
Total	**1.50**	**1.50**	**1.50**

Service: Parks Development and Improvement

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	115,497	119,118	119,118
112	Wages - Temporary	-	-	32,000
115	One Time Payment	-	1,500	2,250
123	Leave Expense	3,814	-	-
126	Retirement Health Savings Plan	1,385	600	600
128	FICA	-	-	1,984
129	Medicare	1,461	1,727	2,192
131	MOPC	5,979	5,956	5,956
132	Employee Insurance	17,759	19,416	19,417
133	Employee Retirement	7,546	7,981	7,981
135	Compensation Insurance	171	98	87
136	Unemployment Insurance	355	357	238
139	Dental Insurance	829	834	834
142	Food Allowance	123	500	430
	Subtotal	*154,919*	*158,087*	*193,087*
	Operating and Maintenance			
217	Dues and Subscriptions	779	550	770
218	Non-Capital Equipment and Furniture	-	100	100
229	Materials and Supplies	178	400	400
243	Non-Capital Computer Equipment and Supplies	113	200	200
246	Liability Insurance	710	581	1,295
247	Safety Expenses	100	150	150
261	Telephone Charges	1,075	1,400	1,400
263	Postage	117	100	100
264	Printing and Copying	78	200	50
273	Fleet Lease - Operating and Maintenance	1,028	7,332	938
	Subtotal	*4,178*	*11,013*	*5,403*
	SERVICE TOTAL	**$159,097**	**$169,100**	**$198,490**

Service: **Parks Maintenance**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Parks Maintenance service is part of the Natural Resources Division. This service maintains 30 City parks within the city limits. Maintenance activities include, but are not limited to, horticultural shrub and floral care, including bed preparation, planting, trimming, and irrigation; and disease and insect spraying. Athletic field maintenance includes game preparation, aeration, fertilization, spraying, weed control, mowing and irrigation. Ditchways and bikeways also are related maintenance activities. Crews remove snow from park and median areas and maintain structures such as restrooms, playgrounds, multipurpose courts, tennis courts, shelters, pumphouses, and special feature amenities such as wheels parks, spray grounds, etc. This service includes vandalism and graffiti repair in the City parks.

SERVICE: Parks Maintenance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Project Manager	0.00	0.00	0.50
Parks Mtce and Solid Waste Ops Manager	0.50	0.50	0.50
Parks Supervisor	1.25	1.25	1.25
Senior Grounds Maintenance Technician	9.50	9.50	8.50
Grounds Maintenance Technician II	3.00	1.75	1.75
Natural Resources Technician	0.00	0.85	0.85
Graffiti Removal Specialist	0.00	0.25	1.25
Administrative Assistant	0.90	0.90	0.90
Total	**15.15**	**15.00**	**15.50**

Service: Parks Maintenance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	620,317	751,401	790,257
112	Wages - Temporary	100,955	20,700	56,280
114	Skill Based Pay	13,176	2,685	1,200
115	One Time Payment	-	10,493	15,653
121	Wages - Overtime	25,202	-	-
122	Longevity Compensation	810	840	870
123	Leave Expense	15,929	-	-
124	Skill Based Overtime Pay	677	-	-
126	Retirement Health Savings Plan	6,187	6,000	6,200
128	FICA	7,183	4,383	3,489
129	Medicare	10,072	11,915	12,291
131	MOPC	32,591	37,551	39,573
132	Employee Insurance	113,925	121,979	128,812
133	Employee Retirement	41,139	50,307	53,028
135	Compensation Insurance	15,982	23,795	21,885
136	Unemployment Insurance	2,279	2,245	1,579
137	Staff Training and Conferences	1,105	3,500	3,500
139	Dental Insurance	5,318	5,238	5,532
141	Uniforms and Protective Clothing	3,071	4,000	4,000
142	Food Allowance	213	249	249
	Subtotal	*1,016,131*	*1,057,281*	*1,144,398*
	Operating and Maintenance			
210	Office Supplies	1,206	1,000	1,000
216	Reference Books and Materials	72	50	50
217	Dues and Subscriptions	75	530	530
218	Non-Capital Equipment and Furniture	10,371	750	750
220	Gas and Oil	79	106	-
222	Chemicals	1,205	18,000	18,000
228	Janitorial Supplies	2,560	3,000	3,000
229	Materials and Supplies	25,441	-	-
232	Building Repair and Maintenance	18,322	-	-
240	Equipment Repair and Maintenance	12,056	6,210	6,210
241	Grounds Maintenance	119,048	45,000	45,000
243	Non-Capital Computer Equipment and Supplies	2,047	2,000	4,500
246	Liability Insurance	47,773	58,237	68,396
247	Safety Expenses	22,420	5,000	5,000
249	Operating Leases and Rentals	-	2,500	2,500
250	Professional and Contracted Services	220,753	219,109	314,824
260	Utilities	139	-	-
261	Telephone Charges	4,598	4,400	4,400
263	Postage	9	200	200
264	Printing and Copying	418	500	500
269	Other Services and Charges	-	10,500	10,500
273	Fleet Lease - Operating and Maintenance	166,181	144,073	143,814
274	Fleet Lease - Replacement	152,629	145,711	174,584
	Subtotal	*807,402*	*666,876*	*803,758*
	Capital Outlay			
440	Machinery and Equipment	-	13,200	16,430
	Subtotal	-	*13,200*	*16,430*
	SERVICE TOTAL	**$1,823,533**	**$1,737,357**	**$1,964,586**

Service: **Right-of-way Maintenance**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Parks Maintenance service is part of the Natural Resources Division. This service maintains 30 City parks within the city limits. Maintenance activities include, but are not limited to, horticultural shrub and floral care, including bed preparation, planting, trimming, and irrigation; and disease and insect spraying. Athletic field maintenance includes game preparation, aeration, fertilization, spraying, weed control, mowing and irrigation. Ditchways and bikeways also are related maintenance activities. Crews remove snow from park and median areas and maintain structures such as restrooms, playgrounds, multipurpose courts, tennis courts, shelters, pumphouses, and special feature amenities such as wheels parks, spray grounds, etc. This service includes vandalism and graffiti repair in the City parks.

SERVICE: Right-of-way Maintenance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Parks Supervisor	0.50	0.50	0.50
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Administrative Assistant	0.10	0.10	0.10
Total	**2.60**	**2.60**	**2.60**

Service: Right-of-way Maintenance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	158,444	139,491	139,332
112	Wages - Temporary	266	300	-
114	Skill Based Pay	170	90	900
115	One Time Payment	-	1,157	3,750
121	Wages - Overtime	7,939	-	-
123	Leave Expense	5,634	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	1,120	1,040	1,040
128	FICA	-	1,879	-
129	Medicare	1,971	2,463	2,034
131	MOPC	7,678	6,980	7,013
132	Employee Insurance	20,794	22,737	22,711
133	Employee Retirement	9,689	9,352	9,395
135	Compensation Insurance	12,725	6,418	6,320
136	Unemployment Insurance	416	418	278
139	Dental Insurance	970	976	975
141	Uniforms and Protective Clothing	1,125	-	-
142	Food Allowance	120	-	-
	Subtotal	*229,061*	*193,301*	*193,748*
	Operating and Maintenance			
210	Office Supplies	392	250	250
218	Non-Capital Equipment and Furniture	35	-	-
222	Chemicals	2,423	3,000	3,000
229	Materials and Supplies	10,961	2,950	2,950
232	Building Repair and Maintenance	16	900	900
240	Equipment Repair and Maintenance	1,677	2,920	2,920
241	Grounds Maintenance	13,512	-	-
246	Liability Insurance	11,565	17,255	14,857
247	Safety Expenses	972	-	-
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	128,293	130,000	135,263
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	62,599	73,139	81,032
274	Fleet Lease - Replacement	30,545	42,925	49,760
	Subtotal	*262,990*	*273,699*	*291,292*
	SERVICE TOTAL	**$492,051**	**$467,000**	**$485,040**

Service: **Union Reservoir**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Union Reservoir Recreation Management is part of the Natural Resources Division. The Union Reservoir facility provides residents of Longmont and surrounding areas access to aquatics-based recreational opportunities. This service provides administrative support, staffing and operational costs associated with fishing, sailing, windsurfing, picnicking, camping, and passive day use of the facility. In addition, Union Reservoir and the adjacent City lands host a number of community events that require coordination and management by reservoir staff.

SERVICE: Union Reservoir

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.70	0.70	0.70
Total	**1.70**	**1.70**	**1.70**

Service: Union Reservoir

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	88,897	92,538	92,538
112	Wages - Temporary	44,805	59,929	64,107
115	One Time Payment	-	1,568	2,550
121	Wages - Overtime	186	700	700
123	Leave Expense	3,868	-	-
126	Retirement Health Savings Plan	680	680	680
128	FICA	2,666	1,936	3,975
129	Medicare	1,821	1,795	2,272
131	MOPC	4,638	4,627	4,627
132	Employee Insurance	13,860	15,084	15,083
133	Employee Retirement	5,854	6,200	6,200
135	Compensation Insurance	1,415	1,802	2,115
136	Unemployment Insurance	277	278	185
139	Dental Insurance	647	648	648
141	Uniforms and Protective Clothing	717	1,275	1,275
142	Food Allowance	29	140	140
	Subtotal	*170,360*	*189,200*	*197,095*
	Operating and Maintenance			
210	Office Supplies	580	-	-
214	Pamphlets and Documents	-	1	1
218	Non-Capital Equipment and Furniture	14	1,000	1,250
220	Gas and Oil	-	100	100
222	Chemicals	-	400	400
223	Lab and Photo Supplies	-	50	50
224	Resale Merchandise	-	1,500	1,500
228	Janitorial Supplies	702	800	800
229	Materials and Supplies	4,200	1,801	1,801
232	Building Repair and Maintenance	3,566	4,500	4,500
240	Equipment Repair and Maintenance	558	900	900
241	Grounds Maintenance	3,062	7,389	7,389
243	Non-Capital Computer Equipment and Supplies	-	1,142	3,992
246	Liability Insurance	6,934	16,111	3,436
247	Safety Expenses	2,192	2,000	2,000
249	Operating Leases and Rentals	-	1,185	1,185
250	Professional and Contracted Services	4,804	-	-
252	Advertising and Legal Notices	-	50	50
260	Utilities	2,571	-	-
261	Telephone Charges	990	900	900
263	Postage	-	20	20
264	Printing and Copying	771	1,900	1,900
269	Other Services and Charges	-	135	135
273	Fleet Lease - Operating and Maintenance	21,520	29,894	24,999
274	Fleet Lease - Replacement	12,415	8,014	12,560
	Subtotal	*64,879*	*79,792*	*69,868*
	SERVICE TOTAL	**$235,239**	**$268,992**	**$266,963**

Service: **Parks Resources Management**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Parks and Resources Management is part of the Natural Resources Division. This service is responsible for coordinating the City's visitors' services and managing natural resources. *Included in this service is operation of the Sandstone Ranch Visitor Center, interpretive programming, and citizen education regarding natural and cultural resources.* Additional responsibilities include the Citywide ranger program, mosquito control, and wildlife management.

SERVICE: Parks Resources Management

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.30	0.30	0.30
Total	**1.30**	**1.30**	**1.30**

Service: Parks Resources Management

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	58,291	67,506	67,506
112	Wages - Temporary	(267)	-	-
115	One Time Payment	-	940	1,950
121	Wages - Overtime	67	-	-
123	Leave Expense	7,203	-	-
126	Retirement Health Savings Plan	520	520	520
129	Medicare	827	979	979
131	MOPC	3,282	3,375	3,376
132	Employee Insurance	10,072	11,004	11,003
133	Employee Retirement	4,110	4,523	4,523
135	Compensation Insurance	293	55	49
136	Unemployment Insurance	201	203	135
139	Dental Insurance	470	473	472
141	Uniforms and Protective Clothing	210	600	600
	Subtotal	*85,279*	*90,178*	*91,113*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	-	200	200
229	Materials and Miscellaneous Supplies	325	600	600
241	Grounds Maintenance	2,318	5,300	5,300
246	Liability Insurance	712	286	232
247	Safety Expenses	273	-	-
250	Professional and Contracted Services	130,121	80,396	92,167
252	Advertising and Legal Notices	343	-	-
261	Telephone Charges	54	800	800
269	Other Services and Charges	-	-	1,269
	Subtotal	*134,146*	*87,582*	*100,568*
	SERVICE TOTAL	**$219,425**	**$177,760**	**$191,681**

Service: **Engineering/Survey Technical Services**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services also are provided to other City departments. Activities also include staffing, supervision and evaluation of employees. This service coordinates the sale of maps to the public and provides technical information to the public. This is a shared service with the Water, Streets, Storm Drainage and Sewer Funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
PWNR Technology/GIS Coordinator	0.10	0.15	0.15
Engineering and Survey Tech Supervisor	0.20	0.15	0.15
Application Support Analyst	0.00	0.00	0.15
Lead GIS Analyst	0.20	0.15	0.15
Senior GIS/Mapping Technician	0.00	0.00	0.15
GIS/Mapping Technician	0.10	0.30	0.15
Senior Engineering Technician	0.00	0.00	0.15
Engineering Technician	0.00	0.45	0.30
Total	**0.60**	**1.20**	**1.35**

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	42,538	46,188	85,532
112	Wages - Temporary	29	-	-
114	Skill Based Pay	25	25	44
115	One Time Payment	-	174	317
121	Wages - Overtime	382	137	239
122	Longevity Compensation	134	-	-
123	Leave Expense	1,063	-	-
124	Skill Based Overtime Pay	0		
126	Retirement Health Savings Plan	565	305	530
129	Medicare	511	670	1,241
131	MOPC	2,165	2,311	4,279
132	Employee Insurance	7,012	7,529	13,942
133	Employee Retirement	3,351	3,096	5,733
135	Compensation Insurance	148	663	59
136	Unemployment Insurance	140	139	171
137	Staff Training and Conferences	1,074	1,386	2,412
139	Dental Insurance	326	323	599
141	Uniforms and Protective Clothing	-	25	44
	Subtotal	*59,465*	*62,971*	*115,142*
Operating and Maintenance				
210	Office Supplies	2	-	-
216	Reference Books and Materials	-	8	15
217	Dues and Subscriptions	90	1,438	3,354
218	Non-Capital Equipment and Furniture	138	254	726
219	Drafting Supplies	163	338	442
229	Materials and Supplies	64	135	147
240	Equipment Repair and Maintenance	10,529	13,037	22,383
243	Non-Capital Computer Equipment and Supplies	1,137	215	1,107
246	Liability Insurance	171	179	312
247	Safety Expenses	2	85	147
249	Operating Leases and Rentals	-	288	-
250	Professional and Contracted Services	4,292	1,581	1,591
261	Telephone Charges	8	66	257
263	Postage	5	-	-
264	Printing and Copying	20	59	103
273	Fleet Lease - Operating and Maintenance	270	184	464
	Subtotal	*16,890*	*17,867*	*31,048*
Capital Outlay				
440	Machinery and Equipment	1,155	677	4,124
	Subtotal	*1,155*	*677*	*4,124*
	SERVICE TOTAL	**$77,510**	**$81,515**	**$150,314**

Public Facilities Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,249,738	1,398,489	1,408,268
Operating and Maintenance	1,734,560	1,757,885	1,771,029
Non-Operating	-	-	-
Capital	160,666	-	-
TOTAL	**$ 3,144,964**	**$ 3,156,374**	**$ 3,179,297**

Public Facilities includes two budget services: Facility Maintenance and Facility Operations.

Service: **Facilities Maintenance Services**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Facilities Maintenance Services provides core building system maintenance and core building system repair services for general City facilities with limited support for specifically funded facilities and outlying locations. Primary duties are within each facility's envelope and include:

- General core building occupancy
- HVAC and BAS repair and maintenance
- Electrical repair and maintenance
- Plumbing repair and maintenance
- Roof system repair
- Preventive maintenance for core building equipment
- Construction-related repairs
- Access hardware repair
- Contract and project management for core building system maintenance and repairs.

Facilities Maintenance Services also serves as a construction expert liaison for other divisions when remodel projects affect the core building systems of facilities that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for general fund sites and a staff parking lot lease.

SERVICE: Facilities Maintenance Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Facilities Maintenance Supervisor	1.00	1.00	1.00
Facilities Maintenance Worker	5.00	5.00	5.00
Total	**6.00**	**6.00**	**6.00**

Service: Facilities Maintenance Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	275,550	295,449	293,780
115	One Time Payment	-	3,223	6,524
121	Wages - Overtime	19,260	19,479	19,797
123	Leave Expense	5,553	-	-
126	Retirement Health Savings Plan	3,084	2,400	2,400
129	Medicare	3,833	4,182	4,260
131	MOPC	14,064	14,421	14,691
132	Employee Insurance	43,453	47,013	47,888
133	Employee Retirement	17,752	19,324	19,681
135	Compensation Insurance	2,988	4,291	4,871
136	Unemployment Insurance	870	865	590
137	Staff Training and Conferences	2,305	2,400	2,400
139	Dental Insurance	2,028	2,019	2,055
141	Uniforms and Protective Clothing	1,737	1,200	1,200
	Subtotal	*392,477*	*416,266*	*420,137*
	Operating and Maintenance			
210	Office Supplies	561	588	546
217	Dues and Subscriptions	544	326	368
218	Non-Capital Equipment and Furniture	10,160	5,800	5,800
229	Materials and Supplies	3,692	5,396	5,417
232	Building Repair and Maintenance	63,586	56,884	58,284
233	Facility Repair and Maintenance	75,081	30,000	30,000
240	Equipment Repair and Maintenance	13,233	22,338	27,336
243	Non-Capital Computer Equipment and Supplies	4,472	-	-
246	Liability Insurance	9,692	17,756	19,834
247	Safety Expenses	1,612	1,175	1,175
248	Lease Purchase Installment	233,675	255,000	255,000
249	Operating Leases and Rentals	15,464	21,590	21,190
250	Professional and Contracted Services	164,156	203,918	203,979
260	Utilities	620,382	711,359	711,359
261	Telephone Charges	4,946	3,224	4,824
263	Postage	77	-	-
264	Printing and Copying	271	-	-
273	Fleet Lease - Operating and Maintenance	19,427	17,721	18,782
274	Fleet Lease - Replacement	3,439	-	-
	Subtotal	*1,244,470*	*1,353,075*	*1,363,894*
	Capital Outlay			
475	Building and Facility Improvement	153,428	-	-
	Subtotal	*153,428*	-	-
	SERVICE TOTAL	**$1,790,375**	**$1,769,341**	**$1,784,031**

Service: **Facilities Operations Services**

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Facilities Operations Services provides custodial and contracted custodial services and manages building operational systems and contracted services related to non-core building operating systems for general City facilities with additional limited support for specifically funded facilities and outlying locations. Primary duties are:

- Custodial cleaning, including set-up and light maintenance of the buildings
- Inspection and maintenance of critical operating systems, such as fire and burglar alarm systems, fire sprinkler systems, fire extinguishers, ADA and automatic doors, keyless entry and security gates
- Contracted services, such as divided wall partition preventive maintenance, automated motorized window treatment preventive maintenance and repairs, painting, gym wood floor yearly maintenance, carpet cleaning, window cleaning, door lock and hardware repairs, pest control, tile and carpet repairs, rag cleaning, custodial equipment repairs, etc.

Facilities Operations Services also serves as a construction expert liaison for other divisions when remodel projects affect building operating systems that FOS supports and is a building contact for vendors who need access to complete scheduled FOS/FMS repairs, inspections.

SERVICE: Facilities Operations Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Facilities Operations Supervisor	1.00	1.00	1.00
Custodian	18.75	18.75	18.75
Total	**19.75**	**19.75**	**19.75**

Service: Facilities Operations Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	584,980	706,842	691,050
114	Skill Based Pay	3,013	3,000	3,000
115	One Time Payment	-	10,928	23,591
121	Wages - Overtime	36,733	24,000	24,000
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	17,017	-	-
124	Skill Based Overtime Pay	354	-	-
126	Retirement Health Savings Plan	7,158	7,900	7,900
129	Medicare	7,530	10,115	10,066
131	MOPC	30,042	34,881	34,706
132	Employee Insurance	105,594	113,223	112,644
133	Employee Retirement	37,922	46,728	46,501
135	Compensation Insurance	15,945	13,480	24,214
136	Unemployment Insurance	2,109	2,084	1,384
137	Staff Training and Conferences	-	500	500
139	Dental Insurance	4,930	4,862	4,835
141	Uniforms and Protective Clothing	2,314	2,000	2,000
	Subtotal	*857,261*	*982,223*	*988,131*
	Operating and Maintenance			
210	Office Supplies	223	500	500
217	Dues and Subscriptions	368	370	370
218	Non-Capital Equipment and Furniture	6,707	16,000	16,000
228	Janitorial Supplies	89,176	105,000	100,000
229	Materials and Supplies	10,419	11,000	11,000
232	Building Repair and Maintenance	19,181	14,773	14,773
240	Equipment Repair and Maintenance	9,501	7,600	10,000
246	Liability Insurance	3,798	5,294	5,053
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	70	-	-
250	Professional and Contracted Services	342,520	239,550	244,096
261	Telephone Charges	2,723	2,600	3,200
263	Postage	20	-	-
264	Printing and Copying	66	-	-
273	Fleet Lease - Operating and Maintenance	2,264	1,623	1,643
274	Fleet Lease - Replacement	3,054	-	-
	Subtotal	*490,090*	*404,810*	*407,135*
	Capital Outlay			
440	Machinery and Equipment	7,238	-	-
	Subtotal	*7,238*	-	-
	SERVICE TOTAL	**$1,354,589**	**$1,387,033**	**$1,395,266**

PUBLIC SAFETY FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	4,276,063	4,442,541	4,584,595
Operating and Maintenance	1,188,866	1,202,930	1,472,858
Non-Operating	10,082	2,751	9,809
Capital	401,046	82,000	585,083
TOTAL	**$ 5,876,057**	**$ 5,730,222**	**$ 6,652,345**

This fund tracks resources from the Public Safety Tax, which was approved by voters in November 2006. It adds additional resources to the Department of Public Safety; Children, Youth and Families; and Community and Neighborhood Resources.

PUBLIC SAFETY FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 2,125,448**	**$ 2,012,874**	**$ 1,667,677**
Committed Working Capital	-	245,429	-
SOURCES OF FUNDS			
REVENUES			
Taxes	5,192,082	5,189,519	5,623,357
Intergovernmental revenue	361,985	337,154	276,975
Charges for Service	82,919	94,281	57,750
Interest	(620)	9,500	10,603
Miscellaneous	21,700	-	-
Transfers from other funds	10,201	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	14,269	-	-
TOTAL FUNDS	**5,682,536**	**5,630,454**	**5,968,685**
EXPENDITURES			
Personal Services	4,276,063	4,442,541	4,584,595
Operating and Maintenance	1,188,866	1,202,930	1,472,858
Non- Operating	10,082	2,751	9,809
Capital	401,046	82,000	585,083
Estimated Expenditure Adjustment	-	-	
Adjustment for GAAP Expenses	(80,947)	-	-
TOTAL EXPENDITURES	**5,795,110**	**5,730,222**	**6,652,345**
ENDING WORKING CAPITAL	**2,012,874**	**1,667,677**	**984,017**
CONTRIBUTION TO/(FROM) RESERVES	$ (112,574)	$ (99,768)	$ (683,660)

Public Safety Administration Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	142,117	149,258	151,649
Operating and Maintenance	49,019	55,312	41,588
Non-Operating	10,082	2,751	9,809
Capital	-	-	333,200
TOTAL	**$ 201,218**	**$ 207,321**	**$ 536,246**

The Public Safety Department consists of the Public Safety Chief's Office and four major divisions: Fire Services, Police Services, Support Services, and Information Services. The department's overall mission is to enhance the quality of life for those who live in, work in or visit our city through the delivery of professional and community-based police, fire, emergency management and public outreach services.

Within the Public Safety Tax Fund, the Public Safety Department includes budget services for the Public Safety Chief's Office, Fire Services Division, Police Services Division, Support Services Division and the Information Services Division. Those budget services include:

- Public Safety Chief – Office of Emergency Management
- Fire Services Division – Suppression, HazMat Team, Wildland Team
- Police Services Division – Patrol Operations Section, Special Operations Section, Gang & Crime Suppression Unit, School Resource Officer Unit, Traffic Unit, SWAT Team, Detective Operations Section, Special Enforcement Unit, Victim Services Unit
- Support Services Division – Training & Personnel Unit, Firing Range
- Information Services Division – Emergency Communications Center, Information & Technology, Public Safety Outreach, and Public Safety Volunteer Programs.

Service: **Public Safety Chief**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Public Safety Chief is responsible for the overall direction of the Department of Public Safety, which includes the services provided out of the Public Safety Chief's Office as well as the department's four major divisions: Police Services, Fire Services, Support Services and Information Services. The Public Safety Chief ensures that all employees comply with mandated federal and state laws, municipal ordinances, Colorado POST standards (Police) and National Fire Protection Association Codes and Standards.

The Public Safety Chief provides oversight and direction for the services provided out of his office, Police Services Division, Fire Services Division, Support Services Division and the Information Services Division. This service ensures that all Public Safety Department divisions, sections, units, offices and teams are appropriately responsive to our community and that our employees are serving within the context of all six of the initiatives in the Focus on Longmont plan.

Within the Public Safety Chief's Office are the Office of Emergency Management; Marketing, Research & Development; and the Crime Analysis Unit. The Office of Emergency Management is charged with large-scale incident planning and preparedness. Marketing administers the department's communication, public relations and marketing strategies, including the use of social media. Research & Development conducts academic and best practices research and evaluation, cost benefit analysis, and the biennial community policing survey. The Crime Analysis Unit analyzes crime data and provides strategic, tactical and administrative analysis to internal and external customers.

Service: Public Safety Chief

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
115	One Time Payment	-	-	-
123	Leave Expense	-	11,000	13,000
142	Food Allowance	68	-	-
	Subtotal	*68*	*11,000*	*13,000*
Operating and Maintenance				
217	Dues and Subscriptions	169	-	-
218	Non-Capital Equipment and Furniture	182	-	-
250	Professional and Contracted Services	20,000	-	-
263	Postage	104	-	-
	Subtotal	*20,455*	-	-
Non-Operating Expense				
970	Transfers to Other Funds	10,082	2,751	9,809
	Subtotal	*10,082*	*2,751*	*9,809*
Capital Outlay				
471	Land	-	-	333,200
	Subtotal	-	-	*333,200*
	SERVICE TOTAL	**$30,605**	**$13,751**	**$356,009**

Service: **Office of Emergency Management**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Office of Emergency Management (OEM) is a primary service function of the Public Safety Chief's Office. OEM's mission is to mitigate against, prepare for, respond to and recover from large incidents, including natural disasters and acts of terrorism.

OEM maintains the City's Emergency Operations Plan and Emergency Operations Center; monitors NIMS compliance activities; provides Incident Command support, training and exercises for the City; maintains the Outdoor Emergency Warning System; participates in mutual aid agreements; administers the Public Safety grant program, provides Continuity of Operations Planning support, and participates in regional and federal level planning activities on behalf of the City.

SERVICE: Office of Emergency Management

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Assistant to Public Safety Chief	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Office of Emergency Management

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	98,537	98,172	98,172
112	Wages - Temporary	960	-	-
115	One Time Payment	-	1,000	1,500
121	Wages - Overtime	10,922	6,706	6,706
126	Retirement Health Savings Plan	400	400	400
128	FICA	60	-	-
129	Medicare	1,222	1,423	1,423
131	MOPC	4,927	4,909	4,909
132	Employee Insurance	14,726	16,002	16,002
133	Employee Retirement	6,219	6,578	6,578
135	Compensation Insurance	47	86	76
136	Unemployment Insurance	295	295	196
137	Staff Training and Conferences	2,684	2,000	2,000
139	Dental Insurance	687	687	687
142	Food Allowance	363	-	-
	Subtotal	*142,049*	*138,258*	*138,649*
	Operating and Maintenance			
217	Dues and Subscriptions	-	-	4,000
218	Non-Capital Equipment and Furniture	2,697	3,000	-
229	Materials and Supplies	5,573	2,500	2,500
240	Equipment Repair and Maintenance	1,430	21,800	26,400
243	Non-Capital Computer Equipment and Supplies	3,037	5,880	3,000
246	Liability Insurance	452	536	552
264	Printing and Copying	-	-	2,000
269	Other Services and Charges	7,187	13,000	-
273	Fleet Lease - Operating and Maintenance	4,209	4,617	3,136
274	Fleet Lease - Replacement	3,979	3,979	-
	Subtotal	*28,564*	*55,312*	*41,588*
	SERVICE TOTAL	**$170,613**	**$193,570**	**$180,237**

Fire Services Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,139,043	1,163,807	1,206,773
Operating and Maintenance	496,762	538,174	611,938
Non-Operating	-	-	-
Capital	137,458	5,000	36,000
TOTAL	**$ 1,773,263**	**$ 1,706,981**	**$ 1,854,711**

Within the Public Safety Tax Fund, the Fire Services Division includes three budget services: Suppression, HazMat Team, and Wildland Team. Suppression and the two teams provide fire and life safety protection to the citizens of Longmont and respond to other types of emergency incidents both within and outside of Longmont.

Service: **Fire Suppression**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

Suppression is a primary service function of the Fire Services Division. The Suppression service operates 24 hours a day, seven days a week and provides for the suppression of fires and the handling of other emergency incidents, such as hazardous materials spills, explosions, natural disasters and specialized rescues. The staff provides immediate response to all rescue and emergency medical calls. Emergency medical service includes EMT basic and advanced life support. The staff also assists in, and responds to, nonemergency calls, such as odor investigations, smoke and odor removal, and ambulance assists. Additionally, this service conducts fire safety inspections and targets hazard preplans for community safety and departmental effectiveness and efficiency.

The HazMat Team is a collateral service function of the Fire Services Division. The team is made up of firefighters who are specially trained in hazardous materials response. This team responds to hazardous materials incidents within the City of Longmont and Boulder County and has partnered with multiple agencies to provide efficient and effective services. The team specializes in identification, mitigation and decontamination of hazardous materials incidents.

The Wildland Team is a collateral service function of the Fire Services Division. The team is made up of firefighters who are specially trained in wildland firefighting and wildland/urban interface. This team responds to grass and wildland fires in city, county, state, and federal jurisdictions as needed.

SERVICE: Fire Suppression

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	2.00	1.00
Firefighter/Paramedic	2.00	2.00	1.00
Firefighter/Engineer	1.00	1.00	2.00
Firefighter	3.00	3.00	4.00
Total	**11.00**	**11.00**	**11.00**

Service: Fire Suppression

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	721,401	808,606	823,320
114	Skill Based Pay	3,525	1,200	1,200
121	Wages - Overtime	64,688	14,562	35,062
123	Leave Expense	23,504	-	-
124	Skill Based Overtime Pay	170	-	-
126	Retirement Health Savings Plan	9,568	8,098	8,233
127	FPPA Death and Disability	8,453	8,515	9,626
129	Medicare	11,046	11,741	11,956
131	MOPC	-	-	60
132	Employee Insurance	122,982	131,803	134,202
133	Employee Retirement	-	120	80
134	Police and Fire Retirement	76,836	80,860	82,331
135	Compensation Insurance	18,190	31,116	34,192
136	Unemployment Insurance	2,463	2,426	1,647
137	Staff Training and Conferences	536	-	-
139	Dental Insurance	5,739	5,660	5,764
141	Uniforms and Protective Clothing	69,242	57,400	57,400
142	Food Allowance	700	1,700	1,700
	Subtotal	*1,139,043*	*1,163,807*	*1,206,773*
	Operating and Maintenance			
210	Office Supplies	38	2,000	2,000
217	Dues and Subscriptions	-	-	2,500
218	Non-Capital Equipment and Furniture	1,117	20,000	32,140
228	Janitorial Supplies	-	4,250	4,250
229	Materials and Supplies	8,235	5,000	5,000
232	Building Repair and Maintenance	-	8,000	8,000
240	Equipment Repair and Maintenance	446	12,000	12,000
243	Non-Capital Computer Equipment and Supplies	670	-	-
246	Liability Insurance	7,773	13,035	14,578
247	Safety Expenses	697	-	28,000
248	Lease Purchase Installment	347,471	350,000	350,000
250	Professional and Contracted Services	4,807	-	-
261	Telephone Charges	5,060	-	-
263	Postage	75	-	-
269	Other Services and Charges	500	2,000	2,000
273	Fleet Lease - Operating and Maintenance	17,174	19,193	32,166
274	Fleet Lease - Replacement	102,699	102,696	119,304
	Subtotal	*496,762*	*538,174*	*611,938*
	Capital Outlay			
432	Vehicles	137,458	-	-
440	Machinery and Equipment	-	5,000	36,000
	Subtotal	*137,458*	*5,000*	*36,000*
	SERVICE TOTAL	**$1,773,263**	**$1,706,981**	**$1,854,711**

Police Services Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,339,646	2,498,435	2,500,655
Operating and Maintenance	298,300	285,669	324,310
Non-Operating	-	-	-
Capital	49,995	52,000	55,385
TOTAL	**$ 2,687,941**	**$ 2,836,104**	**$ 2,880,350**

The Police Services Division's primary purpose, as reflected in its mission statement, is "To protect and serve, with integrity and professionalism, in partnership with the people of Longmont."

Within the Public Safety Tax Fund, the Police Services Division includes nine budget services:

- Patrol Operations Section
- Detective Operations
- Special Enforcement Unit
- Victim Advocates
- Special Operations Section
- School Resource Officer Unit
- Traffic Unit
- Gang & Crime Suppression Unit
- SWAT Team

Service: **Police Patrol Operations**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Patrol Operations Section is a primary service function of the Police Services Division. Patrol Operations, a 24-hour-a-day, seven-day-a-week service, is responsible primarily for responding to emergency, immediate, and routine service calls and crime-related incidents. The responsibilities of Patrol Operations are to ensure the safety and protection of persons and property through proactive and directed patrol and to provide the highest quality of service through problem solving and community-oriented policing.

In conjunction with the Traffic Unit, Patrol Operations facilitates the safe and expeditious movement of vehicular and pedestrian traffic. Patrol Operations also assists the Animal Control Unit with calls for animal-related service.

SERVICE: Police Patrol Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Sergeant	1.00	1.00	1.00
Police Officer	9.00	9.00	8.00
Total	**10.00**	**10.00**	**9.00**

Service: Police Patrol Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	652,143	725,074	676,697
114	Skill Based Pay	645	900	900
121	Wages - Overtime	35,786	25,000	30,000
123	Leave Expense	10,471	-	-
124	Skill Based Overtime Pay	84	-	-
126	Retirement Health Savings Plan	7,912	7,257	6,578
127	FPPA Death and Disability	9,212	9,796	7,698
129	Medicare	8,553	10,525	9,553
131	MOPC	-	36,255	45
132	Employee Insurance	96,863	118,188	107,231
133	Employee Retirement	-	48,673	60
134	Police and Fire Retirement	61,644	-	65,785
135	Compensation Insurance	16,949	34,902	52,262
136	Unemployment Insurance	1,939	-	1,317
139	Dental Insurance	4,522	5,072	4,606
141	Uniforms and Protective Clothing	6,685	4,950	4,950
142	Food Allowance	30	-	-
	Subtotal	*913,438*	*1,026,592*	*967,682*
	Operating and Maintenance			
210	Office Supplies	773	750	1,000
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	60	-	-
218	Non-Capital Equipment and Furniture	588	200	1,900
226	Prisoner Expenses	89	-	-
229	Materials and Supplies	1,557	500	500
232	Building Repair and Maintenance	630	-	-
243	Non-Capital Computer Equipment and Supplies	674	550	740
246	Liability Insurance	4,936	9,366	8,174
250	Professional and Contracted Services	1,595	-	-
264	Printing and Copying	359	850	850
273	Fleet Lease - Operating and Maintenance	87,673	103,767	92,747
274	Fleet Lease - Replacement	37,543	31,879	56,099
	Subtotal	*136,477*	*148,362*	*162,510*
	Capital Outlay			
432	Vehicles	-	6,300	55,385
	Subtotal	-	*6,300*	*55,385*
	SERVICE TOTAL	**$1,049,915**	**$1,181,254**	**$1,185,577**

Service: **Detective Operations**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Detective Operations Section is a primary service function of the Police Services Division. Detective Operations is responsible for the continued investigation of felony criminal cases and some more complex misdemeanor cases. Cases are either referred to the section from other Police Services sections or other outside law enforcement sources, or are initiated by detectives assigned in this section. Within the Public Safety Tax Fund, Detective Operations is divided into four distinct units.

The Person Crimes Unit is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations. Also investigated out of this unit are all fraud and forgery cases.

The Property Crimes Unit is responsible for investigating crimes committed against property, including burglary, trespass, auto theft, criminal mischief, theft, arson, and computer crime. The unit also provides computer forensic services, crime scene investigation services, and property and evidence management.

The Special Enforcement Unit investigates vice and narcotic crimes and performs other covert investigations as assigned by the department.

The Victim Services Unit provides both emergency and ongoing advocate support to crime victims with paid staff and volunteers.

SERVICE: Detective Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Master Police Officer	1.00	1.00	0.00
CSO Detectives	1.00	1.00	1.00
Property & Evidence Custodian	0.00	1.00	1.00
Total	**2.00**	**3.00**	**2.00**

Service: Detective Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	96,441	100,766	102,165
115	One Time Payment	-	297	1,153
121	Wages - Overtime	17,614	10,000	10,000
123	Leave Expense	2,922	-	-
124	Skill Based Overtime Pay	6	-	-
126	Retirement Health Savings Plan	915	923	936
129	Medicare	1,242	1,461	1,482
131	MOPC	4,842	5,039	5,109
132	Employee Insurance	15,738	16,425	16,653
133	Employee Retirement	6,111	6,751	6,845
135	Compensation Insurance	1,100	1,585	1,428
136	Unemployment Insurance	315	303	204
139	Dental Insurance	735	706	715
141	Uniforms and Protective Clothing	1,800	2,100	2,100
142	Food Allowance	134	-	-
	Subtotal	*149,915*	*146,356*	*148,790*
	Operating and Maintenance			
210	Office Supplies	5	500	500
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	1,495	300	300
218	Non-Capital Equipment and Furniture	175	5,650	5,650
229	Materials and Supplies	380	425	425
243	Non-Capital Computer Equipment and Supplies	6,463	12,500	12,500
246	Liability Insurance	3,206	1,654	1,894
250	Professional and Contracted Services	24,236	8,000	8,000
258	Investigative Expenses	98	-	-
264	Printing and Copying	692	-	-
269	Other Services and Charges	16	-	-
273	Fleet Lease - Operating and Maintenance	9,390	10,774	15,787
274	Fleet Lease - Replacement	9,477	-	8,314
	Subtotal	*55,633*	*39,903*	*53,470*
	Capital Outlay			
440	Machinery and Equipment	-	37,700	-
	Subtotal	-	*37,700*	-
	SERVICE TOTAL	**$205,548**	**$223,959**	**$202,260**

Service: **Special Enforcement Unit**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Special Enforcement Unit (SEU) is a primary service function of the Detective Operations Section. SEU is responsible for investigating vice and narcotic crimes and covert investigations as assigned by the department. SEU also provides investigative support to all Police Services sections, units and teams. SEU collects and analyzes criminal intelligence information and is responsible for all asset forfeiture cases.

Service: Special Enforcement Unit

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	2,663	-	-
121	Wages - Overtime	17,082	19,700	19,700
124	Skill Based Overtime Pay	20	-	-
135	Compensation Insurance	132	250	254
141	Uniforms and Protective Cloth	700	-	-
	Subtotal	*20,597*	*19,950*	*19,954*
Operating and Maintenance				
246	Liability Insurance	764	1,009	1,053
273	Fleet Lease - Operating and Maintenance	1,017	716	746
274	Fleet Lease - Replacement	15,630	15,630	15,937
	Subtotal	*17,411*	*17,355*	*17,736*
	SERVICE TOTAL	**$38,008**	**$37,305**	**$37,690**

Service: **School Resource Officers**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The School Resource Officer Unit is a primary service function of the Special Operations Section. Its primary functions and responsibilities are:

- Safe Schools – promoting a safe environment for school settings through crime and disorder prevention, reducing illegal drug and alcohol use, and encouraging responsible motor vehicle operation, all of which are accomplished through investigations, restorative justice, mediation and the enforcement of statutes, ordinances, and school policies.
- Education Programs – promotion and coordination of safety awareness programs for students and staff.
- Prevention Programs – school programs to enhance positive decision-making skills and deter substance use and abuse.

SERVICE: School Resource Officers

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Master Police Officer	1.00	1.00	2.00
Police Officer	1.00	1.00	0.00
Total	**2.00**	**2.00**	**2.00**

Service: School Resource Officers

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	149,655	148,349	159,310
121	Wages - Overtime	4,389	6,000	6,000
122	Longevity Compensation	1,680	1,740	1,800
123	Leave Expense	33	-	-
126	Retirement Health Savings Plan	2,861	1,483	1,594
127	FPPA Death and Disability	1,813	1,837	2,071
129	Medicare	966	1,024	1,155
132	Employee Insurance	21,816	24,181	25,968
134	Police and Fire Retirement	14,795	14,835	15,930
135	Compensation Insurance	1,082	1,920	1,990
136	Unemployment Insurance	437	445	318
139	Dental Insurance	1,018	1,038	1,116
141	Uniforms and Protective Clothing	1,145	1,750	1,750
	Subtotal	*201,690*	*204,602*	*219,002*
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	445	600	600
229	Materials and Supplies	1,488	1,500	1,500
246	Liability Insurance	526	513	531
	Subtotal	*2,459*	*2,613*	*2,631*
	SERVICE TOTAL	**$204,149**	**$207,215**	**$221,633**

Service: **Special Operations**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Special Operations Section is a primary service function of the Police Services Division. Special Operations consists of both primary and collateral service functions. Within the General Fund, the four primary service functions are the Animal Control Unit, the Report Taker Unit, the School Resource Officer Unit and the Traffic Unit. The collateral service functions are the SWAT Team and the Bomb Squad. All functions within the section, except for the Report Taker Unit, have their own independent budgets with specific service descriptions.

The Report Taker Unit is responsible primarily for the initial investigation and documentation of nonemergency, nonimmediate, crime-related incidents reported in person, over the phone, over the Internet and by mail. They also are responsible for greeting visitors to the department and answering the nonemergency phone lines for general, nonemergency police services. However the contact is made, the report takers either provide the needed assistance and information or direct citizens to the most appropriate division, section or unit. The Report Taker Unit also coordinates and provides the fingerprinting services offered to the community. In addition, the Report Taker Unit handles all quarterly and annual sex offender registrations once the offender has been initially registered by the court liaison officer.

SERVICE: Special Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Administrative Assistant	0.00	0.00	1.00
Total	**0.00**	**0.00**	**1.00**

Service: Special Operations

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	-	-	42,719
121	Wages - Overtime	-	-	500
126	Retirement Health Savings Plan	-	-	400
129	Medicare	-	-	619
131	MOPC	-	-	2,136
132	Employee Insurance	-	-	6,963
133	Employee Retirement	-	-	2,862
136	Unemployment Insurance	-	-	85
139	Dental Insurance	-	-	299
	Subtotal	-	-	*56,583*
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	-	845
243	Non-Capital Computer Equipment and Supplies	-	-	1,615
	Subtotal	-	-	*2,460*
	SERVICE TOTAL	**$-**	**$-**	**$59,043**

Service: **Traffic Unit**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Traffic Unit is a primary service function of the Special Operations Section. The Traffic Unit's primary purposes are to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through enforcement of the traffic laws, investigation of traffic complaints, coordination of the DUI enforcement program, and providing educational programs, and through the use of problem solving and community-oriented policing. Problem solving efforts are often undertaken with the assistance of the city's transportation engineer. The Traffic Unit also coordinates and provides departmental training in the areas of speed detection, accident investigation and DUI detection. The Traffic Unit is on call 24 hours a day, seven days a week for the investigation of serious injury or fatal traffic accidents. The Traffic Unit also is responsible for coordinating requests to the Police Department for traffic control at City-sponsored special events and parades.

Service: Traffic Unit

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
141	Uniforms and Protective Clothing	107	-	-
	Subtotal	*107*	-	-
Operating and Maintenance				
258	Investigative Expenses	150	-	-
	Subtotal	*150*	-	-
Capital Outlay				
440	Machinery and Equipment	49,995	-	-
	Subtotal	*49,995*	-	-
	SERVICE TOTAL	**$50,252**	**$ -**	**$ -**

Service: **SWAT Team**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Special Weapons and Tactics (SWAT) Team is a collateral service function of the Special Operations Section. The SWAT Team comprises tactical officers, negotiators, medics and dispatchers from Police Services, Fire Services, the Longmont Emergency Communications Center and the Frederick Police Department. Team members are on call to provide assistance to any division, section or unit within the Longmont Department of Public Safety or the Frederick Police Department. From time to time, the team is also requested by other outside agencies to assist them with critical incidents. The types of incidents the team provides assistance with are barricaded suspect, hostage situations, service of high-risk and unknown-risk search and arrest warrants, sniper incidents, apprehension of armed and dangerous fugitives, civil disorder and crowd control, VIP protection, directed patrol operations, and major case follow-ups. The team is also used as a training resource for the police departments in areas such as firearms, less than lethal weaponry, patrol tactics and crowd control.

The SWAT Team oversees and manages the department's participation in the Boulder County Bomb Squad. The squad is staffed with hazardous devices technicians (bomb techs) from Police Services, Fire Services and the Boulder County Sheriff's Office. The squad's primary mission is to protect and save lives by rendering safe actual or suspected hazardous devices, including explosive compounds, bombs, military ordnance, booby traps, incendiary devices, and improvised explosive devices. The squad also is used as a training resource for area police and fire departments in areas such as explosives, bombs and post-blast investigations.

Both the SWAT Team and Bomb Squad are actively involved in community education through public relations appearances and demonstrations.

Service: SWAT Team

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
121	Wages - Overtime	48,312	40,000	40,000
124	Skill Based Overtime Pay	98	-	-
135	Compensation Insurance	322	507	516
141	Uniforms and Protective Clothing	-	600	600
142	Food Allowance	28	-	-
	Subtotal	*48,760*	*41,107*	*41,116*
	Operating and Maintenance			
217	Dues and Subscriptions	70	-	-
218	Non-Capital Equipment and Furniture	18,803	5,000	5,000
229	Materials and Supplies	551	5,100	5,100
240	Equipment Repair and Maintenance	514	-	-
246	Liability Insurance	737	916	953
273	Fleet Lease - Operating and Maintenance	5,477	2,033	2,460
274	Fleet Lease - Replacement	11,965	11,964	11,967
	Subtotal	*38,117*	*25,013*	*25,480*
	SERVICE TOTAL	**$86,877**	**$66,120**	**$66,596**

Service: **Gang and Crime Suppression Unit**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Gang and Crime Suppression Unit (GCSU) is a primary service function of the Special Operations Section. GCSU is primarily responsible for responding to and investigating gang-related crimes, proactive patrol of known gang hotspots, initiating gang-related Problem Oriented Policing projects, and collecting and analyzing gang-related criminal intelligence. The unit also conducts educational presentations on gangs. The unit provides investigative and suppression efforts in addressing other crime trends, either directly or by assisting other sections and units within the department, e.g., directed 'patrol' operations, covert and surveillance operations, major case follow-ups, and initiating or assisting with Problem Oriented Policing projects.

SERVICE: Gang and Crime Suppression Unit

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	3.00	5.00
Police Officer	3.00	3.00	3.00
Total	**7.00**	**7.00**	**9.00**

Service: Gang and Crime Supporession Unit

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	644,963	682,737	711,408
114	Skill Based Pay	1,541	3,000	900
121	Wages - Overtime	36,423	41,000	41,000
123	Leave Expense	7,462	-	-
124	Skill Based Overtime Pay	85	-	-
126	Retirement Health Savings Plan	18,396	6,856	7,116
127	FPPA Death and Disability	7,130	8,030	8,002
129	Medicare	9,891	9,943	10,329
131	MOPC	-	-	45
132	Employee Insurance	101,023	111,286	115,961
133	Employee Retirement	-	300	60
134	Police and Fire Retirement	64,065	68,273	71,138
135	Compensation Insurance	11,366	31,477	37,649
136	Unemployment Insurance	2,023	2,048	1,422
139	Dental Insurance	4,714	4,778	4,982
141	Uniforms and Protective Clothing	5,969	6,675	6,675
142	Food Allowance	411	-	-
	Subtotal	*915,462*	*976,403*	*1,016,687*
	Operating and Maintenance			
217	Dues and Subscriptions	200	-	-
218	Non-Capital Equipment and Furniture	1,055	1,100	1,100
229	Materials and Supplies	1,307	2,850	2,850
246	Liability Insurance	3,352	5,499	4,386
250	Professional Contracted Services	125	-	-
258	Investigative Expenses	225	-	-
264	Printing and Copying	292	-	-
273	Fleet Lease - Operating and Maintenance	27,826	26,735	27,424
274	Fleet Lease - Replacement	7,603	7,603	20,393
	Subtotal	*41,985*	*43,787*	*56,153*
	Capital Outlay			
432	Vehicles	-	8,000	-
	Subtotal	-	*8,000*	-
	SERVICE TOTAL	**$957,447**	**$1,028,190**	**$1,072,840**

Service: **Victim Services**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Victim Services Unit is primarily responsible for providing support and direct victim services to victims and families affected by crime, domestic violence, motor vehicle accidents and fire (residential, commercial and wildland). Victim Services also supports surrounding agencies and counties on large-scale events. Victim services are mandated by Colorado state statute. The Victim Services Unit is responsible for recruiting local Victim Advocate volunteers, providing training to Police and Fire staff and Victim Advocates, and managing and soliciting national and state grants to help fund the program and services. The Victim Services coordinator and Victim Advocate volunteers are subject to 24-hour call-out 365 days per year.

SERVICE: Victim Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Victim Services Coordinator	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Victim Services

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	57,314	61,168	64,327
112	Wages - Temporary	10,577	-	-
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	-	114	-
121	Wages - Overtime	-	1,000	1,000
123	Leave Expense	2,527	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	656	-	-
129	Medicare	882	904	950
131	MOPC	3,026	3,120	3,276
132	Employee Insurance	8,691	9,970	10,485
133	Employee Retirement	3,819	4,174	4,390
135	Compensation Insurance	-	763	817
136	Unemployment Insurance	174	184	129
139	Dental Insurance	406	428	450
	Subtotal	*89,677*	*83,425*	*87,424*
Operating and Maintenance				
210	Office Supplies	752	-	-
217	Dues and Subscriptions	86	1,000	1,000
218	Non-Capital Equipment and Furniture	221	-	-
246	Liability Insurance	122	368	390
264	Printing and Copying	1,305	-	-
273	Fleet Lease - Operating and Maintenance	-	3,686	1,358
274	Fleet Lease - Replacement	3,582	3,582	3,582
	Subtotal	*6,068*	*8,636*	*6,330*
	SERVICE TOTAL	**$95,745**	**$92,061**	**$93,754**

Support Services Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	271,379	245,467	248,986
Operating and Maintenance	230,481	146,335	236,042
Non-Operating	-	-	-
Capital	17,809	-	-
TOTAL	**$ 519,669**	**$ 391,802**	**$ 485,028**

Within the Public Safety Tax Fund, the Support Services Division includes three budget services: Support Services, which includes the Logistics Unit; Training and Personnel; and the Firing Range.

Service: **Support Services**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

Support Services provides support to the administrative and operational components of the Public Safety Department. Hiring, promoting and training functions for all divisions are managed and coordinated through its Training & Personnel Unit. The Logistics Unit facilitates and coordinates budget preparation and management; research, equipment specification and purchasing; facility maintenance and construction for the Safety and Justice Center, police substations and fire stations, including liaison with Facility Operations; and liaison with Fleet Services. The Firing Range service provides a multiuse training facility, including an indoor firing range, for use by law enforcement and community members.

Support Services also provides liaison with Front Range Community College, Longmont Campus; the chaplains group; and several community support organizations, and facilitates the employee and supervisory exchange programs with other law enforcement agencies.

Service: Support Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
141	Uniforms and Protective Clothing	804	-	-
	Subtotal	*804*	-	-
	Operating and Maintenance			
210	Office Supplies	94	-	-
218	Non-Capital Equipment and Furniture	53,817	-	-
228	Janitorial Supplies	3,750	-	-
229	Materials and Supplies	1,460	-	-
232	Building Repair and Maintenance	23,411	-	-
240	Equipment Repair and Maintenance	10,511	-	-
243	Non-Capital Computer Equipment and Supplies	9	-	-
246	Liability Insurance	618	-	-
247	Safety Expenses	300	725	725
250	Professional and Contracted Services	28,711	2,000	2,000
264	Printing and Copying	80	-	-
269	Other Services and Charges	18	-	-
	Subtotal	*122,779*	*2,725*	*2,725*
	Capital Outlay			
475	Building and Facility Improvement	17,809	-	-
	Subtotal	*17,809*	-	-
	SERVICE TOTAL	**$141,392**	**$2,725**	**$2,725**

Service: **Training & Personnel**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:
The Training & Personnel Unit is a primary service function of the Support Services Division. Training & Personnel is responsible for recruiting and hiring processes for full-time employees and direct support of other department divisions, sections and units during their hiring processes; coordinating the orientation program for new employees; facilitation and coordination of internal promotional processes; coordination of training issues and functions; dissemination of training information and opportunites; registration, scheduling, and coordination of logistical issues associated with training programs; administration of the annual department training budget, including tracking, auditing, and reporting training fund expenditures; coordination of the needs-based training program; and maintenance of training records for all department personnel.

Service: Training & Personnel

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,056	-	-
121	Wages - Overtime	89,786	63,725	63,725
124	Skill Based Overtime Pay	266	-	-
135	Compensation Insurance	-	1,004	286
137	Staff Training and Conferences	39,078	39,300	39,800
141	Uniforms and Protective Cloth	24	-	-
	Subtotal	*130,210*	*104,029*	*103,811*
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	50	-	-
229	Materials and Supplies	3,504	7,500	7,500
246	Liability Insurance	-	216	219
250	Professional and Contracted Services	51	-	-
	Subtotal	*3,605*	*7,716*	*7,719*
	SERVICE TOTAL	**$133,815**	**$111,745**	**$111,530**

Service: **Firing Range**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Firing Range is a primary service function of the Support Services Division. This service provides a multidimensional training facility for training officers of the Longmont Department of Public Safety and the Boulder County Sheriff's Office. The range is also available to lease at a contract rate to other law enforcement agencies, and there is a civilian option, allowing civilians to have fee access to the range for recreational shooting.

SERVICE: Firing Range

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Range Coordinator	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Firing Range

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	58,293	64,225	66,385
112	Wages - Temporary	47,056	28,000	28,000
115	One Time Payment	-	51	-
121	Wages - Overtime	10,033	24,000	24,000
123	Leave Expense	304	-	-
124	Skill Based Overtime Pay	25	-	-
126	Retirement Health Savings Plan	1,768	400	400
128	FICA	2,935	1,736	1,736
129	Medicare	1,455	1,337	1,369
131	MOPC	2,765	3,211	3,319
132	Employee Insurance	9,492	10,469	10,821
133	Employee Retirement	3,484	4,303	4,448
135	Compensation Insurance	-	1,463	1,499
136	Unemployment Insurance	190	193	133
139	Dental Insurance	443	450	465
141	Uniforms and Protective Clothing	1,446	1,600	1,600
142	Food Allowance	676	-	1,000
	Subtotal	*140,365*	*141,438*	*145,175*
	Operating and Maintenance			
210	Office Supplies	62	200	200
217	Dues and Subscriptions	520	-	500
218	Non-Capital Equipment and Furniture	5,897	500	3,000
228	Janitorial Supplies	838	3,000	1,000
229	Materials and Supplies	3,753	-	1,500
232	Building Repair and Maintenance	5,009	10,250	10,250
240	Equipment Repair and Maintenance	28,899	77,600	73,950
243	Non-Capital Computer Equipment and Supply	-	-	500
245	Mileage Allowance	-	350	-
246	Liability Insurance	30	431	442
247	Safety Expenses	486	2,000	2,000
250	Professional and Contracted Services	25,640	15,825	105,825
260	Utilities	28,783	22,075	22,075
269	Other Services and Charges	3,299	2,500	2,500
273	Fleet Lease - Operating and Maintenance	-	282	975
274	Fleet Lease - Replacement	881	881	881
	Subtotal	*104,097*	*135,894*	*225,598*
	Capital Outlay			
475	Building and Facility Improvement	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$244,462**	**$277,332**	**$370,773**

Information Services Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	234,587	229,677	312,057
Operating and Maintenance	96,133	145,010	221,578
Non-Operating	-	-	-
Capital	-	25,000	-
TOTAL	**$ 330,720**	**$ 399,687**	**$ 533,635**

Within the Public Safety Tax Fund, the Information Services Division includes five budget services:

- Emergency Communications Center
- Information & Technology
- Information Services
- Public Safety Outreach
- Public Safety Volunteer Programs

Service: **Longmont Emergency Communications Center**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center (LECC) is a primary service function of the Information Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad other emergency and nonemergency calls are routed to the LECC for processing. Communications specialists prioritize all calls as requests for emergency, urgent and less critical calls for service. They identify the best resource to resolve each incident and route the information appropriately for the best possible service. LECC staff provides 24-hour, 365-day-per-year dispatching services for Police, Fire and private ambulance service. At night and on weekends they also provide dispatching services for the Department of Public Works and Natural Resources. Communications specialists are the first contact for citizens during times of crisis and emergency.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Communications Specialist	3.00	3.00	4.00
Total	**3.00**	**3.00**	**4.00**

Service: Longmont Emergency Communications Center

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	141,226	147,381	207,177
121	Wages - Overtime	13,888	9,500	12,200
123	Leave Expense	3,648	-	-
126	Retirement Health Savings Plan	1,451	1,474	2,071
129	Medicare	1,981	2,136	3,005
131	MOPC	7,256	7,368	10,360
132	Employee Insurance	21,671	24,023	33,771
133	Employee Retirement	9,159	9,874	13,882
135	Compensation Insurance	77	127	114
136	Unemployment Insurance	433	-	415
137	Staff Training and Conferences	1,425	2,850	3,650
139	Dental Insurance	1,010	1,032	1,451
	Subtotal	*203,225*	*205,765*	*288,096*
	Operating and Maintenance			
217	Dues and Subscriptions	-	-	50
218	Non-Capital Equipment and Furniture	1,278	2,200	2,800
229	Materials and Miscellaneous Supplies	22	-	-
240	Equipment Repair and Maintenance	476	-	-
243	Non-Capital Computer Equipment and Supplies	1,293	35,000	-
246	Liability Insurance	514	521	539
	Subtotal	*3,583*	*37,721*	*3,389*
	SERVICE TOTAL	**$206,808**	**$243,486**	**$291,485**

Service: **Information & Technology**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:
Information & Technology (IT) is a primary service function of the Information Services Division. Information & Technology is responsible for planning and organizing all IT-related functions and initiatives for the Department of Public Safety. This includes providing technical support and maintenance for existing infrastructure, hardware and applications for the Safety and Justice Center, six fire stations, five police substations, and all police and fire vehicles. Information & Technology is also responsible for researching and recommending new technology to meet public safety IT needs.

Service: Information & Technology

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
121	Wages - Overtime	13,755	14,500	14,500
135	Compensation Insurance	3	12	11
	Subtotal	*13,758*	*14,512*	*14,511*
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	1,127	-	-
240	Equipment Repair and Maintenance	6,000	26,215	32,387
243	Non-Capital Computer Equipment and Supplies	5,485	5,275	48,967
246	Liability Insurance	18	49	50
250	Professional and Contracted Services	693	-	45,000
261	Telephone Charges	4,545	-	-
	Subtotal	*17,868*	*31,539*	*126,404*
Capital Outlay				
440	Machinery and Equipment	-	25,000	-
	Subtotal	-	*25,000*	-
	SERVICE TOTAL	**$31,626**	**$71,051**	**$140,915**

Service: **Information Services**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:
Information Services provides a wide range of information sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, Information Services is responsible for public outreach efforts, including community prevention and education efforts and recruiting volunteers needed throughout the department.

Service: Information Services

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	10,575	-	-
	Subtotal	*10,575*	-	-
Operating and Maintenance				
210	Office Supplies	80	50	-
218	Non-Capital Equipment and Furniture	50	2,800	421
240	Equipment Repair and Maintenance	9,111	-	-
243	Non-Capital Computer Equipment and Supplies	2,680	-	930
249	Operating Leases and Rentals	1,800	1,800	1,800
261	Telephone Charges	46,584	57,575	75,109
264	Printing and Copying	(750)	-	-
	Subtotal	*59,555*	*62,225*	*78,260*
	SERVICE TOTAL	**$70,130**	**$62,225**	**$78,260**

Service: **Public Safety Outreach**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:
The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant amount of information, education and program materials to the public either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, and classroom and public presentations. Outreach efforts include Neighborhood Watch; fire safety presentations and education to schools, businesses, and retirement facilities; a Smoke Alarm Campaign; a Citizen Police Academy; a Citizen Fire Academy; car seat inspections; career fairs; and Safety and Justice Center tours. The Outreach Unit also is responsible for the City's False Alarm Program and the department's volunteer program.

Service: Public Safety Outreach

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
121	Wages - Overtime	2,867	4,700	4,700
	Subtotal	*2,867*	*4,700*	*4,700*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	9,088	7,000	7,000
240	Equipment Repair and Maintenance	816	-	-
243	Non-Capital Computer Equipment and Supply	296	-	-
250	Professional and Contracted Services	-	1,700	1,700
252	Advertising and Legal Notices	1,996	4,000	4,000
264	Printing and Copying	1,500	-	-
269	Other Services and Charges	459	-	-
	Subtotal	*14,155*	*12,700*	*12,700*
	SERVICE TOTAL	**$17,022**	**$17,400**	**$17,400**

Service: **Volunteer Programs**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

The various Public Safety Volunteer Programs are administered out of the Public Safety Outreach Unit of the Information Services Division and consist of the following:

- S&J Volunteers: Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- Citizen Volunteer Patrol (CVP): CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional "Eyes and Ears" for the Patrol Operations Section. Duties and responsibilities include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- Student Intern Officers (SIO): SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training, then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department's officers are past graduates of the SIO program.
- Explorers: The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. The program prepares young people ages16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- Front Range Chaplains: Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either on site at emergency scenes or though one-to-one counseling.
- Fire Corps Volunteers: These volunteers provide support services to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, car seat installation, and administrative support. These volunteer positions often provide assistance and support with a variety of special projects and events.

Service: Volunteer Programs

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
137	Staff Training and Conferences	(223)	500	500
141	Uniforms and Protective Clothing	3,905	3,700	3,750
142	Food Allowance	480	500	500
	Subtotal	*4,162*	*4,700*	*4,750*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	609	300	300
229	Materials and Supplies	363	525	525
	Subtotal	*972*	*825*	*825*
	SERVICE TOTAL	**$5,134**	**$5,525**	**$5,575**

Children, Youth and Families Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	129,547	134,740	143,526
Operating and Maintenance	13,238	16,532	21,463
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 142,785**	**$ 151,272**	**$ 164,989**

The Children, Youth and Families Division is part of the Community Services Department and includes one budget service.

Service: **Children, Youth and Families**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

Children, Youth and Families inspires and empowers youth to be active, responsible members of society while strengthening the connection between youth and the community. To achieve its mission, Children, Youth and Families works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont's youth. The division operates from a philosophical base that is focused on building the skills and attributes, or assets, that youth need to be successful in life. Children, Youth and Families looks at the whole person in its work with youth. Services are provided to youth of all ages and their families with special emphasis placed on middle and high school youth. Programs include comprehensive support focused on family success, family and individual counseling, educational classes, leadership skills and youth development training, coordination of the community Youth Asset Building efforts and Youth Asset Awards, community problem solving on youth issues, and assistance to neighborhoods on youth programs and services. This service is also responsible for managing the Meeker Neighborhood Center.

SERVICE: Children, Youth and Families

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Children/Youth Res Prog Specialist	2.00	2.00	2.00
Total	**2.00**	**2.00**	**2.00**

Service: Children, Youth and Families

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	89,894	97,026	103,162
114	Skill Based Pay	2,406	2,400	2,400
115	One Time Payment	-	584	-
123	Leave Expense	4,748	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,143	1,442	1,531
131	MOPC	4,861	4,971	5,278
132	Employee Insurance	14,340	15,815	16,816
133	Employee Retirement	6,136	6,651	7,073
135	Compensation Insurance	679	81	1,538
136	Unemployment Insurance	286	291	206
137	Staff Training and Conferences	3,584	4,000	4,000
139	Dental Insurance	670	679	722
	Subtotal	*129,547*	*134,740*	*143,526*
	Operating and Maintenance			
210	Office Supplies	2,961	1,000	1,000
217	Dues and Subscriptions	28	-	-
229	Materials and Supplies	8,203	10,200	14,700
230	Printing and Copier Supplies	73	1,000	1,000
245	Mileage Allowance	1,083	2,000	2,000
246	Liability Insurance	360	332	763
263	Postage	92	1,000	1,000
264	Printing and Copying	438	1,000	1,000
	Subtotal	*13,238*	*16,532*	*21,463*
	SERVICE TOTAL	**$142,785**	**$151,272**	**$164,989**

Community and Neighborhood Resources Division Overview

	2013 Actual	2014 Budget	2015 Budget
Personal Services	19,744	21,157	20,949
Operating and Maintenance	4,933	15,898	15,939
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 24,677**	**$ 37,055**	**$ 36,888**

The Community and Neighborhood Resources Division is part of the Community Services Department and includes one budget service.

Service: **Graffiti Eradication**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

Children, Youth and Families inspires and empowers youth to be active, responsible members of society while strengthening the connection between youth and the community. To achieve its mission, Children, Youth and Families works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont's youth. The division operates from a philosophical base that is focused on building the skills and attributes, or assets, that youth need to be successful in life. Children, Youth and Families looks at the whole person in its work with youth. Services are provided to youth of all ages and their families with special emphasis placed on middle and high school youth. Programs include comprehensive support focused on family success, family and individual counseling, educational classes, leadership skills and youth development training, coordination of the community Youth Asset Building efforts and Youth Asset Awards, community problem solving on youth issues, and assistance to neighborhoods on youth programs and services. This service is also responsible for managing the Meeker Neighborhood Center.

SERVICE: Graffiti Eradication

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Graffiti Removal Specialist	0.38	0.38	0.38
Total	**0.38**	**0.38**	**0.38**

Service: Graffiti Eradication

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	15,125	14,029	14,013
112	Wages - Temporary	-	1,925	1,925
115	One Time Payment	-	182	-
121	Wages - Overtime	77	250	250
123	Leave Expense	156	-	-
126	Retirement Health Savings Plan	-	152	152
128	FICA	-	119	119
129	Medicare	203	231	231
131	MOPC	764	701	701
132	Employee Insurance	2,046	2,287	2,284
133	Employee Retirement	964	940	939
135	Compensation Insurance	173	201	209
136	Unemployment Insurance	41	42	28
139	Dental Insurance	95	98	98
141	Uniforms and Protective Clothing	100	-	-
	Subtotal	*19,744*	*21,157*	*20,949*
	Operating and Maintenance			
210	Office Supplies	-	100	100
223	Lab and Photo Supplies	-	300	300
229	Materials and Supplies	2,694	2,211	3,161
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	2,500	2,500
246	Liability Insurance	86	192	109
247	Safety Expenses	153	2,000	2,000
250	Professional and Contracted Services	2,000	1,500	1,500
261	Telephone Charges	-	180	180
273	Fleet Lease - Operating and Maintenance	-	2,580	5,378
274	Fleet Lease - Replacement	-	4,235	611
	Subtotal	*4,933*	*15,898*	*15,939*
	SERVICE TOTAL	**$24,677**	**$37,055**	**$36,888**

ELECTRIC and BROADBAND FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	6,245,505	6,313,321	7,694,861
Operating and Maintenance	53,054,930	54,527,306	57,521,357
Non-Operating	770,518	236,202	1,508,339
Capital	739,382	589,755	18,619,817
TOTAL	**$ 60,810,335**	**$ 61,666,584**	**$ 85,344,374**

Fund Description
The Electric and Broadband Fund pays for all costs associated with delivering electricity and broadband services to Longmont customers. The primary duties of the Power & Communications Department are purchasing wholesale power from the Platte River Power Authority, delivering electricity, maintaining the City's electrical transformers and distribution lines, and providing broadband services. Included in the Electric and Broadband Fund's total 2015 Budget is $46.25 million for the purchase of wholesale power.

The Electric and Broadband Fund includes ten budget services, all of which are divisions of the Power & Communications Department:

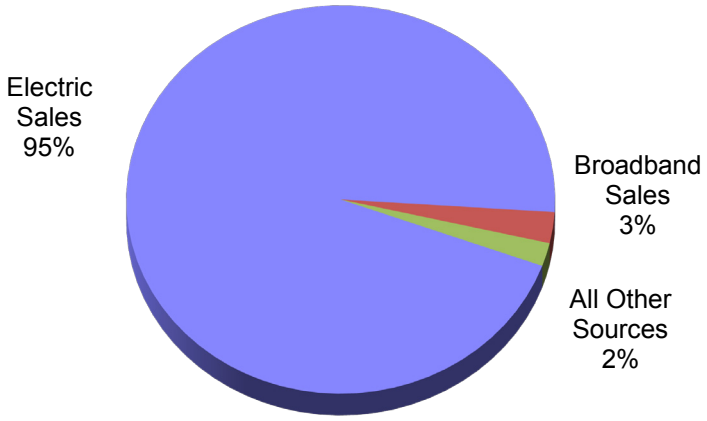
- Administration
- Customer Services and Marketing
- Electric Engineering
- Electric Distribution
- Energy Services
- Meter Reading
- Utilities Warehouse
- Broadband Administration
- Broadband Operations
- Broadband Engineering

2015-2019 Capital Improvement Prorgram
Capital projects total $17.7 million and include substation upgrades, system reliability improvements, residential street lighting, aid to construction, Smart Grid advanced metering infrastructure projects, and citywide fiber-to-premise build. Detailed capital project descriptions are included in the 2015-2019 Capital Improvement Program.

ELECTRIC and BROADBAND FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 7,153,881**	**$ 9,572,736**	**$ 52,172,241**
Committed Working Capital	-	(37,822,797)	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	60,697,091	65,867,550	66,289,000
Electric Aid to Underground Construction	1,245,959	700,000	900,000
Electric Intergovernmental Revenue	3,703	-	-
Electric Interest	(8,729)	20,000	30,000
Electric Miscellaneous	312,579	419,800	375,200
Electric Operating Transfers	113,772	53,738	40,090
Broadband Charges for Services	314,038	528,200	1,789,910
Broadband Aid to Underground Construction	49,019	200,000	-
Broadband Interest	1,500	6,000	-
Broadband Miscellaneous	3,209	-	500
Adjustment for GAAP Revenue	(44,657)	-	-
TOTAL FUNDS	**62,687,484**	**67,795,288**	**69,424,700**
EXPENSES BY BUDGET SERVICE			
Electric Distribution	4,403,740	4,718,417	5,395,903
Electric Engineering	1,423,564	1,248,795	1,331,365
Electric Administration	51,821,797	52,525,945	54,300,725
Electric Meter Reading	351,607	370,321	408,004
Electric Warehouse	455,598	448,576	516,356
Electric Customer Services and Marketing	216,701	290,252	206,707
Electric Energy Services	757,221	1,009,361	1,162,064
Electric CIP Projects	678,804	1,321,986	2,050,500
Broadband Administration	596,465	697,227	2,624,914
Broadband Operations	206,709	137,700	1,269,246
Broadband Engineering	-	-	197,502
Broadband CIP Projects	126,786	250,000	15,615,000
Total Operating Expenses	61,038,992	63,018,580	85,078,286
Adjustment for GAAP Expenses	(770,363)	-	-
TOTAL ADJUSTED EXPENSES	**60,268,629**	**63,018,580**	**85,078,286**
ENDING WORKING CAPITAL	**9,572,736**	**52,172,241**	**36,518,655**
CONTRIBUTION TO/(FROM) RESERVES	$ 2,418,855	$ 4,776,708	$ (15,653,586)

ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 95% of its operating revenues from the sale of electricity and broadband services in 2015.
- The 2015 Budget requires a contribution from fund balance of $15,653,586.

Estimating Major Sources of Funds

Sales Revenues: LPC staff estimates total sales for each of the largest individual customers in the system. Smaller customers are grouped into classifications and estimates for each class are based on historical use.

Connect Fees: LPC staff estimates the number of new customers and reconnections of service based upon a five year average plus any adjustments for anticipated growth.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Electricity Sales	$ 60,697,091	$ 65,867,550	$ 66,289,000
Electric Aid to Underground Construction	1,245,959	700,000	900,000
Electric Other Revenue	312,579	419,800	375,200
Electric Operating Transfers	113,772	53,738	40,090
Electric Intergovernmental Revenue	3,703	-	-
Electric Interest Income	(8,729)	20,000	30,000
Broadband Sales	314,038	528,200	1,789,910
Broadband Aid to Underground Construction	49,019	200,000	-
Broadband Other Revenue	3,209	-	500
Broadband Interest Income	1,500	6,000	-
Contribution from/(to) Fund Balance	(2,418,855)	(4,776,708)	15,653,586
TOTAL FUNDS NEEDED TO MEET EXPENSES	**$ 60,268,629**	**$ 63,018,580**	**$ 85,078,286**

Service: **Power & Communications Administration**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Business Administration manages all divisions and funds of the Power & Communications Department. Together, the Electric and Telecommunications utilities are working to provide a full range of high quality and advanced electric and telecommunications services to business and residential customers. This service is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service also provides internal customer service, administrative support, and radio dispatch support, and evaluates and implements advanced metering programs.

This service coordinates activities with Platte River Power Authority, the City's wholesale power provider in which the City is part owner, and provides a representative on its board of directors. Staff work with the Colorado Association of Municipal Utilities, the American Public Power Association, and other industry associations to monitor state and federal legislation in order to protect the interests of Longmont Power & Communications and its customers. All work performed for telecommunications is charged to the Telecommunications Fund.

SERVICE: Power & Communications Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Director of Power and Communications	0.90	0.90	0.90
Business Manager	0.90	0.90	0.90
Utilities Financial Analyst	0.00	0.00	0.00
Utilities Rate Analyst	1.80	1.80	1.80
Metering and Load Research Coordinator	0.60	0.60	0.60
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Total	**8.20**	**8.20**	**8.20**

Service: Power & Communications Administration

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	547,591	605,839	539,592
114	Skill Based Pay	299	-	900
115	One Time Payment	-	2,406	1,956
121	Wages - Overtime	756	600	600
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	16,932	16,600	16,600
126	Retirement Health Savings Plan	9,346	3,280	2,880
129	Medicare	7,093	8,134	6,982
131	MOPC	29,708	30,201	26,274
132	Employee Insurance	90,102	98,455	85,511
133	Employee Retirement	43,557	40,469	35,210
135	Compensation Insurance	295	496	442
136	Unemployment Insurance	1,793	1,812	1,049
137	Staff Training and Conferences	8,213	21,500	26,800
139	Dental Insurance	4,189	4,228	3,673
142	Food Allowance	378	400	400
	Subtotal	*761,992*	*836,220*	*750,729*
Operating and Maintenance				
210	Office Supplies	2,735	3,000	3,000
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	40,407	39,475	42,025
218	Non-Capital Equipment and Furniture	4,306	1,500	1,500
229	Materials and Miscellaneous Supplies	3,643	3,000	2,520
230	Printing and Copier Supplies	2,967	2,000	2,000
232	Building Repair and Maintenance	2,680	3,250	1,600
240	Equipment Repair and Maintenance	16,409	17,700	16,143
243	Non-Capital Computer Equipment and Supplies	2,782	500	4,140
245	Mileage Allowance	4,637	2,360	5,400
246	Liability Insurance	2,556	2,143	3,863
250	Professional and Contracted Services	87,190	85,500	151,133
252	Ads and Legal Notices	199	-	-
261	Telephone Charges	815	1,080	1,080
263	Postage	4,204	2,750	2,000
264	Printing and Copying	980	1,250	1,250
266	Interest On Deposits	2,907	4,000	3,000
269	Other Services and Charges	215,726	255,000	235,000
270	Administrative and Management Services	1,347,267	1,413,733	1,345,375
271	Franchise Equivalency	4,833,188	4,992,704	5,275,000
273	Fleet Lease - Operating and Maintenance	634	1,270	3,951
274	Fleet Lease - Replacement	503	1,785	1,379
275	Building Permits to DDA	60	-	-
280	Purchased Power - General	43,012,428	43,879,906	45,533,141
281	Purchased Power - Renewable	720,000	764,000	720,000
282	Power Wheeling	11,980	18,000	16,000
	Subtotal	*50,321,203*	*51,496,106*	*53,370,700*
Non-Operating Expense				
950	Bad Debt	120,432	150,000	144,000
970	Transfers to Other Funds	617,070	38,619	30,296
	Subtotal	*737,502*	*188,619*	*174,296*
Capital Outlay				
440	Machinery and Equipment	1,100	5,000	5,000
	Subtotal	*1,100*	*5,000*	*5,000*
	SERVICE TOTAL	**$51,821,797**	**$52,525,945**	**$54,300,725**

Service: **Customer Services & Marketing**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Customer Services and Marketing is responsible for the development and implementation of customer information and overall education and marketing plans for electric and telecommunications services for all customer segments. This service conducts and analyzes customer feedback on department services and designs and produces brochures, reports, pamphlets, posters, advertising, and other public information materials for the power and telecommunications utilities. It also coordinates community and public relations, coordinates web-based information for the public, and plans and conducts special events and promotions.

SERVICE: Customer Services & Marketing

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Customer Services and Marketing Manager	1.00	0.95	0.90
Key Account Manager	1.00	0.00	0.00
Environmental Sustainability Coordinator	0.20	0.00	0.00
Web and Digital Media Specialist	1.00	1.00	0.75
Customer Service Energy Specialist	1.00	0.00	0.00
Arborist Technician II	0.25	0.00	0.00
Total	**4.45**	**1.95**	**1.65**

Service: Customer Services & Marketing

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	90,415	123,006	80,754
115	One Time Payment	-	75	887
121	Wages - Overtime	160	-	-
123	Leave Expense	(2,265)	-	-
126	Retirement Health Savings Plan	380	660	520
129	Medicare	1,285	1,784	1,171
131	MOPC	5,082	6,150	4,038
132	Employee Insurance	18,279	20,050	13,163
133	Employee Retirement	7,452	8,241	5,411
135	Compensation Insurance	148	107	90
136	Unemployment Insurance	387	369	161
137	Staff Training and Conferences	3,086	11,500	8,500
139	Dental Insurance	903	861	566
142	Food Allowance	273	300	300
	Subtotal	*125,585*	*173,103*	*115,561*
	Operating and Maintenance			
214	Pamphlets and Documents	2,747	4,800	-
216	Reference Books and Materials	-	250	-
217	Dues and Subscriptions	343	545	125
218	Non-Capital Equipment and Furniture	426	500	1,000
229	Materials and Miscellaneous Supplies	167	500	500
240	Equipment Repair and Maintenance	-	-	600
243	Non-Capital Computer Equipment and Supplies	270	2,000	-
246	Liability Insurance	1,379	507	474
250	Professional and Contracted Services	13,141	20,400	12,800
252	Advertising and Legal Notices	30,333	40,000	20,560
261	Telephone Charges	400	420	840
263	Postage	5,928	16,630	16,650
264	Printing and Copying	11,347	7,100	14,600
269	Other Services and Charges	15,472	10,800	13,400
273	Fleet Lease - Operating and Maintenance	576	705	2,954
274	Fleet Lease - Replacement	457	992	643
	Subtotal	*82,986*	*106,149*	*85,146*
	Non-Operating Expense			
970	Transfers to Other Funds	8,130	11,000	6,000
	Subtotal	*8,130*	*11,000*	*6,000*
	SERVICE TOTAL	**$216,701**	**$290,252**	**$206,707**

Service: **Electric Operations**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Electric Operations is responsible for field design, cost estimating, construction, and operation and maintenance of electric service facilities that provide electricity to all residential, commercial and industrial customers. Facilities in the distribution system include underground and overhead distribution feeders, circuits, transformers and meters. Staff participate in the City's Development Review Committee process. Personnel are cross-trained to design and install telecommunications infrastructure and respond to and assist with telecommunications installation and maintenance needs.

SERVICE: Electric Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Operations Manager	1.00	1.00	0.70
Chief Electrical Engineer	0.00	1.00	0.00
Construction Coordinator	1.00	1.00	0.90
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	0.00	0.90	1.00
Meter Shop Supervisor	1.00	1.00	1.00
Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	10.00	10.00	10.00
Journey Substation Worker	0.00	2.85	3.00
Engineering Project Coordinator	1.00	0.00	0.00
Distribution Field Engineer II	2.00	0.00	0.00
Meter Technician	3.00	3.00	3.00
Senior Equipment Operator	1.00	1.00	0.00
Groundworker	1.00	1.00	3.00
Construction Inspector	1.00	1.00	0.00
Street Light Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	**29.25**	**31.00**	**29.85**

Service: Electric Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	1,846,654	1,711,985	2,508,997
112	Wages - Temporary	5,598	6,000	6,000
114	Skill Based Pay	301	300	300
115	One Time Payment	-	2,075	1,854
121	Wages - Overtime	191,244	200,000	200,000
122	Longevity Compensation	11,490	5,220	3,660
123	Leave Expense	53,365	-	-
124	Skill Based Overtime Pay	45	-	-
126	Retirement Health Savings Plan	44,714	12,100	11,940
128	FICA	269	372	372
129	Medicare	22,960	33,894	34,522
131	MOPC	95,296	116,591	118,735
132	Employee Insurance	326,435	380,039	387,022
133	Employee Retirement	139,112	156,232	159,099
135	Compensation Insurance	22,769	31,743	25,160
136	Unemployment Insurance	6,524	6,995	4,747
137	Staff Training and Conferences	14,428	27,100	26,800
139	Dental Insurance	15,229	16,321	16,623
141	Uniforms and Protective Clothing	16,951	20,000	20,000
142	Food Allowance	1,316	1,000	1,000
	Subtotal	*2,814,700*	*2,727,967*	*3,526,831*
	Operating and Maintenance			
215	Audiovisual Materials	495	500	-
216	Reference Books and Materials	-	6,025	3,500
217	Dues and Subscriptions	-	500	215
218	Non-Capital Equipment and Furniture	30,580	30,000	22,000
229	Materials and Miscellaneous Supplies	165,509	80,000	100,000
232	Building Repair and Maintenance	264	10,000	3,000
239	Meter Repair and Maintenance	14,089	8,600	7,000
240	Equipment Repair and Maintenance	11,462	21,396	16,700
243	Non-Capital Computer Equipment and Supplies	8,828	24,000	3,840
246	Liability Insurance	134,494	159,138	154,111
247	Safety Expenses	29,013	44,000	40,000
248	Lease Purchase Installment	-	172	-
249	Operating Leases and Rentals	8,313	3,060	20,760
250	Professional and Contracted Services	447,317	560,225	557,225
259	Licenses and Permits	16	3,000	3,000
260	Utilities	1,183	1,365	1,400
261	Telephone Charges	10,738	16,860	17,020
263	Postage	1,782	1,000	1,000
264	Printing and Copying	1,135	1,000	1,000
269	Other Services and Charges	9	1,500	1,000
273	Fleet Lease - Operating and Maintenance	168,036	201,684	202,633
274	Fleet Lease - Replacement	272,054	279,425	300,520
330	System Maintenance - Substation Equipment	11,520	30,000	20,000
331	System Maintenance - Overhead	10,845	55,000	30,000
332	System Maintenance- Underground	119,604	70,000	70,000
334	System Maintenance - Street Lights	75,106	75,000	75,000
	Subtotal	*1,522,392*	*1,683,450*	*1,650,924*
	Non-Operating Expense			
970	Transfers to Other Funds	23,000	23,000	23,148
974	Art in Public Places Transfers	-	-	-
	Subtotal	*23,000*	*23,000*	*23,148*
	Capital Outlay			
432	Vehicles	11,779	-	-
440	Machinery and Equipment	-	214,000	100,000
475	Building and Facility Improvement	12	-	-
480	System Improvements	-	-	25,000
486	Meters	31,857	70,000	70,000
490	System Improvements-Underground	-	-	-
	Subtotal	*43,648*	*284,000*	*195,000*

Service: **Electric Engineering**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Electric Engineering is responsible for overall electric system planning and design for substation capacity, distribution development, and street lighting. This service operates and maintains the Substation Control and Data Acquisition System (SCADA) and associated communication systems, and performs equipment testing and maintenance. This service monitors and addresses general system power quality issues.

This service develops and maintains specialized electric utility computer applications, including GIS and mapping, Outage Management Systems (OMS) and electric system models, and provides technical assistance and drafting services. Staff participate on the Platte River Power Authority Joint Technical Advisory Committee.

SERVICE: Electric Engineering

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Broadband Services Manager	0.00	0.05	0.10
Chief Electrical Engineer	1.00	1.00	0.00
Senior Electrical Engineer	3.80	3.00	3.00
Distribution Field Engineer II	0.00	0.00	2.00
Engineering Project Coordinator	0.00	0.00	0.90
Technology Services Coordinator	0.90	1.00	1.00
Programmer Analyst	1.00	1.00	1.00
Senior Network Specialist	1.00	1.00	0.00
Senior GIS/Mapping Technician	1.00	1.00	0.90
Substation Supervisor	1.00	0.95	0.00
Journey Substation Worker	3.00	3.00	0.00
Energy Services Specialist	2.00	0.00	0.00
Energy Services Program Coordinator	1.00	0.00	0.00
Total	**15.70**	**12.00**	**8.90**

Service: Electric Engineering

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	798,770	732,925	726,120
115	One Time Payment	-	4,093	5,047
121	Wages - Overtime	22,393	5,000	5,000
123	Leave Expense	39,585	-	-
126	Retirement Health Savings Plan	7,917	3,560	3,480
129	Medicare	12,962	10,627	10,527
131	MOPC	50,491	36,646	36,307
132	Employee Insurance	153,267	119,467	118,358
133	Employee Retirement	73,999	49,106	48,651
135	Compensation Insurance	674	869	538
136	Unemployment Insurance	3,100	2,199	1,454
137	Staff Training and Conferences	6,905	23,900	30,100
139	Dental Insurance	7,237	5,130	5,082
141	Uniforms and Protective Cloth	153	-	760
142	Food Allowance	1,032	500	500
	Subtotal	*1,178,485*	*994,022*	*991,924*
	Operating and Maintenance			
216	Reference Books and Materials	94	500	500
217	Dues and Subscriptions	405	1,343	1,123
218	Non-Capital Equipment and Furniture	10,713	2,000	2,000
219	Drafting Supplies	268	200	800
229	Materials and Miscellaneous Supplies	6,362	1,000	5,000
235	Station Maintenance	13	-	-
240	Equipment Repair and Maintenance	41,123	48,111	104,375
243	Non-Capital Computer Equipment and Supplies	33,293	8,000	10,400
246	Liability Insurance	5,256	5,058	3,555
247	Safety Expenses	1,143	800	800
249	Operating Leases and Rentals	315	-	-
250	Professional and Contracted Services	24,725	120,000	190,000
261	Telephone Charges	4,094	2,280	3,780
269	Other Services and Charges	9	200	200
273	Fleet Lease - Operating and Maintenance	10,312	12,687	7,180
274	Fleet Lease - Replacement	6,784	7,594	9,728
330	System Maintenance - Substation Equipment	7,110	-	-
	Subtotal	*152,019*	*209,773*	*339,441*
	Capital Outlay			
432	Vehicles	44	-	-
440	Machinery and Equipment	91,066	45,000	-
475	Building and Facility Improvement	1,950	-	-
	Subtotal	*93,060*	*45,000*	-
	SERVICE TOTAL	**$1,423,564**	**$1,248,795**	**$1,331,365**

Service: **Meter Reading**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Meter Reading is responsible for reading approximately 66,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Water and Sewer Funds.

SERVICE: Meter Reading

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Meter Reading Supervisor	0.51	0.51	1.00
Metering and Load Research Coordinator	0.20	0.20	0.40
Senior Meter Reader	0.51	0.51	2.00
Meter Reader	3.83	3.83	6.50
Total	**5.05**	**5.05**	**9.90**

Service: Meter Reading

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	174,187	218,042	229,249
112	Wages - Temporary	16,388	-	-
114	Skill Based Pay	1,867	-	-
115	One Time Payment	-	2,409	306
121	Wages - Overtime	898	1,020	-
122	Longevity Compensation	1,132	1,163	-
123	Leave Expense	4,937	-	-
124	Skill Based Overtime Pay	64	-	-
126	Retirement Health Savings Plan	4,300	2,020	2,020
128	FICA	729	-	-
129	Medicare	2,164	2,740	3,325
131	MOPC	8,952	10,520	11,462
132	Employee Insurance	32,568	34,294	37,367
133	Employee Retirement	13,124	14,096	15,360
135	Compensation Insurance	4,622	3,751	5,431
136	Unemployment Insurance	651	631	458
137	Staff Training and Conferences	1,141	2,983	3,901
139	Dental Insurance	1,519	1,473	1,605
141	Uniforms and Protective Clothing	684	689	841
142	Food Allowance	67	-	-
	Subtotal	*269,994*	*295,831*	*311,325*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	114	3,570	9,307
229	Materials and Miscellaneous Supplies	234	255	331
240	Equipment Repair and Maintenance	7,848	9,027	10,022
243	Non-Capital Computer Equipment and Supplies	171	1,530	1,515
246	Liability Insurance	1,778	2,185	2,202
247	Safety Expenses	752	1,147	1,403
250	Professional and Contracted Services	-	765	4,335
261	Telephone Charges	416	826	826
264	Printing and Copying	289	898	898
270	Administrative and Management Services	48,642	34,433	41,156
273	Fleet Lease - Operating and Maintenance	14,891	13,422	17,447
274	Fleet Lease - Replacement	6,478	6,432	4,177
	Subtotal	*81,613*	*74,490*	*93,619*
	Capital Outlay			
440	Machinery and Equipment	-	-	3,060
	Subtotal	-	-	*3,060*
	SERVICE TOTAL	**$351,607**	**$370,321**	**$408,004**

Service: **Utilities Warehouse**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

The Utilities Warehouse is responsible for procuring standard stock items and critical and noncritical materials and supplies primarily for Longmont Power & Communications and the Public Works and Natural Resources departments. This service supports other City departments as required. Through cost-effective purchasing practices, the Warehouse receives, stocks, stores, stages and issues products and materials as recommended by the departments and manufacturer's specifications.

SERVICE: Utilities Warehouse

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	2.00	2.00	2.00
Total	**4.00**	**4.00**	**4.00**

Service: Utilities Warehouse

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	175,399	180,922	224,692
112	Wages - Temporary	-	-	50,000
114	Skill Based Pay	1,506	1,500	1,500
115	One Time Payment	-	1,345	4,437
121	Wages - Overtime	3,233	2,130	2,130
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	6,546	-	-
124	Skill Based Overtime Pay	18	-	-
126	Retirement Health Savings Plan	2,126	1,600	2,000
128	FICA	-	-	3,100
129	Medicare	1,637	1,832	3,101
131	MOPC	8,972	9,121	11,310
132	Employee Insurance	26,759	29,490	36,624
133	Employee Retirement	13,154	12,216	15,155
135	Compensation Insurance	3,327	2,012	3,655
136	Unemployment Insurance	535	543	450
137	Staff Training and Conferences	3,092	3,550	3,200
139	Dental Insurance	1,248	1,266	1,573
141	Uniforms and Protective Clothing	504	600	760
142	Food Allowance	108	125	125
	Subtotal	*249,904*	*250,052*	*365,672*
	Operating and Maintenance			
210	Office Supplies	253	400	200
215	Audiovisual Materials	-	150	-
216	Reference Books and Materials	118	150	-
217	Dues and Subscriptions	255	150	300
218	Non-Capital Equipment and Furniture	2,661	1,400	3,996
225	Freight	2,572	3,500	3,500
228	Janitorial Supplies	53	150	50
229	Materials and Miscellaneous Supplies	2,881	3,000	3,000
230	Printing and Copier Supplies	546	100	200
232	Building Repair and Maintenance	1,268	2,000	1,500
233	Facility Repair and Maintenance	-	900	100
240	Equipment Repair and Maintenance	1,283	690	280
241	Grounds Maintenance	137	600	600
243	Non-Capital Computer Equipment and Supplies	1,952	3,900	5,960
246	Liability Insurance	1,597	2,525	2,503
247	Safety Expenses	1,652	1,000	1,000
249	Operating Leases and Rentals	-	130	130
250	Professional and Contracted Services	17,674	18,400	18,400
261	Telephone Charges	419	540	500
263	Postage	-	25	-
264	Printing and Copying	38	200	-
265	Loss on Obsolete Items	1,487	2,800	3,000
270	Administrative and Management Services	142,777	96,498	72,942
273	Fleet Lease - Operating and Maintenance	5,259	14,479	8,099
274	Fleet Lease - Replacement	12,061	9,072	11,924
	Subtotal	*196,943*	*162,759*	*138,184*
	Capital Outlay			
475	Building and Facility Improvement	8,751	35,765	12,500
	Subtotal	*8,751*	*35,765*	*12,500*
	SERVICE TOTAL	**$455,598**	**$448,576**	**$516,356**

Service: **Energy Services**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Energy Services is responsible for developing, implementing and managing energy services, including customer outreach and education, key account management, energy efficiency services, and management of grant-funded programs.

This service develops and implements energy efficiency services for all customer segments; responds to customer usage, billing and service inquiries; coordinates energy, power quality and lighting audits; works proactively with key accounts on energy and telecommunications services; develops energy and conservation information for the public; and manages, monitors and tracks grant-funded programs.

SERVICE: Energy Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Energy Services Manager	1.00	1.00	0.50
Key Account Manager	1.00	1.00	1.10
Energy Services Specialist	2.00	2.00	3.00
Customer Services Energy Specialist	1.00	1.00	1.00
Energy Services Program Coordinator	1.00	1.00	1.00
Total	**6.00**	**6.00**	**6.60**

Service: Energy Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	318,963	414,924	465,803
115	One Time Payment	-	2,481	854
123	Leave Expense	13,573	-	-
126	Retirement Health Savings Plan	1,600	2,400	2,640
129	Medicare	4,078	6,016	6,753
131	MOPC	16,254	20,746	23,291
132	Employee Insurance	64,356	67,633	75,927
133	Employee Retirement	23,844	27,800	31,207
135	Compensation Insurance	-	337	303
136	Unemployment Insurance	1,225	1,245	933
137	Staff Training and Conferences	10,183	9,000	6,250
139	Dental Insurance	2,859	2,904	3,260
142	Food Allowance	96	375	500
	Subtotal	*457,031*	*555,861*	*617,721*
	Operating and Maintenance			
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	4,782	17,385	10,550
218	Non-Capital Equipment and Furniture	1,111	1,000	1,000
229	Materials and Miscellaneous Supplies	86	1,000	1,000
240	Equipment Repair and Maintenance	13,186	15,100	39,785
243	Non-Capital Computer Equipment and Supplies	1,330	1,735	3,300
246	Liability Insurance	124	1,462	1,484
250	Professional and Contracted Services	55,222	48,000	61,200
252	Ads and Legal Notices	218	-	5,900
261	Telephone Charges	1,949	2,250	4,260
263	Postage	-	12,050	12,050
264	Printing and Copying	311	10,000	13,000
269	Other Services and Charges	788	12,000	27,000
273	Fleet Lease - Operating and Maintenance	1,383	423	3,079
274	Fleet Lease - Replacement	1,094	595	735
290	Rebates	17,675	40,000	40,000
291	Residential Energy Efficiency Rebates	6,389	95,000	100,000
292	Commercial Energy Efficiency Rebates	194,542	195,000	214,500
	Subtotal	*300,190*	*453,500*	*539,343*
	Non-Operating Expense			
970	Transfers to Other Funds	-	-	5,000
	Subtotal	-	-	*5,000*
	SERVICE TOTAL	**$757,221**	**$1,009,361**	**$1,162,064**

Service: **Capital Improvement Projects**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:
Capital projects are listed below. Detailed descriptions of each project are included in the 2015-2019 Capital Improvement Program.

ELECTRIC PROJECTS	2015 Budget
DR-8 Downtown Alley Improvements	$ 363,600
MUE-9 Electric Feeder Underground Conversion	317,600
MUE-44 Electric System Reliability Improvements	100,000
MUE-91 Street Lighting Program	50,000
MUE-97 Electric Aid to Construction	900,000
PB-1 Municipal Buildings Roof Improvements	248,640
PB-82 Municipal Buildings HVAC Replacement	70,660
TOTAL	**$ 2,050,500**

BROADBAND PROJECTS	2015 Budget
MUE-9 Electric Feeder Underground Conversion	$ 15,000
TEL-3 Citywide Fiber to Premise Build	15,600,000
TOTAL	**$ 15,615,000**

Service: **Broadband Administration**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:

Broadband Administration works under the strategic direction of the Power & Communications General Manager. This service engages in dark fiber and collocation leases, assesses customer needs, coordinates with service providers as necessary, and provides other services as directed by City Council.

This service also coordinates activities with Platte River Power Authority's telecommunications staff and the City's Enterprise Technology Services Division. Staff work with the American Public Power Association and various telecommunications organizations to keep abreast of industry standards and developments and to monitor state and federal legislation in order to promote the interests of Longmont's business and residential telecommunications customers.

SERVICE: Broadband Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
General Manager Longmont Power & Comm	0.00	0.00	0.30
Power & Comm Business Manager	0.00	0.00	0.30
Energy Services Manager	0.00	0.00	0.50
Key Account Manager	0.00	0.00	0.90
Utility Rate Analyst	0.00	0.00	0.80
MDU & Commercial Acct Mgr	0.00	0.00	1.00
Web/Digital Media Specialist	0.00	0.00	0.40
Public Relations & Marketing Specialist	0.00	0.00	0.30
Sr Customer Service Rep	0.00	0.00	1.00
Customer Service Rep	0.00	0.00	2.00
Total	**0.00**	**0.00**	**7.50**

Service: Broadband Administration

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	259,750	354,966	445,618
115	One Time Payment	-	235	1,388
121	Wages - Overtime	715	-	-
123	Leave Expense	2,716	310	500
126	Retirement Health Savings Plan	1,150	1,540	3,400
129	Medicare	1,764	5,147	6,535
131	MOPC	6,960	17,749	22,530
132	Employee Insurance	22,716	57,860	73,447
133	Employee Retirement	8,558	23,783	30,191
135	Compensation Insurance	84	125	259
136	Unemployment Insurance	455	1,065	901
137	Staff Training and Conferences	1,652	6,000	6,250
139	Dental Insurance	1,060	2,485	3,152
142	Food Allowance	454	-	500
	Subtotal	*308,034*	*471,265*	*594,671*
	Operating and Maintenance			
210	Office Supplies	-	100	200
217	Dues and Subscriptions	-	1,000	1,000
218	Non-Capital Equipment and Furniture	270	-	-
229	Materials and Miscellaneous Supplies	4,146	500	1,360
230	Printing and Copier Supplies	842	5,000	500
240	Equipment Repair and Maintenance	1,288	5,000	43,750
243	Non-Capital Computer Equipment and Supplies	6,929	3,000	1,395
245	Mileage Allowance	-	120	-
246	Liability Insurance	557	642	-
247	Safety Expenses	-	500	250
250	Professional and Contracted Services	154,212	109,000	185,500
252	Ads and Legal Notices	-	-	199,000
260	Utilities	418	300	450
261	Telephone Charges	454	1,320	1,320
263	Postage	14,101	7,600	16,000
264	Printing and Copying	8,708	5,000	61,100
269	Other Services and Charges	671	200	41,300
270	Administrative and Management Services	79,161	56,954	165,405
271	Franchise Equivalency	14,858	11,560	8,142
273	Fleet Lease - Operating and Maintenance	-	1,905	5,071
274	Fleet Lease - Replacement	-	2,678	2,205
	Subtotal	*286,615*	*212,379*	*733,948*
	Non-Operating Expense			
922	Interest - Current Bond Issue	-	-	1,272,455
970	Transfers to Other Funds	1,816	13,583	23,840
	Subtotal	*1,816*	*13,583*	*1,296,295*
	SERVICE TOTAL	**$596,465**	**$697,227**	**$2,624,914**

Service: **Broadband Operations**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

Service Description:
Broadband Operations is responsible for installation, operations, testing and maintenance of the telecommunications system network. The service also is responsible for planning, cost estimating, designing, and mapping the network and for telecommunications capital improvement projects.

SERVICE: Broadband Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Director of Power and Communications	0.10	0.10	0.00
Electric Operations Manager	0.00	0.00	0.30
Electric Construction Coordinator	0.00	0.00	0.10
Broadband Services Manager	0.95	0.90	0.00
Business Manager	0.10	0.10	0.00
Engineering Project Coordinator	0.00	0.10	0.00
Customer Services and Marketing Manager	0.05	0.10	0.00
Customer Service Energy Specialist	0.00	0.00	1.00
Network Engineer	0.00	0.00	1.00
Substation Supervisor	0.05	0.10	0.00
Journey Substation Worker	0.00	0.15	0.00
Network Operations Manager	0.00	1.00	1.00
Fiber Optic Technician	0.00	0.00	2.00
Broadband Technical CS Rep	0.00	0.00	2.00
Construction Inspector	0.00	0.00	1.00
Web and Digital Media Specialist	0.00	0.25	0.00
Senior GIS/Mapping Technician	0.00	0.10	0.00
Utilities Rate Analyst	0.20	0.20	0.00
Total	**1.45**	**3.10**	**8.40**

Service: Broadband Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	78,159	-	45,342
115	One Time Payment	-	-	2,615
121	Wages - Overtime	1,427	-	5,000
126	Retirement Health Savings Plan	-	-	7,360
129	Medicare	-	-	16,606
131	MOPC	-	-	57,268
132	Employee Insurance	-	-	186,690
133	Employee Retirement	-	-	76,739
135	Compensation Insurance	66	-	-
136	Unemployment Insurance	-	-	2,291
137	Staff Training and Conferences	-	9,000	9,000
139	Dental Insurance	-	-	8,016
141	Uniforms and Protective Cloth	127	-	3,000
142	Food Allowance	-	-	500
	Subtotal	*79,779*	*9,000*	*420,427*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	1,211	-	20,000
229	Materials and Miscellaneous Supplies	4,346	-	5,000
234	System Maintenance	(3,196)	16,400	20,000
240	Equipment Repair and Maintenance	85,204	100,800	337,584
243	Non-Capital Computer Equipment and Supplies	13,969	-	13,230
246	Liability Insurance	4,784	-	-
247	Safety Expenses	-	1,500	5,000
250	Professional and Contracted Services	4,664	10,000	155,000
261	Telephone Charges	-	-	7,140
273	Fleet Lease - Operating and Maintenance	-	-	1,280
274	Fleet Lease - Replacement	-	-	5,818
	Subtotal	*110,982*	*128,700*	*570,052*
	Capital Outlay			
432	Vehicles	963	-	158,767
440	Machinery and Equipment	14,985	-	120,000
	Subtotal	*15,948*	-	*278,767*
	SERVICE TOTAL	**$206,709**	**$137,700**	**$1,269,246**

Service: **Broadband Engineering**

FUND: Electric and Broadband Fund
DEPARTMENT: Power & Communications

SERVICE: Broadband Engineering

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Chief Electrical Engineer	0.00	0.00	0.20
Elect Engineering Proj Coordinator	0.00	0.00	0.50
Programmer Analyst	0.00	0.00	0.20
Elect Distr Field Engineer	0.00	0.00	0.30
Sr GIS/Mapping Technician	0.00	0.00	0.10
Total	**0.00**	**0.00**	**1.30**

Service: Broadband Engineering

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	-	-	110,244
112	Wages - Temporary	-	-	30,000
115	One Time Payment	-	-	1,162
126	Retirement Health Savings Plan	-	-	520
128	FICA	-	-	1,860
129	Medicare	-	-	2,032
131	MOPC	-	-	5,512
132	Employee Insurance	-	-	17,971
133	Employee Retirement	-	-	7,387
136	Unemployment Insurance	-	-	222
137	Staff Training and Conferences	-	-	2,500
139	Dental Insurance	-	-	772
	Subtotal	-	-	*180,182*
	Operating and Maintenance			
210	Office Supplies	-	-	-
240	Equipment Repair and Maintenance	-	-	16,650
247	Safety Expenses	-	-	250
261	Telephone Charges	-	-	420
	Subtotal	-	-	*17,320*
	SERVICE TOTAL	**$-**	**$-**	**$197,502**

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	14,177	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	83,825	435,000	685,000
TOTAL	**$ 98,002**	**$ 435,000**	**$ 685,000**

Fund Description
The Electric Community Investment Fee (CIF) on new development was enacted on January 1, 1994, to provide funding for electric system capital improvements that are related strictly to growth, such as main feeder system extensions and additional substation capacity.

2015 Budget
Two capital projects are included in the 2015 Budget: main feeder extensions and an electric substation expansion. Detailed capital project descriptions are included in the 2015-2019 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS	2015 Budget
MUE-14 Electric Main Feeder Extensions	$385,000
MUE-16 Electric Substation Expansion	$300,000
TOTAL	**$685,000**

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 1,864,771**	**$ 2,034,998**	**$ 1,972,915**
Committed Working Capital	-	14,083	-
SOURCES OF FUNDS			
Fees	261,572	372,000	435,500
Interest	(2,372)	15,000	12,000
Adjustment for GAAP Revenue	9,029	-	-
TOTAL FUNDS	**268,229**	**387,000**	**447,500**
EXPENSES			
Capital Projects	98,002	435,000	685,000
TOTAL EXPENSES	**98,002**	**435,000**	**685,000**
ENDING WORKING CAPITAL	**2,034,998**	**1,972,915**	**1,735,415**
CONTRIBUTION TO/(FROM) RESERVES	$ 170,227	$ (48,000)	$ (237,500)

WATER FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	4,161,127	4,576,495	4,767,426
Operating and Maintenance	5,714,406	6,845,707	6,885,704
Non-Operating	1,309,351	1,264,132	1,220,613
Capital	4,766,633	10,526,499	8,463,041
TOTAL	**$ 15,951,517**	**$ 23,212,832**	**$ 21,336,784**

Fund Description

The Water Fund pays for all costs associated with delivering water services to Longmont customers. Those services include acquiring and maintaining a portfolio of water rights, storage and treatment of raw water, storage and distribution of potable water, maintenance of the City's water line system, and chemical and biological testing to meet all applicable water quality standards. The largest source of revenue to pay for those services is payments of monthly bills from water customers.

The Water Fund includes eleven budget services:

- Public Works and Natural Resources Director
- Water Administration/Engineering
- Water Resources; Water Distribution
- Water Treatment Plants
- Water Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

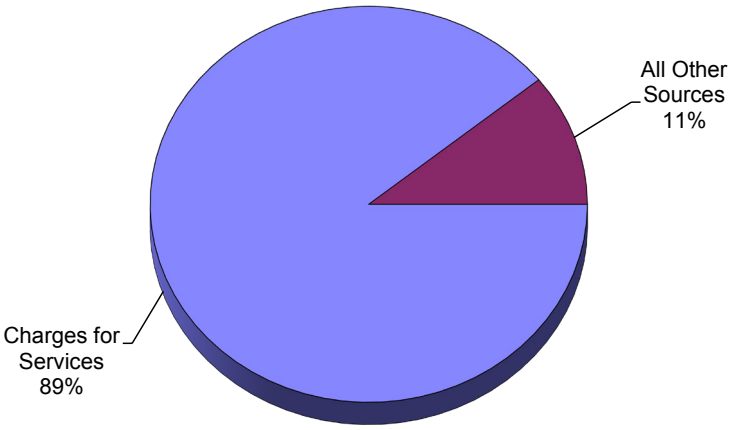
Water System

The approximate value of the water system is $187 million. It includes 443 miles of water transmission and distribution lines, pump stations, PRV vaults, treated water storage and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.

WATER FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 27,104,324**	**$ 25,406,620**	**$ 16,418,687**
Committed Working Capital	-	2,895,897	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	12,759,678	13,381,997	14,184,492
System Development Fees	993,024	580,400	797,700
Interest - Operating	(29,799)	200,200	68,100
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	329,662	2,625,000	1,750,000
Miscellaneous	166,151	333,200	-
Operating Transfers	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	(49,310)	-	-
TOTAL FUNDS	**14,169,406**	**17,120,797**	**16,800,292**
EXPENSES BY BUDGET SERVICE			
Water Utility Director	340,305	478,021	390,758
Water Administration/Engineering	3,413,154	3,500,346	3,495,735
Water Resources	4,022,427	4,489,275	4,578,827
Water Treatment Plants	1,939,983	2,403,523	2,360,959
Water Distribution	2,106,630	2,597,090	2,804,326
Water Quality Laboratory	335,425	339,204	381,398
Water Instrumentation and Control	222,156	236,490	242,634
Water Engineering/Survey Tech Services	298,941	311,346	307,161
Water Construction Inspection	101,997	95,357	106,304
Water Regulatory Compliance	180,276	293,846	291,866
Water Meter Reading	253,364	266,486	293,603
CIP Projects	2,736,859	8,201,850	6,083,213
Total Operating Expenses	15,951,517	23,212,833	21,336,784
Adjustment for GAAP Expenses	(84,407)	-	-
TOTAL ADJUSTED EXPENSES	**15,867,110**	**23,212,833**	**21,336,784**
ENDING WORKING CAPITAL	**25,406,620**	**16,418,687**	**11,882,195**
CONTRIBUTION TO/(FROM) RESERVES	$ (1,697,704)	$ (6,092,036)	$ (4,536,492)

WATER FUND - Sources of Funds



- The Water Fund will receive 89% of its operating revenues from charges for services to the City's water customers in 2015.
- The 2015 Budget requires a contribution of $4,536,492 from fund balance, primarily for capital projects.

Estimating Major Sources of Funds

Treated Water Sales: The Water/Wastewater Department estimates total sales of treated water based on customer classification, the estimated number of customers in each classification, and the estimated average monthly bill in each class.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Sale of Treated Water	$ 12,148,369	$ 12,941,997	$ 13,344,492
Sale of Raw Water	504,618	400,000	800,000
Construction Inspection Fees	21,179	-	-
Water Meters	77,191	25,000	25,000
Lab Testing Fees	8,321	15,000	15,000
System Development Fees	993,024	580,400	797,700
Intergovernmental Revenue	329,662	2,625,000	1,750,000
Interest Income	(29,799)	200,200	68,100
Other Revenue	166,151	333,200	-
Contribution from/(to) Fund Balance	1,697,704	6,092,036	4,536,492
TOTAL FUNDS NEEDED TO MEET EXPENSES	**$ 15,867,110**	**$ 23,212,833**	**$ 21,336,784**

Service: **Public Works and Natural Resources Director**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Public Works and Natural Resources Director is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
General Manager PW&NR	0.30	0.30	0.30
Business & Strategic Planning Manager	0.30	0.30	0.30
Multi Media/Marketing Specialist	0.30	0.30	0.30
Utilities Financial Analyst	0.30	0.30	0.30
Business Analyst	0.30	0.30	0.30
Executive Assistant	0.30	0.30	0.30
Customer Services Representative	0.10	0.10	0.00
Administrative Supervisor	0.00	0.00	0.25
Administrative Assistant	1.05	0.75	0.50
Total	**2.95**	**2.65**	**2.55**

Service: Public Works and Natural Resources Director

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	173,747	204,570	195,055
112	Wages - Temporary	6,203	-	-
115	One Time Payment	-	1,569	2,247
121	Wages - Overtime	403	200	200
122	Longevity Compensation	174	163	-
123	Leave Expense	9,587	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	2,170	1,060	1,020
128	FICA	401	-	-
129	Medicare	1,613	2,091	2,075
131	MOPC	8,556	10,644	9,654
132	Employee Insurance	30,649	33,184	31,468
133	Employee Retirement	13,242	15,088	12,934
135	Compensation Insurance	802	1,560	149
136	Unemployment Insurance	605	573	386
137	Staff Training and Conferences	31,455	29,254	29,254
139	Dental Insurance	1,415	1,336	1,351
142	Food Allowance	120	740	425
	Subtotal	*281,143*	*302,032*	*286,218*
	Operating and Maintenance			
216	Reference Books and Materials	5	200	200
217	Dues and Subscriptions	421	704	704
218	Non-Capital Equipment and Furniture	748	2,090	450
229	Materials and Supplies	87	900	900
240	Equipment Repair and Maintenance	10,058	17,650	13,750
243	Non-Capital Computer Equipment and Supplies	1,421	3,816	3,993
245	Mileage Allowance	2,409	2,400	820
246	Liability Insurance	595	1,047	1,395
248	Lease Purchase Installment	-	6,331	-
250	Professional and Contracted Services	41,916	138,851	73,697
252	Advertising and Legal Notices	279	500	500
261	Telephone Charges	725	500	800
264	Printing and Copying	498	1,000	1,000
	Subtotal	*59,162*	*175,989*	*98,209*
	Non-Operating Expense			
970	Transfers to Other Funds	-	-	6,331
	Subtotal	-	-	*6,331*
	SERVICE TOTAL	**$340,305**	**$478,021**	**$390,758**

Service: **Water Administration/Engineering**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides management, administration, supervision, and engineering assistance to the department's Water Utility. Activities include planning for development and capital improvement programs, as well as staffing, supervision and evaluation of employees. This service pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Water Administration/Engineering

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Engineering Services Manager	0.20	0.20	0.20
Engineering Administrator	0.60	0.60	0.60
Senior Civil Engineer	2.40	2.40	1.90
Project Manager	0.00	0.00	0.50
Natural Resources Specialist	0.25	0.25	0.35
Administrative Assistant	0.10	0.10	0.10
Office Assistant	0.60	0.60	0.60
Total	**4.15**	**4.15**	**4.25**

Service: Water Administration/Engineering

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	300,635	335,883	342,379
112	Wages - Temporary	850	5,000	5,000
115	One Time Payment	-	1,524	2,870
121	Wages - Overtime	216	-	-
122	Longevity Compensation	822	721	751
123	Leave Expense	6,599	16,750	16,750
126	Retirement Health Savings Plan	2,741	1,660	1,700
128	FICA	55	310	310
129	Medicare	3,492	4,612	4,703
131	MOPC	14,995	16,794	17,119
132	Employee Insurance	50,299	54,749	55,810
133	Employee Retirement	23,211	22,504	22,940
135	Compensation Insurance	468	623	249
136	Unemployment Insurance	1,000	1,008	686
137	Staff Training and Conferences	240	-	-
139	Dental Insurance	2,331	2,351	2,397
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	-	300	300
	Subtotal	*407,954*	*464,889*	*474,064*
	Operating and Maintenance			
210	Office Supplies	402	1,000	1,000
216	Reference Books and Materials	-	600	600
217	Dues and Subscriptions	505	1,129	1,129
218	Non-Capital Equipment and Furniture	10	1,800	1,800
223	Lab and Photo Supplies	-	100	100
229	Materials and Supplies	429	1,300	1,300
230	Printing and Copier Supplies	360	1,500	1,500
232	Building Repair and Maintenance	-	300	300
235	Station Maintenance	19,620	10,000	10,000
240	Equipment Repair and Maintenance	3,050	5,320	6,070
243	Non-Capital Computer Equipment and Supplies	5,922	6,500	4,970
245	Mileage Allowance	84	200	200
246	Liability Insurance	1,281	1,766	1,809
247	Safety Expenses	236	500	500
250	Professional and Contracted Services	18,431	56,800	26,800
252	Advertising and Legal Notices	-	400	400
256	Refunds	2,573	3,000	3,000
259	Licenses and Permits	1,393	1,400	1,400
261	Telephone Charges	633	762	762
263	Postage	8,324	14,000	14,000
264	Printing and Copying	2,176	11,000	11,000
269	Other Services and Charges	170,165	172,004	172,004
270	Administrative and Management Services	1,192,258	1,195,982	1,228,549
271	Franchise Equivalency	260,784	267,640	283,690
273	Fleet Lease - Operating and Maintenance	2,007	4,731	4,624
274	Fleet Lease - Replacement	4,609	11,591	12,882
275	Building Permits To LDDA	597	-	-
	Subtotal	*1,695,849*	*1,771,325*	*1,790,389*
	Non-Operating Expense			
925	Amortization of Bond Issue Expenses	115,561	-	-
927	Principal on Notes and Contracts	-	1,006,135	1,017,192
928	Interest on Notes and Contracts	409,629	181,833	166,740
950	Bad Debt	1,896	2,500	2,500
960	Depreciation	-	-	-
970	Transfers to Other Funds	782,265	73,664	27,850
	Subtotal	*1,309,351*	*1,264,132*	*1,214,282*
	Capital Outlay			
432	Vehicles	-	-	17,000
	Subtotal	-	-	*17,000*
	SERVICE TOTAL	**$3,413,154**	**$3,500,346**	**$3,495,735**

Service: **Water Quality Laboratory**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the Water/Wastewater Division. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory's primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. The laboratory provides testing to monitor compliance with state health department and U.S. Environmental Protection Agency requirements, testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program, sampling and testing of St. Vrain Creek to study the effects of the wastewater treatment plant effluent on the creek, and metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

SERVICE: Water Quality Laboratory

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Water Quality Laboratory Supervisor	0.35	0.30	0.25
Water Quality Analyst	0.70	0.60	0.50
Laboratory Technician	1.05	0.90	0.75
Total	**2.10**	**1.80**	**1.50**

Service: Water Quality Laboratory

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	149,105	121,950	106,697
112	Wages - Temporary	587	28,880	28,880
115	One Time Payment	-	1,485	372
121	Wages - Overtime	14,253	1,732	1,732
122	Longevity Compensation	1,116	576	495
123	Leave Expense	5,849	-	-
126	Retirement Health Savings Plan	1,390	720	700
128	FICA	31	1,791	1,791
129	Medicare	1,553	1,668	1,732
131	MOPC	7,464	6,097	5,335
132	Employee Insurance	18,089	19,878	17,390
133	Employee Retirement	11,544	8,171	7,149
135	Compensation Insurance	1,344	2,306	2,107
136	Unemployment Insurance	360	314	212
139	Dental Insurance	843	732	747
141	Uniforms and Protective Clothing	-	54	54
142	Food Allowance	75	-	-
	Subtotal	*213,603*	*196,354*	*175,393*
	Operating and Maintenance			
210	Office Supplies	268	490	525
216	Reference Books and Materials	90	245	245
217	Dues and Subscriptions	392	760	760
218	Non-Capital Equipment and Furniture	788	2,500	4,809
223	Lab and Photo Supplies	34,074	35,000	36,750
228	Janitorial Supplies	247	805	805
229	Materials and Supplies	257	1,050	1,050
230	Printing and Copier Supplies	684	1,000	1,000
232	Building Repair and Maintenance	29	16,800	13,100
240	Equipment Repair and Maintenance	5,202	14,800	14,705
243	Non-Capital Computer Equipment and Supplies	1,236	2,768	2,458
246	Liability Insurance	542	506	606
247	Safety Expenses	543	140	140
250	Professional and Contracted Services	39,267	59,600	53,700
259	Licenses and Permits	1,041	2,500	2,500
261	Telephone Charges	191	400	400
263	Postage	-	50	50
264	Printing and Copying	182	800	1,150
269	Other Services and Charges	-	18	18
273	Fleet Lease - Operating and Maintenance	517	933	1,549
274	Fleet Lease - Replacement	1,685	1,685	1,685
	Subtotal	*87,235*	*142,850*	*138,005*
	Capital Outlay			
440	Machinery and Equipment	34,587	-	68,000
	Subtotal	*34,587*	-	*68,000*
	SERVICE TOTAL	**$335,425**	**$339,204**	**$381,398**

Service: **Water Resources**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Resources service is responsible for acquisition and maintenance of the City's Water Rights inventory, construction and maintenance of the raw water storage system, and construction and maintenance of the raw water transmission system by which water is delivered to the water treatment plants. Activities performed include in-house engineering, construction management, oversight of contracted engineering and legal services, negotiation and management of agreements and contracts pertaining to water rights, management of the City's raw water supplies, land acquisition, capital projects, and all associated management functions. Water rights are acquired primarily through implementation of the Raw Water Requirement Policy supplemented by occasional purchases. Water is rendered available for municipal uses by action through the Colorado Water Court system. The management of and payments for the Windy Gap and Colorado Big Thompson transbasin water diversion projects are also included in this service.

SERVICE: Water Resources

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Water Resources Administrator	1.00	1.00	1.00
Water Resources Analyst	1.00	1.00	2.00
Water Resources Technician	1.00	1.00	0.00
Watershed Ranger	1.00	1.00	1.00
Environmental Project Specialist	0.00	0.70	0.90
Sr Park Ranger	0.00	0.00	1.00
Arborist Technician II	0.25	0.25	0.25
Natural Resources Technician	0.00	0.15	0.15
Total	**4.25**	**5.10**	**6.30**

Service: Water Resources

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	307,739	355,234	442,466
112	Wages - Temporary	55,421	72,300	72,300
115	One Time Payment	-	4,200	3,606
121	Wages - Overtime	8,916	5,750	5,750
122	Longevity Compensation	5,040	5,220	5,400
123	Leave Expense	6,880	-	-
126	Retirement Health Savings Plan	3,950	2,040	2,520
128	FICA	3,552	4,483	4,483
129	Medicare	2,663	3,734	4,943
131	MOPC	15,405	17,762	22,123
132	Employee Insurance	45,961	57,903	72,122
133	Employee Retirement	23,846	23,801	29,646
135	Compensation Insurance	5,678	4,297	7,092
136	Unemployment Insurance	918	1,066	884
139	Dental Insurance	2,142	2,487	3,097
141	Uniforms and Protective Clothing	421	1,000	1,000
142	Food Allowance	608	1,600	1,600
	Subtotal	*489,140*	*562,877*	*679,032*
	Operating and Maintenance			
214	Pamphlets and Documents	-	3,700	3,700
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	4,262	6,720	6,720
218	Non-Capital Equipment and Furniture	5,074	2,000	2,000
223	Lab and Photo Supplies	-	50	50
228	Janitorial Supplies	276	500	500
229	Materials and Supplies	11,269	10,750	10,750
232	Building Repair and Maintenance	2,272	12,000	12,000
233	Facility Repair and Maintenance	3,639	11,000	11,000
240	Equipment Repair and Maintenance	5	-	-
241	Grounds Maintenance	2,036	7,200	7,200
243	Non-Capital Computer Equipment and Supplies	621	1,760	1,440
244	Assessments	1,362,789	1,548,285	1,480,824
245	Mileage Allowance	53	467	467
246	Liability Insurance	2,185	6,258	6,166
247	Safety Expenses	205	600	600
249	Operating Leases and Rentals	139,088	141,638	141,638
250	Professional and Contracted Services	264,697	452,434	452,434
252	Advertising and Legal Notices	176	-	-
259	Licenses and Permits	4,837	8,975	8,975
260	Utilities	7,355	29,300	29,300
261	Telephone Charges	997	2,400	2,400
264	Printing and Copying	2,920	2,000	2,000
269	Other Services and Charges	13	200	200
273	Fleet Lease - Operating and Maintenance	15,786	20,367	17,474
274	Fleet Lease - Replacement	12,338	4,343	35,453
	Subtotal	*1,842,893*	*2,273,147*	*2,233,491*
	Capital Outlay			
440	Machinery and Equipment	12,814	-	11,299
455	System Renovations and Replacement	13,875	-	-
470	Planning and Design	9,870	-	-
489	Windy Gap Improvements	1,653,835	1,653,250	1,655,005
	Subtotal	*1,690,394*	*1,653,250*	*1,666,304*
	SERVICE TOTAL	**$4,022,427**	**$4,489,274**	**$4,578,827**

Service: **Water Treatment Plants**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Water Treatment Plants process the City's raw water supply to meet all water quality standards (as defined in the Colorado Primary Drinking Water Regulations) before the water enters the City's distribution system. This service produces potable water that is aesthetically pleasing and free of impurities and pathogenic organisms. Plant capacities and reservoirs for treated water storage are used to meet system water demands in an efficient manner.

SERVICE: Water Treatment Plants

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Operations Manager	0.30	0.30	0.30
Treatment Operations Manager	0.00	0.50	0.50
Treatment Operations Supervisor	1.50	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.30	0.50	0.50
Chief Water Plant Operator	0.00	1.00	1.00
Operations and Maintenance Technician Lead	7.50	7.60	5.60
Operations and Maintenance Technician	0.00	0.00	1.60
Facilities Maintenance Worker	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Office Assistant	0.50	0.50	0.00
Total	**11.20**	**12.50**	**11.60**

Service: Water Treatment Plants

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	619,684	748,435	768,061
112	Wages - Temporary	41,371	-	-
114	Skill Based Pay	30,273	34,390	300
115	One Time Payment	-	5,569	2,640
121	Wages - Overtime	35,501	42,400	42,400
122	Longevity Compensation	1,740	1,800	-
123	Leave Expense	15,936	-	-
124	Skill Based Overtime Pay	2,343	-	-
126	Retirement Health Savings Plan	7,097	5,000	4,640
128	FICA	2,647	-	-
129	Medicare	8,702	10,595	11,140
131	MOPC	31,403	37,426	38,417
132	Employee Insurance	100,060	121,995	125,197
133	Employee Retirement	48,614	50,151	51,482
135	Compensation Insurance	7,342	15,028	15,738
136	Unemployment Insurance	2,011	2,245	1,538
139	Dental Insurance	4,688	5,239	5,375
141	Uniforms and Protective Clothing	3,524	2,475	2,475
142	Food Allowance	-	500	500
	Subtotal	*962,936*	*1,083,248*	*1,069,903*
	Operating and Maintenance			
210	Office Supplies	1,026	2,000	2,000
216	Reference Books and Materials	246	1,200	1,200
217	Dues and Subscriptions	13,230	14,500	14,500
218	Non-Capital Equipment and Furniture	5,533	42,500	42,500
220	Gas and Oil	170	1,000	1,000
222	Chemicals	458,195	683,000	683,000
223	Lab and Photo Supplies	10,327	30,000	30,000
228	Janitorial Supplies	1,203	500	500
229	Materials and Supplies	3,617	6,000	6,000
230	Printing and Copier Supplies	381	750	750
232	Building Repair and Maintenance	23,580	34,000	34,000
233	Facility Repair and Maintenance	61,377	56,000	56,000
240	Equipment Repair and Maintenance	12,882	7,000	14,735
243	Non-Capital Computer Equipment and Supplies	3,402	4,760	15,700
245	Mileage Allowance	-	500	500
246	Liability Insurance	10,817	18,347	12,945
247	Safety Expenses	6,125	6,000	6,000
249	Operating Leases and Rentals	-	1,500	1,500
250	Professional and Contracted Services	198,588	108,500	108,500
259	Licenses and Permits	5,030	11,500	11,500
260	Utilities	136,162	170,000	170,000
261	Telephone Charges	2,012	2,000	2,000
263	Postage	586	-	-
273	Fleet Lease - Operating and Maintenance	13,232	10,861	29,059
274	Fleet Lease - Replacement	9,326	15,757	14,167
	Subtotal	*977,047*	*1,228,175*	*1,258,056*
	Capital Outlay			
440	Machinery and Equipment	-	92,100	33,000
	Subtotal	-	*92,100*	*33,000*
	SERVICE TOTAL	**$1,939,983**	**$2,403,523**	**$2,360,959**

Service: **Water Instrumentation and Control**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Instrumentation and Control provides support services to all areas of the department in the design, installation, programming and maintenance of electrical equipment and electronic control systems. Staff are responsible for installation and maintenance of electrical equipment (motors, motor control centers, etc.) and equipment associated with the SCADA (Supervisory Data Acquisition and Control) system at the water and wastewater treatment facilities and the collection and distribution systems. Engineering staff design, program and troubleshoot the SCADA system and its associated electrical systems and equipment. Staff also work with project engineers and contractors in the design and construction of capital projects to ensure compatibility with existing electrical and control systems.

SERVICE: Water Instrumentation and Control

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Electrician	1.00	0.50	0.50
Instrumentation Technician	0.50	1.00	1.00
Total	**1.50**	**1.50**	**1.50**

Service: Water Instrumentation and Control

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	86,881	88,382	98,324
114	Skill Based Pay	7,109	7,000	-
115	One Time Payment	-	622	-
121	Wages - Overtime	7,213	6,000	6,000
123	Leave Expense	2,319	-	-
124	Skill Based Overtime Pay	602	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	1,294	1,282	1,427
131	MOPC	4,744	4,419	4,916
132	Employee Insurance	13,376	14,406	16,026
133	Employee Retirement	7,341	5,922	6,588
135	Compensation Insurance	35	83	969
136	Unemployment Insurance	263	265	197
139	Dental Insurance	613	619	689
141	Uniforms and Protective Clothing	-	1,800	1,800
142	Food Allowance	-	100	100
	Subtotal	*132,390*	*131,500*	*137,636*
	Operating and Maintenance			
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	83	250	250
218	Non-Capital Equipment and Furniture	167	10,000	10,000
229	Materials and Miscellaneous Supplies	456	-	-
233	Facility Repair and Maintenance	15,848	20,000	20,000
240	Equipment Repair and Maintenance	1,148	-	-
243	Non-Capital Computer Equipment and Supplies	901	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	443	640	648
247	Safety Expenses	299	1,000	1,000
250	Professional and Contracted Services	69,646	70,000	70,000
261	Telephone Charges	775	600	600
	Subtotal	*89,766*	*104,990*	*104,998*
	SERVICE TOTAL	**$222,156**	**$236,490**	**$242,634**

Service: **Water Distribution**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Water Distribution System provides water to the residences, commercial businesses and industries in the municipal service area. In order to provide this service, Distribution crews maintain the water line system that carries raw water to the treatment plants and to the system of water lines that carries treated water to all of the system's customers. Staff perform routine preventive maintenance to hydrants, valves, and meters and perform emergency repairs whenever leaks occur.

SERVICE: Water Distribution

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.45
System Operations Supervisor	0.80	0.80	0.80
Operations and Maintenance Technician Lead	0.40	0.00	0.40
Utility Maintenance Supervisor	0.30	0.30	0.30
Public Works Technician	0.70	0.20	0.00
Water Utilities Technician Lead	6.00	6.00	6.65
Water Utilities Technician	1.65	2.15	2.70
Service Truck Technician	1.00	1.00	0.00
Water Services Coordinator	1.00	1.00	1.00
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Office Assistant	0.00	0.00	0.50
Total	**13.30**	**12.90**	**13.80**

Service: Water Distribution

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	608,653	695,324	783,138
112	Wages - Temporary	11,344	22,000	33,500
114	Skill Based Pay	26,730	46,488	1,200
115	One Time Payment	-	6,717	4,497
121	Wages - Overtime	61,452	58,000	58,000
122	Longevity Compensation	2,280	1,800	3,720
123	Leave Expense	28,024	-	-
124	Skill Based Overtime Pay	4,381	-	-
126	Retirement Health Savings Plan	13,059	5,160	5,520
128	FICA	602	1,364	2,077
129	Medicare	8,214	8,991	10,778
131	MOPC	32,348	34,688	39,217
132	Employee Insurance	102,251	110,443	127,651
133	Employee Retirement	50,062	43,800	52,554
135	Compensation Insurance	40,615	49,620	54,733
136	Unemployment Insurance	2,051	1,959	1,566
139	Dental Insurance	4,785	4,571	5,481
141	Uniforms and Protective Clothing	4,285	5,075	5,075
142	Food Allowance	228	500	500
	Subtotal	*1,001,364*	*1,096,500*	*1,189,207*
	Operating and Maintenance			
210	Office Supplies	795	1,175	1,175
216	Reference Books and Materials	105	500	500
217	Dues and Subscriptions	2,268	2,500	2,500
218	Non-Capital Equipment and Furniture	17,139	20,800	20,800
220	Gas and Oil	-	100	100
222	Chemicals	2,038	10,000	10,000
228	Janitorial Supplies	526	300	600
229	Materials and Supplies	12,654	14,000	14,000
230	Printing and Copier Supplies	128	650	650
232	Building Repair and Maintenance	5,213	9,750	9,750
233	Facility Repair and Maintenance	20,412	15,000	15,000
235	Station Maintenance	4,576	33,500	33,500
236	Treated and Untreated Water Storage	5,078	8,500	8,500
237	Line Repair/maintenance	198,996	220,000	220,000
238	Hydrant Repair and Maintenance	1,141	4,000	4,000
239	Meter Repair and Maintenance	1,457	12,000	12,000
240	Equipment Repair and Maintenance	2,504	10,815	10,515
241	Grounds Maintenance	2,349	2,000	2,000
242	Street Repair/maintenance	4,250	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	16,309	13,997	5,830
245	Mileage Allowance	182	500	500
246	Liability Insurance	34,068	64,431	66,690
247	Safety Expenses	4,385	5,100	5,100
249	Operating Leases and Rentals	265	2,000	2,000
250	Professional and Contracted Services	119,392	119,597	119,597
252	Advertising and Legal Notices	1,744	2,000	2,000
254	Cross Connection Reapir and Maintenance	4,427	12,000	12,000
259	Licenses and Permits	399	595	595
260	Utilities	58,036	60,642	60,642
261	Telephone Charges	7,205	10,848	10,988
262	Radio Repair and Maintenance	-	4,000	4,000
264	Printing and Copying	748	1,000	1,000
269	Other Services and Charges	461	2,250	3,000
273	Fleet Lease - Operating and Maintenance	127,338	128,445	156,335
274	Fleet Lease - Replacement	148,338	128,880	212,357
	Subtotal	*804,926*	*923,875*	*1,030,224*
	Capital Outlay			
432	Vehicles	-	39,000	-
440	Machinery and Equipment	27,749	25,820	80,000
455	System Renovations and Replacement	13,591	48,000	48,000
475	Building and Facility Improvement	-	25,000	-
481	Taps	3,767	2,000	20,000
483	Oversizing	(114,654)	-	-
484	Backflow Devices	2,229	3,000	3,000
486	Meters	367,658	433,895	433,895
	Subtotal	*300,340*	*576,715*	*584,895*
	SERVICE TOTAL	**$2,106,630**	**$2,597,090**	**$2,804,326**

Service: **Engineering/Survey Technical Services**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services also are provided to other City departments. Other activities include staffing, supervision and evaluation of employees. This service coordinates the sale of maps to the public and provides technical information to the public. This is
a shared service with the General, Streets, Storm Drainage, and Sewer funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Technology/GIS Coordinator	0.30	0.30	1.00
Applications Support Analyst	0.00	0.00	1.00
Engineering and Survey Tech Supervisor	0.30	0.30	1.00
Lead GIS Analyst	0.30	0.30	1.00
Senior GIS/Mapping Technician	0.00	0.00	1.00
GIS/Mapping Technician	0.80	0.60	1.00
Technical Systems Specialist	0.00	0.30	0.00
Engineering Technician	0.00	0.90	2.00
Survey Party Chief	0.30	0.00	0.00
Senior Engineering Technician	0.50	0.00	1.00
Survey Technician	0.30	0.00	0.00
Total	**2.80**	**2.70**	**9.00**

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	164,062	176,413	174,780
112	Wages - Temporary	113	-	-
114	Skill Based Pay	97	97	90
115	One Time Payment	-	663	647
121	Wages - Overtime	1,475	523	488
122	Longevity Compensation	516	-	-
123	Leave Expense	4,101	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	2,181	1,163	1,084
129	Medicare	1,972	2,559	2,536
131	MOPC	8,352	8,825	8,744
132	Employee Insurance	27,043	28,755	28,489
133	Employee Retirement	12,924	11,826	11,716
135	Compensation Insurance	572	2,532	120
136	Unemployment Insurance	539	529	350
137	Staff Training and Conferences	4,142	5,292	4,930
139	Dental Insurance	1,259	1,235	1,223
141	Uniforms and Protective Clothing	-	97	90
	Subtotal	*229,347*	*240,510*	*235,287*
	Operating and Maintenance			
210	Office Supplies	7	-	-
216	Reference Books and Materials	-	32	30
217	Dues and Subscriptions	345	5,492	6,854
218	Non-Capital Equipment and Furniture	531	969	1,484
219	Drafting Supplies	628	1,292	903
229	Materials and Supplies	246	517	301
240	Equipment Repair and Maintenance	40,609	49,794	45,738
243	Non-Capital Computer Equipment and Supplies	4,384	824	2,262
246	Liability Insurance	659	684	638
247	Safety Expenses	9	323	301
249	Operating Leases and Rentals	-	1,098	-
250	Professional and Contracted Services	16,553	6,042	3,250
261	Telephone Charges	30	255	528
263	Postage	20	-	-
264	Printing and Copying	79	226	211
273	Fleet Lease - Operating and Maintenance	1,041	701	947
	Subtotal	*65,141*	*68,251*	*63,447*
	Capital Outlay			
440	Machinery and Equipment	4,453	2,585	8,427
	Subtotal	*4,453*	*2,585*	*8,427*
	SERVICE TOTAL	**$298,941**	**$311,346**	**$307,161**

Service: **Water Construction Inspection**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides inspection of public improvement construction to ensure compliance with City standards. This includes inspecting both development and City-funded projects. Inspectors field check conformance with plans and specifications and assist in review of construction and development plans. This service also provides inspection of all work performed under the street-work-in-the-right-of-way permit program to ensure compliance with City standards and inspects work related to storm water management permits. This is a shared service with the Streets, Storm Drainage, and Sewer funds.

SERVICE: Water Construction Inspection

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Construction Inspection Supervisor	0.20	0.15	0.15
Senior Construction Inspector	0.60	0.30	0.30
Construction Inspector	0.60	0.45	0.45
Total	**1.40**	**0.90**	**0.90**

Service: Water Construction Inspection

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	56,811	53,637	54,890
112	Wages - Temporary	2,626	6,000	12,000
115	One Time Payment	-	539	344
121	Wages - Overtime	6,677	5,250	6,000
122	Longevity Compensation	294	279	288
123	Leave Expense	2,113	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	750	360	360
128	FICA	174	372	744
129	Medicare	696	727	833
131	MOPC	2,896	2,682	2,744
132	Employee Insurance	8,740	8,743	8,947
133	Employee Retirement	3,656	3,594	3,678
135	Compensation Insurance	251	53	379
136	Unemployment Insurance	175	161	110
137	Staff Training and Conferences	337	525	525
139	Dental Insurance	408	375	384
141	Uniforms and Protective Clothing	21	30	30
142	Food Allowance	6	-	-
	Subtotal	*86,632*	*83,327*	*92,256*
	Operating and Maintenance			
210	Office Supplies	65	75	75
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	25	105	105
218	Non-Capital Equipment and Furniture	38	210	210
222	Chemicals	-	45	45
229	Materials and Supplies	401	255	375
240	Equipment Repair and Maintenance	2,042	1,830	2,175
243	Non-Capital Computer Equipment and Supplies	2,789	45	186
246	Liability Insurance	1,172	1,137	1,342
247	Safety Expenses	141	173	172
249	Operating Leases and Rentals	-	15	15
250	Professional and Contracted Services	395	50	50
261	Telephone Charges	1,053	1,112	950
263	Postage	2	-	-
264	Printing and Copying	51	45	45
273	Fleet Lease - Operating and Maintenance	3,831	3,816	4,453
274	Fleet Lease - Replacement	3,360	3,087	3,820
	Subtotal	*15,365*	*12,030*	*14,048*
	SERVICE TOTAL	**$101,997**	**$95,357**	**$106,304**

Service: **Water Regulatory Compliance**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Regulatory Compliance Service is part of the Environmental Services Division and provides assistance, oversight, analysis, evaluation and management of programs related to compliance with federal, state and local environmental requirements, including laws, regulations and permits. Services are provided primarily to internal customers, although compliance and enforcement activities sometimes involve citizens and other external customers.

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation.
- Managing the the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste.
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Streets, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Water Regulatory Compliance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Environmental Services Manager	0.40	0.40	0.40
Environmental Sustainability Coordinator	0.20	0.05	0.00
Civil Engineer	0.10	0.10	1.20
Environmental Project Specialist	1.20	1.20	0.40
Total	**1.90**	**1.75**	**2.00**

Service: Water Regulatory Compliance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	118,217	152,577	152,991
115	One Time Payment	-	400	1,075
122	Longevity Compensation	1,269	1,392	1,440
123	Leave Expense	2,269	-	-
126	Retirement Health Savings Plan	819	768	768
129	Medicare	650	1,213	1,198
131	MOPC	5,874	7,629	7,650
132	Employee Insurance	21,916	24,870	24,938
133	Employee Retirement	8,205	9,676	10,251
135	Compensation Insurance	76	128	110
136	Unemployment Insurance	437	458	306
137	Staff Training and Conferences	1,310	2,200	2,600
139	Dental Insurance	1,021	1,068	1,071
	Subtotal	*162,063*	*202,378*	*204,398*
	Operating and Maintenance			
210	Office Supplies	1	-	-
216	Reference Books and Materials	17	160	160
217	Dues and Subscriptions	1,838	2,902	680
218	Non-Capital Equipment and Furniture	938	868	160
229	Materials and Miscellaneous Supplies	8	-	-
243	Non-Capital Computer Equipment and Supplies	468	1,275	2,464
245	Mileage Allowance	23	-	240
246	Liability Insurance	508	523	524
247	Safety Expenses	35	240	240
250	Professional and Contracted Services	14,117	85,500	82,000
259	Licenses and Permits	-	-	800
264	Printing and Copying	260	-	200
	Subtotal	*18,213*	*91,468*	*87,468*
	SERVICE TOTAL	**$180,276**	**$293,846**	**$291,866**

Service: **Meter Reading**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service is responsible for reading approximately 63,000 electric and water meters monthly throughout the City utility area (47 square miles) for the purpose of billing customer usage. This service evaluates and implements advanced metering programs such as electronic radio transmission and interval data reads. This service is also responsible for investigating and resolving customer usage and diversion issues. This is a shared service with the Electric and Sewer funds.

SERVICE: Meter Reading

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Meter Reading Supervisor	0.37	0.37	0.37
Metering and Load Research Coordinator	0.15	0.15	0.15
Senior Meter Reader	0.37	0.37	0.37
Meter Reader	2.76	2.76	2.76
Total	**3.65**	**3.65**	**3.65**

Service: Meter Reading

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	125,517	156,905	164,970
112	Wages - Temporary	11,809	-	-
114	Skill Based Pay	1,345	-	-
115	One Time Payment	-	1,733	220
121	Wages - Overtime	647	734	-
122	Longevity Compensation	816	837	-
123	Leave Expense	3,558	-	-
124	Skill Based Overtime Pay	46	-	-
126	Retirement Health Savings Plan	3,098	1,453	1,453
128	FICA	526	-	-
129	Medicare	1,559	1,972	2,392
131	MOPC	6,451	7,570	8,248
132	Employee Insurance	23,469	24,678	26,890
133	Employee Retirement	9,457	10,144	11,053
135	Compensation Insurance	3,330	2,699	3,908
136	Unemployment Insurance	469	454	329
137	Staff Training and Conferences	822	2,147	2,808
139	Dental Insurance	1,094	1,060	1,155
141	Uniforms and Protective Clothing	493	495	606
142	Food Allowance	49	-	-
	Subtotal	*194,555*	*212,881*	*224,032*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	82	2,569	6,698
229	Materials and Miscellaneous Supplies	169	184	239
240	Equipment Repair and Maintenance	5,655	6,496	7,211
243	Non-Capital Computer Equipment and Supplies	123	1,101	1,090
246	Liability Insurance	1,281	1,573	1,585
247	Safety Expenses	542	826	1,009
250	Professional and Contracted Services	-	551	3,120
261	Telephone Charges	300	595	595
264	Printing and Copying	209	646	646
270	Administrative and Management Services	35,051	24,779	29,616
273	Fleet Lease - Operating and Maintenance	10,730	9,659	12,554
274	Fleet Lease - Replacement	4,668	4,628	3,006
	Subtotal	*58,810*	*53,604*	*67,369*
	Capital Outlay			
440	Machinery and Equipment	-	-	2,202
	Subtotal	-	-	*2,202*
	SERVICE TOTAL	**$253,364**	**$266,486**	**$293,603**

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2015 Budget
D-37 Oligarchy Ditch Improvements	$ 18,550
PB-1 Municipal Buildings Roof Imrpovements	12,432
PB-82 Municipal Buildings HVAC Replacement	54,708
PB-119 Municipal Buildings Flooring Replacement	26,513
PB-192 Operations and Maintenance Building and Site Improvement	168,500
PR-121 Park Ponds Dredging and Stabilization	21,210
PR-195 Dickens Farm Park	2,000,000
MUW-66 Water Distribution Rehabilitation and Improvements	1,235,500
MUW-112 North St Vrain Pipeline Replacement	670,000
MUW-155 Water Treatment Plant Improvements	1,403,000
MUW-172 Windy Gap Firming Project	200,000
MUW-173 Raw Water Irrigation Planning and Construction	92,800
MUW-182 Flow Monitoring Program	110,000
MUW-188 Regional Potable Water Interconnections	70,000
TOTAL	**$ 6,083,213**

WATER CONSTRUCTION FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	2,241	750	750
Capital	234,527	125,000	705,000
TOTAL	**$ 236,768**	**$ 128,250**	**$ 708,250**

Fund Description
The Water Construction Fund was created in 1994 to account separately for system development and developer participation fees. These fees fund improvements to the City's water system, which are related to growth of the entire system.

2015 Budget
The following capital projects are funded in 2015. Detailed capital project descriptions are included in the 2015-2019 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	**2015 Budget**
MUW-109 Clover Basin Water Transmission Line	$ 150,000
MUW-137 Union Reservoir Land Acquisition Program	50,000
MUW-172 Windy Gap Firming Project	200,000
MUW-179 Water System Oversizing	75,750
MUW-184 Additional 8 Million Gallon North Tank	200,000
MUW-188 Regional Potable Water Interconnections	30,000
TOTAL	**$ 705,750**

WATER CONSTRUCTION FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 15,941,877**	**$ 16,751,944**	**$ 17,116,041**
Committed Working Capital	-	377,353	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,117,895	714,100	981,900
Owner Participation Fees	-	-	-
Interest	(17,018)	155,600	86,600
Adjustment for GAAP Revenue	(54,042)	-	-
TOTAL FUNDS	**1,046,835**	**869,700**	**1,068,500**
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	236,768	125,750	705,750
TOTAL EXPENSES	**236,768**	**128,250**	**708,250**
ENDING WORKING CAPITAL	**16,751,944**	**17,116,041**	**17,476,291**
CONTRIBUTION TO/(FROM) RESERVES	$ 810,067	$ 741,450	$ 360,250

RAW WATER STORAGE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ -**	**$ -**	**$ -**

Fund Description
The Raw Water Storage Fund was created in 1994 and funded initially from proceeds from the sale of high mountain dams. These funds are used to develop the City's winter water supply.

RAW WATER STORAGE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 407,193**	**$ 406,656**	**$ 408,201**
SOURCES OF FUNDS			
REVENUES			
Interest	(397)	1,545	1,545
Adjustment for GAAP Revenue	(140)	-	-
TOTAL FUNDS	**(537)**	**1,545**	**1,545**
EXPENSES			
Capital Projects	-	-	-
TOTAL EXPENSES	**-**	**-**	**-**
ENDING WORKING CAPITAL	**406,656**	**408,201**	**409,746**
CONTRIBUTION TO/(FROM) RESERVES	$ (537)	$ 1,545	$ 1,545

WATER CASH ACQUISITION FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	46,415	100,000	100,000
Non-Operating	-	-	-
Capital	-	100,000	50,000
TOTAL	**$ 46,415**	**$ 200,000**	**$ 150,000**

Fund Description
The Water Cash Acquisition Fund was created in 1994 to accumulate cash payments received in lieu of water rights. These funds are used for the acquisition of water rights to support the City's water system.

WATER ACQUISITION FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 3,579,802**	**$ 4,172,304**	**$ 4,008,896**
Committed Working Capital	-	1,208	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	659,768	5,000	5,000
Miscellaneous	-	-	-
Interest	(6,019)	32,800	19,700
Adjustment for GAAP Revenue	(14,832)	-	-
TOTAL FUNDS	**638,917**	**37,800**	**24,700**
EXPENSES			
Conservation Initiatives and Misc Operating	46,415	100,000	100,000
Purchase of Water Rights	-	100,000	50,000
TOTAL EXPENSES	**46,415**	**200,000**	**150,000**
ENDING WORKING CAPITAL	**4,172,304**	**4,008,896**	**3,883,596**
CONTRIBUTION TO/(FROM) RESERVES	$ 592,502	$ (162,200)	$ (125,300)

SEWER FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	2,822,831	3,053,941	3,329,991
Operating and Maintenance	4,201,021	4,790,888	5,128,758
Non-Operating	10,983,346	2,059,910	3,880,695
Capital	10,673,874	32,534,482	2,795,924
TOTAL	**$ 28,681,072**	**$ 42,439,220**	**$ 15,135,368**

Fund Description

The Sewer Fund pays for all costs associated with delivering sewer services to Longmont customers. Those services include collection of raw sewage, treatment of the sewage, treatment of the solid waste resulting from treatment of raw sewage, and maintenance of the City's wastewater collection system. The largest source of revenue to pay for those expenses is payments of monthly bills from sewer customers.

The Sewer Fund includes eleven budget services:

- Public Works and Natural Resources Director
- Wastewater Administration/Engineering
- Industrial Pretreatment
- Collection System
- Wastewater Treatment Plant
- Wastewater Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

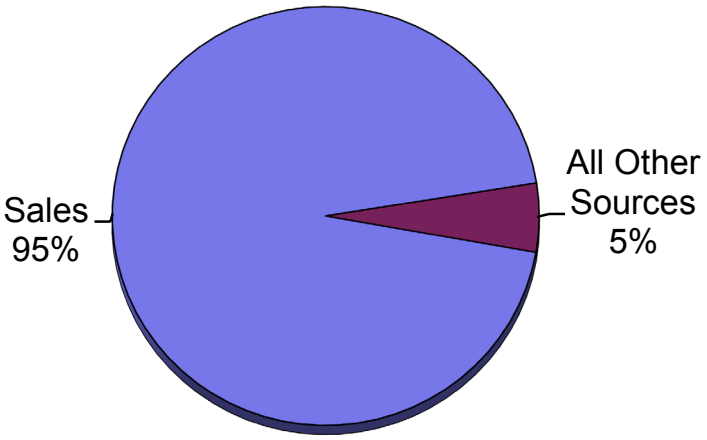
Sewer System

The approximate value of the wastewater collection system is $52 million. The system includes 328 miles of sewer lines and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.

SEWER FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 25,422,948**	**$ 17,500,402**	**$ 3,786,615**
Committed Working Capital	-	13,566,624	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	9,693,350	11,582,300	13,210,500
Intergovernmental	194,685	1,629,346	168,247
Interest - Operating	(7,727)	36,300	17,900
Miscellaneous	166,842	334,700	1,500
Operating Transfers	2,148,865	368,071	551,289
Bond Proceeds	8,257,903	28,341,340	-
Adjustment for GAAP Revenue	71,458	-	-
TOTAL FUNDS	**20,525,376**	**42,292,057**	**13,949,436**
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	1,683,322	2,640,613	4,473,169
Wastewater Administration/Engineering	11,361,565	1,724,132	1,900,992
Industrial Pretreatment	110,761	158,831	164,935
Collection System	1,246,063	1,328,304	1,509,625
Wastewater Treatment Plant	2,703,963	3,069,648	3,063,268
Wastewater Quality Laboratory	516,999	557,281	760,388
Wastewater Instrumentation and Control	270,138	236,190	242,556
Wastewater Construction Inspection	63,751	63,571	70,870
Wastewater Regulatory Compliance	126,598	153,716	178,301
Wastewater Meter Reading	84,455	89,312	98,400
Wastewater Engineering/Survey Tech Services	77,145	103,782	102,387
CIP Projects	10,436,314	32,313,840	2,570,477
Total Operating Expenses	28,681,073	42,439,220	15,135,368
Adjustment for GAAP Expenses	(233,151)	-	-
TOTAL ADJUSTED EXPENSES	**28,447,922**	**42,439,220**	**15,135,368**
ENDING WORKING CAPITAL	**17,500,402**	**3,786,615**	**2,600,683**
CONTRIBUTION TO/(FROM) RESERVES	$ (7,922,546)	$ (147,163)	$ (1,185,932)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 95% of its operating revenues from sales to the City's wastewater customers in 2015.
- The Sewer Fund will require a contribution from fund balance of $1,185,932 for capital projects.

Estimating Major Sources of Funds

Sewer Services: The Public Works and Natural Resources Department estimates charges for sewer services based on customer classification, the estimated number of customers in each classification and the estimated average monthly bill in each class.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Sales	$ 9,681,686	$ 11,582,300	$ 13,210,500
Industrial Sewer Surcharge	11,664	-	-
Intergovernmental Revenue	194,685	1,629,346	168,247
Interest Income	(7,727)	36,300	17,900
Operating Transfers	2,148,865	368,071	551,289
Other Revenue	166,842	334,700	1,500
Bond Proceeds	8,257,903	28,341,340	-
Contribution from/(to) Fund Balance	7,922,546	147,163	1,185,932
TOTAL FUNDS NEEDED TO MEET EXPENSES	**$ 28,447,922**	**$ 42,439,220**	**$ 15,135,368**

Service: **Public Works and Natural Resources Director**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Public Works and Natural Resources Director is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
General Manager PW&NR	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Multi Media/Marketing Spec	0.20	0.20	0.20
Utilities Financial Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Services Representative	0.10	0.10	0.00
Administrative Supervisor	0.00	0.00	0.25
Administrative Assistant	0.65	0.45	0.00
Total	**1.95**	**1.75**	**1.45**

Service: Public Works and Natural Resources Director

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	111,558	126,069	119,259
112	Wages - Temporary	3,549	-	-
115	One Time Payment	-	1,033	1,300
121	Wages - Overtime	179	100	100
122	Longevity Compensation	174	163	-
123	Leave Expense	2,830	-	-
126	Retirement Health Savings Plan	1,452	780	580
128	FICA	218	-	-
129	Medicare	1,051	1,358	1,248
131	MOPC	5,693	6,303	5,964
132	Employee Insurance	20,289	20,549	19,438
133	Employee Retirement	7,702	8,447	7,992
135	Compensation Insurance	58	111	92
136	Unemployment Insurance	402	378	238
137	Staff Training and Conferences	22,425	21,104	21,104
139	Dental Insurance	939	882	835
142	Food Allowance	120	340	425
	Subtotal	*178,639*	*187,617*	*178,575*
	Operating and Maintenance			
216	Reference Books and Materials	5	100	100
217	Dues and Subscriptions	166	176	176
218	Non-Capital Equipment and Furniture	499	1,590	450
229	Materials and Supplies	87	200	200
240	Equipment Repair and Maintenance	5,147	9,979	9,100
243	Non-Capital Computer Equipment and Supplies	1,007	1,965	3,993
245	Mileage Allowance	-	1,300	580
246	Liability Insurance	385	454	434
248	Lease Purchase Installment	-	1,541	-
250	Professional and Contracted Services	60,287	61,251	68,997
252	Advertising and Legal Notices	279	500	500
264	Printing and Copying	130	500	500
269	Other Services and Charges	186,884	341,340	341,340
	Subtotal	*254,876*	*420,896*	*426,370*
	Non-Operating Expense			
922	Interest - Current Bond Issue	681,976	1,162,100	1,911,683
923	Bond Principal - Current	-	870,000	1,955,000
970	Transfers to Other Funds	567,350	-	1,541
974	AIPP Transfers	7	-	-
	Subtotal	*1,249,333*	*2,032,100*	*3,868,224*
	Capital Outlay			
473	Site Improvements	474	-	-
	Subtotal	*474*	-	-
	SERVICE TOTAL	**$1,683,322**	**$2,640,613**	**$4,473,169**

Service: **Wastewater Administration/Engineering**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides management, administration, supervision, and engineering assistance to the department's Wastewater Utility. Activities include planning for development and capital improvement programs, as well as staffing and supervision and evaluation of employees. This service pays for debt servicse costs and the administrative transfer fee to the General Fund.

SERVICE: Wastewater Administration/Engineering

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Engineering Services Manager	0.20	0.20	0.20
Engineering Administrator	0.50	0.50	0.50
Senior Civil Engineer	1.60	1.30	1.30
Civil Engineer	0.00	0.20	0.20
Natural Resources Specialist	0.25	0.25	0.15
Project Manager	0.00	0.30	0.80
Administrative Assistant	0.20	0.20	0.20
Office Assistant	0.40	0.40	0.40
Total	**3.15**	**3.35**	**3.75**

Service: Wastewater Administration/Engineering

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	256,868	263,388	300,131
112	Wages - Temporary	898	5,000	5,000
115	One Time Payment	-	1,524	2,263
121	Wages - Overtime	302	-	-
122	Longevity Compensation	822	721	751
123	Leave Expense	7,895	9,000	9,000
126	Retirement Health Savings Plan	2,305	1,340	1,500
128	FICA	55	310	310
129	Medicare	3,014	3,561	4,088
131	MOPC	13,106	13,169	15,005
132	Employee Insurance	37,645	42,932	48,922
133	Employee Retirement	17,733	17,647	20,108
135	Compensation Insurance	129	211	196
136	Unemployment Insurance	753	790	601
139	Dental Insurance	1,754	1,844	2,101
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	61	300	300
	Subtotal	*343,340*	*361,837*	*410,376*
	Operating and Maintenance			
210	Office Supplies	437	1,500	1,000
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	150	500	500
217	Dues and Subscriptions	16,966	17,579	17,579
218	Non-Capital Equipment and Furniture	10	3,600	3,600
223	Lab and Photo Supplies	-	100	100
229	Materials and Supplies	257	1,000	1,000
230	Printing and Copier Supplies	330	2,000	2,000
232	Building Repair and Maintenance	-	300	300
235	Station Maintenance	19,620	-	10,000
240	Equipment Repair and Maintenance	1,621	3,820	5,820
243	Non-Capital Computer Equipment and Supplies	4,259	5,500	5,970
245	Mileage Allowance	44	334	334
246	Liability Insurance	1,070	1,407	1,477
247	Safety Expenses	57	-	-
250	Professional and Contracted Services	49,440	52,500	52,500
252	Advertising and Legal Notices	-	400	400
259	Licenses and Permits	-	250	250
261	Telephone Charges	169	762	762
263	Postage	654	1,500	1,500
264	Printing and Copying	52	2,000	2,000
269	Other Services and Charges	32,177	15,000	15,000
270	Administrative and Management Services	768,009	753,720	797,640
271	Franchise Equivalency	381,212	463,352	528,480
273	Fleet Lease - Operating and Maintenance	2,949	3,942	3,416
274	Fleet Lease - Replacement	4,609	3,319	9,417
275	Building Permits To LDDA	120	-	-
	Subtotal	*1,284,212*	*1,334,485*	*1,461,145*
	Non-Operating Expense			
922	Interest - Current Bond Issue	(24,404)	-	-
950	Bad Debt	534	2,000	2,000
960	Depreciation	-	-	-
970	Transfers to Other Funds	9,757,883	25,810	10,471
	Subtotal	*9,734,013*	*27,810*	*12,471*
	Capital Outlay			
432	Vehicles	-	-	17,000
	Subtotal	-	-	*17,000*
	SERVICE TOTAL	**$11,361,565**	**$1,724,132**	**$1,900,992**

Service: **Wastewater Collection System**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Wastewater Collection System collects wastewater discharged by residences, commercial businesses and industries in the municipal service area. Utility Operations and Maintenance Collection System personnel provide regular maintenance, including manhole repair, jetting/line cleaning operations, televising of the system to determine locations of breaks and joint failures, and root control, as well as maintenance and repair of approximately 326 miles of sewer lines.

SERVICE: Wastewater Collection System

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
System Operations Supervisor	0.50	0.50	0.10
Utility Maintenance Supervisor	0.00	0.00	0.60
Public Works Supervisor	0.20	0.20	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utilities Technician Lead	1.00	1.00	2.00
Water Utilities Technician	3.50	3.50	3.25
Public Works Technician	0.00	0.50	0.00
Service Truck Technician	0.25	0.25	0.00
Customer Service Representative	0.00	0.00	0.00
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	**6.80**	**7.30**	**7.30**

Service: Wastewater Collection System

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	281,767	371,690	416,488
112	Wages - Temporary	14,735	40,000	48,050
114	Skill Based Pay	12,454	20,225	-
115	One Time Payment	-	2,862	2,399
121	Wages - Overtime	31,219	19,800	19,800
122	Longevity Compensation	360	-	-
123	Leave Expense	(4,340)	-	-
124	Skill Based Overtime Pay	2,767	-	-
126	Retirement Health Savings Plan	4,753	2,920	2,920
128	FICA	1,807	2,480	2,979
129	Medicare	4,733	5,973	6,735
131	MOPC	16,013	18,596	20,823
132	Employee Insurance	51,430	60,586	67,887
133	Employee Retirement	21,664	24,917	27,907
135	Compensation Insurance	14,700	10,804	25,941
136	Unemployment Insurance	1,041	1,115	835
139	Dental Insurance	2,424	2,602	2,917
141	Uniforms and Protective Clothing	2,298	3,550	3,550
142	Food Allowance	81	200	200
	Subtotal	*459,906*	*588,320*	*649,431*
	Operating and Maintenance			
210	Office Supplies	402	705	705
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	974	1,670	1,616
218	Non-Capital Equipment and Furniture	11,608	11,200	10,500
220	Gas and Oil	-	50	50
222	Chemicals	2	5,000	5,000
228	Janitorial Supplies	277	200	300
229	Materials and Supplies	6,868	7,100	7,100
230	Printing and Copier Supplies	62	390	390
232	Building Repair and Maintenance	1,704	5,000	4,950
233	Facility Repair and Maintenance	8,055	10,000	10,000
235	Station Maintenance	3,203	23,000	23,000
237	Line Repair/maintenance	62,207	60,000	65,000
239	Meter Repair and Maintenance	459	4,000	4,000
240	Equipment Repair and Maintenance	7,964	16,625	16,825
241	Grounds Maintenance	785	500	500
242	Street Repair/maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	8,759	7,999	3,581
245	Mileage Allowance	154	400	400
246	Liability Insurance	77,970	147,789	185,586
247	Safety Expenses	4,320	5,000	5,000
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	206,140	76,559	96,559
252	Advertising and Legal Notices	-	300	300
259	Licenses and Permits	1,508	1,750	1,850
260	Utilities	11,701	11,833	11,833
261	Telephone Charges	3,506	5,085	5,285
262	Radio Repair and Maintenance	-	2,000	2,000
264	Printing and Copying	132	1,000	1,000
269	Other Services and Charges	769	2,350	3,350
273	Fleet Lease - Operating and Maintenance	76,041	96,723	86,693
274	Fleet Lease - Replacement	146,914	70,976	170,021
	Subtotal	*642,484*	*577,104*	*725,294*
	Capital Outlay			
432	Vehicles	-	26,000	-
440	Machinery and Equipment	21,050	1,980	-
481	Taps	149	1,200	1,200
486	Meters	122,474	133,700	133,700
	Subtotal	*143,673*	*162,880*	*134,900*
	SERVICE TOTAL	**$1,246,063**	**$1,328,304**	**$1,509,625**

Service: **Industrial Pretreatment**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service, in compliance with federal regulation 40 CFR part 35 and part 403, protects the City's wastewater treatment system and the St. Vrain River from adverse effects due to industrial discharges. Permits, which limit the pollutant loads that may be released to the sewage system, are issued to industries with the potential to impact the wastewater system. Testing and reporting requirements for the permits assure compliance with local and federal regulations. The Pretreatment program also conducts compliance monitoring testing and site inspections to further verify that permit conditions are met, as required by the U.S. Environmental Protection Agency and the Colorado Department of Health.

SERVICE: Industrial Pretreatment

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Industrial Pretreatment Coordinator	1.00	1.00	1.00
Environmental Regulatory Specialist	0.00	0.20	0.20
Total	**1.00**	**1.20**	**1.20**

Service: Industrial Pretreatment

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	71,926	86,140	90,667
115	One Time Payment	-	1,000	-
123	Leave Expense	2,458	-	-
126	Retirement Health Savings Plan	681	480	480
129	Medicare	937	1,249	1,314
131	MOPC	3,791	4,307	4,533
132	Employee Insurance	11,106	13,059	14,779
133	Employee Retirement	5,128	5,771	6,075
135	Compensation Insurance	461	824	823
136	Unemployment Insurance	222	258	181
139	Dental Insurance	519	603	635
141	Uniforms and Protective Clothing	90	100	-
	Subtotal	*97,319*	*113,791*	*119,487*
	Operating and Maintenance			
210	Office Supplies	431	300	300
216	Reference Books and Materials	43	500	600
217	Dues and Subscriptions	536	600	700
218	Non-Capital Equipment and Furniture	432	500	700
223	Lab and Photo Supplies	935	8,100	9,400
229	Materials and Supplies	3,412	12,500	10,300
240	Equipment Repair and Maintenance	70	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	114	450	500
245	Mileage Allowance	-	50	200
246	Liability Insurance	395	444	404
247	Safety Expenses	314	100	550
250	Professional and Contracted Services	2,572	10,000	10,750
252	Advertising and Legal Notices	49	200	200
259	Licenses and Permits	-	150	150
261	Telephone Charges	463	750	750
264	Printing and Copying	1,190	3,100	2,300
273	Fleet Lease - Operating and Maintenance	460	296	644
274	Fleet Lease - Replacement	2,026	-	-
	Subtotal	*13,442*	*45,040*	*45,448*
	SERVICE TOTAL	**$110,761**	**$158,831**	**$164,935**

Service: **Wastewater Quality Laboratory**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the City of Longmont Water/Wastewater Utilities. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory's primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. In accordance with the City's customer service goals, the laboratory provides other services as needed or requested to its drinking water customers. The laboratory strives to continuously improve upon its community and interdepartmental communications.

Specifically, the laboratory provides chemical and biological testing services for the utilities and other City departments. The following services are provided for the utilities:

- Testing for the water and wastewater treatment plants to monitor compliance with state health department and U.S. Environmental Protection Agency requirements and to assist with process control
- Testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program
- Sampling and testing of St. Vrain Creek to study the effects of wastewater treatment plant effluent on the creek
- Metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

Finally, the laboratory provides, for a fee, testing services to other municipalities and water/sanitation districts in the Boulder County and Larimer County area that do not have laboratory facilities.

SERVICE: Wastewater Quality Laboratory

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Water Quality Laboratory Supervisor	0.65	0.65	0.70
Water Quality Analyst	1.30	1.30	1.40
Laboratory Technician	1.95	1.95	2.10
Total	**3.90**	**3.90**	**4.20**

Service: Wastewater Quality Laboratory

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	188,610	209,057	298,751
112	Wages - Temporary	14,014	43,320	43,320
115	One Time Payment	-	1,167	1,043
121	Wages - Overtime	16,047	2,708	2,708
122	Longevity Compensation	744	1,152	1,386
123	Leave Expense	8,305	-	-
126	Retirement Health Savings Plan	1,593	1,440	1,960
128	FICA	860	2,686	2,686
129	Medicare	2,535	3,126	4,306
131	MOPC	9,770	10,453	14,938
132	Employee Insurance	33,520	34,076	48,696
133	Employee Retirement	13,217	14,007	20,018
135	Compensation Insurance	4,651	8,580	9,761
136	Unemployment Insurance	671	627	596
139	Dental Insurance	1,565	1,463	2,092
141	Uniforms and Protective Clothing	-	101	101
142	Food Allowance	80	-	-
	Subtotal	*296,182*	*333,963*	*452,362*
	Operating and Maintenance			
210	Office Supplies	402	910	975
216	Reference Books and Materials	124	450	450
217	Dues and Subscriptions	663	1,060	1,060
218	Non-Capital Equipment and Furniture	1,543	3,990	8,371
223	Lab and Photo Supplies	61,736	65,000	68,250
228	Janitorial Supplies	371	1,495	1,495
229	Materials and Supplies	408	1,950	1,950
230	Printing and Copier Supplies	1,027	1,500	1,500
232	Building Repair and Maintenance	43	25,200	24,300
240	Equipment Repair and Maintenance	38,464	21,870	23,245
243	Non-Capital Computer Equipment and Supplies	2,298	4,152	4,377
246	Liability Insurance	907	894	1,040
247	Safety Expenses	921	910	910
250	Professional and Contracted Services	57,382	89,400	94,300
259	Licenses and Permits	-	10	10
261	Telephone Charges	173	600	600
263	Postage	-	75	75
264	Printing and Copying	274	1,200	1,850
269	Other Services and Charges	-	34	34
273	Fleet Lease - Operating and Maintenance	517	933	1,549
274	Fleet Lease - Replacement	1,684	1,685	1,685
	Subtotal	*168,937*	*223,318*	*238,026*
	Capital Outlay			
440	Machinery and Equipment	51,880	-	70,000
	Subtotal	*51,880*	*-*	*70,000*
	SERVICE TOTAL	**$516,999**	**$557,281**	**$760,388**

Service: **Wastewater Treatment Plant**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Wastewater Treatment Plant treats domestic, industrial and commercial wastewater generated within the city, in order to protect human health and the environment. The facility operates under the Colorado Discharge Permit System, which is administered by the Colorado Department of Public Health and Environment. Plant effluent is discharged to the St. Vrain River after it is treated to meet or exceed all standards set forth by federal and state regulatory agencies. Employees closely monitor the performance of the various treatment processes and make necessary adjustments to ensure that all regulatory requirements are met. Biosolids generated at the plant are treated and beneficially reused through two methods: primary and secondary sludges are anaerobically digested and the biosolids produced are applied to permitted farmland sites at agronomic rates and some of the raw primary sludge is dewatered and trucked to a private composting operation. The composted biosolids are then distributed as a soil amendment.

SERVICE: Wastewater Treatment Plant

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Operations Manager	0.25	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	2.10	0.50	0.50
Operations and Maintenance Technician Lead	7.10	7.80	2.70
Operations and Maintenance Technician	0.00	0.00	5.10
Facilities Maintenance Worker	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70
Total	**12.85**	**11.95**	**11.95**

Service: Wastewater Treatment Plant

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	688,389	686,758	763,873
114	Skill Based Pay	30,439	37,210	-
115	One Time Payment	-	6,692	3,485
121	Wages - Overtime	31,856	30,000	30,000
122	Longevity Compensation	3,900	4,020	2,040
123	Leave Expense	19,787	-	-
124	Skill Based Overtime Pay	2,441	-	-
126	Retirement Health Savings Plan	7,012	4,780	4,380
129	Medicare	8,109	8,327	8,981
131	MOPC	37,110	34,348	34,096
132	Employee Insurance	114,932	111,942	111,155
133	Employee Retirement	50,192	46,026	45,692
135	Compensation Insurance	15,885	18,088	21,216
136	Unemployment Insurance	2,291	2,060	1,364
139	Dental Insurance	5,349	4,807	4,774
141	Uniforms and Protective Clothing	5,027	7,800	7,800
142	Food Allowance	1,077	500	500
	Subtotal	*1,023,796*	*1,003,358*	*1,039,356*
	Operating and Maintenance			
210	Office Supplies	3,186	3,100	3,100
215	Audiovisual Materials	363	100	100
216	Reference Books and Materials	487	900	900
217	Dues and Subscriptions	5,464	2,620	2,620
218	Non-Capital Equipment and Furniture	33,131	42,000	42,000
220	Gas and Oil	5,168	5,000	5,000
222	Chemicals	36,080	53,000	53,000
223	Lab and Photo Supplies	3,821	14,000	14,000
228	Janitorial Supplies	2,236	1,300	1,300
229	Materials and Supplies	18,593	7,000	7,000
230	Printing and Copier Supplies	338	1,250	1,250
232	Building Repair and Maintenance	68,783	92,500	92,500
233	Facility Repair and Maintenance	178,242	150,000	171,000
240	Equipment Repair and Maintenance	1,236	2,500	10,235
241	Grounds Maintenance	-	500	500
243	Non-Capital Computer Equipment and Supplies	7,200	15,730	27,020
245	Mileage Allowance	-	600	600
246	Liability Insurance	7,325	11,349	9,710
247	Safety Expenses	14,387	20,000	20,000
249	Operating Leases and Rentals	-	1,000	1,000
250	Professional and Contracted Services	725,052	991,950	970,950
252	Advertising and Legal Notices	-	500	500
259	Licenses and Permits	46,920	55,675	55,675
260	Utilities	428,538	488,000	488,000
261	Telephone Charges	2,827	2,815	2,815
263	Postage	5,631	-	-
264	Printing and Copying	289	200	200
269	Other Services and Charges	-	150	150
273	Fleet Lease - Operating and Maintenance	24,448	25,855	24,640
274	Fleet Lease - Replacement	20,038	19,796	18,147
	Subtotal	*1,639,783*	*2,009,390*	*2,023,912*
	Capital Outlay			
440	Machinery and Equipment	40,384	56,900	-
	Subtotal	*40,384*	*56,900*	-
	SERVICE TOTAL	**$2,703,963**	**$3,069,648**	**$3,063,268**

Service: **Wastewater Instrumentation and Control**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

Instrumentation and Control provides support services to all areas of the department in the design, installation, programming and maintenance of electrical equipment and electronic control systems. Staff are responsible for installation and maintenance of electrical equipment (motors, motor control centers, etc.) and equipment associated with the SCADA (Supervisory Data Acquisition and Control) system at the water and wastewater treatment facilities and the collection and distribution systems. Engineering staff design, program and troubleshoot the SCADA system and its associated electrical systems and equipment. Staff also work with project engineers and contractors in the design and construction of capital projects to ensure compatibility with existing electrical and control systems.

SERVICE: Wastewater Instrumentation and Control

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Electrician	0.50	0.50	0.50
Instrumentation Technician	1.00	1.00	1.00
Total	**1.50**	**1.50**	**1.50**

Service: Wastewater Instrumentation and Control

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	85,950	88,382	98,324
114	Skill Based Pay	7,009	7,000	-
115	One Time Payment	-	622	-
121	Wages - Overtime	7,211	6,000	6,000
123	Leave Expense	2,319	-	-
124	Skill Based Overtime Pay	602	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	1,294	1,282	1,427
131	MOPC	4,744	4,419	4,916
132	Employee Insurance	13,376	14,406	16,026
133	Employee Retirement	6,417	5,922	6,588
135	Compensation Insurance	35	83	969
136	Unemployment Insurance	263	265	197
139	Dental Insurance	613	619	689
141	Uniforms and Protective Clothing	1,224	1,800	1,800
142	Food Allowance	-	100	100
	Subtotal	*131,657*	*131,500*	*137,636*
	Operating and Maintenance			
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	519	250	250
218	Non-Capital Equipment and Furniture	2,471	10,000	10,000
229	Materials and Supplies	2,428	-	-
233	Facility Repair and Maintenance	66,042	20,000	20,000
240	Equipment Repair and Maintenance	339	-	-
243	Non-Capital Computer Equipment and Supplies	901	2,000	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	235	340	570
247	Safety Expenses	696	1,000	1,000
250	Professional and Contracted Services	63,646	70,000	70,000
261	Telephone Charges	1,067	600	600
263	Postage	137	-	-
	Subtotal	*138,481*	*104,690*	*104,920*
	SERVICE TOTAL	**$270,138**	**$236,190**	**$242,556**

Service: **Wastewater Engineering and Survey Technical Services**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services also are provided to other City departments. Other activities include staffing, supervision and evaluation of employees. This service coordinates the sale of maps to the public and provides technical information to the public. This is a shared service with the Water, Streets, Storm Drainage and General funds.

SERVICE: Wastewater Engineering and Survey Technical Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Technology/GIS Coordinator	0.10	0.10	0.10
Engineering and Survey Tech Supervisor	0.10	0.10	0.10
Leas GIS Analyst	0.10	0.00	0.10
GIS/Mapping Technician	0.20	0.20	0.20
Technical Systems Specialist	0.00	0.00	0.10
Engineering Technician	0.00	0.00	0.30
Survey Party Chief	0.10	0.00	0.00
Senior Engineering Technician	0.30	0.30	0.00
Survey Technician	0.10	0.00	0.00
Total	**1.00**	**0.70**	**0.90**

Service: Wastewater Engineering and Survey Technical Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	42,338	58,804	58,261
112	Wages - Temporary	29	-	-
114	Skill Based Pay	25	32	30
115	One Time Payment	-	221	216
121	Wages - Overtime	381	174	163
122	Longevity Compensation	133	-	-
123	Leave Expense	1,058	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	563	388	361
129	Medicare	509	853	845
131	MOPC	2,155	2,942	2,915
132	Employee Insurance	6,979	9,585	9,496
133	Employee Retirement	3,335	3,942	3,905
135	Compensation Insurance	148	844	40
136	Unemployment Insurance	139	176	117
137	Staff Training and Conferences	1,069	1,764	1,643
139	Dental Insurance	325	412	408
141	Uniforms and Protective Clothing	-	32	30
	Subtotal	*59,186*	*80,170*	*78,430*
	Operating and Maintenance			
210	Office Supplies	2	-	-
216	Reference Books and Materials	-	11	10
217	Dues and Subscriptions	89	1,831	2,285
218	Non-Capital Equipment and Furniture	137	323	495
219	Drafting Supplies	162	431	301
229	Materials and Supplies	64	172	100
240	Equipment Repair and Maintenance	10,480	16,598	15,246
243	Non-Capital Computer Equipment and Supplies	1,131	275	754
246	Liability Insurance	170	228	213
247	Safety Expenses	2	108	100
249	Operating Leases and Rentals	-	366	-
250	Professional and Contracted Services	4,272	2,014	1,083
261	Telephone Charges	8	85	175
263	Postage	5	-	-
264	Printing and Copying	20	75	70
273	Fleet Lease - Operating and Maintenance	269	234	316
	Subtotal	*16,810*	*22,750*	*21,148*
	Capital Outlay			
440	Machinery and Equipment	1,149	862	2,809
	Subtotal	*1,149*	*862*	*2,809*
	SERVICE TOTAL	**$77,145**	**$103,782**	**$102,387**

Service: **Wastewater Construction Inspection**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides inspection of public improvement construction to ensure compliance with City Standards. This includes inspection of both development and City-funded projects. Inspectors field-check conformance with plans and specifications and assist in review of construction and development plans. This service also provides inspection of all work performed under the street work in the right-of-way (ROW) permit program to ensure compliance with City standards and inspects work related to storm water management permits. This is a shared service with the Water, Streets, and Storm Drainage Funds.

SERVICE: Wastewater Construction Inspection

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Construction Inspection Supervisor	0.10	0.10	0.10
Senior Construction Inspector	0.00	0.00	0.20
Construction Inspector	0.60	0.60	0.30
Total	**0.70**	**0.70**	**0.60**

Service: Wastewater Construction Inspection

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	35,509	35,758	36,594
112	Wages - Temporary	1,641	4,000	8,000
115	One Time Payment	-	360	229
121	Wages - Overtime	4,173	3,500	4,000
122	Longevity Compensation	184	186	192
123	Leave Expense	1,321	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	469	240	240
128	FICA	109	248	496
129	Medicare	435	485	555
131	MOPC	1,810	1,788	1,830
132	Employee Insurance	5,463	5,829	5,965
133	Employee Retirement	2,285	2,396	2,452
135	Compensation Insurance	157	35	253
136	Unemployment Insurance	109	107	73
137	Staff Training and Conferences	211	350	350
139	Dental Insurance	255	250	256
141	Uniforms and Protective Clothing	13	20	20
142	Food Allowance	4	-	-
	Subtotal	*54,147*	*55,552*	*61,505*
	Operating and Maintenance			
210	Office Supplies	41	50	50
216	Reference Books and Materials	-	20	20
217	Dues and Subscriptions	16	70	70
218	Non-Capital Equipment and Furniture	23	140	140
222	Chemicals	-	30	30
229	Materials and Supplies	251	170	250
240	Equipment Repair and Maintenance	1,277	1,220	1,450
243	Non-Capital Computer Equipment and Supplies	1,743	30	124
246	Liability Insurance	733	758	894
247	Safety Expenses	88	115	115
249	Operating Leases and Rentals	-	10	10
250	Professional and Contracted Services	247	34	34
261	Telephone Charges	658	742	634
263	Postage	1	-	-
264	Printing and Copying	32	30	30
273	Fleet Lease - Operating and Maintenance	2,395	2,544	2,968
274	Fleet Lease - Replacement	2,100	2,058	2,546
	Subtotal	*9,604*	*8,020*	*9,365*
	SERVICE TOTAL	**$63,751**	**$63,571**	**$70,870**

Service: **Wastewater Regulatory Compliance**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Regulatory Compliance Service is part of the Environmental Services Division and provides assistance, oversight, analysis, evaluation and management of programs related to compliance with federal, state and local environmental requirements, including laws, regulations and permits. Services are provided primarily to internal customers, although compliance and enforcement activities sometimes involve citizens and other external customers.

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Water, Streets, Storm Drainage and Sanitation funds.

SERVICE: Wastewater Regulatory Compliance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Environmental Services Manager	0.25	0.25	0.25
Environmental Sustainability Coordinator	0.45	0.70	0.00
Civil Engineer	0.25	0.25	0.75
Environmental Project Specialist	0.30	0.30	0.25
Total	**1.25**	**1.50**	**1.25**

Service: Wastewater Regulatory Compliance

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	83,016	95,361	95,619
115	One Time Payment	-	250	672
122	Longevity Compensation	891	870	900
123	Leave Expense	1,593	-	-
126	Retirement Health Savings Plan	575	480	480
129	Medicare	456	758	749
131	MOPC	4,125	4,768	4,781
132	Employee Insurance	15,390	15,544	15,586
133	Employee Retirement	5,762	6,047	6,407
135	Compensation Insurance	54	80	70
136	Unemployment Insurance	307	286	191
137	Staff Training and Conferences	920	1,375	1,625
139	Dental Insurance	717	668	669
	Subtotal	*113,808*	*126,486*	*127,749*
	Operating and Maintenance			
210	Office Supplies	1	-	-
216	Reference Books and Materials	12	100	100
217	Dues and Subscriptions	1,291	1,814	7,560
218	Non-Capital Equipment and Furniture	659	543	100
229	Materials and Miscellaneous Supplies	5	-	-
243	Non-Capital Computer Equipment and Supplies	329	797	1,539
245	Mileage Allowance	16	-	150
246	Liability Insurance	357	327	328
247	Safety Expenses	25	150	150
250	Professional and Contracted Services	9,913	23,500	40,000
259	Licenses and Permits	-	-	500
264	Printing and Copying	183	-	125
	Subtotal	*12,790*	*27,230*	*50,552*
	SERVICE TOTAL	**$126,598**	**$153,716**	**$178,301**

Service: **Wastewater Meter Reading**

FUND: Sewer Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Regulatory Compliance Service is part of the Environmental Services Division and provides assistance, oversight, analysis, evaluation and management of programs related to compliance with federal, state and local environmental requirements, including laws, regulations and permit

SERVICE: Wastewater Meter Reading

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Meter Reading Supervisor	0.12	0.12	0.12
Metering and Load Research Coordinator	0.05	0.05	0.05
Senior Meter Reader	0.12	0.12	0.12
Meter Reader	0.91	0.91	0.91
Total	**1.20**	**1.20**	**1.20**

Service: Wastewater Meter Reading

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	41,839	52,587	55,289
112	Wages - Temporary	3,936	-	-
114	Skill Based Pay	448	-	-
115	One Time Payment	-	581	74
121	Wages - Overtime	216	246	-
122	Longevity Compensation	272	280	-
123	Leave Expense	1,186	-	-
124	Skill Based Overtime Pay	15	-	-
126	Retirement Health Savings Plan	1,033	487	487
128	FICA	175	-	-
129	Medicare	520	661	802
131	MOPC	2,150	2,537	2,765
132	Employee Insurance	7,823	8,271	9,012
133	Employee Retirement	3,152	3,400	3,704
135	Compensation Insurance	1,110	905	1,310
136	Unemployment Insurance	156	152	110
137	Staff Training and Conferences	274	720	941
139	Dental Insurance	365	355	387
141	Uniforms and Protective Clothing	164	166	203
142	Food Allowance	16	-	
	Subtotal	*64,851*	*71,347*	*75,084*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	27	861	2,245
229	Materials and Miscellaneous Supplies	56	62	80
240	Equipment Repair and Maintenance	1,885	2,177	2,417
243	Non-Capital Computer Equipment and Supplies	41	369	365
246	Liability Insurance	427	527	531
247	Safety Expenses	181	277	338
250	Professional and Contracted Services	-	184	1,045
261	Telephone Charges	100	199	199
264	Printing and Copying	70	216	216
270	Administrative and Management Services	11,684	8,305	9,926
273	Fleet Lease - Operating and Maintenance	3,577	3,237	4,208
274	Fleet Lease - Replacement	1,556	1,551	1,008
	Subtotal	*19,603*	*17,965*	*22,578*
	Capital Outlay			
440	Machinery and Equipment	-	-	738
	Subtotal	*-*	*-*	*738*
	SERVICE TOTAL	**$84,455**	**$89,312**	**$98,400**

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2015 Budget
PB-1 Municipal Buildings Roof Improvements	$ 6,216
PB-82 Municipal Buildings HVAC Replacement	31,261
PB-119 Municipal Buildings Flooring Replacement	15,150
PB-192 Operations and Maintenance Building and Site Improvement	84,250
MUS-53 Sanitary Sewer Rehabilitation and Improvements	683,000
MUS-149 Wastewater Treatment Master Plan Improvements	1,750,600
TOTAL	**$ 2,570,477**

SEWER CONSTRUCTION FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	328,152	368,071	551,289
Capital	443	-	-
TOTAL	**$ 328,595**	**$ 370,571**	**$ 553,789**

Fund Description
The Sewer Construction Fund was created in 1994 to account separately for sewer development fees and related expenses.

2015 Budget
No capital improvement projects are funded from this fund in 2015.

SEWER CONSTRUCTION FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 1,810,065**	**$ 2,185,956**	**$ 2,434,350**
Committed Working Capital	-	13,835	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	765,286	612,800	884,100
Developer Participation Fees	60	-	-
Miscellaneous	45	-	-
Interest	(3,092)	20,000	12,900
Adjustment for GAAP Revenue	(57,813)		
TOTAL FUNDS	**704,486**	**632,800**	**897,000**
EXPENSES			
Soils Testing	-	2,500	2,500
Non-Operating	328,152	368,071	551,289
Capital Projects	443	-	-
TOTAL EXPENSES	**328,595**	**370,571**	**553,789**
ENDING WORKING CAPITAL	**2,185,956**	**2,434,350**	**2,777,561**
CONTRIBUTION TO/(FROM) RESERVES	375,891	262,229	343,211

STREET IMPROVEMENT FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	3,163,863	3,400,806	3,419,486
Operating and Maintenance	4,329,726	4,784,350	5,251,798
Non-Operating	973,736	241,936	248,869
Capital	6,141,495	17,855,059	7,010,855
TOTAL	**$ 14,608,820**	**$ 26,282,151**	**$ 15,931,008**

Fund Description
The Street Improvement Fund pays for all maintenance and improvements to the City's street system. The fund's major revenue source is a portion of the City's sales and use tax receipts.

The City's total sales and use tax rate is 3.275% of which 0.75% goes into the Street Improvement Fund. The City sales and use tax revenue designated to the Street Improvement Fund was initially approved by Longmont voters in 1986 for a five-year period and has been renewed six times since then (most recently in November 2009), through 2016. Other revenue sources include a portion of the state's highway use tax and a percentage of the county road and bridge property tax.

The Street Improvement Fund includes fourteen budget services and several CIP projects. The services are:

- Public Works and Natural Resources Director
- Concrete Repair
- Construction Inspection
- Snow and Ice Removal
- Street and Alley Maintenance
- Street Cleaning
- Street Improvements
- Street Rehabilitation
- Street Signing and Marking
- Traffic Signals
- Transportation Engineering
- Transportation System Management
- Regulatory Compliance
- Engineering/Survey Technical Services

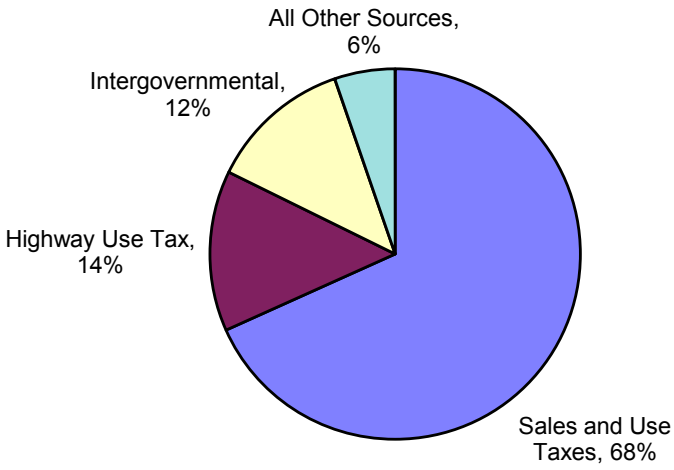
All of these services are involved in some aspect of developing, improving or maintaining the City's street system. Administration of this fund is provided by the Public Works and Natural Resources Department.

2015-2019 Capital Improvement Program
Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program (CIP project T-1), Transportation System Management (T-11), Primary and Secondary Greenway Connections (PR-83), Boston Avenue Connection (T-92) and Downtown Alley Improvements (DR-8). Detailed capital descriptions for all projects are included in the 2015-2019 Capital Improvement Program.

STREET IMPROVEMENT FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING FUND BALANCE	**$ 12,218,838**	**$ 14,673,679**	**$ 1,289,654**
Committed Working Capital	-	9,376,021	-
SOURCES OF FUNDS			
REVENUES			
Taxes	15,687,995	16,231,343	16,612,709
Licenses and Permits	51,071	15,000	15,000
Intergovernmental	608,583	5,942,956	2,362,171
Developer Participation	211,400	-	-
Interest	(12,085)	56,848	5,273
Miscellaneous	197,549	28,000	10,000
Adjustment for GAAP Revenue	320,138	-	-
TOTAL FUNDS	**17,064,651**	**22,274,147**	**19,005,153**
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	188,870	205,059	185,174
Concrete Repair	145,173	201,058	208,876
Construction Inspection	350,614	381,429	425,217
Snow and Ice Removal	567,430	755,789	776,210
Street and Alley Maintenance	1,409,984	1,975,907	2,180,875
Street Cleaning	470,237	562,949	529,598
Street Improvement	2,411,594	1,666,742	1,700,232
Street Rehabilitation	116,650	113,565	118,802
Street Signing and Marking	722,467	744,745	809,209
Traffic Signals	634,507	622,078	749,298
Transportation Engineering	756,231	523,934	556,357
Transportation System Management	547,691	598,155	761,787
Regulatory Compliance	-	6,000	6,072
Engineering/Survey Tech Services	241,082	259,455	255,968
CIP Projects	6,046,290	17,665,285	6,667,333
Adjustment for GAAP Expenses	990	-	-
TOTAL EXPENSES	**14,609,810**	**26,282,151**	**15,931,008**
ENDING WORKING CAPITAL	**14,673,679**	**1,289,654**	**4,363,799**
CONTRIBUTION TO/(FROM) RESERVES	$ 2,454,841	$ (4,008,004)	$ 3,074,145

STREET IMPROVEMENT FUND - Sources of Funds



- Approximately 68% of the revenues of the Street Improvement Fund for 2015 will come from collection of the City's 0.75¢ sales and use tax, which is designated to pay for street repairs and operations. Another 12% comes from intergovernmental sources.
- The 2015 Budget requires a contribution of $3,074,145 to fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2014, sales and use tax revenues are projected to increase by 4.99% from 2013 actual collections then increase by 3.16% for 2015 over the projected collections for 2014.

State Highway Use Tax: From Colorado Municipal League projections. Annual estimate of total state receipts allocated to municipalities.

Boulder County Road and Bridge: This is a tax levied and collected by Boulder County. It is distributed based on each city's total valuation.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Sales and Use Tax	$ 11,904,589	$ 12,579,606	$ 12,976,978
Automobile Tax	1,066,302	975,000	975,000
State Highway Use Tax	2,717,104	2,676,737	2,660,731
Federal Grants	39,136	4,722,000	1,890,000
State Grants	100,194	237,000	-
Local Grants	-	136,575	-
Local Non-grant Revenue	76,957	483,000	55,000
County Road/Bridge Maintenance	104,281	105,000	105,000
State Highway Maintenance	58,359	37,131	37,131
State Traffic Control Maintenance	229,656	222,250	275,040
Street Cut Permit/Inspection Fee	51,071	15,000	15,000
Developer Participation	211,400	-	-
Other Revenue	197,549	28,000	10,000
Interest Income	(12,085)	56,848	5,273
Contribution from/(to) Fund Balance	(2,454,841)	4,008,004	(3,074,145)
TOTAL FUNDS NEEDED TO MEET EXPENSES	**$ 14,609,810**	**$ 26,282,151**	**$ 15,931,008**

Service: **Public Works and Natural Resources Director**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
General Manager PW&NR	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Multi Media/Marketing Specialist	0.20	0.20	0.20
Utilities Financial Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Service Representative	0.40	0.30	0.00
Administrative Assistant	0.60	0.30	0.00
Total	**2.20**	**1.80**	**1.20**

Service: Public Works and Natural Resources Director

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	121,103	128,771	103,667
112	Wages - Temporary	3,531	-	9,880
115	One Time Payment	-	1,064	1,300
121	Wages - Overtime	393	200	200
122	Longevity Compensation	696	488	-
123	Leave Expense	2,693	-	-
126	Retirement Health Savings Plan	1,661	720	480
128	FICA	220	-	613
129	Medicare	1,044	1,286	1,165
131	MOPC	6,196	6,439	5,184
132	Employee Insurance	21,513	20,990	16,897
133	Employee Retirement	7,820	8,628	6,947
135	Compensation Insurance	58	118	94
136	Unemployment Insurance	431	386	207
137	Staff Training and Conferences	10,719	15,403	15,403
139	Dental Insurance	1,005	901	726
142	Food Allowance	200	240	425
	Subtotal	*179,283*	*185,634*	*163,188*
	Operating and Maintenance			
216	Reference Books and Materials	5	-	-
217	Dues and Subscriptions	44	300	300
218	Non-Capital Equipment and Furniture	499	1,090	450
229	Materials and Supplies	87	-	-
240	Equipment Repair and Maintenance	3,625	3,988	3,600
243	Non-Capital Computer Equipment and Supplies	1,099	2,898	3,900
245	Mileage Allowance	-	480	580
246	Liability Insurance	385	486	443
248	Lease Purchase Installment	-	4,133	-
250	Professional and Contracted Services	3,357	6,050	8,580
252	Ads and Legal Notices	279	-	-
263	Postage	-	-	-
264	Printing and Copying	13	-	-
269	Other Services and Charges	194	-	-
	Subtotal	*9,587*	*19,425*	*17,853*
	Non-Operating Expense			
970	Transfers to Other Funds	-	-	4,133
	Subtotal	-	-	*4,133*
	SERVICE TOTAL	**$188,870**	**$205,059**	**$185,174**

Service: **Concrete Repair**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the repair and replacement of damaged and broken concrete curbs, gutters, sidewalks and cross-pans. The concrete repair work is performed in response to citizen requests and in accordance with the City's damage assessment and repair rating program. This service is typically involved in repair and replacement when use of contractors is not feasible due to time constraints, scheduling conflicts, or on smaller projects that are not economical to complete by contract. This service also grinds and repairs sidewalk panels that are out of alignment and present tripping hazards and performs maintenance and repairs of the 38 guard rail installations throughout the City.

SERVICE: Concrete Repair

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Public Works Supervisor	0.00	0.00	0.00
Public Works Technician	1.50	1.50	1.50
Total	**1.50**	**1.50**	**1.50**

Service: Concrete Repair

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	27,513	66,759	66,762
114	Skill Based Pay	787	1,400	-
115	One Time Payment	-	530	2,250
121	Wages - Overtime	2,895	1,000	1,000
123	Leave Expense	2,753	-	-
124	Skill Based Overtime Pay	21	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	748	968	968
131	MOPC	2,918	3,338	3,338
132	Employee Insurance	10,008	10,882	10,882
133	Employee Retirement	3,684	4,473	4,473
135	Compensation Insurance	4,514	1,910	2,542
136	Unemployment Insurance	200	200	134
139	Dental Insurance	467	467	468
	Subtotal	*57,108*	*92,527*	*93,417*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	-	4,000	4,000
229	Materials and Supplies	4,845	10,000	10,000
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	5,069	8,677	4,874
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	19	20,000	30,000
273	Fleet Lease - Operating and Maintenance	27,002	15,117	28,875
274	Fleet Lease - Replacement	51,130	48,737	35,710
	Subtotal	*88,065*	*108,531*	*115,459*
	SERVICE TOTAL	**$145,173**	**$201,058**	**$208,876**

Service: **Construction Inspection**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field-check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Construction Inspection

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Construction Inspection Supervisor	0.50	0.60	1.00
Senior Construction Inspector	1.00	1.20	2.00
Construction Inspector	1.50	1.80	3.00
Total	**3.00**	**3.60**	**6.00**

Service: Construction Inspection

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	195,289	214,548	219,562
112	Wages - Temporary	9,026	24,000	48,000
115	One Time Payment	-	2,157	1,376
121	Wages - Overtime	22,951	21,000	24,000
122	Longevity Compensation	1,010	1,116	1,152
123	Leave Expense	7,265	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	2,578	1,440	1,440
128	FICA	597	1,488	2,976
129	Medicare	2,392	2,909	3,329
131	MOPC	9,957	10,727	10,978
132	Employee Insurance	30,044	34,972	35,788
133	Employee Retirement	12,567	14,375	14,711
135	Compensation Insurance	862	211	1,517
136	Unemployment Insurance	601	644	440
137	Staff Training and Conferences	1,158	2,100	2,100
139	Dental Insurance	1,402	1,502	1,536
141	Uniforms and Protective Clothing	73	120	120
142	Food Allowance	22	-	-
	Subtotal	*297,796*	*333,309*	*369,025*
	Operating and Maintenance			
210	Office Supplies	224	300	300
216	Reference Books and Materials	-	120	120
217	Dues and Subscriptions	86	420	420
218	Non-Capital Equipment and Furniture	129	840	840
222	Chemicals	-	180	180
229	Materials and Supplies	1,379	1,020	1,500
240	Equipment Repair and Maintenance	7,020	7,321	8,700
243	Non-Capital Computer Equipment and Supplies	9,586	180	744
246	Liability Insurance	4,029	4,547	5,365
247	Safety Expenses	484	690	690
249	Operating Leases and Rentals	-	60	60
250	Professional and Contracted Services	1,359	202	202
261	Telephone Charges	3,621	4,450	3,802
263	Postage	5	-	-
264	Printing and Copying	176	180	180
273	Fleet Lease - Operating and Maintenance	13,170	15,263	17,810
274	Fleet Lease - Replacement	11,551	12,349	15,279
	Subtotal	*52,818*	*48,120*	*56,192*
	SERVICE TOTAL	**$350,614**	**$381,429**	**$425,217**

Service: **Snow and Ice Removal**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The purpose of the Snow and Ice Removal service is to clear and remove snow and ice from designated streets according to the approved snow and ice control plan. This service treats all major City streets and intersections with plowing and liquid/granular deicing materials, aiding the safe and smooth flow of traffic during the winter months. The snow and ice control plan includes over 1,135 lane miles of streets within the 305 miles of the City's street system. In certain extreme conditions, all streets in the City receive plowing.

SERVICE: Snow and Ice Removal

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician I	1.50	1.50	1.50
Total	**1.75**	**1.75**	**1.75**

Service: Snow and Ice Removal

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	103,955	85,470	85,726
112	Wages - Temporary	-	1,000	1,000
114	Skill Based Pay	5,985	5,000	-
115	One Time Payment	-	844	2,372
121	Wages - Overtime	33,348	45,000	45,000
122	Longevity Compensation	750	780	810
123	Leave Expense	2,772	-	-
124	Skill Based Overtime Pay	1,733	-	-
126	Retirement Health Savings Plan	700	700	700
128	FICA	-	62	62
129	Medicare	1,250	1,254	1,257
131	MOPC	4,440	4,274	4,286
132	Employee Insurance	12,685	13,932	13,973
133	Employee Retirement	5,604	5,727	5,744
135	Compensation Insurance	1,059	2,573	2,718
136	Unemployment Insurance	254	256	171
139	Dental Insurance	592	598	600
142	Food Allowance	-	500	500
	Subtotal	*175,127*	*167,970*	*164,919*
	Operating and Maintenance			
210	Office Supplies	360	-	-
218	Non-Capital Equipment and Furniture	50	-	-
222	Chemicals	181,589	225,000	225,000
229	Materials and Supplies	7,580	30,000	30,000
232	Building Repair and Maintenance	748	4,000	4,000
233	Facility Repair and Maintenance	7,745	20,000	25,000
240	Equipment Repair and Maintenance	21,684	25,000	25,000
246	Liability Insurance	9,440	10,738	12,394
247	Safety Expenses	24	-	-
249	Operating Leases and Rentals	123	1,000	1,000
250	Professional and Contracted Services	4,270	50,000	50,000
261	Telephone Charges	36	264	264
262	Radio Repair and Maintenance	-	2,000	2,000
273	Fleet Lease - Operating and Maintenance	41,053	40,283	49,522
274	Fleet Lease - Replacement	74,348	59,534	83,611
	Subtotal	*349,050*	*467,819*	*507,791*
	Capital Outlay			
432	Vehicles	-	65,000	8,500
440	Machinery and Equipment	43,253	30,000	70,000
475	Building and Facility Improvement	-	25,000	25,000
	Subtotal	*43,253*	*120,000*	*103,500*
	SERVICE TOTAL	**$567,430**	**$755,789**	**$776,210**

Service: **Street and Alley Maintenance**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The function of the Street and Alley Maintenance service is to repair, grade, patch, clear of debris, and generally service all streets and alleys in the street system. This includes performing weed control along street rights-of-way. The primary functions provided are alley maintenance, alley reconstruction, and minor asphalt overlaying of streets in conjunction with the Street Rehabilitation program. This service also incorporates a recycled asphalt crushing and diversion program.

SERVICE: Street and Alley Maintenance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Operations Manager	0.20	0.20	0.20
Utility & Streets Operations & Maintenance Mgr	0.20	0.20	0.20
Public Works Supervisor	0.80	1.05	0.50
Utility Maint Supervisor	0.00	0.00	0.30
Public Works Technician II	4.80	5.80	2.80
Public Works Technician I	0.00	0.00	2.50
Senior Engineering Technician	1.00	1.00	1.00
Facility Maintenance Worker	0.25	0.00	0.00
Customer Service Representative	0.00	0.00	0.00
Administrative Analyst	0.10	0.10	0.10
Administrative Assistant	0.00	0.00	0.00
Total	**7.35**	**8.35**	**7.60**

Service: Street and Alley Maintenance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	337,666	404,955	415,459
112	Wages - Temporary	17,268	26,120	26,600
114	Skill Based Pay	7,759	55,480	-
115	One Time Payment	-	4,663	4,894
121	Wages - Overtime	12,881	15,000	15,000
122	Longevity Compensation	1,665	1,560	1,620
123	Leave Expense	16,273	-	-
124	Skill Based Overtime Pay	747	2,500	2,500
126	Retirement Health Savings Plan	7,250	3,040	3,040
128	FICA	1,075	1,619	1,649
129	Medicare	4,957	6,251	6,411
131	MOPC	17,666	20,248	20,771
132	Employee Insurance	58,208	66,008	67,719
133	Employee Retirement	22,304	27,132	27,837
135	Compensation Insurance	18,560	18,108	24,137
136	Unemployment Insurance	1,165	1,215	832
137	Staff Training and Conferences	99	-	-
139	Dental Insurance	2,715	2,835	2,909
141	Uniforms and Protective Clothing	4,893	7,500	7,500
142	Food Allowance	55	300	300
	Subtotal	*533,206*	*664,534*	*629,178*
	Operating and Maintenance			
210	Office Supplies	507	1,500	1,500
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	169	250	250
218	Non-Capital Equipment and Furniture	8,183	8,000	10,500
228	Janitorial Supplies	621	500	750
229	Materials and Supplies	18,065	27,000	27,000
230	Printing and Copier Supplies	161	750	750
232	Building Repair and Maintenance	4,593	15,000	15,000
233	Facility Repair and Maintenance	13,233	15,000	15,000
240	Equipment Repair and Maintenance	1,502	11,570	13,270
241	Grounds Maintenance	1,665	500	500
242	Street Repair and Maintenance	78,060	275,000	275,000
243	Non-Capital Computer Equipment and Supplies	3,520	11,599	3,500
245	Mileage Allowance	44	200	200
246	Liability Insurance	25,782	35,710	29,550
247	Safety Expenses	3,712	8,000	8,000
249	Operating Leases and Rentals	5,318	20,000	20,000
250	Professional and Contracted Services	226,733	327,259	327,259
252	Advertising and Legal Notices	-	500	500
260	Utilities	33,536	35,000	35,000
261	Telephone Charges	10,484	4,600	6,800
262	Radio Repair and Maintenance	-	2,000	2,000
264	Printing and Copying	1,002	750	750
269	Other Services and Charges	500	2,000	3,000
273	Fleet Lease - Operating and Maintenance	125,348	163,227	219,871
274	Fleet Lease - Replacement	258,916	277,588	302,497
	Subtotal	*821,654*	*1,243,753*	*1,318,697*
	Capital Outlay			
432	Vehicles	25,091	39,000	220,000
440	Machinery and Equipment	30,033	28,620	13,000
	Subtotal	*55,124*	*67,620*	*233,000*
	SERVICE TOTAL	**$1,409,984**	**$1,975,907**	**$2,180,875**

Service: **Street Cleaning**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining clean and debris-free City streets and alleys. Streets are swept periodically on a rotation basis. Traffic islands and medians are flushed/washed with water annually. During drought conditions, the traffic islands and median flushing/washing is suspended. This service also responds to special requests for sweeping due to dirt, glass, spills, and other debris generated by incidents such as traffic accidents and construction. Street sweeping provided by this service has a positive impact on the City's air quality by reducing the amount of dust particulates in the air that are generated from street dust and dirt.

SERVICE: Street Cleaning

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Utility Maint Supervisor	0.00	0.00	0.20
Distribution & Collection System Mtce Supervisor	0.20	0.20	0.00
Public Works Technician I	1.50	1.50	1.50
Total	**1.70**	**1.70**	**1.70**

Service: Street Cleaning

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	96,241	81,288	81,289
112	Wages - Temporary	221	-	-
114	Skill Based Pay	4,543	5,000	-
115	One Time Payment	-	1,374	2,550
121	Wages - Overtime	3,259	2,000	2,000
123	Leave Expense	2,522	-	-
124	Skill Based Overtime Pay	192	-	-
126	Retirement Health Savings Plan	680	680	680
129	Medicare	1,063	1,179	1,179
131	MOPC	4,116	4,064	4,065
132	Employee Insurance	12,144	13,250	13,250
133	Employee Retirement	5,195	5,446	5,446
135	Compensation Insurance	2,214	5,070	3,251
136	Unemployment Insurance	243	244	163
139	Dental Insurance	566	569	569
141	Uniforms and Protective Clothing	679	850	850
	Subtotal	*133,878*	*121,014*	*115,292*
	Operating and Maintenance			
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	-	50	50
218	Non-Capital Equipment and Furniture	377	3,000	3,000
229	Materials and Supplies	135	3,000	3,000
232	Building Repair and Maintenance	559	2,000	2,000
233	Facility Repair and Maintenance	3,349	15,000	15,000
240	Equipment Repair and Maintenance	8,225	16,000	15,000
241	Grounds Maintenance	-	-	-
243	Non-Capital Computer Equipment and Supplies	-	626	500
246	Liability Insurance	8,512	37,584	38,686
247	Safety Expenses	11	1,000	1,000
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	40,541	55,150	55,150
260	Utilities	8,581	6,250	8,800
261	Telephone Charges	-	1,776	1,800
269	Other Services and Charges	-	100	100
273	Fleet Lease - Operating and Maintenance	61,615	103,728	78,526
274	Fleet Lease - Replacement	204,454	196,221	191,244
	Subtotal	*336,359*	*441,935*	*414,306*
	Capital Outlay			
480	System Improvements	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$470,237**	**$562,949**	**$529,598**

Service: **Street Improvements**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the planning, design, construction and contract administration of major street construction projects identified through the Capital Improvement Program. In addition to the activities for capital projects, this service reviews development plans for street planning and construction. This service pays the administrative transfer to the General Fund.

SERVICE: Street Improvements

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Engineering Services Manager	0.60	0.60	0.60
Engineering Administrator	0.80	0.80	0.80
Senior Civil Engineer	1.00	1.80	1.80
Civil Engineer	1.00	1.00	1.00
Project Manager	1.00	0.20	0.20
Total	**4.40**	**4.40**	**4.40**

Service: Street Improvements

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	369,036	391,503	412,078
112	Wages - Temporary	(85)	-	-
115	One Time Payment	-	2,100	2,407
122	Longevity Compensation	3,156	3,101	3,221
123	Leave Expense	5,555	-	-
126	Retirement Health Savings Plan	3,976	1,760	1,760
129	Medicare	3,741	4,682	4,970
131	MOPC	18,671	19,575	20,604
132	Employee Insurance	58,536	63,815	67,167
133	Employee Retirement	23,569	26,231	27,610
135	Compensation Insurance	2,933	7,406	7,798
136	Unemployment Insurance	1,171	1,175	824
139	Dental Insurance	2,732	2,741	2,885
142	Food Allowance	44	-	-
	Subtotal	*493,035*	*524,089*	*551,324*
Operating and Maintenance				
210	Office Supplies	11	-	-
218	Non-Capital Equipment and Furniture	1,960	-	-
240	Equipment Repair and Maintenance	126	570	570
243	Non-Capital Computer Equipment and Supplies	-	3,500	3,500
246	Liability Insurance	1,198	1,364	1,388
247	Safety Expenses	57	-	-
250	Professional and Contracted Services	30,888	6,500	23,000
252	Advertising and Legal Notices	-	500	500
263	Postage	71	-	-
264	Printing and Copying	30	750	750
270	Administrative and Management Services	892,421	887,533	874,464
	Subtotal	*926,762*	*900,717*	*904,172*
Non-Operating Expense				
910	Transfer To General Fund	236,896	238,174	240,138
970	Transfers to Other Funds	736,840	3,762	4,598
	Subtotal	*973,736*	*241,936*	*244,736*
Capital Outlay				
473	Site Improvements, Landscaping and Street Development	18,061	-	-
	Subtotal	*18,061*	-	-
	SERVICE TOTAL	**$2,411,594**	**$1,666,742**	**$1,700,232**

Service: **Street Rehabilitation**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the planning and engineering involved in the City's annual street rehabilitation program and coordinating contracted construction efforts with the City's internal maintenance efforts in order to provide the best overall life cycle for the City's streets and sidewalks. Duties include condition rating of streets, updating the City's pavement management system database, developing long-range rehabilitation plans, construction management of contracted portions of the program, and coordinating work with other divisions and departments. The contracted portion of the program includes concrete repair of broken sidewalks and curbs, crack sealing, pavement seal costs, pavement overlays and pavement reconstruction.

SERVICE: Street Rehabilitation

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Civil Engineer	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Street Rehabilitation

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	81,436	83,244	83,244
115	One Time Payment	-	1,000	1,500
123	Leave Expense	1,599	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	1,014	1,207	1,207
131	MOPC	4,152	4,162	4,162
132	Employee Insurance	11,893	13,569	13,569
133	Employee Retirement	5,240	5,577	5,577
135	Compensation Insurance	704	1,505	1,658
136	Unemployment Insurance	238	250	166
139	Dental Insurance	555	583	583
	Subtotal	*107,231*	*111,497*	*112,066*
	Operating and Maintenance			
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	650	650	650
243	Non-Capital Computer Equipment and Supplies	984	-	-
246	Liability Insurance	610	268	286
250	Professional and Contracted Services	200	-	5,000
259	Licenses and Permits	62	-	-
264	Printing and Copying	226	700	700
273	Fleet Lease - Operating and Maintenance	2,391	350	-
274	Fleet Lease - Replacement	4,296	-	-
	Subtotal	*9,419*	*2,068*	*6,736*
	SERVICE TOTAL	**$116,650**	**$113,565**	**$118,802**

Service: **Street Signing and Marking**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service maintains the City's transportation signing and markings. Activities include manufacturing many of the City of Longmont's new traffic signs and special signs for other City departments; installing and maintaining all regulatory, warning guide, and informational signs; replacing signs that are vandalized, faded, knocked down or stolen; providing and maintaining year-round pavement markings that are visible and reflective to help ensure safe and user-friendly roadways for motorist, cyclists and pedestrians; and providing a five-year maintenance, repair and service cycle that proactively addresses all crosswalks, stop bars and pavement marking symbols within the street network.

SERVICE: Street Signing and Marking

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician	1.00	0.50	0.50
Total	**1.25**	**0.75**	**0.75**

Service: Street Signing and Marking

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	70,258	41,216	41,218
112	Wages - Temporary	120	-	-
114	Skill Based Pay	2,610	2,000	-
115	One Time Payment	-	502	872
121	Wages - Overtime	1,083	750	750
122	Longevity Compensation	1,125	780	810
123	Leave Expense	1,479	-	-
124	Skill Based Overtime Pay	69	-	-
126	Retirement Health Savings Plan	505	300	300
129	Medicare	703	598	597
131	MOPC	2,736	2,061	2,061
132	Employee Insurance	9,767	6,718	6,718
133	Employee Retirement	3,452	2,762	2,762
135	Compensation Insurance	955	1,288	876
136	Unemployment Insurance	195	124	82
139	Dental Insurance	456	289	288
	Subtotal	*95,513*	*59,388*	*57,334*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	345	5,000	5,000
229	Materials and Supplies	32,405	55,000	55,000
232	Building Repair and Maintenance	132	-	-
240	Equipment Repair and Maintenance	-	1,500	1,500
243	Non-Capital Computer Equipment and Supplies	985	-	5,440
246	Liability Insurance	4,398	4,855	4,642
247	Safety Expenses	100	-	-
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	559,021	600,000	625,000
261	Telephone Charges	64	-	-
264	Printing and Copying	76	250	250
273	Fleet Lease - Operating and Maintenance	12,381	7,814	14,447
274	Fleet Lease - Replacement	17,047	10,688	40,346
	Subtotal	*626,954*	*685,357*	*751,875*
	SERVICE TOTAL	**$722,467**	**$744,745**	**$809,209**

Service: **Traffic Signals**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining the City's traffic signal system and school flashers, installing overhead signs, and managing and coordinating contracted work for traffic signal installation and upgrade/improvement projects. This includes design, planning and purchase of materials and equipment; repairs to and preventive maintenance of traffic signals, video detection systems, school flashers, and driver feedback speed systems; and installation of overhead signs at signalized intersections.

SERVICE: Traffic Signals

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**

Service: Traffic Signals

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	105,256	106,032	112,451
112	Wages - Temporary	15,062	-	-
115	One Time Payment	-	2,000	-
121	Wages - Overtime	27,012	27,000	28,000
122	Longevity Compensation	2,100	2,160	2,220
123	Leave Expense	1,181	-	-
124	Skill Based Overtime Pay	8	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	789	710	764
131	MOPC	5,322	5,302	5,623
132	Employee Insurance	15,906	17,283	18,329
133	Employee Retirement	6,717	7,104	7,534
135	Compensation Insurance	2,836	2,267	5,028
136	Unemployment Insurance	318	318	224
139	Dental Insurance	743	742	787
141	Uniforms and Protective Clothing	-	500	500
142	Food Allowance	90	-	-
	Subtotal	*184,140*	*172,218*	*182,260*
	Operating and Maintenance			
210	Office Supplies	324	200	200
217	Dues and Subscriptions	300	250	250
218	Non-Capital Equipment and Furniture	984	1,000	1,000
228	Janitorial Supplies	-	50	50
229	Materials and Supplies	10,899	750	750
234	System Maintenance	154,265	160,000	197,500
240	Equipment Repair and Maintenance	3,164	19,000	19,000
243	Non-Capital Computer Equipment and Supplies	2,225	500	500
245	Mileage Allowance	22	-	-
246	Liability Insurance	18,965	39,019	33,230
247	Safety Expenses	1,076	750	750
250	Professional and Contracted Services	224,971	185,000	272,500
260	Utilities	983	1,000	1,000
261	Telephone Charges	1,372	2,000	2,000
263	Postage	780	1,000	1,000
264	Printing and Copying	41	-	-
273	Fleet Lease - Operating and Maintenance	6,507	15,852	12,363
274	Fleet Lease - Replacement	23,489	23,489	24,945
	Subtotal	*450,367*	*449,860*	*567,038*
	SERVICE TOTAL	**$634,507**	**$622,078**	**$749,298**

Service: **Transportation Engineering**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides management, administration, and supervision of the Transportation Engineering and Construction Inspection Division of the City's Public Works and Natural Resources Department. Activities include planning for development and capital project programs as well as administrative support for the division and staff supervision. In addition, this service provides traffic engineering services and supervision of Traffic Signal services. Traffic engineering services include traffic counts, traffic signal timing, accident and safety studies, determining the need for traffic control devices, coordinating the school safety program, staff support to the Transportation Advisory Board and the Neighborhood Traffic Mitigation Program, and coordination with other agencies, including DRCOG, RTD and CDOT.

SERVICE: Transportation Engineering

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Traffic Engineering Administrator	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	1.00	0.70	0.70
Total	**5.00**	**4.70**	**4.70**

Service: Transportation Engineering

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	322,957	328,296	335,661
112	Wages - Temporary	1,980	10,000	5,000
115	One Time Payment	-	2,700	5,550
121	Wages - Overtime	833	800	800
123	Leave Expense	5,189	10,800	10,800
126	Retirement Health Savings Plan	2,593	1,880	1,880
128	FICA	-	620	310
129	Medicare	4,100	4,905	4,941
131	MOPC	16,351	16,415	16,783
132	Employee Insurance	48,854	53,512	54,712
133	Employee Retirement	20,637	21,996	22,490
135	Compensation Insurance	1,602	277	247
136	Unemployment Insurance	977	985	671
137	Staff Training and Conferences	288	-	-
139	Dental Insurance	2,280	2,298	2,349
141	Uniforms and Protective Clothing	195	100	100
142	Food Allowance	284	500	500
	Subtotal	*429,120*	*456,084*	*462,794*
	Operating and Maintenance			
210	Office Supplies	673	2,400	1,750
216	Reference Books and Materials	127	500	500
217	Dues and Subscriptions	2,326	2,550	2,550
218	Non-Capital Equipment and Furniture	18,575	3,500	3,500
229	Materials and Supplies	2,133	900	900
230	Printing and Copier Supplies	1,617	1,303	1,450
240	Equipment Repair and Maintenance	6,883	7,665	7,665
243	Non-Capital Computer Equipment and Supplies	6,567	12,290	7,210
245	Mileage Allowance	3	300	300
246	Liability Insurance	2,459	2,842	5,482
247	Safety Expenses	-	800	800
250	Professional and Contracted Services	238,945	10,000	10,000
252	Advertising and Legal Notices	-	1,600	1,600
260	Utilities	15,465	12,000	12,000
261	Telephone Charges	2,664	2,788	2,788
263	Postage	1,352	1,500	1,500
264	Printing and Copying	146	2,100	2,100
273	Fleet Lease - Operating and Maintenance	18,908	2,812	8,825
274	Fleet Lease - Replacement	8,269	-	22,643
	Subtotal	*327,112*	*67,850*	*93,563*
	SERVICE TOTAL	**$756,232**	**$523,934**	**$556,357**

Service: **Transportation System Management**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service develops and manages the transportation system management (TSM) program, which includes traffic safety and capacity projects, pedestrian and bicycle improvements connected with the street network, and management of the City's neighborhood traffic mitigation program. This service is responsible for the planning, design and contract management of TSM projects identified in the Capital Improvement Program. The projects consist primarily of safety and capacity improvements, pedestrian/bicycle/multimodal enhancements, and design and construction of projects identified through the City's neighborhood traffic mitigation program.

SERVICE: Transportation System Management

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Project Manager	2.00	2.00	2.00
Total	**2.00**	**2.00**	**2.00**

Service: Transportation System Management

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	141,089	145,916	145,920
112	Wages - Temporary	96,567	108,000	114,770
115	One Time Payment	-	-	3,000
123	Leave Expense	2,970	-	-
126	Retirement Health Savings Plan	687	800	800
128	FICA	7,209	6,696	7,116
129	Medicare	3,431	3,682	3,780
131	MOPC	7,072	7,296	7,296
132	Employee Insurance	22,204	23,784	23,784
133	Employee Retirement	8,927	9,776	9,776
135	Compensation Insurance	1,754	4,707	5,058
136	Unemployment Insurance	444	438	292
139	Dental Insurance	1,036	1,021	1,022
	Subtotal	*293,390*	*312,116*	*322,614*
	Operating and Maintenance			
217	Dues and Subscriptions	8,189	8,500	8,500
229	Materials and Supplies	8,374	2,850	2,850
243	Non-Capital Computer Equipment and Supplies	-	1,100	-
246	Liability Insurance	757	839	873
247	Safety Expenses	197	500	500
250	Professional and Contracted Services	196,090	230,000	384,200
252	Advertising and Legal Notices	-	150	150
261	Telephone Charges	421	-	-
263	Postage	16	-	-
264	Printing and Copying	1,031	2,100	2,100
269	Other Services and Charges	37,737	40,000	40,000
	Subtotal	*252,812*	*286,039*	*439,173*
	Capital Outlay			
480	System Improvements	1,489	-	-
	Subtotal	*1,489*	-	-
	SERVICE TOTAL	**$547,691**	**$598,155**	**$761,787**

Service: **Regulatory Compliance**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Regulatory Compliance Service is part of the Environmental Services Division and provides assistance, oversight, analysis, evaluation, and management of programs related to compliance with federal, state and local environmental requirements, including laws, regulations and permits. Services are provided primarily to internal customers, although compliance and enforcement activities sometimes involve citizens and other external customers.

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs.

This is a shared service with the Water, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Environmental Sustainability Coordinator	0.05	0.00	0.00
Total	**0.05**	**0.00**	**0.00**

Service: Regulatory Compliance

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	-	-	-
122	Longevity Compensation	-	-	-
123	Leave Expense	-	-	-
126	Retirement Health Savings Plan	-	-	-
129	Medicare	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	Employee Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Conferences	-	-	-
139	Dental Insurance	-	-	-
	Subtotal	-	-	-
	Operating and Maintenance			
216	Reference Books and Materials	-	-	-
217	Dues and Subscriptions	-	-	72
218	Non-Capital Equipment and Furniture	-	-	-
243	Non-Capital Computer Equipment and Supplies	-	-	-
246	Liability Insurance	-	-	-
250	Professional and Contracted Services	-	6,000	6,000
259	Licenses and Permits	-	-	-
	Subtotal	-	*6,000*	*6,072*
	SERVICE TOTAL	**$-**	**$6,000**	**$6,072**

Service: **Engineering/Survey Technical Services**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services are also provided to other City departments. Activities also include staffing, supervision and evaluation of employees. This service coordinates the sale of maps to the public and provides technical information to the public. This is a shared service with the Water, Storm Drainage, Sewer and General funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Technology/GIS Coordinator	0.30	0.20	0.25
Engineering and Survey Tech Supervisor	0.30	0.20	0.25
Lead GIS Analyst	0.20	0.20	0.25
GIS/Mapping Technician	0.70	0.70	0.50
Technical Systems Specialist	0.00	0.00	0.25
Engineering Technician	0.00	0.00	0.75
Sr Engineering Technician	0.20	0.20	0.00
Survey Party Chief	0.40	0.40	0.00
Survey Technician	0.40	0.40	0.00
Total	**2.50**	**2.30**	**2.25**

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	132,308	147,011	145,653
112	Wages - Temporary	91	-	-
114	Skill Based Pay	78	81	76
115	One Time Payment	-	553	539
121	Wages - Overtime	1,189	436	406
122	Longevity Compensation	417	-	-
123	Leave Expense	3,307	-	-
124	Skill Based Overtime Pay	0	-	
126	Retirement Health Savings Plan	1,759	969	903
129	Medicare	1,590	2,133	2,113
131	MOPC	6,735	7,355	7,287
132	Employee Insurance	21,809	23,963	23,741
133	Employee Retirement	10,422	9,855	9,763
135	Compensation Insurance	462	2,110	100
136	Unemployment Insurance	435	441	291
137	Staff Training and Conferences	3,340	4,410	4,108
139	Dental Insurance	1,015	1,029	1,020
141	Uniforms and Protective Clothing	-	81	75
	Subtotal	*184,958*	*200,426*	*196,075*
	Operating and Maintenance			
210	Office Supplies	6	-	-
216	Reference Books and Materials	-	27	25
217	Dues and Subscriptions	279	4,577	5,712
218	Non-Capital Equipment and Furniture	428	808	1,236
219	Drafting Supplies	506	1,077	752
229	Materials and Supplies	199	431	251
240	Equipment Repair and Maintenance	32,749	41,495	38,115
243	Non-Capital Computer Equipment and Supplies	3,536	687	1,885
246	Liability Insurance	532	570	531
247	Safety Expenses	7	269	251
249	Operating Leases and Rentals	-	915	-
250	Professional and Contracted Services	13,349	5,035	2,709
261	Telephone Charges	24	212	438
263	Postage	16	-	-
264	Printing and Copying	63	188	176
273	Fleet Lease - Operating and Maintenance	840	584	790
	Subtotal	*52,533*	*56,876*	*52,871*
	Capital Outlay			
440	Machinery and Equipment	3,591	2,154	7,022
	Subtotal	*3,591*	*2,154*	*7,022*
	SERVICE TOTAL	**$241,082**	**$259,455**	**$255,968**

Service: **Capital Improvement Projects**

FUND: Street Improvement Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
Capital projects are listed below. Detailed descriptions of each project are included in the 2015-2019 Capital Improvement Program.

STREET FUND PROJECTS	2013 Budget
DR-8 Downtown Alley Improvements	$ 96,840
PR-83 Primary and Secondary Greenway Connections	340,000
PB-1 Municipal Buildings Roof Improvements	31,416
PB-82 Municipal Buildings HVAC Replacement	30,952
PB-119 Municipal Buildings Flooring Replacement	15,000
PB-192 Operations and Maintenance Building and Site Improvement	210,625
T-1 Street Rehabilitation Program	4,500,000
T-11 Transportation System Management Program	450,000
T-92 Boston Avenue Connection - Price to Martin	488,500
T-105 Missing Sidewalks	205,000
T-126 Adaptive Signal Equipment and Installation	299,000
TOTAL	**$ 6,667,333**

SANITATION FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,715,248	1,911,286	2,004,860
Operating and Maintenance	3,828,620	3,816,809	3,831,434
Non-Operating	222,290	20,909	28,525
Capital	480	546,687	375,081
TOTAL	**$ 5,766,638**	**$ 6,295,691**	**$ 6,239,900**

Fund Description

The Sanitation Fund pays for all costs associated with providing solid waste services to Longmont customers. Those services include weekly curbside pickup of refuse and twice-monthly pickup of recyclable materials, contracted services to process marketable recyclable materials, landfill services, household hazardous waste disposal, and special refuse pick-ups. Conversion to a fully automated collection system occurred in 1999. The City closed its own landfill in 1993 when it reached capacity. Refuse is now hauled to a landfill in Erie.

The Sanitation Fund includes six budget services:

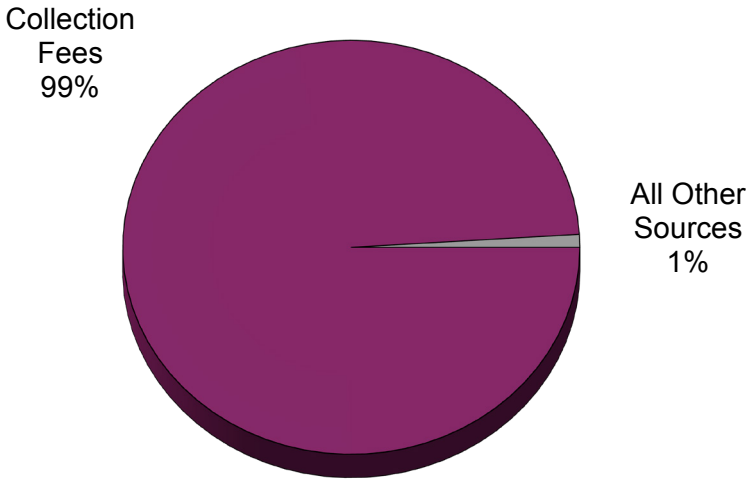
- Public Works and Natural Resources Director
- Solid Waste Removal/Disposal
- Curbside Recycling
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

Administration of this fund is provided by the Public Works and Natural Resources Department.

SANTATION FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 3,058,275**	**$ 2,941,576**	**$ 1,844,725**
Committed Working Capital	-	1,030,901	-
REVENUES			
Charges for Services	5,675,357	6,201,800	5,994,000
Intergovernmental	-	-	-
Interest	(2,082)	25,941	11,221
Miscellaneous	(8,369)	2,000	2,000
Adjustment for GAAP Revenue	(30,894)	-	-
TOTAL FUNDS	**5,634,012**	**6,229,741**	**6,007,221**
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	160,250	185,984	261,268
Landfill Maintenance	7,537	10,000	10,000
Solid Waste Removal/Disposal	4,241,976	3,827,121	3,849,545
Special Trash Pickup	666,529	939,044	958,532
Curbside Recycling	681,129	812,147	804,244
Regulatory Compliance	8,737	6,708	13,230
CIP Projects	480	514,687	343,081
Total Operating Expenses	5,766,638	6,295,691	6,239,900
Adjustment for GAAP Expenses	(15,927)	-	-
TOTAL ADJUSTED EXPENSES	**5,750,711**	**6,295,691**	**6,239,900**
ENDING WORKING CAPITAL	**2,941,576**	**1,844,725**	**1,612,046**
CONTRIBUTION TO/(FROM) RESERVES	$ (116,699)	$ (65,950)	$ (232,679)

SANITATION FUND - Sources of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2015 will come from sales to the City's solid waste customers.
- Sanitation Services: The Public Works and Natural Resources Department estimates charges for solid waste services based on the estimated number of customers and the estimated monthly bill in each customer class.

	2013 Actual	2014 Budget	2015 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,399,649	3,859,200	3,704,900
Solid Waste Collection Fees (reduced volume)	836,399	831,800	842,800
Special Trash Collection Fees	51,457	68,000	68,000
Waste Management Fees	1,227,885	1,308,900	1,241,400
Single Stream Commodity	68,419	70,000	70,000
Metal Management Revenue	29,743	30,000	30,000
Tree Limb Diversion Fee	38,719	22,000	22,000
Polycart Escrow	23,086	11,900	14,900
Intergovernmental Revenue	-	-	-
Other Revenue	(8,369)	2,000	2,000
Interest Income	(2,082)	25,941	11,221
Contribution from/(to) Fund Balance	116,699	10,159	232,679
TOTAL FUNDS NEEDED TO MEET EXPENSES	**$ 5,750,711**	**$ 6,295,691**	**$ 6,239,900**

Service: **Public Works and Natural Resources Director**

FUND: Sanitation Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
The Public Works and Natural Resources Director is responsible for administering City policies, developing department policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including developing adequate rates, preparing and monitoring the annual budget, and effectively supervising personnel.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
General Manager PW&NR	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Multi Media/Marketing Spec	0.15	0.15	0.15
Utilities Financial Analyst	0.15	0.15	0.15
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Customer Service Representative	0.40	0.50	1.00
Administrative Supervisor	0.00	0.00	0.50
Administrative Assistant	0.55	0.50	0.50
Total	**1.85**	**1.90**	**2.90**

Service: Public Works and Natural Resources Director

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	100,437	123,305	172,861
112	Wages - Temporary	2,668	-	9,880
115	One Time Payment	-	1,460	1,273
121	Wages - Overtime	379	100	100
122	Longevity Compensation	696	-	1,686
123	Leave Expense	2,145	-	-
126	Retirement Health Savings Plan	1,362	760	1,160
128	FICA	163	-	613
129	Medicare	848	1,788	1,678
131	MOPC	5,109	6,165	8,643
132	Employee Insurance	17,616	20,099	28,175
133	Employee Retirement	7,932	8,261	11,581
135	Compensation Insurance	44	96	90
136	Unemployment Insurance	346	370	345
137	Staff Training and Conferences	8,899	4,177	4,302
139	Dental Insurance	810	863	1,210
142	Food Allowance	120	240	425
	Subtotal	*149,574*	*167,684*	*244,022*
	Operating and Maintenance			
217	Dues and Subscriptions	29	-	-
218	Non-Capital Equipment and Furniture	125	1,090	450
229	Materials and Miscellaneous Supplies	87	-	-
240	Equipment Repair and Maintenance	5,593	8,794	5,880
243	Non-Capital Computer Equipment and Supplies	903	347	885
245	Mileage Allowance	-	360	460
246	Liability Insurance	288	392	424
248	Lease Purchase Installment	-	2,067	-
250	Professional and Contracted Services	3,245	5,250	7,080
252	Ads and Legal Notices	279	-	-
264	Printing and Copying	127	-	-
	Subtotal	*10,676*	*18,300*	*15,179*
	Non-Operating Expense			
970	Transfers to Other Funds	-	-	2,067
	Subtotal	-	-	*2,067*
	SERVICE TOTAL	**$160,250**	**$185,984**	**$261,268**

Service: **Solid Waste Removal/Disposal**

FUND: Sanitation Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service conducts weekly collection and disposal of household refuse generated at approximately 26,848 residences. Single-family residences select a 40/48- or 96-gallon container; multiple family dwellings that pay the applicable refuse collection fees are provided a 4-cubic-yard dumpster. This service also collects and disposes of the refuse accumulated at City facilities and City parks. Included in this service are the disposal of division-collected refuse and other City division-hauled refuse. This service also provides for the safe disposal of household hazardous wastes such as paints, solvents, cleaners, etc.

SERVICE: Solid Waste/Removal/Disposal

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Operations Manager	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.50
Sanitation Supervisor	0.50	0.50	0.50
Public Works Technician	14.50	10.00	9.00
Facilities Maintenance Worker	0.00	0.00	1.00
Administrative Assistant	0.00	0.25	0.25
Total	**15.70**	**11.45**	**11.45**

Service: Solid Waste Removal/Disposal

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	685,613	603,761	562,661
112	Wages - Temporary	4,320	40,000	40,000
114	Skill Based Pay	13,827	15,720	1,200
115	One Time Payment	-	6,279	15,730
121	Wages - Overtime	15,489	30,000	30,000
122	Longevity Compensation	3,000	-	-
123	Leave Expense	17,477	8,000	8,000
124	Skill Based Overtime Pay	771	2,500	2,500
126	Retirement Health Savings Plan	9,711	4,980	4,580
128	FICA	-	2,480	2,480
129	Medicare	8,322	9,334	8,753
131	MOPC	36,574	30,188	28,191
132	Employee Insurance	112,475	98,413	91,714
133	Employee Retirement	56,742	40,452	37,779
135	Compensation Insurance	36,793	58,892	63,739
136	Unemployment Insurance	2,252	1,812	1,125
139	Dental Insurance	5,247	4,227	3,940
141	Uniforms and Protective Clothing	10,663	14,000	14,000
142	Food Allowance	64	500	500
	Subtotal	*1,019,340*	*971,538*	*916,892*
	Operating and Maintenance			
210	Office Supplies	1,269	2,500	2,500
217	Dues and Subscriptions	-	750	750
218	Non-Capital Equipment and Furniture	66,665	55,000	55,000
228	Janitorial Supplies	853	2,000	2,000
229	Materials and Supplies	20,873	16,000	16,000
230	Printing and Copier Supplies	167	-	-
232	Building Repair and Maintenance	26,521	65,000	35,000
240	Equipment Repair and Maintenance	1,497	5,000	5,000
241	Grounds Maintenance	8,565	500	2,500
243	Non-Capital Computer Equipment and Supplies	3,310	6,500	6,735
246	Liability Insurance	48,700	62,321	60,676
247	Safety Expenses	5,543	3,500	3,500
250	Professional and Contracted Services	1,081,463	642,015	674,015
252	Advertising and Legal Notices	9,716	5,000	5,000
260	Utilities	25,042	25,000	25,000
261	Telephone Charges	8,815	7,500	7,500
263	Postage	12,721	15,000	15,000
264	Printing and Copying	8,399	5,500	5,500
269	Other Services and Charges	19,710	25,000	25,000
270	Administrative and Management Services	548,262	579,694	561,085
273	Fleet Lease - Operating and Maintenance	920,172	721,230	678,384
274	Fleet Lease - Replacement	182,083	557,664	688,050
	Subtotal	*3,000,346*	*2,802,674*	*2,874,195*
	Non-Operating Expense			
950	Bad Debt	18,277	19,000	19,000
960	Depreciation	-	-	-
970	Transfers To Other Funds	204,013	1,909	7,458
	Subtotal	*222,290*	*20,909*	*26,458*
	Capital Outlay			
432	Vehicles	-	-	-
440	Machinery and Equipment	-	32,000	32,000
	Subtotal	-	*32,000*	*32,000*
	SERVICE TOTAL	**$4,241,976**	**$3,827,121**	**$3,849,545**

Service: **Curbside Recycling**

FUND: Sanitation Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides weekly collection of recyclables to single and multifamily dwellings. Individual or shared-use recycling containers are provided for each household. Materials accepted for recycling include newspaper, junk mail, magazines, metal and glass food and beverage containers, #1 and #2 plastic containers, used motor oil, and automotive batteries. This service provides contract payments to a vendor for processing, marketing and educational services.

SERVICE: Curbside Recycling

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Sanitation Supervisor	0.50	0.50	0.50
Public Works Technician	2.00	5.50	5.50
Administrative Assistant	0.00	0.50	0.50
Total	**2.50**	**6.50**	**6.50**

Service: Curbside Recycling

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	212,492	256,130	301,569
112	Wages - Temporary	34	-	-
114	Skill Based Pay	6,708	5,000	-
115	One Time Payment	-	2,465	8,829
121	Wages - Overtime	7,664	10,000	10,000
122	Longevity Compensation	1,225	-	-
123	Leave Expense	(527)	-	-
124	Skill Based Overtime Pay	750	-	-
126	Retirement Health Savings Plan	1,733	2,200	2,600
128	FICA	2	-	-
129	Medicare	1,313	3,714	4,370
131	MOPC	6,623	12,807	15,076
132	Employee Insurance	16,911	41,749	49,157
133	Employee Retirement	10,304	17,161	20,205
135	Compensation Insurance	5,604	4,224	7,034
136	Unemployment Insurance	363	768	603
139	Dental Insurance	846	1,793	2,114
	Subtotal	*272,045*	*358,011*	*421,557*
	Operating and Maintenance			
218	Non-Capital Equipment and Furniture	-	45,000	45,000
229	Materials and Supplies	(121)	5,000	5,000
232	Building Repair and Maintenance	567	-	-
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	-	-	470
246	Liability Insurance	14,891	16,862	13,355
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	213,100	190,000	140,000
260	Utilities	2,371	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	2,432	4,000	4,000
273	Fleet Lease - Operating and Maintenance	175,656	186,071	156,529
274	Fleet Lease - Replacement	188	2,148	13,278
	Subtotal	*409,084*	*454,136*	*382,687*
	SERVICE TOTAL	**$681,129**	**$812,147**	**$804,244**

Service: **Special Trash Pickup**

FUND: Sanitation Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service collects and disposes of trash items that are too large, bulky or hazardous for regular collection crews. Pickups are scheduled by appointment. Other services include cleaning alleys as requested by Street Operations, tree limb collection service by appointment for residents who have tree limbs that are too large to be transported to the Waste Diversion Center, Christmas tree recycling, wood waste mulching, annual household chemical collection program, free resident landfill days, leaf collection program in the fall, and an annual spring cleanup program.

SERVICE: Special Trash Pickup

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Public Works Technician	2.50	3.50	3.50
Facility Maintenance Worker	0.75	1.00	1.00
Sr Grounds Maintenance Technician	0.00	0.20	0.20
Customer Service Representative	1.00	1.00	1.00
Administrative Assistant	1.00	0.25	0.25
Total	**5.25**	**5.95**	**5.95**

Service: Special Trash Pickup

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	154,470	258,552	262,499
112	Wages - Temporary	23	37,120	37,120
114	Skill Based Pay	8,666	1,200	900
115	One Time Payment	-	4,308	7,199
121	Wages - Overtime	10,774	15,000	15,000
122	Longevity Compensation	1,680	-	-
123	Leave Expense	9,295	-	-
124	Skill Based Overtime Pay	373	-	-
126	Retirement Health Savings Plan	7,429	2,380	2,380
128	FICA	-	2,301	2,301
129	Medicare	2,577	4,304	4,357
131	MOPC	11,405	12,988	13,170
132	Employee Insurance	36,737	42,144	42,788
133	Employee Retirement	17,708	17,399	17,648
135	Compensation Insurance	2,924	8,712	9,552
136	Unemployment Insurance	712	776	526
139	Dental Insurance	1,662	1,810	1,839
	Subtotal	*266,435*	*408,994*	*417,279*
Operating and Maintenance				
229	Materials and Supplies	-	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	-	-	235
246	Liability Insurance	4,819	7,841	8,734
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	340,021	425,000	425,000
273	Fleet Lease - Operating and Maintenance	44,405	49,116	52,511
274	Fleet Lease - Replacement	10,849	45,593	52,273
	Subtotal	*400,094*	*530,050*	*541,253*
	SERVICE TOTAL	**$666,529**	**$939,044**	**$958,532**

Service: **Regulatory Compliance**

FUND: Sanitation Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Regulatory Compliance service is part of the Environmental Services Division and provides assistance, oversight, analysis, evaluation, and management of programs related to compliance with federal, state and local environmental requirements, including laws, regulations and permits. Services are provided primarily to internal customers, although compliance and enforcement activities sometimes involve citizens and other external customers.

Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality, and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs

This is a shared service with the Water, Streets, Storm Drainage and Sewer funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Environmental Services Manager	0.05	0.05	0.05
Total	**0.05**	**0.05**	**0.05**

Service: Regulatory Compliance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	5,729	3,814	3,825
115	One Time Payment	-	10	27
122	Longevity Compensation	61	35	36
123	Leave Expense	110	-	-
126	Retirement Health Savings Plan	40	19	19
129	Medicare	32	30	30
131	MOPC	285	191	191
132	Employee Insurance	1,062	622	623
133	Employee Retirement	398	242	256
135	Compensation Insurance	4	3	3
136	Unemployment Insurance	21	11	8
137	Staff Training and Conferences	63	55	65
139	Dental Insurance	49	27	27
	Subtotal	*7,854*	*5,059*	*5,110*
	Operating and Maintenance			
210	Office Supplies	0	-	-
216	Reference Books and Materials	1	4	4
217	Dues and Subscriptions	89	72	-
218	Non-Capital Equipment and Furniture	45	22	4
229	Materials and Miscellaneous Supplies	0	-	-
243	Non-Capital Computer Equipment and Supplies	23	32	62
245	Mileage Allowance	1	-	6
246	Liability Insurance	25	13	13
247	Safety Expenses	2	6	6
250	Professional and Contracted Services	684	1,500	8,000
259	Licenses and Permits	-	-	20
264	Printing and Copying	13	-	5
	Subtotal	*883*	*1,649*	*8,120*
	SERVICE TOTAL	**$8,737**	**$6,708**	**$13,230**

Service: **Landfill Maintenance**

FUND: Sanitation Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides post-closure maintenance for the City of Longmont Municipal Landfill located off Hwy 119 approximately three miles east of Longmont. Activities include fence repair; cleaning and maintenance of drainage structures and access roads, vegetation and cover; and maintenance of containment berms. Quarterly groundwater monitoring has been reduced to two times per year per approval of the state and county Department of Public Health and Environment. Explosive gas monitoring continues to be perforned quarterly.

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Operating and Maintenance				
241	Grounds Maintenance	7,469	3,000	3,000
250	Professional and Contracted Services	68	7,000	7,000
	Subtotal	*7,537*	*10,000*	*10,000*
	SERVICE TOTAL	**$7,537**	**$10,000**	**$10,000**

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SANITATION FUND PROJECTS		**2015 Budget**
PB-82 Municipal Buildings HVAC Replacement	$	15,631
PB-119 Municipal Buildings Flooring Replacement		7,575
PB-192 Operations & Maintenance Building/Site Improvement		294,875
S-4 Waste Diversion Center Upgrades		25,000
TOTAL	**$**	**343,081**

AFFORDABLE HOUSING FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	113,373	175,589	164,321
Operating and Maintenance	90,577	132,327	189,228
Non-Operating	580	108	108
Capital	-	-	-
TOTAL	**$ 204,530**	**$ 308,024**	**$ 353,657**

Fund Description

The Affordable Housing Fund provides private and nonprofit housing developers with funding to support, construct, provide or reinvest in housing that is affordable to the city's lower income workforce and those living in poverty. Each year that sufficient funds are available, funding proposals are requested. The Affordable Housing Technical Review Group and the Housing and Human Services Advisory Board review the requests for project funding and make funding recommendations. These recommendations are then presented to City Council for formal approval. Some funds are set aside to offset water/sewer system development fees for developers providing a substantial amount of affordable housing in their developments. Administration of this fund is provided by the Community Services Department.

AFFORDABLE HOUSING FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 733,916**	**$ 1,587,650**	**$ 1,156,477**
Committed Working Capital	-	400,464	-
SOURCES OF FUNDS			
REVENUES			
Interest	46,007	-	-
Miscellaneous	861,609	125,000	180,000
Operating Transfers	152,315	152,315	152,315
Adjustment for GAAP Revenue	(1,667)	-	-
TOTAL FUNDS	**1,058,264**	**277,315**	**332,315**
EXPENDITURES			
Personal Services	113,373	175,589	164,321
Operating and Maintenance	90,577	132,327	189,228
TOTAL ADJUSTED EXPENDITURES	**204,530**	**308,024**	**353,657**
ENDING WORKING CAPITAL	**1,587,650**	**1,156,477**	**1,135,135**
CONTRIBUTION TO/(FROM) RESERVES	$ 853,734	$ (30,709)	$ (21,342)

Service: **Affordable Housing Administration**

FUND: Affordable Housing Fund
DEPARTMENT: Community Services

Service Description:

This service develops and administers affordable housing projects using local funds provided to the Affordable Housing Fund, as well as oversees the Housing Incentive and Fee Reduction Programs. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation as required or otherwise requested by City Council. This service provides funding for housing projects for low- and moderate-income households, approves and monitors the use of development fee waivers, qualifies potential affordable home buyers, and educates the real estate and lending communities about the City's affordable housing programs. This service also supports the City's participation on the Longmont Housing Opportunity Team (LHOT), the administration of all homeless assistance programs, the administration of the City's Pilot Poverty Initiative, and the city's participation in the Boulder County Circles Campaign, and administers the Human Service Agency funding process.

SERVICE: Affordable Housing Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.50	1.50	1.40
Total	**2.00**	**2.00**	**1.90**

Service: Affordable Housing Administration

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	70,491	127,218	113,037
112	Wages - Temporary	7,789	-	-
115	One Time Payment	-	500	750
121	Wages - Overtime	2,813	3,921	3,921
123	Leave Expense	647	400	400
126	Retirement Health Savings Plan	589	800	760
128	FICA	1,273	-	-
129	Medicare	986	1,632	1,639
131	MOPC	2,789	5,626	5,652
132	Employee Insurance	16,950	18,340	18,425
133	Employee Retirement	3,469	7,539	7,573
135	Compensation Insurance	3,685	7,187	8,747
136	Unemployment Insurance	339	338	226
137	Staff Training and Conferences	-	1,000	2,000
139	Dental Insurance	791	788	791
142	Food Allowance	762	300	400
	Subtotal	*113,373*	*175,589*	*164,321*
	Operating and Maintenance			
210	Office Supplies	67	400	400
218	Non-Capital Equipment and Furniture	3,017	400	1,000
229	Materials and Supplies	444	500	600
240	Equipment Repair and Maintenance	-	750	597
243	Non-Capital Computer Equipment and Supplies	1,200	200	1,000
245	Mileage Allowance	361	500	480
246	Liability Insurance	362	456	451
249	Operating Leases and Rentals	1,561	500	500
250	Professional and Contracted Services	77,481	125,000	180,000
252	Advertising and Legal Notices	1,425	1,221	1,200
263	Postage	862	900	1,000
264	Printing and Copying	3,697	1,500	2,000
269	Other Services and Charges	100	-	-
	Subtotal	*90,577*	*132,327*	*189,228*
	Non-Operating Expense			
970	Transfers to Other Funds	580	108	108
	Subtotal	*580*	*108*	*108*
	SERVICE TOTAL	**$204,530**	**$308,024**	**$353,657**

AIRPORT FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	106,794	117,757	121,668
Operating and Maintenance	186,290	220,294	195,239
Non-Operating	223,940	64	76
Capital	1,147,486	-	1,500
TOTAL	**$ 1,664,510**	**$ 338,115**	**$ 318,483**

Fund Description

The Airport Fund pays for all expenses associated with maintaining and improving Vance Brand Municipal Airport. The major revenue to the Airport Fund is payment of leases for hangar space at the airport. The City's airport manager oversees operations and administers construction projects.

The Airport Fund includes one budget service, Airport Operations. Administration of this fund is provided by the Public Works and Natural Resources Department.

AIRPORT FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 39,790**	**$ 78,170**	**$ 29,795**
COMMITTED WORKING CAPITAL	-	44,444	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	271,187	300,684	292,923
Grants	953,192	-	-
Interest	1,158	-	-
Miscellaneous	23,408	33,500	32,000
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	10,267	-	-
TOTAL FUNDS	**1,259,212**	**334,184**	**324,923**
EXPENSES			
Airport Operations	516,373	338,115	318,483
CIP Projects	433,925	-	-
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	950,298	338,115	318,483
Adjustment for GAAP Expenses	270,534	-	-
TOTAL ADJUSTED EXPENSES	**1,220,832**	**338,115**	**318,483**
ENDING WORKING CAPITAL	**78,170**	**29,795**	**36,235**
CONTRIBUTION TO/(FROM) RESERVES	$ 38,380	$ (3,931)	$ 6,440

Service: **Airport Operations**

FUND: Airport Fund
DEPARTMENT: External Services

Service Description:
This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

SERVICE: Airport Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Airport Manager	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

Service: Airport Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	73,481	88,061	91,135
121	Wages - Overtime	190	-	-
123	Leave Expense	6,182	810	810
126	Retirement Health Savings Plan	1,201	400	400
129	Medicare	1,091	1,277	1,321
131	MOPC	4,291	4,403	4,557
132	Employee Insurance	13,030	14,354	14,855
133	Employee Retirement	6,241	5,900	6,106
135	Compensation Insurance	46	72	64
136	Unemployment Insurance	260	264	182
137	Staff Training and Conferences	-	1,500	1,500
139	Dental Insurance	607	616	638
142	Food Allowance	174	100	100
	Subtotal	*106,794*	*117,757*	*121,668*
	Operating and Maintenance			
210	Office Supplies	38	250	250
217	Dues and Subscriptions	515	1,150	1,150
229	Materials and Supplies	217	250	250
230	Printing and Copier Supplies	123	-	-
232	Building Repair and Maintenance	122	3,000	3,000
233	Facility Repair and Maintenance	4,874	3,000	3,000
240	Equipment Repair and Maintenance	-	150	150
245	Mileage Allowance	13	-	-
246	Liability Insurance	663	5,217	5,505
250	Professional and Contracted Services	48,232	60,000	60,000
252	Advertising and Legal Notices	1,933	500	500
260	Utilities	5,861	5,700	6,000
261	Telephone Charges	422	500	500
263	Postage	139	300	300
264	Printing and Copying	456	500	500
270	Administrative and Management Services	119,864	138,845	112,744
273	Fleet Lease - Operating and Maintenance	2,818	932	1,390
	Subtotal	*186,290*	*220,294*	*195,239*
	Non-Operating Expense			
960	Depreciation	222,817	-	-
970	Transfers to Other Funds	472	64	76
	Subtotal	*223,289*	*64*	*76*
	Capital Outlay			
440	Machinery and Equipment	-	-	1,500
	Subtotal	-	-	*1,500*
	SERVICE TOTAL	**$516,373**	**$338,115**	**$318,483**

ART IN PUBLIC PLACES FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	38,742	38,730	38,950
Operating and Maintenance	47,261	95,725	113,202
Non-Operating	140	31	31
Capital	-	-	-
TOTAL	**$ 86,143**	**$ 134,486**	**$ 152,183**

Fund Description

The Art in Public Places Fund was created in 1988 to accumulate monies for the purchase of art to be displayed in public places. Revenues are received through transfers from other City operating funds equal to 1% of the construction costs for capital projects exceeding $50,000. The Art in Public Places Commission plans and develops various art projects with these funds. Through this program, more than 50 public art projects have been installed at 6th Avenue Plaza, the Library, the Civic Center, the Safety and Justice Center, Garden Acres Park, along the St. Vrain Greenway, at the Senior Center, throughout downtown, at the Youth Center, Kensington Park, Ute Creek Golf Course, Roosevelt Park and the Quail Campus. Administration of this fund is provided by the Community Services Department and the Longmont Museum.

ART IN PUBLIC PLACES FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 361,016**	**$ 413,680**	**$ 385,524**
Committed Working Capital	-	12,370	-
SOURCES OF FUNDS			
REVENUES			
Interest	(671)	-	-
Miscellaneous	-	-	-
Transfers from Other Funds	148,783	118,700	259,757
Adjustment for GAAP Revenue	(9,305)	-	-
TOTAL FUNDS	**138,807**	**118,700**	**259,757**
EXPENDITURES			
Personal Services	38,742	38,730	38,950
Operating and Maintenance	47,261	95,725	113,202
TOTAL EXPENDITURES	**86,143**	**134,486**	**152,183**
ENDING WORKING CAPITAL	**413,680**	**385,524**	**493,098**
CONTRIBUTION TO/(FROM) RESERVES	$ 52,664	$ (15,786)	$ 107,574

Service: **Art in Public Places**

FUND: Art in Public Places Fund
DEPARTMENT: Community Services

Service Description:

Art in Public Places is dedicated to enhancing the Longmont community by providing a diverse collection of public art. The Art in Public Places Commission, appointed by City Council, with staffing and support provided through the Longmont Museum and the Community Services Department, oversees the use of this fund for the creation and maintenance of a permanent public art collection, a program of temporary public art, and building community awareness of Longmont's public art.

SERVICE: Art in Public Places

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Art in Public Places Admin	0.50	0.50	0.50
Total	**0.50**	**0.50**	**0.50**

Service: Art in Public Places

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	27,564	27,756	27,756
115	One Time Payment	-	500	750
123	Leave Expense	1,501	-	-
126	Retirement Health Savings Plan	200	200	200
129	Medicare	564	402	402
131	MOPC	1,463	1,388	1,388
132	Employee Insurance	4,163	4,524	4,524
133	Employee Retirement	1,847	1,860	1,860
135	Compensation Insurance	14	23	20
136	Unemployment Insurance	83	83	56
137	Staff Training and Conferences	1,149	1,800	1,800
139	Dental Insurance	194	194	194
	Subtotal	*38,742*	*38,730*	*38,950*
Operating and Maintenance				
210	Office Supplies	-	200	200
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	255	400	400
223	Lab and Photo Supplies	165	-	-
225	Freight	-	1,000	1,000
229	Materials and Supplies	3,936	2,950	3,950
233	Facility Repair and Maintenance	20,410	22,600	12,600
240	Equipment Repair and Maintenance	642	600	600
241	Grounds Maintenance	-	4,000	4,000
243	Non-Capital Computer Equipment and Supplies	-	500	500
245	Mileage Allowance	87	600	600
246	Liability Insurance	773	4,275	7,152
250	Professional and Contracted Services	19,894	53,500	75,500
252	Advertising and Legal Notices	-	600	2,000
261	Telephone Charges	209	300	300
263	Postage	247	800	800
264	Printing and Copying	234	1,600	1,800
269	Other Services and Charges	409	1,600	1,600
	Subtotal	*47,261*	*95,725*	*113,202*
Non-Operating Expense				
970	Transfers to Other Funds	140	31	31
	Subtotal	*140*	*31*	*31*
	SERVICE TOTAL	**$86,143**	**$134,486**	**$152,183**

CALLAHAN HOUSE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	73,709	81,574	78,670
Operating and Maintenance	14,622	23,725	26,650
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 88,331**	**$ 105,299**	**$ 105,320**

Fund Description

The Callahan House, built in 1892, is on the National Register of Historic Places. It was donated to the City in 1938 by the Callahan family to be used for meetings and social events.

The Callahan House Fund was created in 1995 as a result of the City assuming direct responsibility for managing the facility. Previously, the City was responsible for only the maintenance and operational costs of the facility and providing funds for the house manager's salary on a contract basis. Administration of this fund is provided by the Community Services Department.

CALLAHAN HOUSE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 13,659**	**$ 21,420**	**$ 13,975**
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	36,192	37,450	37,550
Interest	(32)	200	200
Miscellaneous	163	-	-
Transfers from Other Funds	60,204	60,204	69,352
Adjustment for GAAP Revenue	(435)	-	-
TOTAL FUNDS	**96,092**	**97,854**	**107,102**
EXPENDITURES			
Personal Services	73,709	81,574	78,670
Operating and Maintenance	14,622	23,725	26,650
TOTAL EXPENDITURES	**88,331**	**105,299**	**105,320**
ENDING WORKING CAPITAL	**21,420**	**13,975**	**15,757**
CONTRIBUTION TO/(FROM) RESERVES	$ 7,761	$ (7,445)	$ 1,782

Service: Callahan House

Budgeted Positions:	2013 Budget	2014 Budget	2015 Budget
Callahan House Manager	0.85	0.85	0.85
Total	**0.85**	**0.85**	**0.85**

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	49,249	51,993	51,235
112	Wages - Temporary	8,702	11,600	8,700
115	One Time Payment	-	104	1,275
123	Leave Expense	900	-	-
126	Retirement Health Savings Plan	300	340	340
128	FICA	553	719	539
129	Medicare	685	922	869
131	MOPC	2,507	2,600	2,562
132	Employee Insurance	6,780	8,475	8,351
133	Employee Retirement	3,165	3,484	3,433
135	Compensation Insurance	416	817	905
136	Unemployment Insurance	136	156	102
139	Dental Insurance	316	364	359
	Subtotal	*73,709*	*81,574*	*78,670*
	Operating and Maintenance			
210	Office Supplies	222	500	500
217	Dues and Subscriptions	365	350	350
218	Non-Capital Equipment and Furniture	2,518	1,500	2,500
228	Janitorial Supplies	422	450	450
229	Materials and Supplies	1,318	2,500	2,500
230	Printing and Copier Supplies	445	400	400
232	Building Repair and Maintenance	-	750	750
240	Equipment Repair and Maintenance	207	750	750
241	Grounds Maintenance	1,009	2,500	2,500
243	Non-Capital Computer Equipment and Supplies	35	500	500
245	Mileage Allowance	-	500	500
246	Liability Insurance	166	275	300
250	Professional and Contracted Services	3,144	2,000	3,500
252	Advertising and Legal Notices	2,660	3,500	7,000
261	Telephone Charges	422	750	750
263	Postage	43	500	500
264	Printing and Copying	1,511	2,000	2,400
269	Other Services and Charges	135	4,000	500
	Subtotal	*14,622*	*23,725*	*26,650*
	SERVICE TOTAL	**$88,331**	**$105,299**	**$105,320**

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND
Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	134,890	106,307	137,335
Operating and Maintenance	754,673	605,970	753,241
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 889,563**	**$ 712,277**	**$ 890,576**

Fund Description

The Community Development Block Grant and HOME Fund tracks the City's use of federal grants from the U.S. Department of Housing and Urban Development (HUD) and various state grants. City staff assemble a proposed spending program for the annual grants from HUD, and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to City Council for formal approval. At least two public hearings are held to solicit comments from the public as per HUD requirements. Administration of this fund is provided by the Community Services Department.

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND
Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 294,216**	**$ 294,045**	**$ 177,708**
COMMITTED WORKING CAPITAL	-	102,904	-
SOURCES OF FUNDS			
REVENUES			
Grants	648,518	618,844	780,000
Interest	18,335	-	-
Miscellaneous	121,015	80,000	95,000
Adjustment for GAAP Revenue	101,524	-	-
TOTAL FUNDS	**889,392**	**698,844**	**875,000**
EXPENDITURES			
Personal Services	134,890	106,307	137,335
Operating and Maintenance	754,673	605,970	753,241
Capital	-	-	-
TOTAL ADJUSTED EXPENDITURES	**889,563**	**712,277**	**890,576**
ENDING WORKING CAPITAL	**294,045**	**177,708**	**162,132**
CONTRIBUTION TO/(FROM) RESERVES	$ (171)	$ (13,433)	$ (15,576)

Service: **CDBG and HOME Grant Administration**

FUND: Community Develoment Block Grand and HOME Grant Funds
DEPARTMENT: Community Services

Service Description:

This service develops and administers projects using Community Development Block Grant funds, HOME Investment Partnership funds and any other federal, state and private funds solicited for the City or nonprofit organizations. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation in accordance with the Department of Housing and Urban Development's (HUD) and other regulatory agencies' guidelines. HUD staff review the City's needs, plans and past performance before making its annual allocation of funds. This service provides funding for housing programs for low- and moderate-income households, administers the Down Payment Assistance and other homeownership programs, funds the City's major Neighborhood Revitalization Program and the City's Small Business Revolving Loan fund supporting economic and business development, and performs other duties to further the City's affordable housing and community reinvestment activities.

SERVICE: Community Development Block Grant and HOME Grant Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.00	1.00	0.85
Rehabilitation Ins Specialist	0.00	0.00	0.25
Total	**1.50**	**1.50**	**1.60**

Service: CDBG and HOME Grant Administration

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	72,003	74,637	97,563
112	Wages - Temporary	33,101	-	-
115	One Time Payment	-	783	750
121	Wages - Overtime	69	563	563
123	Leave Expense	1,180	400	-
126	Retirement Health Savings Plan	989	600	640
128	FICA	1,260	-	-
129	Medicare	1,400	1,295	1,415
131	MOPC	4,449	4,467	4,878
132	Employee Insurance	13,294	14,562	15,903
133	Employee Retirement	5,615	5,986	6,537
135	Compensation Insurance	53	60	6,007
136	Unemployment Insurance	265	268	196
137	Staff Training and Conferences	592	1,860	2,000
139	Dental Insurance	620	626	683
142	Food Allowance	-	200	200
	Subtotal	*134,890*	*106,307*	*137,335*
	Operating and Maintenance			
210	Office Supplies	335	800	700
217	Dues and Subscriptions	1,859	2,000	2,100
218	Non-Capital Equipment and Furniture	40	400	2,000
229	Materials and Supplies	439	500	1,400
240	Equipment Repair and Maintenance	-	750	1,000
243	Non-Capital Computer Equipment and Supplies	5,177	1,200	1,800
245	Mileage Allowance	457	420	520
246	Liability Insurance	348	246	60
249	Operating Leases and Rentals	-	1,375	1,500
250	Professional and Contracted Services	704,486	565,296	688,958
252	Advertising and Legal Notices	656	1,150	1,300
263	Postage	3,857	1,200	903
264	Printing and Copying	4,508	3,173	3,000
269	Other Services and Charges	32,511	27,460	48,000
	Subtotal	*754,673*	*605,970*	*753,241*
	SERVICE TOTAL	**$889,563**	**$712,277**	**$890,576**

CONSERVATION TRUST FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	15,649	-	50,000
Non-Operating	-	-	-
Capital	283,639	562,500	4,187,000
TOTAL	**$ 299,288**	**$ 562,500**	**$ 4,237,000**

Fund Description

The Community Development Block Grant and HOME Fund tracks the City's use of federal grants from the U.S. Department of Housing and Urban Development (HUD) and various state grants. City staff assemble a proposed spending program for the annual grants from HUD, and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to City Council for formal approval. At least two public hearings are held to solicit comments from the public as per HUD requirements. Administration of this fund is provided by the Community Services Department.

CONSERVATION TRUST FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 5,550,412**	**$ 6,210,398**	**$ 5,640,457**
Committed Working Capital	-	742,481	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	945,452	725,000	750,000
Interest	(7,735)	10,040	18,552
Adjustment for GAAP Revenue	21,557	-	-
TOTAL FUNDS	**959,274**	**735,040**	**768,552**
EXPENDITURES			
Operating and Maintenance	15,649	-	50,000
Capital	283,639	562,500	4,187,000
TOTAL EXPENDITURES	**299,288**	**562,500**	**4,237,000**
ENDING WORKING CAPITAL	**6,210,398**	**5,640,457**	**2,172,009**
CONTRIBUTION TO/(FROM) RESERVES	$ 659,986	$ 172,540	$ (3,468,448)

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	259,933	242,944	245,491
Operating and Maintenance	287,841	275,640	248,870
Non-Operating	552,058	247,875	526,720
Capital	867,798	387,449	273,040
TOTAL	**$ 1,967,630**	**$ 1,153,908**	**$ 1,294,121**

Fund Description

A special election of the qualified electors within the district's boundaries was held in October of 1982, and the majority of voters approved the formation of the district and the levy of a property tax of no more than 5 mills to fund the LDDA.

The property tax that is levied on all real and personal property within the LDDA boundaries is accumulated in two funds: Operations and Debt Service. A property tax of 5.000 mills is levied on all real and personal property within the LDDA boundaries and is used to finance LDDA administration out of the Operations Fund. Property T
ax increment revenues for property within the LDDA boundaries is the source of funds to pay the debt service payments in the Debt Service Fund. Revenues for building permits are used for construction and maintenance projects within the LDDA district out of the Building Permit Fund.

DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 176,298**	**$ 207,401**	**$ 223,486**
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	134,535	190,312	187,211
Automobile Taxes	6,560	7,000	7,000
Interest Income	1,580	930	900
Transfer from GID	-	-	-
Transfer from Downtown Parking	-	-	-
Transfer from DIP	2,500	2,500	2,500
Transfer from City General Fund	22,800	-	-
Transfer from TIF Interest Revenue	16,819	-	-
Miscellaneous	1,019	-	-
Adjustment for GAAP Revenue	2,287	-	-
TOTAL FUNDS	**188,100**	**200,742**	**197,611**
EXPENSES			
Operations	156,997	184,657	196,370
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENSES	**156,997**	**184,657**	**196,370**
ENDING WORKING CAPITAL	**207,401**	**223,486**	**224,727**
CONTRIBUTION TO/(FROM) RESERVES	$ 31,103	$ 16,085	$ 1,241

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 3,926,587**	**$ 3,750,557**	**$ 90,766**
COMMITTED WORKING CAPITAL	**-**	3,659,791	**-**
SOURCES OF FUNDS			
REVENUES			
Interest Income	112	-	-
Proceeds from Advance	379,000	-	273,040
Adjustment for GAAP Revenue	23,447	-	-
TOTAL FUNDS	**402,559**	**-**	**273,040**
EXPENSES			
Operations	368,051	-	-
Capital	210,538	-	273,040
TOTAL EXPENSES	**578,589**	**-**	**273,040**
ENDING WORKING CAPITAL	**3,750,557**	**90,766**	**90,766**
CONTRIBUTION TO/(FROM) RESERVES	$ (176,030)	$ -	$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 1,913,364**	**$ 2,332,750**	**$ 2,570,699**
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	1,025,321	483,324	483,324
Interest Income	(3,542)	-	-
Adjustment for GAAP Revenue	(58,742)	-	-
TOTAL FUNDS	**963,037**	**483,324**	**483,324**
EXPENSES			
Principal	502,814	240,375	521,720
Interest and Fiscal Charges	2,237	5,000	5,000
Interfund Transfers	38,600	-	-
TOTAL EXPENSES	**543,651**	**245,375**	**526,720**
ENDING WORKING CAPITAL	**2,332,750**	**2,570,699**	**2,527,303**
CONTRIBUTION TO/(FROM) RESERVES	$ 419,386	$ 237,949	$ (43,396)

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 308,827**	**$ 390,082**	**$ 115,035**
Committed Working Capital	-	272,547	-
SOURCES OF FUNDS			
REVENUES			
Building Permits	65,628	20,000	20,000
Interest Income	162	-	-
Transfer from DDA	100,000		
Adjustment for GAAP Revenue	(1,229)	-	-
TOTAL FUNDS	**164,561**	**20,000**	**20,000**
EXPENSES			
Operations	83,306	22,500	22,500
Capital	-	-	-
TOTAL EXPENSES	**83,306**	**22,500**	**22,500**
ENDING WORKING CAPITAL	**390,082**	**115,035**	**112,535**
CONTRIBUTION TO/(FROM) RESERVES	$ 81,255	$ (2,500)	$ (2,500)

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 29,806**	**$ 29,801**	**$ 29,801**
Adjustment for Loans Receivable	-	-	-
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	10	-	-
Miscellaneous	(15)	-	-
TOTAL FUNDS	**(5)**	**-**	**-**
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	**-**	**-**	**-**
ENDING WORKING CAPITAL	**29,801**	**29,801**	**29,801**
CONTRIBUTION TO/(FROM) RESERVES	$ (5)	$ -	$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 1,299,631**	**$ 1,531,743**	**$ 79,736**
COMMITTED WORKING CAPITAL	-	1,452,007	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	535	-	-
Transfer from DDA	197,757	-	-
Adjustment for GAAP Revenue	33,820	-	-
TOTAL FUNDS	**232,112**	**-**	**-**
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	**-**	**-**	**-**
ENDING WORKING CAPITAL	**1,531,743**	**79,736**	**79,736**
CONTRIBUTION TO/(FROM) RESERVES	$ 232,112	$ -	$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 802,896**	**$ 716,234**	**$ 1,811**
COMMITTED WORKING CAPITAL	-	688,671	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	500	10,000	10,000
Charges for Service	2,185	-	-
Interest Income	(394)	-	-
Proceeds from Advance	123,814	240,375	248,680
Transfer from DDA	23,416	-	-
Transfer from City General Fund	45,000	22,800	-
Miscellaneous	32,776	15,000	15,000
Adjustment for GAAP Revenue	4,212	-	-
TOTAL FUNDS	**231,509**	**288,175**	**273,680**
EXPENSES			
Operations	318,171	313,927	275,491
TOTAL EXPENSES	**318,171**	**313,927**	**275,491**
ENDING WORKING CAPITAL	**716,234**	**1,811**	**-**
CONTRIBUTION TO/(FROM) RESERVES	$ (86,662)	$ (25,752)	$ (1,811)

Service: **Downtown Development Authority - Operations**

FUND: Downtown Development Authority Special Revenue Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the general operations of the LDDA.

SERVICE: Downtown Development Authority - Operations

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
LDDA Executive Director	0.45	0.55	0.57
Downtown Specialist	0.25	0.40	0.52
Administrative Assistant	0.00	0.30	0.30
Total	**0.70**	**1.25**	**1.39**

Service: LDDA Operations

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	65,214	105,695	112,805
112	Wages - Temporary	20,991	-	-
114	Skill Based Pay	272	300	-
121	Wages - Overtime	-	-	704
123	Leave Expense	1,729	-	-
126	Retirement Health Savings Plan	319	500	556
128	FICA	2,381	-	-
129	Medicare	1,424	1,536	1,636
131	MOPC	3,198	5,300	5,640
132	Employee Insurance	10,343	17,229	18,387
133	Employee Retirement	4,037	7,100	7,558
135	Compensation Insurance	517	800	-
136	Unemployment Insurance	207	317	225
137	Staff Training and Conferences	702	2,000	2,000
139	Dental Insurance	483	740	789
142	Food Allowance	949	250	250
	Subtotal	*112,766*	*141,767*	*150,550*
	Operating and Maintenance			
210	Office Supplies	395	700	600
217	Dues and Subscriptions	1,085	1,000	1,000
218	Non-Capital Equipment and Furniture	299	500	500
229	Materials and Supplies	2,162	2,000	2,500
232	Building Repair and Maintenance	1,961	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	808	-	-
245	Mileage Allowance	491	300	300
246	Liability Insurance	7,350	6,800	7,700
249	Operating Leases and Rentals	7,669	9,500	9,500
250	Professional and Contracted Services	15,899	13,300	15,000
252	Advertising and Legal Notices	575	750	750
260	Utilities	290	2,070	2,000
261	Telephone Charges	720	720	720
263	Postage	477	250	250
264	Printing and Copying	3,090	1,500	1,500
269	Other Services and Charges	960	1,500	1,500
	Subtotal	*44,231*	*42,890*	*45,820*
	SERVICE TOTAL	**$156,997**	**$184,657**	**$196,370**

Service: **Downtown Development Authority Arts and Entertainment**

FUND: Downtown Development Authority Arts and Entertainment Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the marketing and advertising in the LDDA.

SERVICE: Downtown Development Authority Arts and Entertainment

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
LDDA Executive Director	0.43	0.33	0.30
Downtown Specialist	0.75	0.30	0.25
Administrative Assistant	0.00	0.19	0.20
Total	**1.18**	**0.81**	**0.75**

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	86,362	66,364	62,918
112	Wages - Temporary	27,165	12,000	12,000
114	Skill Based Pay	898	900	-
115	One Time Payment	-	-	372
123	Leave Expense	4,322	-	-
126	Retirement Health Savings Plan	588	325	300
128	FICA	1,451	744	744
129	Medicare	1,503	1,148	1,042
131	MOPC	4,329	3,362	2,995
132	Employee Insurance	13,907	10,818	9,766
133	Employee Retirement	5,461	4,503	4,015
135	Compensation Insurance	-	100	-
136	Unemployment Insurance	279	199	120
137	Staff Training and Conferences	91	-	-
139	Dental Insurance	649	464	419
142	Food Allowance	162	250	250
	Subtotal	*147,167*	*101,177*	*94,941*
	Operating and Maintenance			
210	Office Supplies	76	500	300
217	Dues and Subscriptions	395	1,750	3,250
218	Non-Capital Equipment and Furniture	6,910	-	-
229	Materials and Supplies	11,887	6,000	5,000
245	Mileage Allowance	-	200	200
246	Liability Insurance	-	1,000	-
243	Non-Capital Computer Equipment and Supply	630	-	-
249	Operating Leases and Rentals	-	24,000	24,000
250	Professional and Contracted Services	96,503	138,000	111,000
252	Advertising and Legal Notices	42,185	29,000	25,000
260	Utilities	98	-	-
261	Telephone Charges	303	-	-
263	Postage	901	2,500	2,000
264	Printing and Copying	8,961	6,800	6,800
269	Other Services and Charges	2,155	3,000	3,000
	Subtotal	*171,004*	*212,750*	*180,550*
	SERVICE TOTAL	**$318,171**	**$313,927**	**$275,491**

DOWNTOWN PARKING FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	16,891	22,611	25,640
Operating and Maintenance	17,191	28,600	24,950
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL	**$ 34,082**	**$ 61,211**	**$ 60,590**

Fund Description
The Downtown Parking Fund is a capital improvement fund. Revenue is collected from parking permits sold for the five General Improvement District parking lots in the downtown area.

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	7,209	17,245	19,415
112	Wages - Temporary	7,929	-	-
114	Skill Based Pay	28	-	-
115	One Time Payment	-	-	199
126	Retirement Health Savings Plan	20	115	132
129	Medicare	77	250	281
131	MOPC	283	862	971
132	Employee Insurance	926	2,811	3,165
133	Employee Retirement	357	1,155	1,302
136	Unemployment Insurance	19	52	39
139	Dental Insurance	43	121	136
	Subtotal	*16,891*	*22,611*	*25,640*
	Operating and Maintenance			
210	Office Supplies	54	350	350
229	Materials and Supplies	1,447	1,800	2,000
232	Building Repair and Maintenance	368	200	200
246	Liability Insurance	3,000	3,500	-
249	Operating Leases and Rentals	1,417	1,800	1,800
250	Professional and Contracted Services	10,556	18,000	18,000
252	Advertising and Legal Notices	-	500	500
260	Utilities	54	500	500
263	Postage	-	550	200
264	Printing and Copying	295	1,000	1,000
269	Other Services and Charges	-	400	400
	Subtotal	*17,191*	*28,600*	*24,950*
	Non-Operating Expense			
970	Transfers to Other Funds	-	-	-
	Subtotal	-	-	-
	Capital Outlay			
473	Site Improvements, Landscaping, Street Development	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$34,082**	**$51,211**	**$50,590**

Downtown Parking Fund - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 49,931**	**$ 83,590**	**$ 89,169**
SOURCES OF FUNDS			
REVENUES			
Parking Permits	55,239	55,400	55,400
Interest Income	(113)	200	200
Interfund Transfers	12,970	11,190	11,190
Adjustment for GAAP Revenue	(355)	-	-
TOTAL FUNDS	**67,741**	**66,790**	**66,790**
EXPENDITURES			
Personal Services	16,891	22,611	25,640
Operating and Maintenance	17,191	28,600	24,950
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL EXPENDITURES	**34,082**	**61,211**	**60,590**
ENDING WORKING CAPITAL	**83,590**	**89,169**	**95,369**
CONTRIBUTION TO/(FROM) RESERVES	$ 33,659	$ 5,579	$ 6,200

SERVICE: Downtown Parking

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.00	0.05	0.08
Administrative Assistant	0.00	0.19	0.20
Total	**0.05**	**0.29**	**0.33**

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	**2015 Budget**
DR-23 Downtown Parking Lot Improvements	$10,000
TOTAL	**$10,000**

FLEET FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,186,114	1,290,431	1,368,519
Operating and Maintenance	2,412,336	2,710,173	2,710,047
Non-Operating	3,491,867	4,448	4,826
Capital	3,330,933	3,038,374	6,056,142
TOTAL	**$ 10,421,250**	**$ 7,043,426**	**$ 10,139,534**

Fund Description
The Fleet Fund pays for all expenses associated with maintaining and replacing all vehicles and related equipment in the City fleet. The revenue to the Fleet Fund is actually money transferred from all of the "user funds" in the City. Thus, the Electric Fund, the Sanitation Fund, the General Fund and others all transfer money into the Fleet Fund to pay for vehicle and equipment maintenance and replacement. Using a centralized Fleet Fund and a fleet maintenance staff provides greater efficiencies and lower costs than if each City fund maintained its own vehicles.

The Fleet Fund contains one budget service. Administration of this fund is provided by the Shared Services Department.

Fleet Charges for Service
The charges assessed to the City's user funds have two components. Users are charged a maintenance fee based on actual history for the cost of routine maintenance to their vehicles, such as tune-ups, tire replacement and repairs. The Fleet Fund accumulates money for each City vehicle in order to purchase the replacement for that vehicle when it has outlived its usefulness. The total amount accumulated is based on an estimated replacement cost at the time the vehicle is initially purchased. Because of the collection of replacement funds, the Fleet Fund will usually have a very high fund balance. Most of the fund balance in the Fleet Fund represents money already accumulated for vehicles at various stages of their useful life, some very close to replacement (which means there will be a large amount of money accumulated for them) and others that are only a year or two old.

2015 Budget
Approximately $3.04 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 18,982,327**	**$ 18,313,912**	**$ 15,800,044**
Committed Working Capital	-	950,656	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	6,969,832	7,298,088	8,163,703
Interest	18,893	100,376	55,500
Miscellaneous	221,676	-	-
Adjustment for GAAP Revenue	(59,336)	-	-
TOTAL FUNDS	**7,151,065**	**7,398,464**	**8,219,203**
EXPENSES			
Personal Services	1,186,114	1,290,431	1,368,519
Operating and Maintenance	2,411,968	2,710,173	2,710,047
Non-Operating	512,151	4,448	4,826
Capital	3,327,258	4,956,624	6,056,142
Total Operating Expenses	7,437,491	8,961,676	10,139,534
Adjustment for GAAP Expenses	381,989	-	-
TOTAL ADJUSTED EXPENSES	**7,819,480**	**8,961,676**	**10,139,534**
ENDING WORKING CAPITAL	**18,313,912**	**15,800,044**	**13,879,713**
CONTRIBUTION TO/(FROM) RESERVES	$ (668,415)	$ (1,563,212)	$ (1,920,331)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

FLEET FUND PROJECTS	2015 Budget
PB-1 Municipal Buildings Roof Improvements	$161,616
PB-82 Municipal Buildings HVAC Replacement	55,671
PB-109 Municipal Facilities Parking Lot Rehabilitation	32,000
TOTAL	$249,287

Service: **Fleet**

FUND: Fleet Fund
DEPARTMENT: Support Services

Service Description:
Fleet is responsible for the maintenance, management and replacement of City vehicles and support equipment so that all user departments are better able to serve the public. Services provided include preventive maintenance and repairs, emergency repairs, fueling operations, vehicle specifications, and replacement schedules. Provision of these services is based on economic analyses of cost, operational needs, productivity and technology.

SERVICE: Fleet

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	0.00	1.00	1.00
Master ASE Equipment Tech II	7.00	6.00	5.00
Senior Equipment Mechanic	1.00	1.00	0.00
Equipment Technician II	2.00	2.00	4.00
Equipment Technician I	0.00	0.00	1.00
Fleet Analyst	0.00	1.00	1.00
Administrative Analyst	1.00	0.00	0.00
Inventory Control Technician	1.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	**16.00**	**16.00**	**17.00**

Service: Fleet

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	797,196	913,324	964,638
112	Wages - Temporary	1,261	3,200	-
115	One Time Payment	-	6,218	5,337
121	Wages - Overtime	57,053	17,117	22,117
122	Longevity Compensation	1,980	2,040	2,100
123	Leave Expense	26,503	3,300	4,000
126	Retirement Health Savings Plan	12,173	6,400	6,800
128	FICA	78	-	-
129	Medicare	10,203	12,209	12,970
131	MOPC	40,238	45,469	46,059
132	Employee Insurance	133,145	148,225	157,234
133	Employee Retirement	58,795	60,928	64,632
135	Compensation Insurance	24,880	43,260	53,251
136	Unemployment Insurance	2,659	2,727	1,929
137	Staff Training and Conferences	7,707	12,000	12,300
139	Dental Insurance	6,208	6,364	6,752
141	Uniforms and Protective Clothing	5,937	7,500	8,250
142	Food Allowance	98	150	150
	Subtotal	*1,186,114*	*1,290,431*	*1,368,519*
	Operating and Maintenance			
210	Office Supplies	877	750	800
216	Reference Books and Materials	810	500	500
217	Dues and Subscriptions	2,114	645	2,145
218	Non-Capital Equipment and Furniture	31,702	78,104	18,994
220	Gas and Oil	1,103,514	1,267,387	1,325,293
221	Parts	581,730	561,686	578,537
225	Freight	808	300	300
228	Janitorial Supplies	1,960	3,500	3,500
229	Materials and Supplies	7,185	7,000	7,000
230	Printing and Copier Supplies	141	275	275
232	Building Repair and Maintenance	26	400	400
233	Facility Repair and Maintenance	4,572	9,000	9,000
240	Equipment Repair and Maintenance	16,448	21,229	21,229
243	Non-Capital Computer Equipment and Supplies	6,452	33,365	7,000
246	Liability Insurance	4,489	7,837	8,186
247	Safety Expenses	4,462	4,000	4,750
248	Lease Purchase Installment	-	4,282	-
249	Operating Leases and Rentals	51,450	48,000	48,000
250	Professional and Contracted Services	219,356	274,000	274,000
259	Licenses and Permits	713	800	1,000
260	Utilities	11,811	20,000	20,000
261	Telephone Charges	1,822	2,133	2,133
262	Radio Repair and Maintenance	107,900	110,591	110,591
263	Postage	1,232	1,200	1,200
264	Printing and Copying	310	450	450
269	Other Services and Charges	-	750	600
270	Administrative and Management Services	250,084	251,989	264,164
	Subtotal	*2,411,968*	*2,710,173*	*2,710,047*
	Non-Operating Expense			
970	Transfers to Other Funds	512,151	4,448	4,826
	Subtotal	*512,151*	*4,448*	*4,826*
	Capital Outlay			
432	Vehicles	3,319,719	3,013,874	5,460,555
440	Machinery and Equipment	7,539	24,500	13,100
471	Land	-	-	333,200
	Subtotal	*3,327,258*	*3,038,374*	*5,806,855*
	SERVICE TOTAL	**$7,437,491**	**$7,043,426**	**$9,890,247**

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	18,940	34,770	27,704
Operating and Maintenance	66,457	81,865	85,734
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 85,397**	**$ 116,635**	**$ 113,438**

Fund Description

The Longmont General Improvement District (GID) No. 1 is a special district in the downtown area that was created in the mid 1960s for the primary purposes of financing land acquisition, construction, and maintenance of public parking lots and pedestrian breezeways to provide access to the businesses on Main Street. A property tax of 6.798 mills is levied on all real and personal property within the district and accumulated in the GID No. 1 Fund.

SERVICE: GID

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
LDDA Executive Director	0.07	0.07	0.08
Downtown Specialist	0.00	0.00	0.15
Administrative Assistant	0.00	0.00	0.05
Total	**0.07**	**0.07**	**0.28**

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

BEGINNING WORKING CAPITAL	**$ 92,399**	**$ 94,672**	**$ 102,037**
Committed Working Capital	-	1,378	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	80,315	79,119	79,119
Property Tax Increment - 1016	-	39,559	39,559
Automobile Taxes	5,757	5,400	5,400
Interest Income	331	1,300	600
Miscellaneous	1,730	-	-
Adjustment for GAAP Revenue	(463)	-	-
TOTAL FUNDS	**87,670**	**125,378**	**124,678**
EXPENDITURES			
Personal Services	18,940	34,770	27,704
Operating and Maintenance	66,457	81,865	85,734
Non-Operating	-	-	-
Total Operating Expenses	85,397	116,635	113,438
TOTAL EXPENDITURES	**85,397**	**116,635**	**113,438**
ENDING WORKING CAPITAL	**94,672**	**102,037**	**113,277**
CONTRIBUTION TO/(FROM) RESERVES	$ 2,273	$ 8,743	$ 11,240

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
111	Salaries and Wages	8,208	26,530	21,214
112	Wages - Temporary	8,219	-	-
115	One Time Payment	-	-	182
126	Retirement Health Savings Plan	28	160	112
129	Medicare	108	385	297
131	MOPC	396	1,326	1,021
132	Employee Insurance	1,388	4,325	3,327
133	Employee Retirement	500	1,778	1,368
136	Unemployment Insurance	28	80	40
139	Dental Insurance	65	186	143
	Subtotal	*18,940*	*34,770*	*27,704*
	Operating and Maintenance			
210	Office Supplies	24	200	200
218	Non-Capital Equipment and Furniture	28	-	-
229	Materials and Supplies	1,477	2,000	2,000
232	Building Repair and Maintenance	122	150	150
241	Grounds Maintenance	330	5,500	5,500
246	Liability Insurance	4,000	3,500	3,900
249	Operating Leases and Rentals	500	650	650
250	Professional and Contracted Services	53,404	57,000	58,500
260	Utilities	3,342	3,050	4,000
263	Postage	-	50	50
264	Printing and Copying	499	-	-
269	Other Services and Charges	-	1,000	1,000
270	Administrative and Management Services	2,731	8,765	9,784
	Subtotal	*66,457*	*81,865*	*85,734*
	SERVICE TOTAL	**$85,397**	**$116,635**	**$113,438**

GOLF FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	955,891	1,047,590	1,096,570
Operating and Maintenance	1,041,302	1,370,550	1,136,407
Non-Operating	22,090	262,884	203,524
Capital	65,742	267,670	156,240
TOTAL	**$ 2,085,025**	**$ 2,948,694**	**$ 2,592,741**

Fund Description

The Golf Fund includes four budget services: Golf Administration, Sunset Golf Course, Twin Peaks Golf Course, and Ute Creek Golf Course. Administration of this fund is provided by the Community Services Department.

This fund's source of revenues are fees for services paid by those who golf, including greens fees, season passes, golf car rentals, and driving range fees.

GOLF FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 739,095**	**$ 998,050**	**$ 896,562**
Committed Working Capital	-	9,098	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	175,000	-
Charges for Services	2,357,757	2,407,419	2,581,045
Interest	(1,977)	8,912	9,519
Miscellaneous	1,502	1,000	1,000
Proceeds from Advance	-	263,973	-
Adjustment for GAAP Revenue	(16,695)	-	-
TOTAL FUNDS	**2,340,587**	**2,856,304**	**2,591,564**
EXPENSES BY BUDGET SERVICE			
Golf Administration	312,163	561,593	508,028
Sunset Golf Course	321,799	472,963	371,643
Twin Peaks Golf Course	641,617	805,355	666,961
Ute Creek Golf Course	759,629	841,113	889,869
CIP Projects	49,817	267,670	156,240
Total Operating Expenses	2,085,025	2,948,694	2,592,741
Adjustment for GAAP Expenses	(3,393)	-	-
TOTAL EXPENDITURES	**2,081,632**	**2,948,694**	**2,592,741**
ENDING WORKING CAPITAL	**998,050**	**896,562**	**895,385**
CONTRIBUTION TO/(FROM) RESERVES	$ 258,955	$ (92,390)	$ (1,177)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	**2015 Budget**
PB-119 Municipal Buildings Flooring Replacement	$ 24,240
PR-169 Golf Course Cart Path Improvements	50,500
PR-191 Golf Buildings Rehabilitation	81,500
TOTAL	**$ 156,240**

Service: **Golf Administration**

FUND: Golf Fund
DEPARTMENT: Community Services

Service Description:
Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

SERVICE: Golf Administration

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Golf Operations Manager	0.70	0.70	0.70
Administrative Assistant	0.50	0.75	0.75
Total	**1.20**	**1.45**	**1.45**

Service: Golf Administration

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	75,504	96,659	97,337
112	Wages - Temporary	10,798	-	-
115	One Time Payment	-	1,007	1,050
122	Longevity Compensation	1,428	1,470	1,530
123	Leave Expense	384	3,900	3,900
126	Retirement Health Savings Plan	893	580	580
128	FICA	668	-	-
129	Medicare	416	468	478
131	MOPC	4,295	4,833	4,867
132	Employee Insurance	12,853	15,755	15,866
133	Employee Retirement	6,225	6,476	6,521
135	Compensation Insurance	56	89	70
136	Unemployment Insurance	257	290	195
137	Staff Training and Conferences	1,335	2,400	2,400
139	Dental Insurance	599	677	682
141	Uniforms and Protective Cloth	151	-	-
142	Food Allowance	185	400	400
	Subtotal	*116,047*	*135,004*	*135,876*
	Operating and Maintenance			
210	Office Supplies	329	400	400
216	Reference Books and Materials	63	100	100
217	Dues and Subscriptions	3,329	3,470	3,735
218	Non-Capital Equipment and Furniture	343	-	500
229	Materials and Supplies	451	1,200	1,000
230	Printing and Copier Supplies	194	500	500
240	Equipment Repair and Maintenance	164	300	300
243	Non-Capital Computer Equipment and Supplies	631	1,130	1,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	374	364	332
248	Lease Purchase Installment	-	5,433	-
249	Operating Leases and Rentals	117	-	-
250	Professional and Contracted Services	12,597	8,200	4,000
252	Advertising and Legal Notices	5,349	13,700	13,000
261	Telephone Charges	1,156	1,200	1,320
263	Postage	194	1,000	1,000
264	Printing and Copying	1,682	2,000	4,000
270	Administrative and Management Services	147,053	124,608	137,341
	Subtotal	*174,026*	*163,705*	*168,628*
	Non-Operating Expense			
927	Principal on Notes and Contracts	-	261,253	194,658
928	Interest Expense on Notes and Contracts	18,039	-	-
960	Depreciation	-	-	-
970	Transfers to Other Funds	4,051	1,631	8,866
	Subtotal	*22,090*	*262,884*	*203,524*
	SERVICE TOTAL	**$312,163**	**$561,593**	**$508,028**

Service: **Sunset Golf Course**

FUND: Golf Fund
DEPARTMENT: Community Services

Service Description:
This service includes the costs for operations, maintenance and improvements at Sunset Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Sunset Golf Course

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	**2.60**	**2.60**	**2.60**

Service: Sunset Golf Course

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	105,080	123,846	129,417
112	Wages - Temporary	18,665	19,370	21,320
115	One Time Payment	-	913	2,025
121	Wages - Overtime	571	1,716	1,716
122	Longevity Compensation	204	210	270
123	Leave Expense	1,157	-	-
126	Retirement Health Savings Plan	4,637	1,040	1,040
128	FICA	1,156	1,201	1,322
129	Medicare	1,533	1,943	2,053
131	MOPC	5,194	6,192	6,471
132	Employee Insurance	18,895	20,187	21,094
133	Employee Retirement	7,523	8,298	8,670
135	Compensation Insurance	2,015	4,119	16,710
136	Unemployment Insurance	378	372	258
139	Dental Insurance	880	867	905
141	Uniforms and Protective Clothing	307	660	660
	Subtotal	*168,195*	*190,934*	*213,931*
	Operating and Maintenance			
210	Office Supplies	112	100	100
218	Non-Capital Equipment and Furniture	4,693	97,990	4,500
222	Chemicals	8,660	9,000	9,000
228	Janitorial Supplies	1,199	1,300	1,300
229	Materials and Supplies	555	920	920
230	Printing and Copier Supplies	113	300	300
232	Building Repair and Maintenance	2,950	7,450	7,020
240	Equipment Repair and Maintenance	6,647	8,000	8,000
241	Grounds Maintenance	4,090	8,000	8,000
243	Non-Capital Computer Equipment and Supplies	1,270	1,800	3,310
246	Liability Insurance	3,463	6,610	6,641
247	Safety Expenses	662	600	600
249	Operating Leases and Rentals	2,962	3,900	3,700
250	Professional and Contracted Services	50,495	50,400	50,400
259	Licenses and Permits	-	200	200
260	Utilities	8,854	9,500	9,500
261	Telephone Charges	1,481	1,680	1,500
262	Radio Repair and Maintenance	-	100	100
264	Printing and Copying	628	2,200	2,200
269	Other Services and Charges	6,430	6,800	6,800
273	Fleet Lease - Operating and Maintenance	9,065	9,375	7,877
274	Fleet Lease - Replacement	36,090	55,804	25,744
	Subtotal	*150,419*	*282,029*	*157,712*
	Capital Outlay			
440	Machinery and Equipment	3,185	-	-
	Subtotal	*3,185*	-	-
	SERVICE TOTAL	**$321,799**	**$472,963**	**$371,643**

Service: **Twin Peaks Golf Course**

FUND: Golf Fund
DEPARTMENT: Community Services

Service Description:
This service includes the costs for operations, maintenance and improvements at Twin Peaks Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Twin Peaks Golf Course

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	**3.60**	**3.60**	**3.60**

Service: Twin Peaks Golf Course

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	183,380	181,842	188,753
112	Wages - Temporary	39,087	48,925	48,925
114	Skill Based Pay	10	-	-
115	One Time Payment	-	1,055	3,053
121	Wages - Overtime	466	2,652	2,652
122	Longevity Compensation	204	210	270
123	Leave Expense	6,373	-	-
126	Retirement Health Savings Plan	2,230	1,440	1,440
128	FICA	2,419	3,033	3,033
129	Medicare	2,724	3,212	3,313
131	MOPC	9,262	9,092	9,438
132	Employee Insurance	27,488	29,640	30,765
133	Employee Retirement	13,421	12,183	12,646
135	Compensation Insurance	1,638	2,754	2,944
136	Unemployment Insurance	549	546	377
139	Dental Insurance	1,281	1,273	1,321
141	Uniforms and Protective Clothing	843	1,140	1,140
	Subtotal	*291,375*	*298,997*	*310,070*
	Operating and Maintenance			
210	Office Supplies	193	200	200
218	Non-Capital Equipment and Furniture	5,450	171,983	7,000
222	Chemicals	22,366	24,000	24,000
228	Janitorial Supplies	2,069	2,600	2,600
229	Materials and Supplies	5,967	9,070	9,820
230	Printing and Copier Supplies	76	400	400
232	Building Repair and Maintenance	10,684	11,120	10,890
240	Equipment Repair and Maintenance	21,517	21,000	22,000
241	Grounds Maintenance	25,868	21,000	24,000
243	Non-Capital Computer Equipment and Supplies	2,429	4,515	1,770
246	Liability Insurance	5,481	7,862	7,713
247	Safety Expenses	1,810	1,500	1,600
249	Operating Leases and Rentals	19,355	21,300	18,900
250	Professional and Contracted Services	63,713	63,600	63,600
259	Licenses and Permits	100	200	200
260	Utilities	44,447	46,000	46,000
261	Telephone Charges	1,717	2,100	2,100
262	Radio Repair and Maintenance	-	200	200
264	Printing and Copying	2,320	2,600	2,500
269	Other Services and Charges	11,146	12,500	12,500
273	Fleet Lease - Operating and Maintenance	25,106	17,277	20,523
274	Fleet Lease - Replacement	72,058	65,331	78,375
	Subtotal	*343,872*	*506,358*	*356,891*
	Capital Outlay			
440	Machinery and Equipment	6,370	-	-
	Subtotal	*6,370*	-	-
	SERVICE TOTAL	**$641,617**	**$805,355**	**$666,961**

Service: **Ute Creek Golf Course**

FUND: Golf Fund
DEPARTMENT: Community Services

Service Description:
This service includes the costs for operations, maintenance and improvements at Ute Creek Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Ute Creek Golf Course

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	0.00	0.00	1.00
Grounds Maintenance Technician II	2.00	2.00	1.00
Total	**4.10**	**4.10**	**4.10**

Service: Ute Creek Golf Course

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	203,443	214,517	217,764
112	Wages - Temporary	91,276	112,840	112,840
115	One Time Payment	-	1,117	2,621
121	Wages - Overtime	2,188	2,652	2,652
122	Longevity Compensation	4,224	4,350	4,530
123	Leave Expense	7,196	-	-
126	Retirement Health Savings Plan	1,727	1,640	1,640
128	FICA	5,793	6,996	6,996
129	Medicare	2,271	2,931	2,939
131	MOPC	10,421	10,726	10,889
132	Employee Insurance	30,623	34,966	35,494
133	Employee Retirement	15,100	14,373	14,590
135	Compensation Insurance	2,985	11,901	20,278
136	Unemployment Insurance	612	644	435
139	Dental Insurance	1,427	1,502	1,525
141	Uniforms and Protective Clothing	988	1,500	1,500
	Subtotal	*380,274*	*422,655*	*436,693*
	Operating and Maintenance			
210	Office Supplies	344	200	200
218	Non-Capital Equipment and Furniture	11,000	7,000	8,000
222	Chemicals	26,864	26,000	28,000
228	Janitorial Supplies	2,787	2,500	2,800
229	Materials and Supplies	10,614	9,070	10,220
230	Printing and Copier Supplies	154	400	400
232	Building Repair and Maintenance	5,883	12,520	10,090
240	Equipment Repair and Maintenance	26,966	28,000	71,200
241	Grounds Maintenance	19,280	22,000	28,000
243	Non-Capital Computer Equipment and Supplies	4,017	2,100	1,000
246	Liability Insurance	8,188	21,662	27,060
247	Safety Expenses	833	1,500	1,500
249	Operating Leases and Rentals	11,735	13,000	8,000
250	Professional and Contracted Services	64,620	70,800	70,800
259	Licenses and Permits	200	200	200
260	Utilities	47,154	47,000	48,000
261	Telephone Charges	1,312	1,860	1,860
262	Radio Repair and Maintenance	-	200	200
263	Postage	179	-	-
264	Printing and Copying	2,321	3,000	2,500
269	Other Services and Charges	17,323	17,500	17,500
273	Fleet Lease - Operating and Maintenance	27,233	30,582	30,822
274	Fleet Lease - Replacement	83,978	101,364	84,824
	Subtotal	*372,985*	*418,458*	*453,176*
	Capital Outlay			
440	Machinery and Equipment	6,370	-	-
	Subtotal	*6,370*	-	-
	SERVICE TOTAL	**$759,629**	**$841,113**	**$889,869**

LIBRARY SERVICES FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,114	2,000	2,000
Operating and Maintenance	81,407	46,500	46,500
Non-Operating	31,188	20,500	20,500
Capital	10,000	-	-
TOTAL	**$ 123,709**	**$ 69,000**	**$ 69,000**

Fund Description

The Library Services Fund was created to receive funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are used primarily to supplement book purchases in the General Fund and for special library programming.

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
112	Wages - Temporary	964	-	-
142	Food Allowance	150	2,000	2,000
	Subtotal	*1,114*	*2,000*	*2,000*
	Operating and Maintenance			
211	Adult Books	4,991	11,500	11,500
212	Children's Books	4,391	7,000	7,000
215	Audiovisual Materials	-	5,000	5,000
216	Reference Books and Materials	-	11,000	11,000
218	Non-Capital Equipment and Furniture	12,514	-	-
229	Materials and Supplies	24,736	-	-
243	Non-Capital Computer Equipment and Supplies	18,324	-	-
250	Professional and Contracted Services	10,449	12,000	12,000
252	Ads and Legal Notices	1,669	-	-
263	Postage	95	-	-
264	Printing and Copying	4,238	-	-
	Subtotal	*81,407*	*46,500*	*46,500*
	Non-Operating Expense			
970	Transfers to Other Funds	31,188	20,500	20,500
	Subtotal	*31,188*	*20,500*	*20,500*
	Capital Outlay			
440	Machinery and Equipment	10,000	-	-
	Subtotal	*10,000*	-	-
	SERVICE TOTAL	**$123,709**	**$69,000**	**$69,000**

LIBRARY SERVICES - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 127,075**	**$ 129,724**	**$ 119,225**
COMMITTED WORKING CAPITAL	-	18,499	-
SOURCES OF FUNDS			
REVENUES			
Interest	75	1,000	500
Grants and Donations	105,399	56,000	79,977
Miscellaneous	20,706	20,000	-
Adjustment for GAAP Revenue	178	-	-
TOTAL FUNDS	**126,358**	**77,000**	**80,477**
EXPENSES BY BUDGET SERVICE			
Personal Services	1,114	2,000	2,000
Operating and Maintenance	81,407	46,500	46,500
Non-Operating	31,188	20,500	20,500
TOTAL EXPENDITURES	**123,709**	**69,000**	**69,000**
ENDING WORKING CAPITAL	**129,724**	**119,225**	**130,702**
CONTRIBUTION TO/(FROM) RESERVES	$ 2,649	$ 8,000	$ 11,477

LODGERS' TAX FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	315,902	320,924	393,560
Non-Operating	-	-	-
Capital	-	72,870	-
TOTAL	**$ 315,902**	**$ 393,794**	**$ 393,560**

Fund Description

The Lodger's Tax Revenue Fund was created for the purpose of promoting tourism, conventions, and related activities and acquiring related facilities. Ninety percent of the expense is paid to the Longmont Area Visitors Association and the remaining amount is used to provide tourism grants to the community.

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Operating and Maintenance				
250	Professional and Contracted Services	315,902	320,924	393,560
	Subtotal	*315,902*	*320,924*	*393,560*
Capital Outlay				
440	Machinery and Equipment	-	-	-
	Subtotal	-	-	-
	SERVICE TOTAL	**$315,902**	**$320,924**	**$393,560**

LODGERS' TAX FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 144,085**	**$ 175,325**	**$ 942**
Committed Working Capital	-	101,513	-
SOURCES OF FUNDS			
REVENUES			
Taxes	346,352	320,374	393,560
Interest	(366)	550	750
Adjustment for GAAP Revenue	1,156	-	-
TOTAL FUNDS	**347,142**	**320,924**	**394,310**
EXPENDITURES			
Operating and Maintenance	315,902	320,924	393,560
Non-Operating	-	-	-
Capital	-	72,870	-
TOTAL EXPENDITURES	**315,902**	**393,794**	**393,560**
ENDING WORKING CAPITAL	**175,325**	**942**	**1,692**
CONTRIBUTION TO/(FROM) RESERVES	$ 31,240	$ (72,870)	$ 750

MUSEUM SERVICES FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	44,005	34,631	34,674
Operating and Maintenance	61,835	61,769	39,226
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 105,840**	**$ 96,400**	**$ 73,900**

Fund Description

The Museum Services Fund was created to receive funds donated or granted to the Longmont Museum. Additional revenues include programming fees. This fund administers expenses related to fee-based programs and special grants of the Longmont Museum.

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
112	Wages - Temporary	40,239	31,170	31,170
121	Wages - Overtime	434	857	857
128	FICA	2,585	1,932	1,932
129	Medicare	605	451	451
135	Compensation Insurance	116	221	264
137	Staff Training and Conferences	26	-	-
	Subtotal	*44,005*	*34,631*	*34,674*
	Operating and Maintenance			
210	Office Supplies	218	50	50
216	Reference Books and Materials	25	400	400
218	Non-Capital Equipment and Furniture	464	800	800
223	Lab and Photo Supplies	207	300	300
225	Freight	-	200	200
229	Materials and Supplies	25,423	13,575	13,575
230	Printing and Copier Supplies	885	-	-
240	Equipment Repair and Maintenance	-	-	-
243	Non-Capital Computer Equipment and Supplies	4,925	1,400	1,400
245	Mileage Allowance	647	-	-
246	Liability Insurance	104	100	110
249	Operating Leases and Rentals	4,259	9,250	9,250
250	Professional and Contracted Services	21,258	31,544	31,544
252	Ads and Legal Notices	1,200	-	2,211
263	Postage	64	700	700
264	Printing and Copying	1,570	3,150	3,150
269	Other Services and Charges	586	300	300
	Subtotal	*61,835*	*61,769*	*63,990*
	SERVICE TOTAL	**$105,840**	**$96,400**	**$98,664**

MUSEUM SERVICES FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 61,621**	**$ 29,909**	**$ -**
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	16,500	18,000	20,000
Charges for Services	48,779	37,200	32,400
Grants and Donations	18,580	9,791	20,000
Interest	(12)	-	-
Miscellaneous	2,161	1,500	1,500
Adjustment for GAAP Revenue	(11,880)	-	-
TOTAL FUNDS	**74,128**	**66,491**	**73,900**
EXPENSES BY BUDGET SERVICE			
Personal Services	44,005	34,631	34,674
Operating and Maintenance	61,835	61,769	39,226
Non-Operating	-	-	-
Capital Projects	-	-	-
TOTAL EXPENDITURES	**105,840**	**96,400**	**73,900**
ENDING WORKING CAPITAL	**29,909**	**-**	**-**
CONTRIBUTION TO/(FROM) RESERVES	$ (31,712)	$ (29,909)	$ -

MUSEUM TRUST FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	40,225	19,000	19,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 40,225**	**$ 19,000**	**$ 19,000**

Fund Description

The Museum Trust Fund is an expendable trust created for the purpose of receiving bequests to the Longmont Museum. Additional revenues include gift shop revenues. This fund administers expenses related to resale merchandise for the Museum's gift shop, Museum advertising, and collections acquisition, and provides additional support for exhibits and special programming of the Longmont Museum.

LINE ITEM BUDGET

	Operating and Maintenance	**2013 Actual**	**2014 Budget**	**2015 Budget**
216	Reference Books and Materials	-	750	750
218	Non-Capital Equipment and Furniture	79	-	-
224	Resale Merchandise	24,721	9,600	9,600
229	Materials and Supplies	2,135	1,350	1,350
250	Professional and Contracted Services	2,575	600	600
252	Advertising and Legal Notices	9,919	6,400	6,400
264	Printing and Copying	750	-	-
269	Other Services and Charges	46	300	300
	Subtotal	*40,225*	*19,000*	*19,000*
	SERVICE TOTAL	**$40,225**	**$19,000**	**$19,000**

MUSEUM TRUST FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 91,785**	**$ 95,600**	**$ 97,600**
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Sales	42,002	16,000	16,000
Interest	(108)	2,000	500
Miscellaneous	2,485	3,000	1,000
Adjustment for GAAP Revenue	(339)	-	-
TOTAL FUNDS	**44,040**	**21,000**	**17,500**
EXPENSES BY BUDGET SERVICE			
Operating and Maintenance	40,225	19,000	19,000
TOTAL EXPENDITURES	**40,225**	**19,000**	**19,000**
ENDING WORKING CAPITAL	**95,600**	**97,600**	**96,100**
CONTRIBUTION TO/(FROM) RESERVES	$ 3,815	$ 2,000	$ (1,500)

OPEN SPACE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	263,485	294,358	293,693
Operating and Maintenance	372,692	437,918	427,462
Non-Operating	4,063,383	2,205,404	2,194,389
Capital	1,236,034	956,600	2,000,000
TOTAL	**$ 5,935,594**	**$ 3,894,280**	**$ 4,915,544**

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

OPEN SPACE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 7,475,565**	**$ 7,100,821**	**$ 2,533,438**
Committed Working Capital	-	4,936,928	-
SOURCES OF FUNDS			
REVENUES			
Taxes	3,195,124	3,193,551	3,460,527
Intergovernmental Revenue	286,310	1,009,207	1,930,880
Interest	(1,261)	21,067	10,000
Miscellaneous	64,532	40,000	40,000
Transfer from Street	148,500	-	-
Transfer from Fleet	13,684		
Transfer from Open Space	1,837,600		
Adjustment for GAAP Revenue	16,361	-	-
TOTAL FUNDS	**5,560,850**	**4,263,825**	**5,441,407**
EXPENDITURES			
Personal Services	263,485	294,358	293,693
Operating and Maintenance	372,692	437,918	427,462
Non-Operating	4,063,383	2,205,404	2,194,389
Capital Projects	1,236,034	956,600	2,000,000
TOTAL EXPENDITURES	**5,935,594**	**3,894,280**	**4,915,544**
ENDING WORKING CAPITAL	**7,100,821**	**2,533,438**	**3,059,301**
CONTRIBUTION TO/(FROM) RESERVES	$ (374,744)	$ 369,545	$ 525,863

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	**2015 Budget**
PR-195 Dickens Farm Park	$ 2,000,000
TOTAL	**$ 2,000,000**

Service: Open Space Fund

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	180,226	180,848	180,863
112	Wages - Temporary	21,426	46,280	43,570
115	One Time Payment	-	1,548	2,983
121	Wages - Overtime	154	500	500
123	Leave Expense	1,611	2,000	2,000
126	Retirement Health Savings Plan	1,206	800	800
128	FICA	779	2,869	2,701
129	Medicare	2,487	3,294	3,255
131	MOPC	9,055	9,042	9,044
132	Employee Insurance	27,061	29,478	29,481
133	Employee Retirement	11,429	12,117	12,117
135	Compensation Insurance	1,460	173	1,153
136	Unemployment Insurance	541	543	361
137	Staff Training and Conferences	3,211	2,100	2,100
139	Dental Insurance	1,262	1,266	1,265
141	Uniforms and Protective Clothing	1,437	900	900
142	Food Allowance	140	600	600
	Subtotal	*263,485*	*294,358*	*293,693*
	Operating and Maintenance			
210	Office Supplies	919	2,000	2,000
214	Pamphlets and Documents	-	300	300
216	Reference Books and Materials	77	550	550
217	Dues and Subscriptions	654	450	450
218	Non-Capital Equipment and Furniture	7,701	1,750	1,750
221	Parts	-	500	500
222	Chemicals	1,274	3,000	3,000
223	Lab and Photo Supplies	40	500	500
229	Materials and Supplies	4,384	6,500	6,500
232	Building Repair and Maintenance	-	2,000	2,000
240	Equipment Repair and Maintenance	370	2,000	2,000
241	Grounds Maintenance	29,979	66,500	66,500
243	Non-Capital Computer Equipment and Supplies	2,371	3,625	1,250
246	Liability Insurance	3,364	6,435	5,334
247	Safety Expenses	444	300	300
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	136,265	137,350	147,350
252	Advertising and Legal Notices	-	100	100
261	Telephone Charges	1,114	2,000	2,000
263	Postage	2	800	800
264	Printing and Copying	115	1,500	1,500
269	Other Services and Charges	600	2,150	2,150
270	Administrative and Management Services	149,690	138,623	159,716
273	Fleet Lease - Operating and Maintenance	19,406	31,557	12,240
274	Fleet Lease - Replacement	13,923	26,928	8,172
	Subtotal	*372,692*	*437,918*	*427,462*
	Non-Operating Expense			
922	Interest - Current Bond Issues	1,068,314	1,045,314	1,022,114
923	Principal - Current Bond Issues	1,150,000	1,160,000	1,165,000
970	Transfers to Other Funds	1,837,851	90	305
974	AIPP Transfers	7,218	-	-
	Subtotal	*4,063,383*	*2,205,404*	*2,187,419*
	Capital Outlay			
440	Machinery and Equipment	-	6,600	6,970
455	System Renovation and Replacement	164,964	118,750	-
470	Planning and Design	263,401	-	-
471	Land	2,133	-	-
473	Site Improvements	805,536	712,500	-
480	System Improvements	-	118,750	-
	Subtotal	*1,236,034*	*956,600*	*6,970*
	SERVICE TOTAL	**$5,935,594**	**$3,894,280**	**$2,915,544**

Service: **Open Space and Trails**

FUND: Open Space Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service includes the costs for administration, acquisition, improvement, maintenance and preservation of the City's open space.

SERVICE: Open Space and Trails

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Natural Resources Manager	0.50	0.50	0.50
Land Program Administrator	1.00	1.00	1.00
Natural Resources Specialist	0.50	0.50	0.50
Total	**2.00**	**2.00**	**2.00**

Service: Open Space and Trails

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	180,226	180,848	180,863
112	Wages - Temporary	21,426	46,280	43,570
115	One Time Payment	-	1,548	2,983
121	Wages - Overtime	154	500	500
123	Leave Expense	1,611	2,000	2,000
126	Retirement Health Savings Plan	1,206	800	800
128	FICA	779	2,869	2,701
129	Medicare	2,487	3,294	3,255
131	MOPC	9,055	9,042	9,044
132	Employee Insurance	27,061	29,478	29,481
133	Employee Retirement	11,429	12,117	12,117
135	Compensation Insurance	1,460	173	1,153
136	Unemployment Insurance	541	543	361
137	Staff Training and Conferences	3,211	2,100	2,100
139	Dental Insurance	1,262	1,266	1,265
141	Uniforms and Protective Clothing	1,437	900	900
142	Food Allowance	140	600	600
	Subtotal	*263,485*	*294,358*	*293,693*
	Operating and Maintenance			
210	Office Supplies	919	2,000	2,000
214	Pamphlets and Documents		300	300
216	Reference Books and Materials	77	550	550
217	Dues and Subscriptions	654	450	450
218	Non-Capital Equipment and Furniture	7,701	1,750	1,750
221	Parts	-	500	500
222	Chemicals	1,274	3,000	3,000
223	Lab and Photo Supplies	40	500	500
229	Materials and Supplies	4,384	6,500	6,500
232	Building Repair and Maintenance	-	2,000	2,000
240	Equipment Repair and Maintenance	370	2,000	2,000
241	Grounds Maintenance	29,979	66,500	66,500
243	Non-Capital Computer Equipment and Supplies	2,371	3,625	1,250
246	Liability Insurance	3,364	6,435	5,334
247	Safety Expenses	444	300	300
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	136,265	137,350	147,350
252	Advertising and Legal Notices	-	100	100
261	Telephone Charges	1,114	2,000	2,000
263	Postage	2	800	800
264	Printing and Copying	115	1,500	1,500
269	Other Services and Charges	600	2,150	2,150
270	Administrative and Management Services	149,690	138,623	159,716
273	Fleet Lease - Operating and Maintenance	19,406	31,557	12,240
274	Fleet Lease - Replacement	13,923	26,928	8,172
	Subtotal	*372,692*	*437,918*	*427,462*
	Non-Operating Expense			
922	Interest - Current Bond Issues	1,068,314	1,045,314	1,022,114
923	Principal - Current Bond Issues	1,150,000	1,160,000	1,165,000
970	Transfers to Other Funds	1,837,851	90	305
974	AIPP Transfers	7,218	-	-
	Subtotal	*4,063,383*	*2,205,404*	*2,187,419*
	Capital Outlay			
440	Machinery and Equipment	-	6,600	6,970
455	System Renovation and Replacement	164,964	118,750	-
470	Planning and Design	263,401	-	-
471	Land	2,133	-	-
473	Site Improvements	805,536	712,500	-
480	System Improvements	-	118,750	-
	Subtotal	*1,236,034*	*956,600*	*6,970*
	SERVICE TOTAL	**$5,935,594**	**$3,894,280**	**$2,915,544**

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital - Non-Flood	-	751,460	320,607
Capital - Flood	-	4,200,000	3,900,000
TOTAL	**$ -**	**$ 4,951,460**	**$ 4,220,607**

Fund Description
The Park and Greenway Maintenance Fund's primary revenue source is the Park and Greenway Maintenance fee. The fee is used to support maintenance, operations, and repair and replacement of playgrounds, sport courts, sport fields, pool facilities, and park and greenway buildings and facilities, including restrooms, shelters and pump stations, and landscaping located in City parks and greenways.

2015 Budget
The following capital projects are funded in 2015. Detailed descriptions for these projects are included in the 2015-2019 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2015 Budget
MAINTENANCE FEE PROJECTS	
PR-56 Park Buildings Rehabilitation and Replacement	$ 140,607
PR-136 Park Bridge Replacement Program	5,000
PR-186, Park Infrastructure Rehab and Replacement	150,000
PR-192 Park and Greenway Misc Asset Renewal	25,000
MAINTENANCE FLOOD FEE PROJECTS	
PR-5B, St Vrain Greenway	3,200,000
PR-195 Dickens Farm Park	700,000
TOTAL	**$ 4,220,607**

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	**$ -**	**$ -**	**$ 125,709**
BEGINNING WORKING CAPITAL FLOOD MAINTENANCE	-	-	77,126
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	-	875,740	879,676
Park and Greenway Maintenance Flood Fee	-	875,740	879,676
Intergovernmental Revenue	-	2,800,000	3,412,500
Interest - Maintenance	-	1,429	2,027
Interest - Flood	-	1,386	5,188
Miscellaneous	-	600,000	-
TOTAL FUNDS	**-**	**5,154,295**	**5,179,067**
EXPENDITURES			
Operating and Maintenance	-	-	10,000
Capital Projects - Non-Flood	-	751,460	320,607
Capital Projects - Flood	-	4,200,000	3,900,000
TOTAL EXPENDITURES	**-**	**4,951,460**	**4,230,607**
ENDING WORKING CAPITAL MAINTENANCE FEE	**-**	**125,709**	**686,805**
ENDING WORKING CAPITAL FLOOD MAINTENANCE FE	**-**	**77,126**	**474,490**
CONTRIBUTION TO/(FROM) RESERVES	$ -	$ 202,835	$ 958,460

PARK IMPROVEMENT FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	33,909	-	-
Non-Operating	2,802	-	-
Capital	213,093	40,000	1,699,729
TOTAL	**$ 249,804**	**$ 40,000**	**$ 1,699,729**

Fund Description
The Park Improvement Fund's primary revenue source is Park Improvement fees, which are assessed when a building permit is issued. Park Improvement funds are designated for the purchase of land and for development and improvements to neighborhood and community parks. These funds cannot be used for maintenance or improvements to existing parks (Longmont Municipal Code, Chapter 14.36).

2015 Budget
The following capital projects are funded in 2015. Detailed descriptions for these projects are included in the 2015-2019 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2015 Budget
PR-150 Quail Campus Master Planned Improvements	$ 1,699,729
TOTAL	$ 1,699,729

PARK IMPROVEMENT FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 3,484,755**	**$ 4,132,831**	**$ 3,810,093**
Committed Working Capital	-	1,206,448	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	958,859	907,155	1,001,875
Interest	(4,980)	16,555	18,933
Miscellaneous	2,750	-	-
Adjustment for GAAP Revenue	(58,749)	-	-
TOTAL FUNDS	**897,880**	**923,710**	**1,020,808**
EXPENDITURES			
Operating and Maintenance	33,909	-	-
Non-Operating	2,802	-	-
Capital Projects	213,093	40,000	1,699,729
TOTAL EXPENDITURES	**249,804**	**40,000**	**1,699,729**
ENDING WORKING CAPITAL	**4,132,831**	**3,810,093**	**3,131,172**
CONTRIBUTION TO/(FROM) RESERVES	$ 648,076	$ 883,710	$ (678,921)

PROBATION SERVICES FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	73,741	75,678	76,120
Operating and Maintenance	380	8,344	8,347
Non-Operating	415	64	64
Capital	-	-	-
TOTAL	**$ 74,536**	**$ 84,086**	**$ 84,531**

PROBATION SERVICES FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 106,556**	**$ 101,811**	**$ 116,325**
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	68,524	98,000	70,000
Interest	(81)	600	400
Adjustment for GAAP Revenue	1,348	-	-
TOTAL FUNDS	**69,791**	**98,600**	**70,400**
EXPENDITURES			
Personal Services	73,741	75,678	76,120
Operating and Maintenance	380	8,344	8,347
Non-Operating	415	64	64
Capital	-	-	-
TOTAL EXPENDITURES	**74,536**	**84,086**	**84,531**
ENDING WORKING CAPITAL	**101,811**	**116,325**	**102,194**
CONTRIBUTION TO/(FROM) RESERVES	$ (4,745)	$ 14,514	$ (14,131)

Service: **Probation Services Fund**

FUND: Probation Services Fund
DEPARTMENT: Municipal Court

Service Description:
The Probation Division provides pre-sentence investigations, supervision and monitoring of probationers, assessment and referral to local and state resources, and restitution investigation for victims.

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	55,810	56,904	56,904
115	One Time Payment	-	1,000	1,500
123	Leave Expense	1,231	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	705	825	825
131	MOPC	2,856	2,845	2,845
132	Employee Insurance	8,535	9,275	9,275
133	Employee Retirement	3,605	3,813	3,813
135	Compensation Insurance	30	47	46
136	Unemployment Insurance	171	171	114
139	Dental Insurance	398	398	398
	Subtotal	*73,741*	*75,678*	*76,120*
Operating and Maintenance				
240	Equipment Repair and Maintenance	182	300	300
246	Liability Insurance	198	193	196
250	Professional and Contracted Services	-	7,851	7,851
	Subtotal	*380*	*8,344*	*8,347*
Non-Operating Expense				
970	Transfers to Other Funds	415	64	64
	Subtotal	*415*	*64*	*64*
	SERVICE TOTAL	**$74,536**	**$84,086**	**$84,531**

SERVICE: Probation Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Probation Officer	1.00	1.00	1.00
Total	**1.00**	**1.00**	**1.00**

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	761	800	-
Capital	23,835	180,000	61,610
TOTAL	**$ 24,596**	**$ 180,800**	**$ 61,610**

Fund Description

The Public Buildings Community Investment Fee Fund was created in 1993 to provide funding for acquiring, constructing and making capital improvements to public buildings and public building sites. The Public Buildings Community Investment Fee (CIF) is levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for public facilities in excess of current levels of service (Longmont Municipal Code, Chapter 14.46).

PUBLIC BUILDINGS CIF FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 509,973**	**$ 755,495**	**$ 467,701**
Committed Working Capital	-	411,912	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	267,038	301,918	346,960
Interest	(1,475)	3,000	3,000
Miscellaneous	-	-	-
Adjustment for GAAP Revenue	4,555	-	-
TOTAL FUNDS	**270,118**	**304,918**	**349,960**
EXPENDITURES			
Non-Operating	761	800	-
Capital	23,835	180,000	61,610
TOTAL EXPENDITURES	**24,596**	**180,800**	**61,610**
ENDING WORKING CAPITAL	**755,495**	**467,701**	**756,051**
CONTRIBUTION TO/(FROM) RESERVES	$ 245,522	$ 124,118	$ 288,350

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	2015 Budget
PB-198 North Museum Parking Lot Paving	$ 61,610
TOTAL	**$ 61,610**

PUBLIC IMPROVEMENT FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	526,041	4,550	4,550
Non-Operating	2,546,938	2,742,891	2,728,625
Capital	1,818,655	5,763,965	2,459,633
TOTAL	**$ 4,891,634**	**$ 8,511,406**	**$ 5,192,808**

Fund Description

The Public Improvement Fund was established to pay for capital construction projects that build, expand or improve buildings or other public facilities. Most of those facilities are under the direction of City departments in the General Fund, such as the Civic Center, the St. Vrain Memorial Building, the Senior Center, parks and pools. The major source of revenue to the Public Improvement Fund is a portion of the City's sales and use tax receipts. The City's total sales and use tax rate is 3.275%.

PUBLIC IMPROVEMENT FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 624,218**	**$ 188,275**	**$ 1,016,393**
Committed Working Capital	-	(319,200)	-
SOURCES OF FUNDS			
REVENUES			
Taxes	4,068,200	4,572,824	4,256,449
Intergovernmental Revenue	-	3,937,500	-
Interest	(3,385)	10,000	7,000
Miscellaneous	(26,649)	-	-
Operating Transfers	422,400	500,000	539,539
Adjustment for GAAP Revenue	(4,875)	-	-
TOTAL FUNDS	**4,455,691**	**9,020,324**	**4,802,988**
EXPENDITURES			
Operating and Maintenance	526,041	4,550	54,550
Non-Operating	2,546,938	2,742,891	2,728,625
Capital	1,818,655	5,763,965	2,459,633
TOTAL EXPENDITURES	**4,891,634**	**8,511,406**	**5,242,808**
ENDING WORKING CAPITAL	**188,275**	**1,016,393**	**576,573**
CONTRIBUTION TO/(FROM) RESERVES	$ (435,943)	$ 508,918	$ (439,820)

Service: **Public Improvement Fund**

Service Description:

Capital projects for 2015 are listed below, and detailed descriptions of each project are included in the 2015-2019 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2014 BUDGET
PB-1 Municipal Buildings Roof Improvements	$ 114,108
PB-37 Fire Stations Improvements	60,600
PB-80 Municipal Buildings Boiler Replacement	237,673
PB-82 Muni Buildings HVAC Replacement	1,069,529
PB-109 Municipal Facilities Parking Lot Rehabilitation	64,000
PB-119 Muni Buildings Flooring Replacement	25,000
PB-145 Community Services Specialized Equipment	231,148
PB-160 Municipal Buildings Auto Door and Gate Replacement	10,000
PB-163 Municipal Buildings Keyless Entry	10,000
PB-181 Municipal Buildings UPS Repair and Replacement	17,575
PB-189 Municipal Buildings Exterior Maintenance	10,000
PB-190 Municipal Buildings Interior Maintenance	10,000
PR-56 Park Buildings Rehabilitation and Replacement	60,313
PR-102 Swimming and Wading Pools Maintenance	255,617
PR-113 Park Irrigation Pump Systems Rehabilitation	122,000
PR-121 Park Ponds Dredging and Stabilization	49,490
PR-186 Park Infrastructure Rehabilitation and Replacement	99,980
PR-190 Stephen Day Park Lighting	12,600
TOTAL	**$ 2,459,633**

SENIOR SERVICES FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	12,614	18,738	72,561
Operating and Maintenance	149,897	156,056	156,057
Non-Operating	-	5,656	5,769
Capital	-	-	-
TOTAL	**$ 162,511**	**$ 180,450**	**$ 234,387**

Fund Description

The Senior Services Fund was created to receive funds donated or granted to Longmont Senior Services. The majority of the revenue in this fund comes from fees paid by participants in Senior Services recreation programs, which are administered out of this fund. Additional revenues may include support from the Friends of the Senior Center for programs or equipment purchases.

SENIOR SERVICES FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 163,531**	**$ 202,695**	**$ 198,924**
COMMITTED WORKING CAPITAL	-	521	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	181,497	166,200	166,200
Interest	(290)	-	-
Miscellaneous	19,392	11,000	11,000
Adjustment for GAAP Revenue	1,076		
TOTAL FUNDS	**201,675**	**177,200**	**177,200**
EXPENDITURES			
Personal Services	12,614	18,738	72,561
Operating and Maintenance	149,897	156,056	156,057
Non-Operating	-	5,656	5,769
Capital	-	-	-
TOTAL EXPENDITURES	**162,511**	**180,450**	**234,387**
ENDING WORKING CAPITAL	**202,695**	**198,924**	**141,737**
CONTRIBUTION TO/(FROM) RESERVES	$ 39,164	$ (3,250)	$ (57,187)

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
112	Wages - Temporary	12,054	16,000	66,000
121	Wages - Overtime	-	500	500
128	FICA	447	992	4,092
129	Medicare	104	232	957
135	Compensation Insurance	9	14	12
137	Staff Training and Conferences	-	1,000	1,000
	Subtotal	*12,614*	*18,738*	*72,561*
	Operating and Maintenance			
210	Office Supplies	67	650	650
217	Dues and Subscriptions	350	500	500
218	Non-Capital Equipment and Furniture	-	1,000	1,000
223	Lab and Photo Supplies	-	100	100
229	Materials and Supplies	52,025	30,000	30,000
230	Printing and Copier Supplies	5	200	200
243	Non-Capital Computer Equipment and Supplies	744	1,000	1,000
245	Mileage Allowance	280	400	400
246	Liability Insurance	58	56	57
247	Safety Expenses	-	50	50
250	Professional and Contracted Services	92,399	115,000	115,000
261	Telephone Charges	115	100	100
263	Postage	55	-	-
264	Printing and Copying	3,779	6,000	6,000
269	Other Services and Charges	20	1,000	1,000
	Subtotal	*149,897*	*156,056*	*156,057*
	Non-Operating Expense			
970	Transfers to Other Funds	-	5,656	5,769
	Subtotal	-	*5,656*	*5,769*
	SERVICE TOTAL	**$162,511**	**$180,450**	**$234,387**

STORM DRAINAGE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,125,834	1,192,724	1,380,133
Operating and Maintenance	1,205,464	1,187,289	3,318,110
Non-Operating	632,621	2,440,304	4,243,809
Capital	4,805,132	8,552,922	7,060,289
TOTAL	**$ 7,769,051**	**$ 13,373,239**	**$ 16,002,341**

Fund Description
The Storm Drainage Fund pays for all costs associated with maintaining and improving the City's storm drainage system. City staff includes crews to clean and repair drainage lines and engineering staff to plan improvements and to project future demands on the drainage system. The major source of revenue is a monthly fee billed to all residential and commercial utility users in the city. Residential utility customers pay a flat rate per month, and the rate for commercial and industrial utility customers is based on square footage of building space.

The Storm Drainage Fund includes six budget services: Public Works and Natural Resources Director, Storm Drainage Engineering, Storm Drainage Maintenance, Construction Inspection, Regulatory Compliance, and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

2015 Budget
The 2015 Budget includes $660,289 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2015-2019 Capital Improvement Program. The following capital projects are funded in 2015.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2015 Budget
D-21 Storm Drainage Rehabilitation and Improvements	$ 550,000
D-37 Oligarchy Ditch Improvements	18,550
DR-8 Downtown Alley Improvements	45,120
PB-1 Municipal Buildings Roof Improvements	11,810
PB-82 Municipal Buildings HVAC Replacement	23,446
PB-119 Municipal Facilities Parking Lot Rehabilitation	11,363
TOTAL	**$ 660,289**

STORM DRAINAGE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 7,289,297**	**$ 3,842,237**	**$ 22,147,233**
Committed Working Capital	-	(18,058,754)	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	4,056,770	6,366,335	6,429,578
Capital Investment Fee	146,340	94,827	137,619
Developer Participation	8,560	-	-
Intergovernmental Revenue	33,992	7,132,330	-
Interest	(16,623)	20,683	15,410
Miscellaneous	6,255	5,306	5,412
Bond Proceeds	2,740	-	-
Transfer from Storm Drainage	(34,563)	-	-
Adjustment for GAAP Revenue	5,079	-	-
TOTAL FUNDS	**4,208,550**	**13,619,481**	**6,588,019**
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	742,427	2,504,670	4,307,242
Storm Drainage Engineering	1,040,633	894,534	3,115,028
Storm Drainage Maintenance	682,959	877,598	955,268
Storm Drainage Construction Inspection	108,369	95,357	106,304
Storm Drainage Regulatory Compliance	161,541	240,594	253,436
Storm Drainage Engineering/Survey Tech Services	227,990	207,564	204,774
CIP Projects	4,805,132	8,552,922	7,060,289
Total Operating Expenses	7,769,051	13,373,239	16,002,341
Adjustment for GAAP Expenses	(113,441)	-	-
TOTAL EXPENDITURES	**7,655,610**	**13,373,239**	**16,002,341**
ENDING WORKING CAPITAL	**3,842,237**	**22,147,233**	**12,732,911**
CONTRIBUTION TO/(FROM) RESERVES	$ (3,447,060)	$ 246,242	$ (9,414,322)

Service: **Public Works and Natural Resources Director**

FUND: Storm Drainage Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
General Manager PW&NR	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Multi Media/Marketing Specialist	0.15	0.15	0.15
Utilities Financial Analyst	0.15	0.15	0.15
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Administrative Assistant	0.15	0.00	0.00
Total	**1.05**	**0.90**	**0.90**

Service: Public Works and Natural Resources Director

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	65,122	75,653	77,751
112	Wages - Temporary	2,673	-	-
115	One Time Payment	-	640	975
121	Wages - Overtime	45	100	100
123	Leave Expense	1,676	-	-
126	Retirement Health Savings Plan	897	360	360
128	FICA	166	-	-
129	Medicare	598	786	765
131	MOPC	3,336	3,783	3,888
132	Employee Insurance	12,500	12,331	12,672
133	Employee Retirement	4,661	5,069	5,209
135	Compensation Insurance	43	69	55
136	Unemployment Insurance	248	227	155
137	Staff Training and Conferences	3,772	6,128	6,128
139	Dental Insurance	582	530	544
142	Food Allowance	47	240	425
	Subtotal	*96,364*	*105,916*	*109,027*
	Operating and Maintenance			
217	Dues and Subscriptions	104	-	-
218	Non-Capital Equipment and Furniture	374	1,090	450
240	Equipment Repair and Maintenance	3,418	6,401	6,401
243	Non-Capital Computer Equipment and Supplies	620	1,175	500
245	Mileage Allowance	-	360	460
246	Liability Insurance	289	282	260
248	Lease Purchase Installment	-	689	-
250	Professional and Contracted Services	21,477	5,000	5,880
263	Postage	1	-	-
264	Printing and Copying	127	-	-
	Subtotal	*26,409*	*14,997*	*13,951*
	Non-Operating Expense			
922	Interest - Current Bond Issue	516,883	498,757	478,281
923	Bond Principal - Current	-	585,000	605,000
925	Amortization of Bond Issue Expenses	105,899	-	-
927	Principal - Notes and Contracts	-	1,300,000	1,313,000
928	Interest - Notes and Contracts	(3,129)	-	-
970	Transfers to Other Funds	-	-	689
	Subtotal	*619,654*	*2,383,757*	*2,396,970*
	SERVICE TOTAL	**$742,427**	**$2,504,670**	**$2,519,948**

Service: **Storm Drainage Engineering**

FUND: Storm Drainage Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:
This service provides administration and engineering assistance to the Storm Drainage Utility. Activities include planning for development and capital improvement programs. It also pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Storm Drainage Engineering

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Engineering Administrator	0.10	0.10	0.10
Senior Civil Engineer	1.00	1.00	2.00
Civil Engineer	1.00	0.80	0.80
Construction Inspector	0.00	0.00	1.00
Environmental Project Specialist	0.00	0.30	0.10
Water Quality Lab Supervisor	0.00	0.10	0.05
Project Manager	0.00	0.00	0.50
Water Quality Analyst	0.00	0.20	0.10
Laboratory Technician	0.00	0.30	0.15
Total	**2.10**	**2.80**	**4.80**

Service: Storm Drainage Engineering

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	184,787	219,432	377,623
115	One Time Payment	-	2,124	2,774
121	Wages - Overtime	95	-	-
122	Longevity Compensation	-	192	99
123	Leave Expense	3,622	-	-
126	Retirement Health Savings Plan	2,482	1,120	1,940
129	Medicare	2,528	3,093	5,428
131	MOPC	9,818	10,972	18,881
132	Employee Insurance	27,416	35,767	61,551
133	Employee Retirement	13,721	14,702	25,302
135	Compensation Insurance	95	151	160
136	Unemployment Insurance	547	658	756
139	Dental Insurance	1,277	1,536	2,645
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	-	200	200
	Subtotal	*246,388*	*290,047*	*497,459*
Operating and Maintenance				
210	Office Supplies	-	100	100
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	320	395	395
218	Non-Capital Equipment and Furniture	947	16,500	18,721
229	Materials and Supplies	-	50	50
237	Line Maintenance	1,181	-	-
240	Equipment Repair and Maintenance	-	570	570
243	Non-Capital Computer Equipment and Supplies	750	2,100	4,487
245	Mileage Allowance	293	50	50
246	Liability Insurance	8,430	830	754
247	Safety Expenses	-	100	100
250	Professional and Contracted Services	320,134	145,000	2,145,000
252	Advertising and Legal Notices	-	300	300
259	Licenses and Permits	2,020	3,000	3,000
260	Utilities	551	-	-
261	Telephone Charges	63	300	335
263	Postage	823	200	200
264	Printing and Copying	64	375	375
270	Administrative and Management Services	452,283	420,772	403,149
273	Fleet Lease - Operating and Maintenance	1,481	2,233	1,288
274	Fleet Lease - Replacement	4,568	4,568	4,568
	Subtotal	*793,907*	*597,643*	*2,583,642*
Non-Operating Expense				
960	Depreciation	-	-	-
970	Transfers to Other Funds	(574)	6,844	6,421
974	Art in Public Places Transfers	912	-	-
	Subtotal	*338*	*6,844*	*6,421*
Capital Outlay				
432	Vehicles	-	-	27,506
470	Planning	48,297	-	-
471	Land	2,632,426	-	-
480	System Improvements	36,599	-	-
	Subtotal	*2,717,322*	*-*	*27,506*
	SERVICE TOTAL	**$3,757,956**	**$894,534**	**$3,115,028**

Service: **Storm Drainage Maintenance and Repair**

FUND: Storm Drainage Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining and repairing all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City's storm drain system.

SERVICE: Storm Maintenance and Repair

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Operations Manager	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.05	0.05	0.05
System Operations Supervisor	0.50	0.50	0.10
Utilities Maintenance Supervisor	0.20	0.20	0.60
Water Utilities Technician Lead	0.50	0.00	0.35
Water Utilities Technician	1.35	1.35	1.05
Public Works Technician II	0.00	0.00	0.50
Public Works Technician	1.00	1.00	0.50
Storm Drainage Utility Technician	0.75	0.00	0.00
Service Truck Technician	0.00	0.75	0.00
Arborist Technician II	0.25	0.25	0.25
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	**5.10**	**4.60**	**3.90**

Service: Storm Drainage Maintenance and Repair

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	245,649	234,342	213,809
112	Wages - Temporary	10,333	38,760	46,250
114	Skill Based Pay	7,524	10,674	-
115	One Time Payment	-	2,765	2,573
121	Wages - Overtime	11,100	5,000	5,000
122	Longevity Compensation	360	-	-
123	Leave Expense	8,695	4,800	4,800
124	Skill Based Overtime Pay	450	-	-
126	Retirement Health Savings Plan	5,990	1,840	1,560
128	FICA	269	2,403	2,868
129	Medicare	3,411	3,963	3,771
131	MOPC	12,886	11,728	10,691
132	Employee Insurance	38,913	38,198	34,850
133	Employee Retirement	17,994	15,715	14,326
135	Compensation Insurance	716	6,141	5,971
136	Unemployment Insurance	778	703	428
139	Dental Insurance	1,816	1,640	1,498
141	Uniforms and Protective Clothing	1,358	2,200	2,200
142	Food Allowance	18	200	200
	Subtotal	*368,260*	*381,072*	*350,795*
	Operating and Maintenance			
210	Office Supplies	364	470	470
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	-	200	200
218	Non-Capital Equipment and Furniture	3,426	3,500	3,500
228	Janitorial Supplies	260	100	300
229	Materials and Supplies	5,000	5,900	5,900
230	Printing and Copier Supplies	62	260	260
232	Building Repair and Maintenance	1,153	10,000	10,700
233	Facility Repair and Maintenance	12,281	15,000	15,000
235	Station Maintenance	24	6,000	3,000
237	Line Repair/maintenance	36,887	85,000	85,000
240	Equipment Repair and Maintenance	2,838	8,400	8,400
241	Grounds Maintenance	7,750	300	300
243	Non-Capital Computer Equipment and Supplies	5,829	6,269	2,165
245	Mileage Allowance	-	200	200
246	Liability Insurance	7,173	28,488	21,777
247	Safety Expenses	2,224	4,000	4,000
249	Operating Leases and Rentals	-	500	7,000
250	Professional and Contracted Services	32,366	93,302	133,302
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	1,217	1,300	1,400
260	Utilities	7,554	12,430	12,430
261	Telephone Charges	1,327	3,504	3,504
262	Radio Repair and Maintenance	-	2,000	2,000
263	Postage	272	-	-
264	Printing and Copying	19	200	200
269	Other Services and Charges	14,572	16,950	19,450
273	Fleet Lease - Operating and Maintenance	65,953	81,088	70,992
274	Fleet Lease - Replacement	93,520	62,735	172,573
	Subtotal	*302,070*	*448,546*	*584,473*
	Non-Operating Expense			
950	Bad Debt	12,622	20,000	20,000
974	Art in Public Places Transfers	7	-	-
	Subtotal	*12,629*	*20,000*	*20,000*
	Capital Outlay			
432	Vehicles	-	26,000	-
440	Machinery and Equipment	-	1,980	-
473	Site Maintenance	474	-	-
	Subtotal	*474*	*27,980*	-
	SERVICE TOTAL	**$683,433**	**$877,598**	**$955,268**

Service: **Construction Inspection**

FUND: Storm Drainage Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Sewer and Streets funds.

SERVICE: Construction Inspection

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Construction Inspection Supervisor	0.20	0.15	0.15
Senior Construction Inspector	0.40	0.30	0.30
Construction Inspector	0.30	0.45	0.45
Total	**0.90**	**0.90**	**0.90**

Service: Construction Inspection

LINE ITEM BUDGET

Personal Services		2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	60,362	53,637	54,890
112	Wages - Temporary	2,790	6,000	12,000
115	One Time Payment	-	539	344
121	Wages - Overtime	7,094	5,250	6,000
122	Longevity Compensation	312	279	288
123	Leave Expense	2,245	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	797	360	360
128	FICA	184	372	744
129	Medicare	739	727	832
131	MOPC	3,077	2,682	2,745
132	Employee Insurance	9,286	8,743	8,946
133	Employee Retirement	3,884	3,594	3,678
135	Compensation Insurance	266	53	380
136	Unemployment Insurance	186	161	110
137	Staff Training and Conferences	358	525	525
139	Dental Insurance	433	375	384
141	Uniforms and Protective Clothing	23	30	30
142	Food Allowance	7	-	-
	Subtotal	*92,044*	*83,327*	*92,256*
Operating and Maintenance				
210	Office Supplies	69	75	75
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	26	105	105
218	Non-Capital Equipment and Furniture	40	210	210
222	Chemicals	-	45	45
229	Materials and Supplies	426	255	375
240	Equipment Repair and Maintenance	2,170	1,830	2,175
243	Non-Capital Computer Equipment and Supplies	2,963	45	186
246	Liability Insurance	1,245	1,137	1,341
247	Safety Expenses	150	173	173
249	Operating Leases and Rentals	-	15	15
250	Professional and Contracted Services	420	50	50
261	Telephone Charges	1,119	1,112	950
263	Postage	2	-	-
264	Printing and Copying	54	45	45
273	Fleet Lease - Operating and Maintenance	4,071	3,816	4,453
274	Fleet Lease - Replacement	3,570	3,087	3,820
	Subtotal	*16,325*	*12,030*	*14,048*
	SERVICE TOTAL	**$108,369**	**$95,357**	**$106,304**

Service: **Regulatory Compliance**

FUND: Storm Drainage Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Regulatory Compliance service is part of the Environmental Services Division and provides assistance, oversight, analysis, evaluation and management of programs related to compliance with federal, state and local environmental requirements, including laws, regulations and permits. Services are provided primarily to internal customers, although compliance and enforcement activities sometimes involve citizens and other external customers. Services include:

- Providing technical evaluations and direction on environmental requirements for internal and external customers
- Planning for future regulatory requirements
- Coordinating watershed management activities, including monitoring, sampling and data evaluation
- Managing the stormwater quality program to meet the requirements of the City's Municipal Separate Stormwater System Permit issued by the Colorado Department of Public Health and Environment (CDPHE)
- Monitoring and tracking regulatory requirements for drinking water, wastewater treatment, stormwater quality, air quality and solid waste
- Providing assistance and support to Operations in meeting CDPHE permit conditions and federal and state safe drinking water requirements
- Managing the department's water conservation program
- Coordinating compliance activities between divisions and departments
- Providing enforcement response to environmental violations
- Coordinating involvement in regional environmental initiatives and programs
- Providing outreach and education on environmental issues related to City activities
- Directing the City's sustainability program
- Providing primary staff support to the Board of Environmental Affairs.

This is a shared service with the Water, Street, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Environmental Services Manager	0.30	0.30	1.00
Environmental Sustainability Coordinator	0.25	0.00	0.00
Civil Engineer	0.65	1.05	2.00
Environmental Regulatory Specialist	0.00	0.00	0.80
Environmental Project Specialist	0.50	0.35	1.00
Total	**1.70**	**1.70**	**4.80**

Service: Regulatory Compliance

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	105,929	129,690	130,042
115	One Time Payment	-	340	914
122	Longevity Compensation	1,138	1,183	1,224
123	Leave Expense	2,033	-	-
126	Retirement Health Savings Plan	734	653	653
129	Medicare	582	1,031	1,019
131	MOPC	5,264	6,484	6,502
132	Employee Insurance	19,638	21,140	21,197
133	Employee Retirement	7,352	8,224	8,713
135	Compensation Insurance	68	108	95
136	Unemployment Insurance	392	389	260
137	Staff Training and Conferences	1,174	1,870	2,210
139	Dental Insurance	915	908	910
	Subtotal	*145,219*	*172,021*	*173,739*
	Operating and Maintenance			
210	Office Supplies	1	-	-
216	Reference Books and Materials	15	136	136
217	Dues and Subscriptions	1,647	2,467	1,628
218	Non-Capital Equipment and Furniture	841	738	136
229	Materials and Miscellaneous Supplies	7	-	-
243	Non-Capital Computer Equipment and Supplies	420	1,084	2,093
245	Mileage Allowance	21	-	204
246	Liability Insurance	455	444	446
247	Safety Expenses	32	204	204
250	Professional and Contracted Services	12,650	63,500	74,000
259	Licenses and Permits	-	-	680
264	Printing and Copying	233	-	170
	Subtotal	*16,322*	*68,573*	*79,697*
	SERVICE TOTAL	**$161,541**	**$240,594**	**$253,436**

Service: **Engineering/Survey Technical Services**

FUND: Storm Drainage Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services also are provided to other City departments. Activities also include staffing, supervision and evaluation of employees. This service coordinates the sale of maps to the public and provides technical information to the public. This is a shared service in the Water, Street, Sewer and General funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	**2013 Budget**	**2014 Budget**	**2015 Budget**
Technology/GIS Coordinator	0.20	0.30	0.20
Engineering and Survey Tech Supervisor	0.20	0.20	0.20
Lead GIS Analyst	0.30	0.30	0.20
GIS/Mapping Technician	1.20	1.20	0.40
Technical Systems Specialist	0.00	0.00	0.20
Engineering Technician	0.00	0.00	0.60
Survey Party Chief	0.10	0.10	0.00
Survey Technician	0.10	0.10	0.00
Total	**2.10**	**2.20**	**1.80**

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

	Personal Services	2013 Actual	2014 Budget	2015 Budget
111	Salaries and Wages	127,017	117,609	116,521
112	Wages - Temporary	88	-	-
114	Skill Based Pay	75	65	60
115	One Time Payment	-	442	431
121	Wages - Overtime	1,142	349	325
122	Longevity Compensation	400	-	-
123	Leave Expense	3,175	-	-
124	Skill Based Overtime Pay	0	-	-
126	Retirement Health Savings Plan	1,688	775	722
129	Medicare	1,526	1,706	1,690
131	MOPC	6,466	5,884	5,829
132	Employee Insurance	20,936	19,170	18,993
133	Employee Retirement	10,006	7,884	7,811
135	Compensation Insurance	443	1,688	80
136	Unemployment Insurance	417	353	233
137	Staff Training and Conferences	3,206	3,528	3,286
139	Dental Insurance	975	823	816
141	Uniforms and Protective Clothing	-	65	60
	Subtotal	*177,560*	*160,341*	*156,857*
	Operating and Maintenance			
210	Office Supplies	5	-	-
216	Reference Books and Materials	-	22	21
217	Dues and Subscriptions	267	3,662	4,570
218	Non-Capital Equipment and Furniture	411	646	989
219	Drafting Supplies	486	862	602
229	Materials and Supplies	191	345	201
240	Equipment Repair and Maintenance	31,439	33,196	30,492
243	Non-Capital Computer Equipment and Supplies	3,394	549	1,508
246	Liability Insurance	510	456	425
247	Safety Expenses	7	215	201
249	Operating Leases and Rentals	-	732	-
250	Professional and Contracted Services	12,815	4,028	2,167
261	Telephone Charges	23	170	351
263	Postage	15	-	-
264	Printing and Copying	61	151	140
273	Fleet Lease - Operating and Maintenance	806	467	632
	Subtotal	*50,430*	*45,500*	*42,299*
	Capital Outlay			
440	Machinery and Equipment	3,448	1,723	5,618
	Subtotal	*3,448*	*1,723*	*5,618*
	SERVICE TOTAL	**$231,438**	**$207,564**	**$204,774**

TRANSPORTATION CIF FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	300,000	250,000
TOTAL	**$ -**	**$ 300,000**	**$ 250,000**

Fund Description

The Transportation Community Investment Fee (CIF) Fund was created in 1993 to provide funding for oversizing of arterial street construction and improvements, landscaping, and arterial intersection improvements. Transportation community investment fees are levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for arterial street and intersection improvements.

TCIF technical documentation provides information on the specific oversizing projects that are included in CIP as Arterial Improvements. Prioritization of projects will be determined as development and traffic necessitate. Administration of this fund is provided by the Public Works and Natural Resources Department.

TRANSPORTATION CIF FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 875,026**	**$ 1,088,861**	**$ 61,728**
Committed Working Capital	-	900,000	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	225,499	171,763	287,227
Interest	(1,617)	1,104	403
Adjustment for GAAP Revenue	(10,047)	-	-
TOTAL FUNDS	**213,835**	**172,867**	**287,630**
EXPENDITURES			
Capital	-	300,000	250,000
TOTAL EXPENDITURES	**-**	**300,000**	**250,000**
ENDING WORKING CAPITAL	**1,088,861**	**61,728**	**99,358**
CONTRIBUTION TO/(FROM) RESERVES	$ 213,835	$ (127,133)	$ 37,630

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	2015 Budget
T-111 Main Street Pavement Reconstruction	$ 250,000
TOTAL	**$ 250,000**

YOUTH SERVICES FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	9,791	-	-
Operating and Maintenance	43,298	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	**$ 53,089**	**$ 6,000**	**$ 6,000**

Fund Description
The Youth Services Fund was created to receive funds donated or granted to Longmont Youth Services. This fund administers expenses related to grants and special projects of Children and Youth Resources.

LINE ITEM BUDGET

		2013 Actual	2014 Budget	2015 Budget
Personal Services				
111	Salaries and Wages	2,129	-	-
112	Wages - Temporary	6,994	-	-
114	Skill Based Pay	-	-	-
128	FICA	541	-	-
129	Medicare Contribution	127	-	-
	Subtotal	*9,791*	-	-
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	50	-	-
229	Materials and Supplies	40,597	5,000	5,000
250	Professional and Contracted Services	240	1,000	1,000
263	Postage	-	-	-
264	Printing and Copying	2,411	-	-
	Subtotal	*43,298*	*6,000*	*6,000*
	SERVICE TOTAL	**$53,089**	**$6,000**	**$6,000**

YOUTH SERVICES FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 144,107**	**$ 165,944**	**$ 171,560**
COMMITTED WORKING CAPITAL	-	7,813	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	32,287	-	-
Grants and Donations	16,358	19,429	6,000
Interest	(103)	-	-
Miscellaneous	25,636	-	-
Adjustment for GAAP Revenue	748	-	-
TOTAL FUNDS	**74,926**	**19,429**	**6,000**
EXPENDITURES			
Personal Services	9,791	-	-
Operating and Maintenance	43,298	6,000	6,000
TOTAL EXPENDITURES	**53,089**	**6,000**	**6,000**
ENDING WORKING CAPITAL	**165,944**	**171,560**	**171,560**
CONTRIBUTION TO/(FROM) RESERVES	$ 21,837	$ 13,429	$ -

JUDICIAL WEDDING FEE FUND - Fund Summary

	2013 Actual	2014 Budget	2015 Budget
Personal Services	1,304	1,500	1,500
Operating and Maintenance	-	-	-
Non-Operating	1,324	1,351	1,351
Capital	-	-	-
TOTAL	**$ 2,628**	**$ 2,851**	**$ 2,851**

LINE ITEM BUDGET

	Personal Services	**2013 Actual**	**2014 Budget**	**2015 Budget**
137	Staff Training and Conferences	1,304	1,500	1,500
	Subtotal	*1,304*	*1,500*	*1,500*
	Non-Operating Expense			
970	Transfers to Other Funds	1,324	1,351	1,351
	Subtotal	*1,324*	*1,351*	*1,351*
	SERVICE TOTAL	**$2,628**	**$2,851**	**$2,851**

JUDICIAL WEDDING FEE FUND - Fund Statement

	2013 Actual	2014 Budget	2015 Budget
BEGINNING WORKING CAPITAL	**$ 27,127**	**$ 27,489**	**$ 31,638**
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,000	7,000	3,000
Interest	(32)	-	-
Adjustment for GAAP Revenue	22	-	-
TOTAL FUNDS	**2,990**	**7,000**	**3,000**
EXPENDITURES			
Personal Services	1,304	1,500	1,500
Non-Operating	1,324	1,351	1,351
TOTAL EXPENDITURES	**2,628**	**2,851**	**2,851**
ENDING WORKING CAPITAL	**27,489**	**31,638**	**31,787**
CONTRIBUTION TO/(FROM) RESERVES	$ 362	$ 4,149	$ 149