

City of Longmont, Colorado



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2011 Operating Budget



City of Longmont, Colorado

2011 Operating Budget

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Mayor



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Ward 1



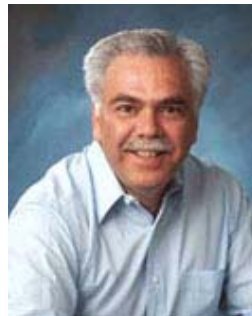
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
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**City of Longmont
Colorado**

For the Fiscal Year Beginning

January 1, 2010

A handwritten signature in black ink, appearing to be 'H.R.' followed by a flourish.

President

A handwritten signature in black ink, appearing to be 'Jeffrey R. Erwin'.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Longmont for its annual budget for the fiscal year beginning January 1, 2010. The City of Longmont has received this award every year beginning in 1992. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications device. The award is valid for a period of one year. Staff believes that this 2011 Operating Budget conforms to program requirements and it has been submitted to GFOA to determine its eligibility for another award.

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CITY MANAGER'S OFFICE

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TO: Honorable Mayor and City Council

FROM: Gordon Pedrow, City Manager 

DATE: December 2010

SUBJECT: 2011 Operating Budget Summary

I hereby present to you the 2011 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 2011, including all funds, is \$218.00 million, which is \$15.79 more than the budget adopted for 2010. This is a 6.2% increase from the 2010 budget of \$205.27 million. All funds are balanced with sources of revenue identified to meet all projected expenses. There are fee increases in the Golf Enterprise Fund and increases in the Electric and Sewer rates included as a part of this budget. Approximately \$25.70 million in accumulated fund balances will be drawn down in 2011, primarily to meet capital improvement needs.

As always, property tax and sales and use tax are two key drivers of resources in our budget. Property tax is a concern in 2011 and beyond due to declining values in both residential and commercial property. 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. We have included a 2.09% decrease from this source for 2011. Next year brings another reassessment and the potential of even a greater decline from this source in 2012. Through July sales tax has been up for four straight months and is now 1.6% greater than it was for the same period in 2009. Use tax activity in 2010 is up 14% after six months, but virtually all of that growth can be attributed to a building permit for a Super Walmart. Although the owners of Twin Peaks Mall have retained the NewMark Merrill Companies to serve as lead consultant to facilitate efforts to redevelop Twin Peaks Mall, the comprehensive redevelopment of this facility is still on hold primarily as a result of the national economic slowdown and the lack of development capital. Existing sales tax dollars from the mall continue to slowly decline but they have been more than offset by growth in sales at Harvest Junction. With the exception of the Super Walmart project, both residential construction activity and non-residential building activity are comparable to 2009. In the first half of 2010 there has been a net increase of 172 primary jobs.

Revenue activity through July 2010 has been on target to meet budget in most areas with the exception of the Golf Enterprise Fund. 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 3.3% from the 2009 level of collections. Our budgeted projection of sales and use tax growth for 2010 turned out to be 0.38% below the actual level of 2009 collections. We have analyzed the year-to-date results carefully and project to end 2010 with a combined increase in sales and use tax of 1.21%. A significant amount of primary employer use tax was received in late 2009, as the result of an audit and is the primary reason for our projection of a 3.9% decline in use tax for the year. The continued strong



restaurant activity and scattered retail activity have led to our projection of the sales tax growth climbing to 2% for the year.

Development revenue continues to be slow except for the Super Walmart permit, but at least on target for our budget projections. The number of building permits issued for dwelling units is actually 4.3% above the 2009 levels and there have been 48 of those permits issued while the 2010 budget projected 69 dwelling units. New commercial building permits number only one in 2010 but more importantly their valuation in 2010 is \$22.4 million as opposed to \$1.2 million in 2009.

Revenue estimates included in this 2011 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 2.09% decrease in property tax revenues based on estimated property valuations from the County Assessor.
- A projection of a 2.67% increase in sales and use tax revenue in 2011 over the projected collections for 2010.
- A projection of 69 building permits for dwelling units for 2011 including 32 single family units and 37 multi-family units.

The overall sales and use tax increase for 2011 is projected to be 2.67%. Sales tax alone is expected to increase 3.53% in 2011. The new Super Walmart at the Sandstone Marketplace has been conservatively projected to bring some new sales tax revenue to Longmont but we have been careful to consider the offsetting impact of the eventual closing of the Walmart on Hover Road and the cannibalization of revenues from our current sales tax base. While no other new retail is expected and the leakage for purchases like high end apparel and warehouse clubs continues there will likely be some growth in sales tax as the economy begins to slowly rebuild and also due to rising costs of staples like utilities and groceries. No loss of primary jobs or the loss of any key businesses is considered in this sales tax projection. We are less optimistic on the prospects for use tax in 2011 with the construction activity projected to be relatively flat except, once again, for the Super Walmart building permit. Although we project some growth from primary employer use tax the expected fall in lumber use tax leads to our projecting overall use tax to decrease 3.25% in 2011. Together these projections combine to form the overall increase in sales and use tax of 2.67% that we are using for this 2011 budget.

The 2010 General Fund budget included two major changes that were needed to balance the budget. Both of these changes present challenges to the long term fiscal sustainability of the City. In July the staff brought these issues to the City Council for direction for the 2011 budget.

- 1) An increase in pension contributions to the General Employees Retirement Plan of \$490,666 was shifted to one time funding to be covered by a transfer from the Health Benefits Fund.
- 2) The allocation of sales and use tax revenue between the General Fund and the Public Improvement Fund (PIF) was shifted from a split of 85%/15% to a split of 88.3%/11.7% resulting in \$857,630 of additional sales and use tax revenue to the General Fund.

The pension contributions are truly ongoing type expenses of the General Fund. It is a significant obligation that needs to be funded. Strong investment performance in 2009 resulted in the latest annual actuarial study for the General Employees' Retirement Plan reflecting a reduction to the contribution requirement reducing the incremental contributions for 2011 from \$490,666 to \$146,029. In July the City Council directed staff to include these as ongoing expenses of the General Fund in this 2011 budget.

The allocation of the 2% sales and use tax between the General Fund and the PIF has changed over the years, but this is the highest percentage ever directed to the General Fund. The reduction in funding to the PIF would put that fund in the long term position of being able to meet bonded debt requirements,

but leave very little 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 run the risk of deteriorating infrastructure and an escalation in asset replacement costs in future budgets. City Council directed the staff to maintain the 88.3%/11.7% split for 2011 while transferring a portion of the General Fund unreserved unrestricted fund balance to the PIF for funding of capital maintenance and projects. This budget includes a transfer of \$850,000 from the General Fund to the Public Improvement Fund for that purpose

Also in July the City Council directed staff that if a pay increase was necessary to reach market ranges of pay one should be added to the 2011 budget even if to do so would require a reduction in services as long as it did not involve layoffs or furlough days. Accordingly, this budget does include a pay increase along with further budget cuts from the General Fund.

The City has been making budget cuts in the General Fund for a number of years. It began in 2003 when 9.25 vacant positions were eliminated in the adopted budget. In 2004 there was a net change of 9.25 FTE in the General Fund with 12.25 vacant positions eliminated while adding 3 new Police Officer positions. After some growth in sales and use tax allowed the addition of 13.25 FTE in 2005 and 2 FTE in 2006, declining revenue resulted in the elimination of 1 vacant FTE in 2007 along with almost \$300,000 of line item reductions. In 2008 there were 10.67 vacant FTE eliminated from the General Fund along with another \$306,000 of line item reductions. Continued slowed revenue growth resulted in the elimination of 6.63 vacant FTE along with \$306,000 more of line item reductions in the 2009 budget. Major declines in key revenue sources caused the elimination of 9.5 vacant FTE and the reduction of \$192,039 from General Fund line items in the 2010 budget. Despite an overall increase in General Fund revenues this 2011 budget includes the elimination of 6.35 vacant FTE and another \$245,578 of line item reductions.

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 2011 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 88.3% and 11.7% 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 2009 was integral in the ability of the General Fund to withstand the revenue reductions in the economic downturn. In this 2011 Budget the allocation of the 2.0 cents of sales and use tax revenue is 100% of the sales tax and 1.6% of the use tax to the General Fund with the Public Improvement Fund to receive 98.4% of the use tax.

Another financial policy incorporated as a part of this budget is the requirement of maintaining an 8% unappropriated reserve in the General Fund. Total emergency reserves of 8% for 2011 would equal \$5,046,308. While this is the current financial policy, in June the staff proposed to the City Council that a new financial policy be considered for 2011 to reflect the GFOA Best Practice of 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 it is proposed that the General Fund reserves be 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 \$9.3 million to \$12.2 million. It is a goal to reach this over time but this 2011 budget will raise the reserve balance to \$5.6 million which would be at about 4.4% of the reserve Committed to Emergencies.

In 2005 the City Council created a formal designation of fund balance for “Future Council One Time Expenditures” and its current balance is \$407,566. This fund balance is in excess of the reserve policy and is intended to be used for future one-time expenses at the discretion of the City Council. This budget for 2011 does not utilize any of those funds and that amount is still available for the Council to use at its discretion.

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 2011 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 has been in place since 2004 and it prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. In the 2008 budget 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 2011 development revenues based on only 69 dwelling units there is no incremental development revenue included as a part of the 2011 budget.

At the 2009 City Council retreat the topic of the budget for 2010 and beyond was reviewed and discussed. The City Council directed the staff to initiate a process called “prioritization” that had been developed by Jefferson County. Between February & June staff, citizens and the City Council were involved in different stages of the prioritization effort. With the first step being defining the results that we are in business to achieve the City Council chose to utilize the strategic policy directions or results that had been identified in the City’s “Focus on Longmont” strategic planning process and also used in the Community Budget Forums held in the spring of 2008. City staff, along with the members of City boards and commissions, worked to define these results and the outcomes and assumptions that support them. The community was then invited to complete a “fiscal fitness” survey that resulted in a relative value assigned to the five results in the following order of priority:

- Community Safety
- Economic Health
- Culture, Education, Recreation & Human Services
- Environmental Health
- Neighborhood Quality

City services were separated between services delivered directly to the public and governance services which are of the internal support variety. Staff identified the costs of each service, net of direct revenues generated by the service. Staff valued city services in regard to their influence in achieving each of the five results as well as the basic attributes of mandates, demand and revenue generated by each service. A peer review team evaluated that scoring process. The resulting scores, along with the relative priority assigned to the five results in the fiscal fitness survey resulted in an overall score for each service that was used to establish the overall priority for each. The services were separated into four quartiles based on their scores with the intent that the quartiles could be used to make decisions on allocation of or reduction of budget resources. Each quartile includes twenty-five percent of the services.

In 2010 the staff updated the costs of services and then recalculated the prioritization results using the 2010 budgeted costs and offsetting revenues. The total costs net of direct revenues per quartile were as follows:

<u>Direct services</u>	<u>Net Costs</u>	<u>Governance services</u>	<u>Net Costs</u>
Quartile 1	\$23,171,045	Quartile 1	\$1,757,433
Quartile 2	\$ 5,718,632	Quartile 2	\$1,396,741
Quartile 3	\$ 4,608,050	Quartile 3	\$ 942,838
Quartile 4	\$ 5,053,120	Quartile 4	\$2,593,726

The large cost of direct services in quartile one reflect that much of our resources are going towards the services that are most highly prioritized or of high value to the community.

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 2011 budget are allocated to support the strategic policy directions that were prioritized by the community in the fiscal fitness survey:

Community Safety

The City Council has always placed public safety expenditures in the highest 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 25.38 FTE in the Police Department, 12 FTE in the Fire Department and 2 Gang Intervention FTE in Children/Youth Resources. The public safety tax will provide over \$4.5 million in this 2011 budget for public safety resources including: \$86,964 of one time costs in Police; \$49,100 of one time costs in Fire; and \$348,508 for the annual lease payment for the new Fire Station #1.

This budget also includes new resources for Public Safety from the General Fund including ongoing resources for Fire of \$12,298 and Police of \$15,000 and \$16,333 for a contract increase with Longmont Emergency Unit. One new FTE, a Technical Systems Specialist in Communications, is included within this 2011 budget. The 2011 budget includes one time resources from the General Fund for public safety totaling \$419,647. Those one time expenses include \$49,200 for bullet proof vests; \$25,000 for an interview recording system; \$20,000 for overtime for DUI enforcement; \$10,000 for GPS trackers; \$69,000 for pneumatic struts; and \$184,133 towards a replacement mobile command center.

Economic Health

One of the five strategic policy directions from our citywide strategic planning effort was to promote a healthy business climate as our community recognizes that a balanced, thriving economy is essential to sustain its long-term quality of life. Over the past several years, our community has been developing strategic and tactical plans to ensure the City has the ability to meet the increasing challenges of the changing local, national and world economies. In 2007 the City opened the one stop development services center at 4th and Kimbark to provide a convenient single location for all residents, builders, contractors and developers to be served by city staff in the processing of all development applications. In recent budgets the City Council has partnered with several agencies including LAEC, LDDA, LAVA, LEN and the Chamber of Commerce in a number of initiatives aimed at enhancing the local economic climate. Funding was provided for the retail leakage/strategy study, the Southeast Longmont and Twin Peaks Urban Renewal Plans, the Main Street Redevelopment Plan, the Longmont Economic Gardening Initiative and the downtown façade loan program. The Economic Development Department was formed in 2009. The existing programs and partnerships have continued and new programs including the small business loan program and the business start-up grant have been initiated. Training opportunities for local businesses have been expanded and a specific service and retail business outreach effort will be in place by the fall. Senior city staff and executives from the partner agencies meet regularly to share information and to enhance collaborative efforts. These activities indicate that economic vitality has become and will remain a priority of the community.

Funding requests from our partners continue for the 2011 budget. The budget includes one time funding of: \$50,000 to continue the Longmont Economic Gardening Initiative (LEGI); \$30,000 for the existing business grant program which is being developed by staff; and \$15,000 for SBDC. The 2011 budget also includes ongoing resources as follows: \$180,000 for LAEC for their base contract for economic development services; \$30,000 for the business start up grant program; \$4,500 for CoStar Service; \$10,000 for business assistance; \$7,000 for business retention and expansion; and \$50,000 to support various other economic development programs.

In 2007 a twenty member task force identified a number of economic strategies that provide a set of guidelines for future public investment to enhance the City's economic development efforts. In a continued effort to move those recommendations forward in 2011 this budget includes \$40,000 for the "Be Alive in Longmont" shop local initiative. In addition, the City Council has directed that approximately \$175,500 in CDBG funds be allocated to economic development activities, a portion of which may be

dedicated to the revolving loan fund which is focused on providing access to capital for qualified small businesses as well as being used to provide job training and/or technical assistance for small businesses or micro-enterprises. The Lodgers Tax Fund will provide \$25,870 for tourism and related activities and \$232,829 for LAVA.

Another strategic policy direction is a focus on downtown. The LDDA has again requested in the 2011 budget to use \$146,000 of tax increment funding for their program of business recruitment and development. This is the fifth year of a plan that was proposed during the 2007 budget process. As in previous years, the LDDA will receive funding from the City of \$22,800 to support downtown events and replace holiday lights.

Culture, Education, Recreation & Human Services

Another Focus on Longmont strategic policy direction recognizes that quality lifelong education is foundational to having a vibrant community, a healthy economy and a high quality of life for all residents of Longmont. The budget includes \$58,586 for the Longs Peak Middle School After School program and \$40,757 for a second middle school location that is currently being negotiated with the St. Vrain Valley School District. Bright EYES, our community-based early education collaborative, is funded as a one time expense with \$19,656 for temporary wages for a part-time coordinator. There is \$10,000 of one time funding for the LifeLongmont Learning Initiative. The Livewell Longmont initiative is receiving \$40,000 of one time expense funding in this 2011 budget.

This 2011 budget includes ongoing resources of \$120,652 to fund the 2011 operation of the ice pavilion from January through March as well as October through December. There are one-time resources provided to the Library of \$28,000 for electronic databases and \$14,500 for a self checkout station.

The Golf Enterprise Fund has suffered from reduced play due primarily to the economic downturn but also due to harsher winter weather. Revenue reductions are forcing adjustments to the operating budget of the fund and it will be necessary to refinance the remaining debt on the Ute Creek golf course to enable the fund to meet its debt obligations. While there are three years of debt payments remaining on the lease, an internal refinancing will occur within this budget to spread the debt over a longer period of time.

A new effort included in this budget for 2011 is one time funding for winter sheltering needs of \$125,400. 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 2011 budget will provide funding of \$951,122 for human service agencies which is \$16,403 more than in 2010. A portion of these funds will be set aside pending Council direction on a new three year poverty initiative. In addition, the budget includes \$115,000 of one time expenses for the poverty initiative.

Neighborhood Quality

Community Identity and Cultural Inclusion is also one of the five policy directions from the Focus on Longmont citywide strategic planning effort. Neighborhood revitalization efforts in this budget include \$30,000 of ongoing expense for temporary wages for a Housing Inspector position and materials to secure buildings needing to be physically removed in the Substandard Housing program. In addition, this 2011 budget also includes \$160,000 of one time expenses for temporary wages to maintain code enforcement efforts. In the Public Improvement Fund there is the annual \$50,000 allocation to the Neighborhood Improvement Program. The budget also includes \$25,000 in temporary wages for a Neighborhood Resources Specialist to continue coordinating the mid-town Longmont neighborhood revitalization effort that was initiated in 2009.

This budget includes \$39,700 of one time expenses to assist the community in implementing community inclusion efforts, which includes strategies to address culture, educational, health, housing, and community involvement issues.

This 2011 budget also includes an ongoing transfer from the General Fund to the Affordable Housing Fund of \$139,627 to fund the salaries of the staff that support the affordable housing programs

Environmental Health

Another strategic policy direction from Focus on Longmont is to enhance the natural environment. Annual funding from the Conservation Trust Fund has been used to further the St. Vrain Greenway project. The Greenway trail is now complete for eight miles from Golden Ponds to Sandstone Ranch. Later this year we will complete the design of Phases 9 and 10 and the construction of Phase 9 which is trailhead development at 119th St and WCR1. Phase 11 is the full improvement of Dickens park to include a dog park, whitewater kayak course, trailhead with temporary road connection from Martin Street, a restroom, shelters, landscape and park amenities. The design of Phase 11 is included in the 2011 budget. Other significant projects with an environmental focus include the construction of the 1st phase of Dry Creek Community Park and the continued development of the City's trail systems with a focus on completing missing links in order to provide for greater connectivity throughout the City. The improvements to the Wastewater Treatment Plant, funded through the voter approved bond, will further enhance the community's protection of the St. Vrain Creek.

An environmental sustainability coordinator position was added in the department of Public Works and Natural Resources (PWNR) during 2008. This position leads the development and implementation of the City's Integrated Sustainability Plan which includes a focus on key municipal services including water; electric; transportation; solid waste; community inclusion; and the built environment. The City's ongoing implementation of this planning effort will entail significant community involvement as well as extensive coordination with other agencies and organizations working regionally to protect and enhance the natural environment and improve the overall sustainable delivery of our municipal services.

Other Expenses

While the five categories of service identified above reflect much of the General Fund budget this budget for 2011 is an accumulation of a variety of expenses and a good deal of them are in the areas of capital or salaries and benefits.

Capital Improvement Program

Along with this 2011 budget you will receive a copy of the 2011-2015 CIP. The CIP is broken into major categories of capital projects. For the year 2011, those categories are to be funded with the following dollar levels of capital projects. A list of the projects funded from the 2011 Public Improvement Fund is included in the *Other Funds* section of this document. For detail on individual projects please refer to the 2011-2015 CIP.

Downtown Redevelopment projects	\$ 1,825,000
Drainage projects	532,000
Electric projects	1,014,000
Parks & Recreation projects	4,304,206
Public Buildings & Facilities projects	1,638,216
Telecommunications projects	90,000
Transportation projects	9,187,000
Wastewater projects	10,381,823
Water projects	6,858,193

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 lineman and associated labor trade positions in Longmont Power & Communications. Open ranges allow for employees to move through the range based on 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 families of employees 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 also generally receive annual pay increases when market adjustments are made to the steps.

Each year the Human Resources Division uses various salary surveys conducted by Mountain States Employers Council and the Colorado Municipal League to assess the City's competitive position in the Front Range labor market. These surveys also provide information on salary structure projections as well as overall pay increase projections. Both private employers and public employers in the Denver/Boulder and Northern Colorado areas are included in these surveys plus several Fire, Parks & Recreation, and Utilities districts/associations. There were 163 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.5% above our defined labor market, while our actual rates of pay are 1.0% below market salaries for 2010.

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 consideration. Mountain States Employers Council is projecting that pay ranges in 2011 will increase by 1.25%. It should be noted that the projection is inclusive of public safety positions that may be subject to pre-existing collective bargaining agreements

In establishing pay ranges for the coming year it is important to look at both our current market position, 100.5% of 2010 market range levels, as well as the 1.25% projection for how the market may move in 2011. Based on these factors for 2011 we are recommending no adjustments to pay ranges. Even if our comparison groups adjust their pay ranges by 1.25% as projected, the City wide pay ranges compared to market would remain very competitive at above 99%. Movement of pay ranges has little or no impact on actual salaries for the majority of current employees but serves to better position the City in regard to recruitment by keeping the pay ranges at market level. We did find significant difference in the market for seven positions within the open range job families and we propose moving these positions to appropriate ranges consistent with the overall management of the pay plan.

This 2011 budget does not include funding for merit/performance increases for open range employees. However, it does include a 1% increase to the base salary of all incumbents in open range non-collectively bargained positions provided such an increase does not take the incumbent's salary out of the approved pay range for the position.

For 2011, the positions covered by the Police collective bargaining agreement will receive a 1% increase in pay. Positions under the Fire collective bargaining agreement will receive an increase ranging from 0% to 3.0% or an average of 1.73%. The agreement with Fire will move these employees to current market salaries over the next two years. There are two step positions in Public Safety which are not covered by the collective bargaining agreement that also will be adjusted by 2.7% to avoid compression with subordinate positions and remain competitive with our existing labor market.

There are eleven positions in LPC that are step positions and they will be adjusted by an average of 5% to stay competitive with the existing labor market.

The 2011 pay plan includes \$75,724 to continue with the bilingual pay compensation program that was implemented in 2005. 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. The City still maintains a Health Benefits Fund which has been used to maintain our self insured employee dental benefit program and to pay premiums for vision, long term disability and life coverage, and EAP services. In 2010 a separate Dental Benefits Trust was established to comply with state law with a transfer of \$250,000 from the Health Benefits Fund to establish an initial reserve for the Trust.

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 this fund to cover the cost of the annual benefits were budgeted at 13% of budgeted salary in 2010 and the Health Benefits Fund is expected to finish 2010 with a balance of just under \$6.0 million. Kaiser will be charging a 7.5% increase in premium costs to the City in 2011. Thus this budget for 2011 includes an increase in the budgeted contribution from 13% to 14% of budgeted salary. The contributions will be directed 13.5% to the Health Benefits Fund and 0.5% to the Dental Benefits Trust. 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 \$125,456 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 63 ½ 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 \$1,500,182 over thirty years. Our exposure is limited only 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 2011.

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 the national health care reform.

2011 Operating Budget Overview

The General Fund for 2011 is balanced with \$63.08 million in sources of revenue and expenses. This is an increase of 4.3% or \$2,626,889 above the adopted 2010 budget. Some of that increase is in one time expenses as there is \$3,633,665 for capital and other one time expenses included in the 2011 General Fund budget compared to only \$2,560,555 in 2010. A large portion of that is the \$850,000 of fund balance being transferred to the Public Improvement Fund for capital projects. Without the transfer there is only \$2,783,665 of one time expenses in the 2011 General Fund budget.

Net ongoing expenses in the General Fund are increasing \$1,553,779 in this 2011 budget. Major sources of the increase include three new FTE at a cost of \$264,931; increased fleet leases charges of \$326,803; health benefit cost increases of \$319,230; liability cost increases of \$68,809; and \$146,029 to meet the actuarial required contribution for the general employees defined benefit retirement plan. There is \$119,241 of increases in pay for the Police bargaining unit and \$110,075 for the Fire bargaining unit along with, \$181,693 of step pay increases. Pay increases for other General Fund employees total \$181,449. An additional \$78,093 is necessary to make pay adjustments for positions that are out of market. There is also an increase of \$97,047 in temporary wages. Reductions in base operating expenses include \$386,267 from the elimination of 6.35 FTE positions from the General Fund and various ongoing expenses including \$82,173 from accounts in the Finance & Support Services department; \$52,000 from Police; \$22,694 from Fire; \$28,000 from the City Managers' office; \$18,711 from the City Clerk's office; and \$42,000 from the Mayor & Council budget.

In order to increase ongoing expenses in the General Fund by \$1,553,779, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$988,820 from sales and use tax. Other sources of increased revenue are \$388,647 from net franchise revenues; \$218,764 from recreation revenues; and \$94,700 from municipal court activity. Sources of ongoing revenue that decreased include \$301,067 of property tax and \$54,462 from building permits.

There are 6.35 vacant FTE being eliminated in this budget from the General Fund. The positions being eliminated are the following:

- One FTE Police Officer – The loss of one Police Officer position can increase response times to routine, immediate and emergency calls for service. Losing a Police Officer minimizes the Police

Department's capacity to allow additional time off for Police Officers assigned to the Patrol Division.

- 0.50 FTE Evidence Technician – This is a vacant position in the Police Department. Based on enabling technology, the Police Department can operate the Property and Evidence Section with current staffing allowing us to reduce staffing by .50 FTE.
- One FTE Grounds Maintenance Technician - This position, currently vacant, was not filled pending completion of several efficiency efforts within park operations including the redistricting of parks maintenance and the transfer of trash collection within parks to the Sanitation Division which will be completed in 2010.
- 0.75 FTE Parks Ranger Technician - This vacant position is in the Natural Resources Division and the elimination of this position will result in a reduction of ranger patrols along the St. Vrain Greenway and in district parks.
- 0.50 FTE Library Page – This vacant position, which is responsible for jacketing and shelving material is being eliminated from the Library. Eliminating this position will create a backlog of nearly 7,000 items that require jacketing, and will reduce the number of shelving hours per week by ten. Ultimately this reduction creates a delay in items reaching our library patrons.
- One FTE Senior Library Technician - This position was previously split between the Library (.67 FTE) to staff the adult computer lab and provide PC support and Recreation (.33 FTE) to provide technology support for Recreation's automated participant registration, tracking and payment system (Safari). When this position was vacated earlier this year, we replaced the Library's portion of the position with two part time temporary Library Technicians that better address staff coverage in the adult computer lab. In the 2011 budget we have eliminated the full FTE of Senior Library Technician but have added \$42,000 in temporary wages to continue staffing at the Library computer lab. The elimination of this position in Recreation Services will place greater demands on IT and Recreation staff to manage the Safari system and ensure the ongoing operation of this system that tracks over 800,000 annual attendance and over \$3 million annual revenues.
- 0.60 FTE Library Technician – The elimination of this vacant position from the Library will reduce staffing resources for the reference desk, library programming and collection development.
- One FTE Museum Curator - This vacant position is being eliminated from the Museum reducing the staffing for exhibits development by 50% (from 2 FTE's to 1 FTE). Exhibits development is a core function of the Longmont Museum, and this reduction will limit staff's ability to develop in-house exhibits, enhance traveling exhibits, and safely install and de-install exhibits that typically requires two curatorial staff. It will impact staff's ability to create the quality and depth of exhibits that will satisfy fee-paying customers.

There are a total of 3.50 new FTE being added in this budget, three from the General Fund and .50 in the Open Space Fund. Two of the three positions from the General Fund are in Enterprise Technology Services. While housed in the General Fund where ETS resides, the funding of these two positions are coming from the administrative transfer fees from the Electric, Water, Wastewater, Sanitation and Streets Funds as they are being added to increase service to these divisions. The new positions included in this budget are the following:

- One FTE Technical Systems Specialist in the General Fund - This position is needed to support and maintain two major changes in technology within Public Safety. The first technology change involves the conversion from VHF radio to a Digital Trunk Radio System. The second technology change is a comprehensive modification to the City's Computer Aided Dispatch System. Both of these technology changes will require skills and knowledge and staff resources that Public Safety does not currently possess.
- One FTE Programmer Analyst in the General Fund – This position was eliminated from ETS in the 2010 budget but is being restored to enhance the maintenance and development of our legacy and replacement software packages. This position will also better allow ETS to perform tests and validation of development products before they are put into use.
- One FTE Systems Analyst in the General Fund – This position being added in ETS will improve the ratio of desktop systems to staff which is currently 350 to 1 outside of Public Safety. With the exponential increase in virus attacks, the variety of systems to support, the age of our personal computers, and the increased role of systems in our daily work, the present staff can not keep up

with the demand. The position will not only support personal computing equipment but also troubleshoot and maintain network and server components as well.

- 0.50 FTE Natural Resource Specialist in the Open Space Fund. This is a full FTE position with the remaining 0.05 FTE coming from the conversion of existing positions in the Water Fund (0.25); and the Wastewater Fund (0.25) - This position is being added to enhance the City's ability to proactively plan and develop effective wildlife and weed management programs on City lands and at our public facilities.

The overall net impact of all changes to FTE in this budget is a reduction of 2.85 FTE which brings the total budgeted positions to 828.65.

Our internal budgeting process categorizes new budget requests into three different areas: Level 1 ongoing; Level 2 ongoing; and one-time expenses. One-time expenses do not have an annual ongoing commitment and are therefore funded with fund balance because fund balance is not considered to be an ongoing source of revenue. Ongoing expenses are considered to be Level 1 if they can not be controlled in the sense that they are already being realized or will be realized to support current service levels. Examples of these are increases in utility costs or maintenance contracts. Due to the limited revenues available to fund the 2011 General Fund budget, besides changes to salaries and benefits, the increases to ongoing expenses are primarily Level 1 increases.

This budget for 2011 includes \$325,000 of one time money in the General Fund that was allocated by City Council as follows:

• Longmont Council for the Arts	\$ 7,500
• LAEC Marketing	20,000
• Longmont Community Justice Partnership	180,000
• Regional Air Quality Council contract	11,000
• Longmont Sister Cities Association contract	22,700
• 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
• Longmont Downtown Development Authority — support of events	17,800
• Youth Council to CML	3,900
• Grow Your Own Meal	10,000
• Additional Council Contingency	17,100

Looking beyond 2011, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor intensive effort. In 2011, 73.5% of the General Fund budget is devoted to employee-related expenses. There is a modest pay adjustment included for most employees as a part of this 2011 budget. 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. Fund balances available for one time expenses in the annual General Fund budget are dependant on savings from earlier years. As our budgets get tighter from year to year we may find that the availability of such savings will be tight for future budgets. Of the \$3,633,665 of one time expenses in this budget, \$752,546 is for expenses with a one year commitment. These are expenses that typically would be considered to be ongoing if ongoing revenues were available to fund them from year to year.

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 is expected to see a decline in 2011, sales tax growth will be minimal and use tax has dropped dramatically in recent years. While it did not occur in the most recent assessment of property values we should still be aware of a decrease in property tax in 2012 from a decline in property values reflecting the slowdown in the local real estate market.

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 continues to intensify. The ability of state and local governments to collect sales tax on ever increasing internet sales remains clouded. The potential redevelopment of the Twin Peaks mall is still on hold until the national economy recovers. Cable franchising revenues are often threatened at the federal level. Gas franchise revenues are volatile. Revenues from telephone occupation taxes continue to

experience decreases. Unemployment is still high. The recession has taken a toll on primary employers. 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. Finally, the federal government is building future economic and budget challenges for all other levels of government with its current policy of extreme budget deficits.

This budget is predicated on a small positive growth in the local retail economy. The revenue projections in this budget are conservative and assume limited growth from the new retail openings during 2010 and 2011. They also assume that there will be little if any growth in use tax from primary employers and a decline in use tax from construction. While there has been an increase in sales tax in 2010 it is still possible that our local economy may suffer additional declines in the future. We have been able to identify the revenue declines and react swiftly with adjustments to our recent 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 2011.

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

I thank you for your time, attention and guidance in preparing the City's Operating Budget for 2011. This is one of the most important tasks that is undertaken each year as a member of the Longmont City Council.

Preparation of the 2011 Operating budget and the 2011-2015 Capital Improvement Program was made possible by the dedication and efforts of many staff members throughout the organization. We look forward to working together to implement this budget and provide the best services and programs possible for the citizens of Longmont.

If you have questions or comments, please contact Teresa Molloy, Budget Manager at (303) 651-8970 or via email at teresa.molloy@ci.longmont.co.us.

HISTORY OF LONGMONT, COLORADO

In 1870, a group of prominent men in Chicago decided to start a new town in Colorado. They sold memberships in this new town, called “The Chicago-Colorado Colony” and used the money to buy 60,000 acres of land. They built a small town by the summer of 1871 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 rivers 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 on the west edge of town, 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. People came from Sweden and settled northwest of Longmont. Germans came, by way of Russia, and farmed the sugar beet fields. People came from Mexico to work in the fields. People came from Japan, and set up vegetable farms. All these groups continue to be an important part of Longmont’s heritage, and their descendants still live in and around Longmont.

In 1925, the Ku Klux Klan gained control of Longmont’s City Council in an election. They began construction of a large pork-barrel project, Chimney Rock Dam, above Lyons, and marched up and down Main Street in their costumes. 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 the St. Vrain river.

In 1950, the economy was based primarily on agriculture. During the 1950s, the economy of the Colorado Front Range began to shift to a more high technology orientation, and those changes would soon impact Longmont. Mayor Ralph Price, foreseeing a need for more water for a thirsty town, spearheaded the construction of Button Rock Dam, built seven miles upstream from Lyons on the North St. Vrain river. 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 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).

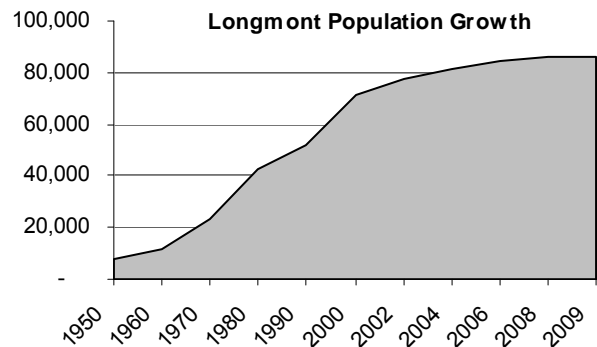
DEMOGRAPHICS

By 1910, the population of Longmont had doubled just about every ten 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 which 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 been increasing steadily since 1990. The Bureau of the Census estimates that over 3.49 million people live along the Front Range. Longmont has seen a large population increase during this time, as well as other Front Range cities. (Source: City of Longmont Planning).

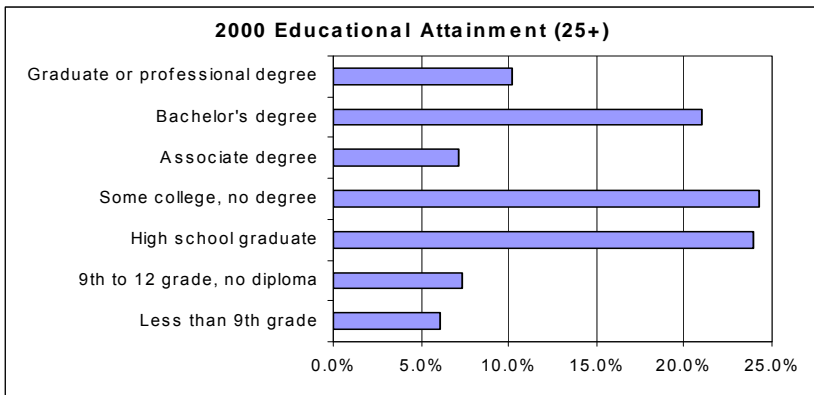
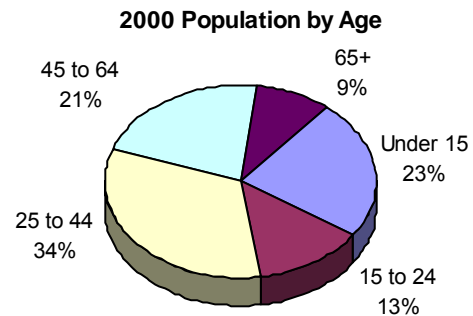
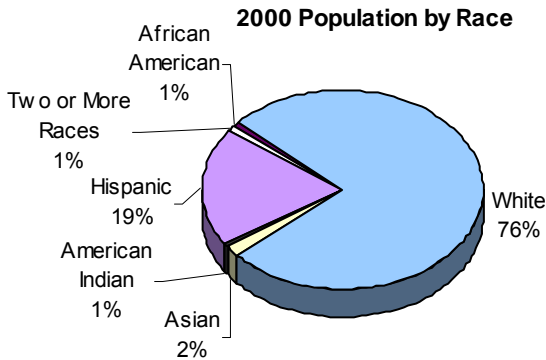
City	1990 Census	2000 Census	% Change 1990-2000
Broomfield	24,638	38,272	55.3%
Fort Collins	87,758	118,652	35.2%
Lafayette	14,548	23,197	59.5%
Longmont	51,555	71,093	37.9%
Louisville	12,361	18,937	53.2%
Loveland	37,352	50,608	35.5%
Thornton	55,031	82,384	49.7%
Westminster	74,625	100,941	35.3%

Source: Colorado Department of Local Affairs



Although commercial and industrial acreage and building square footage have all increased, residential land use has been the dominate factor in Longmont’s growth over the past years. This trend has helped to provide more balance between residential growth and jobs located in Longmont. Currently, Longmont has the highest percentage of its work force living in its hometown than any other community in Boulder County.

According to the 2000 Census, the majority of Longmont’s population is white and between the ages of 25 to 44. In 2000, 49.5 % of the total population was male and 50.5% female. With a median age of 34.0 years, Longmont is slightly older than residents of Boulder County (33.4 years) and right in line with the median age of all Colorado residents (34.3 years). (Source: Colorado Department of Local Affairs).



Longmont has an educated population, with over 60% of those over 25 years of age having some level of college education and over 31% 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 \$75,481 annually and at almost double the rate for those jobs in Larimer and Weld Counties. According to the Colorado Office of Budgeting and Planning, in 1998 Boulder County represented 25% of Colorado’s advanced technology workers.

(Source: Bureau of the Census)

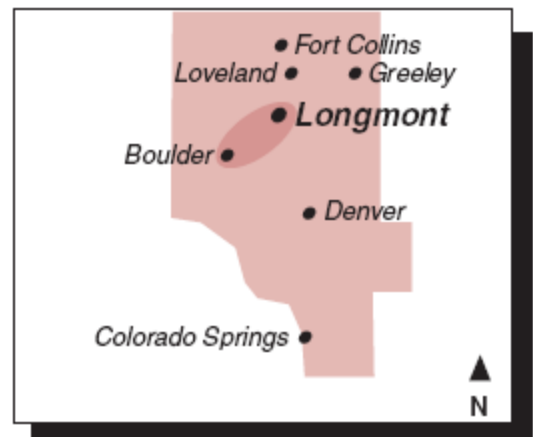
Average Annual Wage

	2002	2003	2004	2005	2006	2007	2008	2009
Boulder County	\$44,036	\$48,012	\$47,264	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588
Broomfield County	\$49,176	\$50,874	\$51,587	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036
Larimer County	\$34,215	\$37,137	\$35,517	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732
Weld County	\$31,104	\$32,695	\$32,592	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196
Colorado	\$38,004	\$40,533	\$40,296	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180

(Source: Colorado Department of Labor and Employment cdle.state.co.us/industry/es202. Beginning in 2002, portions of Boulder, Adams, Jefferson and Weld Counties were combined to create the boundaries of Broomfield County). cdle.state.co.us/industry/es202

LOCATION AND CLIMATE

The City of Longmont is located 35 miles north of Denver and 15 miles north east of Boulder. The City is part of the Denver metro region and currently covers 22.89 square miles. The City's planning boundaries are largely fixed as shown in the August 2003 revision of the *Longmont Area Comprehensive Plan (LACP)*. Within in the next 10-15 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 40-50 years.



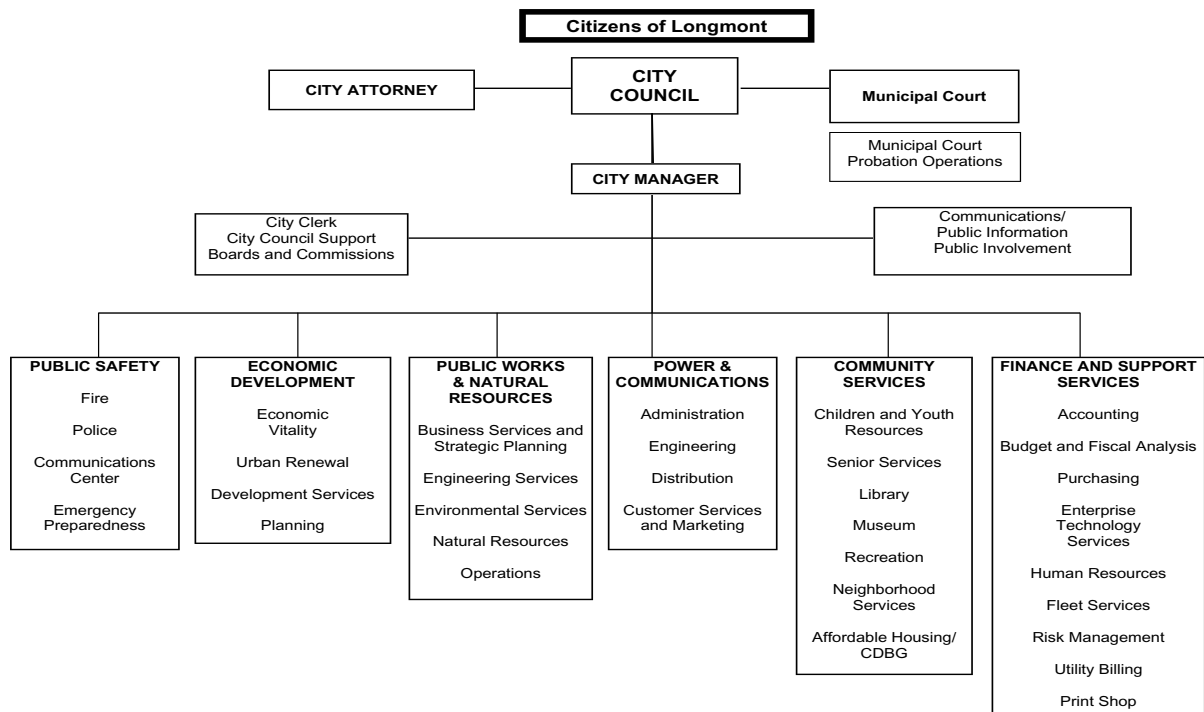
Although Colorado's mountains can receive an abundance of snow in the winter, Longmont does not typically experience the harsh winters. The highest elevation within the city is 5,123 feet above sea level and it is located at the base of the foothills. With over 300 days of sunshine per year, Longmont's climate can be considered mild with low humidity. The area averages 12.09 inches of precipitation 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. Three council members are 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 urban government including police and fire, electric, telecommunications, water and sewer utilities, as well as streets, sanitation, storm drainage, library, museum, parks, recreation, senior services, youth services, building inspection, planning, open

LONGMONT CITY GOVERNMENT - ORGANIZATIONAL CHART



ECONOMIC DATA

The City has launched a City-wide strategic plan designed to help the Longmont City Council in developing policies and making 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 Community-wide Value
- Promote a Healthy Business Climate

Longmont’s ideal location is one contributing factor to the recent growth seen the technology sector. Longmont key industries include Biotech, Software and Semiconductor Design companies.

Longmont Area Primary Employers by Industry

as of August 5, 2010

<u>Industry</u>	<u># of Companies</u>	<u># of Employees</u>
Computers/Peripherals/Interface Products	21	1,816
Computer Software	13	1,027
Biotech	8	976
Semiconductor and other Electronic Component Mfg	12	678
Food Processing	8	602
Federal Government	1	540
Business Services	9	531
Aerospace	4	502
Apparel/Accessories/Finished Products	8	458
Warehouse Distribution	2	432
Printing and Publishing	3	413
Medical/Electromedical Instruments & Apparatus	6	330
Plastics and Misc Rubber Products	11	285
Contract Manufacturing	6	279
Construction	4	254
Electrical Equipment, Appliances & Component Mfg	4	246
Wood Products and Furniture	3	216
Professional, Scientific and Technical Services	14	210
Measurement Instruments/Controlling Devices	7	187
Consumer Storage Products	3	141
Fabricated Metal Products and Services	9	111
Photonics	7	106
Communications Equipment	8	103

Note: This list only contains industries with 100+ employees.

In August of each year, the 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. Residential assessment rates for taxes collected in 1992 and 1993 was 14.34%, for 1994 and 1995 was 12.86%, for 1996 and 1997 was 10.36%, for 1997 through 2000 was 9.74%, for 2001 and 2002 was 9.15%, and for 2004 through 2009 was 7.96%.

The total assessed valuation for the City of Longmont has been steadily increasing over the past 10 years as shown in the table below. 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
2000	541,573,680	79,993,140	621,566,820
2001	569,253,980	116,661,520	685,915,500
2002	716,617,380	112,722,310	829,339,690
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

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2011. 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 *2011 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 (2009 actual, 2010 and 2011 budget).

The *2011-2015 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.) 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. Only the capital projects that are scheduled in 2011 are included in the *2011 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 Assessment 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, and
- Focus on Longmont, the community's strategic plan.
- Multi Modal Transportation Plan.

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

THE 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 utilizes 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 those 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 that they are 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 as 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

General Fund

Major Revenues

Property, sales and use taxes, franchise fees, transfers from other funds.

Major Expenses

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.

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

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 to 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 mainframe computer. There are also several worksheets to complete that provide more detail and explanation about their requests than is possible to include on the mainframe computer.

Also during this time, staff members who serve as liaisons to the City's twenty-two 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 to do 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, 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 doing final budget balancing and reconciliation, 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 defined as 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 completes 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 ensuing 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 *2011-2015 Capital Improvement Program* document.

City staff presents 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 presents 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 during 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 which is endangering the public health, peace or safety.

2011 BUDGET CALENDAR

DATE	EVENT
March 18	2011-2015 CIP Kickoff Meeting
April 15	2011 Budget Kickoff Meeting
April 30	Proposed 2011-2015 CIP projects due to Budget Office
May 28	Budgets turned into Budget Office.
June	2011 Budget Evaluation Meetings; 2011 revenue estimates completed by Finance staff.
Mid July	2011 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 25	Last day for County Assessors to certify the valuation for assessment of taxable real property to local governments
August 31	2011 Operating Budget and 2011-2015 CIP presented to City Council.
September	2011 Budget presentations to City Council.
October 12 & 26	City Council Regular Meetings: introduction, public hearing and passage of the 2011 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.

2011 FINANCIAL POLICIES
Adopted by Resolution R-2010-66, October 2010

REVENUE POLICIES

Types of Revenue Sources

The City of Longmont will achieve and maintain a revenue structure that is diversified and has the ability to grow with the City.

The City maintains a large number of separate funds to budget and account for all revenues and expenses. Each fund has its own dedicated sources of revenue. The City has tried to structure each fund and its revenues so that it can grow as needed to support service demands from the community.

Revenue Projections

Each year the Finance Department will project revenues in the General Fund for the ensuing five years. The first year of the five-year projection will be used in the annual operating budget. All projections will be made using objective, analytical techniques.

The latest five-year projections of revenues to the General Fund are included in the City's Financial Assessment Report.

Sales Tax Collections

The City will follow an aggressive policy of prompt and efficient collection of sales and use taxes. The Finance Department will employ a sales tax auditing staff whose responsibility will be the collection of sales and use taxes.

The City has a Sales Tax service as part of the Accounting Division. The staff in that service is responsible for maintaining sales and use tax accounts, and for conducting audits and assuring prompt collections.

Sales Tax Receipts

The 3.275 cent sales and use taxes charged and collected by the City shall be split in the following manner: Street System Maintenance and Improvement Fund (0.75 cents); Open Space Sales Tax Fund (0.20 cents); Public Safety Sales Tax Fund (0.325 cent); and 2.0 cents to be allocated between the General Fund and the Public Improvement Fund. The City Council will analyze the split between the General Fund and the Public Improvement Fund annually and set it in response to the operating and capital needs of the City.

The City currently follows this policy

Sales and Use Tax Allocation between the General Fund and the Public Improvement Fund

The City Council will analyze the split between the General Fund and the Public Improvement Fund annually and set it in response to the operating and capital needs of the City. The current allocation of the 2.0 cents of sales and use tax revenue will be budgeted as 88.3% to the General Fund and 11.7% to the Public Improvement Fund. Because of the volatility of use tax revenue the allocation of revenues in the budget will be 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 88.3% and 11.7% 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 and use tax as stated in the following implementation policy.

In the 2011 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 1.58% of the use tax to the General Fund and 98.42% of the use tax to the Public Improvement Fund. Included in the 2011 Budget is a transfer of \$850,000 from the General Fund to the Public Improvement Fund to help cover the cost of capital needs.

Fees for Licenses, Permits, Fines and Other Miscellaneous Items

All fees for licenses, permits, fines and other miscellaneous charges shall be reviewed annually and set to recover the City's expense in providing the service. In addition, these fees may be annually adjusted to reflect changes in the Denver area consumer price index. A revenue manual listing all such fees and charges of the City shall be maintained and updated periodically.

The 2011 Operating Budget includes fee increases for electric rates, sewer rates, and golf fees.

Grants

The City will aggressively pursue all grant opportunities. However, before accepting any grants, the City will consider the current and future implications of both accepting and rejecting the monies. All grants will be presented to City Council for approval before the City accepts the proposed funding or asset(s).

The City strives to follow this policy when considering and accepting all grants.

Gifts and Bequests

Gifts and bequests given to the City for the use of any of its departments or divisions will be used for the purposes intended by the donor. Unrestricted gifts will be expended on the recommendation of the related advisory board.

This is the City's current practice for all gifts and bequests.

Property Tax

The taxes levied on all real and personal property within the City of Longmont will accrue to the appropriate operating fund.

The tax levied by the City Council on all real and personal property within the City of Longmont is shown in the budget to accrue only to the General Fund. The separate taxes levied on real and personal property within the boundaries of the Downtown Development Authority and the General Improvement District accrue to the DDA and GID funds, respectively.

Entitlement Funds

Community Development Block Grant funds will be actively sought by submitting all required documentation to HUD to allow the City to remain an Entitlement City. The City will use these funds to further the national program objectives and local goals, which include: increasing the supply of and improving existing affordable housing stock, providing a suitable living environment, and expanding economic opportunities, all principally to benefit persons of low and moderate income.

HOME funds will be actively sought by submitting all required documentation to the City of Boulder for submission to HUD to allow the Boulder County/Broomfield HOME Consortium to remain a Participating Jurisdiction under program requirements. The City will use the HOME funds to further the national program and local goals of increasing the supply of and improving the existing affordable housing stock. Again, low and moderate income persons will be the primary beneficiaries

Because neither the CDBG nor the HOME funds are a guaranteed revenue source and are intended for specific purposes, they will not be relied upon as an alternative source of capital improvement or general operating funds. In addition, the use of CDBG and/or HOME funds should not have a negative effect on the General Fund unless approved by Council.

The City currently follows this policy.

Incremental Development Revenue

With the prospect of Longmont reaching full build-out in the foreseeable future it is not wise to treat all revenues from building permits and plan check fees as typical ongoing revenues. Annually, the City will designate a benchmark, above which the revenue budgeted from this source would be considered to be incremental development revenue. Incremental development revenue will only be available for development related expenses that are either one-time or ongoing but subject to reduction in the event that this level of revenue is not sustained in the future.

In the 2011 Budget there is a projection of 69 new dwelling units. As this is below the benchmark of 120 dwelling units that was set with the 2008 budget, the 2011 budget does not include any incremental development revenue.

OPERATING POLICIES

Balanced Budget

The City of Longmont budget will balance operating expenditures with operating revenues. Fund balances will be used as a funding source in the General Fund for capital and one-time expenditures only.

The budget document shows all sources of funds to pay for the proposed program of expenses. The contribution from fund balance in the General Fund is also shown. The Annual Operating Budget uses the contribution from fund balance to pay for capital purchases and one-time expenses only.

Budget Control

The City will establish a method of budget control to insure compliance with the annual budget.

The Finance Department reviews a list of the previous day's purchase orders and warehouse requisitions daily to assure that items are being charged properly. The Finance Department also reviews the City's monthly financial statements to monitor budget compliance.

Procurement Card

The City will maintain a procurement card program for travel, supplies, maintenance, repair and operating expenses needed during the course of business. The City will review expenditures on a regular basis to ensure compliance with established policies and procedures.

The City currently follows this policy.

Expenditure and Revenue Reporting

The City will prepare a monthly report comparing actual revenues and expenditures with budgeted revenues and expenditures.

The Finance Department prepares such a report every month.

Basis for Fund Establishment

The City will establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, since unnecessary funds result in inflexibility, undue complexity and inefficient administration. Criteria used to establish operating requirements will include: responsiveness to specific accountability issues; citizen needs; and balancing the administrative burden between the alternatives of a separate fund and tracking restricted revenues within an existing fund.

The City currently follows this policy.

Annual Financial Audit

The City of Longmont shall have an annual financial audit conducted by an independent auditor, in accordance with the Colorado local government audit law. The firm awarded the City's contract will be selected every four years by the City Council.

The City currently follows this policy. The Finance Department most recently put its contract for auditing services out to bid in 2009 for 2009-2013.

Pension Funding

The City will follow a policy of fully funding the City of Longmont defined benefit retirement plans, which include the Regular City Employees Retirement Plan, Police Pension Plan and Fire Pension Plan.

The budget shows the contributions to the Regular City Employees' Retirement Plan as a percentage of base wages and salaries in each budget service. Contributions to the Police and Fire Defined Benefit Retirement Plans are budgeted as dollar amounts, which represent each plan's annual cost. The unfunded actuarial liability of all three plans is being amortized over time.

Performance Measurement

The City will develop quantitative and qualitative performance measures for services included in the annual operating budget.

The City currently follows this policy.

Fleet Maintenance, Repair and Replacement

Through the use of the Fleet Service Fund, the City will annually budget sufficient funds for the regular maintenance, repair and replacement of all City vehicles. Fleet lease charges to user departments will be based on their proportionate share of Fleet Services expenses.

The Fleet Services Division calculates charges to all vehicles included in each budget service in the City. Maintenance costs are budgeted in the line item labeled "Fleet Lease-Operating and Maintenance." Money set aside for scheduled replacement of each vehicle is budgeted in the line item labeled "Fleet Lease-Replacement."

Capitalization

The City of Longmont will maintain a capital asset system to account for its significant investment in capital assets for the purpose of maintaining auditable information on the City's capital assets in accordance with Generally Accepted Accounting Principles (GAAP).

The City currently follows this policy.

Maintenance of Capital Assets

The adopted operating budget will provide sufficient funds for the regular repair and maintenance of all City of Longmont capital assets. The budget should not be balanced by deferring these expenditures.

The City is striving to meet this policy. Staff has developed a capital assets maintenance plan to better address this issue, and it is updated annually.

Human Service Agency Funding

In order to provide a stable funding source to independent human service agencies, which provide needed programs to Longmont residents and/or to fund Council-directed initiatives that address system changes to improve human service outcomes, 1.6% of the General Fund's budgeted revenues will be allocated for this purpose.

The 2011 Operating Budget includes \$801,122 for contracts for service with human service agencies and \$150,000 set aside pending future allocation.

Longmont Cable Trust Funding

In order to provide a stable funding source to the Longmont Cable Trust, which provides local public access cable television services to the Longmont community, 25% of the General Fund's budgeted cable television franchise revenues will be allocated to the Longmont Cable Trust.

The 2011 Operating Budget includes \$190,000 for a contract for service with the Longmont Cable Trust.

Downtown Parking Funding

In order to provide a secondary funding source for downtown parking operating expenses and capital improvements within the jurisdiction of the Longmont Downtown Development Authority, annual revenues from parking fines in excess of the annual expenses of the Parking Enforcement Service in the General Fund will be transferred to the Downtown Parking Fund.

The City currently follows this policy.

Employee Pay

The City of Longmont will strive to establish prevailing market ranges of pay for City positions.

This is the City's current practice. The Division of Human Resources uses salary surveys to identify prevailing market ranges for many of the City's positions. These market ranges are used to develop pay rates for each position. The new rates are then incorporated into the annual budget.

Property and Liability Self Insurance Fund

The City will maintain a self insurance fund for purposes of reducing insurance premiums by using increased deductibles, being totally self insured, or using other acceptable insurance methods. The City will follow a policy of fully funding the expected claims of this fund.

The City currently maintains such a fund. It is funded with annual contributions from the City's operating funds.

Medical Benefits Fund

The city will maintain an insurance fund for the payment of health care costs under the terms of the plan document. This will include, but not be limited to, insurance and premiums, administration, and consulting fees. The City will follow a policy of fully funding the expected costs of the fund with a combination of City and employee contributions.

The City currently maintains such a fund. It is funded with contributions from the City's operating funds and premium contributions from employees and retirees. In addition to health care costs, the fund will continue for the purpose of vision, long term disability, life insurance, other post employment benefits, and the City's wellness program costs. The City switched to a fully insured medical plan at 1/1/07.

Dental Benefits Trust Fund

The City will maintain a trust fund for the payment of dental care costs under the terms of the plan document. This will include, but not be limited to direct payments for claims, insurance premiums, administration and consulting fees. The City will follow a policy of fully funding the expected claims and required reserves of this fund with a combination of City and employee contributions.

The City established this trust fund in May, 2010 pursuant to State law. Also in 2010, the initial \$250,000 reserve was transferred from the Employee Benefit Fund into the Dental Benefits Trust Fund. It is being funded with contributions from the City's operating funds and premium contributions from employees and retirees.

Worker's Compensation

The City will maintain a Worker's Compensation fund for the payment of Worker's Compensation costs. Benefit payments, excess insurance, safety education training expenses and case management expenses will be paid from this account. The City will follow a policy of fully funding the expected claims of this fund and establishing a fund balance as required by the State of Colorado Self Insurer's Reserve Trust Agreement.

The City currently maintains such a fund. It is funded with annual contributions from the City's operating funds. The City meets the level of fund balance required by the State.

Collection Agency Relationship

As staff deems appropriate, the City will prepare for bid its collection business. This bid will be open to all established collection agencies within the City. The City will consider collection agencies from outside the City, if to do so is deemed to be a cost effective improvement.

The City's current contract is split between two local collection agencies for general collections and a non-local agency that specializes in library collections.

Obsolete Items

Items in the Warehouse inventory that have not moved in two years, unless designated for use by departments, will be declared obsolete and discarded.

The City currently follows this policy.

Local Purchasing Preference

The City prefers to do business with local and small companies, and therefore allows contracts to be awarded to local and small businesses that are within 5% and 7.5%, respectively, of the lowest (where price is the determinant factor) or best (where there are multiple evaluation factors) response from a non-local company. The City will strive to increase the amount of purchasing it does from local and small businesses over the prior fiscal year.

The City will apply the appropriate percentage preferences when applicable. Annually the City will report on the percentage of purchasing done with local and small businesses.

FEES FOR SERVICE

Recreation Fees

Recreation fees will be established to obtain 80% self-support, excluding capital expenditures in excess of \$5,000, community events which are free to the public and youth enrichment programs that offer recreation activities as part of an overall effort to strengthen and improve life development skills as well as to provide supervised leisure activities during critical high-risk hours and/or within high-risk neighborhoods. These programs may be offered free or at reduced rates. Examples of youth enrichment programs include after school programs, dance clubs, recreational clubs and mobile recreation programs. Non-resident recreation participants will pay the regular program fees plus an additional 25% non-resident fee. Staff responds to requests for financial assistance from residents who cannot afford to pay program fees through the following financial assistance strategies: the Volunteer Investment Program, which provides credit of up to 25% of the cost of a program or activity in exchange for volunteer hours worked on communitywide, special events sponsored by the Recreation Division; partial fee waivers; vouchers to income-qualified families, which are distributed by selected service agencies; and group discounts.

The City currently strives to follow this policy.

Senior Citizen Activity Fees

Activity fees will be set to recover 100% of the senior citizen expenditures identified in the program budget for special activities. These expenses may include instructor wages, program supplies, transportation, and ticket costs. Non-resident senior citizens will pay an additional 20% for all programs.

The City currently follows this policy.

Short Checks

Non-sufficient funds checks will be assessed a collection charge that reflects the City's cost of processing and collection. The amount of the collection charge may be reviewed and changed as deemed necessary by the Director of Finance.

The City currently follows this policy.

Building Codes

The International Building Code, International Existing Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Property Maintenance Code, International Energy Conservation Code, National Electrical Code, the International Fire Code, the International Fuel Gas Code, City of Longmont Green Point Program and the ICC-700 National Green Building Code form the basis of many of the City's building inspection policies and fees. Since it is important to keep the City's policies updated, the City will adopt all or part of these codes, with local amendments where appropriate, within one year of promulgation.

The City currently follows this policy.

Hazardous Materials Situation Reimbursement

When a hazardous materials incident occurs and the Fire Department's assistance is required to deal with the situation, the City will require reimbursement for expenses incurred.

The City currently follows this policy.

INVESTMENT AND DEBT POLICIES**Investment Policy**

The City of Longmont adopted an investment policy by resolution in 1992, with updates by resolution in 2002, 2006 and 2009. The purpose of this investment policy is to establish the City's investment scope, objectives, delegation of authority and standards of prudence. Reporting requirements, internal controls, eligible investments, diversification, risk, and safekeeping and custody are requirements.

The City currently follows this policy.

Banking Relationship

The City of Longmont will open its banking relationship for competitive bid to all commercial banks with a depository location within the City at intervals that allow for a three year contract with up to four annual renewals.

The City opened its banking relationship for bid in 2009, signed a three-year contract for banking services, through October 2012, with the option of up to four additional annual renewals.

Investment Philosophy

The City of Longmont will make use of pooled cash to invest under the prudent investor rule. The criteria for selecting investments and their order of priority are: 1) safety; 2) liquidity; and 3) yield.

The City currently follows this policy.

Investment Vehicles

City of Longmont funds, exclusive of pension funds, may be invested in the following instruments as listed in Section 4.16.010 of the Longmont Municipal Code:

- FDIC insured savings accounts;
- Certificates of Deposit, FDIC insured, or secured pursuant to CRS as amended;
- Repurchase agreements, secured pursuant to CRS as amended;
- Securities of the U.S. Government and its agencies or instrumentalities thereof;
- Prime Commercial Paper;
- Prime Bankers' Acceptances;
- Local government investment pools pursuant to Part 7 of Article 75 of Title 24, CRS;
- Money-market accounts whose portfolios consist of the foregoing.

The City currently follows this policy.

Analysis and Reporting of Cash Position and Yield

On a regular basis, the City will perform a cash flow analysis to assist in the scheduling of investments. A quarterly statement of cash position, investment performance and a comparison of cost to market will be prepared.

The City currently follows this policy.

Use of Long Term Debt

The City of Longmont will only use long term debt for capital projects that cannot be financed out of current revenues. The City will not use long term debt for current operations.

The City currently follows this policy. All outstanding debt that the City carries is associated with specific capital projects.

Debt Payment

Debt payments shall not extend beyond the estimated useful life of the project being financed. The City Charter establishes a maximum maturity of twenty-five years for all bonds issued except water bonds.

The City currently follows this policy.

Relationships with Rating Agencies

The City of Longmont will maintain good communications with bond rating agencies concerning its financial condition.

The City routinely sends budget and financial information to bond rating agencies to keep them informed of City activities.

Charter Requirements Relating to the Issuance of Bonds

1. Outstanding general obligation indebtedness of the City, other than water bonds, shall not exceed 3% of the actual value of the taxable property within the City.

As of the end of 2009, the actual value of taxable property within the City totaled \$9.07 billion. The 3% limitation equaled \$272,149,250. The City had a total of \$3,425,000 in outstanding debt applicable to the debt limitation. The City is well under the 3% limitation stipulation. Further information can be found on page 29 of the City's Comprehensive Annual Financial Report.

2. The issuance of bonded debt requires an affirmative vote of a majority of electors voting at any special or general election.

The City currently follows this policy.

3. Refunding bonds may be authorized by the City Council provided such refunding does not result in an increase in the interest rate.

The City currently follows this policy. The City issued GO Civic Center Refunding bonds totaling \$9,335,000 in 2002 and Sales and Use Tax Revenue Refunding bonds totaling \$17,375,000 in 2006.

4. All bonds will be sold at public sale; however, the City reserves the right to reject any and all bids and sell the bonds at private sale if it is in the best interest of the City of Longmont.

The City currently follows this policy.

5. Subject to complying with the TABOR Amendment (Colorado Constitution, Article X, Section 20), the City Council may issue tax increment securities payable solely from the increment ad valorem property taxes, incremental sales and use tax proceeds and revenues within the area of an authority or district created in accordance with the Charter, including downtown development authorities, notwithstanding the ½ of 1% of assessed valuation limitation, or the limitation of actual valuation of property set forth in the Charter.

The City currently follows this policy. The City issued \$2.6 million of tax increment revenue bonds for the Longmont Downtown Development Authority in 1998 and these were paid off in 2008.

Lease Purchase and Straight Lease of Capital Items

Lease purchase will be considered only when the useful life of the item is equal to or greater than the length of the lease. If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should either be purchased or placed on a straight lease.

The City currently follows this policy.

Subdivider's Escrow

The monies contributed to the Subdivider's Escrow Fund for public improvements earn interest comparable with other City investment portfolio rates. All funds deposited for a particular project and all interest earned by

said funds will be applied ~~only~~ to that project. Interest will be calculated as follows: simple annual, equal to the City’s pooled investment annual earnings rate on an amortized basis, net of fees.

The City currently follows this policy.

RESERVE POLICIES

General Fund Reserves

General Fund reserve targets will be as follows: The City will maintain a fund balance restricted for emergencies in compliance with TABOR. The restricted fund balance will be calculated at 3% of “fiscal year spending” and can only be utilized for “emergencies” as allowed under Article X Section 20 of the Colorado Constitution.

The City will maintain an unrestricted fund balance in an amount equal to approximately two to three months (16.67% to 25%) of General Fund operating expenditures. Within the unrestricted fund balance the City will strive to meet the following reserve targets:

- Committed to Emergencies: City Council imposed Emergency Reserve - This portion would be maintained at 8% of General Fund operating expenditures. Use of these reserves are limited to emergency situations such as natural disasters, acts of terrorism or war, widespread riots or similar emergencies impacting the community. It can also be used in the event of the inability to meet a scheduled debt service payment. A super majority (2/3 of the Council present) of the City Council is necessary to pass an ordinance with appropriation of these reserves.
- Committed to Emergencies: City Council imposed Stabilization Reserve - This reserve would be used during times of reduced revenues due to economic conditions to allow General Fund services to continue to be provided throughout an economic downturn. This reserve is targeted as a range with a minimum of 3% and a maximum of 8% of General Fund operating expenditures. Use of these reserves would be an exception to the policy of budgeting ongoing expenditures equal to ongoing revenues.

General Fund budgeted operating expenditures for 2010 are \$57,891,401. The unrestricted fund balance in the General Fund at the beginning of 2010 is \$9,048,602 which is 15.6% of General Fund operating expenditures.

The City will strive to meet the full funding targets of the reserve policy over time. The funding status at this time is as follows:

<u>Goal</u>	<u>Goal</u>	<u>Status</u>	<u>Funded Amount</u>	
TABOR component	5.1%	\$2,961,275	fully funded	\$2,961,275
Emergency reserve	8%	\$4,631,312	funded at 3.2%	\$1,874,881
Stabilization Reserve	at 3%	\$1,736,742	unfunded	\$ 0
Stabilization Reserve	at 8%	\$4,631,312	unfunded	\$ 0

General Fund Contingency Account

A contingency account will be placed in the City Council budget each year to provide for unanticipated expenditures. This account will be budgeted at an amount to be determined after initial projections of revenues and expenses.

The 2011 Operating Budget includes \$77,100 in the contingency line item in the City Council budget

Water Fund Reserve

The Water Fund will maintain an unappropriated reserve in its operating fund of at least 90 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Water Fund will meet the reserve requirement through 2011.

Sewer Fund Reserve

The Sewer Fund will maintain an unappropriated reserve in its operating fund of at least 90 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Sewer Fund will meet the reserve requirement through 2011.

Electric Fund Reserve

The Electric Fund will maintain an unappropriated reserve in its operating fund of at least 60 days operating and maintenance costs, plus 15% of the 5 year CIP funded projects. To do this, appropriate rate studies will be developed and implemented.

Based on the 2008 rate study and 5 year budget plan, the Electric Fund will build towards this level and meet the requirement by 2014.

Sanitation Fund Reserve

The Sanitation Fund will maintain an unappropriated reserve in an amount equal to at least 60 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Sanitation Fund will meet the reserve requirement through 2011.

Storm Drainage Fund Reserve

The Storm Drainage Fund will maintain an unappropriated reserve in an amount equal to at least 60 days operating and maintenance costs. To do this, appropriate rate studies will be developed and implemented.

Based on current projections, the Storm Drainage Fund will meet the reserve requirement through 2011.

Street Fund Reserve

The City will maintain an unappropriated reserve in an amount equal to approximately 6% of the Street Fund operating budget.

Based on current projections, the Street Fund will meet the reserve requirement through 2011.

Public Safety Fund Reserve

The City will maintain an unappropriated reserve in an amount equal to approximately 8% of the Public Safety Fund operating budget.

Based on current projections, the Public Safety Fund will meet the reserve requirement through 2011.

Emergency Reserve

The City will maintain an emergency reserve, in compliance with Article X, Section 20 of the Colorado State Constitution.

The City currently follows this policy. The reserve is reported in the City's Comprehensive Annual Financial Report and comes from the fund balance in the General Fund.

ADMINISTRATIVE AND FRANCHISE FEES**Administrative Transfer Fee**

The administrative transfer fee is a payment from all enterprise funds and other major operating funds to the General Fund for the cost of personnel, equipment, materials, construction, facilities or service usage provided by General Fund departments. Consequently, the amount of each year's transfer fee will be based on the estimated General Fund expenditures that represent direct and indirect services provided to other operating funds, less those that are directly billed to those funds.

The City uses a computer model to determine the amount of the administrative transfer fee charged to each

operating fund. The charges set in the model are included in the budget under the line item labeled "Administrative/Management Services." 100% of the fee is waived for the Telecommunications Fund, the Downtown Development Fund and the Public Safety Fund.

Street System Maintenance and Improvement Fund

All revenues received by the City for the purpose of street system operations and improvements shall be allocated to the Street System Maintenance and Improvement Fund. Such revenues shall only be used to fund operations, maintenance, rehabilitation and improvement of the City street, sidewalk and bikeway system. The administrative transfer fee for services shall not exceed 8.5% of projected Street System Fund revenues (Longmont Municipal Code, Section 4.04.280 E).

The City currently follows this policy.

Sanitation Enterprise Fund

The only contribution from the Sanitation Fund to the General Fund will be an administrative transfer fee reflecting the costs of services provided to the Sanitation Fund by General Fund departments.

The City currently follows this policy.

Franchise Fee - Electric Fund

The City of Longmont Electric Utility Fund will pay the General Fund an 8% franchise fee. The fee will be 8% of actual annual revenues, excluding: contributions from the Electric Fund fund balance; Community Investment Fee revenues; revenue from Aid to Construction; Warehouse revenues; transfers from other funds to cover costs of reading water meters; revenue from the General Fund; loans and grants from other governmental agencies; and interest earnings.

The City currently follows this policy. The Electric Franchise Fee for 2011 is \$4,418,080.

Franchise Fee - Sewer Fund

The City of Longmont Sewer Utility Fund will pay the General Fund a 4% franchise fee. The fee will be 4% of the budget year's projected gross revenues, excluding: contributions from the Sewer Fund fund balance; loans and grants from other governmental agencies, and interest earnings.

The City currently follows this policy. The Wastewater Franchise Fee for 2011 is \$341,000.

Franchise Fee - Water Fund

The City of Longmont Water Utility will pay the General Fund a 2% franchise fee. The fee will be 2% of the budget year's gross revenues, excluding: contributions from the Water Fund fund balance, loans and grants from other governmental agencies, and interest earnings.

The City currently follows this policy. The Water Franchise Fee for 2011 is \$262,884.

Payment in Lieu of Taxes and Franchise Fee - Telecommunications Fund

The City of Longmont Telecommunications Utility Fund will pay the General Fund a 5% fee, which is in lieu of taxes or franchise fees. The fee will be 5% of the actual annual revenues, excluding: contributions from the Telecommunications Fund fund balance; revenue from Aid to Construction; revenue from the General Fund; loans and grants from other governmental agencies; and interest earnings.

The City currently follows this policy. The Telecommunications Fee for 2011 is \$10,657.

ENTERPRISE FUNDS

Utility Rates

Utility user charges (water, sewer, electric and telecommunications) will reflect the cost of service and will be established so that operating revenues are at least equal to operating expenditures. Temporary annual operating losses may be permitted by Council direction based on the levels of fund reserves. A portion of user rates are designed to cover replacement of the utility facilities.

The City currently follows this policy.

Utility Rate Studies

Each of the six City utilities will periodically conduct a comprehensive rate study. In each of the intervening years, the staff will review historical and projected revenues and expenses to determine if a comprehensive rate study is needed.

The City currently follows this policy. The most recent rate study for the Water and Sewer Funds was completed in 2008. A comprehensive rate study was completed for the Electric Fund in 2008 which is updated annually by staff. The Electric Community Investment Fee Fund rate study was updated in 2010. The most recent rate study for the Telecommunications Fund was in 2004. The most recent rate study for the Storm Drainage Fund was completed in 2005 and included both the user fee and the development fee. In 1998 a comprehensive rate study was completed for the Sanitation Fund which is updated annually by staff.

Lighting and Traffic Signals

The cost of the electricity provided to City of Longmont pedestal lights, street lights, porch lights (when pedestal or street lighting is unavailable), park path lighting, and traffic signals shall be considered an expense of the City Electric Fund and thus recovered through the rates, unless to do so would cause a differential rate of in-city and out-of-city users.

The City currently follows this policy.

Water Service to City Facilities

The cost of providing water service to City of Longmont facilities shall be considered an expense of the Water Fund. This expense shall be recovered through the water rates.

The City currently follows this policy.

Sewer Service to City Facilities

The cost of providing sewer service to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving sewer service.

The City currently follows this policy.

Electric Service to City Facilities

The cost of providing electric service, on-site electric service extensions, and the Electric Community Investment Fee for off-site improvements to City of Longmont facilities shall be billed to and considered an expense of the

facilities receiving electric service. The rates charged are in accordance with the electric rates/tariffs approved by City Council.

The City currently follows this policy.

Electric Service Territory Transfer

Where the City annexes City owned property located in the Poudre Valley REA, United Power, or Xcel Energy service territories, each specific fund that paid the costs of property acquisition and manages the property will, subject to any legal restrictions on fund expenditures, pay all costs associated with the transfer of the service territory to LPC as established by existing transfer contracts or State legislation. Where legal restrictions on fund expenditures prevent payment, the electric enterprise fund will pay service territory transfer costs.

The City currently follows this policy.

Telecommunication Service to City Facilities

The cost of providing telecommunication service to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving telecommunication service. The rates charged are in accordance with the telecommunication rates/tariffs approved by City Council.

The City currently follows this policy.

Sanitation Service to City Facilities

The cost of providing solid waste and recycling collection services for city departments, city facilities and property (including, but not limited to, public buildings and parks), and city-wide special events, Main Street collection, educational programs and all additional special programs and services shall be considered an expense of the Sanitation Fund. This expense shall be recovered through the landfill and waste management fees.

The City currently follows this policy.

Storm Drainage Services to City Facilities

The cost of providing storm drainage services to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving storm drainage service.

The City currently follows this policy.

Capital Revenue

Capital revenues will not be used to pay for operating expenses. They will be used solely for system improvements and system expansion.

The City currently follows this policy. The Water and Sewer Funds maintain separate funds to track expenditures for capital revenue and charges associated only with system expansion or improvements against those revenues.

Sanitation Fees

Fees for trash collection, waste management and landfill use shall be set to generate sufficient revenue to cover at least 100% of the expenditures of the Sanitation Enterprise Fund.

The City currently follows this policy.

Golf Fees

The rates for greens fees, annual passes and other golf services will be established so that at least 100% of the expenditures identified in the Golf operating budget, including the full administrative transfer fee, will be recovered. Requests for fee waivers for golf tournaments and golf benefits will be reviewed and evaluated based on the golf fee waiver policy.

The City currently follows this policy.

Storm Drainage Enterprise Fees

All revenues received by the City for the purpose of storm drainage system operations and improvements shall be allocated to the Storm Drainage Enterprise Fund. Such revenues shall only be used to fund operations, maintenance, rehabilitation and improvements of the storm drainage system, and debt service in support of such functions. Fees shall be established to generate sufficient revenue to cover at least 100% of the expenditures of the Storm Drainage Enterprise Fund.

The City currently follows this policy.

Airport Fees

The City of Longmont will establish fees and charges at the municipal airport sufficient to recover all operating expenditures of the Airport Enterprise Fund, with consideration given to the area prevailing rates. Fees and charges will be reviewed annually to determine whether all operating expenditures are recovered.

The City currently strives to follow this policy.

CAPITAL IMPROVEMENT POLICIES

City's Responsibility for Public Improvements

Where the City, as property owner, is responsible for its share of public improvements contiguous to the property, the City fund which constructs the public improvement shall pay the City's share of the public improvement. Therefore, the Street Fund shall pay for street improvements, the Water Fund shall pay for water lines, etc., unless the City, through annexation negotiations, is able to designate other parties as responsible for the improvements. Costs of extending public improvements to and within the property shall be paid by the City fund owning the property, with reimbursement for all offsite costs from adjacent property owners, in accordance with the Longmont Municipal Code.

The City currently follows this policy.

Capital Improvement Program

A five-year capital improvement program will be developed and presented annually by staff, and approved by City Council. This program will contain all capital improvements from all funds and departments of the City. The first year of this program shall constitute the next year's capital budget.

The City currently follows this policy. The projects shown as funded in 2011 in the 2011-2015 Capital Improvement Program are included in the 2011 Operating Budget.

Special Financing Districts

The City may consider the use of special financing districts, such as special assessment districts and business improvement districts, to fund public improvements, which will primarily benefit the residents of such districts.

The City currently follows this policy.

Conservation Trust Fund

The Conservation Trust Fund will receive the City of Longmont's distribution of state lottery proceeds. Funds in the Conservation Trust Fund will be allocated in accordance with State of Colorado laws regarding use of these funds. State law prohibits the expenditure of these funds for eminent domain proceedings.

The City currently follows this policy.

Park Improvement Fund

The Park Improvement Fund will receive revenue from payments of the park improvement fee. Revenues in the Park Improvement Fund will be used only for acquisition, development and construction of new neighborhood and community parks.

The City currently follows this policy.

Electric Community Investment Fee Fund

The Electric Community Investment Fee Fund will receive revenue from payments of the Electric Community Investment Fee on new development. Revenues in this fund will be used only for electric system capital improvements that are strictly related to growth, such as main feeder system extensions and additional substation capacity.

The City currently follows this policy.

Public Buildings Community Investment Fee Fund

The Public Buildings Community Investment Fee Fund will receive revenue from payments of the Public Buildings Community Investment Fee on new construction. Revenues in this fund will be used only for acquiring, constructing and making capital improvements to public buildings and public building sites that are needed to meet increased demands for service due to new development.

The City currently follows this policy.

Transportation Community Investment Fee Fund

The Transportation Community Investment Fee Fund will receive revenue from payments of the Transportation Community Investment Fee on new construction. Revenues in this fund will be used only for oversizing of arterial street construction, improvements, landscaping and arterial intersection improvements that are needed to meet increased demands for service due to new development.

The City currently follows this policy.

Water System Construction Reserve Fund

The Water System Construction Reserve Fund will receive revenue from payments of system development fees and other developer participation revenues. These revenues will be used for improvements to the City's water system related to growth of the entire system.

The City currently follows this policy.

Water Acquisition Fund

The Water Acquisition Fund will be funded from cash payments received in lieu of water rights. These revenues will be used for water supply projects, the acquisition of water rights and for conservation programs that offset the need to purchase additional water rights.

The City currently follows this policy.

Raw Water Storage Reserve Fund

The Raw Water Storage Reserve Fund was initially funded from proceeds from the sale of the high mountain dams. These funds will be used to develop the City's winter water supply as part of the City's water system.

The City currently follows this policy.

Sewer Construction Fund

The Sewer Construction Fund will receive revenue from payments of applicable system development fees and other developer participation revenues. These revenues will be used for improvements to the City's sewer system related to growth of the entire system.

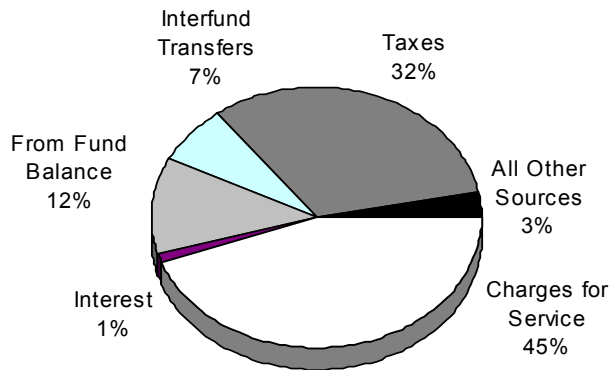
The City currently follows this policy.

Relocation of Existing Utility Facilities in ROW

Except as noted in this policy, where improvements to the roadway or any associated roadway facilities (signals, sidewalks, pedestrian ramps) require relocation of existing City-owned utility facilities, the affected utility will fund the relocation. The exception is relocation of utility facilities located within a dedicated utility easement outside the pre-existing street right-of-way, in which case the road project will pay the relocation expense and provide locations for the utility facilities. Relocation expenses will not include any costs to upgrade the capacity or reliability of utility facilities. These costs will remain with the utility.

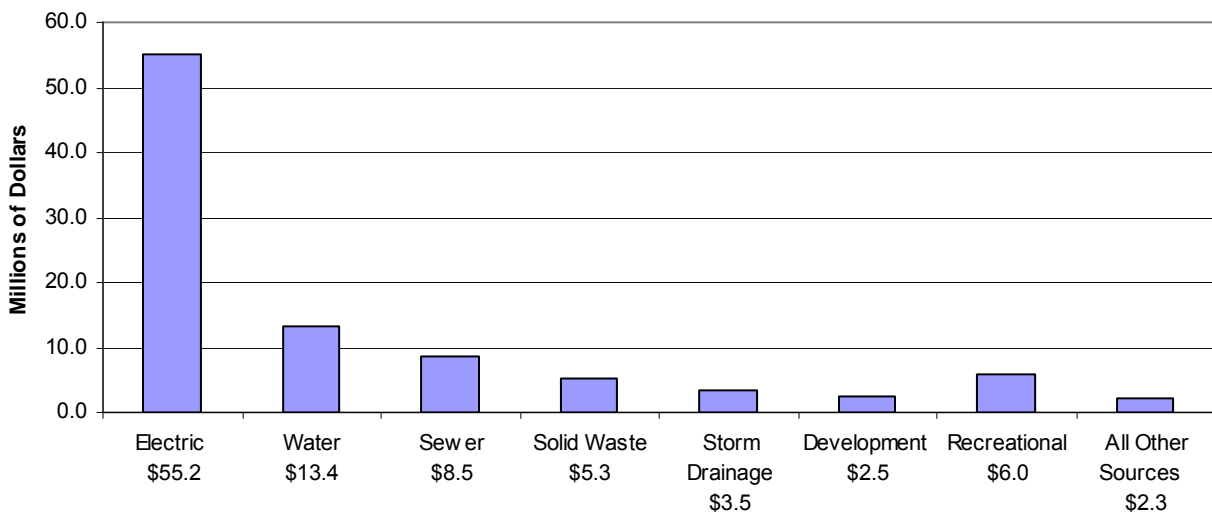
The City currently follows this policy.

2011 Operating Budget: Sources of Funds



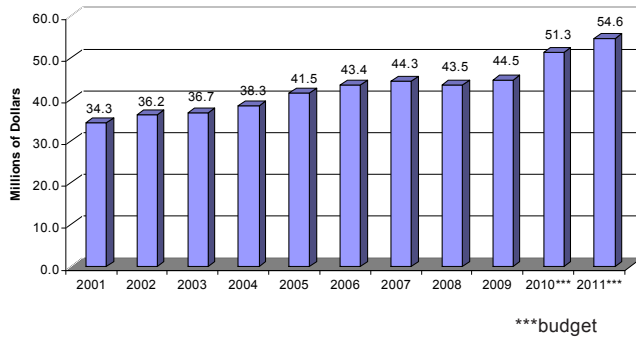
Revenues used to support the City's programs and projects in 2011 will come from a variety of sources and total \$218,001,802. This is 6.2% above the total revenues in the 2010 budget. The pie chart shows the distribution of the City's revenues by major categories.

Charges for Services, Licenses and Permits represent 45% or \$96.7 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.



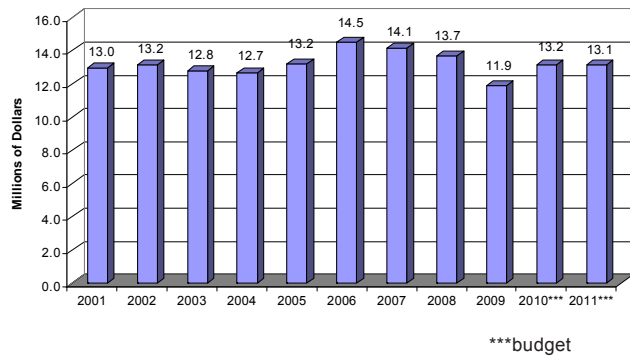
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates are designed to cover replacement of the utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening years, the staff reviews 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 anticipated number of single family, multi family and commercial building permits and the estimated valuation of these units. The 2011 budget is based on 32 single family permits, 37 multi family permits 35,000 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



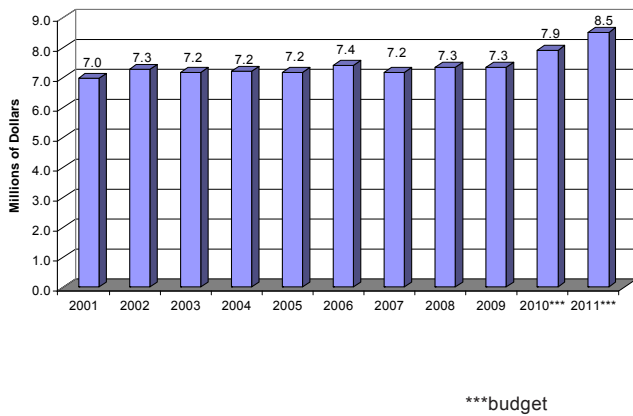
In 2011, electric utility revenues equal 97% of all electric revenues. A cost of service study is currently underway. The proposed budget includes an average rate increase of 7.5%.

Water



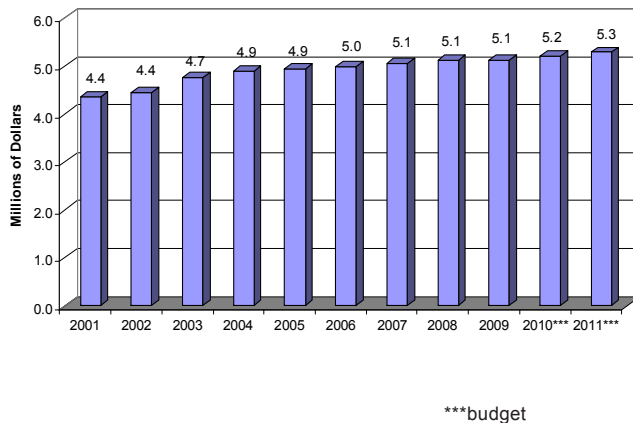
In 2011, charges for water services represent 93% of all water revenues. A comparative rate study is currently underway. It is not anticipated that there will be a need to increase water rates for 2011.

Sewer



The sewer utility will receive 90% of its revenue from charges for services in 2011. The proposed budget includes an average rate increase of 7%.

Sanitation

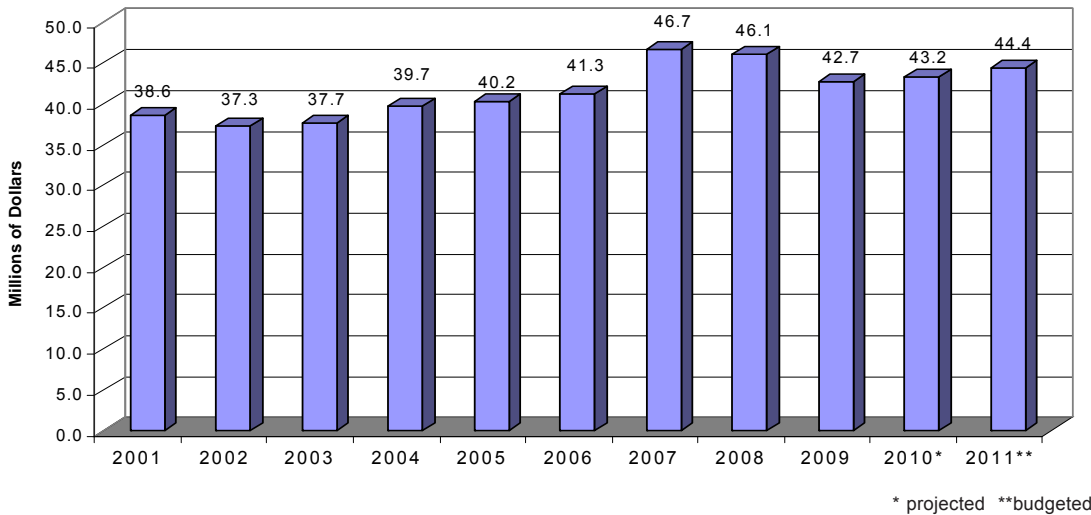


Sanitation will receive 99% of its 2011 revenues from charges for service. The last rate increase was seen in 2003 of 4%. It is projected that a rate increase will be necessary prior to 2015.

Taxes represent 32% or \$70.3 million and include city-wide sales, and use, property, cigarette and franchise taxes.

Sales and Use Tax originated 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 largest single revenue source, accounts for 40.2% of the General Fund's total revenues. Sales and use tax is projected based on historical collection trends and knowledge of economic/development related activities.

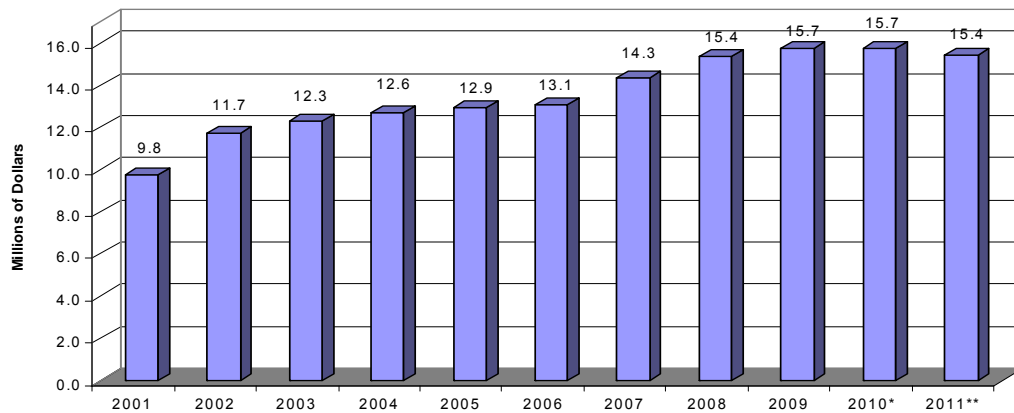
Sales and Use Tax History



City-Wide

Property Tax accounts for 23.7% 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. Since 1995 there has been a real increase in property tax receipts each year. These increases reflect the City's growth and the increasing value of residential, commercial and industrial property. The mill levy has remained at 13.42 mills since 1991. Property tax also goes into the Downtown Development Authority Fund (3.310 mills) and the General Improvement District Fund (6.798 mills). The 2011 budget is based on preliminary assessed valuations from the County Assessors offices.

**Property Tax History
City-Wide**



2010 Est Budget
*projected
**budgeted

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 2011, \$25,696,760 or 12% of the total sources of funds will come from the use of fund balance.

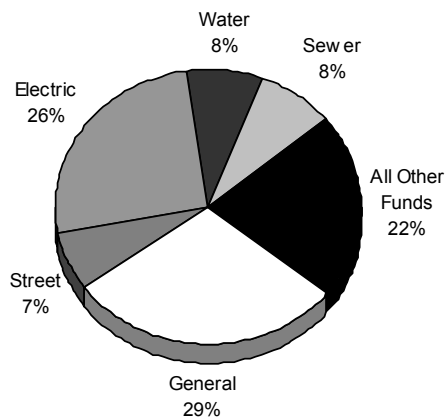
Interfund Transfers are payments from the enterprise funds in the City for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting activities, City Clerk functions and City Attorney services. This revenue is based on an 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 10.1% of the General Fund's total revenues.

Interest and Other Sources are 4% of the City's sources of funds. Interest earnings are estimated at \$2.5 million for 2011 and all other sources are \$6.5 million and include intergovernmental funds from Boulder County, the state or the federal government; fines; and miscellaneous sources.

2011 Operating Budget: Uses of Funds

The City of Longmont's 2011 Operating Budget totals \$218,001,802.

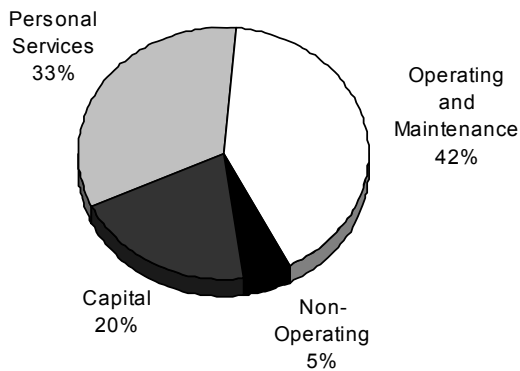
Expenditures by Fund



Expenditures in the largest funds include: General Fund, \$63.1 million; Electric Fund, \$55.9 million; the Water Fund, \$16.7 million; the Sewer Fund, \$18.5 million; and the Street Fund, \$16.3 million. These funds will account for 78% of all City expenditures in 2011. Other funds include: Open Space, \$5.5 million; Public Improvement, \$4.3 million; Sanitation, \$5.8 million; Fleet, \$8.3 million; Golf, \$2.5 million; Storm Drainage, \$4.2 million; and Public Safety, \$4.7 million and several minor funds.

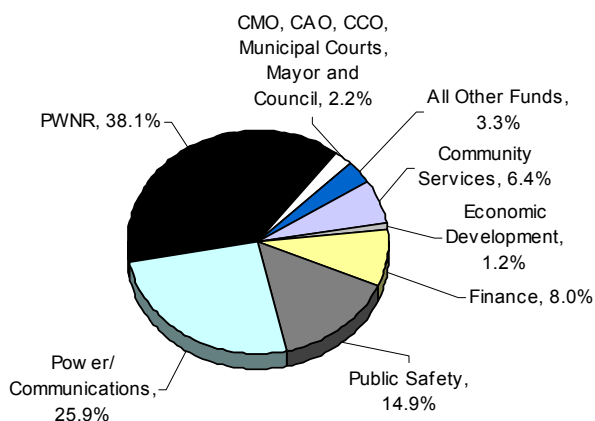
2011 Operating Budget: Uses of Funds (continued)

Expenditures by Category



Budgeted expenditures by category, are: personal services, \$72.4 million, which includes salaries, wages and benefits; operating and maintenance, \$89.7 million, which includes routine operating expenditures; non-operating, \$11.5 million, which includes interfund transfers and interest payments; and capital, \$44.3 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 Department, \$83.0 million (which includes the Water, Sewer, Sanitation, Golf, Storm Drainage, Airport, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Conservation Trust, Parks and Facilities); Power and Communications Department, \$56.5 million; Public Safety Department, \$32.5 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Finance Department, \$17.5 million (services include Accounting, Budget, Enterprise Technology Services, Human Resources, Purchasing and Contracts, Risk Management, Utility Billing and Fleet); Community Services Department, \$13.9 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); Economic Development Department, \$2.6 million (services include Development Services, Economic Vitality and Planning); City Managers Office, \$2.0 million; City Attorneys Office, \$874,186; Municipal Courts, \$751,883, Mayor and Council, \$644,230; City Clerks Office, \$563,761. The remaining fund total \$7.2 million and include the Public Improvement Fund, the Public Building Community Investment Fee Fund, the Longmont Downtown Development Authority, the General Improvement District and Downtown Parking.

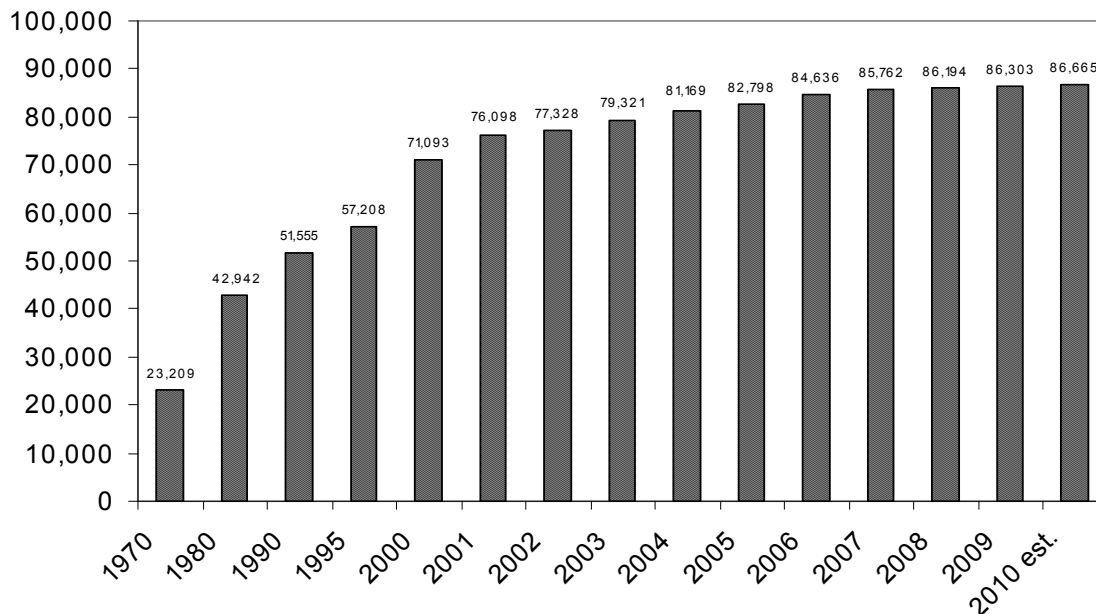
2007 - 2011 Budgeted FTE Positions by Department

Department	2007 Budget	2008 Budget	2009 Budget	2010 Budget	2011 Budget	2010-2011 Change
Mayor and Council	0.00	0.00	0.00	7.00	7.00	0.00
City Manager	0.00	0.00	0.00	4.00	4.00	0.00
City Attorney	0.00	0.00	0.00	7.50	7.50	0.00
City Clerk	0.00	0.00	0.00	4.00	4.00	0.00
Municipal Court	0.00	0.00	0.00	8.50	8.50	0.00
Administration	42.25	40.00	41.75	0.00	0.00	0.00
Finance and Support Services	82.20	81.20	80.20	85.70	87.70	2.00
Economic Development	107.84	103.50	100.87	21.50	21.50	0.00
Community Services	96.13	94.55	92.55	95.55	92.45	-3.10
Power and Communications	69.50	70.70	69.70	72.95	72.95	0.00
Public Safety				291.00	291.50	0.50
Police	173.50	173.50	178.50	0.00	0.00	0.00
Fire	91.00	96.50	95.50	0.00	0.00	0.00
Police/Fire Shared Services	21.00	22.00	23.00	0.00	0.00	0.00
Public Works and Natural Resources	175.58	175.05	169.68	231.80	229.55	-2.25
Downtown Development Authority	1.75	1.75	2.00	2.00	2.00	0.00
TOTAL	860.75	858.75	853.75	831.50	828.65	-2.85

NOTE: Full Time Equivalent (FTE) positions are calculated based on working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked, rather than the number of individuals working those hours.

During 2009 (reflected in 2010 budget) the City reorganized. The Administration Department was broken out into its respective services the former Community Development Department became Economic Development, and Police and Fire were combined into a Public Safety Department.

Longmont Population: 1970 - 2010



Summary of Financing Sources and Uses

	2009 Actual	2010 Budget	2011 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	65,169,038	68,198,564	70,800,222
Licenses and Permits	1,519,378	1,326,797	1,309,087
Intergovernmental Revenue	8,132,194	2,422,197	2,706,667
Charges for Service	93,934,494	90,888,055	95,374,787
Fines and Forfeits	1,479,993	1,444,900	1,542,300
Interest Earnings	2,063,224	2,979,022	2,517,776
Interfund Transfers	2,013,954	15,939,346	15,786,541
Miscellaneous	3,150,805	1,442,847	1,423,762
Proceeds from Advance	1,248,416	446,623	843,900
Proceeds from Bonds	-	2,500,000	-
Proceeds from Lease Purchase	2,282,246	-	-
Contribution from/(to) Fund Balance	13,165,438	17,685,514	25,696,760
TOTAL SOURCES	\$ 194,159,180	\$ 205,273,865	\$ 218,001,802
<u>Expenditures and Other Financing Uses</u>			
Personal Services	67,858,345	71,231,187	72,390,233
Operating and Maintenance	77,509,558	87,761,597	89,748,460
Non-Operating	9,759,193	10,299,562	11,523,213
Capital	39,032,084	35,981,519	44,339,896
TOTAL USES	\$ 194,159,180	\$ 205,273,865	\$ 218,001,802

2011 Consolidated Fund Statement: Sources of Funds and Expenses

The 2011 Consolidated Fund Statement, on the following pages, includes the sources of funds and expenses by category for each fund included in the 2011 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.

2011 Consolidated Fund Statement

	General Fund	Electric Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 9,286,663	\$ 4,968,143	\$ 20,923,619	\$ 17,532,700
 <i>SOURCES OF FUNDS</i>				
Taxes	44,966,536	-	-	-
Licenses and Permits	713,865	-	-	-
Intergovernmental Revenue	231,279	-	-	174,530
Charges for Service	5,364,835	55,209,000	13,373,196	8,524,000
Fines and Forfeits	1,436,300	-	-	-
Interest Earnings	312,000	131,000	374,500	78,500
Interfund Transfers	6,607,775	39,330	-	462,156
Miscellaneous	55,900	633,500	-	1,500
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 59,688,490	 56,012,830	 13,747,696	 9,240,686
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	46,338,023	5,496,271	4,296,595	2,925,358
Operating and Maintenance	15,080,214	48,236,931	5,713,867	3,857,768
Non-Operating	1,143,855	165,500	1,482,648	1,075,006
Capital	516,753	1,962,400	5,220,969	10,604,493
 TOTAL EXPENSES	 63,078,845	 55,861,102	 16,714,079	 18,462,625
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 5,896,308	\$ 5,119,871	\$ 17,957,236	\$ 8,310,761
 Contribution to/(from) Fund Balance	 (3,390,355)	 151,728	 (2,966,383)	 (9,221,939)

2011 Consolidated Fund Statement

	Street Improvement Fund	Sanitation Fund	Golf Fund	Telecom- munications Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 5,257,680	\$ 3,080,422	\$ 11,573	\$ 397,929
 SOURCES OF FUNDS				
Taxes	13,962,012	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	364,381	-	-	-
Charges for Service	250,000	5,286,490	2,341,500	234,140
Fines and Forfeits	-	-	-	-
Interest Earnings	195,000	49,631	347	14,300
Interfund Transfers	-	-	-	-
Miscellaneous	98,500	1,500	8,000	77,250
Proceeds from Advance	-	-	260,400	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 14,884,893	 5,337,621	 2,610,247	 325,690
 EXPENSES BY CATEGORY				
Personal Services	3,247,235	1,698,773	1,006,346	204,495
Operating and Maintenance	3,846,977	3,985,085	1,107,593	155,254
Non-Operating	235,713	20,157	71,157	2,057
Capital	8,974,300	138,800	336,150	143,360
 TOTAL EXPENSES	 16,304,225	 5,842,815	 2,521,246	 505,166
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,838,348	\$ 2,575,228	\$ 100,574	\$ 218,453
Contribution from/(to) Fund Balance	(1,419,332)	(505,194)	89,001	(179,476)

2011 Consolidated Fund Statement

	Storm Drainage Fund	Fleet Fund	Airport Fund	Public Improvement Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 1,690,887	\$ 15,419,701	\$ 285,548	\$ 284,936
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	3,169,387
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	3,504,500	-	224,115	-
Fines and Forfeits	-	-	-	-
Interest Earnings	148,500	250,000	10,000	105,129
Interfund Transfers	-	7,358,663	-	850,000
Miscellaneous	5,000	-	20,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 3,658,000	 7,608,663	 254,115	 4,124,516
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,253,162	1,163,983	102,294	-
Operating and Maintenance	1,349,324	2,348,399	158,556	54,550
Non-Operating	1,104,788	1,157	-	2,693,203
Capital	482,000	5,158,637	40,000	1,585,915
 TOTAL EXPENSES	 4,189,274	 8,672,176	 300,850	 4,333,668
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 1,159,613	\$ 14,356,188	\$ 238,813	\$ 75,784
Contribution from/(to) Fund Balance	(531,274)	(1,063,513)	(46,735)	(209,152)

2011 Consolidated Fund Statement

	CDBG/HOME Fund	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 215,138	\$ 3,725,484	\$ 3,285,266	\$ 549,540
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	-
Licenses and Permits	-	349,278	-	-
Intergovernmental Revenue	900,398	-	700,000	-
Charges for Service	-	-	-	209,000
Fines and Forfeits	-	-	-	-
Interest Earnings	40,000	36,000	100,000	14,000
Interfund Transfers	-	-	-	-
Miscellaneous	196,832	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,137,230	 385,278	 800,000	 223,000
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	143,143	-	-	33,000
Operating and Maintenance	989,087	-	-	-
Non-Operating	-	-	-	-
Capital	5,000	640,000	135,000	67,000
 TOTAL EXPENSES	 1,137,230	 640,000	 135,000	 100,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 215,138	\$ 3,470,762	\$ 3,950,266	\$ 672,540
Contribution from/(to) Fund Balance	-	(254,722)	665,000	123,000

2011 Consolidated Fund Statement

	Transportation CIF Fund	Public Buildings CIF Fund	Art in Public Places Fund	Sewer Construction Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 815,779	\$ 315,875	\$ 308,307	\$ 1,245,425
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	122,364	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	77,853	-	193,600
Fines and Forfeits	-	-	-	-
Interest Earnings	45,463	7,897	-	14,700
Interfund Transfers	-	-	193,642	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 167,827	 85,750	 193,642	 208,300
 EXPENSES BY CATEGORY				
Personal Services	-	-	35,385	-
Operating and Maintenance	-	-	80,404	2,500
Non-Operating	-	2,490	-	462,156
Capital	850,000	273,854	-	51,120
 TOTAL EXPENSES	 850,000	 276,344	 115,789	 515,776
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 133,606	\$ 125,281	\$ 386,160	\$ 937,949
Contribution from/(to) Fund Balance	(682,173)	(190,594)	77,853	(307,476)

2011 Consolidated Fund Statement

	Water Construction Fund	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 15,249,003	\$ 385,282	\$ 3,985,602	\$ 17,864
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	312,100	-	5,000	46,200
Fines and Forfeits	-	-	-	-
Interest Earnings	229,000	7,000	78,400	1,000
Interfund Transfers	-	-	-	18,748
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 541,100	 7,000	 83,400	 65,948
 EXPENSES BY CATEGORY				
Personal Services	-	-	-	62,962
Operating and Maintenance	2,500	-	200,000	13,559
Non-Operating	35,800	-	-	-
Capital	3,804,973	10,000	100,000	-
 TOTAL EXPENSES	 3,843,273	 10,000	 300,000	 76,521
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 11,946,830	\$ 382,282	\$ 3,769,002	\$ 7,291
Contribution from/(to) Fund Balance	(3,302,173)	(3,000)	(216,600)	(10,573)

2011 Consolidated Fund Statement

	DDA Fund	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 5,391,377	\$ 94,917	\$ 387,375	\$ 1,148,238
 SOURCES OF FUNDS				
Taxes	1,247,169	85,615	-	-
Licenses and Permits	20,000	-	55,400	33,180
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	31,923	5,271	6,500	40,000
Interfund Transfers	90,420	-	26,180	139,627
Miscellaneous	-	-	-	161,137
Proceeds from Advance	583,500	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,973,012	 90,886	 88,080	 373,944
 EXPENSES BY CATEGORY				
Personal Services	226,347	-	150	113,766
Operating and Maintenance	183,243	76,347	28,025	492,699
Non-Operating	624,798	19,560	16,137	-
Capital	433,125	-	80,000	-
 TOTAL EXPENSES	 1,467,513	 95,907	 124,312	 606,465
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 5,896,876	\$ 89,896	\$ 351,143	\$ 915,717
Contribution from/(to) Fund Balance	505,499	(5,021)	(36,232)	(232,521)

2011 Consolidated Fund Statement

	Open Space Fund	Youth Services Fund	Senior Services Fund	Public Safety Fund	Library Services Fund
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 10,796,976	\$ 68,434	\$ 160,154	\$ 1,304,511	\$ 97,188
 SOURCES OF FUNDS					
Taxes	2,708,878	-	-	4,401,926	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	237,429	6,000	-	92,650	-
Charges for Service	-	-	152,000	-	-
Fines and Forfeits	-	-	-	-	-
Interest Earnings	116,800	-	-	66,815	1,000
Interfund Transfers	-	-	-	-	-
Miscellaneous	37,000	-	15,000	-	70,000
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 TOTAL SOURCES OF FUNDS	 3,100,107	 6,000	 167,000	 4,561,391	 71,000
 EXPENSES BY CATEGORY					
Personal Services	182,276	-	19,385	3,737,314	-
Operating and Maintenance	334,225	6,000	143,730	907,791	50,500
Non-Operating	2,345,212	-	-	-	20,500
Capital	2,673,697	-	-	52,350	-
 TOTAL EXPENSES	 5,535,410	 6,000	 163,115	 4,697,455	 71,000
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 8,361,673	\$ 68,434	\$ 164,039	\$ 1,168,447	\$ 97,188
Contribution from/(to) Fund Balance	(2,435,303)	-	3,885	(136,064)	-

2011 Consolidated Fund Statement

	Museum Services Fund	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Lodgers Tax Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>						
<i>FUND BALANCE</i>	\$ 28,673	\$ 82,771	\$ 62,216	\$ 28,788	\$ 79,100	\$ 128,969,085
 <i>SOURCES OF FUNDS</i>						
Taxes	-	-	-	-	258,699	70,800,222
Licenses and Permits	-	-	-	-	-	1,309,087
Intergovernmental Revenue	-	-	-	-	-	2,706,667
Charges for Service	49,258	16,000	-	2,000	-	95,374,787
Fines and Forfeits	-	-	106,000	-	-	1,542,300
Interest Earnings	-	3,000	1,300	800	2,000	2,517,776
Interfund Transfers	-	-	-	-	-	15,786,541
Miscellaneous	39,593	3,050	-	-	-	1,423,762
Proceeds from Advance	-	-	-	-	-	843,900
Proceeds from Bonds	-	-	-	-	-	-
 TOTAL SOURCES OF FUNDS	 88,851	 22,050	 107,300	 2,800	 260,699	 192,305,042
 <i>EXPENSES BY CATEGORY</i>						
Personal Services	31,866	-	71,104	1,000	-	72,390,233
Operating and Maintenance	56,985	19,000	8,648	-	258,699	89,748,460
Non-Operating	-	-	-	1,319	-	11,523,213
Capital	-	-	-	-	-	44,339,896
 TOTAL EXPENSES	 88,851	 19,000	 79,752	 2,319	 258,699	 218,001,802
 <i>ENDING</i>						
<i>FUND BALANCE</i>	\$ 28,673	\$ 85,821	\$ 89,764	\$ 29,269	\$ 81,100	\$ 103,272,325
Contribution to/(from) Fund Balance	-	3,050	27,548	481	2,000	(25,696,760)



Promote a Healthy Business Climate

The City will accommodate growth that enhances the quality of the environment for existing and future residents. Growth will be a positive addition to the City, improving the general quality of life for residents and paying its fair share in terms of infrastructure and service delivery cost.

Maintain Healthy Rate of Growth	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Economic Development/Planning			
Number of new dwelling units	63 units added	69 units added	69 units added
Number of new non-residential square feet	27,872 sq ft added	216,000 sq ft added	35,000 sq ft added

Participate in economic development activities to achieve a well-balanced, diversified and stable economic base. A well-balanced, diversified and stable economic base is critical to providing high quality jobs to residents, generating wealth within the community and establishing a dependable tax base to support City services.

Participate in Economic Development Activities	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Finance & Support Services and Economic Development			
Jobs to resident measure between 0.5:1 and 1:1	0.38:1	0.38:1	0.38:1
Jobs to housing measure between 1:1 and 2:1	1:1	1:1	1:1
Unemployment Rate, compared regionally	Bldr/Longmont 6.4% Colorado 7.7% US 9.3%	Bldr/Longmont 6.2% Colorado 8.0% US 9.6%	Bldr/Longmont 6% Colorado 8% US 9%
Average Annual Wage	\$53,445 Boulder County MSA	\$53,445 Boulder County MSA	\$55,048 Boulder County MSA
Annual net change in the number of jobs for primary employers	-819	-101	0
Total sales tax revenues	\$42,685,006	\$43,203,094	\$44,357,871

Enhance support for businesses through Longmont Economic Gardening Initiative (LEGI) program. Through the LEGI program the City provides training and advisory services to help new or expanding businesses develop the expertise necessary to become successful.

Enhance Business Support	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Economic Development/Economic Vitality			
LEGI applicants	58	72	84
Increase in sales tax over the previous year	\$-12,240	\$11,000	\$11,000
Number of participants still in business (LEGI measures are cumulative)	44	44	44



Promote a Healthy Business Climate

Promote voluntary compliance of the City's Tax Codes and timely collection of sales and use tax revenue through education, administrative efforts and field audits. Protect the public trust through financial accountability and stewardship.

Tax Code Compliance	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Finance & Support Services/Sales Tax			
Collections resulting from administrative efforts	\$347,948	\$400,000	\$350,000
Collections resulting from field audits	\$420,905	\$220,000	\$200,000
Audit collections as % of audit costs	479%	192%	150%
Sales tax classes/workshops held	4	4	3
Sales/Use tax report issued within 10 days of month end	100%	91%	91%

Municipal Bond Rating

Department/Division responsible: Finance & Support Services/Finance Administration

2000 Sales & Use Tax Bonds: Standard and Poors	AA+	AA+	AA+
2001 Revenue Bonds: Standard and Poors	A+	A+	A+
2002 General Obligation Bonds: Moody's	Aa2	Aa2	Aa2
2002 General Obligation Bonds: Standard and Poors	AA	AA	AA
2006 Revenue Bonds Rating: Standard and Poors	AA+	AA+	AA+
2008 Storm Drainage Revenue Bonds: S&P	AA	AA	AA
2010 Wastewater Revenue Bonds: S&P	n/a	AA	AA
2010 Sales Tax Revenue Bonds: S&P	n/a	A	A
2010 Sales Tax Revenue Bonds: Moody's	n/a	A2	A2

The handicapped parking patrol promotes business retention and growth by enforcing handicapped parking in public areas across the City.

Handicapped Parking	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Finance & Support Services/Utility Billing			
Number of tickets written for citizens that are not handicapped, parking in handicapped spaces around the City.	181	201	250

The Colorado Association of Municipal Utilities conducts a survey of approximately 57 utilities to determine how local utilities compare in terms of Electric rates. The City strives to be in the lowest 10% of comparable electric utilities.

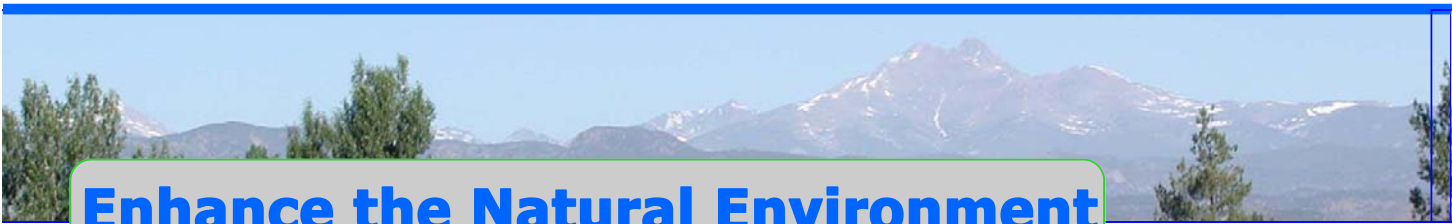
Highly Competitive Electric Rates	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Power and Communications/Administration			
Residential	Lowest	Lowest	Lowest
Small Commercial	Lowest	Lowest	2nd Lowest
Large Commercial	Lowest	Lowest	2nd Lowest
Industrial	2nd Lowest	Lowest	Lowest



Focus on Downtown

Promoting a downtown that is attractive, vibrant and economically healthy will play an important role in the City's future as a stable, sustainable community.

Encourage a Mixed-Use Development Pattern	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Economic Development/Building Inspection			
Building permits issued in the downtown for remodels	16 remodels	6 remodels	6 remodels
 Pursue Historic Preservation			
Department/Division responsible: Economic Development/Planning			
Number of historically designated structures in downtown (The Historic Preservation measures are cumulative through the years).	28	28	28
 Enforce the parking laws in the downtown			
Department/Division responsible: Finance & Support Services/Utility Billing			
Number of overtime parking tickets for the downtown area	1,616	1,131	1,800
 Invest in physical improvements to downtown area:			
Department/Division responsible: LDDA and Finance & Support Services/Sales Tax			
Amount of annual developer incentive program revenue available for downtown improvements	\$12,413	\$13,500	\$20,000
Public capital improvements made to the downtown area in dollars	\$30,637	\$46,076	\$20,000
Façade Improvement Program	\$0	\$0	\$1,300,000
Percent annual change in Central Business District sales tax	(6.0%)	2.2%	2.67%



Enhance the Natural Environment

Parks, greenways and open space accentuate the existing natural qualities of the community. Preserving and/or improving these areas provides residents and visitors with greater recreational opportunities to enjoy the City's natural setting. Increasing the urban tree canopy provides the City with an environmental value of reducing carbon in the atmosphere.

Expand open space, greenways, neighborhood and community parks, and recreation opportunities.

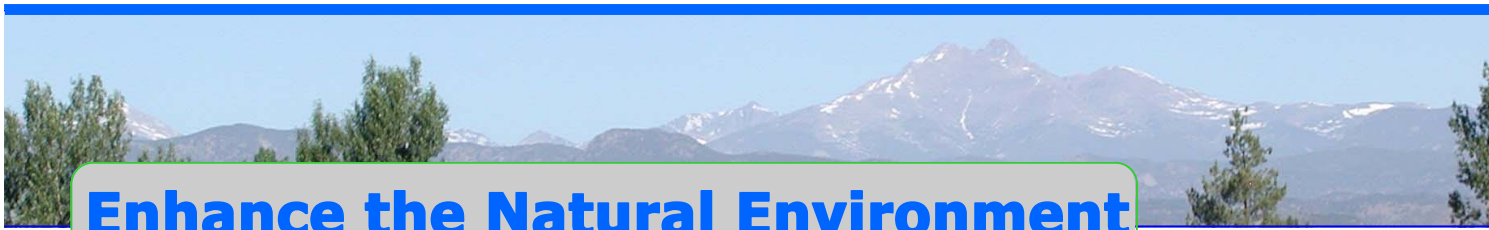
Department/Division responsible:
Public Works & Natural Resources/Parks

	2009 Actual	2010 Estimate	2011 Projected
Acres of open space	3,477	6,477	6,797
Miles of greenways and bikepaths	64.04	68.12	71.62
Number of neighborhood parks/1000 population	2.21	2.21	2.22
Number of community parks/1000 population	2.67	2.67	2.67
Number of recreation centers/30,000 population	2	2	2

Increase the urban tree canopy while continuing to maintain the existing canopy.

Department/Division responsible:
Public Works & Natural Resources/Parks

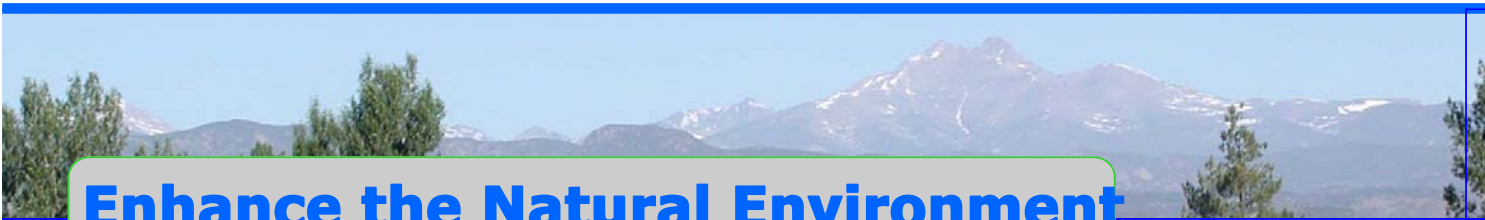
Number of Public trees planted	490	350	100
Supplemental trees given to the community through grants/donations	600	50	50
Trim Cycle (years) - standard is 7 yrs	18	14	15



Enhance the Natural Environment

Reduce resource consumption and increasing conservation efforts will lead to a reduction in carbon emissions, energy and water consumption, and diversion of trash from landfills.

Increase Conservation Efforts	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Power and Communications/ Customer Services and Marketing			
Electric consumption in city facilities	19.9 million kwh	17.3 million kwh	16.0 million kwh
Natural gas consumption in city facilities	836,399 therms	725,000 therms	670,000 therms
Dishwasher rebates provided	354 rebates	400 rebates	440 rebates
kwh reductions	25,134 kwh	28,400 kwh	31,240 kwh
CO ₂ reductions	40,667 lbs	45,951 lbs	50,500 lbs
Clothes Washer Rebates	545 rebates	600 rebates	660 rebates
kwh reductions	114,450 kwh	126,000 kwh	138,600 kwh
CO ₂ reductions	185,180 lbs	208,568 lbs	224,250 lbs
CFL discount program– number of bulbs	27,896 bulbs	25,000 bulbs	20,000 bulbs
kwh reductions	471,573 kwh	425,000 kwh	340,000 kwh
CO ₂ reductions	763,000 lbs	687,650 lbs	550,000 lbs
Commercial electric efficiency program	61 projects	60 projects	70 projects
kw demand reduction	671 kw	675 kw	787 kw
kwh reduction	5,820,400 kwh	6,000,000 kwh	7,000,000 kwh
CO ₂ reductions	9,917,400 lbs	9,708,000 lbs	10,132,000 lbs
Neighborhood energy efficiency sweep			
electric reductions	149,791 kwh	200,000 kwh	200,000 kwh
natural gas reductions	1,708 therms	2,390 therms	2,400
CO ₂ reductions	290,400 lbs	406,000 lbs	410,000 lbs
Emission Free Electric Generation			
Department/Division responsible: Power and Communications/ Customer Services and Marketing			
Amount of electricity from non-fossil fuels	19.5% large hydro 4.4% wind, other	19.5% large hydro 4.4% wind, other	19.5% large hydro 4.4% wind, other



Enhance the Natural Environment

Enhancing public transit opportunities including support of FasTracks, implementation of the multi-modal plan and support of RTD routes will lead to decreased congestion on City streets.

Intersection Exceeding the Congestion Benchmark	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Economic Development and Public Works & Natural Resources	There were six individual movements that exceeded the congestion benchmark at four intersections: Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main and 17th and Main. No intersection exceeded the benchmark overall.	It is anticipated that individual movements will continue to exceed the congestion benchmark at four intersections: Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main, and 17th and Main. No intersection is anticipated to exceed the benchmark overall. The opening of the Martin Street extension between 3rd Avenue and Ken Pratt will relieve some movements at Ken Pratt and Main, but some individual movements are expected to still exceed the benchmark.	It is projected that individual movements will continue to exceed the congestion benchmark at four intersections: Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main, and 17th and Main.

Providing safe and cost effective street rehabilitation and maintenance is vital for the City to establish an enhanced natural and built environment.

Street Maintenance	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Public Works & Natural Resources			
Road rehab expenditures per paved lane mile	\$2,975	\$2,720	\$2,720
Road rehab expenditures per capita	\$33.75	\$30.85	\$30.85
Resurfacing expenditures	\$2,566,741	\$2,347,360	\$2,347,360
Street sweeping expenditures per capita	\$2.75	\$2.83	\$2.92
Snow and ice control expenditures per capita	\$5.17	\$5.33	\$5.49

Providing quality cost effective and efficient storm drainage and floodplain management will lead to a favorable (8) National Flood Insurance Program (NIPF) Community Rating, allowing a 10% reduction in floodplain insurance for the community.

Storm Drainage	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Public Works & Natural Resources			
NFIP Community Rating	8	8	8



Enhance the Natural Environment

Preserving and enhancing water quality and quantity by meeting state and federal requirements and constructing system-wide components of the water distribution system needed for new growth.

Drinking Water Quality/Quantity

Department/Division responsible:
Public Works & Natural Resources

Turbidity standard met (clarity/cloudiness due to particles)

Coliform bacteria present in samples

Sufficient water supplies to meet 100 year drought

Meet peak water demands (min peak day pressure of 55 psi, min peak hour pressure of 40 psi)

Mountain View Ave & Huntington Ct

Pike Rd & Airport Rd

3rd Ave & Pratt St

Price Park playground

9th Ave & Pace St

2009 Actual

Standard met
100% of the time
Bacteria present in
<0.5% of samples
31,661 acre feet

53 psi (peak hour)
56 psi (peak day)
60 psi (peak hour)
67 psi (peak day)
55 psi (peak hour)
58 psi (peak day)
52 psi (peak hour)
55 psi (peak day)
57 psi (peak hour)
63 psi (peak day)

2010 Estimate

Standard met
>99% of time
Bacteria present in
<0.5% of samples
31,661 acre feet

50 psi (peak hour)
55 psi (peak day)
55 psi (peak hour)
65 psi (peak day)
50 psi (peak hour)
55 psi (peak day)
50 psi (peak hour)
54 psi (peak day)
50 psi (peak hour)
60 psi (peak day)

2011 Projected

Standard met
>99% of time
Bacteria present in
<0.5% of samples
32,814 acre feet

50 psi (peak hour)
55 psi (peak day)
55 psi (peak hour)
65 psi (peak day)
50 psi (peak hour)
56 psi (peak day)
50 psi (peak hour)
54 psi (peak day)
55 psi (peak hour)
60 psi (peak day)

Wastewater Quality

Department/Division responsible:
Public Works & Natural Resources

St. Vrain Creek effluent quality

Biological Oxygen Demand (indicator of Organic matter)

Total Suspended Solids (amount of solids in water)

Amonia in water

Meet peak sewer demands (flow depth to pipe diameter ratio less than 1 indicates capacity in the sewer line)

Trunk 1

Trunk 2

Trunk 3

Trunk 4

Trunk 5

Trunk 6

Trunk 7

Trunk 8

Trunk 9

106,366 lb/year

155,544 lb/year

24,255 lb/year

0.39

0.32

0.46

n/a

0.31

0.28

0.29

0.25

0.46

< 120,000 lb/year

< 175,000 lb/year

< 35,000 lb/year

0.45

0.35

0.46

0.28

0.31

0.25

0.25

0.25

0.80

<115,000 lb/year

< 170,000 lb/year

< 30,000 lb/year

0.45

0.35

0.46

0.28

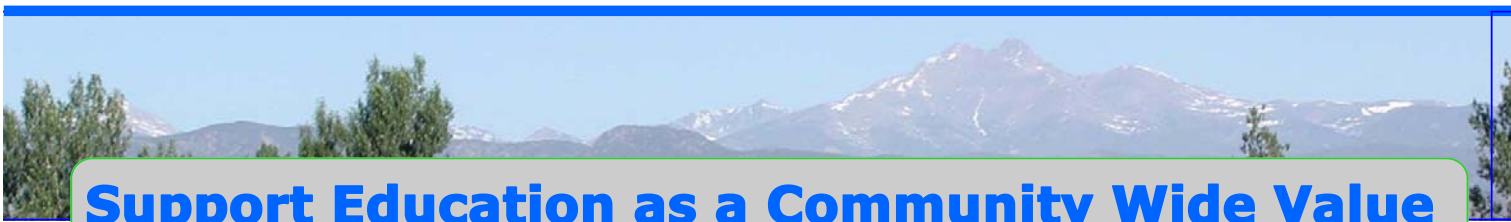
0.31

0.25

0.25

0.25

0.80



Support Education as a Community Wide Value

While education is not a service provided by the City, education serves a number of important roles in achieving the City's goals for a sustainable future. Educational opportunities help residents achieve employment and economic goals. An educated workforce will help the City attract employers with quality job opportunities and will continue to make Longmont an attractive and desirable place to live.

Regulate School Capacity	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible: Economic Development/Planning			
Schools perform at less than 125% of capacity, or mitigation options will be explored	100%	100%	100%
 Connect the Community with Educational Opportunities			
Department/Division responsible: Community Services/Youth Services			
Number of visitors to wiki-style community education website	1,666 visits At least 45 authors identified	2,500 visits At least 88 authors identified	3,000 visits At least 98 authors identified
 Community Education Indicators			
Department/Division responsible: Community Services/Youth Services			
Education level of community	86.5% of those 25+ with high school and 31.3% with bachelor's degree or higher.	87% of those 25+ with high school and 32% with bachelor's degree or higher.	87.5% of those 25+ with high school and 32.5% with bachelor's degree or higher.
High school dropout rate			
Males	3.4%	3.0%	3.0%
Females	2.4%	2.0%	2.0%
Counseling			
% of youth/families served showing improvement	54%	55%	55%
Family Success			
% of families served showing improvement	56%	58%	58%
Youth Development			
% of youth showing an increase in prosocial positive behavior and/or leadership skills	53%	55%	55%
Community Problem Solving			
% of youth showing an increase in prosocial/positive behavior	57%	58%	58%



Support Education as a Community Wide Value

While education is not a service provided by the City, education serves a number of important roles in achieving the City's goals for a sustainable future. Educational opportunities help residents achieve employment and economic goals. An educated workforce will help the City attract employers with quality job opportunities and will continue to make Longmont an attractive and desirable place to live.

Library Services	2009 Actual	2010 Estimate	2011 Projected
Department/Division responsible:			
Community Services			
Circulation rates per capita	12.53	12.90	13.00
Visitation rates per capita	6.73	7.00	7.25
Reference transactions per 1,000 population	1,328.89	1,400	1,450
Program attendance per 1,000 population	455.16	800	300
Patron internet usage per terminal	3,045.20	3,100	3,200
Turnover (Circulation divided by volumes)	3.35	4.00	4.25
Circulation return on investment (dollar value of items circulated annually divided by total annual budget)	5.14/1	5.25/1	5.25/1



Promote a Sense of Community Identity and Cultural Inclusion

An actively engaged community helps stretch limited resources by allowing the City to serve as a facilitator for community action. When an engaged community communicates effectively, City decisions and resources reflect the priorities of the community.

Strengthen Neighborhood Groups Department/Division responsible: Community Services/Community Neighborhood Resources	2009 Actual	2010 Estimate	2011 Projected
Percentage of households represented by organized neighborhood groups to the total households in the City of Longmont	30%	31%	33%
Number of neighborhood groups	56	55	57
Number of neighborhood groups accessing activity funds	30	31	33
Number of households impacted by activity funds	6,844	6,740	7,200
Foster Sense of Community Department/Division responsible: Community Services/Community Neighborhood Resources			
Number of referral assistance requests fulfilled	905	1,591	1,500
Translation access/services provided	27	33	35
Mediation/facilitation services provided	799	710	800
Engage the Community in Government Department/Division responsible: Administration and Community Services			
Number of substantial community involvement processes annually	13	12	6
Implement the Multi-cultural Strategic Plan Department/Division responsible: Community Services/Administration			
Percentage of bilingual employees at the City of Longmont	9%	5%	6%
Percentage of Hispanic/Latino employees at the City of Longmont	8%	7%	9%
Percentage of Hispanic/Latino population in the Community	22%	24%	27%
Percentage of people in which Spanish is primarily spoken at home	19%	19%	19%



Promote a Sense of Community Identity and Cultural Inclusion

An actively engaged community helps stretch limited resources by allowing the City to serve as a facilitator for community action. When an engaged community communicates effectively, City decisions and resources reflect the priorities of the community.

Provide Cultural Opportunities through Museum Division

Department/Division Responsible:
Community Services/Museum

	2009 Actual	2010 Estimate	2011 Projected
Total participation/total operating expenses	\$9.55	\$10.97	\$10.06
Percentage of total operating expenses funded from non-general fund sources	13.33%	15.26%	19.25%
Total participation in museum activities	71,443	69,385	72,000
Level of Visitor Learning (scale 1-8)	6.95	7.00	7.05
Level of Visitor "awe and wonder" (scale 1-8)	6.60	6.65	6.70

Provide Affordable Housing

Department/Division Responsible:
Community Services/CDBG

	2009 Actual	2010 Estimate	2011 Projected
Percentage of affordable housing units 10% of the residential units in the city should be affordable. Affordable units are defined as those that are income or price restricted through deeds or covenants that keep them affordable for a period of time.	5.64%	5.69%	5.82%

Provide Quality Services for Older Adults

Department/Division Responsible:
Community Services/Senior Services

	2009 Actual	2010 Estimate	2011 Projected
Number of wellness activities available	40 per month	35 per month	40 per month
% of older adults who have 9-12 strengths	52%	n/a	n/a
Number of programs currently offered with respect to homebound and care giving adults	33 per quarter	30	30
Number of unduplicated clients seen by resource staff	494	450	500
% of older adults felt "valued by the community"	75%	75%	75%
Number of visits by older persons to senior center programs annually	59,556	60,000	60,000



High Performing Government

A high performing government should provide foundation services in an efficient and cost effective way while providing excellent customer service to all who visit, work and live in our community.

	2009 Actual	2010 Estimate	2011 Projected
Overall Quality of Life	21% Excellent 59% Good 18% Fair 2% Poor	20% Excellent 60% Good 18% Fair 2% Poor	20% Excellent 60% Good 18% Fair 2% Poor
Overall Citizen Satisfaction Rating from satisfaction survey	This survey question is asked every other year and not on policy survey years	20% very satisfied 63% satisfied 13% neither satisfied nor dissatisfied 3% dissatisfied 1% very dissatisfied	This survey question is asked every other year and not on policy survey years
Efficient Facilities Management Services Department/Division Responsible: Public Works and Natural Resources/Facilities Maintenance and Operations			
Total square footage of all facilities/buildings	665,444	696,148	696,148
Maintenance operating expenditures per sq foot	\$1.90	\$2.36	\$2.44
Utility expenditures per square foot - electricity	\$0.52	\$0.52	\$0.53
Utility expenditures per square foot - natural gas	\$0.28	\$0.31	\$0.32
FTE per square foot maintained	0.000009793	0.000009300	0.000009300
Custodial operating expenditures per square foot	\$1.80	\$1.89	\$1.95
Percent of maintenance hours spent on PM tasks	29.3%	30.0%	30.0%

High Performing Government

A high performing government should provide foundation services in an efficient and cost effective way while providing excellent customer service to all who visit, work and live in our community.

	2009 Actual	2010 Estimate	2011 Projected
Efficient Fleet Services			
Department/Division Responsible: Finance & Support Services/Fleet			
Hours billed per vehicle/piece of equipment	20.40 hours	24.59 hours	24.00 hours
% of contracted maintenance expenditures	18.00%	18.00%	18.00%
Fleet availability percentage to users	94.67%	93.58%	95.00%
Downtime percentage	5.33%	6.42%	4.80%
Work orders completed in less than one day	83.35%	81.82%	85.00%
Work orders completed in 1-2 days	6.38%	6.36%	7.50%
Work orders completed in more than 2 days	10.27%	11.82%	7.50%
Total number of work order per year	2,456	2,374	2,400
Efficient Human Resources Services			
Department/Division Responsible: Finance & Support Services/Human Resources			
# of appeal eligible disciplinary actions issued	2	4	4
% of disciplinary actions upheld following appeal	0%	100%	100%
% of grievances resolved before passing from management control	100%	100%	100%
Turnover rates	4.90%	5.56%	5.56%
Efficient IT Services			
Department/Division Responsible: Finance & Support Services/Enterprise Technology Services			
Ratio of total workstations to total employees	.873	.866	.867
Central IT expenditures per workstation	\$3,619	\$3,824	\$4,283
Percent Availability for Systems	99.98%	99.81%	99.80%
Efficient Purchasing Services			
Department/Division Responsible: Finance & Support Services/Purchasing			
Amount of purchases made, reviewed or approved by the central purchasing office per central purchasing FTE	\$8,305,017	\$8,000,000	\$8,000,000
Number of protests filed and sustained	0	0	0
% of purchases on purchasing cards	7.5%	8%	8.5%



High Performing Government

A high performing government should provide foundation services in an efficient and cost effective way while providing excellent customer service to all who visit, work and live in our community.

Efficient Risk Management Services **2009 Actual** **2010 Estimate** **2011 Projected**

Department/Division Responsible:
Finance & Support Services/Risk Management

National Council on Compensation Insurance – Work Comp claims modifier	.89	.85	.85
# of workers compensation claims per FTE	.10	.09	.09
General liability claims per FTE	.03	.02	.02
Auto claims per FTE	.07	.07	.07
Property claims per FTE	.02	.02	.02

Efficient City Clerk Services

Department/Division Responsible: City Clerk

Number of Use of Public Places permits issued:			
Special events	98	92	90
Business extensions	4	4	4
Mobile vendor	1	1	1
Ambulatory vendor	1	0	0
Block party	36	32	30
Alcohol on public places	34	30	30

Efficient Accounting/Treasury Services

Department/Division Responsible: Finance & Support Services/Accounting, Treasury

Monthly reports issued by 15 th of the following month	91%	91%	91%
Audit completed/CAFR to Council by May	May	May	May
Audit Opinion	Unqualified	Unqualified	Unqualified
GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
Investments comply with investment policies	100%	100%	100%
Monthly investment reports to Finance Director within 3 weeks of month end	100%	100%	100%
Quarterly reports, including policy compliance data and market valuation, to Council within 1 month of quarter end	100%	100%	100%

High Performing Government

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Efficient Budget Services	2009 Actual	2010 Estimate	2011 Projected
Department/Division Responsible: Finance & Support Services/Budget			
GFOA Distinguished Budget Presentation Award Additional appropriations/CIP amendments completed annually	Received 10	Received 9	Receive 10
Efficient Utility Billing Customer Service			
Department/Division Responsible: Finance & Support Services/Utility Billing			
Satisfaction of customers making payment arraignments (100% = very satisfied)	96.33%	96.66%	97%
Satisfaction of customers connect, disconnect or transfer service (100% = very satisfied)	97.81%	97.67%	97%
Efficient Information Desk Services			
Department/Division Responsible: Finance & Support Services/Accounting			
Number of direct contacts with citizens (phone and walk-ins)	3,415	3,610	3,600
Provide Excellent Electric Reliability and Customer Service			
Department/Division Responsible: Power and Communications/Electric Engineering Customer Services and Marketing			
System average interruption frequency index – not more than 1 event per year per customer	.34	.5	.5
Momentary average interruption index – not more than 1.5 events per customer per year	.39	.5	.5
System average interruption duration index – not more than 80 minutes per customer per event	27.3	30	30
Residential reliability rating (100%=very satisfied)	95%	95%	95%
Key account reliability rating (100%=excellent)	92%	100%	100%
Residential overall satisfaction (10 point scale)	9.0	8.8	8.8
Key account overall satisfaction (10 point scale)	8.7	8.9	8.9
Residential value rating (100%=excellent)	95%	95%	95%
Key account value rating – (100% = excellent)	96%	100%	100%
Customer overall satisfaction (100%=excellent)	99%	97%	97%
Construction project satisfaction (100%=very effective)	97%	97%	97%



Community Safety

The public's sense of safety is a vital part of a safe community. Providing community policing services; delivering emergency medical, fire suppression and rescue services; and a safe environment for employees help achieve a safer community for all who live and work here.

Provide Efficient Fire and EMS Services

Department/Division Responsible: Public Safety

	2009 Actual	2010 Estimate	2011 Projected
Fire Response Time	5.27 minutes	5.20 minutes	5.25 minutes
Property damage due to structure fires	\$429,755	\$750,000	\$1,000,000
Number of plan reviews completed	258	350	300
EMS Response Time	4.65 minutes	4.53 minutes	4.60 minutes

Provide Efficient Police Services

Department/Division Responsible: Public Safety

Violent crimes reported per 1,000 population	4.13	3.99	3.88
Property crimes reported per 1,000 population	28.54	27.49	26.95
Moving violation citations per capita	0.10	0.08	0.08
Injury-producing traffic accidents per 1,000	2.32	2.21	2.25
DUI arrests per 1,000 population	3.13	3.24	3.24

Sense of Safety/Sense of Disorder

Department/Division Responsible: Public Safety

No more than 5% believe that their personal level of safety is Very Unsafe or Unsafe	5.1%	n/a	5.1%
No more than 10% believe their property is Very Unsafe or Unsafe	11.2%	n/a	11.2%
85% of residents believe disorder related to crime is not a major or moderate problem	85.6%	n/a	85.6%

*Note: Survey completed every other year

Efficient Courts/Probation Services

Department/Division Responsible:
Municipal Court/Probation

Percent of warrants issued within 7 days	90%	95%	95%
Recidivism rate	14%	15%	15%
Caseload per Probation Officer	336	340	340
Community service compliance	90%	90%	90%

Provide a Safe Environment for LPC Employees

Department/Division Responsible:
Power and Communications/Administration

Achieve first quartile placement in the American Public Power Association's annual safety survey (1st quartile ≤ 3 incidents per year)	0 incidents	2 incidents	2 incidents
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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 inspections, 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 (88.3%) and the Public Improvement Fund (11.7%) 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.

2011 Budget

As established in the City's Financial Policies, the General Fund must maintain a fund balance that is at least equal to 8% of the year's projected spending. For the 2011 Budget, that amount is \$5,046,308. The projected ending fund balance at the end of 2011 is \$5,896,308 (9.4%). This DOES NOT include the \$407,566 that is designated for Future Council One Time Expenditures.

The General Fund budget includes a net decrease of 3.35 FTE. These changes are detailed below:

Department/Division	Position	FTE
Positions Removed		
<i>Public Safety</i>		
<i>Patrol</i>	Police Officer	(1.00)
<i>Police Support Services</i>	Evidence Technician	(0.50)
<i>Community Services</i>		
<i>Library and Recreation</i>	Sr Library Technician	(1.00)
<i>Library</i>	Library Technician	(0.60)
<i>Library</i>	Library Page	(0.50)
<i>Museum</i>	Museum Curator	(1.00)
<i>Public Works and Natural Resources</i>		
<i>Parks</i>	Parks Ranger Technician	(0.75)
<i>Parks</i>	Grounds Maintenance Technician	(1.00)
Positions Added		
<i>Finance</i>		
<i>Enterprise Technology Systems</i>	Programmer Analyst	1.00
<i>Enterprise Technology Systems</i>	Systems Analyst	1.00
<i>Public Safety</i>		
<i>Communications</i>	Technical Systems Specialist	1.00
Net FTE Change to the General Fund		(3.35)

GENERAL FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	42,608,171	43,905,136	44,966,536
Licenses and Permits	2,042,684	769,312	713,865
Intergovernmental	1,639,111	240,131	231,279
Charges for Service	4,687,643	4,815,592	5,364,835
Fines and Forfeits	1,375,927	1,341,600	1,436,300
Interest and Miscellaneous	341,511	309,997	367,900
Interfund Transfers	6,332,752	7,119,282	6,607,775
TOTAL REVENUES	\$ 59,027,799	\$ 58,501,050	\$ 59,688,490
 EXPENDITURES BY BUDGET SERVICE			
Finance Administration	272,713	298,515	312,588
Accounting	503,293	532,566	557,852
Sales Tax	229,507	241,182	240,482
Treasury	191,834	213,178	233,564
Information Desk	45,804	49,115	47,971
Utility Billing	1,115,368	1,190,844	1,219,283
Mail Delivery	56,156	59,220	55,261
Parking Enforcement	86,429	87,157	93,820
Enterprise Technology Services Operations	1,222,413	1,557,835	1,677,392
Enterprise Technology Services Applications	1,143,556	1,274,059	1,734,475
Enterprise Technology Services Telephone System	311,996	440,940	391,327
Print Shop	213,494	223,462	217,016
Risk Management	301,203	269,023	273,578
Safety	167,241	226,129	225,780
Purchasing and Contracts	416,766	431,341	440,159
Budget	157,421	198,380	154,859
Human Resources	862,007	978,528	955,365
Community Services Director	632,910	505,531	797,121
Neighborhood Resources	127,345	150,738	150,717
Community Relations	195,743	215,259	217,864
Code Enforcement	265,115	329,179	476,610
Youth Services	569,192	753,318	771,550
Library Administration	282,493	344,528	362,948
Adult Services	875,384	1,054,558	1,023,610
Children's and Teen Services	325,622	400,036	406,800
Technical Services	686,164	631,468	629,366
Circulation	553,012	573,075	622,421

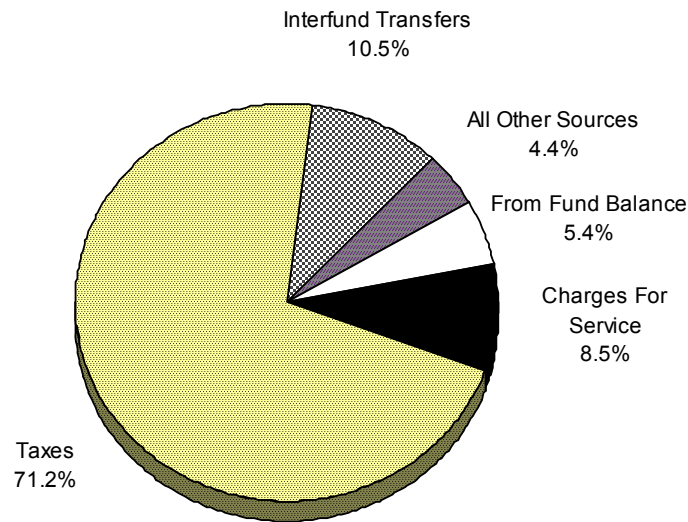
GENERAL FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
Museum	576,076	637,402	607,657
Recreation Administration	206,796	288,778	262,245
Recreation Center	1,176,418	1,281,909	1,230,859
Athletics and Team Sports	407,709	403,548	407,564
Recreation for Special Needs	41,755	35,819	36,135
General Programs and Facilities	580,561	620,597	653,890
Outdoor Recreation	35,480	28,080	33,099
Aquatics	778,472	801,698	830,423
Concessions	202,912	175,250	177,553
Community Events	155,861	95,593	110,861
Seasonal Ice Rink	134,583	119,398	120,652
Youth Recreation Programs	152,588	121,915	131,497
Senior Services	575,932	597,471	614,661
Human Service Agencies	929,418	934,719	951,122
Public Safety Director	523,737	540,984	652,429
Communication Center	2,281,555	1,369,585	1,470,887
Public Safety Technical Services	-	379,144	348,237
Emergency Management	424,566	105,165	288,325
Patrol	8,031,722	8,286,200	8,455,224
Investigations	2,061,960	1,925,420	2,013,843
Animal Control	460,960	478,261	509,071
Special Enforcement Unit	637,923	643,372	671,326
School Resource Officers	542,638	551,472	547,991
Police Information Services	940,353	732,636	733,387
Support Services	1,311,039	1,247,113	1,212,868
Traffic Unit	834,924	836,662	857,330
SWAT Team	220,288	167,255	190,600
Volunteer Programs	32,476	32,644	32,832
Special Operations	409,057	466,633	480,098
Fire Operations	8,197,798	8,107,989	8,187,647
Fire Support Services	479,652	541,878	265,540
Fire Prevention	-	-	387,733
Fire Training and Personnel	1,575	434,004	511,431
Economic Development Director	200,728	250,734	254,559
Economic Vitality	399,196	923,946	812,144
Planning	654,611	448,608	448,583
Development Review	456,132	345,646	376,187
Building Permits and Inspections	748,349	678,071	699,654
Facility Maintenance	1,810,703	1,646,182	1,697,247
Facility Operations	1,194,594	1,316,378	1,337,484

GENERAL FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
Parks Administration	222,908	231,583	231,284
Parks Maintenance	2,059,213	2,018,758	1,910,716
Parks Development and Improvement	102,510	100,449	96,881
Forestry Maintenance	460,715	496,899	515,755
Municipal Grounds Maintenance	89,033	111,224	170,630
Right of Way Maintenance	807,583	869,284	919,370
Union Reservoir	332,490	326,934	327,277
Parks Resource Management	246,025	264,614	142,575
Engineering/Survey Technical Services	-	-	48,976
Mayor and City Council	648,070	720,015	644,230
City Manager	705,427	689,396	707,662
Non-Departmental	314,874	533,073	1,273,005
City Clerk	322,825	477,374	453,880
Elections and Voter Registration	87,451	116,719	109,881
City Attorney	755,026	902,185	874,186
Municipal Court	527,789	491,021	480,988
Probation	249,279	275,105	270,895
TOTAL EXPENDITURES	\$ 58,552,496	\$ 60,451,956	\$ 63,078,845
CONTRIBUTION TO/(FROM)	\$ 475,301	\$ (1,950,906)	\$ (3,390,355)
FUND BALANCE			

GENERAL FUND - Sources of Funds



The General Fund will receive 71.2% (\$45 million) of its total sources of funds from taxes in 2011. Sales and use tax collections will total \$23.92 million, or 53.2% of all taxes collected.

- Interfund transfers will account for 10.5% 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 \$3.39 million for one time expenses. This includes a transfer to the Public Improvement Fund of \$850,000.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2010, sales and use tax revenues are projected to increase by 1.21% from 2009 actual collections then increase by 2.67% for 2011 over the projected collections for 2010.

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

Building Permits: The 2011 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 37 single family dwelling units and 32 multifamily units and 35,000 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 15th of each year.

Total General Fund budgeted expenses for 2011	\$	63,078,845
2011 estimated revenues other than property taxes	\$	48,994,445
Total revenue needed from property taxes	\$	14,084,400
Mill levy to raise revenue needed from property taxes		13.420

Estimated assessed valuation for the tax year 2010, collected in 2011:

Boulder County	\$	1,058,321,051
Weld County	\$	7,896,233

Average collection rate of property taxes:

2010 est.	98.4%
2009	98.9%
2008	98.6%
2007	98.9%
2006	98.6%
2005	98.5%
2004	98.7%
2003	98.1%
2002	98.6%
2001	99.8%
2000	97.8%
1999	97.7%
1998	98.8%
1997	98.0%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County Assessors. The 2011 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 applying the 8% reserve requirement, as specified in the City's Financial Policies, to the fund balance using the estimated budget for the following year. The amount above that 8% limit is available for the following year's budget. The following table includes the budgeted and revised projection for 2010 and the projected General Fund cash surplus for 2011.

	2010 Adopted Budget	2010 Projected Actual
Beginning Available Fund Balance	\$ 9,998,148	\$ 9,998,148
Revenues		
Sales Tax	22,699,483	23,055,303
Use Tax	231,086	235,308
Property Tax	14,385,467	14,385,467
All Other	21,185,014	21,563,620
TOTAL REVENUES	\$ 58,501,050	\$ 59,239,698
 TOTAL EXPENSES	 \$ 60,451,956	 \$ 59,951,183
 Ending Available Fund Balance	 \$ 8,047,242	 \$ 9,286,663

Projected 2011 Ending Available Fund Balance

2011 General Fund Budget	\$ 63,078,845	
8% Emergency Reserve		5,046,308
Additonal Emergency Reserve		850,000
Fund Balanced used in 2011 budget		3,390,355
<i>Projected ending available fund balance</i>		\$ 5,896,308

	2009 Actual	2010 Budget	2011 Budget
TAXES			
Property Taxes-Current	14,398,968	14,385,467	14,084,400
Property Taxes-Delinquent	3,586	-	-
Sales Taxes	22,603,882	22,699,483	23,868,547
Use Taxes	147,190	231,086	50,842
Cigarette Taxes	185,093	190,000	175,000
Natural Gas Franchise	774,978	692,000	800,000
Cable Television Franchise	736,951	740,000	760,000
Telephone Franchise	305,645	219,770	195,126
Electric Franchise	3,123,448	4,153,360	4,418,080
Telecommunications Franchise	9,562	7,800	10,657
Water Franchise	-	263,670	262,884
Wastewater Franchise	318,868	322,500	341,000
<i>Taxes Subtotal</i>	<i>42,608,171</i>	<i>43,905,136</i>	<i>44,966,536</i>
LICENSES AND PERMITS			
Liquor Application Fee	25,469	22,000	26,000
Liquor Licenses	8,809	11,000	8,000
Massage Therapist Licenses	360	-	-
Sales Tax Business Permits	25,713	28,000	28,000
Business Licenses	6,095	4,600	4,600
Building Permits	514,019	591,712	537,070
Wood Burning Exemption Permits	40	-	-
Contractor Licenses	97,580	105,000	102,995
Parade Licenses	200	-	-
Use of Public Places Permit	3,199	5,000	6,000
Alcohol in Public Places Permits	1,200	2,000	1,200
<i>Licenses and Permits Subtotal</i>	<i>682,684</i>	<i>769,312</i>	<i>713,865</i>
INTERGOVERNMENTAL			
Federal Grants	7,923	-	-
Nongrant Federal Revenue	62,910	-	-
Federal Mineral Lease Distribution	32,438	-	-
State Grants	883,344	-	-
Nongrant State Revenue	18,531	-	-
State Severance Tax	141,924	30,000	30,000
Local Government Grants	3,856	-	-
St. Vrain Valley School District	114,232	114,232	116,380
Clover Basin Fire District	284,612	-	-
Town of Frederick	6,500	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	52,942	55,000	55,000
Baseball District Excess	-	11,000	-
<i>Intergovernmental Subtotal</i>	<i>1,639,111</i>	<i>240,131</i>	<i>231,279</i>

CHARGES FOR SERVICE	2009 Actual	2010 Budget	2011 Budget
Zoning and Hearings	49,630	60,000	40,000
Parks Maintenance Fee	-	447,000	447,000
Maps and Publications	1,318	1,200	1,200
Print Shop Revenue	188,846	223,593	211,316
Sales Tax Commission	19,675	19,300	6,000
Purchasing Card Rebates	22,235	20,000	22,000
Criminal Justice Records	26,304	22,000	25,000
Extra Duty Police Officer Reimbursement	80,807	-	-
Sex Offender Registration Fees	10,614	12,000	12,000
Vehicle Impound Fees	600	2,800	2,800
Fireworks Stand Fees	8,000	6,000	6,000
Fire Inspection Fees	51,810	50,000	60,000
Emergency Dispatching	99,097	99,096	99,096
Work In R-O-W Permits	6,503	-	-
Plan Check Fees	172,578	155,941	163,141
Variance and Appeals Board	1,325	1,775	1,425
Elevator Inspection Fees	29,460	34,230	37,500
Right of Way Maintenance	230,972	233,620	234,556
GID Maintenance	43,997	47,000	47,000
Disconnect Tag Fees	-	-	321,000
Recreation Center - Admission/Passes	1,319,489	1,225,000	1,325,000
Recreation Center - Aquatic Fees	53,249	45,000	55,000
Recreation Center - Activity Fees	63,750	51,000	63,000
Recreation Center - Rentals	40,964	46,000	41,000
Recreation Center - Concessions	39,100	40,000	41,000
Recreation Center - Resale Merchandise	16,080	17,000	17,000
Pool Fees/Passes/Lessons	429,503	429,000	445,000
Recreation Non-Resident Fees	30,977	30,000	30,000
Recreation Community Events	78,032	44,426	44,426
Union Reservoir Fees	221,770	215,000	240,000
Ice Rink Program Fees	114,671	69,746	90,000
Athletic Program Fees	305,201	275,000	300,000
Recreation Activity Fees	480,906	445,928	475,000
Senior Services Subscriptions	552	500	500
Outdoor Recreation Activity Fees	58,317	38,825	50,000
Special Recreation Activity Fees	18,232	22,000	17,000
Concessions-Sandstone Ranch #2	12,879	10,300	11,300
Concessions-Sandstone Ranch #1	12,957	10,000	17,000
Concessions-Centennial Pool	1,106	1,805	-
Concession-Clark Park	15,984	9,000	13,500
Concessions-Roosevelt Park	91	200	-
Concessions-Sunset Pool	26,546	26,000	26,000
Concessions-Memorial Building	1,360	1,200	1,200
Concessions-Garden Acres	39,173	45,500	40,000
Concessions-Union Reservoir	6,735	6,200	6,200
Concessions-Ice Rink	755	875	775
Ice Rink Rentals	31,530	20,632	28,000
Memorial Building Rentals	34,718	32,000	34,000
Willow Barn Rental	17,113	24,300	22,300

CHARGES FOR SERVICE (Continued)	2009 Actual	2010 Budget	2011 Budget
Senior Center Rentals	13,229	18,000	13,000
Swimming Pool Rentals	40,509	37,000	41,000
Other Facility Rentals	86,905	99,000	87,000
Batting Cage Licensing Fee	2,000	1,600	1,600
Park Shelter Rentals	29,489	30,000	30,000
Museum Special Events Fee	-	12,000	21,000
<i>Charges for Service Subtotal</i>	<i>4,687,643</i>	<i>4,815,592</i>	<i>5,364,835</i>

FINES AND FORFEITS	2009 Actual	2010 Budget	2011 Budget
Parking Fines	119,382	120,000	120,000
Court Fines	729,528	725,000	800,000
Jury Fees	4	200	-
Bond Forfeitures	20,527	19,500	19,500
Court Education Fees	48,118	48,000	48,000
Probation Monitoring Fees	32,375	30,000	32,000
Surcharge on Violations	101,246	102,800	102,800
Court Costs	134,686	129,600	140,000
Outside Judgments/Warrants-City	4,470	3,500	4,000
Library Fines/Penalties	92,157	90,000	93,000
Miscellaneous Penalties	6,396	6,000	6,000
False Alarm Fines	65,520	55,000	55,000
Weed Cutting	21,518	12,000	16,000
<i>Fines and Forfeits Subtotal</i>	<i>1,375,927</i>	<i>1,341,600</i>	<i>1,436,300</i>

INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	22,554	25,000	25,000
Miscellaneous Revenue-Police	29,113	20,000	20,000
Miscellaneous Revenue-Library	164	-	-
Miscellaneous Revenue-Court	968	700	700
Miscellaneous Revenue-City Clerk	451	200	200
Miscellaneous Revenue-Fire	13,625	-	-
LEGI Services	-	2,000	2,000
Sale of Equipment	5,000	3,000	3,000
Miscellaneous Revenue - ETS	10,397	-	-
Prior Years Revenue/Expenses	(837)	-	-
Interest Income	367,090	249,097	312,000
Unrealized Gain/Loss	(175,987)	-	-
Oil and Gas Lease Royalties	5,616	5,000	5,000
Private Grant/Donations	63,357	5,000	-
<i>Miscellaneous Revenue Subtotal</i>	<i>341,511</i>	<i>309,997</i>	<i>367,900</i>

INTERFUND TRANSFERS

Transfer from Sanitation Fund	850,240	788,555	529,768
Transfer from Golf Fund	118,868	121,682	151,738
Transfer from Electric Fund	1,502,671	1,599,075	1,701,615
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	10,500	10,500	10,500
Transfer from Water Fund	1,259,745	1,199,764	1,139,931
Transfer from Sewer Fund	655,353	773,362	670,137
Transfer from Storm Drainage Fund	399,868	510,620	451,870
Transfer from Airport Fund	39,446	42,573	91,076
Transfer from Judicial Wedding Fund	-	1,283	1,319
Transfer from Street Fund	746,051	761,943	898,284
Transfer from Library Services	28,806	20,500	20,500
Transfer from Open Space	164,228	171,218	183,246
Transfer from Self Insurance Fund	101,783	104,117	109,719
Transfer from Workers Comp Fund	142,233	158,125	164,127
Transfer from General Imprvmnt District	15,886	7,020	12,097
Transfer from Fleet Fund	201,510	216,296	205,538

<i>Interfund Transfers Subtotal</i>	<i>6,260,188</i>	<i>6,509,633</i>	<i>6,364,465</i>
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TOTAL ONGOING REVENUES	57,595,235	57,891,401	59,445,180
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ONE TIME REVENUES

One Time Transfers from Other Funds	72,564	118,983	243,310
Transfer from Health Benefits Fund	-	490,666	-
Transfer from Subdividers Escrow Fund	1,360,000	-	-
Contribution from/(to) Fund Balance	(475,302)	1,950,906	3,390,355

TOTAL ONE TIME REVENUES	957,262	2,560,555	3,633,665
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**TOTAL FUNDS NEEDED
TO MEET EXPENSES**

58,552,496	60,451,956	63,078,845
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Mayor and City Council Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	117,689	132,297	129,296
Operating and Maintenance	509,861	504,368	415,034
Non-Operating	20,520	83,350	99,900
Capital	-	-	-
TOTAL	\$ 648,070	\$ 720,015	\$ 644,230

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:	2009 Budget	2010 Budget	2011 Budget
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
Total	7.00	7.00	7.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	89,654	90,000	90,000
128 FICA	5,559	5,580	5,580
129 Medicare	1,300	1,305	1,305
135 Compensation Insurance	48	37	36
137 Staff Training and Conferences	17,155	27,875	27,875
142 Food Allowance	3,974	7,500	4,500
<i>Subtotal</i>	<i>117,689</i>	<i>132,297</i>	<i>129,296</i>
Operating and Maintenance			
210 Office Supplies	331	600	350
216 Reference Books and Materials	330	300	300
217 Dues and Subscriptions	86,357	77,693	85,898
218 Non-Capital Equipment and Furniture	160	-	-
229 Materials and Supplies	2,186	5,723	14,473
240 Equipment Repair and Maintenance	3,600	2,410	2,410
243 Non-Capital Computer Equipment and Supplies	2,121	-	-
245 Mileage Allowance	385	1,000	1,000
246 Liability Insurance	18,222	9,420	15,731
250 Professional and Contracted Services	384,549	385,950	281,200
261 Telephone Charges	3,388	6,600	5,000
263 Postage	198	1,000	500
264 Printing and Copying	7,631	10,672	8,172
269 Other Services and Charges	404	3,000	-
<i>Subtotal</i>	<i>509,861</i>	<i>504,368</i>	<i>415,034</i>
Non-Operating Expense			
970 Transfers To Other Funds	20,520	22,800	22,800
971 Contingency	-	60,550	77,100
<i>Subtotal</i>	<i>20,520</i>	<i>83,350</i>	<i>99,900</i>
SERVICE TOTAL	\$ 648,070	\$ 720,015	\$ 644,230

City Manager Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	536,093	506,428	522,946
Operating and Maintenance	169,334	182,968	184,716
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 705,427	\$ 689,396	\$ 707,662

The City Manager’s Office provides guidance and management to all City Departments.

SERVICE: **City Manager**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

As provided for by City Charter, the City Manager is the chief administrative officer of the City and is responsible for the efficient administration of all affairs of the City that are placed in this person's charge by the City Council. This service: provides guidance and management to all City departments; tracks legislative matters; provides public information services; provides support to the City Council; provides intergovernmental support and services; and leads customer service and community involvement efforts for the City.

SERVICE: City Manager

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
City Manager	1.00	1.00	1.00
Director of Administration/City Clerk	0.50	0.00	0.00
Public Information Officer	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	4.50	4.00	4.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	402,632	371,001	379,891
112 Wages - Temporary	14,910	17,300	28,800
114 Skill Based Pay	798	1,200	1,200
121 Wages - Overtime	514	850	850
123 Leave Expense	4,460	-	-
124 Skill Based Overtime Pay	6	-	-
126 Retirement Health Savings Plan	3,920	1,600	1,600
128 FICA	-	1,073	1,786
129 Medicare	5,472	5,442	5,739
131 MOPC	20,368	17,904	18,347
132 Employee Insurance	56,390	46,394	49,380
133 Employee Retirement	20,554	29,895	22,018
135 Compensation Insurance	350	302	154
136 Unemployment Insurance	381	729	915
137 Staff Training and Conferences	3,630	10,738	8,738
139 Dental Insurance	-	-	1,828
142 Food Allowance	1,708	2,000	1,700
<i>Subtotal</i>	<i>536,093</i>	<i>506,428</i>	<i>522,946</i>
Operating and Maintenance			
210 Office Supplies	942	1,200	1,000
216 Reference Books and Materials	38	150	150
217 Dues and Subscriptions	4,711	6,671	5,171
218 Non-Capital Equipment and Furniture	1,105	-	300
229 Materials and Supplies	904	3,030	11,030
230 Printing and Copier Supplies	-	1,000	1,000
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	6,306	1,891	1,891
245 Mileage Allowance	5,005	5,430	5,430
246 Liability Insurance	2,812	2,536	2,484
250 Professional and Contracted Services	34,605	29,600	38,400
252 Advertising and Legal Notices	17,968	20,630	20,630
261 Telephone Charges	439	380	380
263 Postage	45,043	46,860	36,860
264 Printing and Copying	49,373	52,975	49,375
269 Other Services and Charges	83	7,615	7,615
<i>Subtotal</i>	<i>169,334</i>	<i>182,968</i>	<i>184,716</i>
SERVICE TOTAL	\$ 705,427	\$ 689,396	\$ 707,662

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 or the Employee Recognition Program) or are non-operating expenditures (such as transfers to other funds).

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
112 Wages - Temporary	965	-	-
123 Leave Expense	-	140,000	154,200
128 FICA	56	-	-
129 Medicare	13	-	-
<i>Subtotal</i>	<i>1,034</i>	<i>140,000</i>	<i>154,200</i>
Operating and Maintenance			
217 Dues and Subscriptions	5,550	5,550	5,550
250 Professional and Contracted Services	211,432	220,525	197,525
256 Refunds	5,805	10,000	10,000
269 Other Services and Charges	3,481	20,150	20,150
275 Building Permits To LDDA	7,997	-	-
<i>Subtotal</i>	<i>234,265</i>	<i>256,225</i>	<i>233,225</i>
Non-Operating Expense			
950 Bad Debt	12,932	9,400	9,400
970 Transfers To Other Funds	66,643	97,448	876,180
<i>Subtotal</i>	<i>79,575</i>	<i>106,848</i>	<i>885,580</i>
Capital Outlay			
440 Machinery and Equipment	-	30,000	-
<i>Subtotal</i>	<i>-</i>	<i>30,000</i>	<i>-</i>
SERVICE TOTAL	\$ 314,874	\$ 533,073	\$ 1,273,005

Line Item Notes:

#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 that choose to be paid, that amount is transferred from this budget service to the employee's budget service.

#250 - Includes Longmont Cable Trust contract.

#970 - \$850,000 transfer to Public Improvement Fund for capital improvement construction projects.

City Clerk Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	265,147	363,984	376,328
Operating and Maintenance	144,922	198,858	187,433
Non-Operating	-	-	-
Capital	207	31,251	-
TOTAL	\$ 410,276	\$ 594,093	\$ 563,761

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: administration of oaths; issuance of specialty business licenses and permits and collection of fees; issuance of all liquor related licenses; recruitment of City board and commission members; and serving as liaison between the citizens and the City Council. This services also manages all of the organizations 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.

Budgeted Positions:	2009 Actual	2010 Budget	2011 Budget
City Clerk	0.30	0.75	0.75
Deputy City Clerk	0.90	0.90	0.90
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.90	1.00	1.00
Total	4.10	3.65	3.65

SERVICE: City Clerk**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	154,729	237,080	243,972
112 Wages - Temporary	26,053	3,775	10,000
114 Skill Based Pay	1,153	1,080	1,080
121 Wages - Overtime	147	1,000	500
123 Leave Expense	2,143	-	-
126 Retirement Health Savings Plan	1,383	1,460	1,460
128 FICA	1,657	234	620
129 Medicare	2,212	3,490	3,680
131 MOPC	7,220	11,844	12,188
132 Employee Insurance	29,532	30,651	32,760
133 Employee Retirement	7,318	19,766	14,625
135 Compensation Insurance	803	798	754
136 Unemployment Insurance	197	482	607
137 Staff Training and Conferences	3,302	5,287	5,287
139 Dental Insurance	-	-	1,214
142 Food Allowance	71	200	100
<i>Subtotal</i>	<i>237,920</i>	<i>317,147</i>	<i>328,847</i>
Operating and Maintenance			
210 Office Supplies	1,241	1,900	1,500
215 Audiovisual Materials	11	100	100
216 Reference Books and Materials	-	300	150
217 Dues and Subscriptions	1,004	1,350	1,350
218 Non-Capital Equipment and Furniture	-	50	7,050
229 Materials and Supplies	136	700	500
230 Printing and Copier Supplies	-	336	150
240 Equipment Repair and Maintenance	13,392	54,912	36,912
243 Non-Capital Computer Equipment and Supplies	1,597	3,964	5,370
245 Mileage Allowance	163	400	400
246 Liability Insurance	1,041	953	7,301
250 Professional and Contracted Services	27,191	13,100	13,100
252 Advertising and Legal Notices	31,929	40,400	40,400
261 Telephone Charges	-	300	150
263 Postage	998	2,200	2,200
264 Printing and Copying	906	1,811	1,200
269 Other Services and Charges	5,089	6,200	7,200
<i>Subtotal</i>	<i>84,698</i>	<i>128,976</i>	<i>125,033</i>
Capital Outlay			
440 Machinery and Equipment	207	31,251	-
<i>Subtotal</i>	<i>207</i>	<i>31,251</i>	<i>-</i>
SERVICE TOTAL	\$ 322,825	\$ 477,374	\$ 453,880

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 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 the 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:	2009 Actual	2010 Budget	2011 Budget
City Clerk	0.20	0.25	0.25
Deputy City Clerk	0.10	0.10	0.10
Administrative Assistant	0.10	0.00	0.00
Total	0.40	0.35	0.35

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	20,011	36,127	36,654
112 Wages - Temporary	203	-	-
114 Skill Based Pay	48	120	120
121 Wages - Overtime	-	150	650
123 Leave Expense	110	-	-
126 Retirement Health Savings Plan	196	140	140
129 Medicare	223	526	534
131 MOPC	902	1,813	1,839
132 Employee Insurance	4,570	4,697	4,949
133 Employee Retirement	920	3,027	2,206
135 Compensation Insurance	17	13	14
136 Unemployment Insurance	29	74	92
139 Dental Insurance	-	-	183
142 Food Allowance	-	150	100
<i>Subtotal</i>	<i>27,227</i>	<i>46,837</i>	<i>47,481</i>
Operating and Maintenance			
210 Office Supplies	229	150	50
229 Materials and Supplies	15	200	200
245 Mileage Allowance	-	50	150
246 Liability Insurance	91	87	100
250 Professional and Contracted Services	53,899	48,195	35,000
252 Advertising and Legal Notices	5,830	4,000	5,800
263 Postage	6	3,000	5,100
264 Printing and Copying	153	14,200	16,000
<i>Subtotal</i>	<i>60,224</i>	<i>69,882</i>	<i>62,400</i>
SERVICE TOTAL	\$ 87,451	\$ 116,719	\$ 109,881

City Attorney Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	707,613	759,747	802,933
Operating and Maintenance	47,206	142,438	71,253
Non-Operating	-	-	-
Capital	207	-	-
TOTAL	\$ 755,026	\$ 902,185	\$ 874,186

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 or supervises drafting of ordinances, resolutions, contracts, agreements and other legal documents; prosecutes Municipal Code violations, including pre-trial conferences, trials and other proceedings in the Municipal Court; and directs the City's special counsel.

SERVICE: City Attorney

Budgeted Positions:	2009 Budget	2010 Budget	2011 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

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	546,394	583,884	624,057
114 Skill Based Pay	1,497	900	900
121 Wages - Overtime	-	150	150
123 Leave Expense	10,809	-	-
126 Retirement Health Savings Plan	4,499	3,000	3,000
129 Medicare	6,808	8,461	9,042
131 MOPC	27,808	29,174	31,183
132 Employee Insurance	76,410	75,735	84,072
133 Employee Retirement	28,109	48,749	37,420
135 Compensation Insurance	400	308	243
136 Unemployment Insurance	512	1,191	1,557
137 Staff Training and Conferences	4,015	7,895	7,895
139 Dental Insurance	-	-	3,114
142 Food Allowance	352	300	300
<i>Subtotal</i>	<i>707,613</i>	<i>759,747</i>	<i>802,933</i>
Operating and Maintenance			
210 Office Supplies	1,467	1,300	1,300
216 Reference Books and Materials	1,913	4,428	4,428
217 Dues and Subscriptions	2,514	3,190	3,190
218 Non-Capital Equipment and Furniture	1,619	600	600
229 Materials and Supplies	9	100	100
230 Printing and Copier Supplies	607	809	809
240 Equipment Repair and Maintenance	2,592	2,700	5,200
243 Non-Capital Computer Equipment and Supplies	4,049	2,644	2,644
245 Mileage Allowance	1,874	2,800	2,800
246 Liability Insurance	1,610	1,547	1,612
250 Professional and Contracted Services	536	91,522	16,522
255 Jury and Witness Fees	430	550	550
261 Telephone Charges	392	617	617
263 Postage	1,081	1,484	1,484
264 Printing and Copying	1,522	1,180	1,180
269 Other Services and Charges	24,993	26,967	28,217
<i>Subtotal</i>	<i>47,206</i>	<i>142,438</i>	<i>71,253</i>
Capital Outlay			
440 Machinery and Equipment	207	-	-
<i>Subtotal</i>	<i>207</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 755,026	\$ 902,185	\$ 874,186

Municipal Court Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	576,521	601,190	604,466
Operating and Maintenance	113,366	124,936	127,417
Non-Operating	-	-	-
Capital	87,181	40,000	20,000
TOTAL	\$ 777,068	\$ 766,126	\$ 751,883

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 prepares and processes all of the necessary paperwork for each case and monitors compliance to 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 100 wedding ceremonies each year.

SERVICE: Municipal Court

Budgeted Positions:	2009 Budget	2010 Budget	2011 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

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	260,489	267,624	270,298
112 Wages - Temporary	5,931	7,390	7,390
114 Skill Based Pay	1,801	1,800	1,800
121 Wages - Overtime	613	2,422	2,422
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	7,192	-	-
124 Skill Based Overtime Pay	12	-	-
126 Retirement Health Savings Plan	1,600	1,600	1,600
128 FICA	378	458	458
129 Medicare	1,896	2,294	2,316
131 MOPC	13,474	13,471	13,605
132 Employee Insurance	34,763	34,791	36,490
133 Employee Retirement	13,613	22,463	16,326
135 Compensation Insurance	144	111	110
136 Unemployment Insurance	234	547	675
137 Staff Training and Conferences	-	537	537
139 Dental Insurance	-	-	1,352
142 Food Allowance	51	-	-
<i>Subtotal</i>	<i>343,571</i>	<i>356,948</i>	<i>356,879</i>
Operating and Maintenance			
210 Office Supplies	1,891	4,650	4,650
216 Reference Books and Materials	1,691	2,700	2,700
217 Dues and Subscriptions	744	1,210	1,210
218 Non-Capital Equipment and Furniture	655	1,580	1,580
229 Materials and Supplies	513	321	321
230 Printing and Copier Supplies	-	1,100	1,100
240 Equipment Repair and Maintenance	1,073	1,104	1,104
243 Non-Capital Computer Equipment and Supplies	4,478	2,513	2,513
245 Mileage Allowance	-	100	100
246 Liability Insurance	762	733	769
250 Professional and Contracted Services	79,104	87,274	87,515
255 Jury and Witness Fees	78	700	700
263 Postage	2,115	2,800	2,800
264 Printing and Copying	1,397	3,608	2,867
269 Other Services and Charges	3,780	3,680	4,180
<i>Subtotal</i>	<i>98,280</i>	<i>114,073</i>	<i>114,109</i>
Capital Outlay			
440 Machinery and Equipment	85,939	20,000	10,000
<i>Subtotal</i>	<i>85,939</i>	<i>20,000</i>	<i>10,000</i>
SERVICE TOTAL	\$ 527,789	\$ 491,021	\$ 480,988

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 to 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

Budgeted Positions:	2009 Budget	2010 Budget	2011 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

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	176,559	184,398	188,409
112 Wages - Temporary	-	2,205	2,205
114 Skill Based Pay	1,492	900	1,500
122 Longevity Compensation	1,500	1,560	1,620
123 Leave Expense	5,619	-	-
126 Retirement Health Savings Plan	1,600	1,400	1,400
128 FICA	-	137	137
129 Medicare	1,630	1,771	1,830
131 MOPC	9,884	9,265	9,495
132 Employee Insurance	23,947	23,972	25,435
133 Employee Retirement	9,984	15,461	11,396
135 Compensation Insurance	554	546	512
136 Unemployment Insurance	161	377	471
137 Staff Training and Conferences	21	2,250	2,234
139 Dental Insurance	-	-	943
<i>Subtotal</i>	<i>232,950</i>	<i>244,242</i>	<i>247,587</i>
Operating and Maintenance			
210 Office Supplies	620	813	813
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	50	150	150
218 Non-Capital Equipment and Furniture	256	400	1,200
229 Materials and Supplies	971	800	700
230 Printing and Copier Supplies	129	584	500
240 Equipment Repair and Maintenance	726	1,290	1,105
243 Non-Capital Computer Equipment and Supplies	2,750	200	200
245 Mileage Allowance	-	130	115
246 Liability Insurance	565	542	579
247 Safety Expenses	302	500	500
250 Professional and Contracted Services	1,488	1,500	1,500
261 Telephone Charges	290	332	332
263 Postage	621	841	841
264 Printing and Copying	928	1,200	800
273 Fleet Lease - Operating and Maintenance	5,391	1,481	3,873
<i>Subtotal</i>	<i>15,087</i>	<i>10,863</i>	<i>13,308</i>
Capital Outlay			
440 Machinery and Equipment	1,242	20,000	10,000
<i>Subtotal</i>	<i>1,242</i>	<i>20,000</i>	<i>10,000</i>
SERVICE TOTAL	\$ 249,279	\$ 275,105	\$ 270,895

COMMUNITY SERVICES DEPARTMENT
\$14,005,150
92.35 FTE

Community Services Administration
 \$797,121
 2.00 FTE
 Karen Roney
 651-8633

Human Service Agency Funding
 \$951,122

Community and Neighborhood Resources
 \$845,191
 7.00 FTE
 Jon Clarke
 651-8721

Library
 \$3,045,145
 36.75 FTE
 Judith Anderson
 651-8475

Library Services Fund
 \$71,000

Museum
 607,657
 6.00 FTE
 Vacant
 651-8373

Art in Public Places
 \$115,789
 0.50 FTE

Museum Services Fund
 \$88,851

Museum Trust Fund
 \$19,000

Callahan House
 \$76,521
 0.85 FTE

Children and Youth Resources
 \$771,550
 6.00 FTE
 Christina Pacheco
 651-8580

Public Safety Fund
 \$143,954
 2.00 FTE

Youth Services Fund
 \$6,000

Senior Services
 \$614,661
 7.00 FTE
 Michele Waite
 651-8415

Senior Services Fund
 \$163,115

Recreation
 \$3,994,778
 20.75 FTE
 Jeff Friesner
 651-8393

CDBG and HOME Grants
 \$1,137,230
 2.0 FTE
 Kathy Fedler
 651-8736

Affordable Housing
 \$606,465
 1.50 FTE

Community Services Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	7,077,452	7,463,904	7,739,122
Operating and Maintenance	3,210,846	3,477,588	3,715,228
Non-Operating	158,375	158,375	158,375
Capital	20,867	-	14,500
TOTAL	\$ 10,467,541	\$ 11,099,867	\$ 11,627,225

The Community Services Department provides services that enrich the cultural educational leisure and development of Longmont's citizens. The Department also works to meet the many human service needs in the community.

The divisions within this department are: Community Services Director; Neighborhood Resources; Community Relations; Code Enforcement, Library; Museum; Recreation; Youth Services; Senior Services; Callahan House; Community Development Block Grant (CDBG); and Affordable Housing. All but the CDBG program, the Art in Public Places program (which is coordinated by the Museum) the Callahan House and the Affordable Housing Fund are funded from the General Fund. The Community Services Director also oversees the funding and monitoring process for human service agencies.

Community Services Director Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	265,563	261,614	355,526
Operating and Maintenance	1,138,390	1,020,261	1,234,342
Non-Operating	158,375	158,375	158,375
Capital	-	-	-
TOTAL	\$ 1,562,328	\$ 1,440,250	\$ 1,748,243

The Community Services Director oversees the daily operation of many services frequently used by the public, including the Code Enforcement, Library, the Museum, Neighborhood Resources, the Community Relations Office, Recreation 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 service agencies. The City works with these agencies to address various human and social problems within the community. The City's Human Relations Commission 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 is responsible for the management and supervision of 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 include: 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 Human Relations Commission to evaluate human service, community development and housing needs, to make funding recommendations to City Council for human service agencies and affordable housing developers to address these needs. This service also oversees the operations of the Callahan House.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	183,888	181,312	183,111
112	Wages - Temporary	28,570	1,150	86,150
121	Wages - Overtime	1,152	1,439	1,439
123	Leave Expense	759	-	-
126	Retirement Health Savings Plan	2,040	800	800
128	FICA	1,724	71	5,341
129	Medicare	2,748	2,627	3,885
131	MOPC	9,004	9,001	9,091
132	Employee Insurance	23,401	23,402	24,544
133	Employee Retirement	9,097	15,049	10,909
135	Compensation Insurance	98	76	73
136	Unemployment Insurance	158	368	455
137	Staff Training and Conferences	804	25,669	28,169
139	Dental Insurance	-	-	909
142	Food Allowance	2,121	650	650
	<i>Subtotal</i>	265,563	261,614	355,526
Operating and Maintenance				
210	Office Supplies	781	800	800
216	Reference Books and Materials	-	184	184
217	Dues and Subscriptions	70	25	25
218	Non-Capital Equipment and Furniture	15	-	-
229	Materials and Supplies	12	100	100
240	Equipment Repair and Maintenance	-	140	140
243	Non-Capital Computer Equipment and Supplies	4,348	670	10,902
245	Mileage Allowance	2,742	2,400	2,400
246	Liability Insurance	5,816	5,048	5,094
250	Professional and Contracted Services	176,652	32,000	154,400
252	Advertising and Legal Notices	7	-	-
261	Telephone Charges	216	-	-
263	Postage	252	853	853
264	Printing and Copying	1,047	872	872
269	Other Services and Charges	17,013	42,450	107,450
	<i>Subtotal</i>	208,972	85,542	283,220
Non-Operating Expense				
970	Transfers To Other Funds	158,375	158,375	158,375
	<i>Subtotal</i>	158,375	158,375	158,375
	SERVICE TOTAL	\$ 632,910	\$ 505,531	\$ 797,121

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 service agencies to provide assistance to its 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 the rules and regulations prohibiting discrimination based on race, gender, religion and age. The contracting agencies submit biannual reports on their use of allocated funds.

Operating and Maintenance	2009 Actual	2010 Budget	2011 Budget
250 Professional and Contracted Services	929,418	934,719	951,122
SERVICE TOTAL	\$ 929,418	\$ 934,719	\$ 951,122

**2011 Human Service Agency
Funding Requests**

Agency	2009 Funded	2010 Requested	2010 Funded	2011 Requested	Funding Recom.
Alternatives For Youth	35,000	35,000	35,000	40,000	\$25,000
Audio Information Network	2,500	4,500	3,000	4,500	\$1,000
Blue Sky Bridge	16,000	18,500	16,000	16,000	\$10,000
Boulder County AIDS Project	13,000	14,000	13,000	18,000	\$10,000
Boulder County Legal Services	20,000	22,000	20,000	22,000	\$20,000
Boulder Shelter for the Homeless	30,000	40,000	30,000	43,000	\$26,000
Boulder Valley Women's Health Center	11,000	15,000	11,000	12,000	\$11,000
CareConnect	8,000	16,000	9,000	29,000	\$5,122
Center for People With Disabilities	40,000	68,000	35,000	45,000	\$25,000
Community Food Share	24,000	26,000	26,000	28,000	\$26,000
Dental Aid	15,000	20,000	17,000	15,000	\$12,000
Ed & Ruth Lehman YMCA	15,000	15,000	15,000	15,000	\$15,000
El Comité	17,000	18,000	17,000	17,000	\$10,000
HOPE	10,000	10,000	10,000	10,000	\$10,000
I Have A Dream Found	5,000	5,000	5,000	5,000	\$3,000
Immigrant Legal Center	8,500	10,000	10,000	10,000	\$10,000
Inn Between	35,000	35,000	35,000	35,000	\$25,000
Intercambio de Comunidad	12,000	15,000	13,000	15,000	\$10,000
Longmont Meals on Wheels	36,000	37,000	36,000	37,000	\$36,000
Mental Health Center of Boulder County	110,000	113,300	113,000	113,300	\$100,000
OUR Center (Basic Needs & Childcare)	95,000	90,000	90,000	100,000	\$90,000
Partners of Boulder County	15,000	17,000	5,000	5,000	\$0
Safe Shelter of St. Vrain Valley	84,000	84,000	84,000	84,000	\$84,000
Salud Clinic	16,000	16,000	16,000	16,000	\$10,000
Special Transit	35,000	40,000	35,000	40,000	\$0
St. Vrain Valley Family Center	5,000	5,000	5,000	5,000	\$3,000
The Tiny Tim Center	29,500	30,000	29,500	30,000	\$25,000
Veterans Helping Veterans Now		15,000	5,000	7,000	\$3,000
Voices for Children	15,000	32,640	15,000	15,000	\$5,000
Wild Plum Center (Longmont Children's Council)	26,000	41,000	36,000	41,000	\$41,000
Poverty Reduction Initiative					\$150,000
Longmont Childcare Certificate Program	131,835	131,835	152,219	152,219	\$150,000
Total	\$915,335	\$1,039,775	\$934,719	1,025,019	951,122

Community and Neighborhood Resources Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	515,962	587,681	721,342
Operating and Maintenance	72,241	107,495	123,849
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 588,203	\$ 695,176	\$ 845,191

The Community and Neighborhood Resources Division is included in three budget services: Neighborhood Resources, Community Relations and Code Enforcement.

SERVICE: Neighborhood Resources**FUND:** General Fund**DEPARTMENT:** Community Services

Service Description:

This service builds neighborhood capacity to identify and resolve neighborhood issues and partners with residents to maintain a high quality of life within Longmont's neighborhoods. The Neighborhood Resources Program is responsible for: working with neighbors to identify and solve problems in individual neighborhoods; maximizing opportunities for improved and expanded use of existing resources; fostering the development of successful neighborhood relationships; coordinating the use of existing resources to support neighborhood development and revitalization; developing capital and/or programmatic resources to address problems identified by neighbors; establishing effective working relationships with schools, churches, civic groups and the business community as partners in providing resources for neighborhoods; enhancing public involvement and trust, and service partnerships; encouraging residents to share responsibility for the quality of life in their neighborhood; and fostering 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.

SERVICE: Neighborhood Resources

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Neighborhood & Community Res Supervisor	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	69,817	69,312	70,005
112 Wages - Temporary	20,890	25,000	25,000
121 Wages - Overtime	22	-	-
123 Leave Expense	373	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	1,369	1,550	1,550
129 Medicare	1,166	1,368	1,378
131 MOPC	3,466	3,466	3,500
132 Employee Insurance	9,011	9,011	9,451
133 Employee Retirement	3,501	5,794	4,200
135 Compensation Insurance	48	37	37
136 Unemployment Insurance	61	142	175
139 Dental Insurance	-	-	350
142 Food Allowance	219	1,000	1,000
<i>Subtotal</i>	<i>110,344</i>	<i>117,080</i>	<i>117,046</i>
Operating and Maintenance			
210 Office Supplies	183	1,500	1,500
216 Reference Books and Materials	36	500	500
217 Dues and Subscriptions	-	100	100
218 Non-Capital Equipment and Furniture	-	350	350
229 Materials and Supplies	7,045	13,100	13,100
243 Non-Capital Computer Equipment and Supplies	497	500	500
245 Mileage Allowance	937	700	700
246 Liability Insurance	257	247	260
250 Professional and Contracted Services	5,346	8,000	8,000
263 Postage	747	2,311	2,311
264 Printing and Copying	1,948	6,350	6,350
269 Other Services and Charges	6	-	-
<i>Subtotal</i>	<i>17,001</i>	<i>33,658</i>	<i>33,671</i>
SERVICE TOTAL	\$ 127,345	\$ 150,738	\$ 150,717

SERVICE: **Community Relations**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Community Relations office is available to assist all members of the Longmont community who need assistance in gaining access to and the use of various City and community services and resources.

The Community Relations Office and the Longmont Mediation Program serves as resources for community problem solving. The Mediation Program provides trained volunteer mediators to assist in the resolution of disputes such as: landlord/tenant, neighbor to neighbor, youth/peer relations, school issues, racial and cross-cultural and facilitation for private nonprofit agencies, community groups and the City of Longmont.

Community Relations offers technical assistance and/or training in cultural sensitivity, diversity, and leadership programs that reflect cultural awareness, celebrate diversity, 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, consultation or technical assistance when Departments are working on projects that are looking to outreach with or build more participation from the Latino community.

SERVICE: Community Relations

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Community Relations Program Coordinator	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.00	3.00	3.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	131,852	146,304	149,959
112 Wages - Temporary	3,538	1,930	1,930
114 Skill Based Pay	3,465	3,600	3,600
121 Wages - Overtime	129	-	-
123 Leave Expense	6,569	-	-
124 Skill Based Overtime Pay	4	-	-
126 Retirement Health Savings Plan	1,200	1,200	1,200
128 FICA	128	120	120
129 Medicare	1,801	2,201	2,254
131 MOPC	7,093	7,496	7,678
132 Employee Insurance	19,041	19,020	20,244
133 Employee Retirement	7,167	12,411	9,214
135 Compensation Insurance	1,985	2,022	1,864
136 Unemployment Insurance	127	299	375
139 Dental Insurance	-	-	750
142 Food Allowance	106	1,191	1,191
<i>Subtotal</i>	<i>184,204</i>	<i>197,794</i>	<i>200,379</i>
Operating and Maintenance			
210 Office Supplies	1,131	1,572	1,572
216 Reference Books and Materials	-	800	800
217 Dues and Subscriptions	-	811	811
218 Non-Capital Equipment and Furniture	-	248	248
229 Materials and Supplies	5,701	-	-
230 Printing and Copier Supplies	1,610	100	100
240 Equipment Repair and Maintenance	-	150	150
243 Non-Capital Computer Equipment and Supplies	-	100	100
245 Mileage Allowance	596	1,650	1,650
246 Liability Insurance	414	398	418
250 Professional and Contracted Services	291	8,200	8,200
252 Advertising and Legal Notices	-	332	332
261 Telephone Charges	1	100	100
263 Postage	139	904	904
264 Printing and Copying	1,448	2,100	2,100
269 Other Services and Charges	208	-	-
<i>Subtotal</i>	<i>11,538</i>	<i>17,465</i>	<i>17,485</i>
SERVICE TOTAL	\$ 195,743	\$ 215,259	\$ 217,864

SERVICE: **Code Enforcement**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

Code Enforcement provides services for a variety of nuisance ordinances including enforcement of weeds, trash, junk motor vehicles, snow and ice, signs, indoor smoking, and outdoor burning on high pollution days.

SERVICE: Code Enforcement

Budgeted Positions:	2009 Budget	2010 Budget	2011 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	1.00
Total	3.00	3.00	3.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	152,264	160,128	163,776
112 Wages - Temporary	22,551	61,000	180,407
121 Wages - Overtime	451	587	587
123 Leave Expense	4,150	-	-
126 Retirement Health Savings Plan	1,292	1,200	1,200
128 FICA	1,402	3,782	11,185
129 Medicare	2,365	3,206	4,990
131 MOPC	7,708	8,006	8,188
132 Employee Insurance	20,874	20,817	22,109
133 Employee Retirement	7,767	13,386	9,827
135 Compensation Insurance	426	328	379
136 Unemployment Insurance	139	327	410
139 Dental Insurance	-	-	819
142 Food Allowance	24	40	40
<i>Subtotal</i>	<i>221,414</i>	<i>272,807</i>	<i>403,917</i>
Operating and Maintenance			
210 Office Supplies	417	1,466	1,466
216 Reference Books and Materials	102	200	200
217 Dues and Subscriptions	515	461	461
218 Non-Capital Equipment and Furniture	32	280	280
223 Lab and Photo Supplies	28	600	600
229 Materials and Supplies	1,244	636	636
230 Printing and Copier Supplies	762	1,620	1,620
240 Equipment Repair and Maintenance	213	9,300	13,572
243 Non-Capital Computer Equipment and Supplies	1,545	598	1,473
246 Liability Insurance	1,028	992	1,090
247 Safety Expenses	170	3,094	3,094
250 Professional and Contracted Services	21,186	27,069	27,069
261 Telephone Charges	-	1,500	1,800
263 Postage	897	2,077	2,077
264 Printing and Copying	346	2,262	2,262
269 Other Services and Charges	40	-	-
273 Fleet Lease - Operating and Maintenance	8,073	4,217	14,993
274 Fleet Lease - Replacement	7,103	-	-
<i>Subtotal</i>	<i>43,701</i>	<i>56,372</i>	<i>72,693</i>
SERVICE TOTAL	\$ 265,115	\$ 329,179	\$ 476,610

Library Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	2,185,832	2,350,845	2,385,154
Operating and Maintenance	532,911	652,820	645,491
Non-Operating	-	-	-
Capital	3,932	-	14,500
TOTAL	\$ 2,722,675	\$ 3,003,665	\$ 3,045,145

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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	194,594	207,396	227,696
112	Wages - Temporary	1,405	658	1,458
114	Skill Based Pay	521	450	450
121	Wages - Overtime	-	700	700
122	Longevity Compensation	1,860	1,920	1,980
123	Leave Expense	1,822	-	-
126	Retirement Health Savings Plan	1,996	1,500	1,500
128	FICA	89	41	90
129	Medicare	2,236	2,569	2,871
131	MOPC	10,413	10,393	11,408
132	Employee Insurance	27,267	26,962	30,740
133	Employee Retirement	10,523	17,361	13,689
135	Compensation Insurance	114	87	83
136	Unemployment Insurance	182	424	570
139	Dental Insurance	-	-	1,138
141	Uniforms and Protective Clothing	-	100	100
	<i>Subtotal</i>	<i>253,022</i>	<i>270,561</i>	<i>294,473</i>
Operating and Maintenance				
210	Office Supplies	4,883	6,857	5,857
217	Dues and Subscriptions	225	1,000	1,000
218	Non-Capital Equipment and Furniture	-	500	500
229	Materials and Supplies	3,196	4,798	4,298
230	Printing and Copier Supplies	106	-	-
240	Equipment Repair and Maintenance	3,418	13,914	12,914
243	Non-Capital Computer Equipment and Supplies	13,075	32,936	32,936
245	Mileage Allowance	278	32	32
246	Liability Insurance	603	1,814	1,822
247	Safety Expenses	-	2,949	2,949
250	Professional and Contracted Services	2,519	5,017	4,017
261	Telephone Charges	353	1,300	800
263	Postage	293	1,550	550
264	Printing and Copying	524	1,300	800
	<i>Subtotal</i>	<i>29,471</i>	<i>73,967</i>	<i>68,475</i>
	SERVICE TOTAL	\$ 282,493	\$ 344,528	\$ 362,948

SERVICE: Adult Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.20	4.20	4.20
Senior Library Technician	0.50	0.75	0.75
Library Technician	2.75	3.35	2.75
Library Assistant	0.00	0.75	0.75
Total	8.45	10.05	9.45

SERVICE: Adult Services**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	385,843	493,036	474,322
112 Wages - Temporary	47,790	37,507	39,575
114 Skill Based Pay	156	720	-
122 Longevity Compensation	3,006	4,512	2,745
123 Leave Expense	8,124	-	-
126 Retirement Health Savings Plan	4,614	4,020	3,780
128 FICA	2,862	2,325	2,454
129 Medicare	4,888	6,733	6,887
131 MOPC	19,491	24,688	23,715
132 Employee Insurance	57,073	64,095	64,032
133 Employee Retirement	19,716	41,254	28,459
135 Compensation Insurance	6,802	6,938	6,416
136 Unemployment Insurance	381	1,008	1,187
139 Dental Insurance	-	-	2,371
<i>Subtotal</i>	<i>560,745</i>	<i>686,836</i>	<i>655,943</i>
Operating and Maintenance			
211 Adult Books	164,484	189,290	189,290
213 Periodicals	16,769	17,136	17,136
214 Pamphlets and Documents	1,420	2,000	2,000
215 Audiovisual Materials	56,343	33,845	33,845
216 Reference Books and Materials	59,742	78,790	78,790
245 Mileage Allowance	-	332	300
246 Liability Insurance	1,301	1,771	1,999
250 Professional and Contracted Services	1,649	3,450	3,450
263 Postage	1	-	-
269 Other Services and Charges	12,931	41,108	40,857
<i>Subtotal</i>	<i>314,640</i>	<i>367,722</i>	<i>367,667</i>
SERVICE TOTAL	\$ 875,384	\$ 1,054,558	\$ 1,023,610

SERVICE: Children’s and Teen Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Librarian II	1.00	1.00	1.00
Librarian I	2.00	2.00	2.00
Assistant Librarian	1.00	1.00	1.00
Library Technician	0.60	0.60	0.60
Total	4.60	4.60	4.60

SERVICE: Children's and Teen Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	181,948	240,458	247,173
112	Wages - Temporary	15,292	10,619	13,262
122	Longevity Compensation	1,320	1,380	1,440
123	Leave Expense	5,593	-	-
126	Retirement Health Savings Plan	1,694	1,840	1,840
128	FICA	656	658	822
129	Medicare	1,732	3,640	3,775
131	MOPC	9,160	12,024	12,359
132	Employee Insurance	31,708	31,260	33,368
133	Employee Retirement	9,254	20,103	14,831
135	Compensation Insurance	128	98	99
136	Unemployment Insurance	213	492	618
139	Dental Insurance	-	-	1,236
	<i>Subtotal</i>	<i>258,697</i>	<i>322,572</i>	<i>330,823</i>
Operating and Maintenance				
212	Children's Books	53,807	55,857	55,857
215	Audiovisual Materials	10,184	11,065	11,065
218	Non-Capital Equipment and Furniture	122	433	433
229	Materials and Supplies	1,681	5,527	5,000
245	Mileage Allowance	-	230	230
246	Liability Insurance	678	652	692
264	Printing and Copying	453	3,700	2,700
	<i>Subtotal</i>	<i>66,924</i>	<i>77,464</i>	<i>75,977</i>
	SERVICE TOTAL	\$ 325,622	\$ 400,036	\$ 406,800

SERVICE: Circulation**FUND:** General Fund**DEPARTMENT:** Community Services**Service Description:**

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Technician	0.40	0.40	0.40
Library Assistant	3.90	3.90	3.90
Library Page	5.25	5.25	5.00
Total	11.55	11.55	11.30

SERVICE: Circulation**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	363,306	372,864	374,334
112 Wages - Temporary	59,917	65,526	102,971
114 Skill Based Pay	1,264	1,050	1,050
122 Longevity Compensation	2,913	3,024	3,135
123 Leave Expense	16,383	-	-
126 Retirement Health Savings Plan	4,794	4,620	4,520
128 FICA	3,689	4,063	6,384
129 Medicare	4,625	5,384	5,922
131 MOPC	19,343	18,692	18,767
132 Employee Insurance	48,925	48,474	50,538
133 Employee Retirement	19,532	31,223	22,523
135 Compensation Insurance	2,812	8,347	4,936
136 Unemployment Insurance	330	764	937
139 Dental Insurance	-	-	1,875
<i>Subtotal</i>	<i>547,832</i>	<i>564,031</i>	<i>597,892</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	1,836	1,836
229 Materials and Supplies	1,426	2,500	2,500
240 Equipment Repair and Maintenance	-	-	1,450
245 Mileage Allowance	-	32	32
246 Liability Insurance	1,224	1,176	1,211
263 Postage	2,531	3,500	3,000
<i>Subtotal</i>	<i>5,180</i>	<i>9,044</i>	<i>10,029</i>
Capital Outlay			
440 Machinery and Equipment	-	-	14,500
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>14,500</i>
SERVICE TOTAL	\$ 553,012	\$ 573,075	\$ 622,421

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 of damaged books or preparing items for the binder; Withdrawals, which is the preparation of materials for discarding and removal from the collection; Preparation, which is the preparation, such as jacketing, of new materials to go into the collection; and Interlibrary Loan, which is the lending and borrowing of books from other libraries.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Librarian II	1.00	1.00	1.00
Librarian I	0.30	0.30	0.30
Senior Library Technician	1.92	1.67	1.00
Library Technician	3.70	3.10	3.10
Library Assistant	2.60	1.85	1.85
Library Page	0.75	0.75	0.50
Total	10.27	8.67	7.75

SERVICE: Technical Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	423,759	368,768	339,658
112	Wages - Temporary	13,426	27,724	66,001
122	Longevity Compensation	2,361	1,044	1,080
123	Leave Expense	15,756	-	-
126	Retirement Health Savings Plan	3,757	3,468	3,100
128	FICA	1,154	1,719	4,092
129	Medicare	4,849	5,402	5,517
131	MOPC	21,264	18,438	16,981
132	Employee Insurance	56,471	47,941	45,855
133	Employee Retirement	21,447	30,830	20,378
135	Compensation Insurance	910	755	813
136	Unemployment Insurance	382	756	850
139	Dental Insurance	-	-	1,698
	<i>Subtotal</i>	<i>565,535</i>	<i>506,845</i>	<i>506,023</i>
Operating and Maintenance				
229	Materials and Supplies	12,794	13,000	22,000
240	Equipment Repair and Maintenance	43,256	40,428	40,428
243	Non-Capital Computer Equipment and Supplies	10,736	7,990	7,990
246	Liability Insurance	1,428	1,372	1,092
263	Postage	8,310	10,233	9,233
264	Printing and Copying	6,175	6,000	6,000
269	Other Services and Charges	33,997	45,600	36,600
	<i>Subtotal</i>	<i>116,696</i>	<i>124,623</i>	<i>123,343</i>
Capital Outlay				
440	Machinery and Equipment	3,932	-	-
	<i>Subtotal</i>	<i>3,932</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 686,164	\$ 631,468	\$ 629,366

Museum Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	528,081	565,376	536,957
Operating and Maintenance	47,374	72,026	70,700
Non-Operating	-	-	-
Capital	621	-	-
TOTAL	\$ 576,076	\$ 637,402	\$ 607,657

The Museum Division includes one budget service.

SERVICE: Museum

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 collecting, conservation, research, exhibition, and interpretation of original artifacts, documents and photographs pertaining to the Longmont region. The Museum maintains permanent history exhibits on regional history and mounts six to twelve changing exhibits annually in the fields of history, art, and science, in order to provide the Longmont community access to a range of media, materials, and subject matter of state-wide, national and international significance, as well as local interest. It offers a range of educational and public programming, serving pre-schoolers 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 history.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	5.00	5.00	4.00
Executive Assistant	1.00	1.00	1.00
Total	7.00	7.00	6.00

SERVICE: Museum**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	357,389	403,032	367,282
112	Wages - Temporary	34,236	39,716	59,620
121	Wages - Overtime	651	1,185	1,185
122	Longevity Compensation	1,320	-	-
123	Leave Expense	26,777	-	-
126	Retirement Health Savings Plan	6,009	2,800	2,400
128	FICA	2,912	2,462	4,441
129	Medicare	5,065	6,421	6,364
131	MOPC	18,990	20,153	18,364
132	Employee Insurance	52,425	52,395	49,582
133	Employee Retirement	19,171	33,694	22,036
135	Compensation Insurance	2,787	2,695	2,930
136	Unemployment Insurance	350	823	917
139	Dental Insurance	-	-	1,836
	<i>Subtotal</i>	<i>528,081</i>	<i>565,376</i>	<i>536,957</i>
Operating and Maintenance				
210	Office Supplies	1,594	2,200	2,200
216	Reference Books and Materials	148	700	800
217	Dues and Subscriptions	1,312	2,324	2,324
218	Non-Capital Equipment and Furniture	238	7,761	5,990
225	Freight	4,500	6,500	7,750
229	Materials and Supplies	9,052	9,450	10,050
230	Printing and Copier Supplies	346	780	780
240	Equipment Repair and Maintenance	934	2,334	2,314
243	Non-Capital Computer Equipment and Supplies	8,466	5,800	5,050
245	Mileage Allowance	890	1,068	1,068
246	Liability Insurance	1,284	1,286	1,331
249	Operating Leases and Rentals	4,085	17,350	17,350
250	Professional and Contracted Services	3,976	3,900	4,010
261	Telephone Charges	218	240	240
263	Postage	4,171	3,970	3,195
264	Printing and Copying	6,002	6,263	6,098
269	Other Services and Charges	159	100	150
	<i>Subtotal</i>	<i>47,374</i>	<i>72,026</i>	<i>70,700</i>
Capital Outlay				
440	Machinery and Equipment	621	-	-
	<i>Subtotal</i>	<i>621</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$ 576,076	\$ 637,402	\$ 607,657

Recreation Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	2,682,503	2,639,930	2,661,417
Operating and Maintenance	1,190,632	1,332,655	1,333,361
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,873,134	\$ 3,972,585	\$ 3,994,778

Recreation includes eleven budget services that provide a variety of recreational activities for Longmont citizens.

SERVICE: Recreation Administration

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

As part of the Community Services Department, Recreation Administration administers and supervises the services of the Recreation Division. Activities include: employee selection, training, scheduling, supervision and evaluation; purchasing functions; budget preparation and control; program development and implementation; and public relations. This service responds to citizen 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, community events, which are free to the public and youth enrichment programs which are offered free or at reduced rates.

SERVICE: Recreation Administration

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Recreation Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.00	0.60	0.50
Information Systems Administrator	0.33	0.33	0.00
Total	1.33	1.93	1.50

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	107,252	143,482	123,544
112 Wages - Temporary	118	500	500
121 Wages - Overtime	-	200	200
123 Leave Expense	1,885	-	-
126 Retirement Health Savings Plan	1,390	772	600
128 FICA	-	31	31
129 Medicare	1,350	2,087	1,799
131 MOPC	5,475	7,174	6,178
132 Employee Insurance	14,188	18,652	16,678
133 Employee Retirement	5,548	11,995	7,413
135 Compensation Insurance	234	37	57
136 Unemployment Insurance	95	294	309
139 Dental Insurance	-	-	618
141 Uniforms and Protective Clothing	-	850	850
142 Food Allowance	127	500	500
<i>Subtotal</i>	<i>137,663</i>	<i>186,574</i>	<i>159,277</i>
Operating and Maintenance			
210 Office Supplies	1,713	4,950	4,950
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	494	360	360
218 Non-Capital Equipment and Furniture	217	300	300
229 Materials and Supplies	1,426	3,264	3,264
230 Printing and Copier Supplies	939	1,000	1,000
232 Building Repair and Maintenance	11	-	-
240 Equipment Repair and Maintenance	15,965	16,086	16,086
243 Non-Capital Computer Equipment and Supplies	8,809	15,848	13,748
245 Mileage Allowance	2,458	2,937	2,937
246 Liability Insurance	412	396	491
247 Safety Expenses	91	296	296
249 Operating Leases and Rentals	-	1,900	1,900
250 Professional and Contracted Services	1,534	3,000	3,000
252 Advertising and Legal Notices	-	2,000	2,000
261 Telephone Charges	4,252	3,540	3,540
263 Postage	394	125	125
264 Printing and Copying	22,608	22,984	22,984
269 Other Services and Charges	3,690	23,168	25,937
274 Fleet Lease - Replacement	4,122	-	-
<i>Subtotal</i>	<i>69,133</i>	<i>102,204</i>	<i>102,968</i>
SERVICE TOTAL	\$ 206,796	\$ 288,778	\$ 262,245

SERVICE: Recreation Center

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.30	0.40	0.40
Recreation Specialist	0.00	0.10	0.10
Aquatics Specialist	1.00	1.00	1.00
Head Lifeguard	0.75	0.75	0.75
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.50	2.50	2.50
Total	6.55	6.75	6.75

SERVICE: Recreation Center**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	251,410	279,190	288,710
112 Wages - Temporary	512,685	488,547	493,432
114 Skill Based Pay	1,200	1,200	1,200
121 Wages - Overtime	356	1,000	1,000
123 Leave Expense	10,664	-	-
126 Retirement Health Savings Plan	2,798	2,700	2,700
128 FICA	31,634	30,290	30,593
129 Medicare	10,732	11,148	11,358
131 MOPC	13,132	14,020	14,495
132 Employee Insurance	35,135	36,296	38,974
133 Employee Retirement	13,268	23,400	17,395
135 Compensation Insurance	7,759	7,964	8,674
136 Unemployment Insurance	234	570	722
139 Dental Insurance	-	-	1,444
141 Uniforms and Protective Clothing	2,979	3,800	3,800
142 Food Allowance	27	-	-
<i>Subtotal</i>	<i>894,014</i>	<i>900,125</i>	<i>914,497</i>
Operating and Maintenance			
210 Office Supplies	2,345	3,000	3,000
217 Dues and Subscriptions	432	815	815
218 Non-Capital Equipment and Furniture	8,360	10,000	10,000
222 Chemicals	25,754	27,800	33,065
224 Resale Merchandise	9,175	11,000	11,000
228 Janitorial Supplies	1,335	500	500
229 Materials and Supplies	11,817	14,537	14,537
230 Printing and Copier Supplies	717	4,500	4,500
232 Building Repair and Maintenance	676	5,666	5,666
233 Facility Repair and Maintenance	2,968	9,482	9,482
240 Equipment Repair and Maintenance	13,253	15,086	15,086
243 Non-Capital Computer Equipment and Supplies	349	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	24	600	600
245 Mileage Allowance	2,658	2,901	3,064
246 Liability Insurance	813	2,350	1,500
247 Safety Expenses	391	-	-
250 Professional and Contracted Services	8,068	8,250	8,250
252 Advertising and Legal Notices	2,150	5,000	5,000
260 Utilities	169,675	241,116	171,116
263 Postage	434	1,500	1,500
264 Printing and Copying	10,678	9,481	9,481
269 Other Services and Charges	10,331	7,200	7,200
<i>Subtotal</i>	<i>282,404</i>	<i>381,784</i>	<i>316,362</i>
SERVICE TOTAL	\$ 1,176,418	\$ 1,281,909	\$ 1,230,859

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 in the Community Services Department. This service provides instructional and competitive athletic opportunities for a wide range of interest 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:	2009 Budget	2010 Budget	2011 Budget
Recreation Program Supervisor	0.70	0.80	0.80
Recreation Specialist	0.50	0.50	0.50
Total	1.20	1.30	1.30

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	67,601	68,808	71,396
112 Wages - Temporary	156,778	141,560	142,976
121 Wages - Overtime	1,155	-	-
123 Leave Expense	858	-	-
126 Retirement Health Savings Plan	520	520	520
128 FICA	8,893	8,777	8,865
129 Medicare	2,926	3,051	3,109
131 MOPC	3,421	3,441	3,569
132 Employee Insurance	8,276	8,946	9,638
133 Employee Retirement	3,459	5,753	4,284
135 Compensation Insurance	4,836	4,431	4,352
136 Unemployment Insurance	55	140	178
139 Dental Insurance	-	-	357
141 Uniforms and Protective Clothing	632	900	900
<i>Subtotal</i>	<i>259,410</i>	<i>246,327</i>	<i>250,144</i>
Operating and Maintenance			
210 Office Supplies	37	500	500
217 Dues and Subscriptions	920	645	645
218 Non-Capital Equipment and Furniture	705	700	700
229 Materials and Supplies	29,159	25,906	25,906
240 Equipment Repair and Maintenance	163	500	500
245 Mileage Allowance	549	1,000	1,000
246 Liability Insurance	1,276	1,271	1,470
247 Safety Expenses	266	100	100
250 Professional and Contracted Services	45,007	27,650	27,650
260 Utilities	57,750	91,599	91,599
263 Postage	189	850	850
264 Printing and Copying	2,031	1,500	1,500
269 Other Services and Charges	10,251	5,000	5,000
<i>Subtotal</i>	<i>148,300</i>	<i>157,221</i>	<i>157,420</i>
SERVICE TOTAL	\$ 407,709	\$ 403,548	\$ 407,564

SERVICE: Aquatics**FUND:** General Fund**DEPARTMENT:** Community Services**Service Description:**

The Aquatics budget service is part of the Recreation Division in the Community Services Department. This service provides instruction, open swimming and competitive programs for all ages of Longmont-area residents. Facilities operating 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Aquatics Supervisor	1.00	1.00	0.90
Recreation Program Supervisor	0.70	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	6.20	5.60	5.50

SERVICE: Aquatics**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	266,061	266,786	267,607
112	Wages - Temporary	234,285	241,321	243,734
121	Wages - Overtime	-	200	200
122	Longevity Compensation	1,320	1,380	1,296
123	Leave Expense	3,077	-	-
126	Retirement Health Savings Plan	4,660	2,240	2,200
128	FICA	15,443	14,962	15,112
129	Medicare	7,029	7,365	7,414
131	MOPC	13,241	13,341	13,379
132	Employee Insurance	39,401	34,684	36,125
133	Employee Retirement	13,347	22,303	16,057
135	Compensation Insurance	13,732	9,145	9,503
136	Unemployment Insurance	265	545	669
139	Dental Insurance	-	-	1,339
141	Uniforms and Protective Clothing	1,043	700	700
	<i>Subtotal</i>	<i>612,902</i>	<i>614,972</i>	<i>615,335</i>
Operating and Maintenance				
210	Office Supplies	925	1,100	1,100
217	Dues and Subscriptions	1,926	2,390	2,390
218	Non-Capital Equipment and Furniture	1,496	1,300	1,300
222	Chemicals	24,770	23,520	29,055
223	Lab and Photo Supplies	-	200	200
224	Resale Merchandise	2,059	2,000	2,000
228	Janitorial Supplies	2,187	2,500	2,500
229	Materials and Supplies	12,711	18,550	18,550
230	Printing and Copier Supplies	1,350	2,311	2,311
232	Building Repair and Maintenance	4,433	6,272	6,272
233	Facility Repair and Maintenance	7,605	10,000	10,000
240	Equipment Repair and Maintenance	1,752	2,420	2,420
243	Non-Capital Computer Equipment and Supplies	321	4,050	4,050
246	Liability Insurance	16,690	13,947	14,201
247	Safety Expenses	2,528	2,530	680
249	Operating Leases and Rentals	-	100	100
250	Professional and Contracted Services	4,790	2,500	2,500
260	Utilities	67,574	85,017	110,017
263	Postage	112	440	440
264	Printing and Copying	577	800	800
269	Other Services and Charges	10,251	750	750
273	Fleet Lease - Operating and Maintenance	1,514	4,029	3,452
	<i>Subtotal</i>	<i>165,570</i>	<i>186,726</i>	<i>215,088</i>
	SERVICE TOTAL	\$ 778,472	\$ 801,698	\$ 830,423

SERVICE: **Concessions**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Concessions budget service is part of the Recreation Division in the Community Services Department. This service purchases and resells food and non-alcoholic beverage concessions at six municipal facilities, including 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:	2009 Budget	2010 Budget	2011 Budget
Recreation Specialist	0.50	0.40	0.40
Total	0.50	0.40	0.40

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	22,319	18,244	18,931
112 Wages - Temporary	58,642	38,971	39,361
121 Wages - Overtime	221	400	400
123 Leave Expense	86	-	-
126 Retirement Health Savings Plan	200	160	160
128 FICA	3,923	2,416	2,440
129 Medicare	1,200	830	845
131 MOPC	1,120	912	947
132 Employee Insurance	2,993	2,372	2,556
133 Employee Retirement	1,129	1,525	1,136
135 Compensation Insurance	2,204	2,165	1,971
136 Unemployment Insurance	20	38	47
139 Dental Insurance	-	-	95
141 Uniforms and Protective Clothing	496	600	600
<i>Subtotal</i>	<i>94,553</i>	<i>68,633</i>	<i>69,489</i>
Operating and Maintenance			
210 Office Supplies	114	225	225
217 Dues and Subscriptions	54	-	-
218 Non-Capital Equipment and Furniture	475	1,425	1,425
224 Resale Merchandise	82,327	66,230	66,230
228 Janitorial Supplies	-	600	600
229 Materials and Supplies	528	300	300
232 Building Repair and Maintenance	730	705	705
233 Facility Repair and Maintenance	-	735	735
240 Equipment Repair and Maintenance	1,189	750	750
245 Mileage Allowance	241	500	500
246 Liability Insurance	1,488	1,312	1,367
247 Safety Expenses	44	300	300
250 Professional and Contracted Services	660	-	-
259 Licenses and Permits	-	705	705
260 Utilities	16,931	28,458	28,458
263 Postage	-	100	100
273 Fleet Lease - Operating and Maintenance	571	1,365	2,757
274 Fleet Lease - Replacement	3,007	2,907	2,907
<i>Subtotal</i>	<i>108,358</i>	<i>106,617</i>	<i>108,064</i>
SERVICE TOTAL	\$ 202,912	\$ 175,250	\$ 177,553

SERVICE: General Programs and Facilities

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service provides various leisure activities to all Longmont-area residents. A wide variety of programs are offered throughout the year, including creative arts, performing arts, gymnastics, fitness and wellness, pre-school, summer day camp, and teen/adult special interest classes. This service is also responsible for the scheduling and operation of the Memorial Building, Roosevelt Clubhouse and Izaak Walton Clubhouse.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	0.90	1.00	1.10
Recreation Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.60	3.70

SERVICE: General Programs and Facilities**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	166,626	193,788	203,110
112	Wages - Temporary	140,632	137,918	139,297
121	Wages - Overtime	3,842	1,000	1,000
122	Longevity Compensation	2,556	2,670	2,784
123	Leave Expense	5,096	-	-
126	Retirement Health Savings Plan	2,700	1,440	1,480
128	FICA	9,223	8,551	8,636
129	Medicare	3,518	3,951	4,099
131	MOPC	8,540	9,691	10,156
132	Employee Insurance	24,501	25,193	27,419
133	Employee Retirement	8,616	16,200	12,187
135	Compensation Insurance	4,535	4,111	4,094
136	Unemployment Insurance	164	396	507
139	Dental Insurance	-	-	1,017
141	Uniforms and Protective Clothing	-	500	500
142	Food Allowance	128	-	-
	<i>Subtotal</i>	<i>380,678</i>	<i>405,409</i>	<i>416,286</i>
Operating and Maintenance				
210	Office Supplies	162	-	-
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	26	100	100
218	Non-Capital Equipment and Furniture	2,823	2,605	2,605
224	Resale Merchandise	-	500	500
228	Janitorial Supplies	12	-	-
229	Materials and Supplies	7,800	11,116	11,116
230	Printing and Copier Supplies	-	3,000	3,000
232	Building Repair and Maintenance	107	-	-
240	Equipment Repair and Maintenance	935	2,490	2,490
243	Non-Capital Computer Equipment and Supplies	478	-	-
245	Mileage Allowance	132	-	-
246	Liability Insurance	1,854	1,782	2,055
247	Safety Expenses	170	505	505
249	Operating Leases and Rentals	-	150	150
250	Professional and Contracted Services	129,111	136,000	136,000
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	347	775	775
260	Utilities	25,949	24,018	44,018
261	Telephone Charges	-	84	84
263	Postage	861	2,595	2,595
264	Printing and Copying	363	1,300	1,300
269	Other Services and Charges	11,722	1,200	1,200
273	Fleet Lease - Operating and Maintenance	7,218	5,093	10,233
274	Fleet Lease - Replacement	9,815	21,425	18,428
	<i>Subtotal</i>	<i>199,883</i>	<i>215,188</i>	<i>237,604</i>
	SERVICE TOTAL	\$ 580,561	\$ 620,597	\$ 653,890

SERVICE: **Outdoor Recreation**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service provides “adventurous,” nature-oriented activities, including canoeing, kayaking, sailing, snow shoeing, 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 are also included in this service.

SERVICE: Outdoor Recreation**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
112 Wages - Temporary	3,877	1,296	1,309
121 Wages - Overtime	-	69	69
128 FICA	-	80	81
129 Medicare	-	19	19
135 Compensation Insurance	44	5	8
<i>Subtotal</i>	<i>3,921</i>	<i>1,469</i>	<i>1,486</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	105	105
229 Materials and Supplies	17,535	14,000	14,000
246 Liability Insurance	2	2	4
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	13,178	9,500	14,500
252 Advertising and Legal Notices	750	1,374	1,374
259 Licenses and Permits	-	350	350
263 Postage	4	380	380
264 Printing and Copying	90	500	500
<i>Subtotal</i>	<i>31,558</i>	<i>26,611</i>	<i>31,613</i>
SERVICE TOTAL	\$ 35,480	\$ 28,080	\$ 33,099

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 or visual impairments, and physical limitations. The goal of this service is to provide participants with a variety of positive experiences which 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:	2009 Budget	2010 Budget	2011 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	6,382	6,570	6,635
112 Wages - Temporary	29,623	23,096	23,327
122 Longevity Compensation	144	150	156
123 Leave Expense	200	-	-
126 Retirement Health Savings Plan	63	40	40
128 FICA	1,635	1,432	1,446
129 Medicare	382	335	338
131 MOPC	329	329	332
132 Employee Insurance	854	854	896
133 Employee Retirement	332	549	398
135 Compensation Insurance	858	670	583
136 Unemployment Insurance	6	13	17
139 Dental Insurance	-	-	33
<i>Subtotal</i>	<i>40,808</i>	<i>34,038</i>	<i>34,201</i>
Operating and Maintenance			
217 Dues and Subscriptions	64	75	75
218 Non-Capital Equipment and Furniture	-	400	400
229 Materials and Supplies	314	300	300
246 Liability Insurance	75	771	924
250 Professional and Contracted Services	488	100	100
263 Postage	7	75	75
264 Printing and Copying	-	60	60
<i>Subtotal</i>	<i>948</i>	<i>1,781</i>	<i>1,934</i>
SERVICE TOTAL	\$ 41,755	\$ 35,819	\$ 36,135

SERVICE: **Community Events**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Community Events budget service is part of the Recreation Division in the Community Services Department. This service provides a variety of events which reflect the diverse interests and tastes of Longmont residents. Annual events include Community Concert Series, Hometown Holiday Parade and Rhythm on the River. These events are provided at no cost to the community, due to sponsorships and donations from many local businesses and organizations, in addition to funding and staff time provided by the City.

SERVICE: Community Events

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Recreation Center Supervisor	0.40	0.30	0.30
Total	0.40	0.30	0.30

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	26,196	20,462	20,666
112 Wages - Temporary	275	2,357	774
121 Wages - Overtime	1,309	500	500
123 Leave Expense	984	-	-
126 Retirement Health Savings Plan	160	120	120
128 FICA	-	146	48
129 Medicare	331	331	311
131 MOPC	1,359	1,023	1,033
132 Employee Insurance	3,547	2,660	2,790
133 Employee Retirement	1,370	1,711	1,240
135 Compensation Insurance	17	13	12
136 Unemployment Insurance	24	42	52
139 Dental Insurance	-	-	103
141 Uniforms and Protective Clothing	628	300	300
142 Food Allowance	396	100	100
<i>Subtotal</i>	<i>36,595</i>	<i>29,765</i>	<i>28,049</i>
Operating and Maintenance			
210 Office Supplies	42	40	40
218 Non-Capital Equipment and Furniture	4,580	300	1,907
229 Materials and Supplies	4,313	3,800	3,800
246 Liability Insurance	90	87	64
249 Operating Leases and Rentals	34,800	17,152	17,152
250 Professional and Contracted Services	65,743	37,440	52,840
252 Advertising and Legal Notices	6,794	4,309	4,309
263 Postage	96	600	600
264 Printing and Copying	2,808	2,100	2,100
<i>Subtotal</i>	<i>119,266</i>	<i>65,828</i>	<i>82,812</i>
SERVICE TOTAL	\$ 155,861	\$ 95,593	\$ 110,861

SERVICE: Seasonal Ice Rink

FUND: General Fund

DEPARTMENT: Community Services

Services Description:

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

SERVICE: Ice Rink

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Recreation Program Supervisor	0.00	0.10	0.10
Total	0.00	0.10	0.10

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	106	6,820	6,888
112 Wages - Temporary	81,207	51,038	61,548
121 Wages - Overtime	6,290	1,210	1,210
126 Retirement Health Savings Plan	-	40	40
128 FICA	5,091	3,164	3,196
129 Medicare	1,192	839	847
131 MOPC	5	341	344
132 Employee Insurance	-	887	930
133 Employee Retirement	9	570	413
135 Compensation Insurance	-	-	361
136 Unemployment Insurance	-	14	17
139 Dental Insurance	-	-	34
142 Food Allowance	228	-	-
<i>Subtotal</i>	<i>94,128</i>	<i>64,923</i>	<i>75,828</i>
Operating and Maintenance			
210 Office Supplies	150	-	-
218 Non-Capital Equipment and Furniture	1,671	10,000	10,000
229 Materials and Supplies	5,269	13,000	10,000
232 Building Repair and Maintenance	764	1,587	1,587
233 Facility Repair and Maintenance	4,300	8,030	8,030
246 Liability Insurance	2,482	2,228	2,577
247 Safety Expenses	-	150	150
249 Operating Leases and Rentals	17,697	6,800	800
250 Professional and Contracted Services	6,477	9,270	8,270
252 Advertising and Legal Notices	1,611	3,000	3,000
259 Licenses and Permits	-	110	110
264 Printing and Copying	33	300	300
<i>Subtotal</i>	<i>40,454</i>	<i>54,475</i>	<i>44,824</i>
SERVICE TOTAL	\$ 134,583	\$ 119,398	\$ 120,652

SERVICE: Youth Recreation Programs

FUND: General Fund

DEPARTMENT: Community Services

Services 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 high risk hours and/or within high-risk neighborhoods.

SERVICE: Youth Recreation Programs

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Aquatics Supervisor	0.00	0.00	0.10
Recreation Program Supervisor	0.30	0.00	0.00
Children and Youth Program Leader	1.50	1.00	1.00
Total	1.80	1.00	1.10

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	72,227	42,336	49,723
112 Wages - Temporary	30,485	29,433	29,727
121 Wages - Overtime	1,328	-	-
122 Longevity Compensation	-	-	144
123 Leave Expense	271	-	-
126 Retirement Health Savings Plan	2,161	400	440
128 FICA	2,836	1,825	1,843
129 Medicare	1,381	1,041	1,152
131 MOPC	2,772	2,117	2,486
132 Employee Insurance	10,469	5,504	6,713
133 Employee Retirement	2,772	3,539	2,983
135 Compensation Insurance	1,059	1,414	1,240
136 Unemployment Insurance	70	86	125
139 Dental Insurance	-	-	249
<i>Subtotal</i>	<i>127,832</i>	<i>87,695</i>	<i>96,825</i>
Operating and Maintenance			
210 Office Supplies	375	-	-
218 Non-Capital Equipment and Furniture	118	1,000	1,000
229 Materials and Miscellaneous Supplies	5,137	15,088	15,088
240 Equipment Repair and Maintenance	80	1,000	1,000
246 Liability Insurance	485	381	482
250 Professional and Contracted Services	6,688	3,725	3,725
263 Postage	-	110	110
264 Printing and Copying	667	750	750
273 Fleet Lease - Operating and Maintenance	2,951	4,143	4,494
274 Fleet Lease - Replacement	8,254	8,023	8,023
<i>Subtotal</i>	<i>24,756</i>	<i>34,220</i>	<i>34,672</i>
SERVICE TOTAL	\$ 152,588	\$ 121,915	\$ 131,497

Senior Services Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	512,117	529,348	532,749
Operating and Maintenance	47,915	68,123	81,912
Non-Operating	-	-	-
Capital	15,900	-	-
TOTAL	\$ 575,932	\$ 597,471	\$ 614,661

The Senior Services Division includes one budget service.

SERVICE: Senior Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Senior Services Division is responsible for: identifying 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; Address Basic Needs, which is primarily our information and referral services; Promote Social and Civic Engagement, which is primarily our volunteer coordination, life long learning, and drop-in programs; Optimize Physical and Mental Health and Wellbeing, which is primarily our fitness, outdoor and sports programs, and our emotional support services; Maximize Independence and Support for Caregivers, which is primarily our information and assistance services and support and education programs for caregivers; and 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Senior Services Manager	1.00	1.00	1.00
Senior Resources Coordinator	1.00	1.00	1.00
Senior Recreation Program Supervisor	1.00	1.00	1.00
Senior Resource Specialist	1.00	1.00	1.00
Senior Program Leader	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	7.00	7.00	7.00

SERVICE: Senior Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	359,213	368,544	374,819
112	Wages - Temporary	42,644	46,378	46,414
114	Skill Based Pay	1,165	1,200	1,200
121	Wages - Overtime	2,648	1,300	1,600
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	8,310	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	3,177	2,800	2,800
128	FICA	2,425	2,875	2,878
129	Medicare	4,326	4,951	5,031
131	MOPC	18,364	18,487	18,800
132	Employee Insurance	48,112	47,910	50,600
133	Employee Retirement	18,552	30,869	22,562
135	Compensation Insurance	1,239	1,601	1,494
136	Unemployment Insurance	321	753	936
139	Dental Insurance	-	-	1,875
	<i>Subtotal</i>	<i>512,117</i>	<i>529,348</i>	<i>532,749</i>
Operating and Maintenance				
210	Office Supplies	1,469	2,250	2,250
216	Reference Books and Materials	93	400	250
217	Dues and Subscriptions	-	525	450
218	Non-Capital Equipment and Furniture	1,870	1,050	1,050
229	Materials and Supplies	2,374	8,640	8,487
230	Printing and Copier Supplies	2,676	3,700	3,700
232	Building Repair and Maintenance	12	100	100
240	Equipment Repair and Maintenance	1,493	1,533	2,233
243	Non-Capital Computer Equipment and Supplies	382	2,734	7,665
245	Mileage Allowance	26	750	500
246	Liability Insurance	8,904	7,859	8,494
247	Safety Expenses	-	50	50
250	Professional and Contracted Services	877	1,920	7,120
252	Advertising and Legal Notices	112	500	500
263	Postage	3,453	4,700	4,700
264	Printing and Copying	15,719	16,608	16,608
269	Other Services and Charges	60	55	80
273	Fleet Lease - Operating and Maintenance	4,228	4,321	7,247
274	Fleet Lease - Replacement	4,167	10,428	10,428
	<i>Subtotal</i>	<i>47,915</i>	<i>68,123</i>	<i>81,912</i>
Capital Outlay				
432	Vehicles	15,900	-	-
	<i>Subtotal</i>	<i>15,900</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 575,932	\$ 597,471	\$ 614,661

Children and Youth Resources Services Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	387,395	529,110	545,977
Operating and Maintenance	181,383	224,208	225,573
Non-Operating	-	-	-
Capital	414	-	-
TOTAL	\$ 569,192	\$ 753,318	\$ 771,550

The Children and Youth Resources Services Division Overview includes one budget service.

SERVICE: Children and Youth Resources Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

Children and Youth Resources 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 and Youth Resources works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont’s youth. Children and Youth Resources 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 and Youth Resources 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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	1.00
Children and Youth Program Leader	0.50	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.50	6.00	6.00

SERVICE: Children and Youth Resources**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	254,717	314,916	328,788
112 Wages - Temporary	44,322	106,644	107,644
114 Skill Based Pay	3,589	3,300	5,700
121 Wages - Overtime	979	4,232	4,232
123 Leave Expense	8,558	-	-
126 Retirement Health Savings Plan	2,073	2,400	2,400
128 FICA	2,928	6,612	6,674
129 Medicare	3,946	6,160	6,411
131 MOPC	13,262	15,910	16,724
132 Employee Insurance	38,668	40,940	44,386
133 Employee Retirement	13,389	26,492	20,070
135 Compensation Insurance	706	860	483
136 Unemployment Insurance	258	644	821
139 Dental Insurance	-	-	1,644
<i>Subtotal</i>	387,395	529,110	545,977
Operating and Maintenance			
210 Office Supplies	1,580	6,333	7,233
215 Audiovisual Materials	33	344	344
216 Reference Books and Materials	-	2,100	2,100
217 Dues and Subscriptions	771	866	866
218 Non-Capital Equipment and Furniture	-	1,000	1,000
229 Materials and Supplies	35,413	42,289	46,489
230 Printing and Copier Supplies	958	2,638	2,638
240 Equipment Repair and Maintenance	2,170	8,858	8,858
243 Non-Capital Computer Equipment and Supplies	1,171	6,343	6,343
246 Liability Insurance	1,818	2,053	2,436
250 Professional and Contracted Services	129,911	140,078	125,078
261 Telephone Charges	458	-	-
263 Postage	1,092	3,349	4,849
264 Printing and Copying	2,099	1,335	1,335
269 Other Services and Charges	-	3,945	3,945
273 Fleet Lease - Operating and Maintenance	3,910	2,677	4,078
274 Fleet Lease - Replacement	-	-	7,981
<i>Subtotal</i>	181,383	224,208	225,573
Capital Outlay			
440 Machinery and Equipment	414	-	-
<i>Subtotal</i>	414	-	-
SERVICE TOTAL	\$ 569,192	\$ 753,318	\$ 771,550

ECONOMIC DEVELOPMENT DEPARTMENT
\$2,849,826
21.50 FTE

Economic Development Director
\$254,559
2.00 FTE
Brad Power
651-8481

Development Services
\$376,187
3.50 FTE
Joni Marsh
774-4398

Economic Vitality
\$812,144
4.50 FTE
Doug Bene
651-8406

Planning
\$448,583
4.00 FTE
Brad Schol
651-8329

Building Inspection
\$699,654
7.50 FTE
Chris Allison
651-8960

Lodgers Tax Fund
\$258,699

Economic Development Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,968,352	2,084,084	2,063,554
Operating and Maintenance	490,457	562,921	527,573
Non-Operating	-	-	-
Capital	207	-	-
TOTAL	\$ 2,459,016	\$ 2,647,005	\$ 2,591,127

The Economic Development Department creates partnerships and fosters opportunities to promote Longmont's economic vitality. We engage the community in building a sustainable economy, creating livable neighborhoods and preserving the built and natural environment to maintain and enhance our quality of life. We are known for our responsiveness, consistency, streamlined processes and accessibility.

Economic Development Director Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	179,859	227,650	231,742
Operating and Maintenance	20,869	23,084	22,817
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 200,728	\$ 250,734	\$ 254,559

The Economic Development Director budget service supports, oversees and directs the three divisions in the Economic Development Department: Development Services, Planning, and Economic Vitality.

SERVICE: Economic Development Director

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

The Economic Development Director is responsible for the general supervision, coordination and administration of three divisions: Development Services, Planning, and Economic Vitality. The Department plans for, guides and manages the physical development of the City. The Director serves as the Executive Director of the Longmont Urban Renewal Authority which is focused on redevelopment opportunities, including the Flour Mill and Twin Peaks Mall.

SERVICE: Economic Development Director

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Economic Development	1.00	1.00	1.00
Executive Assistant	0.00	1.00	1.00
Total	1.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	128,457	160,572	167,449
126 Retirement Health Savings Plan	1,629	800	800
129 Medicare	-	2,328	2,428
131 MOPC	6,291	8,029	8,372
132 Employee Insurance	18,767	20,874	22,606
133 Employee Retirement	6,291	13,424	10,047
135 Compensation Insurance	96	74	63
136 Unemployment Insurance	125	328	419
137 Staff Training and Conferences	18,178	20,921	18,421
139 Dental Insurance	-	-	837
142 Food Allowance	25	300	300
<i>Subtotal</i>	<i>179,859</i>	<i>227,650</i>	<i>231,742</i>
Operating and Maintenance			
210 Office Supplies	123	125	125
216 Reference Books and Materials	19	100	100
217 Dues and Subscriptions	1,315	-	1,500
218 Non-Capital Equipment and Furniture	221	450	450
229 Materials and Supplies	26	50	312
230 Printing and Copier Supplies	110	5,280	5,280
240 Equipment Repair and Maintenance	648	12,000	12,000
243 Non-Capital Computer Equipment and Supplies	2,639	408	408
245 Mileage Allowance	1,542	-	-
246 Liability Insurance	2,549	2,209	442
247 Safety Expenses	-	25	25
249 Operating Leases and Rentals	75	762	-
250 Professional and Contracted Services	10,783	1,000	1,000
252 Advertising and Legal Notices	-	275	275
261 Telephone Charges	161	-	500
263 Postage	41	200	200
264 Printing and Copying	77	200	200
269 Other Services and Charges	541	-	-
<i>Subtotal</i>	<i>20,869</i>	<i>23,084</i>	<i>22,817</i>
SERVICE TOTAL	\$ 200,728	\$ 250,734	\$ 254,559

Economic Vitality Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	202,011	554,581	512,087
Operating and Maintenance	197,185	369,365	300,057
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 399,196	\$ 923,946	\$ 812,144

The Economic Vitality Division provides resources in support of the Longmont business community through technical assistance programs provided by the city or through contractual agreements with strategic partners.

SERVICE: Economic Vitality

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

The Economic Vitality Division is charged with providing business assistance programs and services to promote economic growth and help meet the city goal of fiscal sustainability. The division administers a business program known as the Longmont Economic Gardening Initiative where businesses can obtain data, training, and strategic planning services free of charge or at a minimal cost depending on the precise request. Other business assistance programs offered include a Business Start-Up Grant that provides a financial reimbursement for legitimate costs related to opening a business, a Small Business Lending Program in partnership with the Colorado Enterprise Fund, a formal Business Outreach team that will initiate one-on-one conversations with retail and service businesses, and a one-stop-shop for business services (Business Assistance Center). The division also supports efforts to create and retain primary jobs through a cooperative partnership with the Longmont Area Economic Council, and a full range of small business assistance through an arrangement with the Boulder Small Business Development Center. Finally, the division markets Longmont through campaigns, such as *Be Alive in Longmont*, that encourage shopping locally, and through a community-wide branding effort that will market the City of Longmont as the commodity.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Redevelopment Program Manager	0.00	1.00	1.00
Planning Manager	0.00	0.50	0.50
Economic Development Manager	1.00	1.00	1.00
Principal Planner	0.00	0.50	0.50
Senior Planner	0.00	1.25	1.25
Planner	0.00	0.25	0.25
Economic Development Specialist	1.00	0.00	0.00
Total	2.00	4.50	4.50

SERVICE: Economic Vitality**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	155,798	431,136	401,614
122 Longevity Compensation	-	2,130	720
123 Leave Expense	1,901	-	-
126 Retirement Health Savings Plan	400	1,800	1,800
129 Medicare	2,029	4,398	5,823
131 MOPC	7,885	21,557	20,082
132 Employee Insurance	22,735	56,048	54,219
133 Employee Retirement	8,106	36,042	24,099
135 Compensation Insurance	50	39	170
136 Unemployment Insurance	153	881	1,002
137 Staff Training and Conferences	2,843	-	-
139 Dental Insurance	-	-	2,008
142 Food Allowance	110	550	550
<i>Subtotal</i>	<i>202,011</i>	<i>554,581</i>	<i>512,087</i>
Operating and Maintenance			
210 Office Supplies	-	150	150
217 Dues and Subscriptions	345	550	550
218 Non-Capital Equipment and Furniture	-	200	200
229 Materials and Supplies	-	150	150
240 Equipment Repair and Maintenance	122	-	-
243 Non-Capital Computer Equipment and Supplies	110	500	500
245 Mileage Allowance	94	-	250
246 Liability Insurance	266	255	1,188
250 Professional and Contracted Services	195,447	316,693	246,452
252 Advertising and Legal Notices	629	-	-
261 Telephone Charges	-	150	150
263 Postage	1	167	167
264 Printing and Copying	172	300	300
269 Other Services and Charges	-	50,250	50,000
<i>Subtotal</i>	<i>197,185</i>	<i>369,365</i>	<i>300,057</i>
SERVICE TOTAL	\$ 399,196	\$ 923,946	\$ 812,144

Planning Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	521,062	383,315	385,352
Operating and Maintenance	133,548	65,293	63,231
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 654,611	\$ 448,608	\$ 448,583

The Planning Division includes one budget service.

SERVICE: Planning Division

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

This service performs research and special studies for project-specific task forces and steering committees, Planning and Zoning Commission, and the City Council. It maintains and updates the Longmont Area Comprehensive Plan (LACP) and related plans (the Multi-Modal Transportation Plan, Longmont Midtown Redevelopment Plan, and Highway 66 Mixed Use Corridor Framework Master Plan And Design Guidelines). These efforts include transportation planning, evaluating land use amendments and other development applications, providing assistance to other City divisions to ensure their planning is coordinated with the LACP, and handling special projects related to the implementation of the LACP. This service contributes maintaining and updating the City's land use inventory and related maps and documents, and coordinates efforts to maintain and update a City database. It provides staff support and professional advice in the area of long range planning and transportation planning. This service administers the City's intergovernmental agreements with Boulder County and Weld County. It also coordinates with other organizations such as Southwest Weld County jurisdictions, the St. Vrain Valley School District, the Denver Regional Council of Governments, the Regional Transportation District, and the Northern Front Range Metropolitan Planning Organization. The focus of this service reflects City Council's priorities and the need to participate in projects and schedules administered by other organizations. This service frequently is involved in projects that are part of the City Council's annual work plans. The Planning Division supports and staffs the Historical Preservation Committee.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Planning Manager	1.00	0.50	0.50
Principal Planner	1.00	0.50	0.50
Senior Planner	1.00	1.50	1.50
Transportation Planner	0.50	0.75	0.75
Planner	1.00	0.25	0.25
Executive Assistant	0.60	0.00	0.00
Administrative Assistant	0.00	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	5.35	4.00	4.00

SERVICE: Planning**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	396,265	296,631	302,210
121	Wages - Overtime	567	100	100
122	Longevity Compensation	2,296	690	720
123	Leave Expense	16,371	-	-
126	Retirement Health Savings Plan	4,582	1,600	1,600
129	Medicare	5,146	4,302	4,363
131	MOPC	20,567	14,833	15,046
132	Employee Insurance	52,845	38,563	40,624
133	Employee Retirement	20,923	24,798	18,056
135	Compensation Insurance	1,015	992	179
136	Unemployment Insurance	355	606	750
139	Dental Insurance	-	-	1,504
142	Food Allowance	129	200	200
	<i>Subtotal</i>	<i>521,062</i>	<i>383,315</i>	<i>385,352</i>
Operating and Maintenance				
210	Office Supplies	978	1,250	1,250
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	41	250	250
217	Dues and Subscriptions	4,673	13,473	13,473
218	Non-Capital Equipment and Furniture	170	250	250
219	Drafting Supplies	-	600	600
229	Materials and Supplies	38	2,450	2,450
230	Printing and Copier Supplies	2,534	1,500	1,500
240	Equipment Repair and Maintenance	4,972	925	2,575
243	Non-Capital Computer Equipment and Supplies	2,591	3,565	1,915
245	Mileage Allowance	2,038	50	50
246	Liability Insurance	3,223	2,880	818
250	Professional and Contracted Services	110,839	25,850	25,850
252	Advertising and Legal Notices	405	1,000	1,000
261	Telephone Charges	-	75	75
263	Postage	425	3,000	3,000
264	Printing and Copying	615	2,800	2,800
269	Other Services and Charges	7	5,275	5,275
	<i>Subtotal</i>	<i>133,548</i>	<i>65,293</i>	<i>63,231</i>
SERVICE TOTAL		654,611	\$ 448,608	\$ 448,583

Development Services Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,065,419	918,538	934,373
Operating and Maintenance	138,855	105,179	141,468
Non-Operating	-	-	-
Capital	207	-	-
TOTAL	\$ 1,204,481	\$ 1,023,717	\$ 1,075,841

The Development Services is responsible for the overall program management and coordination of Development Review and Building Inspection services and coordination of all the one-stop services delivered by the Development Service Center. The Development Services Manager is responsible for providing a visible interface between the City, major developers, community groups, citizens and other government agencies in the area of growth and development. Timely and responsive customer service is an important focus of the Development Services Division.

SERVICE: **Development Review**

FUND: General Fund

DEPARTMENT: Economic Development

The Development Review Division provides project management services to facilitate the equitable, efficient and timely processing of development applications for the City. Planning staff serves as the primary contact for land use entitlements and facilitates communication between applicants, city staff, outside agencies and citizens.

Development review staff provides land use and zoning information to customers and supports the Planning and Zoning Commission, the Board of Adjustment and City Council. Planning staff in development review administer the City's land development ordinances and update the land development Code in response to direction for the City Council, Planning and Zoning Commission, or as a result of new or revised county, state, and federal regulations as well as changing development trends that serve the community interest.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Development Services Manager	0.00	1.00	1.00
Principal Planner	2.00	0.00	0.00
Senior Planner	1.00	1.25	1.25
Transportation Planner	0.50	0.25	0.25
Planner	1.00	0.50	0.50
Executive Assistant	0.40	0.00	0.00
Administrative Assistant	0.00	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	5.15	3.50	3.50

SERVICE: Development Review**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	331,194	253,923	263,240
121 Wages - Overtime	-	500	500
122 Longevity Compensation	504	-	-
123 Leave Expense	9,405	-	-
126 Retirement Health Savings Plan	3,705	1,400	1,400
129 Medicare	4,124	3,682	3,818
131 MOPC	16,838	12,697	13,163
132 Employee Insurance	47,524	33,011	35,538
133 Employee Retirement	16,838	21,228	15,795
135 Compensation Insurance	250	210	2,530
136 Unemployment Insurance	320	519	657
139 Dental Insurance	-	-	1,315
142 Food Allowance	327	200	200
<i>Subtotal</i>	<i>431,028</i>	<i>327,370</i>	<i>338,156</i>
Operating and Maintenance			
210 Office Supplies	810	1,040	1,040
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	150	150
217 Dues and Subscriptions	7,354	3,225	3,225
218 Non-Capital Equipment and Furniture	-	400	400
219 Drafting Supplies	-	300	300
229 Materials and Supplies	34	230	230
230 Printing and Copier Supplies	1,725	-	-
240 Equipment Repair and Maintenance	6,340	1,030	2,680
243 Non-Capital Computer Equipment and Supplies	2,582	3,005	1,355
245 Mileage Allowance	132	50	50
246 Liability Insurance	985	946	701
250 Professional and Contracted Services	1,684	1,950	21,600
252 Advertising and Legal Notices	368	2,000	2,000
261 Telephone Charges	74	200	550
263 Postage	1,709	1,500	1,500
264 Printing and Copying	1,101	2,150	2,150
<i>Subtotal</i>	<i>24,897</i>	<i>18,276</i>	<i>38,031</i>
Capital Outlay			
440 Machinery and Equipment	207	-	-
<i>Subtotal</i>	<i>207</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 456,132	\$ 345,646	\$ 376,187

SERVICE: Building Inspection and Permitting Division

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

The Building Inspection Division is charged with the enforcement of 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 regulation of 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, Master Board of Appeals and the Board of Environmental Affairs. The division collects sales tax and fees for building permits, plan reviews, water, sewer, electric, parks, community investment and street improvements. The division also administers the contractor licensing and elevator safety inspection programs.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Chief Building Official	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00
Building Permit Technician	2.00	1.00	1.00
Administrative Assistant	1.00	0.50	0.50
Total	9.00	7.50	7.50

SERVICE: Building Inspection and Permitting**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	461,239	449,160	460,084
112	Wages - Temporary	19,829	3,859	3,859
114	Skill Based Pay	1,201	1,200	1,200
121	Wages - Overtime	2,403	3,584	3,584
123	Leave Expense	9,440	-	-
124	Skill Based Overtime Pay	25	-	-
126	Retirement Health Savings Plan	4,921	3,000	3,000
128	FICA	1,179	239	239
129	Medicare	6,190	6,585	6,742
131	MOPC	23,572	22,517	23,062
132	Employee Insurance	66,787	58,391	62,110
133	Employee Retirement	23,804	37,611	27,677
135	Compensation Insurance	11,270	3,935	1,040
136	Unemployment Insurance	450	918	1,151
139	Dental Insurance	-	-	2,300
141	Uniforms and Protective Clothing	1,911	-	-
142	Food Allowance	169	169	169
	<i>Subtotal</i>	<i>634,391</i>	<i>591,168</i>	<i>596,217</i>
Operating and Maintenance				
210	Office Supplies	3,895	1,884	1,884
216	Reference Books and Materials	8,086	2,186	2,186
217	Dues and Subscriptions	1,153	1,050	1,050
218	Non-Capital Equipment and Furniture	3,166	1,280	1,280
229	Materials and Supplies	308	524	524
230	Printing and Copier Supplies	-	1,430	1,430
240	Equipment Repair and Maintenance	30,729	14,614	14,614
243	Non-Capital Computer Equipment and Supplies	1,414	5,628	5,628
245	Mileage Allowance	18	200	200
246	Liability Insurance	5,320	3,102	2,436
247	Safety Expenses	85	497	497
250	Professional and Contracted Services	36,294	39,506	45,120
252	Advertising and Legal Notices	288	360	360
261	Telephone Charges	2,353	1,900	1,900
263	Postage	1,705	2,776	2,776
264	Printing and Copying	2,181	2,262	2,262
273	Fleet Lease - Operating and Maintenance	6,874	7,704	10,380
274	Fleet Lease - Replacement	10,089	-	8,910
	<i>Subtotal</i>	<i>113,958</i>	<i>86,903</i>	<i>103,437</i>
	SERVICE TOTAL	\$ 748,349	\$ 678,071	\$ 699,654

**FINANCE AND SUPPORT
SERVICES DEPARTMENT**

**\$17,502,948
87.70 FTE**

**Finance and Support
Services Administration**

**\$312,588
2.00 FTE
Jim Golden
651-8629**

**Purchasing and
Contracts**

**\$440,159
5.50 FTE
Danielle Hinz
651-8494**

**Budget and
Fiscal Analysis**

**\$154,859
1.40 FTE
Teresa Molloy
651-8970**

Risk Management

**\$499,358
4.75 FTE
Debra Carson
651-8720**

Utility Billing

**\$1,368,364
15.00 FTE
Melva Douglas
651-8656**

**Enterprise Technology
Services**

**\$3,803,194
19.75 FTE
Jim Wall
651-8621**

Accounting

**\$1,079,869
13.80 FTE
Molly Kostecky
651-8670**

Human Resources

**\$955,365
7.50 FTE
Bobby King
651-8605**

Print Shop

**\$217,016
2.00 FTE
Richard Showers
651-8623**

Fleet

**\$8,672,176
16.00 FTE
Bruce Maysilles
651-8377**

Finance and Support Services Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	5,228,974	5,436,596	5,696,816
Operating and Maintenance	1,859,557	2,578,378	2,935,506
Non-Operating	-	-	-
Capital	208,670	256,500	198,450
TOTAL	\$ 7,297,201	\$ 8,271,474	\$ 8,830,772

The Finance and Support Services Department has divisions in two City funds, General and Fleet. The Finance Department divisions in the General Fund include Finance and Support Services Administration, Accounting, Budget and Fiscal Analysis, Enterprise Technology Services, Human Resources, Print Shop, Purchasing and Contracts, Risk Management and Utility Billing. Only General Fund divisions are included in this section.

Finance and Support Services Administration Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	251,366	275,615	284,412
Operating and Maintenance	21,347	22,900	28,176
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 272,713	\$ 298,515	\$ 312,588

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

SERVICE: Finance and Support Services Administration

FUND: General Fund

DEPARTMENT: Finance and Support Services

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 Finance and Support Services Department. The Finance and Support Services Director supervises all financial functions of the City, as well as many other support services, including Accounting, Budget, Enterprise Technology Services, Fleet, Human Resources, Print Shop, Purchasing, Risk Management and Safety and Utility Billing. The Finance and Support Services Department serves the public regarding utility bills, accounts payable, sales and use taxes, parking tickets, cable television issues and municipal bonds. It is also primarily responsible for the administration of the City's defined benefit and defined contribution pension plans.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Finance and Support Services	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Finance Administration**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	182,064	184,984	186,820
123 Leave Expense	463	-	-
126 Retirement Health Savings Plan	2,494	800	800
129 Medicare	597	755	762
131 MOPC	8,964	9,184	9,276
132 Employee Insurance	23,820	23,879	25,045
133 Employee Retirement	9,057	15,356	11,131
135 Compensation Insurance	176	167	73
136 Unemployment Insurance	161	376	463
137 Staff Training and Conferences	23,545	40,064	49,064
139 Dental Insurance	-	-	928
142 Food Allowance	25	50	50
<i>Subtotal</i>	<i>251,366</i>	<i>275,615</i>	<i>284,412</i>
Operating and Maintenance			
210 Office Supplies	137	180	180
216 Reference Books and Materials	189	150	150
217 Dues and Subscriptions	710	700	710
218 Non-Capital Equipment and Furniture	19	85	85
230 Printing and Copier Supplies	1,842	1,850	1,850
240 Equipment Repair and Maintenance	882	1,200	1,200
243 Non-Capital Computer Equipment and Supplies	359	620	620
245 Mileage Allowance	2,317	2,400	2,400
246 Liability Insurance	764	789	1,060
247 Safety Expenses	29	-	-
250 Professional and Contracted Services	2,550	5,000	5,000
263 Postage	170	200	200
264 Printing and Copying	526	600	600
269 Other Services and Charges	652	3,000	2,990
273 Fleet Lease - Operating and Maintenance	4,074	3,910	3,309
274 Fleet Lease - Replacement	6,127	2,216	7,822
<i>Subtotal</i>	<i>21,347</i>	<i>22,900</i>	<i>28,176</i>
SERVICE TOTAL	\$ 272,713	\$ 298,515	\$ 312,588

Accounting Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	877,901	903,689	944,155
Operating and Maintenance	89,939	132,352	135,714
Non-Operating	-	-	-
Capital	2,599	-	-
TOTAL	\$ 970,439	\$ 1,036,041	\$ 1,079,869

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

SERVICE: Accounting

FUND: General Fund

DEPARTMENT: Finance and Support Services

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, financial statement generation, capital assets, annual reports, account reconciliation, grant management and internal auditing.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Assistant Director of Finance	0.70	0.70	0.70
Senior Accountant	1.00	1.00	2.00
Accounting/Budget Analyst	0.60	0.60	0.60
Accountant	1.00	1.00	0.00
Accounting Technician	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Assistant	2.00	1.00	1.00
Total	7.30	6.30	6.30

SERVICE: Accounting**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	332,206	344,277	360,465
112	Wages - Temporary	599	-	-
121	Wages - Overtime	-	400	400
123	Leave Expense	11,362	-	-
126	Retirement Health Savings Plan	3,783	2,520	2,520
129	Medicare	4,308	4,992	5,225
131	MOPC	17,152	17,214	18,024
132	Employee Insurance	49,411	44,756	48,661
133	Employee Retirement	17,330	28,783	21,629
135	Compensation Insurance	195	156	136
136	Unemployment Insurance	332	704	902
139	Dental Insurance	-	-	1,803
	<i>Subtotal</i>	<i>436,678</i>	<i>443,802</i>	<i>459,765</i>
Operating and Maintenance				
210	Office Supplies	901	1,800	1,380
216	Reference Books and Materials	20	150	150
217	Dues and Subscriptions	855	885	975
218	Non-Capital Equipment and Furniture	293	967	967
229	Materials and Supplies	571	300	630
240	Equipment Repair and Maintenance	3,342	5,564	6,240
243	Non-Capital Computer Equipment and Supplies	2,170	2,000	3,720
246	Liability Insurance	1,036	1,033	950
250	Professional and Contracted Services	405	480	480
251	Auditing	45,500	65,885	72,495
263	Postage	7,850	8,700	9,000
264	Printing and Copying	1,073	1,000	1,100
	<i>Subtotal</i>	<i>64,016</i>	<i>88,764</i>	<i>98,087</i>
Capital Outlay				
440	Machinery and Equipment	2,599	-	-
	<i>Subtotal</i>	<i>2,599</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 503,293	\$ 532,566	\$ 557,852

SERVICE: Sales Tax

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Assistant Director of Finance	0.20	0.20	0.20
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	3.20	3.20	3.20

SERVICE: Sales Tax**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	157,399	164,550	170,461
112	Wages - Temporary	189	1,554	1,554
114	Skill Based Pay	1,201	1,200	1,200
121	Wages - Overtime	58	90	90
123	Leave Expense	6,321	-	-
126	Retirement Health Savings Plan	1,463	1,280	1,280
128	FICA	-	96	96
129	Medicare	2,075	2,447	2,511
131	MOPC	8,238	8,287	8,583
132	Employee Insurance	21,584	21,391	23,012
133	Employee Retirement	8,323	13,797	10,299
135	Compensation Insurance	912	918	846
136	Unemployment Insurance	144	336	426
139	Dental Insurance	-	-	853
	<i>Subtotal</i>	<i>207,908</i>	<i>215,946</i>	<i>221,211</i>
Operating and Maintenance				
210	Office Supplies	225	612	261
216	Reference Books and Materials	-	40	40
217	Dues and Subscriptions	90	75	75
218	Non-Capital Equipment and Furniture	79	625	625
229	Materials and Supplies	7,530	9,218	1,532
240	Equipment Repair and Maintenance	480	420	500
243	Non-Capital Computer Equipment and Supplies	413	1,523	3,243
245	Mileage Allowance	-	100	100
246	Liability Insurance	464	460	461
250	Professional and Contracted Services	39	100	100
252	Advertising and Legal Notices	-	100	100
263	Postage	10,098	7,800	8,016
264	Printing and Copying	1,218	1,163	1,218
269	Other Services and Charges	964	3,000	3,000
	<i>Subtotal</i>	<i>21,599</i>	<i>25,236</i>	<i>19,271</i>
	SERVICE TOTAL	\$ 229,507	\$ 241,182	\$ 240,482

SERVICE: Treasury

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

Treasury is responsible for processing, depositing and managing all monies in order to insure 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Assistant Director of Finance	0.10	0.10	0.10
Treasury and Investment Officer	1.00	1.00	1.00
Head Cashier	0.00	0.00	1.00
Cashier	2.00	2.00	1.00
Total	3.10	3.10	3.10

SERVICE: Treasury**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	144,021	144,121	162,336
112 Wages - Temporary	2,784	7,800	7,800
114 Skill Based Pay	842	900	900
121 Wages - Overtime	-	100	100
122 Longevity Compensation	1,740	1,800	-
123 Leave Expense	2,075	-	-
126 Retirement Health Savings Plan	1,886	1,240	1,240
128 FICA	231	484	484
129 Medicare	987	1,212	2,480
131 MOPC	7,099	7,252	8,161
132 Employee Insurance	18,868	18,736	21,916
133 Employee Retirement	7,174	12,094	9,794
135 Compensation Insurance	92	163	152
136 Unemployment Insurance	127	295	406
139 Dental Insurance	-	-	811
<i>Subtotal</i>	<i>187,926</i>	<i>196,197</i>	<i>216,580</i>
Operating and Maintenance			
210 Office Supplies	648	1,018	1,018
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	149	30	30
218 Non-Capital Equipment and Furniture	323	625	625
240 Equipment Repair and Maintenance	2,040	13,570	13,570
243 Non-Capital Computer Equipment and Supplies	209	980	980
246 Liability Insurance	486	418	421
250 Professional and Contracted Services	-	200	200
263 Postage	52	90	90
<i>Subtotal</i>	<i>3,908</i>	<i>16,981</i>	<i>16,984</i>
SERVICE TOTAL	\$ 191,834	\$ 213,178	\$ 233,564

SERVICE: **Information Desk**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

The Information Desk service 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 handles all incoming packages at the Civic Center.

SERVICE: Information Desk

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Information Assistant	1.20	1.20	1.20
Total	1.20	1.20	1.20

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	34,389	36,439	36,388
114 Skill Based Pay	571	540	-
123 Leave Expense	774	-	-
126 Retirement Health Savings Plan	400	480	480
129 Medicare	422	536	528
131 MOPC	1,988	1,849	1,820
132 Employee Insurance	4,782	4,737	4,912
133 Employee Retirement	2,011	3,074	2,184
135 Compensation Insurance	19	15	15
136 Unemployment Insurance	32	74	90
139 Dental Insurance	-	-	182
<i>Subtotal</i>	<i>45,388</i>	<i>47,744</i>	<i>46,599</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	250	-	-
229 Materials and Supplies	-	570	570
240 Equipment Repair and Maintenance	65	400	400
243 Non-Capital Computer Equipment and Supplies	-	300	300
246 Liability Insurance	101	101	102
<i>Subtotal</i>	<i>416</i>	<i>1,371</i>	<i>1,372</i>
SERVICE TOTAL	\$ 45,804	\$ 49,115	\$ 47,971

Budget and Fiscal Analysis Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	145,830	158,887	145,330
Operating and Maintenance	11,590	9,493	9,529
Non-Operating	-	-	-
Capital	-	30,000	-
TOTAL	\$ 157,421	\$ 198,380	\$ 154,859

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 and Support Services

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); coordinates the preparation of 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:	2009 Budget	2010 Budget	2011 Budget
Budget Manager	1.00	1.00	1.00
Accounting/Budget Analyst	0.40	0.40	0.40
Total	1.40	1.40	1.40

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	110,161	111,028	114,222
112 Wages - Temporary	6,248	15,000	-
123 Leave Expense	882	-	-
126 Retirement Health Savings Plan	560	560	560
128 FICA	387	930	-
129 Medicare	1,402	1,828	1,656
131 MOPC	5,552	5,551	5,711
132 Employee Insurance	14,875	14,434	15,420
133 Employee Retirement	5,609	9,282	6,853
135 Compensation Insurance	55	47	50
136 Unemployment Insurance	99	227	286
139 Dental Insurance	-	-	572
<i>Subtotal</i>	<i>145,830</i>	<i>158,887</i>	<i>145,330</i>
Operating and Maintenance			
210 Office Supplies	93	200	200
216 Reference Books and Materials	-	100	-
217 Dues and Subscriptions	180	170	200
218 Non-Capital Equipment and Furniture	-	130	300
243 Non-Capital Computer Equipment and Supplies	516	533	540
246 Liability Insurance	293	311	347
250 Professional and Contracted Services	572	-	-
252 Advertising and Legal Notices	26	-	-
263 Postage	121	1,000	800
264 Printing and Copying	9,264	6,524	6,542
269 Other Services and Charges	525	525	600
<i>Subtotal</i>	<i>11,590</i>	<i>9,493</i>	<i>9,529</i>
Capital Outlay			
440 Machinery and Equipment	-	30,000	-
<i>Subtotal</i>	<i>-</i>	<i>30,000</i>	<i>-</i>
SERVICE TOTAL	\$ 157,421	\$ 198,380	\$ 154,859

Enterprise Technology Services Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,627,616	1,683,640	1,888,135
Operating and Maintenance	846,348	1,377,694	1,753,309
Non-Operating	-	-	-
Capital	204,001	211,500	161,750
TOTAL	\$ 2,677,964	\$ 3,272,834	\$ 3,803,194

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

SERVICE: Enterprise Technology Services Operations

FUND: General Fund

DEPARTMENT: Finance and Support 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 in excess of 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(SANs). 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. Currently 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 excess of 900 PC's and 200 printers in 42 locations. Additionally, this service manages several network systems including access control, security cameras, network based phones (VOIP). This service is also responsible for the planning, project management, and implementation of structured cabling within City facilities.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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	0.00	0.00	1.00
PC Specialist	2.00	2.00	2.00
Computer Operations Specialist	1.00	0.50	0.50
Administrative Assistant	0.38	0.38	0.38
Total	7.18	6.68	7.68

SERVICE: Enterprise Technology Services Operations**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	496,167	484,298	564,229
121	Wages - Overtime	174	344	344
122	Longevity Compensation	3,300	2,460	2,550
123	Leave Expense	10,438	-	-
126	Retirement Health Savings Plan	5,601	2,672	3,072
129	Medicare	4,690	5,364	6,507
131	MOPC	25,232	24,214	28,212
132	Employee Insurance	66,797	62,959	76,170
133	Employee Retirement	25,479	40,487	33,141
135	Compensation Insurance	1,378	1,356	1,443
136	Unemployment Insurance	450	990	1,411
139	Dental Insurance	-	-	2,821
	<i>Subtotal</i>	<i>639,705</i>	<i>625,144</i>	<i>719,900</i>
Operating and Maintenance				
210	Office Supplies	196	300	300
216	Reference Books and Materials	397	300	300
217	Dues and Subscriptions	2,074	1,100	2,100
218	Non-Capital Equipment and Furniture	822	1,000	2,060
225	Freight	165	120	120
229	Materials and Supplies	714	613	613
232	Building Repair and Maintenance	45	-	-
240	Equipment Repair and Maintenance	350,984	440,206	439,996
243	Non-Capital Computer Equipment and Supplies	51,210	211,908	251,805
245	Mileage Allowance	-	100	100
246	Liability Insurance	1,657	1,614	1,545
249	Operating Leases and Rentals	17,921	17,800	17,921
250	Professional and Contracted Services	68,340	90,350	75,300
261	Telephone Charges	2,643	290	2,842
263	Postage	30	340	90
264	Printing and Copying	566	500	500
269	Other Services and Charges	278	150	150
	<i>Subtotal</i>	<i>498,042</i>	<i>766,691</i>	<i>795,742</i>
Capital Outlay				
440	Machinery and Equipment	84,666	166,000	161,750
	<i>Subtotal</i>	<i>84,666</i>	<i>166,000</i>	<i>161,750</i>
SERVICE TOTAL		\$ 1,222,413	\$ 1,557,835	\$ 1,677,392

SERVICE: Enterprise Technology Services Applications

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

This service is responsible for end user application support and training, programming of new and existing systems, performing requirements gathering, analysis and design, testing and implementation. This division also provides data integrations along with the development and maintenance of over 100 City wide and departmental applications including City email.

Additionally this service provides operational and database support for 10 SQL Servers and multiple ISeries systems. This support includes performing and monitoring backups and system maintenance that is required to keep releases and Operating System patches up to date.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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	4.00	4.00	5.00
GIS Analyst	1.00	1.00	1.00
Programmer	1.00	0.00	0.00
Website Administrator	1.00	1.00	1.00
Computer Operations Specialist	0.00	0.50	0.50
Administrative Assistant	0.37	0.37	0.37
Total	10.47	9.97	10.97

SERVICE: Enterprise Technology Services Applications**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	700,624	757,679	852,485
122	Longevity Compensation	-	960	990
123	Leave Expense	13,760	-	-
126	Retirement Health Savings Plan	6,033	3,988	4,388
129	Medicare	9,135	10,601	11,971
131	MOPC	35,589	37,883	42,624
132	Employee Insurance	104,341	98,499	115,086
133	Employee Retirement	35,970	63,341	50,364
135	Compensation Insurance	409	329	299
136	Unemployment Insurance	697	1,550	2,130
139	Dental Insurance	-	-	4,265
	<i>Subtotal</i>	<i>906,558</i>	<i>974,830</i>	<i>1,084,602</i>
Operating and Maintenance				
210	Office Supplies	258	500	475
216	Reference Books and Materials	72	650	650
217	Dues and Subscriptions	548	1,777	1,777
218	Non-Capital Equipment and Furniture	57	300	2,010
219	Drafting Supplies	173	150	150
229	Materials and Supplies	-	35	135
240	Equipment Repair and Maintenance	99,315	129,078	126,953
243	Non-Capital Computer Equipment and Supplies	9,158	15,475	11,350
246	Liability Insurance	2,174	2,179	2,088
250	Professional and Contracted Services	14,859	119,000	504,000
261	Telephone Charges	-	-	200
263	Postage	0	35	35
264	Printing and Copying	6	50	50
	<i>Subtotal</i>	<i>126,620</i>	<i>269,229</i>	<i>649,873</i>
Capital Outlay				
440	Machinery and Equipment	110,377	30,000	-
	<i>Subtotal</i>	<i>110,377</i>	<i>30,000</i>	<i>-</i>
SERVICE TOTAL		\$ 1,143,556	\$ 1,274,059	\$ 1,734,475

SERVICE: Enterprise Technology Services Phone System

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

The Telephone System service is responsible for the operation, maintenance, update, 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:	2009 Budget	2010 Budget	2011 Budget
Chief Information Officer	0.10	0.10	0.10
Telecommunications Technical Specialist	1.00	1.00	1.00
Total	1.10	1.10	1.10

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	64,390	64,992	65,641
123 Leave Expense	602	-	-
126 Retirement Health Savings Plan	440	440	440
129 Medicare	841	943	952
131 MOPC	3,250	3,249	3,282
132 Employee Insurance	8,456	8,449	8,861
133 Employee Retirement	3,283	5,433	3,938
135 Compensation Insurance	33	27	26
136 Unemployment Insurance	57	133	164
139 Dental Insurance	-	-	329
<i>Subtotal</i>	<i>81,352</i>	<i>83,666</i>	<i>83,633</i>
Operating and Maintenance			
210 Office Supplies	-	75	50
216 Reference Books and Materials	-	50	50
218 Non-Capital Equipment and Furniture	-	-	100
229 Materials and Supplies	88	-	100
240 Equipment Repair and Maintenance	7,812	47,198	17,023
243 Non-Capital Computer Equipment and Supplies	230	3,500	5,000
246 Liability Insurance	311	306	302
249 Operating Leases and Rentals	-	9,800	9,800
250 Professional and Contracted Services	-	11,000	-
261 Telephone Charges	208,619	268,243	273,243
273 Fleet Lease - Operating and Maintenance	1,036	1,602	2,026
274 Fleet Lease - Replacement	3,589	-	-
<i>Subtotal</i>	<i>221,685</i>	<i>341,774</i>	<i>307,694</i>
Capital Outlay			
440 Machinery and Equipment	8,958	15,500	-
<i>Subtotal</i>	<i>8,958</i>	<i>15,500</i>	<i>-</i>
SERVICE TOTAL	\$ 311,996	\$ 440,940	\$ 391,327

Human Resources Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	676,448	723,645	720,505
Operating and Maintenance	185,559	254,883	234,860
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 862,007	\$ 978,528	\$ 955,365

The Human Resources Division includes one budget service.

SERVICE: Human Resources

FUND: General Fund

DEPARTMENT: Finance and Support Services

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 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Human Resources Director	1.00	1.00	1.00
Compensation and Benefits Manager	1.00	1.00	1.00
Compensation and Benefits Analyst	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	0.50	0.50
Total	8.00	7.50	7.50

SERVICE: Human Resources**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	489,114	514,548	525,373
112	Wages - Temporary	17,319	18,308	18,308
114	Skill Based Pay	858	1,200	-
121	Wages - Overtime	30	260	260
122	Longevity Compensation	1,260	1,320	1,380
123	Leave Expense	10,353	-	-
126	Retirement Health Savings Plan	3,801	3,000	3,000
128	FICA	1,191	968	1,135
129	Medicare	6,591	7,704	7,882
131	MOPC	24,943	25,788	26,267
132	Employee Insurance	66,779	66,892	70,926
133	Employee Retirement	25,179	43,076	31,523
135	Compensation Insurance	297	229	211
136	Unemployment Insurance	447	1,052	1,313
137	Staff Training and Conferences	5,895	9,000	-
138	Tuition Reimbursement	22,241	30,000	30,000
139	Dental Insurance	-	-	2,627
142	Food Allowance	149	300	300
	<i>Subtotal</i>	<i>676,448</i>	<i>723,645</i>	<i>720,505</i>
Operating and Maintenance				
210	Office Supplies	5,578	4,300	4,300
215	Audiovisual Materials	1,706	2,000	2,000
216	Reference Books and Materials	256	300	300
217	Dues and Subscriptions	8,288	7,985	7,985
218	Non-Capital Equipment and Furniture	897	400	400
229	Materials and Supplies	35	-	-
230	Printing and Copier Supplies	3,050	3,200	3,200
240	Equipment Repair and Maintenance	2,374	3,180	6,955
243	Non-Capital Computer Equipment and Supplies	2,345	2,320	1,820
245	Mileage Allowance	1,140	1,000	1,000
246	Liability Insurance	2,177	2,115	2,092
250	Professional and Contracted Services	126,314	147,383	158,388
252	Advertising and Legal Notices	9,280	45,000	10,000
263	Postage	1,888	3,450	2,200
264	Printing and Copying	2,872	7,000	7,000
269	Other Services and Charges	17,360	25,250	27,220
	<i>Subtotal</i>	<i>185,559</i>	<i>254,883</i>	<i>234,860</i>
	SERVICE TOTAL	\$ 862,007	\$ 978,528	\$ 955,365

Print Shop Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	124,645	127,643	127,667
Operating and Maintenance	88,849	95,819	83,649
Non-Operating	-	-	-
Capital	-	-	5,700
TOTAL	\$ 213,494	\$ 223,462	\$ 217,016

The Print Shop Division includes the Print Shop budget service.

SERVICE: **Print Shop**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

The print shop provides a variety of services to all City departments, including printing, copying, binding, design and typesetting. With over 30 years of combined printing experience the Print Shop staff assists with design services including postcards, forms, flyers, and color brochures.

SERVICE: Print Shop

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Print Shop Supervisor	1.00	1.00	1.00
Printer	1.00	1.00	1.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	96,377	97,548	98,522
121 Wages - Overtime	-	500	500
122 Longevity Compensation	1,260	1,320	1,380
123 Leave Expense	1,707	-	-
126 Retirement Health Savings Plan	1,202	800	800
129 Medicare	1,254	1,415	1,429
131 MOPC	4,877	4,878	4,926
132 Employee Insurance	12,770	12,681	13,300
133 Employee Retirement	4,928	8,155	5,911
135 Compensation Insurance	183	146	159
136 Unemployment Insurance	86	200	247
139 Dental Insurance	-	-	493
<i>Subtotal</i>	<i>124,645</i>	<i>127,643</i>	<i>127,667</i>
Operating and Maintenance			
210 Office Supplies	60	125	125
217 Dues and Subscriptions	479	469	479
229 Materials and Supplies	-	140	-
230 Printing and Copier Supplies	41,460	45,000	45,000
240 Equipment Repair and Maintenance	17,510	21,875	16,321
243 Non-Capital Computer Equipment and Supplies	715	-	-
246 Liability Insurance	270	364	367
248 Lease Purchase Installment	25,824	25,824	-
249 Operating Leases and Rentals	-	720	19,205
250 Professional and Contracted Services	642	-	720
263 Postage	-	9	9
264 Printing and Copying	1,888	1,293	1,423
<i>Subtotal</i>	<i>88,849</i>	<i>95,819</i>	<i>83,649</i>
Capital Outlay			
440 Machinery and Equipment	-	-	5,700
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,700</i>
SERVICE TOTAL	\$ 213,494	\$ 223,462	\$ 217,016

Purchasing and Contracts Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	405,078	416,290	419,899
Operating and Maintenance	10,859	15,051	20,260
Non-Operating	-	-	-
Capital	828	-	-
TOTAL	\$ 416,766	\$ 431,341	\$ 440,159

The Purchasing and Contracts Division includes the Purchasing and Contracts budget service.

SERVICE: **Purchasing and Contracts**

FUND: General Fund

DEPARTMENT: Finance and Support Service

Service Description:

Provides for the procurement of all goods and services through a centralized and decentralized system. Processes formal competitive Requests for Bid and Proposal solicitations, conduct contract negotiations, award contracts and perform contract administration. Provides oversight and guidance for compliance to purchasing policies and procedures. Maintains centralized files on all contract and solicitation documents.

SERVICE: Purchasing and Contracts

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.00
Purchasing Technician	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50
Total	5.50	5.50	5.50

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	310,453	320,880	328,097
122 Longevity Compensation	3,300	3,420	3,540
123 Leave Expense	10,201	-	-
126 Retirement Health Savings Plan	2,752	2,200	2,200
129 Medicare	2,420	2,933	3,017
131 MOPC	16,032	16,045	16,404
132 Employee Insurance	41,889	41,713	44,293
133 Employee Retirement	16,198	26,826	19,687
135 Compensation Insurance	1,535	1,542	127
136 Unemployment Insurance	281	656	819
139 Dental Insurance	-	-	1,640
142 Food Allowance	18	75	75
<i>Subtotal</i>	<i>405,078</i>	<i>416,290</i>	<i>419,899</i>
Operating and Maintenance			
210 Office Supplies	683	1,250	1,000
217 Dues and Subscriptions	875	750	1,000
218 Non-Capital Equipment and Furniture	1,135	1,000	4,000
229 Materials and Supplies	-	400	600
230 Printing and Copier Supplies	223	600	600
240 Equipment Repair and Maintenance	885	1,250	1,250
243 Non-Capital Computer Equipment and Supplies	3,079	6,520	6,220
246 Liability Insurance	874	875	884
250 Professional and Contracted Services	1,020	200	2,300
252 Advertising and Legal Notices	1,311	800	1,000
263 Postage	240	656	656
264 Printing and Copying	535	750	750
<i>Subtotal</i>	<i>10,859</i>	<i>15,051</i>	<i>20,260</i>
Capital Outlay			
440 Machinery and Equipment	828	-	-
<i>Subtotal</i>	<i>828</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 416,766	\$ 431,341	\$ 440,159

Risk Management Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	348,335	357,158	359,917
Operating and Maintenance	120,109	137,994	139,441
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 468,444	\$ 495,152	\$ 499,358

The Risk Management Division includes two budget services, Risk Management and Safety.

SERVICE: Risk Management

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

The Safety staff is committed to making safety and wellness top priorities within the organization. Staff members perform loss prevention and control activities, including risk identification and assessment including identification of potential hazards, determining the level of acceptable risk, and recommending ways of eliminating or reducing risk; providing the organization with current and reliable loss information, performing safety-issue related research; providing safety awareness to all employees via training and on-site 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, reduce absenteeism, presenteeism and reduce health benefits and workers' compensation costs, 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 Recreating Center pass and an annual premium reduction, an annual wellness fair, monthly wellness newsletter distribution, benchmarking and reporting of 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 City-wide Safety Committee; seeking input from all employees regarding safety issues; investigating accidents and safety concerns of employees and citizens; providing facility and task inspections for departments and divisions 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: Risk Management

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Risk Manager	1.00	0.79	0.79
Risk Management Claims Adjuster	1.00	0.95	1.00
Safety Officer	0.00	0.14	0.17
Risk Management Technician	0.25	0.25	0.10
Administrative Assistant	0.75	0.75	0.93
Total	3.00	2.88	2.99

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	181,159	172,938	182,168
123 Leave Expense	3,441	-	-
126 Retirement Health Savings Plan	2,446	1,152	1,196
129 Medicare	2,362	2,507	2,641
131 MOPC	9,228	8,648	9,108
132 Employee Insurance	24,217	22,482	24,593
133 Employee Retirement	9,317	14,456	10,930
135 Compensation Insurance	96	76	68
136 Unemployment Insurance	162	354	455
139 Dental Insurance	-	-	911
<i>Subtotal</i>	<i>232,429</i>	<i>222,613</i>	<i>232,070</i>
Operating and Maintenance			
210 Office Supplies	1,451	1,400	1,400
216 Reference Books and Materials	22	100	100
217 Dues and Subscriptions	750	800	825
218 Non-Capital Equipment and Furniture	888	300	300
240 Equipment Repair and Maintenance	167	-	30,100
243 Non-Capital Computer Equipment and Supplies	699	2,437	3,020
246 Liability Insurance	583	577	545
249 Operating Leases and Rentals	24,100	35,100	-
250 Professional and Contracted Services	33,682	2,020	2,020
263 Postage	988	1,350	1,350
264 Printing and Copying	2,142	950	950
269 Other Services and Charges	1,639	-	-
273 Fleet Lease - Operating and Maintenance	1,662	1,376	898
<i>Subtotal</i>	<i>68,774</i>	<i>46,410</i>	<i>41,508</i>
SERVICE TOTAL	\$ 301,203	\$ 269,023	\$ 273,578

SERVICE: Safety**FUND:** General Fund**DEPARTMENT:** Finance and Support Services

Service Description:

The Safety staff is committed to making safety and wellness top priorities within the organization. Staff members perform loss prevention and control activities, including risk identification and assessment including identification of potential hazards, determining the level of acceptable risk, and recommending ways of eliminating or reducing risk; providing the organization with current and reliable loss information, performing safety-issue related research; providing safety awareness to all employees via training and on-site 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, reduce absenteeism, presenteeism and reduce health benefits and workers' compensation costs, 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 Recreating Center pass and an annual premium reduction, an annual wellness fair, monthly wellness newsletter distribution, benchmarking and reporting of 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 City-wide Safety Committee; seeking input from all employees regarding safety issues; investigating accidents and safety concerns of employees and citizens; providing facility and task inspections for departments and divisions 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:	2009 Budget	2010 Budget	2011 Budget
Risk Manager	0.00	0.21	0.21
Safety Officer	1.00	0.86	0.83
Risk Management Claims Adjuster	0.00	0.05	0.00
Risk Management Technician	0.25	0.25	0.40
Administrative Assistant	0.50	0.50	0.32
Total	1.75	1.87	1.76

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	90,113	104,214	99,962
123 Leave Expense	1,674	-	-
126 Retirement Health Savings Plan	1,167	748	704
129 Medicare	1,136	1,511	1,450
131 MOPC	4,591	5,211	4,999
132 Employee Insurance	11,974	13,548	13,495
133 Employee Retirement	4,645	8,712	5,997
135 Compensation Insurance	42	38	41
136 Unemployment Insurance	81	213	250
139 Dental Insurance	-	-	499
142 Food Allowance	483	350	450
<i>Subtotal</i>	<i>115,906</i>	<i>134,545</i>	<i>127,847</i>
Operating and Maintenance			
210 Office Supplies	186	200	200
215 Audiovisual Materials	2,347	2,500	3,156
216 Reference Books and Materials	92	100	100
217 Dues and Subscriptions	735	1,040	1,470
218 Non-Capital Equipment and Furniture	166	180	180
229 Materials and Supplies	498	350	350
240 Equipment Repair and Maintenance	-	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	-	600	600
246 Liability Insurance	223	250	287
247 Safety Expenses	1,694	510	510
250 Professional and Contracted Services	43,222	75,184	83,330
261 Telephone Charges	258	300	300
263 Postage	55	50	50
264 Printing and Copying	1,037	2,400	2,400
269 Other Services and Charges	823	6,920	4,000
<i>Subtotal</i>	<i>51,335</i>	<i>91,584</i>	<i>97,933</i>
SERVICE TOTAL	\$ 167,241	\$ 226,129	\$ 225,780

Utility Billing Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	771,755	790,029	806,796
Operating and Maintenance	484,956	532,192	530,568
Non-Operating	-	-	-
Capital	1,242	15,000	31,000
TOTAL	\$ 1,257,954	\$ 1,337,221	\$ 1,368,364

The Utility Billing Division includes Utility Billing, Mail Delivery and Parking Enforcement budget services.

SERVICE: **Utility Billing**

FUND: General Fund

DEPARTMENT: Finance and Support Services

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, scheduling of service, solving billing problems and securing payments on accounts. These services are also available to customers via the web. The Field Customer Service Representative makes field calls to request payment on delinquent accounts and to disconnect service for non-payment when necessary.

SERVICE: Utility Billing

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Utility Billing Manager	1.00	1.00	0.94
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	0.10	0.10	0.10
Office Assistant	0.38	0.38	0.38
Total	12.48	12.48	12.42

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	491,850	516,968	528,696
114 Skill Based Pay	4,120	3,810	4,725
121 Wages - Overtime	753	3,000	1,500
122 Longevity Compensation	1,320	1,380	1,440
123 Leave Expense	25,188	-	-
124 Skill Based Overtime Pay	13	-	-
126 Retirement Health Savings Plan	4,582	4,992	4,968
129 Medicare	6,430	7,553	7,734
131 MOPC	26,199	26,039	26,671
132 Employee Insurance	67,847	67,206	71,373
133 Employee Retirement	26,465	43,412	32,006
135 Compensation Insurance	1,109	1,379	945
136 Unemployment Insurance	454	1,057	1,323
139 Dental Insurance	-	-	2,645
141 Uniforms and Protective Clothing	174	150	150
142 Food Allowance	-	125	125
<i>Subtotal</i>	<i>656,505</i>	<i>677,071</i>	<i>684,301</i>
Operating and Maintenance			
210 Office Supplies	900	1,985	1,500
218 Non-Capital Equipment and Furniture	2,131	694	694
229 Materials and Supplies	37,221	39,815	41,232
240 Equipment Repair and Maintenance	115,847	141,404	145,495
243 Non-Capital Computer Equipment and Supplies	10,250	8,920	8,920
245 Mileage Allowance	47	100	100
246 Liability Insurance	1,493	1,435	1,544
250 Professional and Contracted Services	85,675	77,000	86,766
261 Telephone Charges	480	1,600	1,000
263 Postage	201,147	222,310	213,601
264 Printing and Copying	2,276	3,510	3,130
269 Other Services and Charges	155	-	-
<i>Subtotal</i>	<i>457,621</i>	<i>498,773</i>	<i>503,982</i>
Capital Outlay			
440 Machinery and Equipment	1,242	15,000	31,000
<i>Subtotal</i>	<i>1,242</i>	<i>15,000</i>	<i>31,000</i>
SERVICE TOTAL	\$ 1,115,368	\$ 1,190,844	\$ 1,219,283

SERVICE: **Mail Delivery**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

This service coordinates with the U.S. Post Office in the pickup and delivery of City mail. Services provided include: delivery of mail received from the Post Office, as well as delivery of interoffice mail daily to all City departments; posting of outgoing mail daily; preparation of overnight and express mail and assistance to 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:	2009 Budget	2010 Budget	2011 Budget
Utility Billing Manager	0.00	0.00	0.02
Mail Room Clerk	1.00	1.00	1.00
Office Assistant	0.12	0.12	0.12
Total	1.12	1.12	1.14

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	34,745	33,869	35,655
121 Wages - Overtime	140	200	200
123 Leave Expense	489	-	-
126 Retirement Health Savings Plan	448	448	456
129 Medicare	462	491	517
131 MOPC	1,761	1,694	1,783
132 Employee Insurance	4,424	4,403	4,814
133 Employee Retirement	1,779	2,831	2,139
135 Compensation Insurance	18	14	13
136 Unemployment Insurance	29	69	89
139 Dental Insurance	-	-	179
<i>Subtotal</i>	<i>44,295</i>	<i>44,019</i>	<i>45,845</i>
Operating and Maintenance			
229 Materials and Supplies	982	1,435	4,910
240 Equipment Repair and Maintenance	2,564	3,375	3,000
246 Liability Insurance	464	484	506
249 Operating Leases and Rentals	837	1,000	1,000
273 Fleet Lease - Operating and Maintenance	7,015	5,435	-
274 Fleet Lease - Replacement	-	3,472	-
<i>Subtotal</i>	<i>11,862</i>	<i>15,201</i>	<i>9,416</i>
SERVICE TOTAL	\$ 56,156	\$ 59,220	\$ 55,261

SERVICE: Parking Enforcement

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

To enforce the parking laws of the City in the downtown area fairly and consistently and to provide support for the Handicapped Parking Patrol volunteers.

SERVICE: Parking Enforcement

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Utility Billing Manager	0.00	0.00	0.04
Parking Enforcement Officer	1.40	1.40	1.40
Total	1.40	1.40	1.44

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	52,951	51,326	55,330
123 Leave Expense	2,191	-	-
126 Retirement Health Savings Plan	570	560	576
129 Medicare	629	745	802
131 MOPC	2,610	2,566	2,767
132 Employee Insurance	6,682	6,673	7,469
133 Employee Retirement	2,637	4,291	3,320
135 Compensation Insurance	1,632	1,623	4,921
136 Unemployment Insurance	44	105	139
139 Dental Insurance	-	-	276
141 Uniforms and Protective Clothing	859	900	900
142 Food Allowance	150	150	150
<i>Subtotal</i>	<i>70,956</i>	<i>68,939</i>	<i>76,650</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	5,360	8,250	8,250
223 Lab and Photo Supplies	39	100	100
229 Materials and Supplies	5,732	4,778	4,828
245 Mileage Allowance	700	1,140	1,140
246 Liability Insurance	214	211	209
263 Postage	1,746	2,250	2,250
264 Printing and Copying	102	125	125
269 Other Services and Charges	13	50	-
273 Fleet Lease - Operating and Maintenance	1,568	1,314	268
<i>Subtotal</i>	<i>15,474</i>	<i>18,218</i>	<i>17,170</i>
SERVICE TOTAL	\$ 86,429	\$ 87,157	\$ 93,820

PUBLIC SAFETY DEPARTMENT
\$27,816,799
290.50 FTE

Public Safety Chief
\$652,429
5.00 FTE
Mike Butler
651-8532

Communications
\$1,470,887
20.00 FTE
Patti West
651-8550

Emergency Management
\$288,325
1.00 FTE
Dan Eamon
651-8433

Police

Patrol
\$8,455,224
79.00 FTE
Craig Earhart
651-8867
Tim Perkins
651-8508

Detectives
\$2,685,169
23.50 FTE
Jeff Satur
651-8422

Special Operations
\$2,617,922
25.00 FTE
Paul Zuber
651-8524

Support Services
\$1,212,868
7.50 FTE
Tim Lewis
651-8519

**Information/
Technical Services**
\$1,081,624
14.00 FTE
Denise Wood
651-8506

Public Safety Fund
\$4,553,501
36.00 FTE

Fire

Operations
\$8,187,647
71.00 FTE
Monty Richardson
651-8830

Support Services
\$653,273
5.50 FTE
Scott Snyder
651-8831

**Training and
Personnel**
\$511,431
3.00 FTE
Rob Spendlow
651-8535

Public Safety Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	23,418,658	23,772,367	24,215,599
Operating and Maintenance	2,938,061	3,059,269	3,342,397
Non-Operating	-	-	-
Capital	1,035,504	14,781	258,803
TOTAL	\$ 27,392,224	\$ 26,846,417	\$ 27,816,799

The Public Safety Department'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."

The Public Safety Department is comprised of the Longmont Police Department (LPD), Longmont Fire Department (LFD), the Office of Emergency Management (OEM) and Emergency Communications whose overall mission is to enhance the quality of life for those who live in, work in or visit our city. The Public Safety Department is comprised of the Longmont Police Department (LPD), Longmont Fire Department (LFD), the Office of Emergency Management (OEM) and Emergency Communications whose overall mission is to enhance the quality of life for those who live in, work in or visit our city.

The Public Safety Department includes budget services for the Longmont Police Department (LPD), Longmont Fire Department (LFD), the Office of Emergency Management (OEM) and Emergency Communications: Those budget services include: Public Safety Chief, Fire Administration, Fire Operations, Fire Support Services, Police Patrol; Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Police Operations Support Services; Information and Technical Services; Volunteer Programs and Special Operations. Shared activities of the Police and Fire Departments are found in the Police/Fire Shared Services budget service and include Emergency Communications and shared support services budgets.

Public Safety Administration Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	2,053,434	2,049,363	2,275,835
Operating and Maintenance	176,424	330,734	299,910
Non-Operating	-	-	-
Capital	1,000,000	14,781	184,133
TOTAL	\$ 3,229,858	\$ 2,394,878	\$ 2,759,878

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SERVICE: Public Safety Director

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Chief is responsible for the overall direction of the Police and Fire Departments, the Office of Emergency Management and Emergency Communications. The Public Safety Chief ensures the Police and Fire Departments, Emergency Communications and the Office of Emergency Management employees are complying with Federal and State Mandated Laws, Municipal Ordinances, Colorado POST Standards (Police) and National Fire Protection Association Codes and Standards.

The service described provides oversight and direction to the police and fire departments, Emergency Communications and the Office of Emergency Management. This service ensures the Police and Fire Departments, Emergency Communications and the Office of Emergency Management are appropriately responsive to our community and our employees are serving within the context of all six of the initiatives in the Focus on Longmont Plan.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Public Safety	1.00	1.00	1.00
Fire Battalion Chief	0.00	0.00	1.00
Crime, Information and Research Analyst	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Police Programs Coordinator	1.00	1.00	1.00
Total	4.00	4.00	5.00

SERVICE: Public Safety Director**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	332,883	340,204	441,031
121	Wages - Overtime	3,697	158	158
123	Leave Expense	7,336	-	-
126	Retirement Health Savings Plan	3,013	1,600	2,000
127	FPPA Death and Disability	-	-	1,264
129	Medicare	4,329	4,914	6,376
131	MOPC	9,376	16,945	17,115
132	Employee Insurance	41,661	44,057	59,364
133	Employee Retirement	9,473	28,332	20,538
134	Police and Fire Retirement	15,143	-	9,744
135	Compensation Insurance	4,555	5,203	7,031
136	Unemployment Insurance	280	693	1,099
137	Staff Training and Conferences	517	-	-
139	Dental Insurance	-	-	2,199
141	Uniforms and Protective Clothing	600	-	475
142	Food Allowance	1,987	1,498	1,498
	<i>Subtotal</i>	<i>434,851</i>	<i>443,604</i>	<i>569,892</i>
Operating and Maintenance				
210	Office Supplies	1,935	1,900	1,900
216	Reference Books and Materials	223	450	450
217	Dues and Subscriptions	2,463	2,968	2,968
218	Non-Capital Equipment and Furniture	1,038	1,314	1,314
229	Materials and Supplies	7,849	7,875	7,875
230	Printing and Copier Supplies	991	1,788	1,788
232	Building Repair and Maintenance	78	-	-
240	Equipment Repair and Maintenance	1,643	2,503	2,503
243	Non-Capital Computer Equipment and Supplies	7,322	5,000	5,000
246	Liability Insurance	5,172	8,189	7,964
250	Professional and Contracted Services	25,263	42,300	17,300
252	Advertising and Legal Notices	175	-	-
258	Investigative Expenses	125	-	-
262	Radio Repair and Maintenance	-	50	50
263	Postage	13,113	11,163	11,163
264	Printing and Copying	5,924	2,799	2,799
269	Other Services and Charges	7,317	5,930	5,930
273	Fleet Lease - Operating and Maintenance	2,031	2,421	2,061
274	Fleet Lease - Replacement	6,226	730	11,472
	<i>Subtotal</i>	<i>88,886</i>	<i>97,380</i>	<i>82,537</i>
	SERVICE TOTAL	\$ 523,737	\$ 540,984	\$ 652,429

SERVICE: Communication Center

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad of other emergency and non-emergency calls are routed to the LECC for processing. The Communication 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 Public Works. The Communication Specialists are the first contact for citizens during times of crisis and emergency.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	0.00	0.00	1.00
Technical Systems Specialist	16.00	15.00	15.00
Total	20.00	19.00	20.00

SERVICE: Communication Center**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	898,455	964,968	1,043,344
112	Wages - Temporary	5,429	1,300	2,300
114	Skill Based Pay	2,701	2,700	1,800
121	Wages - Overtime	57,577	68,987	73,987
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	27,181	-	-
124	Skill Based Overtime Pay	255	-	-
126	Retirement Health Savings Plan	7,941	7,600	9,749
128	FICA	342	81	143
129	Medicare	11,723	14,047	15,188
131	MOPC	46,334	48,385	52,253
132	Employee Insurance	130,713	125,450	140,849
133	Employee Retirement	46,824	80,806	62,707
135	Compensation Insurance	1,371	1,346	1,901
136	Unemployment Insurance	872	1,971	2,607
137	Staff Training and Conferences	11,601	17,087	19,587
139	Dental Insurance	-	-	5,213
142	Food Allowance	254	1,176	1,176
	<i>Subtotal</i>	<i>1,251,194</i>	<i>1,337,584</i>	<i>1,434,544</i>
Operating and Maintenance				
210	Office Supplies	1,583	2,598	2,598
216	Reference Books and Materials	234	750	750
217	Dues and Subscriptions	804	1,010	1,010
218	Non-Capital Equipment and Furniture	1,465	7,000	11,360
229	Materials and Supplies	1,214	850	850
232	Building Repair and Maintenance	6,867	200	200
240	Equipment Repair and Maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	8,065	3,400	4,520
245	Mileage Allowance	232	345	345
246	Liability Insurance	3,256	3,198	2,860
250	Professional and Contracted Services	4,650	6,000	6,000
261	Telephone Charges	-	-	200
262	Radio Repair and Maintenance	-	500	500
263	Postage	-	550	550
264	Printing and Copying	814	2,600	1,600
269	Other Services and Charges	1,177	2,000	2,000
	<i>Subtotal</i>	<i>30,362</i>	<i>32,001</i>	<i>36,343</i>
Capital Outlay				
480	System Improvements	1,000,000	-	-
	<i>Subtotal</i>	<i>1,000,000</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 2,281,555	\$ 1,369,585	\$ 1,470,887

SERVICE: Public Safety Information Technology

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Technology service is responsible for the maintenance of existing technology, the implementation or upgrade of new technology, hardware and software support to Public Safety employees and volunteers assigned to the Safety Justice Building, three police sub-stations, six fire stations, and hardware and software support in all fire and police vehicles.

SERVICE: Public Safety Information Technology

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Safety Information/Technology Manager	0.00	0.50	0.50
Mobile Data Communications Specialist	0.00	2.00	2.00
Total	0.00	2.50	2.50

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	147,114	151,232
121 Wages - Overtime	-	7,986	7,986
126 Retirement Health Savings Plan	-	1,000	1,000
129 Medicare	-	2,133	2,193
131 MOPC	-	7,356	7,562
132 Employee Insurance	-	19,125	20,416
133 Employee Retirement	-	12,299	9,073
135 Compensation Insurance	-	-	61
136 Unemployment Insurance	-	301	378
139 Dental Insurance	-	-	757
<i>Subtotal</i>	-	197,314	200,658
Operating and Maintenance			
210 Office Supplies	-	1,680	1,680
216 Reference Books and Materials	-	66	66
229 Materials and Supplies	-	120	120
240 Equipment Repair and Maintenance	-	132,164	117,367
243 Non-Capital Computer Equipment and Supplies	-	30,901	25,801
246 Liability Insurance	-	-	427
250 Professional and Contracted Services	-	2,118	2,118
<i>Subtotal</i>	-	167,049	147,579
Capital Outlay			
440 Machinery and Equipment	-	14,781	-
<i>Subtotal</i>	-	14,781	-
SERVICE TOTAL	\$ -	\$ 379,144	\$ 348,237

Note: In 2009, this service was accounted for in the Police Department Information Services Division and in the Fire Department Support Services Division.

SERVICE: **Emergency Management**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Fire Chief	1.00	0.00	0.00
Administrative Analyst	1.00	1.00	1.00
Total	2.00	1.00	1.00

SERVICE: Emergency Management**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	259,274	52,860	53,388
112	Wages - Temporary	1,400	-	-
121	Wages - Overtime	1,237	-	-
122	Longevity Compensation	3,660	-	-
123	Leave Expense	1,214	-	-
126	Retirement Health Savings Plan	3,146	400	400
129	Medicare	670	766	774
131	MOPC	2,572	2,643	2,669
132	Employee Insurance	49,046	6,872	7,207
133	Employee Retirement	2,599	4,419	3,203
134	Police and Fire Retirement	21,188	-	-
135	Compensation Insurance	201	1,043	950
136	Unemployment Insurance	329	108	133
137	Staff Training and Conferences	19,677	1,250	1,250
139	Dental Insurance	-	-	267
141	Uniforms and Protective Clothing	569	-	-
142	Food Allowance	606	500	500
	<i>Subtotal</i>	<i>367,390</i>	<i>70,861</i>	<i>70,741</i>
Operating and Maintenance				
210	Office Supplies	186	750	750
216	Reference Books and Materials	3,203	500	500
217	Dues and Subscriptions	876	700	700
218	Non-Capital Equipment and Furniture	530	-	-
229	Materials and Supplies	2,019	-	-
230	Printing and Copier Supplies	1	-	-
232	Building Repair and Maintenance	2,240	-	-
240	Equipment Repair and Maintenance	370	30,000	30,000
243	Non-Capital Computer Equipment and Supplies	1,006	-	-
245	Mileage Allowance	160	400	400
246	Liability Insurance	1,208	1,754	901
247	Safety Expenses	251	-	-
250	Professional and Contracted Services	1,614	-	-
252	Advertising and Legal Notices	329	-	-
261	Telephone Charges	18,486	200	200
262	Radio Repair and Maintenance	46	-	-
263	Postage	1,402	-	-
264	Printing and Copying	3,112	-	-
269	Other Services and Charges	13,878	-	-
273	Fleet Lease - Operating and Maintenance	2,512	-	-
274	Fleet Lease - Replacement	3,747	-	-
	<i>Subtotal</i>	<i>57,177</i>	<i>34,304</i>	<i>33,451</i>
Capital Outlay				
432	Vehicles	-	-	184,133
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>184,133</i>
	SERVICE TOTAL	\$ 424,566	\$ 105,165	\$ 288,325

Fire Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	7,699,469	8,068,820	8,173,170
Operating and Maintenance	979,350	1,015,051	1,110,181
Non-Operating	-	-	-
Capital	207	-	69,000
TOTAL	\$ 8,679,025	\$ 9,083,871	\$ 9,352,351

The Fire Department includes two budget services: Operations; and Support Services. These two services provide fire protection to the citizens of Longmont and respond to other types of emergency incidents.

SERVICE: Operations**FUND:** Fire Department**DEPARTMENT:** Public Safety**Service Description:**

The Fire Operations service 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, non-emergency 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Division Chief	1.00	1.00	0.00
Battalion Chief	4.00	4.00	4.00
Fire EMS Coordinator	1.00	1.00	0.00
Fire Training Coordinator	0.00	1.00	0.00
Fire Lieutenant	19.00	18.00	18.00
Firefighter/Engineer/Paramedic	5.00	6.00	5.00
Firefighter/Engineer	13.00	12.00	12.00
Firefighter/Paramedic	13.00	12.00	13.00
Firefighter	20.00	21.00	19.00
Total	76.00	76.00	71.00

SERVICE: Operations**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	5,000,842	5,161,371	5,066,131
114 Skill Based Pay	1,124	900	2,700
121 Wages - Overtime	491,006	380,492	390,003
122 Longevity Compensation	33,435	34,080	29,040
123 Leave Expense	142,182	-	-
124 Skill Based Overtime Pay	197	-	-
126 Retirement Health Savings Plan	39,328	47,521	47,653
127 FPPA Death and Disability	36,126	35,591	32,681
129 Medicare	58,325	58,458	60,383
132 Employee Insurance	671,205	661,358	673,808
134 Police and Fire Retirement	690,678	640,890	641,892
135 Compensation Insurance	90,871	91,193	89,945
136 Unemployment Insurance	4,508	10,114	12,483
137 Staff Training and Conferences	28,446	-	-
139 Dental Insurance	-	-	24,958
141 Uniforms and Protective Clothing	41,664	96,043	95,568
142 Food Allowance	12,872	500	-
<i>Subtotal</i>	<i>7,342,809</i>	<i>7,218,511</i>	<i>7,167,245</i>
Operating and Maintenance			
210 Office Supplies	225	-	-
214 Pamphlets and Documents	-	-	-
216 Reference Books and Materials	3,544	390	390
217 Dues and Subscriptions	658	-	-
218 Non-Capital Equipment and Furniture	28,243	30,102	29,102
228 Janitorial Supplies	14,409	10,000	10,000
229 Materials and Supplies	25,497	28,000	27,000
232 Building Repair and Maintenance	42,393	39,000	39,000
233 Facility Repair and Maintenance	-	2,000	2,000
240 Equipment Repair and Maintenance	22,692	42,000	32,000
241 Grounds Maintenance	1,328	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	505	392	-
245 Mileage Allowance	485	1,000	1,000
246 Liability Insurance	59,390	65,518	76,372
247 Safety Expenses	6,488	20,000	12,000
250 Professional and Contracted Services	30,398	30,000	-
261 Telephone Charges	655	13,800	13,800
262 Radio Repair and Maintenance	1,652	-	-
263 Postage	6	-	-
273 Fleet Lease - Operating and Maintenance	4,617	9,000	9,000
274 Fleet Lease - Replacement	263,448	223,262	264,281
<i>Subtotal</i>	<i>348,357</i>	<i>373,014</i>	<i>433,457</i>
Capital Outlay			
440 Machinery and Equipment	-	-	69,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>69,000</i>
SERVICE TOTAL	\$ 8,197,798	\$ 8,107,989	\$ 8,187,647

SERVICE: Support Services

FUND: Fire Department

DEPARTMENT: Public Safety

Service Description:

Support Services manages and implements the Fire Department’s Administrative responsibilities including: assistance with budget preparation and management, research and purchasing, equipment specification, facility and equipment maintenance, and construction.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Division Chief	1.00	1.00	1.00
Hazardous Materials Inspector	1.00	1.00	0.00
Fire Protection Engineer	1.00	1.00	0.00
Information Systems Administrator	1.00	0.00	0.00
Fire Safety Education Coordinator	0.50	0.50	0.00
Administrative Assistant	1.00	1.00	1.00
Total	5.50	4.50	2.00

SERVICE: Support Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	267,388	325,896	153,971
112	Wages - Temporary	-	1,500	1,500
121	Wages - Overtime	4,701	-	-
122	Longevity Compensation	1,860	1,860	1,920
123	Leave Expense	5,412	-	-
126	Retirement Health Savings Plan	2,957	1,800	800
128	FICA	-	93	93
129	Medicare	2,412	3,154	645
131	MOPC	13,474	10,801	2,149
132	Employee Insurance	35,353	42,367	20,787
133	Employee Retirement	13,589	18,059	2,579
134	Police and Fire Retirement	169	10,988	11,098
135	Compensation Insurance	5,837	6,443	5,660
136	Unemployment Insurance	237	666	384
137	Staff Training and Conferences	865	-	-
139	Dental Insurance	-	-	770
141	Uniforms and Protective Clothing	666	1,500	550
142	Food Allowance	164	1,618	1,000
	<i>Subtotal</i>	355,085	426,745	203,906
Operating and Maintenance				
210	Office Supplies	2,357	4,150	4,150
214	Pamphlets and Documents	382	1,714	-
216	Reference Books and Materials	2,278	3,000	500
217	Dues and Subscriptions	2,600	6,260	6,260
218	Non-Capital Equipment and Furniture	1,592	4,100	600
229	Materials and Supplies	5,391	6,300	2,800
230	Printing and Copier Supplies	27	575	575
232	Building Repair and Maintenance	1,947	-	-
240	Equipment Repair and Maintenance	19,009	2,290	2,290
243	Non-Capital Computer Equipment and Supplies	16,903	-	4,500
245	Mileage Allowance	238	500	500
246	Liability Insurance	2,168	6,226	1,820
247	Safety Expenses	87	-	-
250	Professional and Contracted Services	12,342	20,000	20,000
263	Postage	22	1,500	1,500
264	Printing and Copying	141	6,600	6,600
269	Other Services and Charges	37,108	22,694	-
273	Fleet Lease - Operating and Maintenance	9,151	14,839	6,933
274	Fleet Lease - Replacement	10,620	14,385	2,606
	<i>Subtotal</i>	124,360	115,133	61,634
Capital Outlay				
440	Machinery and Equipment	207	-	-
	<i>Subtotal</i>	207	-	-
	SERVICE TOTAL	\$ 479,652	\$ 541,878	\$ 265,540

SERVICE: Prevention

FUND: Fire Department

DEPARTMENT: Public Safety

Service Description:

Prevention manages and implements programs in two general areas: Public Education and Fire Prevention. Public Education programs include: fire safety presentations and education in schools, businesses and retirement facilities. Fire Prevention is responsible for fire code enforcement in existing buildings and new construction; plan reviews; hazardous materials tracking and handling; special event permits; coordination of all fire investigations and shift inspections.

SERVICE: Prevention

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Battalion Chief	0.00	0.00	1.00
Hazardous Materials Inspector	0.00	0.00	1.00
Fire Protection Engineer	0.00	0.00	1.00
Fire Safety Education Coordinator	0.00	0.00	0.50
Total	0.00	0.00	3.50

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	273,415
122 Longevity Compensation	-	-	2,220
126 Retirement Health Savings Plan	-	-	1,400
129 Medicare	-	-	2,552
131 MOPC	-	-	8,799
132 Employee Insurance	-	-	36,910
133 Employee Retirement	-	-	10,558
134 Police and Fire Retirement	-	-	9,744
136 Unemployment Insurance	-	-	684
139 Dental Insurance	-	-	1,367
141 Uniforms and Protective Clothing	-	-	950
142 Food Allowance	-	-	618
<i>Subtotal</i>	-	-	349,217
Operating and Maintenance			
214 Pamphlets and Documents	-	-	1,714
216 Reference Books and Materials	-	-	2,500
218 Non-Capital Equipment and Furniture	-	-	3,500
229 Materials and Supplies	-	-	3,500
246 Liability Insurance	-	-	307
269 Other Services and Charges	-	-	22,694
273 Fleet Lease - Operating and Maintenance	-	-	4,301
<i>Subtotal</i>	-	-	38,516
SERVICE TOTAL	\$ -	\$ -	\$ 387,733

Note: This service was previously accounted for in the Fire Department Support Services Division.

SERVICE: Fire Training and Personnel

FUND: Fire Department

DEPARTMENT: Public Safety

The Training and Personnel Division is responsible for the coordination of training issues and functions, dissemination of training information and opportunities, registration, scheduling and coordination of logistical issues associated with training programs, administration of the annual department training budget, including the tracking , auditing and reporting of training fund expenditures, coordination of the needs based training program, and maintenance of training records for all department personnel.

SERVICE: Training and Personnel

Budgeted Positions:	2008 Budget	2010 Budget	2011 Budget
Battalion Chief	0.00	0.00	1.00
Firefighter/Engineer/Paramedic	0.00	0.00	1.00
Firefighter/Engineer	0.00	0.00	1.00
Total	0.00	0.00	3.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	1,054	220,696	238,570
121 Wages - Overtime	199	72,051	73,852
122 Longevity Compensation	-	1,320	1,380
126 Retirement Health Savings Plan	25	2,207	1,827
127 FPPA Death and Disability	15	-	2,778
129 Medicare	37	3,199	3,460
132 Employee Insurance	-	28,697	32,207
134 Police and Fire Retirement	246	22,075	23,857
136 Unemployment Insurance	-	738	597
137 Staff Training and Conferences	-	71,781	71,781
139 Dental Insurance	-	-	1,193
141 Uniforms and Protective Clothing	-	800	800
142 Food Allowance	-	-	500
<i>Subtotal</i>	<i>1,575</i>	<i>423,564</i>	<i>452,802</i>
Operating and Maintenance			
216 Reference Books and Materials	-	2,000	2,000
218 Non-Capital Equipment and Furniture	-	-	1,000
229 Materials and Supplies	-	-	1,000
240 Equipment Repair and Maintenance	-	-	10,000
243 Non-Capital Computer Equipment and Supplies	-	-	392
246 Liability Insurance	-	-	425
247 Safety Expenses	-	-	8,000
250 Professional and Contracted Services	-	-	30,000
273 Fleet Lease - Operating and Maintenance	-	8,440	5,812
<i>Subtotal</i>	<i>-</i>	<i>10,440</i>	<i>58,629</i>
SERVICE TOTAL	\$ 1,575	\$ 434,004	\$ 511,431

Note: In 2009, the majority of this service was previously accounted for in the Fire Department Operations Budget.

Police Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	13,665,755	13,654,184	13,766,594
Operating and Maintenance	1,782,287	1,713,484	1,932,306
Non-Operating	-	-	-
Capital	35,297	-	5,670
TOTAL	\$ 15,483,340	\$ 15,367,668	\$ 15,704,570

The Police Department'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."

The Police Department includes 11 budget services: Patrol; Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Support Services; Police Information Services; Volunteer Programs and Special Operations.

SERVICE: Patrol

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

Patrol Services is primarily responsible for responding to emergency, immediate, and routine service calls and crime related incidents. The responsibilities of the Patrol Service are to ensure the safety and protection of persons and property through proactive and directed patrol, and to provide the highest level of quality service through problem solving and community oriented policing.

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Commander	2.00	2.00	2.00
Police Sergeant	10.00	10.00	10.00
Police Officer	68.00	66.00	65.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	82.00	80.00	79.00

SERVICE: Patrol**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	5,197,710	5,553,672	5,578,141
114	Skill Based Pay	10,140	10,500	10,500
121	Wages - Overtime	226,617	253,892	253,892
122	Longevity Compensation	25,598	24,900	25,740
123	Leave Expense	144,941	-	-
124	Skill Based Overtime Pay	596	-	-
126	Retirement Health Savings Plan	51,940	69,300	54,276
127	FPPA Death and Disability	46,677	51,244	48,254
129	Medicare	59,589	66,704	66,595
131	MOPC	4,806	4,806	4,854
132	Employee Insurance	735,077	721,000	752,035
133	Employee Retirement	4,856	8,036	5,825
134	Police and Fire Retirement	623,643	615,118	607,032
135	Compensation Insurance	128,146	129,300	138,254
136	Unemployment Insurance	4,914	11,348	13,907
139	Dental Insurance	-	-	27,879
141	Uniforms and Protective Clothing	72,287	120,780	134,880
142	Food Allowance	349	300	300
	<i>Subtotal</i>	<i>7,337,884</i>	<i>7,640,900</i>	<i>7,722,364</i>
Operating and Maintenance				
210	Office Supplies	2,137	2,305	2,305
216	Reference Books and Materials	2,529	3,169	3,169
217	Dues and Subscriptions	1,067	800	800
218	Non-Capital Equipment and Furniture	57,235	10,165	12,165
226	Prisoner Expenses	438	1,515	1,515
229	Materials and Supplies	5,727	6,191	6,191
240	Equipment Repair and Maintenance	560	600	600
243	Non-Capital Computer Equipment and Supplies	6,147	3,785	5,285
246	Liability Insurance	79,464	73,295	89,002
250	Professional and Contracted Services	3,999	2,100	2,100
258	Investigative Expenses	1,796	1,500	1,500
264	Printing and Copying	4,933	6,710	6,710
273	Fleet Lease - Operating and Maintenance	326,797	322,815	444,495
274	Fleet Lease - Replacement	201,007	210,350	157,023
	<i>Subtotal</i>	<i>693,839</i>	<i>645,300</i>	<i>732,860</i>
	SERVICE TOTAL	\$ 8,031,722	\$ 8,286,200	\$ 8,455,224

SERVICE: Traffic Unit

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Traffic Unit is a primary service function of the Special Operations Division. The Traffic Unit's purpose is insuring the safe and expeditious movement of vehicular and pedestrian traffic through the enforcement of the traffic laws, the investigation of traffic accidents, the investigation of traffic complaints, the coordination of the DUI enforcement program, providing educational programs, and through the utilization 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 is also responsible for coordinating requests to the police department for traffic control at city sponsored special events and parades.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	5.00	5.00	5.00
Community Service Officer	3.00	3.00	3.00
Total	9.00	9.00	9.00

SERVICE: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	556,030	569,376	581,849
114	Skill Based Pay	4,769	4,800	4,800
121	Wages - Overtime	43,504	30,765	34,765
123	Leave Expense	9,320	-	-
124	Skill Based Overtime Pay	199	-	-
126	Retirement Health Savings Plan	6,421	3,600	5,866
127	FPPA Death and Disability	5,452	5,523	5,518
129	Medicare	7,994	8,324	8,506
131	MOPC	6,774	6,989	7,057
132	Employee Insurance	74,074	74,019	78,550
133	Employee Retirement	6,844	11,584	8,397
134	Police and Fire Retirement	43,348	43,503	44,623
135	Compensation Insurance	10,117	9,831	8,736
136	Unemployment Insurance	495	1,164	1,453
139	Dental Insurance	-	-	2,911
141	Uniforms and Protective Clothing	4,508	4,720	4,720
	<i>Subtotal</i>	<i>779,851</i>	<i>774,198</i>	<i>797,751</i>
Operating and Maintenance				
217	Dues and Subscriptions	50	70	70
218	Non-Capital Equipment and Furniture	3,966	285	4,085
229	Materials and Supplies	246	300	300
240	Equipment Repair and Maintenance	213	1,090	1,090
246	Liability Insurance	3,829	3,085	3,220
250	Professional and Contracted Services	361	3,700	3,700
258	Investigative Expenses	5,951	5,800	5,800
273	Fleet Lease - Operating and Maintenance	20,137	15,310	18,582
274	Fleet Lease - Replacement	20,320	32,824	22,732
	<i>Subtotal</i>	<i>55,073</i>	<i>62,464</i>	<i>59,579</i>
	SERVICE TOTAL	\$ 834,924	\$ 836,662	\$ 857,330

SERVICE: Animal Control

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Animal Control Unit is a primary service function of the Special Operations Division. Animal Control is responsible for handling calls for service concerning domestic animals and wildlife. This is accomplished through enforcement of 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 Humane Society, Boulder County Health Department, Colorado Division of Wildlife, State Brand Commission, animal refuge centers and local veterinarians.

SERVICE: Animal Control

Budgeted Positions:	2009 Budget	2010 Budget	2011 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

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	213,935	223,434	225,667
121 Wages - Overtime	1,455	1,560	1,560
122 Longevity Compensation	840	870	-
123 Leave Expense	9,838	-	-
126 Retirement Health Savings Plan	2,660	1,800	2,258
127 FPPA Death and Disability	8	-	583
129 Medicare	2,302	2,596	3,271
131 MOPC	8,957	8,952	9,041
132 Employee Insurance	28,824	29,048	30,465
133 Employee Retirement	9,050	14,966	10,849
134 Police and Fire Retirement	4,521	4,441	4,485
135 Compensation Insurance	2,182	5,092	4,715
136 Unemployment Insurance	191	456	564
139 Dental Insurance	-	-	1,128
141 Uniforms and Protective Clothing	1,798	2,460	2,460
<i>Subtotal</i>	286,562	295,675	297,046
Operating and Maintenance			
214 Pamphlets and Documents	-	100	100
217 Dues and Subscriptions	360	215	215
218 Non-Capital Equipment and Furniture	244	700	700
229 Materials and Supplies	643	400	400
246 Liability Insurance	1,870	1,373	1,078
250 Professional and Contracted Services	132,943	177,351	177,351
273 Fleet Lease - Operating and Maintenance	12,528	2,447	16,490
274 Fleet Lease - Replacement	25,810	-	15,691
<i>Subtotal</i>	174,398	182,586	212,025
SERVICE TOTAL	\$ 460,960	\$ 478,261	\$ 509,071

SERVICE: SWAT Team**FUND:** General Fund**DEPARTMENT:** Public Safety

Service Description:

The Special Weapons and Tactics Team (SWAT) is a collateral service function of the Special Operations Division. The SWAT Team is comprised of tactical officers, negotiators, medics and dispatchers from the Longmont Police Department, Longmont Fire Department, 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 or Frederick Police Departments. 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/or arrest warrants; sniper incidents; apprehension of armed and dangerous fugitives; civil disorder and/or crowd control; VIP protection; directed patrol operations and major case follow-ups. The team is also utilized as a training resource for the police departments in areas such as firearms, less than lethal weaponry, patrol tactics and crowd control. Additionally, the team is actively involved in community education through public relations appearances and demonstrations.

SERVICE: SWAT Team**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	1,620	-	-
121 Wages - Overtime	96,567	36,367	36,367
124 Skill Based Overtime Pay	221	-	-
135 Compensation Insurance	260	200	190
141 Uniforms and Protective Clothing	11,095	5,450	5,450
142 Food Allowance	284	300	300
<i>Subtotal</i>	<i>110,046</i>	<i>42,317</i>	<i>42,307</i>
Operating and Maintenance			
210 Office Supplies	110	50	50
216 Reference Books and Materials	114	300	300
217 Dues and Subscriptions	663	795	795
218 Non-Capital Equipment and Furniture	6,363	8,000	4,900
229 Materials and Supplies	28,391	32,220	32,220
240 Equipment Repair and Maintenance	338	100	100
243 Non-Capital Computer Equipment and Supplies	1,190	100	100
246 Liability Insurance	2,461	2,691	16,125
247 Safety Expenses	6,855	-	-
264 Printing and Copying	252	-	-
269 Other Services and Charges	130	-	-
273 Fleet Lease - Operating and Maintenance	28,701	22,185	24,331
274 Fleet Lease - Replacement	34,676	58,497	69,372
<i>Subtotal</i>	<i>110,242</i>	<i>124,938</i>	<i>148,293</i>
SERVICE TOTAL	\$ 220,288	\$ 167,255	\$ 190,600

SERVICE: **Detective Services**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Detective Division is responsible for the continued investigation of felony criminal cases and some more complex misdemeanor cases. Cases are either referred to the division from Patrol Officers, other outside law enforcement sources, or are initiated by Detectives assigned in this division. The Detective Division is divided into three 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 Special Enforcement Unit is responsible for investigating vice and narcotic crimes and any other covert investigations as assigned by the department.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Police Officer	14.00	14.00	14.00
Administrative Assistant	2.00	1.50	1.50
Total	19.00	18.50	18.50

SERVICE: Detective Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	1,335,243	1,321,158	1,329,407
114	Skill Based Pay	897	900	900
121	Wages - Overtime	149,679	78,505	78,505
122	Longevity Compensation	6,720	8,280	7,200
123	Leave Expense	23,845	-	-
124	Skill Based Overtime Pay	166	-	-
126	Retirement Health Savings Plan	15,475	7,400	12,621
127	FPPA Death and Disability	13,775	12,883	14,552
129	Medicare	14,945	14,872	14,948
131	MOPC	4,327	3,295	3,328
132	Employee Insurance	175,792	171,750	179,470
133	Employee Retirement	4,361	5,509	3,994
134	Police and Fire Retirement	127,897	125,621	126,378
135	Compensation Insurance	25,891	23,622	20,264
136	Unemployment Insurance	1,179	2,701	3,318
139	Dental Insurance	-	-	6,654
141	Uniforms and Protective Clothing	10,324	12,050	12,050
142	Food Allowance	2,505	600	600
	<i>Subtotal</i>	<i>1,913,020</i>	<i>1,789,146</i>	<i>1,814,189</i>
Operating and Maintenance				
210	Office Supplies	3,540	2,150	2,150
215	Audiovisual Materials	205	400	400
216	Reference Books and Materials	825	1,020	1,020
217	Dues and Subscriptions	933	565	565
218	Non-Capital Equipment and Furniture	3,003	4,940	51,440
223	Lab and Photo Supplies	264	400	400
229	Materials and Supplies	2,443	1,930	1,930
232	Building Repair and Maintenance	736	400	400
240	Equipment Repair and Maintenance	165	500	500
243	Non-Capital Computer Equipment and Supplies	6,114	3,500	3,500
245	Mileage Allowance	2	-	-
246	Liability Insurance	26,293	17,216	17,343
247	Safety Expenses	427	-	-
250	Professional and Contracted Services	3,551	2,800	2,800
252	Advertising and Legal Notices	2,192	-	-
258	Investigative Expenses	27,437	23,500	23,500
261	Telephone Charges	677	500	500
263	Postage	31	-	-
264	Printing and Copying	2,079	1,490	1,490
269	Other Services and Charges	2,483	500	500
273	Fleet Lease - Operating and Maintenance	24,633	32,887	52,562
274	Fleet Lease - Replacement	40,907	41,576	38,654
	<i>Subtotal</i>	<i>148,940</i>	<i>136,274</i>	<i>199,654</i>
	SERVICE TOTAL	\$ 2,061,960	\$ 1,925,420	\$ 2,013,843

SERVICE: Special Enforcement Unit

FUND: General Fund, Police Seizure Fund

DEPARTMENT: Public Safety

Service Description:

The Special Enforcement Unit (SEU) is responsible for investigating vice and narcotic crimes and covert investigations as assigned by the department. This unit is a specialized branch of Detective Services and provides investigative support to a number of divisions in the Police Department. The SEU is also responsible for the collection and analysis of criminal intelligence information and all asset forfeiture cases.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	4.00	4.00	4.00
Total	5.00	5.00	5.00

SERVICE: Special Enforcement Unit**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	324,793	377,196	387,732
114	Skill Based Pay	-	-	900
121	Wages - Overtime	67,305	24,745	24,745
122	Longevity Compensation	1,260	1,320	1,380
123	Leave Expense	912	-	-
126	Retirement Health Savings Plan	5,026	2,000	3,886
127	FPPA Death and Disability	6,832	5,071	7,199
129	Medicare	5,358	5,470	5,634
132	Employee Insurance	47,583	49,036	52,346
134	Police and Fire Retirement	32,978	37,721	38,864
135	Compensation Insurance	13,017	5,971	5,615
136	Unemployment Insurance	318	771	968
139	Dental Insurance	-	-	1,941
141	Uniforms and Protective Clothing	3,383	3,400	3,400
142	Food Allowance	307	250	250
	<i>Subtotal</i>	<i>509,072</i>	<i>512,951</i>	<i>534,860</i>
Operating and Maintenance				
210	Office Supplies	156	425	425
215	Audiovisual Materials	-	250	250
216	Reference Books and Materials	163	350	350
217	Dues and Subscriptions	-	500	500
218	Non-Capital Equipment and Furniture	2,005	1,476	7,976
229	Materials and Supplies	775	925	925
240	Equipment Repair and Maintenance	-	200	200
243	Non-Capital Computer Equipment and Supplies	548	400	400
246	Liability Insurance	11,703	9,733	8,983
247	Safety Expenses	1,388	4,500	4,500
250	Professional and Contracted Services	214	100	100
258	Investigative Expenses	32,507	26,086	26,086
263	Postage	5	-	-
264	Printing and Copying	167	150	150
273	Fleet Lease - Operating and Maintenance	73,949	79,652	79,947
274	Fleet Lease - Replacement	5,269	5,674	5,674
	<i>Subtotal</i>	<i>128,851</i>	<i>130,421</i>	<i>136,466</i>
	SERVICE TOTAL	\$ 637,923	\$ 643,372	\$ 671,326

SERVICE: School Resource Officers

FUND: General Fund, Police Prevention/Education Fund

DEPARTMENT: Public Safety

Service Description:

School Resource Officers is a budget service of the Police Department. The functions and responsibilities are: Safe Schools – enforcement of statutes, ordinances, and schools policies to promote a safe environment for school settings such as crime and disorder prevention, enforcement of illegal drug/alcohol use, and responsible motor vehicle/traffic operation; Education Programs – promotion and coordination of community and school safety/awareness programs; Prevention Programs – community and school programs to enhance positive decision-making skills, deter substance use/abuse; Service Programs – community outreach, public relations, false alarm monitoring, and information dissemination of police services within the community

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	4.00	4.00	4.00
Total	5.00	5.00	5.00

SERVICE: School Resource Officers**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	374,473	383,916	380,952
114	Skill Based Pay	450	900	-
121	Wages - Overtime	19,316	22,780	22,780
122	Longevity Compensation	1,680	1,740	-
123	Leave Expense	1,268	-	-
124	Skill Based Overtime Pay	5	-	-
126	Retirement Health Savings Plan	4,953	2,000	3,809
127	FPPA Death and Disability	2,364	1,918	2,818
129	Medicare	4,918	4,498	5,523
132	Employee Insurance	49,910	49,910	51,430
134	Police and Fire Retirement	38,020	38,483	38,096
135	Compensation Insurance	1,569	2,049	2,377
136	Unemployment Insurance	335	784	951
139	Dental Insurance	-	-	1,907
141	Uniforms and Protective Clothing	3,222	3,000	3,000
142	Food Allowance	153	250	250
	<i>Subtotal</i>	<i>502,637</i>	<i>512,228</i>	<i>513,893</i>
Operating and Maintenance				
210	Office Supplies	80	300	300
217	Dues and Subscriptions	-	425	425
218	Non-Capital Equipment and Furniture	639	2,000	2,000
229	Materials and Supplies	2,458	4,300	4,300
243	Non-Capital Computer Equipment and Supplies	306	-	5,150
246	Liability Insurance	6,141	4,261	5,884
250	Professional and Contracted Services	35	-	-
264	Printing and Copying	1,974	975	975
273	Fleet Lease - Operating and Maintenance	17,426	24,331	9,424
274	Fleet Lease - Replacement	10,942	2,652	5,640
	<i>Subtotal</i>	<i>40,001</i>	<i>39,244</i>	<i>34,098</i>
	SERVICE TOTAL	\$ 542,638	\$ 551,472	\$ 547,991

SERVICE: Support Services

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Support Services Division is responsible for providing support to the administrative and operational components of the police department. This includes:

Management of the personnel and training functions within the agency, including: recruiting and hiring processes for full time employees and the Police Reserve Officer program or direct support of other department divisions during their hiring processes; facilitation/coordination of internal promotional processes; coordination of training issues and functions, dissemination of training information and opportunities, registration, scheduling, and coordination of logistical issues associated with training programs, administration of the annual department training budget, including the tracking, auditing, and reporting of training fund expenditures, coordination of the needs based training program, and maintenance of training records for all department personnel.

Supporting activities include: coordination city wide semi-annual blood drives; liaison with Fleet management and Facility Maintenance for the Safety & Justice Facility; liaison with Front Range Community College, Longmont Campus; coordination of the Extra Duty/Off Duty Program for police personnel; coordination of the Field Training and Evaluation Program and Orientation Program for new employees; liaison with chaplains group and several community support organizations and facilitation of the employee and supervisory exchange programs with other law enforcement agencies.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Police Officer	2.00	2.00	2.50
Evidence/Crime Scene Technician	2.50	2.50	2.00
Administrative Analyst	1.00	0.00	0.00
Administrative Assistant	1.00	1.50	1.00
Total	8.50	8.00	7.50

SERVICE: Support Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	571,460	534,378	515,685
114	Skill Based Pay	897	900	900
121	Wages - Overtime	190,550	109,487	109,487
122	Longevity Compensation	3,746	2,700	2,820
123	Leave Expense	11,723	-	-
124	Skill Based Overtime Pay	236	-	-
126	Retirement Health Savings Plan	24,976	3,200	4,196
129	Medicare	7,574	7,763	7,489
131	MOPC	11,416	9,975	8,780
132	Employee Insurance	71,314	69,469	69,619
133	Employee Retirement	11,519	16,676	10,538
134	Police and Fire Retirement	33,741	33,580	34,098
135	Compensation Insurance	6,633	6,472	5,239
136	Unemployment Insurance	479	1,092	1,289
137	Staff Training and Conferences	113,605	130,387	105,387
139	Dental Insurance	-	-	2,581
141	Uniforms and Protective Clothing	4,663	4,700	4,700
142	Food Allowance	1,895	1,700	1,700
	<i>Subtotal</i>	<i>1,066,426</i>	<i>932,479</i>	<i>884,508</i>
Operating and Maintenance				
210	Office Supplies	3,753	3,425	3,425
215	Audiovisual Materials	-	200	200
216	Reference Books and Materials	377	225	225
217	Dues and Subscriptions	647	1,000	1,000
218	Non-Capital Equipment and Furniture	5,130	45,795	3,295
223	Lab and Photo Supplies	-	1,000	1,000
229	Materials and Supplies	33,663	36,040	36,040
230	Printing and Copier Supplies	7,294	6,500	6,500
232	Building Repair and Maintenance	341	-	-
240	Equipment Repair and Maintenance	2,768	17,556	17,556
243	Non-Capital Computer Equipment and Supplies	4,604	6,000	6,000
246	Liability Insurance	2,602	2,790	2,699
247	Safety Expenses	6,678	4,295	4,295
249	Operating Leases and Rentals	22,437	35,020	35,020
250	Professional and Contracted Services	21,249	31,468	72,801
252	Advertising and Legal Notices	656	1,300	1,300
258	Investigative Expenses	1,362	1,750	1,750
261	Telephone Charges	94,558	85,694	86,294
263	Postage	48	1,000	1,000
264	Printing and Copying	3,036	4,894	4,894
269	Other Services and Charges	5,819	9,400	9,400
273	Fleet Lease - Operating and Maintenance	7,045	8,408	24,154
274	Fleet Lease - Replacement	20,545	10,874	9,512
	<i>Subtotal</i>	<i>244,613</i>	<i>314,634</i>	<i>328,360</i>
	SERVICE TOTAL	\$ 1,311,039	\$ 1,247,113	\$ 1,212,868

SERVICE: Police Information Services

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Police Information Services is comprised of Records and Crime Analysis. Staff in the Records unit act as the primary custodians of criminal justice records. They enter, update and cancel records in a variety of police specific databases. They are also responsible for sealing records, maintaining sex offender registration, and responding to internal and external requests for records. The Crime Analysis unit is responsible for analyzing crime data and providing strategic, tactical and administrative analysis to internal and external customers.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Safety Information/Technology Manager	1.00	0.50	0.50
Police Records Supervisor	1.00	1.00	1.00
Crime and Data Analyst	1.00	1.00	1.00
Mobile Data Computer Specialist	1.00	0.00	0.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	6.00	6.00	6.00
Total	13.00	11.50	11.50

SERVICE: Police Information Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	567,348	507,042	513,238
112	Wages - Temporary	14,897	16,050	16,050
114	Skill Based Pay	5	-	-
121	Wages - Overtime	17,967	20,535	20,535
123	Leave Expense	9,335	-	-
126	Retirement Health Savings Plan	5,882	4,600	4,431
128	FICA	925	995	995
129	Medicare	7,731	7,585	7,676
131	MOPC	28,720	25,354	25,663
132	Employee Insurance	78,647	65,916	69,289
133	Employee Retirement	29,035	42,390	30,794
135	Compensation Insurance	392	686	998
136	Unemployment Insurance	529	1,037	1,281
139	Dental Insurance	-	-	2,568
142	Food Allowance	-	50	50
	<i>Subtotal</i>	<i>761,413</i>	<i>692,240</i>	<i>693,568</i>
Operating and Maintenance				
210	Office Supplies	3,475	5,320	5,320
216	Reference Books and Materials	310	34	34
217	Dues and Subscriptions	143	400	400
218	Non-Capital Equipment and Furniture	853	-	-
229	Materials and Supplies	252	630	630
230	Printing and Copier Supplies	1,776	-	-
240	Equipment Repair and Maintenance	81,040	6,956	6,956
243	Non-Capital Computer Equipment and Supplies	44,393	3,000	9,000
245	Mileage Allowance	32	250	250
246	Liability Insurance	1,750	1,745	1,498
247	Safety Expenses	26	-	-
250	Professional and Contracted Services	14,336	19,061	7,061
264	Printing and Copying	4,460	3,000	3,000
269	Other Services and Charges	297	-	-
	<i>Subtotal</i>	<i>153,142</i>	<i>40,396</i>	<i>34,149</i>
Capital Outlay				
440	Machinery and Equipment	25,797	-	5,670
	<i>Subtotal</i>	<i>25,797</i>	<i>-</i>	<i>5,670</i>
	SERVICE TOTAL	\$ 940,353	\$ 732,636	\$ 733,387

SERVICE: **Special Operations**

FUND: General Fund

DEPARTMENT: Public Safety

The Special Operations Division is a budget service of the Police Department. Special Operations consists of both primary and collateral service functions. The five primary service functions are the Animal Control Unit, Gang and Crime Suppression Unit, Report Taker Unit, School Resource Officer Unit and the Traffic Unit. The one collateral service function is the SWAT Team. All serviced functions within the division, except for the Report Taker Unit, have their own independent budgets with specific service descriptions.

The Report Taker Unit is primarily responsible for the initial investigation and documentation of non-emergency, non-immediate, crime related incidents. This is accomplished through crimes reported in person, over the phone, over the internet or via mail. They are also responsible for greeting visitors to the police department and answering the police department's general, non-emergency, phone line. However the contact is made, the Report Takers either provide the needed assistance and information or direct citizens to the most appropriate division or unit. The Report Taker Unit also coordinates and provides the fingerprinting services offered to the community by the Police Department. In addition, the Report Taker Unit handles all quarterly/annual sex offender registrations once the offender has been initially registered by the Court Liaison Officer.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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
Administrative Analyst	0.00	1.00	1.00
Total	5.50	6.50	6.50

SERVICE: Special Operations**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	302,840	353,814	357,349
121	Wages - Overtime	4,261	3,100	3,100
122	Longevity Compensation	2,760	2,850	2,040
123	Leave Expense	5,078	-	-
126	Retirement Health Savings Plan	3,275	2,600	2,724
127	FPPA Death and Disability	-	-	583
129	Medicare	1,813	2,853	3,532
131	MOPC	7,072	9,837	9,936
132	Employee Insurance	39,227	45,996	48,243
133	Employee Retirement	7,173	16,450	11,923
134	Police and Fire Retirement	15,979	15,707	15,863
135	Compensation Insurance	-	125	141
136	Unemployment Insurance	265	723	892
139	Dental Insurance	-	-	1,787
141	Uniforms and Protective Clothing	3,767	3,945	3,945
142	Food Allowance	-	250	250
	<i>Subtotal</i>	<i>393,510</i>	<i>458,250</i>	<i>462,308</i>
Operating and Maintenance				
210	Office Supplies	759	1,320	1,320
216	Reference Books and Materials	816	785	785
218	Non-Capital Equipment and Furniture	344	850	850
229	Materials and Supplies	351	500	500
243	Non-Capital Computer Equipment and Supplies	1,190	600	600
246	Liability Insurance	-	828	1,160
250	Professional and Contracted Services	288	150	150
264	Printing and Copying	2,300	3,350	3,350
273	Fleet Lease - Operating and Maintenance	-	-	2,515
274	Fleet Lease - Replacement	-	-	6,560
	<i>Subtotal</i>	<i>6,047</i>	<i>8,383</i>	<i>17,790</i>
Capital Outlay				
475	Building and Facility Improvement	9,500	-	-
	<i>Subtotal</i>	<i>9,500</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 409,057	\$ 466,633	\$ 480,098

SERVICE: Volunteer Programs

FUND: General Fund

DEPARTMENT: Police

SERVICE DESCRIPTION:

The various Safety & Justice Center Volunteer Programs are managed out of the Community Services Division of the Police Department and consist of the following volunteer programs:

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice complex which can include, but is not limited to, receptionist duties, administrative functions, investigative assistance, crime & data analysis, equipment & 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 Division. Duties and responsibilities included, but aren’t limited to, neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
 - **Student Intern Officers (SIO):** SIO’s are typically 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. SIO’s provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a future 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 Department, under the auspices of Exploring Learning for Life. The program prepares young people (16-21 years of age) 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 while 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 Police and Fire Departments, as well as community members who are victims of crime or tragedy, either on site at emergency scenes or through one-to-one counseling.
-

SERVICE: Volunteer Program**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
137 Staff Training and Conferences	874	1,000	1,000
141 Uniforms and Protective Clothing	1,715	-	-
142 Food Allowance	2,745	2,800	2,800
<i>Subtotal</i>	5,333	3,800	3,800
Operating and Maintenance			
210 Office Supplies	83	100	100
217 Dues and Subscriptions	60	-	-
218 Non-Capital Equipment and Furniture	817	-	-
229 Materials and Supplies	1,865	700	700
246 Liability Insurance	501	511	483
250 Professional and Contracted Services	812	200	200
264 Printing and Copying	-	250	250
273 Fleet Lease - Operating and Maintenance	9,605	13,422	13,638
274 Fleet Lease - Replacement	13,401	13,661	13,661
<i>Subtotal</i>	27,143	28,844	29,032
SERVICE TOTAL	\$ 32,476	\$ 32,644	\$ 32,832

Public Works and Natural Resources Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	3,905,909	4,123,427	4,032,763
Operating and Maintenance	3,051,969	3,218,378	3,340,432
Non-Operating	-	-	-
Capital	367,897	40,500	25,000
TOTAL	\$ 7,325,774	\$ 7,382,305	\$ 7,398,195

The Public Works and Natural Resources Department include: Parks/Forestry, Open Space and Trails, Public Facilities and Golf. Only Parks/Forestry and Public Facilities are included here, since they are funded from the General Fund.

Parks and Forestry Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	2,734,952	2,797,708	2,693,738
Operating and Maintenance	1,584,489	1,622,037	1,669,726
Non-Operating	-	-	-
Capital	1,035	-	-
TOTAL	\$ 4,320,477	\$ 4,419,745	\$ 4,363,464

Parks and Forestry includes eight budget services: Parks Administration, Forestry Maintenance, Municipal Grounds Maintenance, Parks Development and Improvement, Parks Maintenance, Right-of-Way Maintenance, Union Reservoir and Parks Resources Management.

SERVICE: Natural Resources Administration

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Natural Resources Administration, part of the Public Works & Natural Resources Department, manages the Natural Resources Division, which includes the following services: parks, golf, forestry, greenways, mountain preserves, city lands, wildlife management, vector control, Button Rock & 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; budget preparation and control. This service is also responsible for resolving citizen concerns and problems.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Natural Resources Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Parks Administration**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	157,655	159,132	156,468
112 Wages - Temporary	256	-	-
121 Wages - Overtime	1,046	800	800
123 Leave Expense	1,486	-	-
126 Retirement Health Savings Plan	1,230	800	800
129 Medicare	2,095	2,307	2,269
131 MOPC	7,957	7,956	7,824
132 Employee Insurance	19,884	20,687	21,123
133 Employee Retirement	8,039	13,303	9,388
135 Compensation Insurance	79	61	63
136 Unemployment Insurance	133	325	391
137 Staff Training and Conferences	-	6,220	3,762
139 Dental Insurance	-	-	782
142 Food Allowance	500	700	700
<i>Subtotal</i>	<i>200,360</i>	<i>212,291</i>	<i>204,370</i>
Operating and Maintenance			
210 Office Supplies	1,353	1,500	1,500
216 Reference Books and Materials	-	150	150
217 Dues and Subscriptions	668	478	478
218 Non-Capital Equipment and Furniture	372	150	150
229 Materials and Supplies	115	700	700
230 Printing and Copier Supplies	297	780	780
240 Equipment Repair and Maintenance	3,377	1,920	1,920
241 Grounds Maintenance	20	-	-
243 Non-Capital Computer Equipment and Supplies	2,395	500	500
245 Mileage Allowance	1,996	300	300
246 Liability Insurance	662	833	1,453
249 Operating Leases and Rentals	75	1,491	1,491
250 Professional and Contracted Services	1,211	966	966
252 Advertising and Legal Notices	-	550	550
261 Telephone Charges	1,690	2,000	2,000
263 Postage	267	1,000	1,000
264 Printing and Copying	2,405	220	220
273 Fleet Lease - Operating and Maintenance	1,379	1,630	3,897
274 Fleet Lease - Replacement	4,266	4,124	8,859
<i>Subtotal</i>	<i>22,548</i>	<i>19,292</i>	<i>26,914</i>
SERVICE TOTAL	\$ 222,908	\$ 231,583	\$ 231,284

SERVICE: **Forestry Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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 right-of-ways in town, arterials, parks, greenways, 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 & disease inspection and control measures, Tree Safety Inspection Program (TSIP), code inspections and responding to requested maintenance needs. Forestry Service also coordinates and monitors contracted tree maintenance services, conducts public education programs and responds to tree questions and concerns.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Forestry & Contractual Mtce Supervisor	1.00	1.00	0.70
Senior Arborist Technician	1.00	1.00	1.00
Arborist Technician II	1.00	0.25	0.25
Grounds Maintenance Technician II	0.00	0.00	0.40
Total	3.00	2.25	2.35

SERVICE: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	116,339	126,891	123,060
112	Wages - Temporary	29,921	33,511	33,846
121	Wages - Overtime	2,832	800	595
122	Longevity Compensation	1,560	1,620	1,176
123	Leave Expense	2,376	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	1,450	900	940
128	FICA	3,235	2,078	2,098
129	Medicare	1,372	1,307	1,556
131	MOPC	5,920	6,345	6,153
132	Employee Insurance	20,373	16,495	16,613
133	Employee Retirement	5,978	10,609	7,384
135	Compensation Insurance	2,059	2,235	2,456
136	Unemployment Insurance	136	259	308
139	Dental Insurance	-	-	614
142	Food Allowance	109	150	150
	<i>Subtotal</i>	<i>193,661</i>	<i>203,200</i>	<i>196,949</i>
Operating and Maintenance				
210	Office Supplies	609	500	500
214	Pamphlets and Documents	-	100	100
216	Reference Books and Materials	421	300	300
217	Dues and Subscriptions	414	750	776
218	Non-Capital Equipment and Furniture	9,248	4,900	4,900
222	Chemicals	3,131	3,000	3,000
229	Materials and Supplies	4,974	1,782	1,782
240	Equipment Repair and Maintenance	2,464	1,500	1,500
241	Grounds Maintenance	23,493	25,000	25,000
243	Non-Capital Computer Equipment and Supplies	1,672	-	-
246	Liability Insurance	7,923	9,486	15,325
247	Safety Expenses	1,099	900	900
250	Professional and Contracted Services	135,091	155,003	170,003
252	Advertising and Legal Notices	1,288	950	924
264	Printing and Copying	1,487	1,200	1,200
269	Other Services and Charges	1,197	300	300
273	Fleet Lease - Operating and Maintenance	24,755	37,749	40,799
274	Fleet Lease - Replacement	47,788	50,279	51,497
	<i>Subtotal</i>	<i>267,053</i>	<i>293,699</i>	<i>318,806</i>
	SERVICE TOTAL	\$ 460,715	\$ 496,899	\$ 515,755

SERVICE: Municipal Grounds Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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 fertilization of turf areas, planting and trimming trees and shrubs, horticultural maintenance of floral beds, repair and preventative maintenance of irrigation systems cleaning up of debris, weed control, repair and maintenance of curbs, gutters, sidewalks, parking lots including snow removal and lighting in these areas.

SERVICE: Municipal Grounds Maintenance

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Parks Supervisor	0.00	0.00	0.25
Senior Grounds Maintenance Technician	0.25	0.25	1.75
Grounds Maintenance Technician II	1.00	1.00	0.00
Total	1.25	1.25	2.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	57,350	58,509	101,129
112 Wages - Temporary	-	11,045	11,155
114 Skill Based Pay	300	300	300
121 Wages - Overtime	493	328	328
123 Leave Expense	1,818	-	-
124 Skill Based Overtime Pay	3	-	-
126 Retirement Health Savings Plan	500	500	800
128 FICA	-	685	692
129 Medicare	734	1,012	1,633
131 MOPC	2,942	2,941	5,073
132 Employee Insurance	7,443	7,606	13,653
133 Employee Retirement	2,972	4,906	6,086
135 Compensation Insurance	441	340	331
136 Unemployment Insurance	50	120	253
139 Dental Insurance	-	-	506
<i>Subtotal</i>	<i>75,044</i>	<i>88,292</i>	<i>141,939</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	36	250	250
222 Chemicals	2,509	5,213	5,213
229 Materials and Supplies	79	300	300
232 Building Repair and Maintenance	-	100	100
240 Equipment Repair and Maintenance	-	50	50
241 Grounds Maintenance	4,620	4,500	4,500
246 Liability Insurance	681	656	901
247 Safety Expenses	77	225	225
250 Professional and Contracted Services	-	-	1,500
273 Fleet Lease - Operating and Maintenance	2,154	7,930	10,105
274 Fleet Lease - Replacement	3,835	3,708	5,547
<i>Subtotal</i>	<i>13,989</i>	<i>22,932</i>	<i>28,691</i>
SERVICE TOTAL	\$ 89,033	\$ 111,224	\$ 170,630

SERVICE: Parks Development and Improvement

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

The primary function of this service area is management of the acquisition, design and construction of new City park sites, 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 on-going City maintenance and/or adjacent to City facilities are other duties of this service area. Annual updates including periodic major updates of the Park Improvement Fee, the City of Longmont Design Standards and Construction Specifications and the Park Development Standards are also completed.

Grant writing and administration of those grants including final desk audits is an on-going aspect of the 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:	2009 Budget	2010 Budget	2011 Budget
Parks and Open Space Project Manager	0.50	0.50	0.50
Asst Parks and Open Space Project Mgr	0.50	0.50	0.50
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	68,725	69,876	70,574
123 Leave Expense	1,155	-	-
126 Retirement Health Savings Plan	672	400	400
129 Medicare	834	1,013	1,024
131 MOPC	3,494	3,493	3,529
132 Employee Insurance	9,083	9,084	9,528
133 Employee Retirement	3,530	5,841	4,235
135 Compensation Insurance	236	233	142
136 Unemployment Insurance	61	143	177
139 Dental Insurance	-	-	353
142 Food Allowance	72	100	100
<i>Subtotal</i>	<i>87,861</i>	<i>90,183</i>	<i>90,062</i>
Operating and Maintenance			
210 Office Supplies	435	512	512
217 Dues and Subscriptions	-	680	680
218 Non-Capital Equipment and Furniture	-	420	150
229 Materials and Supplies	60	300	150
240 Equipment Repair and Maintenance	-	100	-
241 Grounds Maintenance	3	-	-
243 Non-Capital Computer Equipment and Supplies	1,654	400	1,020
246 Liability Insurance	3,841	815	643
247 Safety Expenses	103	150	150
250 Professional and Contracted Services	221	-	-
261 Telephone Charges	552	750	750
263 Postage	23	150	150
264 Printing and Copying	119	200	100
273 Fleet Lease - Operating and Maintenance	2,854	4,975	2,514
274 Fleet Lease - Replacement	4,785	814	-
<i>Subtotal</i>	<i>14,649</i>	<i>10,266</i>	<i>6,819</i>
SERVICE TOTAL	\$ 102,510	\$ 100,449	\$ 96,881

SERVICE: Parks Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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, irrigation; and disease and insect spraying. Athletic field maintenance includes game preparation, aeration, fertilization, spraying, weed control, mowing and irrigation. Ditchways and bikeways are also related maintenance activities. Crews remove snow from park and median areas as required, and maintain structures such as restrooms, playgrounds, multi-purpose courts, tennis courts, shelters, pumphouses, and special feature amenities such as wheels parks, spray grounds, etc. This service includes vandalism and graffiti repair within the city parks.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Parks Supervisor	2.00	2.00	1.05
Forestry & Contractual Mtce Supervisor	0.00	0.00	0.30
Senior Grounds Maintenance Technician	7.80	12.65	12.00
Grounds Maintenance Technician II	7.60	2.75	1.00
Equipment and Supply Technician	0.90	0.90	0.90
Graffiti Technician	0.38	0.38	0.38
Total	18.68	18.68	15.63

SERVICE: Parks Maintenance**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	837,206	865,036	764,406
112 Wages - Temporary	154,664	154,192	155,734
114 Skill Based Pay	1,990	1,710	1,710
121 Wages - Overtime	27,034	34,775	34,775
122 Longevity Compensation	7,116	3,420	4,044
123 Leave Expense	27,326	-	-
124 Skill Based Overtime Pay	12	-	-
126 Retirement Health Savings Plan	17,801	7,472	6,252
128 FICA	11,119	9,560	9,655
129 Medicare	11,470	13,429	11,670
131 MOPC	42,561	43,337	38,306
132 Employee Insurance	114,669	112,453	103,196
133 Employee Retirement	42,967	72,408	45,966
135 Compensation Insurance	10,880	10,670	5,172
136 Unemployment Insurance	765	1,767	1,909
139 Dental Insurance	-	-	3,822
141 Uniforms and Protective Clothing	2,213	3,000	3,000
142 Food Allowance	623	249	249
<i>Subtotal</i>	<i>1,310,417</i>	<i>1,333,478</i>	<i>1,189,866</i>
Operating and Maintenance			
210 Office Supplies	1,371	2,000	2,000
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	546	530	530
218 Non-Capital Equipment and Furniture	9,677	20,590	13,070
220 Gas and Oil	206	106	106
222 Chemicals	23,677	24,785	24,785
228 Janitorial Supplies	8,157	6,450	6,450
229 Materials and Supplies	12,462	13,450	13,450
232 Building Repair and Maintenance	27,035	18,488	18,488
240 Equipment Repair and Maintenance	10,085	4,500	4,500
241 Grounds Maintenance	150,200	158,402	158,402
243 Non-Capital Computer Equipment and Supplies	579	2,000	2,000
246 Liability Insurance	46,554	42,292	48,555
247 Safety Expenses	6,237	7,027	7,027
249 Operating Leases and Rentals	270	2,500	2,500
250 Professional and Contracted Services	31,932	26,650	52,235
252 Advertising and Legal Notices	75	-	-
260 Utilities	142	-	-
261 Telephone Charges	2,823	2,344	2,344
262 Radio Repair and Maintenance	-	600	600
263 Postage	33	200	200
264 Printing and Copying	179	500	500
269 Other Services and Charges	7,782	8,085	7,500
273 Fleet Lease - Operating and Maintenance	167,651	173,159	184,907
274 Fleet Lease - Replacement	240,503	170,572	170,651
<i>Subtotal</i>	<i>748,175</i>	<i>685,280</i>	<i>720,850</i>
Capital Outlay			
440 Machinery and Equipment	621	-	-
<i>Subtotal</i>	<i>621</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 2,059,213	\$ 2,018,758	\$ 1,910,716

SERVICE: **Right-of-Way Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Within the Natural Resources Division, the function of this service is to perform all necessary maintenance to landscaped medians, greenways, riverways, underpasses, pedestrian bridges, right-of-way throughout the city, at certain storm drainage detention sites, District Parks, dog parks and native / dryland areas.

SERVICE: Right-of-Way Maintenance

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Parks Supervisor	1.00	1.00	0.70
Senior Grounds Maintenance Technician	3.10	3.10	4.00
Grounds Maintenance Technician II	2.75	2.75	2.35
Equipment and Supply Technician	0.10	0.10	0.10
Total	6.95	6.95	7.15

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	310,804	332,475	340,323
112 Wages - Temporary	131,366	131,177	132,489
114 Skill Based Pay	1,249	990	990
121 Wages - Overtime	5,347	5,000	5,000
122 Longevity Compensation	1,554	1,440	1,500
123 Leave Expense	11,537	-	-
124 Skill Based Overtime Pay	6	-	-
126 Retirement Health Savings Plan	3,459	2,780	2,860
128 FICA	6,758	8,133	8,214
129 Medicare	5,835	6,738	6,871
131 MOPC	16,919	16,674	17,066
132 Employee Insurance	42,359	43,222	45,943
133 Employee Retirement	17,090	27,845	20,479
135 Compensation Insurance	7,724	11,005	10,027
136 Unemployment Insurance	284	680	850
139 Dental Insurance	-	-	1,702
141 Uniforms and Protective Clothing	104	100	100
<i>Subtotal</i>	<i>562,395</i>	<i>588,259</i>	<i>594,414</i>
Operating and Maintenance			
210 Office Supplies	364	250	250
218 Non-Capital Equipment and Furniture	3,473	5,000	5,000
222 Chemicals	6,087	11,660	11,660
228 Janitorial Supplies	29	-	-
229 Materials and Supplies	3,746	2,950	2,950
232 Building Repair and Maintenance	933	900	900
240 Equipment Repair and Maintenance	5,417	2,920	2,920
241 Grounds Maintenance	23,792	30,535	30,535
246 Liability Insurance	6,975	7,663	9,418
247 Safety Expenses	3,834	3,206	3,206
249 Operating Leases and Rentals	-	260	260
250 Professional and Contracted Services	75,681	111,700	111,700
262 Radio Repair and Maintenance	-	300	300
264 Printing and Copying	-	100	100
269 Other Services and Charges	60	-	-
273 Fleet Lease - Operating and Maintenance	43,022	64,041	76,952
274 Fleet Lease - Replacement	71,776	39,540	68,805
<i>Subtotal</i>	<i>245,188</i>	<i>281,025</i>	<i>324,956</i>
SERVICE TOTAL	\$ 807,583	\$ 869,284	\$ 919,370

SERVICE: Union Reservoir

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Parks/Open Space Ranger	0.70	0.70	0.70
Senior Parks Ranger Technician	1.75	0.75	0.75
Total	2.45	1.45	1.45

SERVICE: Union Reservoir**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	80,430	77,893	78,670
112	Wages - Temporary	65,757	59,360	59,954
121	Wages - Overtime	261	700	700
123	Leave Expense	2,828	-	-
126	Retirement Health Savings Plan	580	580	580
128	FICA	3,832	3,680	3,717
129	Medicare	1,978	1,990	2,010
131	MOPC	4,159	3,895	3,934
132	Employee Insurance	15,946	10,127	10,620
133	Employee Retirement	4,199	6,512	4,720
135	Compensation Insurance	1,609	1,279	966
136	Unemployment Insurance	107	160	196
139	Dental Insurance	-	-	394
141	Uniforms and Protective Clothing	405	1,275	1,275
142	Food Allowance	84	140	140
	<i>Subtotal</i>	<i>182,175</i>	<i>167,591</i>	<i>167,876</i>
Operating and Maintenance				
210	Office Supplies	1,157	900	900
218	Non-Capital Equipment and Furniture	125	1,940	1,000
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	785	800	800
229	Materials and Supplies	1,960	1,802	1,802
232	Building Repair and Maintenance	4,205	2,000	2,000
240	Equipment Repair and Maintenance	759	900	900
241	Grounds Maintenance	12,138	7,389	7,389
243	Non-Capital Computer Equipment and Supplies	293	1,142	1,142
246	Liability Insurance	4,972	4,296	6,650
247	Safety Expenses	1,529	2,000	2,000
249	Operating Leases and Rentals	71,266	77,264	78,349
250	Professional and Contracted Services	3,286	-	-
252	Advertising and Legal Notices	-	50	50
260	Utilities	2,881	-	-
261	Telephone Charges	966	1,300	1,300
263	Postage	-	20	20
264	Printing and Copying	1,729	1,500	1,500
269	Other Services and Charges	-	135	135
273	Fleet Lease - Operating and Maintenance	21,746	29,530	25,943
274	Fleet Lease - Replacement	20,104	24,325	25,471
	<i>Subtotal</i>	<i>149,901</i>	<i>159,343</i>	<i>159,401</i>
Capital Outlay				
440	Machinery and Equipment	414	-	-
	<i>Subtotal</i>	<i>414</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$ 332,490	\$ 326,934	\$ 327,277

SERVICE: **Parks Resources Management**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

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

SERVICE: Parks Resources Management

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Parks/Open Space Ranger	0.30	0.30	0.30
Parks Ranger Technician II	0.75	0.75	0.00
Senior Parks Ranger Technician	0.75	0.75	0.75
Total	1.80	1.80	1.05

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	94,967	88,129	54,051
123 Leave Expense	4,212	-	-
126 Retirement Health Savings Plan	720	720	420
129 Medicare	1,226	1,278	784
131 MOPC	4,976	4,407	2,703
132 Employee Insurance	10,554	11,456	7,297
133 Employee Retirement	5,022	7,368	3,243
135 Compensation Insurance	278	276	259
136 Unemployment Insurance	70	180	135
139 Dental Insurance	-	-	270
141 Uniforms and Protective Clothing	90	600	600
142 Food Allowance	924	-	-
<i>Subtotal</i>	<i>123,039</i>	<i>114,414</i>	<i>69,762</i>
Operating and Maintenance			
210 Office Supplies	418	-	-
216 Reference Books and Materials	88	-	-
218 Non-Capital Equipment and Furniture	-	1,000	1,000
229 Materials and Miscellaneous Supplies	1,192	-	-
232 Building Repair and Maintenance	186	-	-
241 Grounds Maintenance	3,976	5,300	5,300
246 Liability Insurance	587	575	688
247 Safety Expenses	200	-	-
250 Professional and Contracted Services	115,873	142,725	65,225
261 Telephone Charges	449	600	600
264 Printing and Copying	18	-	-
<i>Subtotal</i>	<i>122,985</i>	<i>150,200</i>	<i>72,813</i>
SERVICE TOTAL	\$ 246,025	\$ 264,614	\$ 142,575

SERVICE: Engineering/Survey Technical Services

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

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 & Utilities 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, Streets, Storm Drainage and Sewer Funds.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Engineering and Survey Tech Supervisor	0.00	0.00	0.00
GIS/Mapping Tech Support Supervisor	0.00	0.00	0.10
Survey Party Chief	0.00	0.00	0.20
Senior Engineering Technician	0.00	0.00	0.00
Engineering Technician	0.00	0.00	0.00
Survey Technician	0.00	0.00	0.20
GIS/Mapping Technician	0.00	0.00	0.00
Total	0.00	0.00	0.50

SERVICE: Engineering/Survey Technical Services**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	-	-	28,133
112	Wages - Temporary	-	-	1,370
114	Skill Based Pay	-	-	38
121	Wages - Overtime	-	-	99
122	Longevity Compensation	-	-	443
126	Retirement Health Savings Plan	-	-	200
128	FICA	-	-	85
129	Medicare	-	-	284
131	MOPC	-	-	1,408
132	Employee Insurance	-	-	3,798
133	Employee Retirement	-	-	1,689
135	Compensation Insurance	-	-	73
136	Unemployment Insurance	-	-	70
137	Staff Training and Conferences	-	-	650
139	Dental Insurance	-	-	141
141	Uniforms and Protective Clothing	-	-	19
	<i>Subtotal</i>	-	-	38,500
Operating and Maintenance				
216	Reference Books and Materials	-	-	6
218	Non-Capital Equipment and Furniture	-	-	228
219	Drafting Supplies	-	-	250
229	Materials and Supplies	-	-	100
240	Equipment Repair and Maintenance	-	-	6,913
243	Non-Capital Computer Equipment and Supplies	-	-	1,319
246	Liability Insurance	-	-	99
247	Safety Expenses	-	-	63
250	Professional and Contracted Services	-	-	838
261	Telephone Charges	-	-	31
264	Printing and Copying	-	-	44
273	Fleet Lease - Operating and Maintenance	-	-	301
274	Fleet Lease - Replacement	-	-	284
	<i>Subtotal</i>	-	-	10,476
	SERVICE TOTAL	\$ -	\$ -	\$ 48,976

NOTE: This service was previously accounted for 100% in the Water Fund.

Public Facilities Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,170,956	1,325,719	1,339,025
Operating and Maintenance	1,467,479	1,596,341	1,670,706
Non-Operating	-	-	-
Capital	366,862	40,500	25,000
TOTAL	\$ 3,005,298	\$ 2,962,560	\$ 3,034,731

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

SERVICE: Facility Maintenance**FUND:** General Fund**DEPARTMENT:** Public Works and Natural Resources Department

Service Description:

Facilities Maintenance Services provide core building system maintenance and core building system repair services for 696,148 square feet of facilities. These buildings include: Civic Center Complex, Library, Safety and Justice, Service Center, Recreation Center, Utility Center, Fleet Operations, Museum including the Collection Storage Facility site, Callahan with Carriage House, Old Fire House, Carnegie Building, 455 Kimbark, Memorial Building, Izaak Walton, Senior Center, Meeker Neighborhood Center, Youth Center, Public Works Maintenance Facility, Parks site, and DSC Center. Limited support is additionally provided to the Golf Courses, Airport, Union Reservoir, Parks and Recreation outlying facilities.

Primary duties are within each facilities 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, and contract / 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. Facilities Maintenance Services merged with the Public Works and Natural resources department in 2009.

SERVICE: Facility Maintenance

Budgeted Positions:	2009 Budget	2010 Budget	2011 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

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	271,969	278,088	285,700
112 Wages - Temporary	20,356	-	-
121 Wages - Overtime	17,331	18,455	18,455
122 Longevity Compensation	1,740	1,800	1,860
123 Leave Expense	5,748	-	-
126 Retirement Health Savings Plan	3,022	2,400	2,400
128 FICA	802	-	-
129 Medicare	3,312	3,414	3,511
131 MOPC	13,871	13,905	14,287
132 Employee Insurance	36,357	36,152	38,571
133 Employee Retirement	14,015	23,247	17,143
135 Compensation Insurance	8,302	7,993	7,844
136 Unemployment Insurance	245	569	717
137 Staff Training and Conferences	4,050	-	2,163
139 Dental Insurance	-	-	1,428
141 Uniforms and Protective Clothing	55	1,200	1,200
<i>Subtotal</i>	<i>401,176</i>	<i>387,223</i>	<i>395,279</i>
Operating and Maintenance			
210 Office Supplies	344	658	658
217 Dues and Subscriptions	326	245	326
218 Non-Capital Equipment and Furniture	1,950	6,381	5,245
229 Materials and Supplies	3,367	5,116	5,071
232 Building Repair and Maintenance	44,750	64,152	60,152
233 Facility Repair and Maintenance	67,780	60,000	70,000
240 Equipment Repair and Maintenance	13,914	14,890	14,035
243 Non-Capital Computer Equipment and Supplies	1,194	-	-
246 Liability Insurance	7,492	6,245	8,893
247 Safety Expenses	168	1,260	1,260
248 Lease Purchase Installment	77,160	180,000	255,000
249 Operating Leases and Rentals	41,570	27,780	31,080
250 Professional and Contracted Services	228,543	134,552	159,130
260 Utilities	530,778	709,302	659,302
261 Telephone Charges	2,940	3,464	4,044
264 Printing and Copying	55	-	-
273 Fleet Lease - Operating and Maintenance	13,394	16,146	17,504
274 Fleet Lease - Replacement	14,141	10,268	10,268
<i>Subtotal</i>	<i>1,049,865</i>	<i>1,240,459</i>	<i>1,301,968</i>
Capital Outlay			
475 Building and Facility Improvement	359,663	18,500	-
<i>Subtotal</i>	<i>359,663</i>	<i>18,500</i>	<i>-</i>
SERVICE TOTAL	\$ 1,810,703	\$ 1,646,182	\$ 1,697,247

SERVICE: Facility Operations

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Facilities Operations Services provides custodial services for 448,206 square feet of buildings and manages Level 20 & Contract Services related to non-core building operating systems around the City. These buildings include: Civic Center Complex, Library, Safety & Justice Center, Development Services Center, Police Sub-station, Callahan House, Recreation Center, Museum, Museum Storage Facility, Service Center, Utility Center, Fleet Operations, Memorial Building, Senior Center, Youth Center and Meeker Neighborhood Center. Limited support is also provided to Golf Courses, Water Treatment Plants, Fire Stations, Parks & Recreation outlying facilities.

Primary duties involve the custodial cleaning of the buildings, inspection and maintenance of critical operating systems, i.e. (fire & burglar alarm systems, fire sprinkler systems, fire extinguisher, ADA & automatic doors, keyless entry & security gates, etc.) and contracted services, i.e. (painting, gym floor maintenance, carpet cleaning, window cleaning, door lock & hardware repairs, pest control, tile & carpet repairs, rag cleaning, custodial equipment repairs, etc). Custodial cleaning also includes meeting room setups, performance of minor maintenance items, i.e. (painting, small wall repairs, replacement of ceiling tiles, replacement of light bulbs, installation of dispensers, carpet tile vinyl repairs, etc.) and being a building contact for vendors who need access to complete scheduled FOS/FMS repairs, inspections, etc. Facilities Operations Services also serves as a construction expert liaison for other divisions when remodel projects affect building operating systems that FOS supports.

In 2009, Facilities Operations Services joined Public Works & Natural Resources.

SERVICE: Facility Operations

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Facilities Operations Supervisor	1.00	1.00	1.00
Custodian	18.75	18.75	18.75
Total	19.75	19.75	19.75

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	547,103	673,755	694,330
114 Skill Based Pay	2,340	2,025	2,325
121 Wages - Overtime	13,550	44,393	32,393
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	23,028	-	-
124 Skill Based Overtime Pay	107	-	-
126 Retirement Health Savings Plan	8,517	7,900	7,900
129 Medicare	7,004	9,799	10,108
131 MOPC	28,628	33,792	34,836
132 Employee Insurance	88,118	87,585	93,732
133 Employee Retirement	28,904	56,425	41,806
135 Compensation Insurance	18,723	18,004	17,109
136 Unemployment Insurance	589	1,378	1,741
137 Staff Training and Conferences	-	-	500
139 Dental Insurance	-	-	3,466
141 Uniforms and Protective Clothing	1,789	2,000	2,000
<i>Subtotal</i>	<i>769,781</i>	<i>938,496</i>	<i>943,746</i>
Operating and Maintenance			
210 Office Supplies	550	1,200	1,000
218 Non-Capital Equipment and Furniture	8,412	12,000	12,800
228 Janitorial Supplies	81,508	100,755	103,980
229 Materials and Supplies	7,300	10,000	7,000
232 Building Repair and Maintenance	2,790	15,000	10,000
240 Equipment Repair and Maintenance	7,663	3,500	4,000
243 Non-Capital Computer Equipment and Supplies	218	-	-
245 Mileage Allowance	20	-	-
246 Liability Insurance	2,375	2,266	3,241
247 Safety Expenses	40	100	500
250 Professional and Contracted Services	299,225	203,675	219,250
261 Telephone Charges	2,693	2,600	2,600
263 Postage	9	-	-
264 Printing and Copying	36	-	-
273 Fleet Lease - Operating and Maintenance	1,246	1,374	955
274 Fleet Lease - Replacement	3,529	3,412	3,412
<i>Subtotal</i>	<i>417,615</i>	<i>355,882</i>	<i>368,738</i>
Capital Outlay			
440 Machinery and Equipment	7,199	22,000	25,000
<i>Subtotal</i>	<i>7,199</i>	<i>22,000</i>	<i>25,000</i>
SERVICE TOTAL	\$ 1,194,594	\$ 1,316,378	\$ 1,337,484

PUBLIC SAFETY FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	2,958,389	3,541,422	3,737,314
Operating and Maintenance	1,463,185	1,115,235	907,791
Non-Operating	27,960	-	-
Capital	2,436,279	145,490	52,350
TOTAL	\$ 6,885,813	\$ 4,802,147	\$ 4,697,455

Fund Description

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

PUBLIC SAFETY FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 5,350,253	\$ 3,353,867	\$ 1,304,511
Committed Working Capital	\$ -	\$ 1,634,664	\$ -
SOURCES OF FUNDS			
Taxes	4,235,917	4,219,827	4,401,926
Intergovernmental revenue	639,031	85,128	92,650
Interest	44,720	82,500	66,815
Miscellaneous	138	-	-
Adjustment for GAAP Revenue	(30,379)	-	-
TOTAL FUNDS	4,889,427	4,387,455	4,561,391
EXPENDITURES			
Personal Services	2,958,389	3,541,422	3,737,314
Operating and Maintenance	1,463,185	1,115,235	907,791
Non- Operating	27,960	-	-
Capital	2,436,279	145,490	52,350
TOTAL EXPENDITURES	6,885,813	4,802,147	4,697,455
Estimated Revisions	-		-
ENDING WORKING CAPITAL	3,353,867	1,304,511	1,168,447
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,996,386)	\$ (414,692)	\$ (136,064)

PUBLIC SAFETY ADMINISTRATION

	2009 Actual	2010 Budget	2011 Budget
Personal Services	212,478	225,651	241,771
Operating and Maintenance	648,465	204,630	127,190
Non-Operating	-	-	-
Capital	458,452	65,240	13,450
TOTAL	\$ 1,319,395	\$ 495,521	\$ 382,411

The Public Safety Department is comprised of the Longmont Police Department (LPD), Longmont Fire Department (LFD), the Office of Emergency Management (OEM) and Emergency Communications whose overall mission is to enhance the quality of life for those who live in, work in or visit our city. The Public Safety Department is comprised of the Longmont Police Department (LPD), Longmont Fire Department (LFD), the Office of Emergency Management (OEM) and Emergency Communications whose overall mission is to enhance the quality of life for those who live in, work in or visit our city.

The Public Safety Department includes budget services for the Longmont Police Department (LPD), Longmont Fire Department (LFD), the Office of Emergency Management (OEM) and Emergency Communications: Those budget services include: Public Safety Chief, Fire Administration, Fire Operations, Fire Support Services, Police Patrol; Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Police Operations Support Services; Information and Technical Services; Volunteer Programs and Special Operations. Shared activities of the Police and Fire Departments are found in the Police/Fire Shared Services budget service and include Emergency Communications and shared support services budgets.

SERVICE: Public Safety Director

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Chief is responsible for the overall direction of the Police and Fire Departments, the Office of Emergency Management and Emergency Communications. The Public Safety Chief ensures the Police and Fire Departments, Emergency Communications and the Office of Emergency Management employees are complying with Federal and State Mandated Laws, Municipal Ordinances, Colorado POST Standards (Police) and National Fire Protection Association Codes and Standards.

The service described provides oversight and direction to the police and fire departments, Emergency Communications and the Office of Emergency Management. This service ensures the Police and Fire Departments, Emergency Communications and the Office of Emergency Management are appropriately responsive to our community and our employees are serving within the context of all six of the initiatives in the Focus on Longmont Plan.

SERVICE: Public Safety Director**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Operating and Maintenance			
210 Office Supplies	-	-	-
240 Equipment Repair and Maintenance	-	1,800	1,800
243 Non-Capital Computer Equipment and Supplies	-	-	-
250 Professional and Contracted Services	20,000	20,000	20,000
269 Other Services and Charges	67	28,120	28,120
270 Administrative and Management Services	12,472	9,883	6,147
275 Building Permit to LDDA	450	-	-
<i>Subtotal</i>	<i>32,989</i>	<i>59,803</i>	<i>56,067</i>
SERVICE TOTAL	\$ 32,989	\$ 59,803	\$ 56,067

SERVICE: **Communication Center**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Longmont Emergency Communications Center is the public safety emergency answering point for the City of Longmont. All 9-1-1 phone calls and a myriad of other emergency and non-emergency calls are routed to the LECC for processing. The Communication 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 Public Works. The Communication Specialists are the first contact for citizens during times of crisis and emergency.

SERVICE: Communications

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Communications Specialist	3.00	2.00	2.00
Total	3.00	2.00	2.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	82,592	91,224	92,136
121 Wages - Overtime	2,121	4,500	4,500
123 Leave Expense	1,102	-	-
126 Retirement Health Savings Plan	414	800	922
129 Medicare	1,114	1,322	1,336
131 MOPC	4,184	4,562	4,606
132 Employee Insurance	11,974	11,860	12,438
133 Employee Retirement	4,230	7,626	5,528
135 Compensation Insurance	37	50	38
136 Unemployment Insurance	80	185	230
137 Staff Training and Conferences	-	1,250	1,250
139 Dental Insurance	-	-	460
<i>Subtotal</i>	<i>107,847</i>	<i>123,379</i>	<i>123,444</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	574,663	700	700
234 System Maintenance	1,095	-	-
240 Equipment Repair and Maintenance	-	-	1,500
246 Liability Insurance	194	333	264
261 Telephone Charges	2,751	-	-
<i>Subtotal</i>	<i>578,703</i>	<i>1,033</i>	<i>2,464</i>
Capital Outlay			
440 Machinery and Equipment	374,242	-	-
480 System Improvements	84,210	-	-
<i>Subtotal</i>	<i>458,452</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 1,145,002	\$ 124,412	\$ 125,908

SERVICE: **Public Safety Information Technology**

FUND: Public Safety

DEPARTMENT: Public Safety

Service Description:

The Public Safety Technology service is responsible for the maintenance of existing technology, the implementation or upgrade of new technology, hardware and software support to Public Safety employees and volunteers assigned to the Safety Justice Building, three police sub-stations, six fire stations, and hardware and software support in all fire and police vehicles.

SERVICE: Public Safety Information Technology**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
135 Compensation Insurance		2	-
<i>Subtotal</i>	-	2	-
Operating and Maintenance			
240 Equipment Repair and Maintenance	-	21,677	21,802
243 Non-Capital Computer Equipment and Supplies	-	77,740	26,634
246 Liability Insurance	-	14	-
250 Professional and Contracted Services	-	25,000	-
<i>Subtotal</i>	-	124,431	48,436
Capital Outlay			
440 Machinery and Equipment	-	65,240	13,450
<i>Subtotal</i>	-	65,240	13,450
SERVICE TOTAL	\$ -	\$ 189,673	\$ 61,886

Note: In 2009, this service was accounted for in the Police Department Information Services Division and in the Fire Department Support Services Division.

SERVICE: **Emergency Management**

FUND: Public Safety

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Emergency Management

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Emergency Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	73,515	75,648	89,106
121 Wages - Overtime	5,187	-	-
123 Leave Expense	858	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	414	-	-
129 Medicare	1,013	1,097	1,292
131 MOPC	3,718	3,782	4,455
132 Employee Insurance	9,929	9,834	12,029
133 Employee Retirement	3,757	6,324	5,346
135 Compensation Insurance	39	31	30
136 Unemployment Insurance	67	154	223
137 Staff Training and Conferences	5,608	5,000	5,000
139 Dental Insurance	-	-	446
142 Food Allowance	127	-	-
<i>Subtotal</i>	<i>104,631</i>	<i>102,270</i>	<i>118,327</i>
Operating and Maintenance			
210 Office Supplies	52	-	-
216 Reference Books and Materials	482	-	-
217 Dues and Subscriptions	1,622	-	-
218 Non-Capital Equipment and Furniture	3,593	-	-
229 Materials and Supplies	1,279	6,000	5,500
232 Building Repair and Maintenance	1,392	-	-
240 Equipment Repair and Maintenance	6,218	-	-
243 Non-Capital Computer Equipment and Supplies	1,049	7,500	8,000
246 Liability Insurance	363	356	349
250 Professional and Contracted Services	57	-	-
261 Telephone Charges	2,017	-	-
264 Printing and Copying	108	-	-
269 Other Services and Charges	12,500	-	-
273 Fleet Lease - Operating and Maintenance	1,918	1,520	2,387
274 Fleet Lease - Replacement	4,124	3,987	3,987
<i>Subtotal</i>	<i>36,773</i>	<i>19,363</i>	<i>20,223</i>
SERVICE TOTAL	\$ 141,404	\$ 121,633	\$ 138,550

Fire Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	712,730	1,053,770	1,101,292
Operating and Maintenance	395,343	466,416	496,387
Non-Operating	27,960	-	-
Capital	1,959,674	68,500	21,900
TOTAL	\$ 3,095,708	\$ 1,588,686	\$ 1,619,579

The Fire Department includes two budget services: Operations; and Support Services. These two services provide fire protection to the citizens of Longmont and respond to other types of emergency incidents.

SERVICE: Operations

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Fire Operations service 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, non-emergency 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Fire Lieutenant	3.00	3.00	3.00
Firefighter/Paramedic	3.00	3.00	2.00
Firefighter/Engineer/Paramedic	0.00	1.00	2.00
Firefighter/Engineer	3.00	2.00	1.00
Firefighter	2.00	2.00	3.00
Total	11.00	11.00	11.00

SERVICE: Operations**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	494,465	754,848	773,616
114	Skill Based Pay	1,071	900	1,200
121	Wages - Overtime	28,967	16,325	21,233
123	Leave Expense	9,639	-	-
124	Skill Based Overtime Pay	92	-	-
126	Retirement Health Savings Plan	3,314	4,400	7,747
127	FPPA Death and Disability	6,180	8,638	9,042
129	Medicare	6,733	10,957	11,236
132	Employee Insurance	75,643	98,129	104,438
134	Police and Fire Retirement	51,015	75,574	77,483
135	Compensation Insurance	3,273	4,351	8,177
136	Unemployment Insurance	508	1,532	1,934
137	Staff Training and Conferences	330	-	3,200
139	Dental Insurance	-	-	3,870
141	Uniforms and Protective Clothing	30,978	66,907	66,907
142	Food Allowance	523	1,749	1,749
	<i>Subtotal</i>	<i>712,730</i>	<i>1,044,310</i>	<i>1,091,832</i>
Operating and Maintenance				
210	Office Supplies	1,260	2,000	2,000
216	Reference Books and Materials	417	-	-
218	Non-Capital Equipment and Furniture	20,424	43,175	9,500
228	Janitorial Supplies	-	5,000	5,000
229	Materials and Supplies	2,864	20,000	20,000
230	Printing and Copier Supplies	216	-	-
232	Building Repair and Maintenance	388	8,000	8,000
240	Equipment Repair and Maintenance	281	12,000	12,000
243	Non-Capital Computer Equipment and Supplies	7,160	2,408	2,408
246	Liability Insurance	1,120	1,618	2,127
247	Safety Expenses	4,775	-	-
248	Lease Purchase Installment	347,834	350,000	350,000
250	Professional and Contracted Services	-	-	-
261	Telephone Charges	6,827	15,120	15,120
264	Printing and Copying	202	-	-
269	Other Services and Charges	-	2,095	2,095
274	Fleet Lease - Replacement	-	-	63,137
	<i>Subtotal</i>	<i>393,768</i>	<i>461,416</i>	<i>491,387</i>
Non-Operating Expense				
974	Art in Public Places Transfers	27,960	-	-
	<i>Subtotal</i>	<i>27,960</i>	<i>-</i>	<i>-</i>
Capital Outlay				
432	Vehicles	-	-	-
440	Machinery and Equipment	74,220	14,500	14,900
470	Planning and Design	10,059	-	-
474	Building and Facility Development	1,875,395	-	-
	<i>Subtotal</i>	<i>1,959,674</i>	<i>14,500</i>	<i>14,900</i>
	SERVICE TOTAL	\$ 3,094,132	\$ 1,520,226	\$ 1,598,119

SERVICE: **Fire Support Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Fire Support Services manages and implements programs in three general areas: *Public Education, Fire Prevention, and Administrative responsibilities*. *Public Education* programs include: fire safety presentations and education in schools, businesses and retirement facilities. *Fire Prevention* is responsible for fire code enforcement in existing buildings and new construction; plan reviews; hazardous materials tracking and handling; special event permits; coordination of all fire investigations and shift inspections. *Administrative responsibilities* include: assistance with budget preparation and management, research and purchasing, equipment specification, facility and equipment maintenance, and construction.

SERVICE: Fire Support Services**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Operating and Maintenance			
210 Office Supplies	118	-	-
216 Reference Books and Materials	259	-	-
229 Materials and Supplies	34	-	-
240 Equipment Repair and Maintenance	110	-	-
250 Professional and Contracted Services	2,000	5,000	5,000
273 Fleet Lease - Operating and Maintenance	(946)	-	-
<i>Subtotal</i>	<i>1,576</i>	<i>5,000</i>	<i>5,000</i>
Capital Outlay			
440 Machinery and Equipment	-	54,000	-
<i>Subtotal</i>	<i>-</i>	<i>54,000</i>	<i>-</i>
SERVICE TOTAL	\$ 1,576	\$ 59,000	\$ 5,000

SERVICE: **Fire Training and Personnel**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Training and Personnel Division is responsible for the coordination of training issues and functions, dissemination of training information and opportunities, registration, scheduling and coordination of logistical issues associated with training programs, administration of the annual department training budget, including the tracking , auditing and reporting of training fund expenditures, coordination of the needs based training program, and maintenance of training records for all department personnel.

SERVICE: Fire Training

LINE ITEM BUDGET

Personal Services		2009 Actual	2010 Budget	2011 Budget
137	Staff Training and Conferences	-	9,460	9,460
	<i>Subtotal</i>	-	9,460	9,460
Capital Outlay				
475	Building and Facility Improvement	-	-	7,000
	<i>Subtotal</i>	-	-	7,000
	SERVICE TOTAL	\$ -	\$ 9,460	\$ 16,460

Police Department Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,921,053	2,137,710	2,266,778
Operating and Maintenance	412,666	427,713	267,733
Non-Operating	-	-	-
Capital	18,153	11,750	17,000
TOTAL	\$ 2,351,872	\$ 2,577,173	\$ 2,551,511

The Police Department'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."

The Police Department includes 12 budget services: Patrol; Gang and Crime Supression Unit, Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Support Services; Police Information Technology; Volunteer Programs and Special Operations.

SERVICE: Patrol

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Patrol Services is primarily responsible for responding to emergency, immediate, and routine service calls and crime related incidents. The responsibilities of the Patrol Service are to ensure the safety and protection of persons and property through proactive and directed patrol, and to provide the highest level of quality service through problem solving and community oriented policing.

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

SERVICE: Patrol

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	11.00	9.00	9.00
Total	12.00	10.00	10.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	562,354	644,076	669,047
114 Skill Based Pay	134	-	900
121 Wages - Overtime	32,212	25,000	25,000
123 Leave Expense	8,586	-	-
124 Skill Based Overtime Pay	31	-	-
126 Retirement Health Savings Plan	3,983	4,000	6,697
127 FPPA Death and Disability	8,471	9,528	9,354
129 Medicare	7,575	9,340	9,714
132 Employee Insurance	79,700	83,732	90,320
134 Police and Fire Retirement	56,958	64,408	66,996
135 Compensation Insurance	3,454	4,259	4,534
136 Unemployment Insurance	532	1,309	1,671
139 Dental Insurance	-	-	3,348
141 Uniforms and Protective Clothing	11,450	9,950	9,950
<i>Subtotal</i>	<i>775,439</i>	<i>855,602</i>	<i>897,531</i>
Operating and Maintenance			
210 Office Supplies	624	500	500
216 Reference Books and Materials	248	270	270
218 Non-Capital Equipment and Furniture	18,460	200	200
229 Materials and Supplies	43	500	500
246 Liability Insurance	2,990	3,682	3,340
250 Professional and Contracted Services	672	-	-
264 Printing and Copying	-	450	450
273 Fleet Lease - Operating and Maintenance	18,298	46,132	44,360
274 Fleet Lease - Replacement	87,762	86,043	39,483
<i>Subtotal</i>	<i>129,098</i>	<i>137,777</i>	<i>89,103</i>
Capital Outlay			
440 Machinery and Equipment	-	-	7,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>7,000</i>
SERVICE TOTAL	\$ 904,537	\$ 993,379	\$ 993,634

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 Division. GCSU is largely responsible for responding to and investigating gang related crimes, pro-active patrol of known gang hotspots, and the collection and analysis of gang related criminal intelligence. The unit is also responsible for conducting educational presentations in the community on gangs. The unit's secondary responsibility is to provide crime suppression assistance to other divisions and units within the department in addressing crime trends, e.g., directed "patrol" operations, covert and surveillance operations, major case follow-ups, etc.

SERVICE: Gang and Suppression Unit

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	6.00	6.00	6.00
Graffiti Technician	0.38	0.38	0.38
Total	7.38	7.38	7.38

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	501,843	510,751	523,130
112 Wages - Temporary	-	11,066	11,066
114 Skill Based Pay	2,990	1,800	2,100
121 Wages - Overtime	22,464	58,000	58,000
123 Leave Expense	7,413	-	-
124 Skill Based Overtime Pay	138	-	-
126 Retirement Health Savings Plan	3,707	2,952	5,268
127 FPPA Death and Disability	6,306	6,339	6,455
128 FICA	-	686	686
129 Medicare	7,076	7,591	7,775
131 MOPC	653	644	675
132 Employee Insurance	65,539	66,397	70,623
133 Employee Retirement	659	1,077	810
134 Police and Fire Retirement	50,006	49,969	51,174
135 Compensation Insurance	3,554	4,629	4,013
136 Unemployment Insurance	438	1,038	1,306
139 Dental Insurance	-	-	2,619
141 Uniforms and Protective Clothing	3,727	6,490	6,490
<i>Subtotal</i>	<i>676,513</i>	<i>729,429</i>	<i>752,190</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	10,312	300	300
229 Materials and Supplies	178	350	350
243 Non-Capital Computer Equipment and Supplies	4,047	-	-
246 Liability Insurance	2,488	3,219	3,622
249 Operating Leases and Rentals	6,150	-	-
250 Professional and Contracted Services	100	-	-
273 Fleet Lease - Operating and Maintenance	16,665	23,434	34,222
274 Fleet Lease - Replacement	57,756	56,927	-
<i>Subtotal</i>	<i>97,697</i>	<i>84,230</i>	<i>38,494</i>
Capital Outlay			
432 Vehicles	3,323	-	-
<i>Subtotal</i>	<i>3,323</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 777,532	\$ 813,659	\$ 790,684

SERVICE: Traffic Unit**FUND:** Public Safety Fund**DEPARTMENT:** Public Safety

Service Description:

The Traffic Unit is a primary service function of the Special Operations Division. The Traffic Unit's purpose is insuring the safe and expeditious movement of vehicular and pedestrian traffic through the enforcement of the traffic laws, the investigation of traffic accidents, the investigation of traffic complaints, the coordination of the DUI enforcement program, providing educational programs, and through the utilization 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 is also responsible for coordinating requests to the police department for traffic control at city sponsored special events and parades.

SERVICE: Traffic

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
CSO Field Investigator	2.00	0.00	0.00
	2.00	0.00	0.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
136 Unemployment Insurance	6	-	-
141 Uniforms and Protective Clothing	-	3,350	-
<i>Subtotal</i>	6	3,350	-
Operating and Maintenance			
243 Non-Capital Computer Equipment and Supplies	-	-	3,000
<i>Subtotal</i>	-	-	3,000
SERVICE TOTAL	\$ 6	\$ 3,350	\$ 3,000

SERVICE: SWAT Team**FUND:** Public Safety Fund**DEPARTMENT:** Public Safety

Service Description:

The Special Weapons and Tactics Team (SWAT) is a collateral service function of the Special Operations Division. The SWAT Team is comprised of tactical officers, negotiators, medics and dispatchers from the Longmont Police Department, Longmont Fire Department, 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 or Frederick Police Departments. 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/or arrest warrants; sniper incidents; apprehension of armed and dangerous fugitives; civil disorder and/or crowd control; VIP protection; directed patrol operations and major case follow-ups. The team is also utilized as a training resource for the police departments in areas such as firearms, less than lethal weaponry, patrol tactics and crowd control. Additionally, the team is actively involved in community education through public relations appearances and demonstrations.

SERVICE: SWAT Team**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
121 Wages - Overtime	21,917	7,500	7,500
124 Skill Based Overtime Pay	13	-	-
135 Compensation Insurance	-	58	39
141 Uniforms and Protective Clothing	1,406	600	600
<i>Subtotal</i>	<i>23,336</i>	<i>8,158</i>	<i>8,139</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	5,193	500	500
229 Materials and Supplies	5,386	5,110	5,110
246 Liability Insurance	293	312	622
247 Safety Expenses	3,837	33,000	-
273 Fleet Lease - Operating and Maintenance	745	6,151	2,777
274 Fleet Lease - Replacement	20,572	5,881	5,881
<i>Subtotal</i>	<i>36,026</i>	<i>50,954</i>	<i>14,890</i>
Capital Outlay			
440 Machinery and Equipment	-	11,750	-
<i>Subtotal</i>	<i>-</i>	<i>11,750</i>	<i>-</i>
SERVICE TOTAL	\$ 59,362	\$ 70,862	\$ 23,029

SERVICE: **Detective Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Detective Division is responsible for the continued investigation of felony criminal cases and some more complex misdemeanor cases. Cases are either referred to the division from Patrol Officers, other outside law enforcement sources, or are initiated by Detectives assigned in this division. The Detective Division is divided into three 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 Special Enforcement Unit is responsible for investigating vice and narcotic crimes and any other covert investigations as assigned by the department.

SERVICE: Detective Services

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Officer	1.00	1.00	1.00
Crime Scene Investigator	1.00	0.00	0.00
CSO Detectives	1.00	1.00	1.00
Victim Services Coordinator	0.00	1.00	1.00
Total	3.00	3.00	3.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	136,005	123,370	170,105
121 Wages - Overtime	14,353	19,500	19,500
122 Longevity Compensation	1,260	1,320	1,380
123 Leave Expense	1,959	-	-
126 Retirement Health Savings Plan	1,108	800	1,646
127 FPPA Death and Disability	188	-	-
129 Medicare	1,916	1,789	2,466
131 MOPC	2,458	2,480	4,779
132 Employee Insurance	15,578	16,038	22,965
133 Employee Retirement	2,495	4,146	5,735
134 Police and Fire Retirement	8,949	7,378	7,451
135 Compensation Insurance	687	949	748
136 Unemployment Insurance	104	251	425
139 Dental Insurance	-	-	851
141 Uniforms and Protective Clothing	1,200	1,700	1,700
142 Food Allowance	159	-	-
<i>Subtotal</i>	<i>188,418</i>	<i>179,721</i>	<i>239,751</i>
Operating and Maintenance			
210 Office Supplies	40	500	500
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	225	-	-
218 Non-Capital Equipment and Furniture	4,455	9,950	5,950
229 Materials and Supplies	2,718	175	175
232 Building Repair and Maintenance	5,582	-	-
240 Equipment Repair and Maintenance	13	4,400	4,400
243 Non-Capital Computer Equipment and Supplies	7,457	3,500	3,500
246 Liability Insurance	556	734	773
250 Professional and Contracted Services	7,548	8,000	8,000
258 Investigative Expenses	2,101	-	-
261 Telephone Charges	1,287	-	-
263 Postage	10	-	-
269 Other Services and Charges	36,771	-	-
273 Fleet Lease - Operating and Maintenance	(884)	3,642	4,093
274 Fleet Lease - Replacement	9,758	9,613	9,613
<i>Subtotal</i>	<i>77,636</i>	<i>40,564</i>	<i>37,054</i>
Capital Outlay			
440 Machinery and Equipment	-	-	10,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>10,000</i>
SERVICE TOTAL	\$ 266,055	\$ 220,285	\$ 286,805

SERVICE: Special Enforcement Unit

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Special Enforcement Unit (SEU) is responsible for investigating vice and narcotic crimes and covert investigations as assigned by the department. This unit is a specialized branch of Detective Services and provides investigative support to a number of divisions in the Police Department. The SEU is also responsible for the collection and analysis of criminal intelligence information and all asset forfeiture cases.

SERVICE: Special Enforcement Unit**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
121	Wages - Overtime	17,307	18,200	18,200
135	Compensation Insurance	130	100	95
	<i>Subtotal</i>	<i>17,437</i>	<i>18,300</i>	<i>18,295</i>
Operating and Maintenance				
246	Liability Insurance	846	817	776
273	Fleet Lease - Operating and Maintenance	487	875	1,201
274	Fleet Lease - Replacement	16,724	15,937	15,937
	<i>Subtotal</i>	<i>18,057</i>	<i>17,629</i>	<i>17,914</i>
	SERVICE TOTAL	\$ 35,493	\$ 35,929	\$ 36,209

SERVICE: **School Resource Officers**

FUND: General Fund, Police Prevention/Education Fund

DEPARTMENT: Public Safety

Service Description:

Community Services Division is a budget service of the Police Department. The functions and responsibilities are: Safe Schools – enforcement of statutes, ordinances, and schools policies to promote a safe environment for school settings such as crime and disorder prevention, enforcement of illegal drug/alcohol use, and responsible motor vehicle/traffic operation; Education Programs – promotion and coordination of community and school safety/awareness programs; Prevention Programs – community and school programs to enhance positive decision-making skills, deter substance use/abuse; Service Programs – community outreach, public relations, false alarm monitoring, and information dissemination of police services within the community

SERVICE: School Resource Officers

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Police Officer	2.00	2.00	2.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	145,408	140,832	149,016
121 Wages - Overtime	1,025	6,000	6,000
122 Longevity Compensation	1,440	1,500	1,560
123 Leave Expense	137	-	-
126 Retirement Health Savings Plan	1,511	800	1,490
127 FPPA Death and Disability	873	872	881
129 Medicare	851	972	1,080
132 Employee Insurance	18,308	18,308	20,118
134 Police and Fire Retirement	14,238	14,084	14,902
135 Compensation Insurance	1,020	786	769
136 Unemployment Insurance	122	286	372
139 Dental Insurance	-	-	746
141 Uniforms and Protective Clothing	642	1,750	1,750
<i>Subtotal</i>	<i>185,575</i>	<i>186,190</i>	<i>198,684</i>
Operating and Maintenance			
210 Office Supplies	34	-	-
217 Dues and Subscriptions	-	50	50
218 Non-Capital Equipment and Furniture	-	40	40
229 Materials and Supplies	1,358	2,460	2,460
246 Liability Insurance	674	1,048	653
264 Printing and Copying	-	300	300
273 Fleet Lease - Operating and Maintenance	3,165	6,557	6,692
274 Fleet Lease - Replacement	14,439	14,232	-
<i>Subtotal</i>	<i>19,670</i>	<i>24,687</i>	<i>10,195</i>
SERVICE TOTAL	\$ 205,245	\$ 210,877	\$ 208,879

SERVICE: **Police Support Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Police Support Services Division is responsible for providing support to the administrative and operational components of the police department. This includes:

Management of the personnel and training functions within the agency, including: recruiting and hiring processes for full time employees and the Police Reserve Officer program or direct support of other department divisions during their hiring processes; facilitation/coordination of internal promotional processes; coordination of training issues and functions, dissemination of training information and opportunities, registration, scheduling, and coordination of logistical issues associated with training programs, administration of the annual department training budget, including the tracking, auditing, and reporting of training fund expenditures, coordination of the needs based training program, and maintenance of training records for all department personnel.

Supporting activities include: coordination city wide semi-annual blood drives; liaison with Fleet management and Facility Maintenance for the Safety & Justice Facility; liaison with Front Range Community College, Longmont Campus; coordination of the Extra Duty/Off Duty Program for police personnel; coordination of the Field Training and Evaluation Program and Orientation Program for new employees; liaison with chaplains group and several community support organizations and facilitation of the employee and supervisory exchange programs with other law enforcement agencies.

SERVICE: Police Support Services

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Evidence/Crime Scene Technician	2.00	1.00	1.00
Total	2.00	1.00	1.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	25,862	51,216	53,158
114 Skill Based Pay	-	-	900
121 Wages - Overtime	2,412	45,614	45,614
123 Leave Expense	918	-	-
126 Retirement Health Savings Plan	-	400	400
129 Medicare	300	743	784
131 MOPC	1,175	2,561	2,703
132 Employee Insurance	6,723	6,658	7,176
133 Employee Retirement	1,175	4,282	3,189
134 Police and Fire Retirement	-	-	54
135 Compensation Insurance	47	111	38
136 Unemployment Insurance	44	104	133
137 Staff Training and Conferences	8,486	35,350	27,850
139 Dental Insurance	-	-	266
141 Uniforms and Protective Clothing	150	300	300
142 Food Allowance	-	150	150
<i>Subtotal</i>	<i>47,293</i>	<i>147,489</i>	<i>142,715</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	838	11,440	-
229 Materials and Supplies	4,690	19,750	14,750
246 Liability Insurance	578	657	567
247 Safety Expenses	-	735	5,935
249 Operating Leases and Rentals	-	1,011	1,011
261 Telephone Charges	8,833	11,287	15,787
273 Fleet Lease - Operating and Maintenance	3,103	3,567	400
274 Fleet Lease - Replacement	11,368	11,097	11,097
<i>Subtotal</i>	<i>29,411</i>	<i>59,544</i>	<i>49,547</i>
Capital Outlay			
475 Building and Facility Improvement	9,930	-	-
<i>Subtotal</i>	<i>9,930</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 86,634	\$ 207,033	\$ 192,262

SERVICE: Information Services

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Police Information Services is comprised of Records and Crime Analysis. Staff in the Records unit act as the primary custodians of criminal justice records. They enter, update and cancel records in a variety of police specific databases. They are also responsible for sealing records, maintaining sex offender registration, and responding to internal and external requests for records. The Crime Analysis unit is responsible for analyzing crime data and providing strategic, tactical and administrative analysis to internal and external customers.

SERVICE: Police Information Services

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
121 Wages - Overtime	4,167	5,000	5,000
135 Compensation Insurance	3	-	2
<i>Subtotal</i>	4,170	5,000	5,002
Operating and Maintenance			
240 Equipment Repair and Maintenance	-	-	639
243 Non-Capital Computer Equipment and Supplies	-	-	3,555
246 Liability Insurance	14	-	14
<i>Subtotal</i>	14	-	4,208
SERVICE TOTAL	\$ 4,184	\$ 5,000	\$ 9,210

SERVICE: Volunteer Programs

FUND: Public Safety Fund

DEPARTMENT: Public Safety

SERVICE DESCRIPTION:

The various Safety & Justice Center Volunteer Programs are managed out of the Community Services Division of the Police Department and consist of the following volunteer programs:

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice complex which can include, but is not limited to, receptionist duties, administrative functions, investigative assistance, crime & data analysis, equipment & 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 Division. Duties and responsibilities included, but aren’t limited to, neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
 - **Student Intern Officers (SIO):** SIO’s are typically 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. SIO’s provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a future 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 Department, under the auspices of Exploring Learning for Life. The program prepares young people (16-21 years of age) 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 while 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 Police and Fire Departments, as well as community members who are victims of crime or tragedy, either on site at emergency scenes or through one-to-one counseling.
-

SERVICE: Volunteer Programs**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
137 Staff Training and Conferences	560	500	500
141 Uniforms and Protective Clothing	2,218	3,971	3,971
142 Food Allowance	88	-	-
<i>Subtotal</i>	<i>2,865</i>	<i>4,471</i>	<i>4,471</i>
Operating and Maintenance			
210 Office Supplies	24	550	550
216 Reference Books and Materials	-	120	120
217 Dues and Subscriptions	-	125	125
218 Non-Capital Equipment and Furniture	1,457	295	295
229 Materials and Supplies	392	540	540
243 Non-Capital Computer Equipment and Supplies	1,441	-	-
250 Professional and Contracted Services	623	-	-
252 Advertising and Legal Notices	-	500	500
<i>Subtotal</i>	<i>3,937</i>	<i>2,130</i>	<i>2,130</i>
SERVICE TOTAL	\$ 6,802	\$ 6,601	\$ 6,601

SERVICE: Special Operations**FUND:** Public Safety Fund**DEPARTMENT:** Public Safety

The Special Operations Division is a budget service of the Police Department. Special Operations consists of both primary and collateral service functions. The five primary service functions are the Animal Control Unit, Gang and Crime Suppression Unit, Report Taker Unit, School Resource Officer Unit and the Traffic Unit. The one collateral service function is the SWAT Team. All serviced functions within the division, except for the Report Taker Unit, have their own independent budgets with specific service descriptions.

The Report Taker Unit is primarily responsible for the initial investigation and documentation of non-emergency, non-immediate, crime related incidents. This is accomplished through crimes reported in person, over the phone, over the internet or via mail. They are also responsible for greeting visitors to the police department and answering the police department's general, non-emergency, phone line. However the contact is made, the Report Takers either provide the needed assistance and information or direct citizens to the most appropriate division or unit. The Report Taker Unit also coordinates and provides the fingerprinting services offered to the community by the Police Department. In addition, the Report Taker Unit handles all quarterly/annual sex offender registrations once the offender has been initially registered by the Court Liaison Officer.

SERVICE: Special Operations

LINE ITEM BUDGET

Operating and Maintenance		2009 Actual	2010 Budget	2011 Budget
210	Office Supplies	21	450	450
216	Reference Books and Materials	295	243	243
218	Non-Capital Equipment and Furniture	-	9,000	-
243	Non-Capital Computer Equipment and Supplies	308	100	100
264	Printing and Copying	497	405	405
	<i>Subtotal</i>	<i>1,121</i>	<i>10,198</i>	<i>1,198</i>
Capital Outlay				
475	Building and Facility Improvement	4,900	-	-
	<i>Subtotal</i>	<i>4,900</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 6,021	\$ 10,198	\$ 1,198

Children and Youth Resources Services Division Overview

	2009 Actual	2010 Budget	2011 Budget
Personal Services	112,127	124,291	127,473
Operating and Maintenance	6,711	16,476	16,481
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 118,838	\$ 140,767	\$ 143,954

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

SERVICE: Children and Youth Resources Services**FUND:** Public Safety Fund**DEPARTMENT:** Community Services

Service Description:

Children and Youth Resources 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 and Youth Resources works closely with youth and families to develop programs and influence community change that will strengthen the lives of Longmont's youth. Children and Youth Resources 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 and Youth Resources 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.

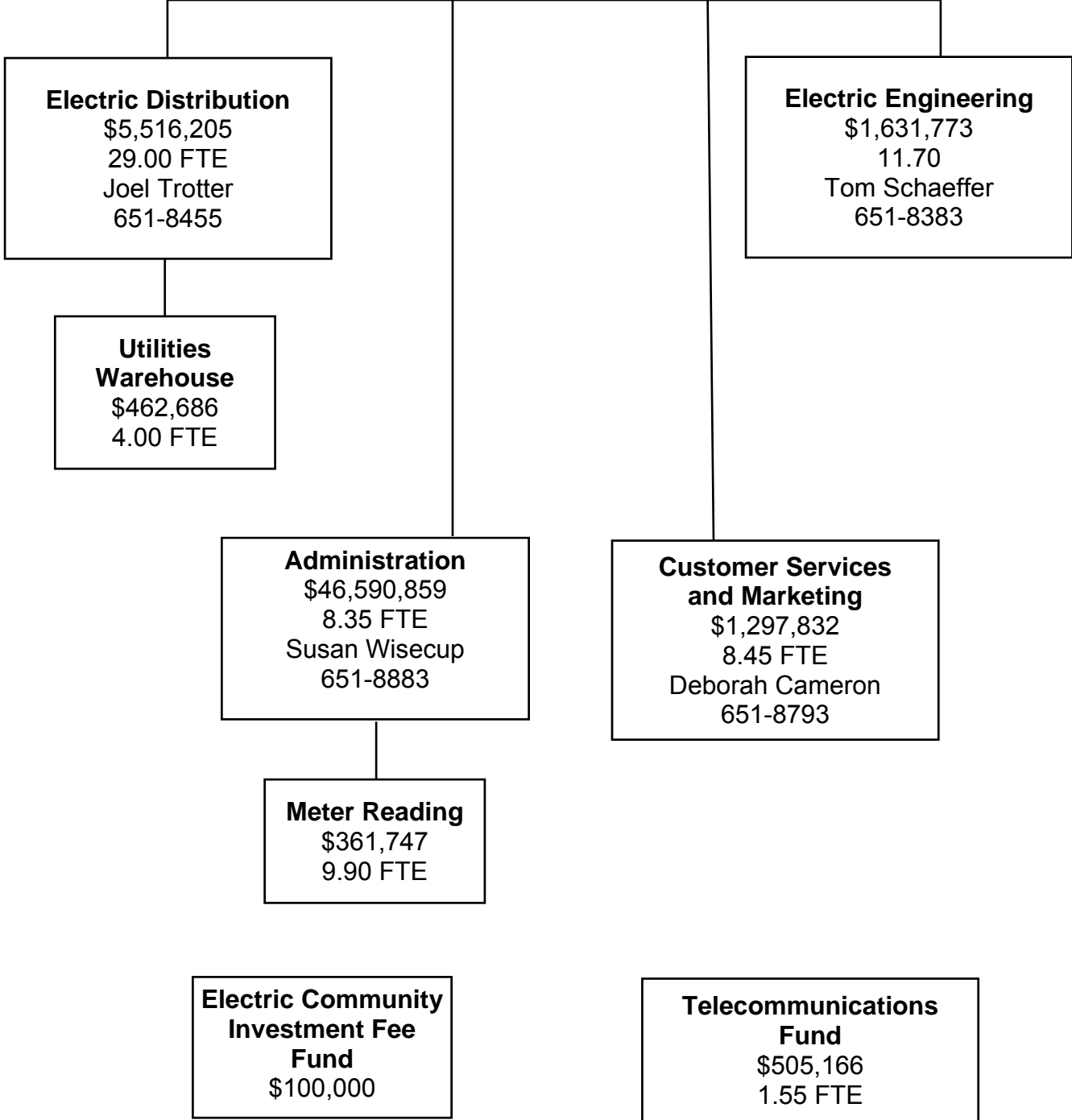
SERVICE: Children and Youth Resources

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Gang and Intervention Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	83,728	91,224	94,656
112 Wages - Temporary	675	-	-
114 Skill Based Pay	2,401	2,400	2,400
123 Leave Expense	2,433	-	-
126 Retirement Health Savings Plan	800	800	800
129 Medicare	1,087	1,356	1,407
131 MOPC	4,428	4,682	4,852
132 Employee Insurance	11,974	11,860	12,778
133 Employee Retirement	4,474	7,746	5,824
135 Compensation Insurance	47	38	46
136 Unemployment Insurance	80	185	236
137 Staff Training and Conferences	-	4,000	4,000
139 Dental Insurance	-	-	474
<i>Subtotal</i>	<i>112,127</i>	<i>124,291</i>	<i>127,473</i>
Operating and Maintenance			
210 Office Supplies	-	1,000	1,000
229 Materials and Supplies	5,109	10,200	10,200
230 Printing and Copier Supplies	-	1,000	1,000
245 Mileage Allowance	313	2,000	2,000
246 Liability Insurance	278	276	281
263 Postage	-	1,000	1,000
264 Printing and Copying	1,011	1,000	1,000
<i>Subtotal</i>	<i>6,711</i>	<i>16,476</i>	<i>16,481</i>
SERVICE TOTAL	\$ 118,838	\$ 140,767	\$ 143,954

POWER AND COMMUNICATIONS
\$56,466,268
72.95 FTE
Tom Roiniotis
651-8386



ELECTRIC FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	5,781,001	6,129,533	5,496,271
Operating and Maintenance	40,605,742	46,582,006	48,236,931
Non-Operating	149,434	181,584	165,500
Capital	1,496,137	1,924,939	1,962,400
TOTAL	\$ 48,032,313	\$ 54,818,062	\$ 55,861,102

Fund Description

The Electric Fund pays for all costs associated with delivering electricity to Longmont customers. The primary duties of the Power and Communications Department are purchasing wholesale power from the Platte River Power Authority, delivering electricity and maintaining the City's electrical transformers and distribution lines. Included in the Electric Fund's total 2011 Budget is \$39.35 million for the purchase of wholesale power.

The Electric Fund includes six budget services, all of which are divisions of the Power and Communications Department: Administration; Customer Services and Marketing; Electric Engineering; Electric Distribution; Meter Reading; and the Utilities Warehouse.

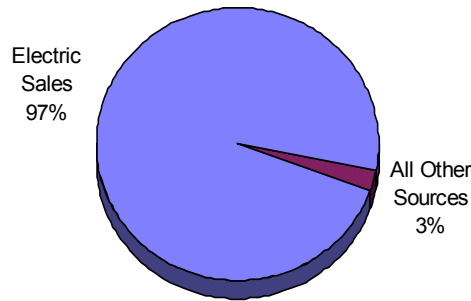
2011 Budget

Capital projects total \$1.52 million and include downtown alley improvements, substation upgrades, system reliability improvements, residential street lighting, aid to construction and Smart Grid advanced metering infrastructure projects. Detailed capital project descriptions are included in the *2011-2015 Capital Improvement Program*.

ELECTRIC FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 9,228,098	\$ 7,104,975	\$ 4,968,143
Committed Working Capital	-	391,703	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	44,516,219	51,284,500	54,595,000
Aid to Underground Construction	692,952	603,000	614,000
Interest	70,522	175,000	131,000
Miscellaneous	648,920	637,000	633,500
Operating Transfers	298,935	373,433	39,330
Adjustment for GAAP Revenue	(126,760)	-	-
TOTAL FUNDS	46,100,788	53,072,933	56,012,830
EXPENSES BY BUDGET SERVICE			
Distribution	4,981,427	5,858,536	3,998,205
Electric Engineering	1,457,410	1,551,667	1,631,773
Administration	39,591,226	44,974,191	46,590,859
Meter Reading	561,794	666,686	361,747
Warehouse	292,405	438,169	462,686
Customer Services and Marketing	1,148,052	1,278,813	1,297,832
CIP Projects	-	50,000	1,518,000
Total Operating Expenses	48,032,313	54,818,062	55,861,102
Adjustment for GAAP Expenses	191,598	-	-
TOTAL ADJUSTED EXPENSES	48,223,911	54,818,062	55,861,102
ENDING WORKING CAPITAL	7,104,975	4,968,143	5,119,871
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,123,123)	\$ (1,745,129)	\$ 151,728

ELECTRIC FUND - Sources of Funds



- The Electric Fund will receive 97% of its operating revenues from the sale of electricity in 2011.
- The fund will contribute \$151,728 to fund balance in 2011.

Estimating Major Sources of Funds

Electricity Sales: 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.

	2009 Actual	2010 Budget	2011 Budget
OPERATING REVENUE			
Electricity Sales	\$ 44,516,219	\$ 51,284,500	\$ 54,595,000
Aid to Underground Construction	692,952	603,000	614,000
Other Revenue	648,920	637,000	633,500
Operating Transfers	298,935	373,433	39,330
Interest Income	70,522	175,000	131,000
Contribution from/(to) Fund Balance	2,123,123	1,745,129	(151,728)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 48,223,911	\$ 54,818,062	\$ 55,861,102

SERVICE: Power and Communications Administration

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

This service manages all divisions of the Power & Communications Department. Together, the Electric and Telecommunications utilities are working to provide a full range of high quality, advanced electric services to business and residential customers, as well as fiber optic leasing. Responsibilities of this service include: City policy implementation; strategic planning and performance management; budget, financial, customer usage analysis; rates and regulation development; and federal, state, and industry reporting. It is responsible for providing internal customer service, administrative support, and radio dispatch support for the Power & Communications Department.

This service also 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 their board of directors. Staff works 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Power and Communications	0.95	0.95	0.95
Power and Communications Business Manager	0.90	0.90	0.90
Utilities Financial Analyst	1.90	1.90	1.90
Metering and Load Research Coordinator	0.70	0.60	0.60
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Total	8.45	8.35	8.35

SERVICE: Power and Communications Administration**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	535,359	537,975	552,347
112 Wages - Temporary	805	1,500	1,500
121 Wages - Overtime	550	1,000	1,000
122 Longevity Compensation	3,120	3,240	1,620
123 Leave Expense	11,844	14,800	16,600
126 Retirement Health Savings Plan	5,343	3,340	3,340
128 FICA	-	93	93
129 Medicare	5,638	6,408	7,422
131 MOPC	26,797	26,834	27,617
132 Employee Insurance	72,566	69,768	74,566
133 Employee Retirement	47,408	44,867	33,142
135 Compensation Insurance	193	223	214
136 Unemployment Insurance	473	1,109	1,382
137 Staff Training and Conferences	6,962	26,600	23,800
139 Dental Insurance	-	-	2,762
142 Food Allowance	-	200	200
<i>Subtotal</i>	<i>717,057</i>	<i>737,957</i>	<i>747,605</i>
Operating and Maintenance			
210 Office Supplies	4,110	6,000	6,000
216 Reference Books and Materials	-	500	500
217 Dues and Subscriptions	37,990	39,625	39,475
218 Non-Capital Equipment and Furniture	15,115	3,000	3,000
224 Resale Merchandise	33,750,321	38,141,164	39,349,197
229 Materials and Miscellaneous Supplies	901	2,000	2,000
230 Printing and Copier Supplies	2,392	5,000	4,000
232 Building Repair and Maintenance	916	2,000	2,000
240 Equipment Repair and Maintenance	21,015	21,500	22,025
243 Non-Capital Computer Equipment and Supplies	1,590	4,407	2,425
245 Mileage Allowance	2,297	2,680	2,680
246 Liability Insurance	1,028	1,525	1,521
249 Operating Leases and Rentals	-	90	-
250 Professional and Contracted Services	40,158	105,500	110,259
252 Advertising and Legal Notices	-	1,000	1,000
261 Telephone Charges	436	500	600
263 Postage	10,620	4,000	4,000
264 Printing and Copying	895	2,500	2,500
266 Interest On Deposits	16,274	30,000	30,000
269 Other Services and Charges	111,326	111,050	111,050
270 Administrative and Management Services	1,517,216	1,432,477	1,561,567
271 Franchise Equivalency	3,123,448	4,153,360	4,418,080
273 Fleet Lease - Operating and Maintenance	285	594	413
274 Fleet Lease - Replacement	968	762	562
<i>Subtotal</i>	<i>38,659,301</i>	<i>44,071,234</i>	<i>45,674,854</i>
Non-Operating Expense			
950 Bad Debt	106,587	135,000	132,000
974 Art in Public Places Transfers	711	-	-
<i>Subtotal</i>	<i>107,299</i>	<i>135,000</i>	<i>132,000</i>
Capital Outlay			
440 Machinery and Equipment	36,427	30,000	36,400
475 Building and Facility Improvement	71,142	-	-
<i>Subtotal</i>	<i>107,569</i>	<i>30,000</i>	<i>36,400</i>
SERVICE TOTAL	\$ 39,591,226	\$ 44,974,191	\$ 46,590,859

SERVICE: Customer Services and Marketing

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

This service is responsible for the development and implementation of customer services, energy efficiency, environmental education and marketing programs for the Power & Communications Department.

Specific duties include: develop and implement customer service, education and marketing plans for electric and telecommunications services for all customer segments; respond to customer billing and service inquiries; coordinate energy, power quality and lighting audits; plan and manage energy efficiency, renewable energy and environmental programs; conduct and analyze market and industry research; develop telecommunications, energy, safety and conservation information for the public; coordinate community and public relations; design and produce marketing, education and customer service support materials such as brochures, reports, pamphlets, posters and advertising; and plan and conduct special events and promotions.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Customer Services and Marketing Manager	0.95	1.00	1.00
Energy Services Engineer	1.00	1.00	1.00
Energy Services Specialist	0.00	2.00	2.00
Energy Services Program Coordinator	0.00	1.00	1.00
Major Account Representative	1.00	1.00	1.00
Environmental Sustainability Coordinator	0.20	0.20	0.20
Marketing Analyst	1.00	1.00	1.00
Customer Service Energy Specialist	1.00	1.00	1.00
Arborist Technician II	0.00	0.25	0.25
Total	5.15	8.45	8.45

SERVICE: Customer Services and Marketing**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	374,502	514,239	514,782
112	Wages - Temporary	1,106	-	-
114	Skill Based Pay	-	300	300
121	Wages - Overtime	30	-	-
123	Leave Expense	8,577	-	-
126	Retirement Health Savings Plan	4,258	3,380	3,380
128	FICA	458	-	-
129	Medicare	4,870	7,457	7,465
131	MOPC	18,909	25,711	25,738
132	Employee Insurance	44,164	66,852	69,494
133	Employee Retirement	33,401	42,990	30,886
135	Compensation Insurance	266	141	203
136	Unemployment Insurance	297	1,063	1,287
137	Staff Training and Conferences	6,559	19,450	17,500
139	Dental Insurance	-	-	2,574
142	Food Allowance	14	100	100
	<i>Subtotal</i>	<i>497,410</i>	<i>681,683</i>	<i>673,709</i>
Operating and Maintenance				
214	Pamphlets and Documents	5,513	7,500	7,500
215	Audiovisual Materials	-	500	500
216	Reference Books and Materials	394	750	500
217	Dues and Subscriptions	223	2,055	640
218	Non-Capital Equipment and Furniture	2,218	9,070	1,500
223	Lab and Photo Supplies	25	250	250
229	Materials and Miscellaneous Supplies	807	1,500	2,000
240	Equipment Repair and Maintenance	11,200	34,200	13,925
243	Non-Capital Computer Equipment and Supplies	6,563	12,156	2,000
246	Liability Insurance	1,415	1,332	1,876
250	Professional and Contracted Services	68,564	106,900	79,500
252	Advertising and Legal Notices	27,577	40,450	40,000
261	Telephone Charges	868	1,000	600
263	Postage	15,923	33,900	36,600
264	Printing and Copying	22,782	17,500	22,500
269	Other Services and Charges	472,689	313,500	399,500
273	Fleet Lease - Operating and Maintenance	573	1,783	1,792
274	Fleet Lease - Replacement	2,810	2,284	2,440
	<i>Subtotal</i>	<i>640,141</i>	<i>586,630</i>	<i>613,623</i>
Non-Operating Expense				
970	Transfers to Other Funds	10,500	10,500	10,500
	<i>Subtotal</i>	<i>10,500</i>	<i>10,500</i>	<i>10,500</i>
	SERVICE TOTAL	\$ 1,148,052	\$ 1,278,813	\$ 1,297,832

SERVICE: Electric Distribution

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

This service is responsible for the customer contact, field design, cost estimating, construction, operation and maintenance of electric service facilities which provide electricity to all residential, commercial and industrial customers. Facilities in the distribution system include underground and overhead distribution feeders, circuits, transformers, and meters. Personnel are also cross trained to design and install telecommunications utilities, and respond to and assist with telecommunications installation and maintenance needs.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Electric Operations Manager	1.00	1.00	1.00
Electric Construction Coordinator	1.00	1.00	1.00
Line Crew Supervisor	5.00	5.00	5.00
Meter Shop Supervisor	0.00	1.00	1.00
Metering/System Reliability Coordinator	1.00	0.00	0.00
Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	6.50	6.50	6.50
Apprentice Lineworker	4.00	4.00	4.00
Electric Engineering Project Coordinator	1.00	1.00	1.00
Electric Distribution Field Engineer II	3.00	3.00	3.00
Electric Meter Technician	3.00	2.00	2.00
Senior Equipment Operator	1.00	1.00	1.00
Groundworker	1.00	1.00	1.00
Construction Inspector	0.50	0.50	0.50
Street Light Technician	1.00	1.00	1.00
Total	30.00	29.00	29.00

SERVICE: Electric Distribution**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	1,760,655	1,924,884	1,502,545
112 Wages - Temporary	10,825	12,000	-
114 Skill Based Pay	598	600	600
121 Wages - Overtime	143,931	140,000	140,000
122 Longevity Compensation	14,708	15,120	13,500
123 Leave Expense	73,721	-	-
124 Skill Based Overtime Pay	107	-	-
126 Retirement Health Savings Plan	26,841	11,600	11,600
128 FICA	-	744	-
129 Medicare	17,532	20,629	21,985
131 MOPC	90,469	98,344	101,478
132 Employee Insurance	268,754	255,697	273,960
133 Employee Retirement	157,076	164,435	121,761
135 Compensation Insurance	29,510	20,994	20,580
136 Unemployment Insurance	1,760	4,065	5,072
137 Staff Training and Conferences	18,051	26,025	26,000
139 Dental Insurance	-	-	10,147
141 Uniforms and Protective Clothing	12,091	18,595	18,595
142 Food Allowance	649	1,000	1,000
<i>Subtotal</i>	<i>2,627,278</i>	<i>2,714,732</i>	<i>2,268,823</i>
Operating and Maintenance			
214 Pamphlets and Documents	-	550	550
215 Audiovisual Materials	605	650	650
216 Reference Books and Materials	1,654	3,400	4,400
217 Dues and Subscriptions	200	550	550
218 Non-Capital Equipment and Furniture	22,795	24,600	23,600
229 Materials and Miscellaneous Supplies	49,335	70,000	70,000
232 Building Repair and Maintenance	3,365	5,000	5,000
234 System Maintenance	157,728	172,500	177,500
239 Meter Repair and Maintenance	2,310	3,000	15,000
240 Equipment Repair and Maintenance	16,555	29,150	29,150
241 Grounds Maintenance	6,564	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	5,222	18,520	4,970
246 Liability Insurance	114,979	116,479	129,455
247 Safety Expenses	23,980	31,450	33,450
249 Operating Leases and Rentals	1,131	4,990	4,720
250 Professional and Contracted Services	420,371	563,000	544,000
252 Advertising and Legal Notices	-	175	175
259 Licenses and Permits	2,499	4,500	4,500
260 Utilities	1,090	750	1,150
261 Telephone Charges	3,719	4,800	4,800
262 Radio Repair and Maintenance	393	3,000	3,000
263 Postage	186	5,000	1,000
264 Printing and Copying	1,354	2,000	2,000
269 Other Services and Charges	448	4,045	4,045
273 Fleet Lease - Operating and Maintenance	172,402	161,181	170,210
274 Fleet Lease - Replacement	85,051	207,291	275,307
<i>Subtotal</i>	<i>1,093,937</i>	<i>1,439,581</i>	<i>1,512,182</i>
Non-Operating Expense			
970 Transfers to Other Funds	23,000	23,000	23,000
974 Art in Public Places Transfers	8,635	13,084	-
<i>Subtotal</i>	<i>31,635</i>	<i>36,084</i>	<i>23,000</i>
Capital Outlay			
432 Vehicles	50,000	-	-
440 Machinery and Equipment	16,285	155,000	36,000
470 Planning and Design	-	50,000	-
473 Site Improvements, Landscaping, Street Develop.	158,371	100,000	-
475 Building and Facility Improvement	4,854	-	-
480 System Improvements	957,027	1,240,139	105,000
486 Meters	42,040	123,000	53,200
<i>Subtotal</i>	<i>1,228,577</i>	<i>1,668,139</i>	<i>194,200</i>
SERVICE TOTAL	\$ 4,981,427	\$ 5,858,536	\$ 3,998,205

SERVICE: Electric Engineering

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

The Electric Engineering service is responsible for overall electric system planning and design for substation capacity, distribution development, and street lighting. Electric Engineering is responsible for the substation control system (SCADA), the associated communication system, and all equipment testing and maintenance. The service monitors and addresses power quality issues on the general system and at specific customer locations.

The service is also responsible for development and maintenance of specialized electric utility computer applications including GIS and mapping, Outage Management System (OMS), project cost estimating, and the electric system model. The division participates on the Platte River Power Authority Joint Technical Advisory Committee and with the City Development Review Committee process. Technical assistance and drafting services are provided within Longmont Power & Communications and to other City departments as required.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Chief Electrical Engineer	1.00	1.00	1.00
Senior Electrical Engineer	3.00	2.80	2.80
Electric Engineering Support Coordinator	1.00	1.00	0.00
Electric Technology Services Coordinator	0.90	0.90	0.90
Programmer Analyst	2.00	2.00	1.00
Senior Programmer Analyst	0.00	0.00	1.00
Senior GIS/Mapping Technician	1.00	1.00	1.00
Substation Supervisor	1.00	1.00	1.00
Journey Substation Worker	2.00	2.00	3.00
Total	11.90	11.70	11.70

SERVICE: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	885,034	950,002	991,280
112	Wages - Temporary	9,463	2,000	2,000
121	Wages - Overtime	10,916	5,000	5,000
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	40,580	-	-
126	Retirement Health Savings Plan	7,118	4,680	4,680
128	FICA	-	124	124
129	Medicare	10,593	12,113	12,666
131	MOPC	47,666	47,501	49,473
132	Employee Insurance	124,595	123,501	133,576
133	Employee Retirement	84,317	79,420	59,367
135	Compensation Insurance	864	392	378
136	Unemployment Insurance	827	1,963	2,472
137	Staff Training and Conferences	10,483	19,250	15,900
139	Dental Insurance	-	-	4,949
141	Uniforms and Protective Clothing	338	-	-
142	Food Allowance	109	150	150
	<i>Subtotal</i>	<i>1,234,643</i>	<i>1,247,896</i>	<i>1,283,875</i>
Operating and Maintenance				
216	Reference Books and Materials	1,241	2,000	500
217	Dues and Subscriptions	1,088	900	900
218	Non-Capital Equipment and Furniture	6,662	2,500	2,500
219	Drafting Supplies	888	1,100	1,100
223	Lab and Photo Supplies	-	100	100
229	Materials and Miscellaneous Supplies	1,537	-	-
240	Equipment Repair and Maintenance	21,446	14,665	18,430
243	Non-Capital Computer Equipment and Supplies	21,352	9,606	2,500
246	Liability Insurance	4,205	3,234	3,409
247	Safety Expenses	40	350	350
249	Operating Leases and Rentals	-	360	360
250	Professional and Contracted Services	18,759	80,000	80,000
261	Telephone Charges	1,294	600	600
263	Postage	54	-	-
264	Printing and Copying	-	500	500
273	Fleet Lease - Operating and Maintenance	6,510	9,047	12,253
274	Fleet Lease - Replacement	9,685	2,009	10,596
	<i>Subtotal</i>	<i>94,761</i>	<i>126,971</i>	<i>134,098</i>
Capital Outlay				
432	Vehicles	264	-	-
440	Machinery and Equipment	66,057	166,800	143,800
470	Planning and Design	-	10,000	10,000
475	Building and Facility Improvement	61,686	-	60,000
	<i>Subtotal</i>	<i>128,007</i>	<i>176,800</i>	<i>213,800</i>
	SERVICE TOTAL	\$ 1,457,410	\$ 1,551,667	\$ 1,631,773

SERVICE: Meter Reading

FUNDS: Electric, Water and Sewer Funds

DEPARTMENT: Power and Communications

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 Water and Sewer Funds.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Meter Reading Supervisor	1.00	1.00	0.51
Metering and Load Research Coordinator	0.30	0.40	0.20
Senior Meter Reader	1.00	1.00	0.51
Meter Reader	7.50	7.50	3.83
Total	9.80	9.90	5.05

SERVICE: Meter Reading**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	356,945	388,266	214,491
112	Wages - Temporary	-	5,000	2,550
121	Wages - Overtime	278	2,500	1,275
122	Longevity Compensation	3,540	3,660	1,071
123	Leave Expense	13,106	-	-
126	Retirement Health Savings Plan	4,217	3,960	2,020
128	FICA	-	310	158
129	Medicare	3,480	4,588	2,826
131	MOPC	17,793	19,414	10,726
132	Employee Insurance	49,684	50,472	28,955
133	Employee Retirement	31,492	32,459	12,870
135	Compensation Insurance	9,836	8,821	3,974
136	Unemployment Insurance	330	804	537
137	Staff Training and Conferences	4,156	9,000	3,672
139	Dental Insurance	-	-	1,072
141	Uniforms and Protective Clothing	893	2,750	687
	<i>Subtotal</i>	<i>495,752</i>	<i>532,004</i>	<i>286,884</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	375	2,200	1,122
229	Materials and Miscellaneous Supplies	556	1,500	765
240	Equipment Repair and Maintenance	12,709	14,950	7,803
243	Non-Capital Computer Equipment and Supplies	-	11,761	8,160
246	Liability Insurance	2,484	3,282	1,671
247	Safety Expenses	1,687	2,500	1,148
261	Telephone Charges	2,471	3,000	1,377
264	Printing and Copying	768	2,400	1,224
270	Administrative and Management Services	-	42,830	21,121
273	Fleet Lease - Operating and Maintenance	37,013	32,725	20,937
274	Fleet Lease - Replacement	7,979	17,534	9,535
	<i>Subtotal</i>	<i>66,042</i>	<i>134,682</i>	<i>74,863</i>
	SERVICE TOTAL	\$ 561,794	\$ 666,686	\$ 361,747

SERVICE: Utilities Warehouse

FUNDS: Electric, Water and Sewer Funds

DEPARTMENT: Power and Communications

Service Description:

The Utilities Warehouse is responsible for procuring standard stock items, critical and non critical materials, and supplies primarily for Longmont Power & Communications and the Public Works and Water Utilities departments. Warehouse also supports other City departments as required. Through cost effective and appropriate purchasing practices the Warehouse receives, stocks, properly stores, stages, and then issues products and materials as recommended by the departments and/or manufacture specification.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	148,474	156,480	176,478
112 Wages - Temporary	-	3,000	-
114 Skill Based Pay	899	300	1,200
121 Wages - Overtime	1,287	2,170	2,170
122 Longevity Compensation	1,500	1,560	1,620
123 Leave Expense	4,884	-	-
126 Retirement Health Savings Plan	1,679	1,600	1,600
128 FICA	-	186	-
129 Medicare	1,323	1,572	1,786
131 MOPC	7,648	7,795	8,825
132 Employee Insurance	20,886	20,343	23,824
133 Employee Retirement	13,530	13,052	10,628
135 Compensation Insurance	4,608	1,854	1,645
136 Unemployment Insurance	138	324	442
137 Staff Training and Conferences	1,454	4,300	3,550
139 Dental Insurance	-	-	882
141 Uniforms and Protective Clothing	425	600	600
142 Food Allowance	127	125	125
<i>Subtotal</i>	<i>208,862</i>	<i>215,261</i>	<i>235,375</i>
Operating and Maintenance			
210 Office Supplies	699	700	700
215 Audiovisual Materials	150	150	150
216 Reference Books and Materials	149	150	150
217 Dues and Subscriptions	99	100	100
218 Non-Capital Equipment and Furniture	2,949	1,000	1,000
225 Freight	3,210	3,500	3,500
228 Janitorial Supplies	207	250	250
229 Materials and Miscellaneous Supplies	2,992	3,000	3,000
230 Printing and Copier Supplies	100	100	100
232 Building Repair and Maintenance	1,200	1,200	6,200
233 Facility Repair and Maintenance	900	900	900
240 Equipment Repair and Maintenance	943	720	720
241 Grounds Maintenance	458	1,200	1,200
243 Non-Capital Computer Equipment and Supplies	5,550	1,500	2,375
246 Liability Insurance	1,726	1,384	1,348
247 Safety Expenses	960	1,000	1,000
249 Operating Leases and Rentals	33	100	100
250 Professional and Contracted Services	9,348	22,494	24,350
261 Telephone Charges	636	900	900
263 Postage	2	25	25
264 Printing and Copying	200	200	200
265 Loss on Obsolete Items	1,233	2,800	2,800
270 Administrative and Management Services	-	158,327	160,741
273 Fleet Lease - Operating and Maintenance	4,646	17,263	10,765
274 Fleet Lease - Replacement	13,167	3,945	4,737
<i>Subtotal</i>	<i>51,559</i>	<i>222,908</i>	<i>227,311</i>
Capital Outlay			
475 Building and Facility Improvement	31,984	-	-
<i>Subtotal</i>	<i>31,984</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 292,405	\$ 438,169	\$ 462,686

SERVICE: Capital Improvement Projects

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

Capital projects are listed below. Detailed descriptions of each project is included in the *2011-2015 Capital Improvement Program*.

ELECTRIC FUND PROJECTS	2011 Budget
DR-8 Downtown Alley Improvements	\$ 604,000
MUE-17 Electric Substation Upgrades	50,000
MUE-44 Electric System Reliability Improvements	100,000
MUE-91 Street Lighting Program	50,000
MUE-97 Electric Aid to Construction	614,000
MUE-99 Smart Grid-Advanced Metering Infrastructure	100,000
TOTAL	\$ 1,518,000

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	7,904	42,000	33,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	109,475	333,000	67,000
TOTAL	\$ 117,379	\$ 375,000	\$ 100,000

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 strictly related to growth, such as main feeder system extensions and additional substation capacity.

2011 Budget

One capital project is included in the 2011 Budget: main feeder extensions from the substation. Detailed capital project descriptions are included in the *2011-2015 Capital Improvement Program*.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS	2011 Budget
MUE-14 Electric Main Feeder Extensions	\$ 100,000

ELECTRIC CIF FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 675,812	\$ 716,440	\$ 549,540
SOURCES OF FUNDS			
Fees	164,087	190,000	209,000
Interest	9,850	18,100	14,000
Adjustment for GAAP Revenue	(15,930)	-	-
TOTAL FUNDS	158,007	208,100	223,000
EXPENSES			
Capital Projects	117,379	375,000	100,000
TOTAL EXPENSES	117,379	375,000	100,000
ENDING WORKING CAPITAL	716,440	549,540	672,540
CONTRIBUTION TO/(FROM) RESERVES	\$ 40,628	\$ (166,900)	\$ 123,000

TELECOMMUNICATIONS FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	46,668	197,727	204,495
Operating and Maintenance	70,319	157,163	155,254
Non-Operating	-	1,906	2,057
Capital	84,201	130,000	143,360
TOTAL	\$ 201,188	\$ 486,796	\$ 505,166

Fund Description

The Telecommunications Fund was created in 1997 to: provide a full range of high quality, advanced electric and telecommunications services for municipal, business, economic and residential needs; to protect the City's rights-of-way by building excess capacity for use by numerous providers; and to position the City's electric utility for the advent of retail wheeling.

Administration of this fund is provided by the Power and Communications Department.

TELECOMMUNICATIONS FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 376,356	\$ 524,125	\$ 397,929
SOURCES OF FUNDS			
REVENUES			
Charges for Services	234,185	270,100	234,140
Miscellaneous	104,789	75,000	77,250
Interest	4,642	15,500	14,300
Adjustment for GAAP Revenue	(2,013)		
TOTAL FUNDS	341,603	360,600	325,690
EXPENSES BY BUDGET SERVICE			
Administration	72,869	252,103	296,174
Operations	128,319	184,693	118,992
Capital Projects	-	50,000	90,000
Total Operating Expenses	201,188	486,796	505,166
Adjustment for GAAP Expenses	(7,354)	-	-
TOTAL ADJUSTED EXPENSES	193,834	486,796	505,166
ENDING WORKING CAPITAL	524,125	397,929	218,453
CONTRIBUTION TO/(FROM) RESERVES	\$ 147,769	\$ (126,196)	\$ (179,476)

CAPITAL IMPROVEMENT PROGRAM PROJECTS**TELECOM FUND PROJECTS**

TEL-1 Fiber Optic Network

2011 Budget
\$ 90,000

SERVICE: Telecommunications Administration

FUND: Telecommunications Fund

DEPARTMENT: Power and Communications

Service Description:

Telecommunications works under the strategic direction of the Power & Communications Director. This service provides dark fiber and collocation leases, assesses customer needs, and coordinates with service providers as necessary.

This service also coordinates activities with Platte River Power Authority’s telecommunications staff, and the City’s Enterprise Technology Services Division. Staff works with telecommunications entities of the Colorado Association of Municipal Utilities, the American Public Power Association, and various other telecommunications organizations to monitor state and federal legislation in order to promote the interests of Longmont’s business and residential telecommunications customers.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Power and Communications	0.05	0.05	0.05
Telecommunications Manager	0.00	1.00	1.00
Power and Communications Business Manager	0.10	0.10	0.10
Customer Services and Marketing Manager	0.05	0.00	0.00
Electric Technology Services Coordinator	0.10	0.10	0.10
Senior Electrical Engineer	0.00	0.20	0.20
Utilities Financial Analyst	0.10	0.10	0.10
Total	0.40	1.55	1.55

SERVICE: Telecommunications Administration**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	17,181	150,926	157,906
123 Leave Expense	120	250	250
126 Retirement Health Savings Plan	250	620	620
129 Medicare	426	2,187	2,290
131 MOPC	1,678	7,547	7,894
132 Employee Insurance	4,466	19,621	21,318
133 Employee Retirement	1,704	12,618	9,474
135 Compensation Insurance	17	14	60
136 Unemployment Insurance	29	444	395
137 Staff Training and Conferences	-	3,500	3,500
139 Dental Insurance	-	-	788
<i>Subtotal</i>	<i>25,870</i>	<i>197,727</i>	<i>204,495</i>
Operating and Maintenance			
210 Office Supplies	-	100	100
218 Non-Capital Equipment and Furniture	-	3,550	4,000
229 Materials and Miscellaneous Supplies	-	-	500
230 Printing and Copier Supplies	-	-	5,000
243 Non-Capital Computer Equipment and Supplies	-	4,240	2,500
245 Mileage Allowance	120	120	120
246 Liability Insurance	-	92	416
249 Operating Leases and Rentals	-	90	90
250 Professional and Contracted Services	33,951	35,500	53,000
261 Telephone Charges	120	290	600
263 Postage	4	50	7,500
264 Printing and Copying	2,985	120	5,000
270 Administrative and Management Services	256	518	1,039
271 Franchise Equivalency	9,562	7,800	10,657
<i>Subtotal</i>	<i>46,999</i>	<i>52,470</i>	<i>90,522</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	1,906	1,157
<i>Subtotal</i>	<i>-</i>	<i>1,906</i>	<i>1,157</i>
SERVICE TOTAL	\$ 72,869	\$ 252,103	\$ 296,174

SERVICE: **Telecommunications Operations**

FUND: Telecommunications Fund

DEPARTMENT: Power and Communications

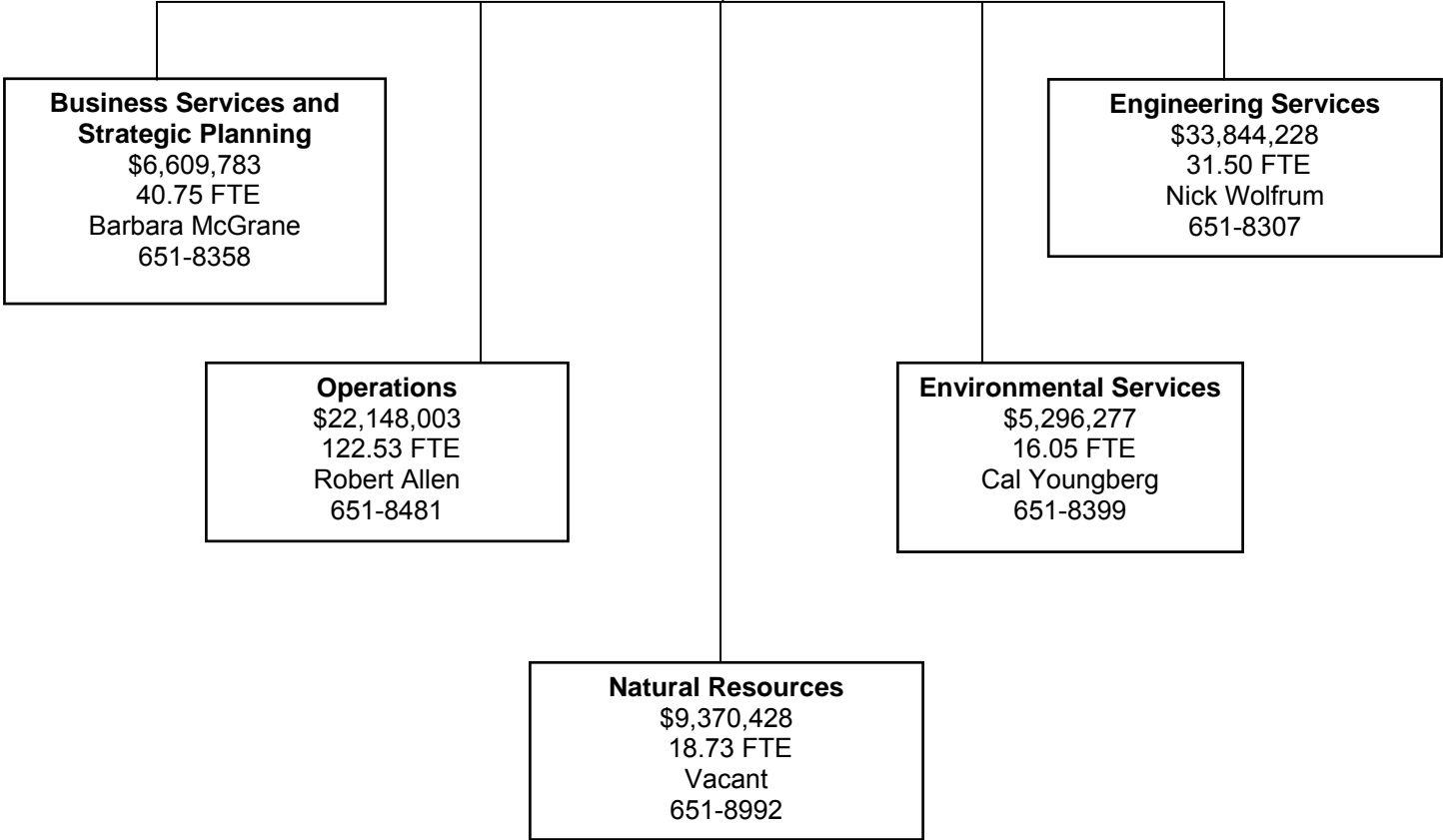
Service Description:

Telecommunications Operations is responsible for installation, operations, testing and maintenance of the Telecommunications Utility's network. The service is also responsible for planning, cost estimating, designing, and mapping the fiber optic system. The service is responsible for telecommunications capital improvement projects and providing technical assistance to other City departments, as needed.

SERVICE: Telecommunications Operations**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	20,798	-	-
<i>Subtotal</i>	20,798	-	-
Operating and Maintenance			
234 System Maintenance	14,122	60,000	40,000
246 Liability Insurance	5,553	4,693	4,732
250 Professional and Contracted Services	3,645	40,000	20,000
<i>Subtotal</i>	23,320	104,693	64,732
Non-Operating Expense			
974 Art in Public Places Transfers	-	-	900
<i>Subtotal</i>	-	-	900
Capital Outlay			
480 System Improvements	84,201	80,000	53,360
<i>Subtotal</i>	84,201	80,000	53,360
SERVICE TOTAL	\$ 128,319	\$ 184,693	\$ 118,992

**PUBLIC WORKS AND NATURAL
RESOURCES**
\$83,562,763
299.56 FTE
Dale Rademacher
651-8355



Raw Water Storage Fund
\$10,000

Water Construction Fund
\$3,843,273

Water Acquisition Fund
\$300,000

Sewer Construction Fund
\$515,776

Park Improvement Fund
\$640,000

**Transportation Community
Investment Fee Fund**
\$850,000

**Conservation Trust
Fund**
\$135,000

WATER FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	4,006,723	4,230,029	4,296,595
Operating and Maintenance	4,935,377	5,380,691	5,713,867
Non-Operating	975,770	1,968,006	1,482,648
Capital	2,825,183	7,840,132	5,220,969
TOTAL	\$ 12,743,052	\$ 19,418,858	\$ 16,714,079

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 seven budget services: Public Works Natural Resources Director; Water Administration/Engineering; Water Resources; Water Distribution; Water Treatment Plants; Water Quality Laboratory; and Instrumentation and Control.

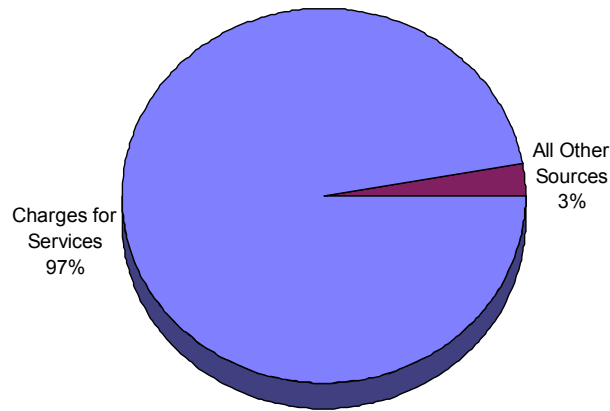
Water System

The approximate value of the water system is \$92.5 million. It includes 439 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 28,040,154	\$ 28,168,137	\$ 20,923,619
Committed Working Capital	-	2,224,089	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	11,912,703	13,180,996	13,144,196
System Development Fees	122,208	159,800	229,000
Interest - Operating	308,751	472,300	374,500
Intergovernmental	302,974	-	-
Miscellaneous	23,635	2,500	-
Operating Transfers	566,335	582,833	-
Adjustment for GAAP Revenue	(554,795)	-	-
TOTAL FUNDS	12,681,811	14,398,429	13,747,696
EXPENSES BY BUDGET SERVICE			
Water Utility Director	254,294	311,330	314,764
Water Administration/Engineering	2,936,525	4,146,130	3,741,877
Water Resources	3,827,396	7,052,949	3,778,485
Water Treatment Plants	1,842,158	3,074,898	2,012,790
Water Distribution	2,609,189	3,432,180	2,147,021
Water Quality Laboratory	244,305	299,059	312,807
Water Instrumentation and Control	220,651	287,522	236,207
Water Engineering/Survey Tech Services	808,533	814,790	242,920
Water Construction Inspection	-	-	186,404
Water Regulatory Compliance	-	-	231,713
Water Meter Reading	-	-	260,671
CIP Projects	-	-	3,248,420
Total Operating Expenses	12,743,052	19,418,858	16,714,079
Adjustment for GAAP Expenses	(189,225)	-	-
TOTAL ADJUSTED EXPENSES	12,553,827	19,418,858	16,714,079
ENDING WORKING CAPITAL	28,168,137	20,923,619	17,957,236
CONTRIBUTION TO/(FROM) RESERVES	\$ 127,983	\$ (5,020,429)	\$ (2,966,383)

WATER FUND - Sources of Funds



- The Water Fund will receive 97% of its operating revenues from charges for services to the City’s water customers in 2011.
- The Water Fund requires 2011 a contribution of \$2,966,383 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.

	2009 Actual	2010 Budget	2011 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 11,494,494	\$ 12,889,496	\$ 12,852,696
Sale of Raw Water	370,589	250,000	250,000
Construction Inspection Fees	776	1,500	1,500
Water Meters	36,059	25,000	25,000
Lab Testing Fees	10,785	15,000	15,000
System Development Fees	122,208	159,800	229,000
Interest Income	308,751	472,300	374,500
Other Revenue	892,944	585,333	-
Contribution from/(to) Fund Balance	(127,983)	5,020,429	2,966,383
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 12,553,827	\$ 19,418,858	\$ 16,714,079

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

FUNDS: Water and Sewer Funds

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director is responsible for: administering City policies; development 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Public Works & Natural Resources	0.30	0.30	0.30
PWNR Business & Strategic Planning Manager	0.00	0.00	0.30
PWNR Business Services Manager	0.30	0.30	0.30
PWNR Technology & Financial Analyst	0.30	0.30	0.30
Utilities Analyst	0.30	0.30	0.30
Administrative Analyst	0.00	0.00	0.30
Executive Assistant	0.30	0.30	0.30
Total	1.50	1.50	2.10

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	113,926	124,138	172,941
114 Skill Based Pay	1	3,735	3,735
121 Wages - Overtime	29	200	200
123 Leave Expense	4,900	-	-
126 Retirement Health Savings Plan	1,373	600	840
129 Medicare	995	1,182	1,880
131 MOPC	5,823	6,143	8,583
132 Employee Insurance	15,926	15,969	23,172
133 Employee Retirement	11,452	10,271	10,300
135 Compensation Insurance	52	727	672
136 Unemployment Insurance	104	250	429
137 Staff Training and Conferences	44,471	62,966	32,284
139 Dental Insurance	-	-	859
142 Food Allowance	-	800	800
<i>Subtotal</i>	<i>199,051</i>	<i>226,981</i>	<i>256,695</i>
Operating and Maintenance			
210 Office Supplies	238	-	-
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	644	644
218 Non-Capital Equipment and Furniture	-	1,000	1,000
229 Materials and Supplies	848	900	900
240 Equipment Repair and Maintenance	8,386	15,184	17,587
243 Non-Capital Computer Equipment and Supplies	1,536	1,976	1,982
245 Mileage Allowance	2,317	854	1,202
246 Liability Insurance	276	341	353
250 Professional and Contracted Services	38,142	58,750	31,201
252 Advertising and Legal Notices	-	1,500	1,500
261 Telephone Charges	406	-	-
264 Printing and Copying	-	1,500	1,500
269 Other Services and Charges	3,094	-	-
<i>Subtotal</i>	<i>55,243</i>	<i>82,849</i>	<i>58,069</i>
Capital Outlay			
475 Building and Facility Improvement	-	1,500	-
<i>Subtotal</i>	<i>-</i>	<i>1,500</i>	<i>-</i>
SERVICE TOTAL	\$ 254,294	\$ 311,330	\$ 314,764

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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Business & Strategic Planning Manager	0.40	0.40	0.00
PWNR Engineering Services Manager	0.00	0.00	0.20
PWNR Engineering Administrator	0.00	0.50	0.60
Senior Civil Engineer	2.80	2.30	2.10
Natural Resources Specialist	0.00	0.00	0.25
Administrative Assistant	0.00	0.00	0.50
Office Assistant	0.60	0.60	0.60
Total	3.80	3.80	4.25

SERVICE: Water Administration/Engineering**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	219,779	303,287	321,405
112 Wages - Temporary	8,085	-	5,000
114 Skill Based Pay	-	120	120
122 Longevity Compensation	828	864	762
123 Leave Expense	-	16,300	16,300
126 Retirement Health Savings Plan	2,584	1,520	1,700
128 FICA	489	-	310
129 Medicare	3,275	4,397	4,407
131 MOPC	12,666	15,163	16,073
132 Employee Insurance	40,110	39,426	43,389
133 Employee Retirement	24,976	25,474	19,284
135 Compensation Insurance	356	468	388
136 Unemployment Insurance	265	618	801
139 Dental Insurance	-	-	1,609
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	892	300	300
<i>Subtotal</i>	<i>314,304</i>	<i>408,037</i>	<i>431,948</i>
Operating and Maintenance			
210 Office Supplies	998	1,800	1,500
216 Reference Books and Materials	1,370	250	600
217 Dues and Subscriptions	1,117	2,396	1,129
218 Non-Capital Equipment and Furniture	4,294	3,600	3,600
223 Lab and Photo Supplies	-	300	100
229 Materials and Supplies	398	1,300	1,300
230 Printing and Copier Supplies	4,221	2,600	3,300
232 Building Repair and Maintenance	85	300	300
233 Facility Repair and Maintenance	140	-	-
235 Station Maintenance	9,050	10,000	10,000
240 Equipment Repair and Maintenance	2,644	4,770	11,988
243 Non-Capital Computer Equipment and Supplies	4,264	6,237	12,221
245 Mileage Allowance	9	334	300
246 Liability Insurance	2,298	1,581	1,589
247 Safety Expenses	47	600	500
250 Professional and Contracted Services	81,956	102,339	129,300
252 Advertising and Legal Notices	-	400	400
256 Refunds	79,015	3,000	3,000
259 Licenses and Permits	-	1,400	1,400
261 Telephone Charges	218	450	762
263 Postage	9,455	18,000	18,000
264 Printing and Copying	10,172	15,000	15,000
269 Other Services and Charges	150,218	144,984	149,985
270 Administrative and Management Services	1,270,127	1,226,393	1,197,244
271 Franchise Equivalency	-	263,670	262,884
273 Fleet Lease - Operating and Maintenance	4,677	6,327	2,227
274 Fleet Lease - Replacement	7,174	4,065	4,652
<i>Subtotal</i>	<i>1,643,945</i>	<i>1,822,096</i>	<i>1,833,281</i>
Non-Operating Expense			
925 Amortization of Bond Issue Expenses	10,919	-	-
927 Principal on Notes and Contracts	-	950,853	961,910
928 Interest on Notes and Contracts	508,877	507,963	482,163
950 Bad Debt	374	2,500	2,500
970 Transfers to Other Funds	448,388	454,681	30,075
<i>Subtotal</i>	<i>968,558</i>	<i>1,915,997</i>	<i>1,476,648</i>
Capital Outlay			
440 Machinery and Equipment	9,718	-	-
<i>Subtotal</i>	<i>9,718</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 2,936,525	\$ 4,146,130	\$ 3,741,877

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 City of Longmont Water/Wastewater Utilities Department. 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 insure that all requirements for beneficial use of biosolids are met.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Water Quality Laboratory Supervisor	0.40	0.40	0.40
Water Quality Analyst	0.80	0.80	0.80
Laboratory Technician	1.20	1.20	1.20
Total	2.40	2.40	2.40

SERVICE: Water Quality Laboratory**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	106,856	130,748	135,574
112 Wages - Temporary	-	4,400	4,400
121 Wages - Overtime	3,203	1,732	1,732
122 Longevity Compensation	972	672	696
123 Leave Expense	3,014	-	-
126 Retirement Health Savings Plan	893	960	960
128 FICA	-	273	273
129 Medicare	1,395	1,617	1,680
131 MOPC	6,806	6,537	6,780
132 Employee Insurance	17,454	16,998	18,303
133 Employee Retirement	13,407	10,931	8,135
135 Compensation Insurance	1,710	1,581	1,786
136 Unemployment Insurance	113	267	338
139 Dental Insurance	-	-	679
141 Uniforms and Protective Clothing	-	59	59
<i>Subtotal</i>	<i>155,823</i>	<i>176,775</i>	<i>181,395</i>
Operating and Maintenance			
210 Office Supplies	262	600	600
216 Reference Books and Materials	127	200	200
217 Dues and Subscriptions	763	737	752
218 Non-Capital Equipment and Furniture	860	1,400	2,700
223 Lab and Photo Supplies	43,932	36,000	45,000
228 Janitorial Supplies	949	600	900
229 Materials and Supplies	1,218	800	1,000
230 Printing and Copier Supplies	1,169	312	1,000
232 Building Repair and Maintenance	772	2,000	2,000
240 Equipment Repair and Maintenance	4,472	6,289	2,779
243 Non-Capital Computer Equipment and Supplies	1,217	3,660	1,550
246 Liability Insurance	507	499	478
247 Safety Expenses	74	160	160
249 Operating Leases and Rentals	-	663	-
250 Professional and Contracted Services	30,549	31,470	32,470
259 Licenses and Permits	375	1,100	1,100
260 Utilities	-	3,510	3,360
261 Telephone Charges	219	192	192
263 Postage	-	117	117
264 Printing and Copying	354	400	400
269 Other Services and Charges	-	20	20
273 Fleet Lease - Operating and Maintenance	570	2,347	936
274 Fleet Lease - Replacement	93	1,158	1,698
<i>Subtotal</i>	<i>88,482</i>	<i>94,234</i>	<i>99,412</i>
Capital Outlay			
431 Furniture and Fixtures	-	50	-
440 Machinery and Equipment	-	28,000	32,000
<i>Subtotal</i>	<i>-</i>	<i>28,050</i>	<i>32,000</i>
SERVICE TOTAL	\$ 244,305	\$ 299,059	\$ 312,807

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 acquisitions; 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Environmental Services Manager	0.40	0.40	0.00
Water Resources Administrator	1.00	1.00	1.00
Water Resources Analyst	1.00	1.00	1.00
Water Resources Technician	1.00	1.00	1.00
Watershed Ranger	1.00	1.00	1.00
Water Resources Field Specialist	1.00	1.00	0.00
Environmental Project Specialist	0.40	0.40	0.00
Environmental Sustain Coordinator	0.20	0.20	0.00
Arborist Technician II	0.00	0.25	0.25
Total	6.00	6.25	4.25

SERVICE: Water Resources

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	406,452	423,876	296,996
112 Wages - Temporary	48,409	72,300	72,300
114 Skill Based Pay	7	-	-
121 Wages - Overtime	1,776	2,500	2,500
122 Longevity Compensation	5,472	5,700	4,680
123 Leave Expense	10,134	-	-
126 Retirement Health Savings Plan	5,202	2,500	1,700
128 FICA	2,840	4,483	4,483
129 Medicare	3,009	3,856	2,953
131 MOPC	20,776	21,194	14,849
132 Employee Insurance	55,105	55,105	40,095
133 Employee Retirement	40,900	35,436	17,820
135 Compensation Insurance	856	840	780
136 Unemployment Insurance	364	864	743
139 Dental Insurance	-	-	1,484
141 Uniforms and Protective Clothing	425	1,000	1,000
142 Food Allowance	193	300	300
<i>Subtotal</i>	601,919	629,954	462,683
Operating and Maintenance			
214 Pamphlets and Documents	-	3,700	3,700
216 Reference Books and Materials	130	200	200
217 Dues and Subscriptions	1,818	6,720	6,720
218 Non-Capital Equipment and Furniture	6,410	2,000	2,000
223 Lab and Photo Supplies	-	50	50
228 Janitorial Supplies	298	500	500
229 Materials and Supplies	9,412	9,150	9,150
230 Printing and Copier Supplies	73	-	-
232 Building Repair and Maintenance	1,382	2,500	5,000
233 Facility Repair and Maintenance	5,337	3,500	53,500
240 Equipment Repair and Maintenance	136	-	-
241 Grounds Maintenance	4,358	7,200	7,200
243 Non-Capital Computer Equipment and Supplies	3,648	6,750	1,375
244 Assessments	922,060	1,112,270	1,023,504
245 Mileage Allowance	291	467	467
246 Liability Insurance	2,153	2,191	2,233
247 Safety Expenses	140	550	600
249 Operating Leases and Rentals	63,039	63,078	66,000
250 Professional and Contracted Services	381,994	381,100	420,200
252 Advertising and Legal Notices	3,002	-	-
259 Licenses and Permits	2,844	4,145	4,145
260 Utilities	772	29,300	29,300
261 Telephone Charges	1,834	2,400	2,400
264 Printing and Copying	2,339	2,000	2,000
269 Other Services and Charges	-	200	200
273 Fleet Lease - Operating and Maintenance	11,572	17,714	16,981
274 Fleet Lease - Replacement	11,333	9,243	5,838
<i>Subtotal</i>	1,436,375	1,666,928	1,663,263
Non-Operating Expense			
974 Art in Public Places Transfers	42	29,335	-
<i>Subtotal</i>	42	29,335	-
Capital Outlay			
455 System Renovations and Replacement	4,051	-	-
456 System Renovation and Replacement Planning and Design	56,195	-	-
470 Planning and Design	7,251	151,000	-
471 Land	-	9,000	-
473 Site Improvements, Landscaping, Street Development	172	-	-
480 System Improvements	-	2,914,165	-
489 Windy Gap Improvements	1,721,390	1,652,567	1,652,539
<i>Subtotal</i>	1,789,060	4,726,732	1,652,539
SERVICE TOTAL	\$ 3,827,396	\$ 7,052,949	\$ 3,778,485

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 utilized to meet system water demands in an efficient manner.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Operations Manager	0.50	0.50	0.30
Treatment Operations Supervisor	1.00	1.00	1.00
Utility Operations and Maintenance Manager	0.00	0.00	0.50
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.00	0.00	0.30
Operations and Maintenance Technician Lead	0.00	0.00	8.70
Facility Maintenance Worker	0.00	0.00	0.30
Plant Operations and Maintenance Technician III	6.00	8.40	0.00
Plant Operations and Maintenance Technician II	3.00	1.00	0.00
Water Utilities Technician	0.40	0.00	0.00
Administrative Assistant	0.50	0.50	0.30
Office Assistant	0.50	0.50	0.50
Total	12.40	12.40	12.40

SERVICE: Water Treatment Plants**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	619,345	689,216	724,764
112 Wages - Temporary	23,857	-	-
114 Skill Based Pay	16,835	30,000	35,000
121 Wages - Overtime	41,916	45,200	42,400
122 Longevity Compensation	2,820	4,680	3,600
123 Leave Expense	8,902	-	-
124 Skill Based Overtime Pay	1,824	-	-
126 Retirement Health Savings Plan	7,076	4,960	4,960
128 FICA	1,455	-	-
129 Medicare	8,493	8,966	10,018
131 MOPC	33,436	34,460	36,239
132 Employee Insurance	86,038	89,601	97,845
133 Employee Retirement	65,840	57,619	43,484
135 Compensation Insurance	5,050	3,657	5,495
136 Unemployment Insurance	567	1,405	1,811
139 Dental Insurance	-	-	3,623
141 Uniforms and Protective Clothing	3,025	2,500	3,750
142 Food Allowance	275	1,000	500
<i>Subtotal</i>	<i>926,754</i>	<i>973,264</i>	<i>1,013,489</i>
Operating and Maintenance			
210 Office Supplies	2,164	2,000	2,000
214 Pamphlets and Documents	246	-	-
215 Audiovisual Materials	-	500	-
216 Reference Books and Materials	1,481	1,000	1,000
217 Dues and Subscriptions	13,052	13,500	13,500
218 Non-Capital Equipment and Furniture	3,370	4,000	2,000
220 Gas and Oil	2,006	5,000	3,000
222 Chemicals	439,999	390,000	487,150
223 Lab and Photo Supplies	15,686	20,000	20,000
228 Janitorial Supplies	-	1,500	1,500
229 Materials and Supplies	7,010	3,500	3,500
230 Printing and Copier Supplies	356	1,000	750
232 Building Repair and Maintenance	35,465	25,000	30,000
233 Facility Repair and Maintenance	42,912	55,000	55,000
240 Equipment Repair and Maintenance	3,146	15,000	7,600
241 Grounds Maintenance	1,805	-	-
243 Non-Capital Computer Equipment and Supplies	7,115	7,350	6,250
245 Mileage Allowance	207	500	500
246 Liability Insurance	4,628	4,414	6,479
247 Safety Expenses	7,273	7,000	7,000
249 Operating Leases and Rentals	419	3,000	3,000
250 Professional and Contracted Services	176,786	96,490	95,000
252 Advertising and Legal Notices	110	-	-
259 Licenses and Permits	5,415	10,200	11,200
260 Utilities	124,274	230,000	195,000
261 Telephone Charges	2,131	6,000	3,000
263 Postage	51	-	-
264 Printing and Copying	20	-	-
269 Other Services and Charges	-	200	-
273 Fleet Lease - Operating and Maintenance	(935)	-	8,350
274 Fleet Lease - Replacement	-	-	13,222
<i>Subtotal</i>	<i>896,189</i>	<i>902,154</i>	<i>976,001</i>
Non-Operating Expense			
974 Art in Public Places Transfers	129	8,880	-
Capital Outlay			
440 Machinery and Equipment	6,148	55,000	23,300
456 System Renovation and Replacement Planning and Design	-	247,600	-
475 Building and Facility Improvement	12,938	888,000	-
<i>Subtotal</i>	<i>19,086</i>	<i>1,190,600</i>	<i>23,300</i>
SERVICE TOTAL	\$ 1,842,158	\$ 3,074,898	\$ 2,012,790

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 is 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 designs, programs and troubleshoots 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 insure compatibility with existing electrical and control systems.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Instrumentation and Control Engineer	0.50	0.50	0.00
Electrician	0.00	0.00	0.50
Instrumentation Technician	0.00	0.00	0.50
Electrical Technician	1.50	1.00	0.00
Total	2.00	1.50	1.00

SERVICE: Water Instrumentation and Control**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	60,529	95,724	57,975
114	Skill Based Pay	66	2,000	3,000
121	Wages - Overtime	1,931	1,000	4,000
123	Leave Expense	767	-	-
124	Skill Based Overtime Pay	36	-	-
126	Retirement Health Savings Plan	1,405	600	400
129	Medicare	1,004	1,389	840
131	MOPC	3,770	4,786	2,898
132	Employee Insurance	18,238	12,443	7,827
133	Employee Retirement	7,374	8,002	3,478
135	Compensation Insurance	75	57	39
136	Unemployment Insurance	119	195	145
139	Dental Insurance	-	-	289
141	Uniforms and Protective Clothing	-	125	600
142	Food Allowance	-	-	100
	<i>Subtotal</i>	<i>95,315</i>	<i>126,321</i>	<i>81,591</i>
Operating and Maintenance				
216	Reference Books and Materials	-	125	400
217	Dues and Subscriptions	-	250	250
218	Non-Capital Equipment and Furniture	938	750	3,000
229	Materials and Supplies	77	-	-
232	Building Repair and Maintenance	836	-	-
233	Facility Repair and Maintenance	4,353	50,000	50,000
243	Non-Capital Computer Equipment and Supplies	3,857	3,000	6,800
245	Mileage Allowance	-	-	100
246	Liability Insurance	400	376	466
247	Safety Expenses	935	1,000	1,000
250	Professional and Contracted Services	110,491	50,000	92,000
261	Telephone Charges	759	700	600
269	Other Services and Charges	60	-	-
	<i>Subtotal</i>	<i>122,706</i>	<i>106,201</i>	<i>154,616</i>
Capital Outlay				
440	Machinery and Equipment	2,631	55,000	-
	<i>Subtotal</i>	<i>2,631</i>	<i>55,000</i>	<i>-</i>
	SERVICE TOTAL	\$ 220,651	\$ 287,522	\$ 236,207

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 provide maintenance to the water line system that carries raw water to the treatment plants and maintenance to the system of water lines that carries treated water to all of the system's customers. Staff performs routine preventive maintenance to hydrants, valves, and meters and performs emergency repairs whenever leaks occur.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Utility Operations and Maintenance Manager	0.50	0.50	0.50
Distribution/Collection System Mtce Supervisor	1.00	1.00	0.80
Operations and Maintenance Technician Lead	0.00	0.00	0.75
Public Works Supervisor	0.00	0.00	0.30
Public Works Technician	0.00	0.00	0.70
Storm Drainage Utilities Technician	0.25	0.25	0.25
Water Utilities Technician II	0.00	0.00	5.00
Water Utilities Technician	9.00	9.00	3.65
Service Truck Technician	0.75	0.75	0.75
Water Services Coordinator	0.75	0.75	1.00
Customer Service Representative	0.00	0.00	0.30
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	1.50	1.50	1.05
Total	14.25	14.25	15.55

SERVICE: Water Distribution System**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	666,685	681,873	767,733
112 Wages - Temporary	5,730	24,400	24,400
114 Skill Based Pay	18,316	20,975	47,238
121 Wages - Overtime	65,024	60,000	60,000
122 Longevity Compensation	5,145	4,230	3,786
123 Leave Expense	22,699	-	-
124 Skill Based Overtime Pay	3,740	-	-
126 Retirement Health Savings Plan	5,927	5,700	6,220
128 FICA	884	1,513	1,513
129 Medicare	7,655	8,630	10,341
131 MOPC	32,518	34,093	38,438
132 Employee Insurance	89,229	88,644	103,643
133 Employee Retirement	63,998	57,003	46,121
135 Compensation Insurance	31,640	35,208	37,796
136 Unemployment Insurance	586	1,390	1,921
139 Dental Insurance	-	-	3,840
141 Uniforms and Protective Clothing	4,381	4,768	6,000
142 Food Allowance	323	750	500
<i>Subtotal</i>	<i>1,024,482</i>	<i>1,029,177</i>	<i>1,159,490</i>
Operating and Maintenance			
210 Office Supplies	986	1,150	1,175
216 Reference Books and Materials	551	500	500
217 Dues and Subscriptions	2,118	1,854	2,354
218 Non-Capital Equipment and Furniture	15,079	18,000	15,600
220 Gas and Oil	-	100	100
222 Chemicals	-	200	10,000
223 Lab and Photo Supplies	-	200	50
228 Janitorial Supplies	33	300	300
229 Materials and Supplies	8,744	12,500	12,000
230 Printing and Copier Supplies	216	750	650
232 Building Repair and Maintenance	3,327	4,750	4,750
235 Station Maintenance	2,630	10,400	11,500
236 Treated and Untreated Water Storage	1,174	8,500	8,500
237 Line Repair/maintenance	199,904	185,000	185,000
238 Hydrant Repair and Maintenance	1,178	5,000	5,000
239 Meter Repair and Maintenance	760	12,250	15,000
240 Equipment Repair and Maintenance	6,230	7,980	9,000
241 Grounds Maintenance	476	2,000	1,000
242 Street Repair/maintenance	1,406	5,000	3,000
243 Non-Capital Computer Equipment and Supplies	8,089	17,150	11,232
245 Mileage Allowance	163	350	500
246 Liability Insurance	32,430	28,405	30,827
247 Safety Expenses	3,275	4,000	4,000
249 Operating Leases and Rentals	1,211	2,000	2,000
250 Professional and Contracted Services	25,491	42,000	42,525
252 Advertising and Legal Notices	1,670	1,500	2,000
254 Cross Connection Repair and Maintenance	4,941	6,000	6,000
259 Licenses and Permits	374	520	560
260 Utilities	29,484	33,384	35,053
261 Telephone Charges	2,363	5,508	5,740
264 Printing and Copying	512	1,725	1,000
269 Other Services and Charges	300	1,980	250
273 Fleet Lease - Operating and Maintenance	110,882	93,727	112,379
274 Fleet Lease - Replacement	128,805	36,276	177,276
<i>Subtotal</i>	<i>594,802</i>	<i>550,959</i>	<i>716,821</i>
Non-Operating Expense			
974 Art in Public Places Transfers	7,040	13,794	6,000
<i>Subtotal</i>	<i>7,040</i>	<i>13,794</i>	<i>6,000</i>
Capital Outlay			
432 Vehicles	667	-	-
440 Machinery and Equipment	8,511	5,500	17,710
455 System Renovations and Replacement	694,970	1,444,600	48,000
456 System Renovation and Replacement Planning and I	138,524	77,000	-
473 Site Improvements, Landscaping, Street Developmen	-	39,400	-
470 Planning and Design	1,626	45,000	-
471 Land	1,322	-	-
475 Building and Facility Improvement	26,907	15,000	15,000
481 Taps	977	2,000	2,000
483 Oversizing	(53,058)	-	-
484 Backflow Devices	49	3,000	3,000
486 Meters	162,370	206,750	179,000
<i>Subtotal</i>	<i>982,865</i>	<i>1,838,250</i>	<i>264,710</i>
SERVICE TOTAL	\$ 2,609,189	\$ 3,432,180	\$ 2,147,021

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 & Utilities 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 General, Streets, Storm Drainage, and Sewer Funds.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Engineering and Survey Tech Supervisor	1.00	1.00	0.30
GIS/Mapping Tech Support Supervisor	1.00	1.00	0.30
Survey Party Chief	1.00	1.00	0.04
Senior Engineering Technician	1.00	1.00	0.60
Engineering Technician	1.00	0.00	0.00
Survey Technician	1.00	1.00	0.04
GIS/Mapping Technician	4.00	4.00	1.20
Total	10.00	9.00	2.48

SERVICE: Engineering/Survey Technical Services**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	462,193	488,316	139,556
112 Wages - Temporary	18,452	21,280	6,795
114 Skill Based Pay	299	300	186
121 Wages - Overtime	-	1,537	491
122 Longevity Compensation	7,115	6,840	2,195
123 Leave Expense	43,836	-	-
126 Retirement Health Savings Plan	4,824	3,600	992
128 FICA	-	1,319	421
129 Medicare	3,970	5,099	1,406
131 MOPC	23,573	24,416	6,982
132 Employee Insurance	72,824	63,482	18,840
133 Employee Retirement	46,409	40,823	8,379
135 Compensation Insurance	4,961	1,213	360
136 Unemployment Insurance	479	995	349
137 Staff Training and Conferences	-	-	3,224
139 Dental Insurance	-	-	698
141 Uniforms and Protective Clothing	140	300	94
<i>Subtotal</i>	<i>689,075</i>	<i>659,520</i>	<i>190,968</i>
Operating and Maintenance			
216 Reference Books and Materials	11	100	31
218 Non-Capital Equipment and Furniture	3,709	2,850	1,132
219 Drafting Supplies	2,544	4,000	1,240
229 Materials and Supplies	997	1,800	496
240 Equipment Repair and Maintenance	73,478	88,630	34,288
243 Non-Capital Computer Equipment and Supplies	7,635	13,650	6,541
246 Liability Insurance	1,734	1,726	490
247 Safety Expenses	59	1,000	310
250 Professional and Contracted Services	750	33,160	4,154
261 Telephone Charges	223	500	155
263 Postage	1	-	-
264 Printing and Copying	38	700	217
273 Fleet Lease - Operating and Maintenance	1,763	2,618	1,492
274 Fleet Lease - Replacement	4,692	4,536	1,406
<i>Subtotal</i>	<i>97,635</i>	<i>155,270</i>	<i>51,952</i>
Capital Outlay			
440 Machinery and Equipment	21,824	-	-
<i>Subtotal</i>	<i>21,824</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 808,533	\$ 814,790	\$ 242,920

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 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 Streets, Storm Drainage, and Sewer Funds.

SERVICE: Construction Inspection

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Construction Inspection Supervisor	0.00	0.00	0.30
Senior Construction Inspector	0.00	0.00	0.60
Construction Inspector	0.00	0.00	1.20
Service Truck Technician	0.00	0.00	0.00
Total	0.00	0.00	2.10

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	119,114
112 Wages - Temporary	-	-	7,350
121 Wages - Overtime	-	-	5,250
122 Longevity Compensation	-	-	851
126 Retirement Health Savings Plan	-	-	840
128 FICA	-	-	456
129 Medicare	-	-	1,404
131 MOPC	-	-	5,956
132 Employee Insurance	-	-	16,080
133 Employee Retirement	-	-	7,146
135 Compensation Insurance	-	-	45
136 Unemployment Insurance	-	-	298
137 Staff Training and Conferences	-	-	1,260
139 Dental Insurance	-	-	596
141 Uniforms and Protective Clothing	-	-	52
<i>Subtotal</i>	-	-	166,698
Operating and Maintenance			
210 Office Supplies	-	-	131
216 Reference Books and Materials	-	-	53
217 Dues and Subscriptions	-	-	328
218 Non-Capital Equipment and Furniture	-	-	919
222 Chemicals	-	-	79
229 Materials and Supplies	-	-	263
240 Equipment Repair and Maintenance	-	-	2,651
243 Non-Capital Computer Equipment and Supplies	-	-	1,234
246 Liability Insurance	-	-	1,569
247 Safety Expenses	-	-	184
249 Operating Leases and Rentals	-	-	26
261 Telephone Charges	-	-	1,069
264 Printing and Copying	-	-	79
273 Fleet Lease - Operating and Maintenance	-	-	6,578
274 Fleet Lease - Replacement	-	-	4,543
<i>Subtotal</i>	-	-	19,706
SERVICE TOTAL	\$ -	\$ -	\$ 186,404

NOTE: This service was previously accounted for 100% in the Streets Fund.

SERVICE: 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 primarily provided 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.
- Coordination of watershed management activities, including monitoring, sampling and data evaluation.
- Management of 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: Regulatory Compliance

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Environmental Services Manager	0.00	0.00	0.30
Environmental Sustainability Coordinator	0.00	0.00	0.20
Civil Engineer	0.00	0.00	0.10
Environmental Project Specialist	0.00	0.00	1.00
Total	0.00	0.00	1.60

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	113,547
122 Longevity Compensation	-	-	97
126 Retirement Health Savings Plan	-	-	595
129 Medicare	-	-	903
131 MOPC	-	-	5,677
132 Employee Insurance	-	-	15,329
133 Employee Retirement	-	-	6,813
136 Unemployment Insurance	-	-	284
137 Staff Training and Conferences	-	-	1,099
139 Dental Insurance	-	-	568
<i>Subtotal</i>	-	-	144,912
Operating and Maintenance			
216 Reference Books and Materials	-	-	62
217 Dues and Subscriptions	-	-	846
243 Non-Capital Computer Equipment and Supplies	-	-	49
247 Safety Expenses	-	-	186
250 Professional and Contracted Services	-	-	85,658
<i>Subtotal</i>	-	-	86,801
SERVICE TOTAL	\$ -	\$ -	\$ 231,713

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

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:	2009 Budget	2010 Budget	2011 Budget
Meter Reading Supervisor	0.00	0.00	0.37
Metering and Load Research Coordinator	0.00	0.00	0.15
Senior Meter Reader	0.00	0.00	0.37
Meter Reader	0.00	0.00	2.76
Total	0.00	0.00	3.65

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	154,559
112 Wages - Temporary	-	-	1,838
121 Wages - Overtime	-	-	919
122 Longevity Compensation	-	-	772
126 Retirement Health Savings Plan	-	-	1,455
128 FICA	-	-	114
129 Medicare	-	-	2,037
131 MOPC	-	-	7,729
132 Employee Insurance	-	-	20,864
133 Employee Retirement	-	-	9,274
135 Compensation Insurance	-	-	2,864
136 Unemployment Insurance	-	-	387
137 Staff Training and Conferences	-	-	2,646
139 Dental Insurance	-	-	772
141 Uniforms and Protective Clothing	-	-	496
<i>Subtotal</i>	-	-	206,726
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	-	809
229 Materials and Miscellaneous Supplies	-	-	551
240 Equipment Repair and Maintenance	-	-	5,623
243 Non-Capital Computer Equipment and Supplies	-	-	5,880
246 Liability Insurance	-	-	1,204
247 Safety Expenses	-	-	827
261 Telephone Charges	-	-	992
264 Printing and Copying	-	-	882
270 Administrative and Management Services	-	-	15,219
273 Fleet Lease - Operating and Maintenance	-	-	15,087
274 Fleet Lease - Replacement	-	-	6,871
<i>Subtotal</i>	-	-	53,945
SERVICE TOTAL	\$ -	\$ -	\$ 260,671

NOTE: This service was previously accounted for 100% in the Electric Fund.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2011 Budget
D-37 Oligarchy Ditch Improvements	\$ 166,000
MUW-66 Water Distribution Rehabilitation and Improvements	560,000
MUW-112 North St Vrain Pipeline Replacement	1,107,420
MUW-150 Automatic Meter Reading	75,000
MUW-151 St Vrain Creek Protection Program	20,000
MUW-155 Water Treatment Plant Improvements	895,000
MUW-172 Windy Gap FIRMING Project	275,000
T-69 County Line Road Improvements, Phase 2	150,000
TOTAL	\$ 3,248,420

WATER CONSTRUCTION FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	101,668	2,500	2,500
Non-Operating	5,358	10,135	35,800
Capital	1,238,177	1,457,138	3,804,973
TOTAL	\$ 1,345,203	\$ 1,469,773	\$ 3,843,273

Fund Description

The Water Construction Fund was created in 1994 to separately account 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.

2011 Budget

The following capital projects are funded in 2011. Detailed capital project descriptions are included in the *2011-2015 Capital Improvement Program*.

WATER CONSTRUCTION FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 17,856,116	\$ 16,558,123	\$ 15,249,003
Committed Working Capital	-	366,547	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	190,704	226,100	312,100
Developer Participation Fees	16,339	-	-
Interest	211,304	301,100	229,000
Adjustment for GAAP Revenue	(371,136)	-	-
TOTAL FUNDS	47,210	527,200	541,100
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	1,345,203	1,467,273	3,840,773
TOTAL EXPENSES	1,345,203	1,469,773	3,843,273
ENDING WORKING CAPITAL	16,558,123	15,249,003	11,946,830
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,297,993)	\$ (942,573)	\$ (3,302,173)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2011 Budget
MUW-109 Clover Basin Water Transmission Line	\$ 2,689,000
MUW-137 Union Reservoir Land Acquisition Program	316,000
MUW-151 St Vrain Creek Protection Program	20,000
MUW-172 Windy Gap FIRMING Project	275,000
MUW-173 Raw Water Irrigation Planning and Construction	357,000
MUW-179 Water System Oversizing	183,773
TOTAL	\$ 3,840,773

RAW WATER STORAGE FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL	\$ -	\$ 10,000	\$ 10,000

Fund Description

The Raw Water Storage Fund was created in 1994 and initially funded 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 391,441	\$ 388,282	\$ 385,282
 SOURCES OF FUNDS			
REVENUES			
Interest	4,836	7,000	7,000
Adjustment for GAAP Revenue	(7,995)	-	-
 TOTAL FUNDS	 (3,159)	 7,000	 7,000
 EXPENSES			
Capital Projects	-	10,000	10,000
TOTAL EXPENSES	-	10,000	10,000
ENDING WORKING CAPITAL	388,282	385,282	382,282
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,159)	\$ (3,000)	\$ (3,000)

WATER CASH ACQUISITION FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	72,832	200,000	200,000
Non-Operating	-	-	-
Capital	-	100,000	100,000
TOTAL	\$ 72,832	\$ 300,000	\$ 300,000

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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,351,418	\$ 4,238,572	\$ 3,985,602
Committed Working Capital	-	35,270	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	-	5,000	5,000
Miscellaneous	125	-	-
Interest	53,614	77,300	78,400
Adjustment for GAAP Revenue	(93,753)		
TOTAL FUNDS	(40,014)	82,300	83,400
EXPENSES			
Purchase of Water Rights	72,832	300,000	300,000
TOTAL EXPENSES	72,832	300,000	300,000
ENDING WORKING CAPITAL	4,238,572	3,985,602	3,769,002
CONTRIBUTION TO/(FROM) RESERVES	\$ (112,846)	\$ (217,700)	\$ (216,600)

SEWER FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	2,334,842	2,587,422	2,925,358
Operating and Maintenance	3,336,685	3,873,923	3,857,768
Non-Operating	464,717	615,581	1,075,006
Capital	427,078	838,105	10,604,493
TOTAL	\$ 6,563,323	\$ 7,915,031	\$ 18,462,625

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 the 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 seven budget services: Water/Wastewater Utilities Director; Wastewater Administration/Engineering; Industrial Pretreatment; Collection System; Wastewater Treatment Plant; the Wastewater Quality Laboratory; and Instrumentation and Control.

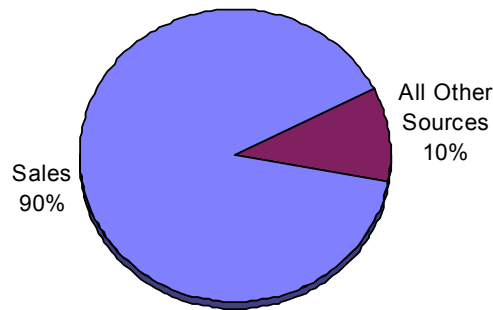
Sewer System

The approximate value of the wastewater collection system is \$56.5 million. The system includes 326 miles of sewer lines and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.

SEWER FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,461,316	\$ 5,618,047	\$ 17,532,700
Committed Working Capital	-	822,741	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	7,348,756	7,906,300	8,524,000
Intergovernmental	98,504	53,544	174,530
Interest - Operating	47,658	87,300	78,500
Miscellaneous	3,712	1,500	1,500
Operating Transfers	200,973	258,214	462,156
Bond Proceeds	-	12,345,567	-
Adjustment for GAAP Revenue	(85,492)	-	-
TOTAL FUNDS	7,614,111	20,652,425	9,240,686
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	125,637	165,534	1,020,331
Wastewater Administration/Engineering	2,005,574	2,593,052	1,811,619
Industrial Pretreatment	129,157	137,635	138,408
Collection System	1,079,104	1,395,555	1,090,622
Wastewater Treatment Plant	2,585,966	2,897,232	2,845,502
Wastewater Quality Laboratory	417,115	449,201	464,345
Wastewater Instrumentation and Control	220,770	276,822	231,440
Wastewater Construction Inspection	-	-	79,887
Wastewater Regulatory Compliance	-	-	143,114
Wastewater Meter Reading	-	-	86,890
Wastewater Engineering/Survey Tech Services	-	-	154,764
CIP Projects	-	-	10,395,703
Total Operating Expenses	6,563,323	7,915,031	18,462,625
Adjustment for GAAP Expenses	(105,943)	-	-
TOTAL ADJUSTED EXPENSES	6,457,380	7,915,031	18,462,625
ENDING WORKING CAPITAL	5,618,047	17,532,700	8,310,761
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,156,731	\$ 12,737,394	\$ (9,221,939)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 90% of its operating revenues from sales to the City’s wastewater customers in 2011.
- The 2011 Budget requires a contribution of \$9,221,939 from fund balance, primarily 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.

	2009 Actual	2010 Budget	2011 Budget
OPERATING REVENUE			
Sales	\$ 7,065,834	\$ 7,681,300	\$ 8,299,000
Industrial Sewer Surcharge	282,922	225,000	225,000
Interest Income	47,658	87,300	78,500
Other Revenue	303,189	313,258	638,186
Contribution from/(to) Fund Balance	(1,156,731)	(12,737,394)	9,221,939
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 6,457,380	\$ 7,915,031	\$ 18,462,625

SERVICE: Public Works and Natural Resources Director

FUNDS: Water and Sewer Funds

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director is responsible for: administering City policies; development 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.00	0.00	0.20
PWNR Business Services Manager	0.20	0.20	0.20
PWNR Technology & Financial Analyst	0.20	0.20	0.20
Utilities Analyst	0.20	0.20	0.20
Administrative Analyst	0.00	0.00	0.20
Executive Assistant	0.20	0.20	0.20
Total	1.00	1.00	1.40

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	75,938	81,892	114,427
121	Wages - Overtime	19	100	100
123	Leave Expense	2,358	-	-
126	Retirement Health Savings Plan	916	400	560
129	Medicare	663	788	1,254
131	MOPC	3,882	4,096	5,720
132	Employee Insurance	10,786	10,645	15,447
133	Employee Retirement	5,359	6,846	6,865
135	Compensation Insurance	33	33	32
136	Unemployment Insurance	70	167	286
137	Staff Training and Conferences	12,141	29,711	21,524
139	Dental Insurance	-	-	573
142	Food Allowance	-	400	400
	<i>Subtotal</i>	<i>112,165</i>	<i>135,078</i>	<i>167,188</i>
Operating and Maintenance				
210	Office Supplies	24	-	-
216	Reference Books and Materials	-	100	100
218	Non-Capital Equipment and Furniture	-	500	500
229	Materials and Supplies	14	200	200
240	Equipment Repair and Maintenance	5,590	8,900	9,701
243	Non-Capital Computer Equipment and Supplies	681	1,318	1,231
245	Mileage Allowance	-	569	1,291
246	Liability Insurance	177	219	226
250	Professional and Contracted Services	4,210	16,650	18,236
252	Advertising and Legal Notices	-	1,000	1,000
264	Printing and Copying	2,777	1,000	1,000
	<i>Subtotal</i>	<i>13,472</i>	<i>30,456</i>	<i>33,485</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	-	-	544,658
923	Bond Principal - Current	-	-	275,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>819,658</i>
	SERVICE TOTAL	\$ 125,637	\$ 165,534	\$ 1,020,331

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, supervision and evaluation of employees. This service pays for debt service costs and the administrative transfer fee to the General Fund.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Engineering Services Manager	0.00	0.00	0.20
PWNR Environmental Services Manager	0.40	0.40	0.00
PWNR Business & Strategic Planning Manager	0.40	0.40	0.00
PWNR Engineering Administrator	0.00	0.50	0.50
Senior Civil Engineer	2.20	1.70	1.60
Environmental Sustain Coordinator	0.15	0.15	0.00
Environmental Project Specialist	0.40	0.40	0.00
Natural Resources Specialist	0.00	0.00	0.25
Administrative Assistant	0.00	0.00	0.50
Office Assistant	0.40	0.40	0.40
Total	3.95	3.95	3.45

SERVICE: Wastewater Administration/Engineering**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	299,482	324,481	261,479
112 Wages - Temporary	-	-	5,000
114 Skill Based Pay	-	120	120
122 Longevity Compensation	1,704	1,776	762
123 Leave Expense	10,670	9,000	9,000
126 Retirement Health Savings Plan	2,589	1,580	1,380
128 FICA	-	-	310
129 Medicare	3,087	3,740	3,538
131 MOPC	15,686	16,226	13,076
132 Employee Insurance	42,852	42,181	35,300
133 Employee Retirement	21,679	27,246	15,689
135 Compensation Insurance	186	133	128
136 Unemployment Insurance	283	661	652
139 Dental Insurance	-	-	1,309
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	578	300	300
<i>Subtotal</i>	<i>398,797</i>	<i>427,544</i>	<i>348,143</i>
Operating and Maintenance			
210 Office Supplies	1,122	1,800	1,500
215 Audiovisual Materials	12	100	100
216 Reference Books and Materials	275	250	500
217 Dues and Subscriptions	16,499	19,597	17,579
218 Non-Capital Equipment and Furniture	4,439	4,600	5,600
223 Lab and Photo Supplies	-	300	100
229 Materials and Supplies	312	1,100	1,600
230 Printing and Copier Supplies	3,928	2,600	3,300
232 Building Repair and Maintenance	84	300	300
233 Facility Repair and Maintenance	26	-	-
235 Station Maintenance	9,050	10,000	10,000
240 Equipment Repair and Maintenance	4,869	8,769	15,987
243 Non-Capital Computer Equipment and Supplies	2,684	6,237	12,133
245 Mileage Allowance	42	334	334
246 Liability Insurance	3,441	1,329	1,271
247 Safety Expenses	25	600	-
250 Professional and Contracted Services	35,701	77,808	43,300
252 Advertising and Legal Notices	57	400	400
256 Refunds	1,103	-	-
259 Licenses and Permits	-	250	250
260 Utilities	198	-	-
261 Telephone Charges	-	450	762
263 Postage	548	3,000	3,000
264 Printing and Copying	312	2,000	2,000
269 Other Services and Charges	44,496	44,600	44,600
270 Administrative and Management Services	664,074	784,377	695,756
271 Franchise Equivalency	318,868	322,500	341,000
273 Fleet Lease - Operating and Maintenance	4,497	6,225	2,104
274 Fleet Lease - Replacement	7,174	4,065	4,652
<i>Subtotal</i>	<i>1,123,835</i>	<i>1,303,591</i>	<i>1,208,128</i>
Non-Operating Expense			
925 Amortization of Bond Issue Expenses	1,849	-	-
927 Principal on Notes and Contracts	-	204,672	208,579
928 Interest on Notes and Contracts	65,403	53,542	42,456
950 Bad Debt	573	2,000	2,000
970 Transfers to Other Funds	393,908	350,703	2,313
974 Art in Public Places Transfers	129	2,500	-
<i>Subtotal</i>	<i>461,862</i>	<i>613,417</i>	<i>255,348</i>
Capital Outlay			
440 Machinery and Equipment	8,143	-	-
470 Planning and Design	-	247,500	-
475 Building and Facility Improvement	12,937	1,000	-
<i>Subtotal</i>	<i>21,080</i>	<i>248,500</i>	<i>-</i>
SERVICE TOTAL	\$ 2,005,574	\$ 2,593,052	\$ 1,811,619

SERVICE: 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. The Utility Operations & 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. Maintenance and repair of approximately 326 miles of sewer lines.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Utility Operations and Maintenance Manager	0.40	0.40	0.30
Distribution/Collection System Mtce Supervisor	0.50	0.50	0.40
Public Works Supervisor	0.00	0.00	0.30
Operations and Maintenance Technician Lead	0.00	0.00	0.60
Plant Operations and Maintenance Technician III	0.00	0.60	0.00
Water Utilities Technician II	0.00	0.00	0.50
Water Utilities Technician	6.60	6.00	4.50
Service Truck Technician	0.25	0.25	0.25
Water Services Coordinator	0.25	0.25	0.00
Customer Service Representative	0.00	0.00	0.30
Administrative Analyst	0.25	0.25	0.20
Administrative Assistant	0.25	0.25	0.50
Total	8.50	8.50	7.85

SERVICE: Wastewater Collection System

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	305,248	401,036	381,899
112 Wages - Temporary	27,842	44,000	40,000
114 Skill Based Pay	8,962	15,000	40,000
121 Wages - Overtime	16,993	21,000	22,800
122 Longevity Compensation	735	390	498
123 Leave Expense	18,051	-	-
124 Skill Based Overtime Pay	885	-	-
126 Retirement Health Savings Plan	3,333	3,400	3,140
128 FICA	2,260	2,728	2,480
129 Medicare	5,968	6,258	5,855
131 MOPC	19,972	20,053	19,095
132 Employee Insurance	54,180	52,137	51,558
133 Employee Retirement	27,604	33,527	22,914
135 Compensation Insurance	12,835	11,928	12,199
136 Unemployment Insurance	359	817	956
139 Dental Insurance	-	-	1,909
141 Uniforms and Protective Clothing	3,660	3,500	4,200
142 Food Allowance	16	500	200
<i>Subtotal</i>	508,902	616,274	609,703
Operating and Maintenance			
210 Office Supplies	526	700	705
215 Audiovisual Materials	-	250	100
216 Reference Books and Materials	331	500	500
217 Dues and Subscriptions	965	1,670	1,670
218 Non-Capital Equipment and Furniture	5,712	7,000	10,400
220 Gas and Oil	-	50	50
222 Chemicals	2,125	6,000	4,000
223 Lab and Photo Supplies	-	50	25
228 Janitorial Supplies	20	200	200
229 Materials and Supplies	4,540	7,100	7,100
230 Printing and Copier Supplies	132	450	390
232 Building Repair and Maintenance	2,734	3,150	3,150
235 Station Maintenance	-	3,000	12,000
237 Line Repair/maintenance	54,594	70,000	60,000
239 Meter Repair and Maintenance	220	3,750	5,000
240 Equipment Repair and Maintenance	4,732	16,640	17,700
241 Grounds Maintenance	346	1,500	750
242 Street Repair/maintenance	-	1,500	1,500
243 Non-Capital Computer Equipment and Supplies	6,946	9,610	6,490
245 Mileage Allowance	105	250	400
246 Liability Insurance	84,209	79,555	69,669
247 Safety Expenses	3,962	4,500	4,000
249 Operating Leases and Rentals	226	1,000	1,000
250 Professional and Contracted Services	17,922	50,000	50,600
252 Advertising and Legal Notices	284	300	300
259 Licenses and Permits	657	1,368	1,738
260 Utilities	7,157	9,430	9,900
261 Telephone Charges	1,381	3,510	3,510
262 Radio Repair and Maintenance	-	50	-
264 Printing and Copying	171	575	1,000
269 Other Services and Charges	240	860	250
273 Fleet Lease - Operating and Maintenance	69,633	75,017	75,109
274 Fleet Lease - Replacement	24,003	92,677	67,923
<i>Subtotal</i>	293,870	452,212	417,129
Capital Outlay			
432 Vehicles	667	-	-
440 Machinery and Equipment	17,500	38,825	1,590
455 System Renovations and Replacement	120,094	-	-
470 Planning and Design	1,563	-	-
473 Site Improvements, Landscaping, Street Developmen	-	39,400	-
475 Building and Facility Improvement	5,641	8,000	8,000
480 System Improvements	81,575	175,230	-
481 Taps	29	1,200	1,200
483 Oversizing	(6,038)	-	-
486 Meters	53,393	62,250	53,000
<i>Subtotal</i>	274,424	324,905	63,790
SERVICE TOTAL	\$ 1,079,104	\$ 1,395,555	\$ 1,090,622

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 US Environmental Protection Agency and the Colorado Department of Health.

SERVICE: Industrial Pretreatment

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Industrial Pretreatment Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	69,393	69,876	70,574
123 Leave Expense	2,255	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	904	1,013	1,023
131 MOPC	3,494	3,494	3,529
132 Employee Insurance	9,206	9,084	9,527
133 Employee Retirement	4,829	5,842	4,234
135 Compensation Insurance	3,870	286	330
136 Unemployment Insurance	60	142	176
139 Dental Insurance	-	-	353
141 Uniforms and Protective Clothing	239	100	100
<i>Subtotal</i>	<i>94,649</i>	<i>90,237</i>	<i>90,246</i>
Operating and Maintenance			
210 Office Supplies	337	250	300
216 Reference Books and Materials	159	500	500
217 Dues and Subscriptions	279	595	600
218 Non-Capital Equipment and Furniture	169	500	500
223 Lab and Photo Supplies	1,369	1,100	8,100
229 Materials and Supplies	7,951	7,500	12,500
240 Equipment Repair and Maintenance	123	1,950	7,000
243 Non-Capital Computer Equipment and Supplies	160	500	1,375
245 Mileage Allowance	-	50	50
246 Liability Insurance	275	320	330
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	18,328	28,108	10,600
252 Advertising and Legal Notices	57	100	200
259 Licenses and Permits	94	-	100
261 Telephone Charges	123	150	150
264 Printing and Copying	2,073	2,900	3,100
273 Fleet Lease - Operating and Maintenance	674	515	397
274 Fleet Lease - Replacement	2,337	2,260	2,260
<i>Subtotal</i>	<i>34,508</i>	<i>47,398</i>	<i>48,162</i>
SERVICE TOTAL	\$ 129,157	\$ 137,635	\$ 138,408

SERVICE: **Wastewater Quality Laboratory**

FUND: Sewer Fund

DEPARTMENT: Public Works and Water Utilities

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 the wastewater treatment plant effluent on the creek.
- Metals and nutrient testing on digested wastewater treatment plant sludge and compost to insure 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Water Quality Laboratory Supervisor	0.60	0.60	0.60
Water Quality Analyst	1.20	1.20	1.20
Laboratory Technician	1.80	1.80	1.80
Total	3.60	3.60	3.60

SERVICE: Wastewater Quality Laboratory**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	204,334	196,126	203,360
112 Wages - Temporary	-	6,600	6,600
121 Wages - Overtime	17,118	2,708	2,708
122 Longevity Compensation	648	1,008	1,044
123 Leave Expense	6,073	-	-
126 Retirement Health Savings Plan	862	1,440	1,440
128 FICA	-	409	409
129 Medicare	2,092	2,423	2,523
131 MOPC	8,723	9,805	10,169
132 Employee Insurance	26,296	25,497	27,452
133 Employee Retirement	12,062	16,396	12,202
135 Compensation Insurance	1,776	1,439	3,694
136 Unemployment Insurance	174	401	508
139 Dental Insurance	-	-	1,017
141 Uniforms and Protective Clothing	-	96	96
<i>Subtotal</i>	<i>280,158</i>	<i>264,348</i>	<i>273,222</i>
Operating and Maintenance			
210 Office Supplies	297	800	800
216 Reference Books and Materials	72	500	500
217 Dues and Subscriptions	1,349	1,209	1,215
218 Non-Capital Equipment and Furniture	327	2,000	4,050
223 Lab and Photo Supplies	52,000	51,000	52,000
228 Janitorial Supplies	1,366	700	1,400
229 Materials and Supplies	2,347	1,500	2,000
230 Printing and Copier Supplies	1,346	488	1,300
232 Building Repair and Maintenance	1,167	3,000	3,000
240 Equipment Repair and Maintenance	15,936	10,320	7,060
243 Non-Capital Computer Equipment and Supplies	1,771	3,484	3,075
246 Liability Insurance	673	696	662
247 Safety Expenses	245	98	120
249 Operating Leases and Rentals	-	1,088	-
250 Professional and Contracted Services	54,971	55,000	56,370
259 Licenses and Permits	125	1,024	1,024
260 Utilities	-	5,760	5,040
261 Telephone Charges	-	117	117
263 Postage	725	192	192
264 Printing and Copying	474	640	640
269 Other Services and Charges	575	32	32
273 Fleet Lease - Operating and Maintenance	570	2,347	828
274 Fleet Lease - Replacement	93	1,158	1,698
<i>Subtotal</i>	<i>136,427</i>	<i>143,153</i>	<i>143,123</i>
Capital Outlay			
432 Vehicles	530	-	-
440 Machinery and Equipment	-	41,700	48,000
<i>Subtotal</i>	<i>530</i>	<i>41,700</i>	<i>48,000</i>
SERVICE TOTAL	\$ 417,115	\$ 449,201	\$ 464,345

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 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; 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Operations Manager	0.50	0.50	0.25
Utility Operations and Maintenance Manager	0.00	0.00	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.00	0.00	0.70
Operations and Maintenance Technician Lead	0.00	0.00	7.45
Plant Operations and Maintenance Technician III	7.00	7.00	0.00
Plant Operations and Maintenance Technician II	2.00	2.00	0.00
Facility Maintenance Worker	0.00	0.00	0.70
Administrative Assistant	0.50	0.50	0.70
Total	11.50	11.50	11.80

SERVICE: Wastewater Treatment Plant**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	569,990	646,444	695,776
112 Wages - Temporary	12,409	-	-
114 Skill Based Pay	7,824	31,200	36,200
121 Wages - Overtime	33,121	40,000	38,000
122 Longevity Compensation	3,420	1,800	3,120
123 Leave Expense	9,313	-	-
124 Skill Based Overtime Pay	593	-	-
126 Retirement Health Savings Plan	21,635	4,600	4,720
128 FICA	916	-	-
129 Medicare	6,497	8,570	8,725
131 MOPC	27,384	32,322	34,792
132 Employee Insurance	82,243	84,041	93,931
133 Employee Retirement	37,866	54,044	41,746
135 Compensation Insurance	20,164	18,907	18,081
136 Unemployment Insurance	546	1,317	1,738
139 Dental Insurance	-	-	3,478
141 Uniforms and Protective Clothing	3,985	3,375	4,500
142 Food Allowance	121	1,000	500
<i>Subtotal</i>	<i>838,027</i>	<i>927,620</i>	<i>985,307</i>
Operating and Maintenance			
210 Office Supplies	2,499	1,600	2,200
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	1,840	700	900
217 Dues and Subscriptions	2,409	2,300	2,620
218 Non-Capital Equipment and Furniture	21,373	18,000	18,000
220 Gas and Oil	3,815	9,000	5,000
222 Chemicals	58,033	85,700	137,000
223 Lab and Photo Supplies	5,243	8,000	5,000
228 Janitorial Supplies	1,429	2,000	1,600
229 Materials and Supplies	4,220	4,500	4,000
230 Printing and Copier Supplies	431	500	500
232 Building Repair and Maintenance	81,579	71,000	68,000
233 Facility Repair and Maintenance	222,518	135,000	165,000
240 Equipment Repair and Maintenance	2,726	2,500	2,500
241 Grounds Maintenance	304	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	5,371	4,850	6,200
245 Mileage Allowance	279	700	600
246 Liability Insurance	4,914	4,756	5,478
247 Safety Expenses	5,004	6,000	17,000
249 Operating Leases and Rentals	395	1,000	1,000
250 Professional and Contracted Services	792,942	850,040	786,000
252 Advertising and Legal Notices	525	500	500
259 Licenses and Permits	47,464	50,635	55,675
260 Utilities	363,782	492,000	425,000
261 Telephone Charges	1,525	3,000	2,400
263 Postage	45	-	-
264 Printing and Copying	11	200	200
269 Other Services and Charges	187	150	150
273 Fleet Lease - Operating and Maintenance	(2,793)	20,199	20,372
274 Fleet Lease - Replacement	-	20,682	29,200
<i>Subtotal</i>	<i>1,628,070</i>	<i>1,796,612</i>	<i>1,763,195</i>
Non-Operating Expense			
974 Art in Public Places Transfers	947	-	-
<i>Subtotal</i>	<i>947</i>	<i>-</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	23,987	113,000	97,000
470 Planning and Design	56,661	41,000	-
471 Land	-	9,000	-
473 Site Improvements, Landscaping, Street Developer	1,050	-	-
475 Building and Facility Improvement	33,173	-	-
480 System Improvements	4,051	10,000	-
<i>Subtotal</i>	<i>118,922</i>	<i>173,000</i>	<i>97,000</i>
SERVICE TOTAL	\$ 2,585,966	\$ 2,897,232	\$ 2,845,502

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 is 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 designs, programs and troubleshoots 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 insure compatibility with existing electrical and control systems.

SERVICE: Instrumentation and Control

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Instrumentation and Control Engineer	0.50	0.50	0.00
Electrician	0.00	0.00	0.50
Instrumentation Technician	0.00	0.00	0.50
Electrical Technician	1.50	1.00	0.00
Total	2.00	1.50	1.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	70,477	95,724	57,975
114 Skill Based Pay	134	2,000	3,000
121 Wages - Overtime	276	1,000	4,000
123 Leave Expense	1,443	-	-
124 Skill Based Overtime Pay	11	-	-
126 Retirement Health Savings Plan	1,405	600	400
129 Medicare	1,004	1,389	840
131 MOPC	3,769	4,786	2,898
132 Employee Insurance	18,256	12,443	7,827
133 Employee Retirement	5,176	8,002	3,478
135 Compensation Insurance	75	57	466
136 Unemployment Insurance	119	195	145
139 Dental Insurance	-	-	289
141 Uniforms and Protective Clothing	-	125	600
142 Food Allowance	-	-	100
<i>Subtotal</i>	<i>102,145</i>	<i>126,321</i>	<i>82,018</i>
Operating and Maintenance			
216 Reference Books and Materials	-	125	400
217 Dues and Subscriptions	-	250	250
218 Non-Capital Equipment and Furniture	672	750	3,000
229 Materials and Supplies	434	-	-
233 Facility Repair and Maintenance	15,562	45,000	45,000
243 Non-Capital Computer Equipment and Supplies	4,570	3,000	6,800
245 Mileage Allowance	-	-	100
246 Liability Insurance	400	376	272
247 Safety Expenses	805	1,000	1,000
250 Professional and Contracted Services	83,432	50,000	92,000
261 Telephone Charges	628	-	600
<i>Subtotal</i>	<i>106,502</i>	<i>100,501</i>	<i>149,422</i>
Capital Outlay			
440 Machinery and Equipment	12,123	50,000	-
<i>Subtotal</i>	<i>12,123</i>	<i>50,000</i>	<i>-</i>
SERVICE TOTAL	\$ 220,770	\$ 276,822	\$ 231,440

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 & Utilities 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, Streets, Storm Drainage and General Funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Engineering and Survey Tech Supervisor	0.00	0.00	0.15
GIS/Mapping Tech Support Supervisor	0.00	0.00	0.15
Survey Party Chief	0.00	0.00	0.04
Senior Engineering Technician	0.00	0.00	0.40
Survey Technician	0.00	0.00	0.04
GIS/Mapping Technician	0.00	0.00	0.80
Total	0.00	0.00	1.58

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	88,911
112 Wages - Temporary	-	-	4,329
114 Skill Based Pay	-	-	119
121 Wages - Overtime	-	-	313
122 Longevity Compensation	-	-	1,398
126 Retirement Health Savings Plan	-	-	632
128 FICA	-	-	268
129 Medicare	-	-	896
131 MOPC	-	-	4,448
132 Employee Insurance	-	-	12,003
133 Employee Retirement	-	-	5,338
135 Compensation Insurance	-	-	229
136 Unemployment Insurance	-	-	222
137 Staff Training and Conferences	-	-	2,054
139 Dental Insurance	-	-	445
141 Uniforms and Protective Clothing	-	-	59
<i>Subtotal</i>	-	-	121,664
Operating and Maintenance			
216 Reference Books and Materials	-	-	20
218 Non-Capital Equipment and Furniture	-	-	721
219 Drafting Supplies	-	-	790
229 Materials and Supplies	-	-	316
240 Equipment Repair and Maintenance	-	-	21,846
243 Non-Capital Computer Equipment and Supplies	-	-	4,167
246 Liability Insurance	-	-	312
247 Safety Expenses	-	-	198
250 Professional and Contracted Services	-	-	2,647
261 Telephone Charges	-	-	99
264 Printing and Copying	-	-	138
273 Fleet Lease - Operating and Maintenance	-	-	950
274 Fleet Lease - Replacement	-	-	896
<i>Subtotal</i>	-	-	33,100
SERVICE TOTAL	\$ -	\$ -	\$ 154,764

NOTE: This service was previously accounted for 100% in the Water Fund.

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: Construction Inspection

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Construction Inspection Supervisor	0.00	0.00	0.20
Senior Construction Inspector	0.00	0.00	0.30
Construction Inspector	0.00	0.00	0.40
Service Truck Technician	0.00	0.00	0.00
Total	0.00	0.00	0.90

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	51,049
112 Wages - Temporary	-	-	3,150
121 Wages - Overtime	-	-	2,250
122 Longevity Compensation	-	-	365
126 Retirement Health Savings Plan	-	-	360
128 FICA	-	-	195
129 Medicare	-	-	602
131 MOPC	-	-	2,552
132 Employee Insurance	-	-	6,892
133 Employee Retirement	-	-	3,063
135 Compensation Insurance	-	-	19
136 Unemployment Insurance	-	-	128
137 Staff Training and Conferences	-	-	540
139 Dental Insurance	-	-	255
141 Uniforms and Protective Clothing	-	-	22
<i>Subtotal</i>	-	-	71,442
Operating and Maintenance			
210 Office Supplies	-	-	56
216 Reference Books and Materials	-	-	23
217 Dues and Subscriptions	-	-	141
218 Non-Capital Equipment and Furniture	-	-	394
222 Chemicals	-	-	34
229 Materials and Supplies	-	-	113
240 Equipment Repair and Maintenance	-	-	1,133
243 Non-Capital Computer Equipment and Supplies	-	-	529
246 Liability Insurance	-	-	673
247 Safety Expenses	-	-	79
249 Operating Leases and Rentals	-	-	11
261 Telephone Charges	-	-	459
264 Printing and Copying	-	-	34
273 Fleet Lease - Operating and Maintenance	-	-	2,819
274 Fleet Lease - Replacement	-	-	1,947
<i>Subtotal</i>	-	-	8,445
SERVICE TOTAL	\$ -	\$ -	\$ 79,887

NOTE: This service was previously accounted for 100% in the Streets Fund.

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 primarily provided 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.
- Coordination of watershed management activities, including monitoring, sampling and data evaluation.
- Management of 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 Water, Streets, Storm Drainage and Sanitation Funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Environmental Services Manager	0.00	0.00	0.35
Environmental Sustainability Coordinator	0.00	0.00	0.20
Civil Engineer	0.00	0.00	0.10
Environmental Project Specialist	0.00	0.00	0.40
Total	0.00	0.00	1.05

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	84,244
122 Longevity Compensation	-	-	72
126 Retirement Health Savings Plan	-	-	442
129 Medicare	-	-	670
131 MOPC	-	-	4,212
132 Employee Insurance	-	-	11,373
133 Employee Retirement	-	-	5,054
136 Unemployment Insurance	-	-	211
137 Staff Training and Conferences	-	-	817
139 Dental Insurance	-	-	421
<i>Subtotal</i>	-	-	107,516
Operating and Maintenance			
216 Reference Books and Materials	-	-	46
217 Dues and Subscriptions	-	-	628
243 Non-Capital Computer Equipment and Supplies	-	-	36
247 Safety Expenses	-	-	138
250 Professional and Contracted Services	-	-	34,750
<i>Subtotal</i>	-	-	35,598
SERVICE TOTAL	\$ -	\$ -	\$ 143,114

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

SERVICE: Wastewater Meter Reading

FUND: Sewer 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 Water Funds.

SERVICE: Meter Reading

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Meter Reading Supervisor	0.00	0.00	0.12
Metering and Load Research Coordinator	0.00	0.00	0.05
Senior Meter Reader	0.00	0.00	0.12
Meter Reader	0.00	0.00	0.91
Total	0.00	0.00	1.20

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	51,520
112 Wages - Temporary	-	-	613
121 Wages - Overtime	-	-	306
122 Longevity Compensation	-	-	257
126 Retirement Health Savings Plan	-	-	485
128 FICA	-	-	38
129 Medicare	-	-	679
131 MOPC	-	-	2,576
132 Employee Insurance	-	-	6,955
133 Employee Retirement	-	-	3,091
135 Compensation Insurance	-	-	955
136 Unemployment Insurance	-	-	129
137 Staff Training and Conferences	-	-	882
139 Dental Insurance	-	-	257
141 Uniforms and Protective Clothing	-	-	166
<i>Subtotal</i>	-	-	68,909
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	-	270
229 Materials and Miscellaneous Supplies	-	-	184
240 Equipment Repair and Maintenance	-	-	1,874
243 Non-Capital Computer Equipment and Supplies	-	-	1,959
246 Liability Insurance	-	-	401
247 Safety Expenses	-	-	276
261 Telephone Charges	-	-	331
264 Printing and Copying	-	-	294
270 Administrative and Management Services	-	-	5,073
273 Fleet Lease - Operating and Maintenance	-	-	5,029
274 Fleet Lease - Replacement	-	-	2,290
<i>Subtotal</i>	-	-	17,981
SERVICE TOTAL	\$ -	\$ -	\$ 86,890

NOTE: This service was previously accounted for 100% in the Electric Fund.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS

2011 Budget

MUS-53 Sanitary Sewer Rehabilitation and Improvements	\$ 319,103
MUS-149 Wastewater Treatment Master Plan Improvements	10,000,000
MUS-150 Collection System Monitor Replacement	31,600
MUW-150 Automatic Meter Reading	25,000
MUW-151 St Vrain Creek Protection Program	20,000

TOTAL **\$ 10,395,703**

SEWER CONSTRUCTION FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	203,781	258,214	462,156
Capital	159,844	94,215	51,120
TOTAL	\$ 363,625	\$ 354,929	\$ 515,776

Fund Description

The Sewer Construction Fund was created in 1994 to separately account for sewer development fees and related expenses.

2011 Budget

The following capital projects are funded in the 2011. Detailed capital project descriptions for these and other projects are included in the 2011-2015 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2011 Budget
SEWER CONSTRUCTION FUND PROJECTS	
MUS-145 Sewer System Oversizing	\$ 31,120
MUW-151 St Vrain Creek Protection Program	20,000
TOTAL	\$ 51,120

SEWER CONSTRUCTION FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 1,786,079	\$ 1,456,777	\$ 1,245,425
Committed Working Capital	-	235,623	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	96,743	357,400	193,600
Developer Participation Fees	3,133	-	-
Miscellaneous	40	-	-
Interest	26,099	21,800	14,700
Adjustment for GAAP Revenue	(91,692)		
TOTAL FUNDS	34,323	379,200	208,300
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	363,625	352,429	513,276
TOTAL EXPENSES	363,625	354,929	515,776
ENDING WORKING CAPITAL	1,456,777	1,245,425	937,949
CONTRIBUTION TO/(FROM) RESERVES	(329,302)	24,271	(307,476)

STREET IMPROVEMENT FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	3,272,766	3,311,357	3,247,235
Operating and Maintenance	3,184,134	3,476,555	3,846,977
Non-Operating	443,553	451,140	235,713
Capital	11,075,421	7,354,700	8,974,300
TOTAL	\$ 17,975,874	\$ 14,593,752	\$ 16,304,225

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 twelve 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; and Transportation System Management. 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.

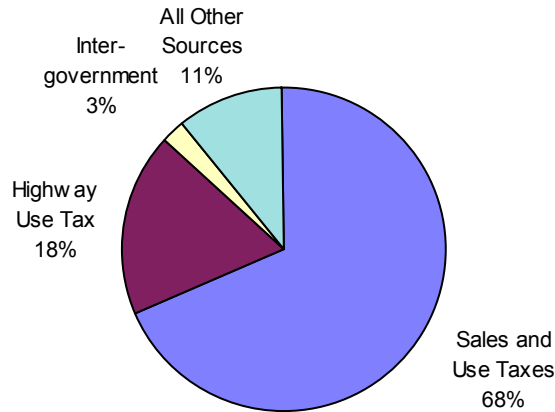
2011 Budget

There are no major changes in operations planned in 2011 for the services provided in the Street Improvement Fund. Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program (CIP project T-1), Transportation System Management (T-11) and arterial oversizing projects. Detailed capital descriptions for all projects are included in the *2011-2015 Capital Improvement Program*.

STREET IMPROVEMENT FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING FUND BALANCE	\$ 8,076,332	\$ 8,605,508	\$ 5,257,680
Committed Working Capital	-	2,618,455	-
SOURCES OF FUNDS			
REVENUES			
Taxes	13,101,984	12,845,238	13,962,012
Licenses and Permits	14,453	10,000	15,000
Intergovernmental	2,198,171	248,281	364,381
Developer Participation	2,452,349	-	250,000
Interest	168,102	212,500	195,000
Miscellaneous	179,802	26,680	98,500
Operating Transfers	560,124	521,680	-
Adjustment for GAAP Revenue	(136,112)	-	-
TOTAL FUNDS	18,538,873	13,864,379	14,884,893
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	131,071	134,611	163,759
Concrete Repair	332,877	321,151	301,110
Construction Inspection	677,992	621,271	284,044
Snow and Ice Removal	675,333	573,446	609,525
Street and Alley Maintenance	1,270,120	1,516,500	1,464,753
Street Cleaning	374,235	328,660	488,865
Street Improvement	1,650,049	1,590,358	1,620,649
Street Rehabilitation	141,401	175,358	162,234
Street Signing and Marking	371,054	491,515	489,372
Traffic Signals	471,980	507,086	580,491
Transportation Engineering	498,332	547,734	445,628
Transportation System Management	459,634	487,362	513,002
Regulatory Compliance	-	-	4,712
Engineering/Survey Tech Services	-	-	201,781
CIP Projects	10,921,796	7,298,700	8,974,300
Adjustment for GAAP Expenses	33,822	-	-
TOTAL EXPENSES	18,009,696	14,593,752	16,304,225
ENDING WORKING CAPITAL	8,605,508	5,257,680	3,838,348
CONTRIBUTION TO/(FROM) RESERVES	\$ 529,176	\$ (729,373)	\$ (1,419,332)

STREET IMPROVEMENT FUND - Source of Funds



- Approximately 68% of the revenues of the Street Improvement Fund for 2011 will come from collection of the City's .75¢ sales and use tax, which is designated to pay for street repairs and operations. Another 18% comes from the City's portion of the state's Highway Use Tax.
- The 2011 Budget requires a contribution of \$1,419,332 from fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2010, sales and use tax revenues are projected to increase by 1.21% from 2009 then increased by 2.67% for 2011 over the projected collections for 2010.

State Highway Use Tax: From Colorado Municipal League projections. Annual estimate of total state receipts allocated to municipalities.

	2009 Actual	2010 Budget	2011 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 9,775,192	\$ 9,738,061	\$ 10,158,291
Automobile Tax	1,048,344	995,000	1,071,000
State Highway Use Tax	2,278,447	2,112,177	2,732,721
Federal Grants	5,838	-	-
State Grants	1,827,442	-	-
County Road/Bridge Maintenance	105,480	100,000	105,000
State Highway Maintenance	37,131	37,131	37,131
State Traffic Control Maintenance	222,280	111,150	222,250
Street Cut Permit/Inspection Fee	14,453	10,000	15,000
Developer Participation	2,452,349	-	250,000
Other Revenue	739,926	548,360	98,500
Interest Income	168,102	212,500	195,000
Contribution from/(to) Fund Balance	(529,176)	729,373	1,419,332
TOTAL FUNDS NEEDED TO MEET EXPENSES			
	\$ 18,009,696	\$ 14,593,752	\$ 16,304,225

SERVICE: Public Works and Natural Resources Director

FUND: Street Fund

DEVELOPMENT: Public Works and Natural Resources

Service Description:

The Public Works and Water Utilities Director is responsible for: administering City policies; development 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:	2009 Budget	2010 Budget	2011 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.00	0.00	0.20
PWNR Business Services Manager	0.20	0.20	0.20
PWNR Technology & Financial Analyst	0.20	0.20	0.20
Utilities Analyst	0.20	0.20	0.20
Administrative Analyst	0.00	0.00	0.20
Executive Assistant	0.20	0.20	0.20
Total	1.00	1.00	1.40

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	75,901	81,892	114,427
121 Wages - Overtime	19	200	200
123 Leave Expense	2,350	-	-
126 Retirement Health Savings Plan	916	400	560
129 Medicare	663	788	1,254
131 MOPC	3,882	4,096	5,720
132 Employee Insurance	10,463	10,645	15,447
133 Employee Retirement	3,917	6,846	6,865
135 Compensation Insurance	33	33	32
136 Unemployment Insurance	70	167	286
137 Staff Training and Conferences	18,479	23,720	13,719
139 Dental Insurance	-	-	573
<i>Subtotal</i>	<i>116,693</i>	<i>128,787</i>	<i>159,083</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	-	3,625	3,625
243 Noncap Computer Equi/sply	551	500	345
245 Mileage Allowance	-	480	480
246 Liability Insurance	177	219	226
250 Professional and Contracted Services	13,650	-	-
<i>Subtotal</i>	<i>14,378</i>	<i>4,824</i>	<i>4,676</i>
Capital Outlay			
475 Building and Facility Improvement	-	1,000	-
<i>Subtotal</i>	<i>-</i>	<i>1,000</i>	<i>-</i>
SERVICE TOTAL	\$ 131,071	\$ 134,611	\$ 163,759

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 or 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 utilization 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 which are out of alignment and present tripping hazards as well as perform maintenance and repairs of the 38 guard rail installations located throughout the City.

SERVICE: Concrete Repair

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Works Supervisor	0.50	0.50	0.50
Public Works Technician	0.00	0.00	2.15
Senior Equipment Operator	0.40	0.40	0.00
Equipment Operator II	2.00	2.00	0.00
Facility Maintenance Worker	0.50	0.50	0.30
Total	3.40	3.40	2.95

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	167,810	156,321	139,432
114 Skill Based Pay	11	-	-
121 Wages - Overtime	2,504	2,500	1,000
122 Longevity Compensation	1,464	1,518	1,227
123 Leave Expense	5,842	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	1,837	1,360	1,180
129 Medicare	1,658	1,802	1,546
131 MOPC	7,816	7,816	6,972
132 Employee Insurance	20,478	20,322	18,824
133 Employee Retirement	7,897	13,069	8,367
135 Compensation Insurance	6,555	5,898	5,330
136 Unemployment Insurance	136	318	350
139 Dental Insurance	-	-	697
<i>Subtotal</i>	<i>224,009</i>	<i>210,924</i>	<i>184,925</i>
Operating and Maintenance			
210 Office Supplies	63	-	-
218 Non-Capital Equipment and Furniture	-	3,650	4,000
229 Materials and Supplies	14,178	25,000	15,000
240 Equipment Repair and Maintenance	263	1,000	1,000
241 Grounds Maintenance	-	500	-
242 Street Repair and Maintenance	319	500	-
243 Non-Capital Computer Equipment and Supplies	-	50	-
246 Liability Insurance	5,813	5,612	8,686
247 Safety Expenses	599	1,000	500
249 Operating Leases and Rentals	315	1,000	500
269 Other Services and Charges	276	-	-
273 Fleet Lease - Operating and Maintenance	29,955	21,706	29,061
274 Fleet Lease - Replacement	57,087	50,209	57,438
<i>Subtotal</i>	<i>108,868</i>	<i>110,227</i>	<i>116,185</i>
SERVICE TOTAL	\$ 332,877	\$ 321,151	\$ 301,110

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 (ROW) 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:	2009 Budget	2010 Budget	2011 Budget
Construction Inspection Supervisor	1.00	1.00	0.30
Senior Construction Inspector	2.00	2.00	1.00
Construction Inspector	7.00	4.00	1.30
Service Truck Technician	0.00	0.00	0.60
Total	10.00	7.00	3.20

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	395,813	396,660	181,508
112 Wages - Temporary	-	20,000	11,200
121 Wages - Overtime	49,587	15,000	8,000
122 Longevity Compensation	3,060	1,620	1,296
123 Leave Expense	23,125	-	-
126 Retirement Health Savings Plan	5,468	2,800	1,280
128 FICA	-	1,240	694
129 Medicare	4,653	5,154	2,139
131 MOPC	20,387	19,834	9,075
132 Employee Insurance	66,571	51,566	24,503
133 Employee Retirement	20,563	33,160	10,890
135 Compensation Insurance	631	239	68
136 Unemployment Insurance	447	809	454
137 Staff Training and Conferences	-	-	1,920
139 Dental Insurance	-	-	908
141 Uniforms and Protective Clothing	305	200	79
<i>Subtotal</i>	<i>590,611</i>	<i>548,282</i>	<i>254,014</i>
Operating and Maintenance			
210 Office Supplies	192	500	200
216 Reference Books and Materials	-	100	80
217 Dues and Subscriptions	1,000	840	500
218 Non-Capital Equipment and Furniture	130	3,150	1,400
222 Chemicals	186	300	120
223 Lab and Photo Supplies	-	100	-
229 Materials and Supplies	2,396	1,000	400
230 Printing and Copier Supplies	418	-	-
240 Equipment Repair and Maintenance	8,852	10,100	4,040
243 Non-Capital Computer Equipment and Supplies	18,201	4,700	1,880
246 Liability Insurance	4,685	5,216	2,392
247 Safety Expenses	1,314	700	280
249 Operating Leases and Rentals	-	100	40
250 Professional and Contracted Services	-	1,188	-
261 Telephone Charges	2,611	2,100	1,633
263 Postage	148	-	-
264 Printing and Copying	249	300	120
273 Fleet Lease - Operating and Maintenance	29,302	30,819	10,023
274 Fleet Lease - Replacement	17,697	11,776	6,922
<i>Subtotal</i>	<i>87,381</i>	<i>72,989</i>	<i>30,030</i>
SERVICE TOTAL	\$ 677,992	\$ 621,271	\$ 284,044

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 will receive plowing.

SERVICE: Snow and Ice Removal

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Works Technician	0.00	0.00	2.60
Senior Equipment Operator	1.60	1.60	0.00
Equipment Operator II	1.00	1.00	0.00
Total	2.60	2.60	2.60

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	67,133	121,250	116,546
112 Wages - Temporary	939	-	-
114 Skill Based Pay	311	-	-
121 Wages - Overtime	45,603	35,000	35,000
122 Longevity Compensation	2,196	2,292	828
123 Leave Expense	5,607	-	-
124 Skill Based Overtime Pay	273	-	-
126 Retirement Health Savings Plan	1,907	1,040	1,040
129 Medicare	1,728	1,033	1,689
131 MOPC	8,117	6,062	5,828
132 Employee Insurance	15,916	15,762	15,734
133 Employee Retirement	8,180	10,136	6,993
135 Compensation Insurance	2,594	1,497	1,167
136 Unemployment Insurance	107	247	292
139 Dental Insurance	-	-	583
142 Food Allowance	212	1,500	1,000
<i>Subtotal</i>	<i>160,822</i>	<i>195,819</i>	<i>186,700</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	112	-	-
222 Chemicals	-	-	200,000
229 Materials and Supplies	351,519	250,000	50,000
240 Equipment Repair and Maintenance	84	2,500	2,500
243 Non-Capital Computer Equipment and Supplies	3,048	150	150
246 Liability Insurance	6,650	6,210	9,423
247 Safety Expenses	486	-	-
249 Operating Leases and Rentals	830	1,000	1,000
250 Professional and Contracted Services	-	30,000	40,000
261 Telephone Charges	53	-	-
273 Fleet Lease - Operating and Maintenance	48,014	46,066	39,195
274 Fleet Lease - Replacement	73,275	41,701	80,557
<i>Subtotal</i>	<i>484,069</i>	<i>377,627</i>	<i>422,825</i>
Capital Outlay			
432 Vehicles	30,442	-	-
<i>Subtotal</i>	<i>30,442</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 675,333	\$ 573,446	\$ 609,525

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 right-of-ways. 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Operations Manager	0.00	0.00	0.20
Street Maintenance & Solid Waste Ops Manage	0.50	0.50	0.50
Utility Operations & Maintenance Manager	0.00	0.00	0.10
Public Works Supervisor	1.00	0.00	0.30
Public Works Technician	0.00	0.00	4.75
Senior Equipment Operator	2.00	2.00	0.00
Equipment Operator II	4.00	4.00	0.00
Facility Maintenance Worker	0.50	0.50	0.40
Customer Service Reprehensive	0.00	0.00	0.70
Administrative Analyst	0.50	0.50	0.10
Administrative Assistant	0.80	0.30	0.50
Total	9.30	7.80	7.55

SERVICE: Street and Alley Maintenance**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	357,902	319,548	379,353
112	Wages - Temporary	39,873	46,200	20,000
114	Skill Based Pay	-	14,000	55,000
121	Wages - Overtime	37,803	55,000	35,000
122	Longevity Compensation	1,260	1,320	2,187
123	Leave Expense	11,006	-	-
124	Skill Based Overtime Pay	2	2,500	2,500
126	Retirement Health Savings Plan	2,957	2,720	3,020
128	FICA	2,504	2,864	1,240
129	Medicare	4,990	5,302	5,264
131	MOPC	15,367	15,977	18,968
132	Employee Insurance	51,148	41,541	51,212
133	Employee Retirement	15,537	26,715	22,760
135	Compensation Insurance	22,855	20,653	18,035
136	Unemployment Insurance	343	651	949
139	Dental Insurance	-	-	1,898
141	Uniforms and Protective Clothing	8,844	12,000	9,000
142	Food Allowance	57	1,000	500
	<i>Subtotal</i>	<i>572,447</i>	<i>567,991</i>	<i>626,886</i>
Operating and Maintenance				
210	Office Supplies	1,080	2,000	2,000
215	Audiovisual Materials	89	250	250
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	55	250	250
218	Non-Capital Equipment and Furniture	2,659	3,000	3,000
228	Janitorial Supplies	1,185	1,700	1,700
229	Materials and Supplies	29,566	30,000	25,000
230	Printing and Copier Supplies	490	1,000	1,000
232	Building Repair and Maintenance	3,794	19,272	15,000
240	Equipment Repair and Maintenance	8,170	15,310	10,000
241	Grounds Maintenance	562	500	500
242	Street Repair and Maintenance	106,947	275,000	175,000
243	Non-Capital Computer Equipment and Supplies	3,876	26,313	37,897
245	Mileage Allowance	-	200	200
246	Liability Insurance	32,069	23,728	21,799
247	Safety Expenses	2,522	10,000	8,000
249	Operating Leases and Rentals	528	10,000	10,000
250	Professional and Contracted Services	38,090	27,524	118,000
252	Advertising and Legal Notices	-	1,000	1,000
260	Utilities	20,004	34,000	34,000
261	Telephone Charges	2,808	3,200	9,500
263	Postage	-	500	500
264	Printing and Copying	361	1,000	1,000
269	Other Services and Charges	256	500	500
273	Fleet Lease - Operating and Maintenance	181,229	132,860	127,261
274	Fleet Lease - Replacement	243,078	319,152	234,260
	<i>Subtotal</i>	<i>679,417</i>	<i>938,509</i>	<i>837,867</i>
Capital Outlay				
432	Vehicles	1,662	-	-
440	Machinery and Equipment	16,595	8,000	-
475	Building and Facility Improvement	-	2,000	-
	<i>Subtotal</i>	<i>18,257</i>	<i>10,000</i>	<i>-</i>
	SERVICE TOTAL	\$ 1,270,120	\$ 1,516,500	\$ 1,464,753

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 on an annual basis. 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:	2009 Budget	2010 Budget	2011 Budget
Public Works Supervisor	0.50	0.50	0.50
Distribution & Collection System Mtce Supervisc	0.00	0.00	0.20
Public Works Technician	0.00	0.00	1.80
Equipment Operator II	2.00	2.00	0.00
Total	2.50	2.50	2.50

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	105,940	83,664	125,404
112 Wages - Temporary	-	-	2,000
114 Skill Based Pay	-	-	5,000
121 Wages - Overtime	5,529	5,000	5,000
122 Longevity Compensation	960	990	1,020
123 Leave Expense	1,173	-	-
124 Skill Based Overtime Pay	16	-	-
126 Retirement Health Savings Plan	896	1,000	1,000
128 FICA	-	-	124
129 Medicare	645	750	1,372
131 MOPC	3,792	4,183	6,270
132 Employee Insurance	10,903	10,876	16,930
133 Employee Retirement	3,853	6,994	7,524
135 Compensation Insurance	5,903	1,378	1,301
136 Unemployment Insurance	73	171	314
139 Dental Insurance	-	-	627
141 Uniforms and Protective Clothing	-	-	800
<i>Subtotal</i>	<i>139,681</i>	<i>115,006</i>	<i>174,686</i>
Operating and Maintenance			
216 Reference Books and Materials	-	-	50
217 Dues and Subscriptions	-	-	50
218 Non-Capital Equipment and Furniture	-	15,000	3,200
228 Janitorial Supplies	17	-	-
229 Materials and Supplies	16,746	5,000	3,000
240 Equipment Repair and Maintenance	-	-	16,000
243 Non-Capital Computer Equipment and Supplies	110	-	4,500
246 Liability Insurance	8,653	8,375	7,774
247 Safety Expenses	406	-	1,500
249 Operating Leases and Rentals	377	400	400
250 Professional and Contracted Services	18,076	-	15,150
261 Telephone Charges	-	-	1,824
269 Other Services and Charges	60	260	100
273 Fleet Lease - Operating and Maintenance	94,673	90,389	103,376
274 Fleet Lease - Replacement	95,435	94,230	157,255
<i>Subtotal</i>	<i>234,553</i>	<i>213,654</i>	<i>314,179</i>
SERVICE TOTAL	\$ 374,235	\$ 328,660	\$ 488,865

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 is also responsible for the review of development plans for street planning and construction. This service also pays the administrative transfer to the General Fund.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Engineering Services Manager	0.00	0.00	0.60
PWNR Engineering Administrator	0.00	1.00	0.80
Senior Civil Engineer	2.00	0.00	1.30
Civil Engineer	1.20	2.20	1.00
Office Assistant	1.00	0.00	0.00
Total	4.20	3.20	3.70

SERVICE: Street Improvements**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	253,263	268,533	338,973
112 Wages - Temporary	4,278	-	-
121 Wages - Overtime	524	-	-
122 Longevity Compensation	1,260	1,320	2,916
123 Leave Expense	5,957	-	-
126 Retirement Health Savings Plan	2,037	1,280	1,480
128 FICA	400	-	-
129 Medicare	3,261	3,893	3,935
131 MOPC	12,923	13,427	16,949
132 Employee Insurance	38,945	34,909	45,762
133 Employee Retirement	13,057	22,670	20,339
135 Compensation Insurance	4,437	2,943	2,564
136 Unemployment Insurance	263	546	848
139 Dental Insurance	-	-	1,696
141 Uniforms and Protective Clothing	104	-	-
142 Food Allowance	34	-	-
<i>Subtotal</i>	<i>340,743</i>	<i>349,521</i>	<i>435,462</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	1,200	1,200
229 Materials and Supplies	72	-	-
240 Equipment Repair and Maintenance	120	-	-
243 Non-Capital Computer Equipment and Supplies	1,437	3,500	6,193
245 Mileage Allowance	12	-	-
246 Liability Insurance	1,103	929	979
250 Professional and Contracted Services	2,551	5,000	5,000
252 Advertising and Legal Notices	-	500	500
256 Refunds	17,830	-	-
263 Postage	183	-	-
264 Printing and Copying	1,185	3,000	3,000
270 Administrative and Management Services	756,396	770,986	930,153
273 Fleet Lease - Operating and Maintenance	3,111	4,582	2,449
274 Fleet Lease - Replacement	1,038	-	-
<i>Subtotal</i>	<i>785,038</i>	<i>789,697</i>	<i>949,474</i>
Non-Operating Expense			
910 Transfer To General Fund	230,972	233,620	234,556
970 Transfers to Other Funds	212,581	217,520	1,157
<i>Subtotal</i>	<i>443,553</i>	<i>451,140</i>	<i>235,713</i>
Capital Outlay			
471 Land	80,715	-	-
<i>Subtotal</i>	<i>80,715</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 1,650,049	\$ 1,590,358	\$ 1,620,649

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:	2009 Budget	2010 Budget	2011 Budget
Senior Civil Engineer	1.00	1.00	0.00
Civil Engineer	0.00	0.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	90,672	90,864	81,082
123 Leave Expense	197	-	-
126 Retirement Health Savings Plan	1,240	400	400
129 Medicare	1,100	1,318	1,176
131 MOPC	4,543	4,543	4,054
132 Employee Insurance	11,813	11,812	10,946
133 Employee Retirement	4,590	7,596	4,865
135 Compensation Insurance	1,114	893	874
136 Unemployment Insurance	80	185	203
139 Dental Insurance	-	-	405
<i>Subtotal</i>	<i>115,348</i>	<i>117,611</i>	<i>104,005</i>
Operating and Maintenance			
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	600	600	600
229 Materials and Supplies	77	-	-
246 Liability Insurance	368	364	493
247 Safety Expenses	19	-	-
250 Professional and Contracted Services	18,056	50,000	50,000
259 Licenses and Permits	63	-	-
264 Printing and Copying	22	700	700
273 Fleet Lease - Operating and Maintenance	2,970	2,841	6,336
274 Fleet Lease - Replacement	3,250	3,142	-
<i>Subtotal</i>	<i>25,425</i>	<i>57,747</i>	<i>58,229</i>
Capital Outlay			
455 System Renovation and Replacement	629	-	-
<i>Subtotal</i>	<i>629</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 141,401	\$ 175,358	\$ 162,234

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; provide and maintain year round pavement marking that are visible and reflective to help ensure safe and user friendly roadways for the motorist, bicycles and pedestrians; provide 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:	2009 Budget	2010 Budget	2011 Budget
Civil Engineer	0.00	0.00	1.00
Public Works Technician	0.00	0.00	1.00
Sign and Pavement Technician	1.00	1.00	0.00
Service Truck Technician	1.00	1.00	0.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	90,610	93,876	125,097
121 Wages - Overtime	1,746	1,433	1,433
122 Longevity Compensation	1,440	3,000	690
123 Leave Expense	3,234	-	-
126 Retirement Health Savings Plan	1,204	800	800
129 Medicare	-	-	1,814
131 MOPC	4,705	4,693	6,254
132 Employee Insurance	12,522	12,204	16,888
133 Employee Retirement	4,761	7,848	7,505
135 Compensation Insurance	1,399	1,117	758
136 Unemployment Insurance	84	191	312
139 Dental Insurance	-	-	627
141 Uniforms and Protective Clothing	81	-	-
<i>Subtotal</i>	<i>121,786</i>	<i>125,162</i>	<i>162,178</i>
Operating and Maintenance			
229 Materials and Supplies	39,487	85,000	55,000
240 Equipment Repair and Maintenance	-	1,530	1,500
243 Non-Capital Computer Equipment and Supplies	-	-	825
246 Liability Insurance	3,978	3,835	3,907
249 Operating Leases and Rentals	-	250	250
250 Professional and Contracted Services	161,210	245,000	245,000
261 Telephone Charges	486	588	100
264 Printing and Copying	-	150	100
273 Fleet Lease - Operating and Maintenance	16,117	-	13,021
274 Fleet Lease - Replacement	27,990	-	7,491
<i>Subtotal</i>	<i>249,268</i>	<i>336,353</i>	<i>327,194</i>
Capital Outlay			
440 Machinery and Equipment	-	30,000	-
<i>Subtotal</i>	<i>-</i>	<i>30,000</i>	<i>-</i>
SERVICE TOTAL	\$ 371,054	\$ 491,515	\$ 489,372

SERVICE: Traffic Signals

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintenance of the City's traffic signal system, school flashers, installation of overhead signs and managing/coordination of contracted work for traffic signal installation and upgrade/improvement projects. This includes design, planning and purchase of materials and equipment, repairs and preventive maintenance of traffic signals, video detection systems, school flashers, driver feedback speed systems, and installation of overhead signs at signalized intersections.

SERVICE: Traffic Signals

Budgeted Positions:	2009 Budget	2010 Budget	2011 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

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	97,242	102,588	103,612
121 Wages - Overtime	22,622	24,000	24,500
122 Longevity Compensation	3,300	3,420	3,540
123 Leave Expense	5,434	-	-
126 Retirement Health Savings Plan	800	800	800
131 MOPC	5,129	5,130	5,180
132 Employee Insurance	13,394	13,336	13,988
133 Employee Retirement	5,183	8,577	6,217
135 Compensation Insurance	2,174	1,621	1,454
136 Unemployment Insurance	90	209	259
139 Dental Insurance	-	-	518
141 Uniforms and Protective Clothing	1,090	-	-
<i>Subtotal</i>	<i>156,458</i>	<i>159,681</i>	<i>160,068</i>
Operating and Maintenance			
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	120	250	250
218 Non-Capital Equipment and Furniture	148	1,000	1,000
228 Janitorial Supplies	-	106	106
229 Materials and Supplies	134	1,000	500
234 System Maintenance	143,999	124,000	130,000
240 Equipment Repair and Maintenance	1,975	6,000	6,000
243 Non-Capital Computer Equipment and Supplies	360	-	2,800
246 Liability Insurance	20,215	15,594	15,147
247 Safety Expenses	849	1,000	1,000
249 Operating Leases and Rentals	302	400	400
250 Professional and Contracted Services	46,520	103,216	153,000
260 Utilities	755	-	-
261 Telephone Charges	60,693	65,000	65,360
263 Postage	21	-	-
264 Printing and Copying	50	200	200
273 Fleet Lease - Operating and Maintenance	15,798	9,466	24,755
274 Fleet Lease - Replacement	-	19,923	19,655
<i>Subtotal</i>	<i>291,939</i>	<i>347,405</i>	<i>420,423</i>
Capital Outlay			
440 Machinery and Equipment	23,583	-	-
<i>Subtotal</i>	<i>23,583</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 471,980	\$ 507,086	\$ 580,491

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 Water Utilities 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 the Traffic Signal services. Traffic engineering services include traffic counts, traffic signal timing, accident and safety studies, determination of the need for traffic control devices, coordinating the school safety program, staff support to the Transportation Advisory Board, the Neighborhood Traffic Mitigation Program and coordination with other agencies including DRCOG, RTD and CDOT.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Engineering Services Manager	1.00	1.00	0.00
Traffic Engineering Administrator	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Environmental Sustainability Coordinator	0.05	0.05	0.00
Traffic Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.05	5.05	4.00

SERVICE: Transportation Engineering**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	353,402	356,792	256,905
112 Wages - Temporary	248	2,000	-
121 Wages - Overtime	-	50	50
122 Longevity Compensation	1,440	1,500	-
123 Leave Expense	6,023	10,300	10,300
126 Retirement Health Savings Plan	3,260	2,020	1,600
128 FICA	7	124	-
129 Medicare	3,177	3,672	3,725
131 MOPC	17,825	17,840	12,846
132 Employee Insurance	46,114	46,381	34,683
133 Employee Retirement	18,048	29,828	15,415
135 Compensation Insurance	1,705	1,707	1,577
136 Unemployment Insurance	309	728	642
139 Dental Insurance	-	-	1,285
141 Uniforms and Protective Clothing	-	-	100
142 Food Allowance	266	600	400
<i>Subtotal</i>	<i>451,823</i>	<i>473,542</i>	<i>339,528</i>
Operating and Maintenance			
210 Office Supplies	1,848	5,000	3,400
216 Reference Books and Materials	567	250	500
217 Dues and Subscriptions	1,812	2,550	2,550
218 Non-Capital Equipment and Furniture	235	3,000	3,000
223 Lab and Photo Supplies	-	200	-
229 Materials and Supplies	394	900	900
230 Printing and Copier Supplies	1,103	5,200	3,700
232 Building Repair and Maintenance	979	-	-
240 Equipment Repair and Maintenance	692	920	10,940
243 Non-Capital Computer Equipment and Supplies	6,477	7,745	4,770
245 Mileage Allowance	137	300	300
246 Liability Insurance	1,414	1,351	1,547
247 Safety Expenses	311	-	1,100
249 Operating Leases and Rentals	6,057	2,000	-
250 Professional and Contracted Services	8,030	15,498	50,000
252 Advertising and Legal Notices	371	1,600	1,600
260 Utilities	3,176	-	12,000
261 Telephone Charges	3,029	2,600	2,818
263 Postage	869	2,000	1,000
264 Printing and Copying	3,965	2,900	2,900
273 Fleet Lease - Operating and Maintenance	1,445	1,833	3,075
274 Fleet Lease - Replacement	3,598	3,345	-
<i>Subtotal</i>	<i>46,509</i>	<i>59,192</i>	<i>106,100</i>
Capital Outlay			
440 Machinery and Equipment	-	15,000	-
<i>Subtotal</i>	<i>-</i>	<i>15,000</i>	<i>-</i>
SERVICE TOTAL	\$ 498,332	\$ 547,734	\$ 445,628

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 improvement projects, 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:	2009 Budget	2010 Budget	2011 Budget
Civil Engineer	2.00	2.00	1.00
Parks & Open Space Project Manager	0.00	0.00	0.50
Assistant Parks & Open Space Project Manager	0.00	0.00	0.50
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	139,492	155,856	133,468
112 Wages - Temporary	94,310	110,000	117,300
123 Leave Expense	2,679	-	-
126 Retirement Health Savings Plan	1,601	800	720
128 FICA	6,862	6,820	7,273
129 Medicare	3,346	3,855	3,636
131 MOPC	6,559	7,792	6,673
132 Employee Insurance	20,356	20,261	18,019
133 Employee Retirement	6,598	13,029	8,008
135 Compensation Insurance	384	250	251
136 Unemployment Insurance	138	318	334
139 Dental Insurance	-	-	668
142 Food Allowance	22	50	50
<i>Subtotal</i>	<i>282,346</i>	<i>319,031</i>	<i>296,400</i>
Operating and Maintenance			
216 Reference Books and Materials	42	-	-
217 Dues and Subscriptions	7,913	6,000	7,900
229 Materials and Supplies	2,090	350	350
243 Non-Capital Computer Equipment and Supplies	110	-	-
246 Liability Insurance	739	881	1,250
247 Safety Expenses	18	200	500
250 Professional and Contracted Services	128,075	120,000	160,000
252 Advertising and Legal Notices	-	150	150
263 Postage	782	-	-
264 Printing and Copying	2,330	5,750	3,750
269 Other Services and Charges	35,190	35,000	35,000
273 Fleet Lease - Operating and Maintenance	-	-	3,868
274 Fleet Lease - Replacement	-	-	3,834
<i>Subtotal</i>	<i>177,289</i>	<i>168,331</i>	<i>216,602</i>
SERVICE TOTAL	\$ 459,634	\$ 487,362	\$ 513,002

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 primarily provided 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.
- Coordination of watershed management activities, including monitoring, sampling and data evaluation.
- Management of 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 Water, Storm Drainage, Sewer and Sanitation Funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Environmental Sustainability Coordinator	0.00	0.00	0.05
Total	0.00	0.00	0.05

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	3,663
122 Longevity Compensation	-	-	3
126 Retirement Health Savings Plan	-	-	19
129 Medicare	-	-	29
131 MOPC	-	-	183
132 Employee Insurance	-	-	494
133 Employee Retirement	-	-	220
136 Unemployment Insurance	-	-	9
137 Staff Training and Conferences	-	-	37
139 Dental Insurance	-	-	18
<i>Subtotal</i>	-	-	4,675
Operating and Maintenance			
216 Reference Books and Materials	-	-	2
217 Dues and Subscriptions	-	-	27
243 Non-Capital Computer Equipment and Supplies	-	-	2
247 Safety Expenses	-	-	6
<i>Subtotal</i>	-	-	37
SERVICE TOTAL	\$ -	\$ -	\$ 4,712

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

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 & Utilities 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:	2009 Budget	2010 Budget	2011 Budget
Engineering and Survey Tech Supervisor	0.00	0.00	0.29
GIS/Mapping Tech Support Supervisor	0.00	0.00	0.29
Survey Party Chief	0.00	0.00	0.44
Survey Technician	0.00	0.00	0.44
GIS/Mapping Technician	0.00	0.00	0.60
Total	0.00	0.00	2.06

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	115,921
112 Wages - Temporary	-	-	5,644
114 Skill Based Pay	-	-	155
121 Wages - Overtime	-	-	408
122 Longevity Compensation	-	-	1,823
126 Retirement Health Savings Plan	-	-	824
128 FICA	-	-	350
129 Medicare	-	-	1,168
131 MOPC	-	-	5,799
132 Employee Insurance	-	-	15,649
133 Employee Retirement	-	-	6,960
135 Compensation Insurance	-	-	299
136 Unemployment Insurance	-	-	290
137 Staff Training and Conferences	-	-	2,678
139 Dental Insurance	-	-	580
141 Uniforms and Protective Clothing	-	-	77
<i>Subtotal</i>	-	-	158,625
Operating and Maintenance			
216 Reference Books and Materials	-	-	26
218 Non-Capital Equipment and Furniture	-	-	940
219 Drafting Supplies	-	-	1,030
229 Materials and Supplies	-	-	412
240 Equipment Repair and Maintenance	-	-	28,483
243 Non-Capital Computer Equipment and Supplies	-	-	5,433
246 Liability Insurance	-	-	407
247 Safety Expenses	-	-	258
250 Professional and Contracted Services	-	-	3,451
261 Telephone Charges	-	-	129
264 Printing and Copying	-	-	180
273 Fleet Lease - Operating and Maintenance	-	-	1,239
274 Fleet Lease - Replacement	-	-	1,168
<i>Subtotal</i>	-	-	43,156
SERVICE TOTAL	\$ -	\$ -	\$ 201,781

NOTE: This service was previously accounted for 100% in the Water Fund.

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 is included in the *2011-2015 Capital Improvement Program*.

STREET FUND PROJECTS	2011 Budget
DR-8 Downtown Alley Improvements	\$ 517,500
D-28 Spring Gulch #2 Drainage and Greenway Improvements	50,000
PR-83 Primary and Secondary Greenway Connections	115,900
PR-129 Arterial Landscape Improvements	103,900
T-1 Street Rehabilitation Program	4,250,000
T-11 Transportation System Management Program	1,000,000
T-69 County Line Road Improvements, Phase 2	2,537,000
T-105 Missing Sidewalks	150,000
T-109 Main Street and Ken Pratt Blvd Intersection Improvements	250,000
TOTAL	\$ 8,974,300

SANITATION FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,649,118	1,659,840	1,698,773
Operating and Maintenance	3,496,818	3,932,407	3,985,085
Non-Operating	344,745	21,300	20,157
Capital	7,745	84,150	138,800
TOTAL	\$ 5,498,426	\$ 5,697,697	\$ 5,842,815

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; payment for contracted services to process marketable recyclable materials; payment for landfill services; household hazardous waste disposal; and special refuse pickups. Conversion to a fully automated collection system occurred in 1999. The City closed its own landfill in 1993 when it reached capacity. Refuse is hauled to a landfill in Erie.

The Sanitation Fund includes four budget services: Solid Waste Removal/Disposal; Curbside Recycling; Special Trash Pickup; and Landfill Maintenance. Administration of this fund is provided by the Public Works and Utilities Department.

SANITATION FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,027,437	\$ 3,694,937	\$ 3,080,422
Committed Working Capital	-	235,468	-
REVENUES			
Charges for Services	5,108,041	5,209,850	5,286,490
Interest	48,490	102,000	49,631
Miscellaneous	21,551	6,800	1,500
Adjustment for GAAP Revenue	(86,300)	-	-
TOTAL FUNDS	5,091,782	5,318,650	5,337,621
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	85,217	93,681	121,148
Landfill Maintenance	8,204	10,000	8,000
Solid Waste Removal/Disposal	3,748,362	4,001,397	4,018,199
Special Trash Pickup	560,930	553,981	625,254
Curbside Recycling	1,094,097	998,844	925,895
Regulatory Compliance	-	-	39,519
CIP Projects	1,616	39,794	104,800
Total Operating Expenses	5,498,426	5,697,697	5,842,815
Adjustment for GAAP Expenses	(74,144)	-	-
TOTAL ADJUSTED EXPENSES	5,424,282	5,697,697	5,842,815
ENDING WORKING CAPITAL	3,694,937	3,080,422	2,575,228
CONTRIBUTION TO/(FROM) RESERVES	\$ (332,500)	\$ (379,047)	\$ (505,194)

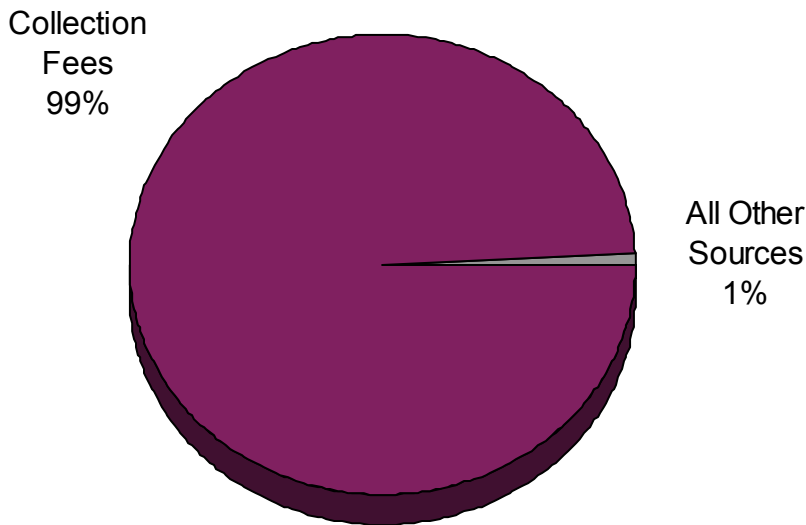
CAPITAL IMPROVEMENT PROGRAM PROJECTS**SANITATION FUND PROJECTS**

PR-129 Arterial Landscape Improvements

2011 Budget

\$ 104,800

SANITATION FUND - Source of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2011 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.

	2009 Actual	2010 Budget	2011 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,092,324	3,325,000	3,195,378
Solid Waste Collection Fees (reduced volume)	677,069	815,000	600,512
Special Trash Collection Fees	108,304	135,000	68,000
Waste Management Fees	1,202,125	910,000	1,263,000
Single Stream Commodity	5,974	-	102,000
Metal Management Revenue	-	-	48,000
Tree Limb Diversion Fee	16,752	21,250	6,000
Polycart Escrow	5,492	3,600	3,600
Other Revenue	21,551	6,800	1,500
Interest Income	48,490	102,000	49,631
Contribution from/(to) Fund Balance	332,500	379,047	505,194
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 5,424,282	\$ 5,697,697	\$ 5,842,815

SERVICE: Public Works and Water Utilities Director

FUND: Sanitation Fund

DEVELOPMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Director is responsible for: administering City policies; development 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.00	0.00	0.15
PWNR Business Services Manager	0.15	0.15	0.15
PWNR Technology & Financial Analyst	0.15	0.15	0.15
Utilities Analyst	0.15	0.15	0.15
Administrative Analyst	0.00	0.00	0.15
Executive Assistant	0.15	0.15	0.15
Total	0.75	0.75	1.05

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	56,970	61,417	85,816
121 Wages - Overtime	15	100	100
123 Leave Expense	1,772	-	-
126 Retirement Health Savings Plan	687	300	420
129 Medicare	497	592	940
131 MOPC	2,911	3,071	4,291
132 Employee Insurance	8,050	7,985	11,586
133 Employee Retirement	5,965	5,135	5,149
135 Compensation Insurance	25	25	24
136 Unemployment Insurance	52	125	213
137 Staff Training and Conferences	3,923	4,851	2,961
139 Dental Insurance	-	-	429
<i>Subtotal</i>	<i>80,868</i>	<i>83,601</i>	<i>111,929</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	1,934	8,431	8,431
243 Non-Capital Computer Equipment and Supplies	413	375	259
245 Mileage Allowance	19	360	360
246 Liability Insurance	133	164	169
250 Professional and Contracted Services	1,850	-	-
<i>Subtotal</i>	<i>4,349</i>	<i>9,330</i>	<i>9,219</i>
Capital Outlay			
475 Building and Facility Improvement	-	750	-
<i>Subtotal</i>	<i>-</i>	<i>750</i>	<i>-</i>
SERVICE TOTAL	\$ 85,217	\$ 93,681	\$ 121,148

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 for household hazardous waste such as paints, solvents, cleaners, etc.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Operations Manager	0.00	0.00	0.20
Street Maintenance and Solid Waste Ops Mgr	0.50	0.50	0.50
Public Works Supervisor	1.00	1.00	0.50
Public Works Technician	0.00	0.00	13.00
Senior Equipment Operator	1.00	1.00	0.00
Maintenance Equipment Technician	1.00	1.00	0.00
Equipment Operator II	10.00	10.00	0.00
Equipment Operator I	1.00	1.00	0.00
Facilities Maintenance Worker	0.00	0.00	0.30
Administrative Analyst	0.50	0.50	0.00
Customer Service Representative	0.00	0.00	0.30
Administrative Assistant	1.20	1.70	0.70
Total	16.20	16.70	15.50

SERVICE: Solid Waste Removal/Disposal

		LINE ITEM BUDGET		
		2009 Actual	2010 Budget	2011 Budget
Personal Services				
111	Salaries and Wages	748,070	752,814	727,963
112	Wages - Temporary	39,795	18,720	40,000
114	Skill Based Pay	1,953	15,200	36,200
121	Wages - Overtime	32,485	20,000	30,000
122	Longevity Compensation	4,500	4,680	3,420
123	Leave Expense	32,655	3,700	3,700
124	Skill Based Overtime Pay	116	2,500	2,500
126	Retirement Health Savings Plan	7,276	6,680	6,200
128	FICA	4,217	1,161	2,480
129	Medicare	8,860	9,818	9,746
131	MOPC	34,914	37,641	36,403
132	Employee Insurance	98,452	97,866	98,278
133	Employee Retirement	71,651	62,935	43,692
135	Compensation Insurance	33,879	32,768	39,081
136	Unemployment Insurance	650	1,534	1,824
139	Dental Insurance	-	-	3,639
141	Uniforms and Protective Clothing	13,734	12,600	12,600
142	Food Allowance	88	500	500
	<i>Subtotal</i>	<i>1,133,296</i>	<i>1,081,117</i>	<i>1,098,226</i>
Operating and Maintenance				
210	Office Supplies	2,341	2,500	2,500
214	Pamphlets and Documents	-	3,000	4,000
215	Audiovisual Materials	89	-	-
217	Dues and Subscriptions	55	300	250
218	Non-Capital Equipment and Furniture	45,270	60,000	60,000
220	Gas and Oil	1,190	-	-
228	Janitorial Supplies	1,144	2,000	2,000
229	Materials and Supplies	10,791	10,000	12,000
230	Printing and Copier Supplies	490	1,000	1,000
232	Building Repair and Maintenance	3,726	7,000	5,000
240	Equipment Repair and Maintenance	9,310	7,034	7,000
241	Grounds Maintenance	262	500	2,000
243	Non-Capital Computer Equipment and Supplies	3,263	6,089	10,863
246	Liability Insurance	39,646	37,544	46,236
247	Safety Expenses	3,581	3,000	4,500
249	Operating Leases and Rentals	75	500	500
250	Professional and Contracted Services	425,193	445,429	496,500
252	Advertising and Legal Notices	4,141	3,000	2,000
260	Utilities	16,536	25,000	25,000
261	Telephone Charges	2,377	2,030	8,100
263	Postage	6,374	12,000	15,000
264	Printing and Copying	4,894	2,486	3,500
269	Other Services and Charges	12,595	6,050	6,050
270	Administrative and Management Services	533,987	796,570	549,321
273	Fleet Lease - Operating and Maintenance	584,314	720,483	879,330
274	Fleet Lease - Replacement	553,546	743,859	723,166
	<i>Subtotal</i>	<i>2,265,191</i>	<i>2,897,374</i>	<i>2,865,816</i>
Non-Operating Expense				
950	Bad Debt	23,445	19,000	19,000
970	Transfers To Other Funds	321,300	1,906	1,157
	<i>Subtotal</i>	<i>344,745</i>	<i>20,906</i>	<i>20,157</i>
Capital Outlay				
432	Vehicles	1,000	-	-
440	Machinery and Equipment	4,129	-	32,000
475	Building and Facility Improvement	-	2,000	2,000
	<i>Subtotal</i>	<i>5,129</i>	<i>2,000</i>	<i>34,000</i>
	SERVICE TOTAL	\$ 3,748,362	\$ 4,001,397	\$ 4,018,199

SERVICE: **Curbside Recycling**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides weekly collection of recyclables to single and multi-family dwellings. Individual and/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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Works Supervisor	0.00	0.00	0.50
Senior Equipment Operator	1.00	1.00	0.00
Public Works Technician	0.00	0.00	4.00
Environmental Sustainability Coordinator	0.20	0.20	0.00
Equipment Operator II	3.00	3.00	0.00
Customer Service Representative	0.00	0.00	0.40
Office Assistant	1.00	1.00	0.00
Total	5.20	5.20	4.90

SERVICE: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	218,894	225,852	227,794
112	Wages - Temporary	17,950	-	-
114	Skill Based Pay	555	300	300
121	Wages - Overtime	20,276	20,000	15,000
122	Longevity Compensation	1,500	1,560	648
123	Leave Expense	7,561	-	-
124	Skill Based Overtime Pay	36	-	-
126	Retirement Health Savings Plan	2,400	2,080	1,960
129	Medicare	2,577	2,778	3,085
131	MOPC	11,368	11,293	11,390
132	Employee Insurance	30,056	29,361	30,752
133	Employee Retirement	23,320	18,881	13,669
135	Compensation Insurance	6,609	5,069	5,390
136	Unemployment Insurance	197	461	571
139	Dental Insurance	-	-	1,139
141	Uniforms and Protective Clothing	217	-	-
	<i>Subtotal</i>	343,514	317,635	311,698
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	39,045	-	-
229	Materials and Supplies	1,297	7,500	5,000
232	Building Repair and Maintenance	191	-	-
240	Equipment Repair and Maintenance	172	555	555
243	Non-Capital Computer Equipment and Supplies	22	70	875
246	Liability Insurance	7,205	9,241	14,654
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	247,653	249,500	245,000
260	Utilities	334	-	-
261	Telephone Charges	208	-	-
263	Postage	3,180	3,500	4,000
264	Printing and Copying	3,319	1,000	3,000
269	Other Services and Charges	-	500	-
273	Fleet Lease - Operating and Maintenance	217,734	212,207	141,687
274	Fleet Lease - Replacement	229,223	196,636	198,926
	<i>Subtotal</i>	749,582	681,209	614,197
Capital Outlay				
432	Vehicles	1,000	-	-
	<i>Subtotal</i>	1,000	-	-
SERVICE TOTAL		\$ 1,094,097	\$ 998,844	\$ 925,895

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 of alleys as requested by Street Operations; tree limb collection service by appointment for those residents who have tree limbs that are too large to be transported to the Tree Limb Diversion Center, Christmas tree recycling; wood waste mulching; Stop-N-Drop programs; annual household chemical collection program; free resident landfill days; leaf collection program in the fall; and the annual spring cleanup program.

SERVICE: Special Trash Pickup

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Public Works Technician	0.00	0.00	2.00
Equipment Operator II	2.00	2.00	0.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	12,104	85,584	88,002
112 Wages - Temporary	9,024	18,720	-
114 Skill Based Pay	101	-	-
121 Wages - Overtime	33,820	40,000	30,000
123 Leave Expense	1,442	-	-
124 Skill Based Overtime Pay	20	-	-
126 Retirement Health Savings Plan	1,212	800	800
128 FICA	-	1,161	-
129 Medicare	1,254	1,512	1,276
131 MOPC	4,279	4,279	4,400
132 Employee Insurance	11,441	11,126	11,881
133 Employee Retirement	8,777	7,155	5,280
135 Compensation Insurance	7,892	6,976	6,573
136 Unemployment Insurance	75	174	220
139 Dental Insurance	-	-	440
<i>Subtotal</i>	<i>91,440</i>	<i>177,487</i>	<i>148,872</i>
Operating and Maintenance			
210 Office Supplies	33	-	-
218 Non-Capital Equipment and Furniture	3,999	-	-
228 Janitorial Supplies	33	-	-
229 Materials and Supplies	2,238	3,000	2,000
240 Equipment Repair and Maintenance	-	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	2,361	-	-
246 Liability Insurance	2,673	3,522	3,879
247 Safety Expenses	468	500	500
249 Operating Leases and Rentals	-	5,000	4,000
250 Professional and Contracted Services	352,134	235,000	385,000
252 Advertising and Legal Notices	3,539	500	500
273 Fleet Lease - Operating and Maintenance	36,069	46,658	40,138
274 Fleet Lease - Replacement	65,944	38,314	38,365
<i>Subtotal</i>	<i>469,490</i>	<i>334,494</i>	<i>476,382</i>
Capital Outlay			
440 Machinery and Equipment	-	42,000	-
<i>Subtotal</i>	<i>-</i>	<i>42,000</i>	<i>-</i>
SERVICE TOTAL	\$ 560,930	\$ 553,981	\$ 625,254

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 primarily provided 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.
- Coordination of watershed management activities, including monitoring, sampling and data evaluation.
- Management of 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 Water, Streets, Storm Drainage and Sewer Funds.

SERVICE: Regulatory Compliance

Budgeted Positions:

PWNR Environmental Services Manager	0.00	0.00	0.05
Environmental Sustainability Coordinator	0.00	0.00	0.20
Civil Engineer	0.00	0.00	0.00
Environmental Project Specialist	0.00	0.00	0.00
Total	0.00	0.00	0.25

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	-	-	21,976
122 Longevity Compensation	-	-	19
126 Retirement Health Savings Plan	-	-	115
129 Medicare	-	-	175
131 MOPC	-	-	1,099
132 Employee Insurance	-	-	2,967
133 Employee Retirement	-	-	1,319
136 Unemployment Insurance	-	-	55
137 Staff Training and Conferences	-	-	213
139 Dental Insurance	-	-	110
<i>Subtotal</i>	-	-	28,048
Operating and Maintenance			
216 Reference Books and Materials	-	-	12
217 Dues and Subscriptions	-	-	164
243 Non-Capital Computer Equipment and Supplies	-	-	9
247 Safety Expenses	-	-	36
250 Professional and Contracted Services	-	-	11,250
<i>Subtotal</i>	-	-	11,471
SERVICE TOTAL	\$ -	\$ -	\$ 39,519

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

SERVICE: Landfill Maintenance

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides post-closure maintenance activities 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. The 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 monitored quarterly.

LINE ITEM BUDGET

		2009 Actual	2010 Budget	2011 Budget
Personal Services				
Operating and Maintenance				
241	Grounds Maintenance	2,031	5,000	3,000
250	Professional and Contracted Services	6,174	5,000	5,000
	<i>Subtotal</i>	<i>8,204</i>	<i>10,000</i>	<i>8,000</i>
	SERVICE TOTAL	\$ 8,204	\$ 10,000	\$ 8,000

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SANITATION FUND PROJECTS

PR-129 Arterial Landscape Improvements

2011 Budget
\$ 104,800

AFFORDABLE HOUSING FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	83,149	111,707	113,766
Operating and Maintenance	242,387	728,878	492,699
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 325,536	\$ 840,585	\$ 606,465

Fund Description

The Affordable Housing Fund provides private and non-profit housing developers with funding to support, construct, provide and 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 Housing and Human Services Advisory Board review the requests for project funding. These recommendations are then presented to City council for formal approval. Some funds are set-aside to offset the water/sewer system development fees for developers providing more than the minimum required amount of affordable housing. Administration of this Fund is provided by the Community Services Department.

AFFORDABLE HOUSING FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 1,632,493	\$ 1,628,998	\$ 1,148,238
Committed Working Capital	-	79,802	-
SOURCES OF FUNDS			
REVENUES			
Licenses and permits	-	33,180	33,180
Interest	27,340	-	40,000
Miscellaneous	185,915	266,820	161,137
Operating Transfers	139,627	139,627	139,627
Adjustment for GAAP Revenue	(30,841)	-	-
TOTAL FUNDS	322,041	439,627	373,944
EXPENDITURES			
Personal Services	83,149	111,707	113,766
Operating and Maintenance	242,387	728,878	492,699
TOTAL ADJUSTED EXPENDITURES	325,536	840,585	606,465
ENDING WORKING CAPITAL	1,628,998	1,148,238	915,717
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,495)	\$ (400,958)	\$ (232,521)

SERVICE: Affordable Housing Administration

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
CDBG Coordinator	0.00	0.50	0.50
Housing Program Specialist	1.50	1.00	1.50
Total	1.50	1.50	2.00

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	63,978	83,112	85,203
112 Wages - Temporary	15	-	-
114 Skill Based Pay	-	300	300
121 Wages - Overtime	1,507	3,630	3,630
123 Leave Expense	400	-	-
126 Retirement Health Savings Plan	600	600	600
129 Medicare	852	1,205	1,235
131 MOPC	3,267	4,156	4,260
132 Employee Insurance	8,980	10,805	11,502
133 Employee Retirement	3,309	6,948	5,113
135 Compensation Insurance	38	31	34
136 Unemployment Insurance	60	170	213
137 Staff Training and Conferences	-	750	1,250
139 Dental Insurance	-	-	426
142 Food Allowance	143	-	-
<i>Subtotal</i>	<i>83,149</i>	<i>111,707</i>	<i>113,766</i>
Operating and Maintenance			
210 Office Supplies	170	720	1,120
218 Non-Capital Equipment and Furniture	209	300	500
229 Materials and Supplies	997	500	1,500
240 Equipment Repair and Maintenance	1,107	-	-
243 Non-Capital Computer Equipment and Supplies	1,175	1,250	-
245 Mileage Allowance	66	200	300
246 Liability Insurance	203	203	240
250 Professional and Contracted Services	225,369	700,000	469,285
252 Advertising and Legal Notices	7,577	20,000	13,329
263 Postage	1,611	1,500	2,500
264 Printing and Copying	2,591	3,000	3,000
269 Other Services and Charges	994	-	-
270 Administrative and Management Services	319	1,205	925
<i>Subtotal</i>	<i>242,387</i>	<i>728,878</i>	<i>492,699</i>
SERVICE TOTAL	\$ 325,536	\$ 840,585	\$ 606,465

AIRPORT FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	100,632	107,012	102,294
Operating and Maintenance	103,167	104,671	158,556
Non-Operating	10	-	-
Capital	132,987	7,500	40,000
TOTAL	\$ 336,796	\$ 219,183	\$ 300,850

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 any 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 352,885	\$ 392,128	\$ 285,548
COMMITTED WORKING CAPITAL	-	138,497	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	230,833	230,000	224,115
Grants	112,924	-	-
Interest	-	1,100	10,000
Miscellaneous	18,556	20,000	20,000
Adjustment for GAAP Revenue	5,299	-	-
TOTAL FUNDS	367,612	251,100	254,115
EXPENSES			
Airport Operations	336,796	219,183	300,850
Total Operating Expenses	336,796	219,183	300,850
Adjustment for GAAP Expenses	(8,427)	-	-
TOTAL ADJUSTED EXPENSES	328,369	219,183	300,850
ENDING WORKING CAPITAL	392,128	285,548	238,813
CONTRIBUTION TO/(FROM) RESERVES	\$ 39,243	\$ 31,917	\$ (46,735)

SERVICE: **Airport Operations**

FUND: Airport Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the management, administration and operation of the Vance Brand Municipal Airport. The 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

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Airport Operations**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	75,088	76,824	78,501
112	Wages - Temporary	-	5,000	-
121	Wages - Overtime	573	500	500
123	Leave Expense	1,739	750	750
126	Retirement Health Savings Plan	1,117	400	400
128	FICA	-	310	-
129	Medicare	998	1,187	1,138
131	MOPC	3,841	3,841	3,925
132	Employee Insurance	10,276	9,987	10,598
133	Employee Retirement	6,798	6,422	4,710
135	Compensation Insurance	40	34	33
136	Unemployment Insurance	67	157	196
137	Staff Training and Conferences	-	1,500	1,000
139	Dental Insurance	-	-	393
142	Food Allowance	94	100	150
	<i>Subtotal</i>	<i>100,632</i>	<i>107,012</i>	<i>102,294</i>
Operating and Maintenance				
210	Office Supplies	384	100	250
215	Audiovisual Materials	-	50	50
217	Dues and Subscriptions	960	1,000	1,000
218	Non-Capital Equipment and Furniture	-	25	25
223	Lab and Photo Supplies	-	100	50
229	Materials and Supplies	15	50	50
230	Printing and Copier Supplies	-	250	250
232	Building Repair and Maintenance	5,113	3,000	3,000
233	Facility Repair and Maintenance	883	6,000	3,000
240	Equipment Repair and Maintenance	112	150	150
241	Grounds Maintenance	-	5,000	-
243	Non-Capital Computer Equipment and Supplies	183	1,600	250
245	Mileage Allowance	-	50	50
246	Liability Insurance	504	620	592
249	Operating Leases and Rentals	75	-	-
250	Professional and Contracted Services	43,984	40,000	40,000
252	Advertising and Legal Notices	2,042	100	5,500
260	Utilities	4,482	2,000	5,500
261	Telephone Charges	744	750	750
263	Postage	111	200	800
264	Printing and Copying	308	100	2,000
270	Administrative and Management Services	39,659	42,874	93,648
273	Fleet Lease - Operating and Maintenance	3,607	652	1,641
	<i>Subtotal</i>	<i>103,167</i>	<i>104,671</i>	<i>158,556</i>
Non-Operating Expense				
974	Art in Public Places Transfers	10	-	-
	<i>Subtotal</i>	<i>10</i>	<i>-</i>	<i>-</i>
Capital Outlay				
470	Planning and Design	-	7,500	-
475	Building and Facility Improvement	-	-	15,000
480	System Improvements	132,987	-	25,000
	<i>Subtotal</i>	<i>132,987</i>	<i>7,500</i>	<i>40,000</i>
	SERVICE TOTAL	\$ 336,796	\$ 219,183	\$ 300,850

ART IN PUBLIC PLACES FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	33,084	35,276	35,385
Operating and Maintenance	309,167	82,391	80,404
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 342,251	\$ 117,667	\$ 115,789

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 Committee plans and develops various art projects with these funds. Through this program, more than 20 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, the Senior Center, downtown, the Youth Center, Kensington Park, Ute Creek Golf Course, Roosevelt Park and Quail Campus. Administration of this fund is provided by the Community Services Department and the Longmont Museum staff.

ART IN PUBLIC PLACES FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 591,125	\$ 312,793	\$ 308,307
Committed Working Capital	-	1,067	-
SOURCES OF FUNDS			
REVENUES			
Interest	7,100	-	-
Miscellaneous	3,104	-	-
Transfers from Other Funds	69,498	114,248	193,642
Adjustment for GAAP Revenue	(15,783)	-	-
TOTAL FUNDS	63,919	114,248	193,642
EXPENDITURES			
Personal Services	33,084	35,276	35,385
Operating and Maintenance	309,167	82,391	80,404
TOTAL EXPENDITURES	342,251	117,667	115,789
ENDING WORKING CAPITAL	312,793	308,307	386,160
CONTRIBUTION TO/(FROM) RESERVES	\$ (278,332)	\$ (3,419)	\$ 77,853

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:	2009 Budget	2010 Budget	2011 Budget
Art in Public Places Coordinator	0.50	0.50	0.50
Total	0.50	0.50	0.50

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	25,209	26,220	26,579
123 Leave Expense	1,233	-	-
126 Retirement Health Savings Plan	200	200	200
129 Medicare	339	380	385
131 MOPC	1,322	1,311	1,329
132 Employee Insurance	3,409	3,409	3,588
133 Employee Retirement	1,335	2,192	1,595
135 Compensation Insurance	14	11	10
136 Unemployment Insurance	23	53	66
137 Staff Training and Conferences	-	1,500	1,500
139 Dental Insurance	-	-	133
<i>Subtotal</i>	<i>33,084</i>	<i>35,276</i>	<i>35,385</i>
Operating and Maintenance			
210 Office Supplies	57	200	200
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	364	400	400
218 Non-Capital Equipment and Furniture	-	-	1,000
225 Freight	-	1,200	1,000
229 Materials and Supplies	2,412	4,600	2,500
233 Facility Repair and Maintenance	1,891	10,000	10,000
240 Equipment Repair and Maintenance	510	510	510
241 Grounds Maintenance	206	4,000	4,000
243 Non-Capital Computer Equipment and Supplies	865	1,800	500
245 Mileage Allowance	30	600	600
246 Liability Insurance	497	438	440
249 Operating Leases and Rentals	162	-	-
250 Professional and Contracted Services	299,325	52,500	54,300
252 Advertising and Legal Notices	538	600	600
261 Telephone Charges	262	300	300
263 Postage	554	1,000	600
264 Printing and Copying	698	2,000	1,350
269 Other Services and Charges	688	2,000	1,600
270 Administrative and Management Services	106	43	304
<i>Subtotal</i>	<i>309,167</i>	<i>82,391</i>	<i>80,404</i>
SERVICE TOTAL	\$ 342,251	\$ 117,667	\$ 115,789

CALLAHAN HOUSE FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	61,491	61,466	62,962
Operating and Maintenance	10,199	15,773	13,559
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 71,690	\$ 77,239	\$ 76,521

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 operations of the facility. Previously, the City was only responsible for 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 35,507	\$ 28,405	\$ 17,864
SOURCES OF FUNDS			
REVENUES			
Charges for Services	44,902	46,700	46,200
Interest	501	1,000	1,000
Miscellaneous	1,314	250	-
Transfers from Other Funds	18,748	18,748	18,748
Adjustment for GAAP Revenue	(877)	-	-
TOTAL FUNDS	64,588	66,698	65,948
EXPENDITURES			
Personal Services	61,491	61,466	62,962
Operating and Maintenance	10,199	15,773	13,559
TOTAL EXPENDITURES	71,690	77,239	76,521
ENDING WORKING CAPITAL	28,405	17,864	7,291
CONTRIBUTION TO/(FROM) RESERVES	\$ (7,102)	\$ (10,541)	\$ (10,573)

SERVICE: Callahan House

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Callahan House Manager	0.85	0.85	0.85
Total	0.85	0.85	0.85

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	40,753	41,677	42,093
112 Wages - Temporary	8,544	7,100	8,500
123 Leave Expense	943	-	-
126 Retirement Health Savings Plan	300	340	340
128 FICA	530	440	527
129 Medicare	671	707	733
131 MOPC	2,085	2,084	2,105
132 Employee Insurance	5,366	5,418	5,683
133 Employee Retirement	2,106	3,484	2,526
135 Compensation Insurance	156	131	140
136 Unemployment Insurance	37	85	105
139 Dental Insurance	-	-	210
<i>Subtotal</i>	<i>61,491</i>	<i>61,466</i>	<i>62,962</i>
Operating and Maintenance			
210 Office Supplies	340	400	400
218 Non-Capital Equipment and Furniture	1,515	2,600	2,000
228 Janitorial Supplies	181	1,000	300
229 Materials and Supplies	1,170	2,750	2,000
230 Printing and Copier Supplies	8	200	200
232 Building Repair and Maintenance	3,220	750	750
240 Equipment Repair and Maintenance	-	250	250
241 Grounds Maintenance	581	-	-
243 Non-Capital Computer Equipment and Supplies	87	750	750
245 Mileage Allowance	253	616	500
246 Liability Insurance	126	131	134
250 Professional and Contracted Services	536	2,700	2,000
252 Advertising and Legal Notices	1,445	1,000	2,000
261 Telephone Charges	-	725	725
263 Postage	81	350	300
264 Printing and Copying	475	1,000	1,000
269 Other Services and Charges	-	250	250
270 Administrative and Management Services	181	301	-
<i>Subtotal</i>	<i>10,199</i>	<i>15,773</i>	<i>13,559</i>
SERVICE TOTAL	\$ 71,690	\$ 77,239	\$ 76,521

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	149,372	138,950	143,143
Operating and Maintenance	763,563	927,854	989,087
Non-Operating	-	16,081	-
Capital	-	-	5,000
TOTAL	\$ 912,935	\$ 1,082,885	\$ 1,137,230

Fund Description

The Community Development Block Grant and HOME Fund tracks the City's use of federal grants from the US Department of Housing and Urban Development (HUD) and various state grants. The City staff assembles a proposed spending program for the annual grant from HUD and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to the 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 137,626	\$ 217,175	\$ 215,138
COMMITTED WORKING CAPITAL	-	2,235	-
SOURCES OF FUNDS			
REVENUES			
Grants	879,060	989,113	900,398
Interest	16,108	-	40,000
Miscellaneous	98,237	93,970	196,832
Adjustment for GAAP Revenue	(921)	-	-
TOTAL FUNDS	992,484	1,083,083	1,137,230
EXPENDITURES			
Personal Services	149,372	138,950	143,143
Operating and Maintenance	763,563	927,854	989,087
Non-Operating	-	16,081	-
Capital	-	-	5,000
TOTAL ADJUSTED EXPENDITURES	912,935	1,082,885	1,137,230
ENDING WORKING CAPITAL	217,175	215,138	215,138
CONTRIBUTION TO/(FROM) RESERVES	\$ 79,549	\$ 198	\$ -

SERVICE: CDBG and HOME Grant Administration

FUND: Community Development Block Grant and HOME Grant

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 and/or non-profit 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 reviews 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, 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
CDBG Coordinator	1.00	0.50	0.50
Housing Program Specialist	1.00	1.50	1.50
Total	2.00	2.00	2.00

SERVICE: Community Development Block Grant and HOME Grant Administration**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	95,348	105,917	108,866
112 Wages - Temporary	20,852	-	-
121 Wages - Overtime	1,307	868	868
123 Leave Expense	1,944	-	-
126 Retirement Health Savings Plan	600	800	800
128 FICA	1,326	-	-
129 Medicare	1,432	1,536	1,578
131 MOPC	4,780	5,295	5,443
132 Employee Insurance	15,737	13,769	14,697
133 Employee Retirement	4,821	8,855	6,533
135 Compensation Insurance	63	50	42
136 Unemployment Insurance	106	160	272
137 Staff Training and Conferences	1,006	1,200	3,000
139 Dental Insurance	-	-	544
142 Food Allowance	50	500	500
<i>Subtotal</i>	<i>149,372</i>	<i>138,950</i>	<i>143,143</i>
Operating and Maintenance			
210 Office Supplies	1,736	1,600	1,505
216 Reference Books and Materials	381	-	-
217 Dues and Subscriptions	1,764	2,500	2,500
218 Non-Capital Equipment and Furniture	30	700	1,000
229 Materials and Supplies	2,116	1,100	500
240 Equipment Repair and Maintenance	341	-	-
243 Non-Capital Computer Equipment and Supplies	2,832	500	500
245 Mileage Allowance	973	850	750
246 Liability Insurance	596	568	294
250 Professional and Contracted Services	572,817	729,779	789,516
252 Advertising and Legal Notices	876	7,000	7,000
263 Postage	4,749	900	200
264 Printing and Copying	7,688	3,000	5,000
269 Other Services and Charges	166,238	179,070	180,322
270 Administrative and Management Services	426	287	-
<i>Subtotal</i>	<i>763,563</i>	<i>927,854</i>	<i>989,087</i>
Non-Operating Expense			
971 Contingency	-	16,081	-
<i>Subtotal</i>	<i>-</i>	<i>16,081</i>	<i>-</i>
Capital Outlay			
431 Furniture and Fixtures	-	-	2,000
440 Machinery and Equipment	-	-	3,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,000</i>
SERVICE TOTAL	\$ 912,935	\$ 1,082,885	\$ 1,137,230

CONSERVATION TRUST FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	31,994	-	-
Non-Operating	-	-	-
Capital	811,923	-	135,000
TOTAL	\$ 843,917	\$ -	\$ 135,000

Fund Description

The Conservation Trust Fund’s revenues are the City’s share of state lottery proceeds. By state law, these funds can only be expended for the acquisition, development and maintenance of new conservation sites. Conservation Trust funds are currently dedicated to St. Vrain Greenway projects.

CONSERVATION TRUST FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,800,635	\$ 4,732,492	\$ 3,285,266
Committed Working Capital	-	2,347,226	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	796,256	800,000	700,000
Interest	60,027	100,000	100,000
Adjustment for GAAP Revenue	(80,509)	-	-
TOTAL FUNDS	775,774	900,000	800,000
EXPENDITURES			
Operating and Maintenance	31,994	-	-
Capital	811,923	-	135,000
TOTAL EXPENDITURES	843,917	-	135,000
ENDING WORKING CAPITAL	4,732,492	3,285,266	3,950,266
CONTRIBUTION TO/(FROM) RESERVES	\$ (68,143)	\$ 900,000	\$ 665,000

SERVICE: Conservation Trust Fund

FUND: Conservation Trust Fund

Service Description:

Capital projects are listed below and detailed in descriptions are included in the 2011-2015 *Capital Improvement Program*.

	2011 BUDGET
CONSERVATION TRUST FUND PROJECT	
PR-5B St Vrain Greenway	\$ 135,000

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	180,773	209,684	226,347
Operating and Maintenance	246,772	165,093	183,243
Non-Operating	1,276,641	485,571	624,798
Capital	-	2,787,921	433,125
TOTAL	\$ 1,704,186	\$ 3,648,269	\$ 1,467,513

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 3.31 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 Tax 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.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN DEVELOPMENT AUTHORITY FUND PROJECTS	2011 Budget
DR-8 Downtown Alley Improvements	\$ 437,500

DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 78,099	\$ 102,366	\$ 124,238
Committed Working Capital	-	1,112	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	138,296	145,444	143,370
Automobile Taxes	7,314	7,500	7,300
Intergovernmental Revenue	9,500	-	-
Interest Income	2,562	3,300	2,500
Transfer from GID	16,325	16,325	19,560
Transfer from Downtown Parking	13,500	13,500	16,137
Transfer from DIP	1,500	1,500	2,500
Transfer from City General Fund	20,520	22,800	22,800
Transfer from TIF Interest Revenue	21,935	20,369	29,423
Miscellaneous	10,205	-	-
Adjustment for GAAP Revenue	(1,040)	-	-
TOTAL FUNDS	240,617	230,738	243,590
EXPENSES			
Operations	216,350	207,754	243,590
TOTAL EXPENSES	216,350	207,754	243,590
ENDING WORKING CAPITAL	102,366	124,238	124,238
CONTRIBUTION TO/(FROM) RESERVES	\$ 24,267	\$ 22,984	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,222	\$ 104,563	\$ 10,813
COMMITTED WORKING CAPITAL	-	93,750	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	15,199	-	-
Interest Income	(26)	-	-
Proceeds from Advance	102,416	300,000	437,500
Proceeds from Bonds	-	2,500,000	-
Adjustment for GAAP Revenue	1,444	-	-
TOTAL FUNDS	119,033	2,800,000	437,500
EXPENSES			
Capital Construction	18,692	2,800,000	437,500
TOTAL EXPENSES	18,692	2,800,000	437,500
ENDING WORKING CAPITAL	104,563	10,813	10,813
CONTRIBUTION TO/(FROM) RESERVES	\$ 100,341	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,764,136	\$ 4,556,551	\$ 5,126,427
COMMITTED WORKING CAPITAL	-	75,000	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	1,099,709	1,096,499	1,096,499
Interest Income	102,360	20,369	29,423
Adjustment for GAAP Revenue	(134,513)	-	-
TOTAL FUNDS	1,067,556	1,116,868	1,125,922
EXPENSES			
Principal	1,248,416	446,623	583,500
Interest and Fiscal Charges	4,790	5,000	5,000
Interfund Transfers	21,935	20,369	29,423
TOTAL EXPENSES	1,275,141	471,992	617,923
ENDING WORKING CAPITAL	4,556,551	5,126,427	5,634,426
CONTRIBUTION TO/(FROM) RESERVES	\$ (207,585)	\$ 569,876	\$ 507,999

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 91,044	\$ 70,257	\$ 68,357
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Building Permits	12,413	20,000	20,000
Interest Income	1,183	-	-
Adjustment for GAAP Revenue	(2,246)	-	-
TOTAL FUNDS	11,350	20,000	20,000
EXPENSES			
Operations	32,137	21,900	22,500
TOTAL EXPENSES	32,137	21,900	22,500
ENDING WORKING CAPITAL	70,257	68,357	65,857
CONTRIBUTION TO/(FROM) RESERVES	\$ (20,787)	\$ (1,900)	\$ (2,500)

DOWNTOWN DEVELOPMENT AUTHORITY MARKETING AND ADVERTISING

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 52,122	\$ 78,416	\$ 0
COMMITTED WORKING CAPITAL	-	78,416	-
SOURCES OF FUNDS			
REVENUES			
Proceeds from Advance	146,000	146,623	146,000
Intergovernmental Revenue	30,000	-	-
Interest Income	887	-	-
Miscellaneous	14,741	-	-
Adjustment for GAAP Revenue	(3,468)	-	-
TOTAL FUNDS	188,160	146,623	146,000
EXPENSES			
Marketing	161,866	146,623	146,000
TOTAL EXPENSES	161,866	146,623	146,000
ENDING WORKING CAPITAL	78,416	0	0
CONTRIBUTION TO/(FROM) RESERVES	\$ 26,294	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 34,487	\$ 36,528	\$ 36,528
SOURCES OF FUNDS			
REVENUES			
Interest Income	41	-	-
Miscellaneous	2,000	-	-
TOTAL FUNDS	2,041	-	-
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	36,528	36,528	36,528
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,041	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 306,994	\$ 1,325,014	\$ 25,014
COMMITTED WORKING CAPITAL	-	1,300,000	-
SOURCES OF FUNDS			
REVENUES			
Proceeds from Advance	1,000,000	-	-
Interest Income	2,904	-	-
Adjustment for GAAP Revenue	15,116	-	-
TOTAL FUNDS	1,018,020	-	-
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	1,325,014	25,014	25,014
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,018,020	\$ -	\$ -

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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
LDDA Executive Director	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Downtown Development Authority - Operations**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	122,958	128,046	142,228
112	Wages - Temporary	-	4,680	4,680
123	Leave Expense	2,671	-	-
126	Retirement Health Savings Plan	800	800	800
128	FICA	-	290	290
129	Medicare	1,623	1,925	2,131
131	MOPC	6,281	6,402	7,111
132	Employee Insurance	16,531	16,646	19,202
133	Employee Retirement	6,346	10,705	8,534
135	Compensation Insurance	322	800	800
136	Unemployment Insurance	109	249	356
137	Staff Training and Conferences	3,125	3,000	3,000
139	Dental Insurance	-	-	711
142	Food Allowance	393	2,000	2,000
	<i>Subtotal</i>	<i>161,158</i>	<i>175,543</i>	<i>191,843</i>
Operating and Maintenance				
210	Office Supplies	639	700	700
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	2,467	2,632	2,632
218	Non-Capital Equipment and Furniture	284	-	-
223	Lab and Photo Supplies	8	50	50
229	Materials and Supplies	640	3,000	1,500
230	Printing and Copier Supplies	171	200	200
232	Building Repair and Maintenance	1,230	2,000	2,000
240	Equipment Repair and Maintenance	-	325	200
243	Non-Capital Computer Equipment and Supplies	381	-	-
245	Mileage Allowance	115	300	300
246	Liability Insurance	5,850	6,500	6,500
249	Operating Leases and Rentals	7,102	7,000	8,000
250	Professional and Contracted Services	33,175	-	22,800
252	Advertising and Legal Notices	-	3,000	1,000
260	Utilities	1,019	1,900	1,900
263	Postage	-	500	250
264	Printing and Copying	599	2,000	1,000
269	Other Services and Charges	1,139	1,500	1,300
270	Administrative and Management Services	373	504	1,315
	<i>Subtotal</i>	<i>55,193</i>	<i>32,211</i>	<i>51,747</i>
	SERVICE TOTAL	\$ 216,350	\$ 207,754	\$ 243,590

**SERVICE: Downtown Development Authority
Marketing and Advertising**

FUND: Downtown Development Authority Marketing 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.

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
112 Wages - Temporary	17,010	25,000	25,000
121 Wages - Overtime	45	-	-
128 FICA	1,053	1,550	1,550
129 Medicare	246	4,591	4,954
137 Staff Training and Conferences	230	1,000	1,000
142 Food Allowance	1,032	2,000	2,000
<i>Subtotal</i>	<i>19,615</i>	<i>34,141</i>	<i>34,504</i>
Operating and Maintenance			
210 Office Supplies	277	1,000	1,000
217 Dues and Subscriptions	774	800	800
224 Resale Merchandise	828	-	-
229 Materials and Supplies	2,911	7,500	7,500
230 Printing and Copier Supplies	500	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	499	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	195	1,000	1,000
250 Professional and Contracted Services	67,620	33,140	33,140
252 Advertising and Legal Notices	52,879	48,842	47,856
263 Postage	200	2,000	2,000
264 Printing and Copying	9,661	10,000	10,000
269 Other Services and Charges	5,907	7,000	7,000
<i>Subtotal</i>	<i>142,251</i>	<i>112,482</i>	<i>111,496</i>
SERVICE TOTAL	\$ 161,866	\$ 146,623	\$ 146,000

DOWNTOWN PARKING FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	150	150
Operating and Maintenance	21,665	24,925	28,025
Non-Operating	13,612	13,500	16,137
Capital	16,387	30,000	80,000
TOTAL	\$ 51,664	\$ 68,575	\$ 124,312

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

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
142 Food Allowance	-	150	150
<i>Subtotal</i>	-	150	150
Operating and Maintenance			
210 Office Supplies	400	250	250
218 Non-Capital Equipment and Furniture	14	-	-
229 Materials and Supplies	2,927	1,000	1,000
230 Printing and Copier Supplies	-	125	125
232 Building Repair and Maintenance	175	200	200
243 Non-Capital Computer Equipment and Supplies	361	-	-
246 Liability Insurance	2,697	3,500	3,500
249 Operating Leases and Rentals	1,306	1,500	1,700
250 Professional and Contracted Services	11,714	15,000	18,000
252 Advertising and Legal Notices	1,669	2,000	2,000
260 Utilities	191	200	300
263 Postage	189	300	300
264 Printing and Copying	23	250	250
269 Other Services and Charges	-	600	400
<i>Subtotal</i>	21,665	24,925	28,025
Non-Operating Expense			
970 Transfers to Other Funds	13,500	13,500	16,137
974 Art in Public Places Transfers	112	-	-
<i>Subtotal</i>	13,612	13,500	16,137
Capital Outlay			
473 Site Improvements, Landscaping, Street Development	16,387	30,000	-
<i>Subtotal</i>	16,387	30,000	-
SERVICE TOTAL	\$ 51,664	\$ 68,575	\$ 44,312

Downtown Parking Fund – Fund Statement

DOWNTOWN PARKING:

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 327,858	\$ 347,229	\$ 387,375
Committed Working Capital	-	132	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	55,155	55,440	55,400
Interest Income	4,050	6,500	6,500
Interfund Transfers	17,539	46,913	26,180
Adjustment for GAAP Revenue	(5,709)	-	-
TOTAL FUNDS	71,035	108,853	88,080
EXPENDITURES			
Personal Services	-	150	150
Operating and Maintenance	21,665	24,925	28,025
Non-Operating	13,612	13,500	16,137
Capital	16,387	30,000	80,000
TOTAL EXPENDITURES	51,664	68,575	124,312
ENDING WORKING CAPITAL	347,229	387,375	351,143
CONTRIBUTION TO/(FROM) RESERVES	\$ 19,371	\$ 40,278	\$ (36,232)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	2011 Budget
DR-23 Downtown Parking Lot Improvements	\$ 80,000

FLEET FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,150,165	1,151,294	1,163,983
Operating and Maintenance	1,863,988	2,032,542	2,348,399
Non-Operating	3,591	1,906	1,157
Capital	2,689,807	4,325,158	5,158,637
TOTAL	\$ 5,707,552	\$ 7,510,900	\$ 8,672,176

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 Finance 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.

2011 Budget

Approximately \$5.1 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 16,187,181	\$ 16,389,478	\$ 15,419,701
Committed Working Capital	-	731,124	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	6,254,554	6,738,596	7,358,663
Interest	224,915	533,651	250,000
Adjustment for GAAP Revenue	(328,497)	-	-
TOTAL FUNDS	6,150,972	7,272,247	7,608,663
EXPENSES			
Personal Services	1,150,165	1,151,294	1,163,983
Operating and Maintenance	1,863,988	2,032,542	2,348,399
Non-Operating	3,591	1,906	1,157
Capital	2,689,807	4,325,158	5,158,637
Total Operating Expenses	5,707,552	7,510,900	8,672,176
Adjustment for GAAP Expenses	241,123	-	-
TOTAL ADJUSTED EXPENSES	5,948,675	7,510,900	8,672,176
ENDING WORKING CAPITAL	16,389,478	15,419,701	14,356,188
CONTRIBUTION TO/(FROM) RESERVES	\$ 202,297	\$ (238,653)	\$ (1,063,513)

SERVICE: Fleet

FUND: Fleet Fund

DEPARTMENT: Finance and 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 are based on economic analyses of cost, operational needs, productivity and technology.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
Master ASE Equipment Mechanic	0.00	7.00	7.00
Senior Equipment Mechanic	1.00	1.00	1.00
Equipment Mechanic II	9.00	2.00	2.00
Administrative Analyst	1.00	1.00	1.00
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	16.00

SERVICE: Fleet**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	802,077	848,244	863,445
112 Wages - Temporary	50	-	-
114 Skill Based Pay	-	900	900
121 Wages - Overtime	19,163	14,000	16,000
122 Longevity Compensation	3,720	3,840	3,960
123 Leave Expense	39,523	2,900	2,900
126 Retirement Health Savings Plan	8,842	6,400	6,400
128 FICA	5	-	-
129 Medicare	9,315	10,686	10,851
131 MOPC	41,665	42,410	43,174
132 Employee Insurance	112,892	110,274	116,565
133 Employee Retirement	73,969	70,913	51,805
135 Compensation Insurance	22,993	18,797	22,159
136 Unemployment Insurance	742	1,730	2,159
137 Staff Training and Conferences	8,521	12,000	12,000
139 Dental Insurance	-	-	4,315
141 Uniforms and Protective Clothing	6,689	8,000	7,200
142 Food Allowance	-	200	150
<i>Subtotal</i>	<i>1,150,165</i>	<i>1,151,294</i>	<i>1,163,983</i>
Operating and Maintenance			
210 Office Supplies	676	750	750
216 Reference Books and Materials	230	750	500
217 Dues and Subscriptions	1,362	1,180	980
218 Non-Capital Equipment and Furniture	23,355	29,400	30,700
220 Gas and Oil	678,269	811,050	1,121,233
221 Parts	558,794	544,000	531,000
223 Lab and Photo Supplies	-	50	-
225 Freight	386	250	150
228 Janitorial Supplies	2,235	2,850	2,850
229 Materials and Supplies	7,056	6,500	7,000
230 Printing and Copier Supplies	255	350	350
232 Building Repair and Maintenance	6,048	600	400
233 Facility Repair and Maintenance	5,291	10,000	9,000
240 Equipment Repair and Maintenance	10,093	11,800	16,410
243 Non-Capital Computer Equipment and Supplies	5,910	14,023	5,000
245 Mileage Allowance	-	50	-
246 Liability Insurance	3,508	3,760	3,770
247 Safety Expenses	6,558	3,500	3,500
249 Operating Leases and Rentals	40,490	50,400	50,400
250 Professional and Contracted Services	247,614	259,000	251,000
252 Advertising and Legal Notices	-	50	-
259 Licenses and Permits	691	750	750
260 Utilities	12,615	13,600	13,600
261 Telephone Charges	1,391	1,600	1,500
262 Radio Repair and Maintenance	44,352	44,352	77,115
263 Postage	699	1,300	1,000
264 Printing and Copying	891	500	500
269 Other Services and Charges	300	552	600
270 Administrative and Management Services	204,917	219,575	218,341
<i>Subtotal</i>	<i>1,863,988</i>	<i>2,032,542</i>	<i>2,348,399</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	1,906	1,157
974 Art in Public Places Transfers	3,591	-	-
<i>Subtotal</i>	<i>3,591</i>	<i>1,906</i>	<i>1,157</i>
Capital Outlay			
432 Vehicles	2,380,076	4,313,158	5,152,037
440 Machinery and Equipment	30,005	12,000	6,600
470 Planning and Design	1,971	-	-
473 Site Improvements, Landscaping, Street Development	17,072	-	-
475 Building and Facility Improvement	260,683	-	-
<i>Subtotal</i>	<i>2,689,807</i>	<i>4,325,158</i>	<i>5,158,637</i>
SERVICE TOTAL	\$ 5,707,552	\$ 7,510,900	\$ 8,672,176

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	88,479	70,420	76,347
Non-Operating	16,325	16,325	19,560
Capital	-	-	-
TOTAL	\$ 104,804	\$ 86,745	\$ 95,907

Fund Description

The Longmont General Improvement District (GID) No. 1 is a special district in the downtown area which 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.

2011 Budget

Expenditures in the 2011 Budget are for routine maintenance of the parking lots and pedestrian breezeways located within the GID.

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 103,376	\$ 87,820	\$ 94,917
Committed Working Capital	-	132	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	82,630	87,774	78,615
Automobile Taxes	6,112	6,200	7,000
Interest Income	2,457	-	5,271
Miscellaneous	900	-	-
Adjustment for GAAP Revenue	(2,851)	-	-
TOTAL FUNDS	89,248	93,974	90,886
EXPENDITURES			
Operating and Maintenance	88,479	70,420	76,347
Non-Operating	16,325	16,325	19,560
Capital Outlay	-	-	-
TOTAL EXPENDITURES	104,804	86,745	95,907
ENDING WORKING CAPITAL	87,820	94,917	89,896
CONTRIBUTION TO/(FROM) RESERVES	\$ (15,556)	\$ 7,229	\$ (5,021)

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Operating and Maintenance			
210 Office Supplies	130	200	200
229 Materials and Supplies	10,061	2,000	2,500
232 Building Repair and Maintenance	109	100	150
241 Grounds Maintenance	3,713	5,000	5,000
243 Non-Capital Computer Equipment and Supplies	362	-	-
246 Liability Insurance	3,207	3,500	3,500
249 Operating Leases and Rentals	435	500	500
250 Professional and Contracted Services	50,042	50,000	50,000
260 Utilities	856	700	1,000
263 Postage	8	200	200
264 Printing and Copying	69	200	200
269 Other Services and Charges	3,600	1,000	1,000
270 Administrative and Management Services	15,886	7,020	12,097
<i>Subtotal</i>	<i>88,479</i>	<i>70,420</i>	<i>76,347</i>
Non-Operating Expense			
970 Transfers to Other Funds	16,325	16,325	19,560
<i>Subtotal</i>	<i>16,325</i>	<i>16,325</i>	<i>19,560</i>
SERVICE TOTAL	\$ 104,804	\$ 86,745	\$ 95,907

GOLF FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,033,762	1,052,408	1,006,346
Operating and Maintenance	967,922	1,683,670	1,107,593
Non-Operating	119,225	1,906	71,157
Capital	231,203	70,000	336,150
TOTAL	\$ 2,352,112	\$ 2,807,984	\$ 2,521,246

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 Public Works and Natural Resources 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.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2011 Budget
PB-109 Municipal Facilities Parking Lot Rehabilitation	\$ 75,750

GOLF FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 274,994	\$ 425,941	\$ 11,573
Committed Working Capital	-	10,997	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,455,984	2,658,000	2,341,500
Interest	9,590	30,000	347
Loan Proceeds	-	-	260,400
Miscellaneous	5,003	10,000	8,000
Estimated Revenue Adjustment	-	(438,200)	-
Adjustment for GAAP Revenue	(33,196)	-	-
TOTAL FUNDS	2,437,381	2,259,800	2,610,247
EXPENSES BY BUDGET SERVICE			
Golf Administration	363,778	824,825	379,814
Sunset Golf Course	315,828	424,880	354,048
Twin Peaks Golf Course	842,457	674,426	670,049
Ute Creek Golf Course	830,050	883,853	1,041,585
CIP Projects	-	-	75,750
Total Operating Expenses	2,352,112	2,807,984	2,521,246
Estimated Expense Adjustment	-	(144,813)	-
Adjustment for GAAP Expenses	(65,679)	-	-
TOTAL EXPENDITURES	2,286,433	2,663,171	2,521,246
ENDING WORKING CAPITAL	425,941	11,573	100,574
CONTRIBUTION TO/(FROM) RESERVES	\$ 150,947	\$ (403,371)	\$ 89,001

SERVICE: Golf Administration

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Within the Natural Resources Division, Golf Administration provides all administrative and supervisory tasks 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Golf Operations Manager	0.70	0.70	0.70
Administrative Assistant	0.50	0.50	0.50
Total	1.20	1.20	1.20

SERVICE: Golf Administration**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	72,453	82,484	84,107
122	Longevity Compensation	1,260	1,302	1,344
123	Leave Expense	3,365	3,500	3,500
126	Retirement Health Savings Plan	1,058	480	480
129	Medicare	273	290	304
131	MOPC	4,163	4,124	4,205
132	Employee Insurance	10,969	10,723	11,354
133	Employee Retirement	7,363	6,895	5,047
135	Compensation Insurance	42	34	33
136	Unemployment Insurance	72	168	210
137	Staff Training and Conferences	2,170	2,880	2,400
139	Dental Insurance	-	-	421
141	Uniforms and Protective Clothing	2,988	80	-
142	Food Allowance	448	600	400
	<i>Subtotal</i>	<i>106,624</i>	<i>113,560</i>	<i>113,805</i>
Operating and Maintenance				
210	Office Supplies	287	600	400
215	Audiovisual Materials	-	100	-
216	Reference Books and Materials	30	200	-
217	Dues and Subscriptions	2,904	3,350	3,110
218	Non-Capital Equipment and Furniture	336	400	-
223	Lab and Photo Supplies	-	100	-
229	Materials and Supplies	221	6,000	2,400
230	Printing and Copier Supplies	102	400	300
240	Equipment Repair and Maintenance	157	600	300
243	Non-Capital Computer Equipment and Supplies	908	1,750	1,275
245	Mileage Allowance	-	300	50
246	Liability Insurance	225	224	227
248	Lease Purchase Installment	-	538,170	-
249	Operating Leases and Rentals	168	1,200	300
250	Professional and Contracted Services	2,258	2,000	8,000
252	Advertising and Legal Notices	7,730	20,000	14,000
261	Telephone Charges	996	1,400	1,200
263	Postage	341	900	500
264	Printing and Copying	1,821	4,000	1,800
270	Administrative and Management Services	121,317	127,665	160,990
	<i>Subtotal</i>	<i>139,802</i>	<i>709,359</i>	<i>194,852</i>
Non-Operating Expense				
924	Interest Expense on Leases	111,444	-	-
925	Amortization of Bond Issue Expenses	5,908	-	-
927	Principal on Notes and Contracts	-	-	70,000
970	Transfers to Other Funds	-	1,906	1,157
	<i>Subtotal</i>	<i>117,352</i>	<i>1,906</i>	<i>71,157</i>
	SERVICE TOTAL	\$ 363,778	\$ 824,825	\$ 379,814

SERVICE: Sunset Golf Course

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.20	0.20	0.25
Golf Course Equipment Mechanic	0.20	0.20	0.25
Sr Grounds Maintenance Technician	0.00	1.00	1.00
Grounds Maintenance Technician II	1.80	1.00	1.00
Total	2.30	2.50	2.60

SERVICE: Sunset Golf Course**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	96,653	114,296	124,432
112 Wages - Temporary	37,073	39,080	27,320
121 Wages - Overtime	4,532	4,430	3,066
122 Longevity Compensation	180	186	192
123 Leave Expense	7,065	-	-
126 Retirement Health Savings Plan	1,471	1,000	1,040
128 FICA	2,149	2,423	1,694
129 Medicare	1,763	2,095	2,037
131 MOPC	5,077	5,714	6,222
132 Employee Insurance	13,557	14,858	16,797
133 Employee Retirement	8,987	9,554	7,466
135 Compensation Insurance	632	428	1,018
136 Unemployment Insurance	89	234	312
139 Dental Insurance	-	-	622
141 Uniforms and Protective Clothing	465	496	396
<i>Subtotal</i>	<i>179,693</i>	<i>194,794</i>	<i>192,614</i>
Operating and Maintenance			
210 Office Supplies	48	100	100
218 Non-Capital Equipment and Furniture	3,758	2,600	1,600
220 Gas and Oil	104	-	-
222 Chemicals	11,404	11,000	8,000
223 Lab and Photo Supplies	-	100	-
228 Janitorial Supplies	1,370	1,100	1,100
229 Materials and Supplies	267	1,000	1,000
232 Building Repair and Maintenance	5,682	7,500	7,100
240 Equipment Repair and Maintenance	15,562	9,400	21,400
241 Grounds Maintenance	9,027	13,000	10,000
243 Non-Capital Computer Equipment and Supplies	290	8,000	1,700
246 Liability Insurance	4,914	4,280	5,216
247 Safety Expenses	534	600	600
249 Operating Leases and Rentals	3,335	3,900	3,900
250 Professional and Contracted Services	45,384	53,500	48,100
259 Licenses and Permits	-	200	200
260 Utilities	7,371	10,000	9,000
261 Telephone Charges	1,573	1,500	1,860
262 Radio Repair and Maintenance	-	100	100
264 Printing and Copying	1,684	2,500	2,500
269 Other Services and Charges	5,716	5,400	5,800
273 Fleet Lease - Operating and Maintenance	7,517	10,663	5,941
274 Fleet Lease - Replacement	10,594	53,643	26,217
<i>Subtotal</i>	<i>136,135</i>	<i>200,086</i>	<i>161,434</i>
Capital Outlay			
470 Planning and Design	-	2,000	-
475 Building and Facility Improvement	-	28,000	-
<i>Subtotal</i>	<i>-</i>	<i>30,000</i>	<i>-</i>
SERVICE TOTAL	\$ 315,828	\$ 424,880	\$ 354,048

SERVICE: Twin Peaks Golf Course

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.80	0.80	0.75
Golf Course Equipment Mechanic	0.80	0.80	0.75
Sr Grounds Maintenance Technician	1.20	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.90	3.70	3.60

SERVICE: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	180,428	180,953	181,001
112 Wages - Temporary	65,649	65,876	54,120
121 Wages - Overtime	6,952	11,475	6,321
122 Longevity Compensation	180	186	192
123 Leave Expense	6,934	-	-
126 Retirement Health Savings Plan	1,981	1,480	1,440
128 FICA	4,309	4,084	3,355
129 Medicare	3,271	3,450	3,278
131 MOPC	9,165	9,047	9,051
132 Employee Insurance	25,047	23,523	24,434
133 Employee Retirement	16,204	15,127	10,860
135 Compensation Insurance	991	777	811
136 Unemployment Insurance	164	369	453
139 Dental Insurance	-	-	905
141 Uniforms and Protective Clothing	1,093	1,160	824
<i>Subtotal</i>	322,368	317,507	297,045
Operating and Maintenance			
210 Office Supplies	194	200	200
218 Non-Capital Equipment and Furniture	5,036	5,000	4,000
220 Gas and Oil	1,049	-	-
222 Chemicals	21,595	25,000	20,000
223 Lab and Photo Supplies	-	100	-
228 Janitorial Supplies	2,636	2,000	2,500
229 Materials and Supplies	8,802	8,400	8,400
232 Building Repair and Maintenance	13,510	16,400	16,000
240 Equipment Repair and Maintenance	33,735	33,000	57,000
241 Grounds Maintenance	26,006	26,000	21,000
243 Non-Capital Computer Equipment and Supplies	5,213	2,000	2,000
246 Liability Insurance	5,371	5,632	6,194
247 Safety Expenses	1,459	1,600	1,600
249 Operating Leases and Rentals	8,479	6,300	12,300
250 Professional and Contracted Services	68,752	69,300	68,900
259 Licenses and Permits	-	200	200
260 Utilities	25,088	36,000	36,000
261 Telephone Charges	1,763	1,880	1,800
262 Radio Repair and Maintenance	-	200	200
263 Postage	133	-	-
264 Printing and Copying	1,985	3,500	3,500
269 Other Services and Charges	12,316	12,000	12,500
273 Fleet Lease - Operating and Maintenance	2,309	25,253	12,678
274 Fleet Lease - Replacement	84,678	76,954	86,032
<i>Subtotal</i>	330,108	356,919	373,004
Non-Operating Expense			
974 Art in Public Places Transfers	1,873	-	-
<i>Subtotal</i>	1,873	-	-
Capital Outlay			
470 Planning and Design	846	-	-
473 Site Improvements, Landscaping, Street Developmen	187,263	-	-
<i>Subtotal</i>	188,108	-	-
SERVICE TOTAL	\$ 842,457	\$ 674,426	\$ 670,049

SERVICE: Ute Creek Golf Course

FUND: Golf Fund

DEPARTMENT: Public Works and Natural Resources

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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 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
Grounds Maintenance Technician II	2.00	2.00	2.00
Total	4.10	4.10	4.10

SERVICE: Ute Creek Golf Course**LINE ITEM BUDGET**

Personal Services		2009 Actual	2010 Budget	2011 Budget
111	Salaries and Wages	188,195	196,201	201,349
112	Wages - Temporary	139,116	133,960	119,960
114	Skill Based Pay	-	900	900
121	Wages - Overtime	11,176	17,597	10,926
122	Longevity Compensation	3,720	3,846	3,972
123	Leave Expense	6,729	-	-
126	Retirement Health Savings Plan	2,319	1,640	1,640
128	FICA	8,982	8,306	7,348
129	Medicare	3,145	3,057	2,956
131	MOPC	9,725	9,810	10,068
132	Employee Insurance	26,060	25,506	27,181
133	Employee Retirement	17,201	16,401	12,081
135	Compensation Insurance	7,223	7,523	1,814
136	Unemployment Insurance	171	400	504
139	Dental Insurance	-	-	1,007
141	Uniforms and Protective Clothing	1,316	1,400	1,176
	<i>Subtotal</i>	<i>425,078</i>	<i>426,547</i>	<i>402,882</i>
Operating and Maintenance				
210	Office Supplies	284	200	200
218	Non-Capital Equipment and Furniture	10,800	9,000	6,000
220	Gas and Oil	18	-	-
222	Chemicals	32,745	36,300	28,000
223	Lab and Photo Supplies	-	100	-
228	Janitorial Supplies	2,105	3,000	2,500
229	Materials and Supplies	9,100	9,370	7,120
230	Printing and Copier Supplies	13	-	-
232	Building Repair and Maintenance	5,355	11,000	8,600
240	Equipment Repair and Maintenance	31,010	28,000	28,000
241	Grounds Maintenance	33,187	30,000	23,500
243	Non-Capital Computer Equipment and Supplies	2,143	3,350	2,000
246	Liability Insurance	9,830	7,552	7,525
247	Safety Expenses	1,321	1,500	1,500
249	Operating Leases and Rentals	12,728	14,000	14,000
250	Professional and Contracted Services	70,800	77,100	76,700
259	Licenses and Permits	100	200	200
260	Utilities	40,778	45,000	43,000
261	Telephone Charges	1,564	2,180	2,540
262	Radio Repair and Maintenance	123	200	200
263	Postage	13	-	-
264	Printing and Copying	2,861	4,000	4,000
269	Other Services and Charges	16,960	17,500	17,500
273	Fleet Lease - Operating and Maintenance	13,651	34,436	24,655
274	Fleet Lease - Replacement	64,387	83,318	80,563
	<i>Subtotal</i>	<i>361,878</i>	<i>417,306</i>	<i>378,303</i>
Capital Outlay				
440	Machinery and Equipment	-	-	260,400
473	Site Improvements, Landscaping, Street Development	34,394	40,000	-
475	Building and Facility Improvement	8,700	-	-
	<i>Subtotal</i>	<i>43,094</i>	<i>40,000</i>	<i>260,400</i>
	SERVICE TOTAL	\$ 830,050	\$ 883,853	\$ 1,041,585

LIBRARY SERVICES FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	650	-	-
Operating and Maintenance	61,622	50,500	50,500
Non-Operating	28,806	20,500	20,500
Capital	13,228	-	-
TOTAL	\$ 104,305	\$ 71,000	\$ 71,000

Fund Description

The Library Services Fund was created for the purpose of receiving funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are primarily used to supplement book purchases in the General Fund and for special library programming.

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
112 Wages - Temporary	425	-	-
142 Food Allowance	225	-	-
<i>Subtotal</i>	650	-	-
Operating and Maintenance			
210 Office Supplies	224	-	-
211 Adult Books	1,496	20,000	20,000
212 Children's Books	1,446	2,000	2,000
215 Audiovisual Materials	16,386	5,500	5,500
216 Reference Books and Materials	3,109	11,000	11,000
218 Non-Capital Equipment and Furniture	6,585	-	-
229 Materials and Supplies	8,497	-	-
243 Non-Capital Computer Equipment and Supplies	9,320	-	-
250 Professional and Contracted Services	12,937	12,000	12,000
263 Postage	39	-	-
264 Printing and Copying	1,583	-	-
<i>Subtotal</i>	61,622	50,500	50,500
Non-Operating Expense			
970 Transfers to Other Funds	28,806	20,500	20,500
<i>Subtotal</i>	28,806	20,500	20,500
Capital Outlay			
440 Machinery and Equipment	13,228	-	-
<i>Subtotal</i>	13,228	-	-
SERVICE TOTAL	\$ 104,305	\$ 71,000	\$ 71,000

LIBRARY SERVICES FUND – Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 99,700	\$ 98,951	\$ 97,188
COMMITTED WORKING CAPITAL	-	1,763	-
SOURCES OF FUNDS			
REVENUES			
Interest	961	1,000	1,000
Donations	53,184	53,000	53,000
Miscellaneous	50,265	17,000	17,000
Adjustment for GAAP Revenue	(854)	-	-
TOTAL FUNDS	103,556	71,000	71,000
EXPENSES BY BUDGET SERVICE			
Personal Services	650	-	-
Operating and Maintenance	61,622	50,500	50,500
Non-Operating	28,806	20,500	20,500
TOTAL EXPENDITURES	104,305	71,000	71,000
ENDING WORKING CAPITAL	98,951	97,188	97,188
CONTRIBUTION TO/(FROM) RESERVES	\$ (749)	\$ -	\$ -

LODGERS' TAX SERVICES FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	225,341	250,535	258,699
Non-Operating	5,000	-	-
Capital	-	-	-
TOTAL	\$ 230,341	\$ 250,535	\$ 258,699

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

	2009 Actual	2010 Budget	2011 Budget
Operating and Maintenance			
250 Professional and Contracted Services	225,341	250,535	258,699
<i>Subtotal</i>	<i>225,341</i>	<i>250,535</i>	<i>258,699</i>
Non-Operating Expense			
970 Transfers to Other Funds	5,000	-	-
<i>Subtotal</i>	<i>5,000</i>	<i>-</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 230,341	\$ 250,535	\$ 258,699

LODGERS' TAX SERVICES FUND – Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 124,369	\$ 138,563	\$ 79,100
Committed Working Capital	-	62,463	-
SOURCES OF FUNDS			
REVENUES			
Taxes	244,527	250,535	258,699
Interest	750	3,000	2,000
Adjustment for GAAP Revenue	(742)	-	-
TOTAL FUNDS	244,535	253,535	260,699
EXPENDITURES			
Operating and Maintenance	225,341	250,535	258,699
Non-Operating	5,000	-	-
TOTAL EXPENDITURES	230,341	250,535	258,699
ENDING WORKING CAPITAL	138,563	79,100	81,100
CONTRIBUTION TO/(FROM) RESERVES	\$ 14,194	\$ 3,000	\$ 2,000

MUSEUM SERVICES FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	27,828	32,297	31,866
Operating and Maintenance	48,590	59,285	56,985
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 76,418	\$ 91,582	\$ 88,851

Fund Description

The Museum Services Fund was created for the purpose of receiving funds donated or granted to the Longmont Museum. Additional revenues include programming fees. This fund administers expenses related to fee-based program and special grants of the Longmont Museum.

LINE ITEM BUDGET

		2009 Actual	2010 Budget	2011 Budget
Personal Services				
112	Wages - Temporary	25,844	28,557	28,745
121	Wages - Overtime	-	1,123	857
128	FICA	1,608	1,771	1,835
129	Medicare	376	846	429
	<i>Subtotal</i>	27,828	32,297	31,866
Operating and Maintenance				
210	Office Supplies	18	50	50
216	Reference Books and Materials	114	400	400
218	Non-Capital Equipment and Furniture	281	800	800
223	Lab and Photo Supplies	10	300	300
225	Freight	-	-	200
229	Materials and Supplies	8,199	11,775	11,375
243	Non-Capital Computer Equipment and Supplies	1,214	2,000	1,400
245	Mileage Allowance	196	-	-
249	Operating Leases and Rentals	5,750	4,000	9,250
250	Professional and Contracted Services	24,939	34,960	29,060
263	Postage	1,669	800	700
264	Printing and Copying	5,883	3,900	3,150
269	Other Services and Charges	316	300	300
	<i>Subtotal</i>	48,590	59,285	56,985
	SERVICE TOTAL	\$ 76,418	\$ 91,582	\$ 88,851

MUSEUM SERVICES FUND – Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 50,320	\$ 55,059	\$ 28,673
Committed Working Capital	-	26,041	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	40,813	55,587	49,258
Grants and Donations	38,900	33,500	37,943
Interest	598	500	-
Miscellaneous	1,810	1,650	1,650
Adjustment for GAAP Revenue	(964)	-	-
TOTAL FUNDS	81,157	91,237	88,851
EXPENSES BY BUDGET SERVICE			
Personal Services	27,828	32,297	31,866
Operating and Maintenance	48,590	59,285	56,985
TOTAL EXPENDITURES	76,418	91,582	88,851
ENDING WORKING CAPITAL	55,059	28,673	28,673
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,739	\$ (345)	\$ -

MUSEUM TRUST FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	25,952	19,200	19,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 25,952	\$ 19,200	\$ 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

		2009 Actual	2010 Budget	2011 Budget
Operating and Maintenance				
216	Reference Books and Materials	-	750	750
224	Resale Merchandise	7,055	9,600	9,600
229	Materials and Supplies	126	1,450	1,350
243	Non-Capital Computer Equipment and Supplies	7,475	-	-
249	Operating Leases and Rentals	4,200	-	-
250	Professional and Contracted Services	600	600	600
252	Advertising and Legal Notices	3,996	6,500	6,400
264	Printing and Copying	2,183	-	-
269	Other Services and Charges	316	300	300
	SERVICE TOTAL	\$ 25,952	\$ 19,200	\$ 19,000

MUSEUM TRUST FUND – Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 94,723	\$ 87,521	\$ 82,771
Committed Working Capital	-	8,500	-
SOURCES OF FUNDS			
REVENUES			
Sales	15,905	16,000	16,000
Interest	1,027	3,000	3,000
Miscellaneous	3,898	3,950	3,050
Adjustment for GAAP Revenue	(2,080)	-	-
TOTAL FUNDS	18,750	22,950	22,050
EXPENSES BY BUDGET SERVICE			
Operating and Maintenance	25,952	19,200	19,000
TOTAL EXPENDITURES	25,952	19,200	19,000
ENDING WORKING CAPITAL	87,521	82,771	85,821
CONTRIBUTION TO/(FROM) RESERVES	\$ (7,202)	\$ 3,750	\$ 3,050

OPEN SPACE FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	129,032	139,036	182,276
Operating and Maintenance	1,090,892	1,168,190	334,225
Non-Operating	1,811,021	1,815,144	2,345,212
Capital	4,284,262	245,925	2,673,697
TOTAL	\$ 7,315,207	\$ 3,368,295	\$ 5,535,410

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by .2 cents for twenty years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works Natural Resources Department.

OPEN SPACE FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,742,587	\$ 2,378,168	\$ 10,796,976
Committed Working Capital	-	493,344	-
SOURCES OF FUNDS			
REVENUES			
Taxes	2,606,718	2,596,816	2,708,878
Intergovernmental Revenue	-	-	237,429
Interest	43,599	112,500	116,800
Miscellaneous	78,755	30,000	37,000
Estimated Bond Proceeds	2,288,195	9,541,131	-
Adjustment for GAAP Revenue	(66,479)	-	-
TOTAL FUNDS	4,950,788	12,280,447	3,100,107
EXPENDITURES			
Personal Services	129,032	139,036	182,276
Operating and Maintenance	1,090,892	1,168,190	334,225
Non-Operating	1,811,021	1,815,144	2,345,212
Capital Projects	4,284,262	245,925	2,673,697
TOTAL EXPENDITURES	7,315,207	3,368,295	5,535,410
ENDING WORKING CAPITAL	2,378,168	10,796,976	8,361,673
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,364,419)	\$ 8,912,152	\$ (2,435,303)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2011 Budget
D-28 Spring Gulch #2 Drainage and Greenway	\$ 50,000
PR-10 Union Reservoir Land Acquisition & Development	60,000
PR-77 McIntosh Lake District Park	50,000
PR-101 Jim Hamm's Pond District Park	24,000
PR-122 Open Space Acquisition Program	2,238,420
PR-164 District Park and Trails Acquisition Program	100,000
PR-181 Union Reservoir West Side Enhancements	73,000
PR-183 St Vrain Integrated Reclamation Project	80,000
TOTAL	\$ 2,675,420

SERVICE: Open Space and Trails

FUND: Open Space Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service includes the cost for administration, acquisition, improvement, maintenance and preservation of the City's open space.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Open Space and Trails Manager	1.00	1.00	1.00
Natural Resources Specialist	0.00	0.00	0.50
Total	1.00	1.00	1.50

SERVICE: Open Space and Trails**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	87,051	87,864	123,011
112 Wages - Temporary	16,140	21,220	21,220
114 Skill Based Pay	5	-	-
121 Wages - Overtime	-	500	500
123 Leave Expense	1,098	-	-
126 Retirement Health Savings Plan	957	400	600
128 FICA	1,001	1,316	1,316
129 Medicare	1,348	1,582	1,784
131 MOPC	4,393	4,393	6,151
132 Employee Insurance	11,313	11,422	16,606
133 Employee Retirement	4,439	7,345	7,381
135 Compensation Insurance	416	415	384
136 Unemployment Insurance	76	179	308
137 Staff Training and Conferences	55	900	900
139 Dental Insurance	-	-	615
141 Uniforms and Protective Clothing	580	900	900
142 Food Allowance	159	600	600
<i>Subtotal</i>	<i>129,032</i>	<i>139,036</i>	<i>182,276</i>
Operating and Maintenance			
210 Office Supplies	1,117	2,000	2,000
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	328	550	550
217 Dues and Subscriptions	932	350	350
218 Non-Capital Equipment and Furniture	395	1,750	1,750
221 Parts	-	500	500
222 Chemicals	225	3,000	3,000
223 Lab and Photo Supplies	2,460	500	500
228 Janitorial Supplies	-	200	200
229 Materials and Supplies	1,014	4,500	4,500
232 Building Repair and Maintenance	38	2,000	2,000
240 Equipment Repair and Maintenance	1,481	2,000	2,000
241 Grounds Maintenance	34,929	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	972	3,750	3,145
245 Mileage Allowance	-	300	300
246 Liability Insurance	1,146	1,165	963
247 Safety Expenses	76	300	300
248 Lease Purchase Installment	852,153	852,028	-
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	8,309	40,000	40,000
252 Advertising and Legal Notices	-	100	100
261 Telephone Charges	395	2,000	2,000
263 Postage	343	500	500
264 Printing and Copying	374	1,500	1,500
269 Other Services and Charges	955	2,150	2,150
270 Administrative and Management Services	164,441	171,443	183,855
273 Fleet Lease - Operating and Maintenance	9,075	3,109	8,220
274 Fleet Lease - Replacement	9,458	5,195	6,542
275 Building Permits to LDDA	277	-	-
<i>Subtotal</i>	<i>1,090,892</i>	<i>1,168,190</i>	<i>334,225</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	711,021	664,272	1,243,489
923 Principal - Current Bond Issues	1,100,000	1,150,000	1,100,000
<i>Subtotal</i>	<i>1,811,021</i>	<i>1,814,272</i>	<i>2,343,489</i>
Capital Outlay			
470 Planning and Design	5,628	72,500	-
471 Land	4,277,914	-	-
473 Site Improvements, Landscaping, Street Development	720	86,225	-
<i>Subtotal</i>	<i>4,284,262</i>	<i>158,725</i>	<i>-</i>
SERVICE TOTAL	\$ 7,315,207	\$ 3,280,223	\$ 2,859,990

PARK IMPROVEMENT FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	87,584	89,879	-
Operating and Maintenance	12,964	6,575	-
Non-Operating	36	-	-
Capital	351,880	45,000	640,000
TOTAL	\$ 452,464	\$ 141,454	\$ 640,000

Fund Description

The Park Improvement Fund’s primary revenue source are Park Improvement fees, which are assessed when a building permit is issued. Park Improvement funds are designated for the purchase of land, and 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).

2011 Budget

The following capital projects are funded in 2011. Detailed descriptions for these projects are included in the 2011-2015 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2011 BUDGET
PARK IMPROVEMENT FUND PROJECT	
PR-49 Dry Creek Community Park	\$ 640,000

PARK IMPROVEMENT FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 4,034,832	\$ 3,801,525	\$ 3,725,484
Committed Working Capital	-	324,657	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	239,495	354,039	349,278
Interest	51,564	36,031	36,000
Miscellaneous	7,965	-	-
Adjustment for GAAP Revenue	(79,867)	-	-
TOTAL FUNDS	219,157	390,070	385,278
EXPENDITURES			
Personal Services	87,584	89,879	-
Operating and Maintenance	12,964	6,575	-
Non-Operating	36	-	-
Capital Projects	351,880	45,000	640,000
TOTAL EXPENDITURES	452,464	141,454	640,000
ENDING WORKING CAPITAL	3,801,525	3,725,484	3,470,762
CONTRIBUTION TO/(FROM) RESERVES	\$ (233,307)	\$ 248,616	\$ (254,722)

SERVICE: Park Improvement

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Parks and Open Space Project Manager	0.50	0.50	0.00
Parks and Open Space Asst Project Mgr	0.50	0.50	0.00
Total	1.00	1.00	0.00

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	68,720	69,876	-
123 Leave Expense	1,155	-	-
126 Retirement Health Savings Plan	672	400	-
129 Medicare	834	1,013	-
131 MOPC	3,494	3,493	-
132 Employee Insurance	9,083	9,084	-
133 Employee Retirement	3,530	5,841	-
135 Compensation Insurance	36	29	-
136 Unemployment Insurance	61	143	-
<i>Subtotal</i>	<i>87,584</i>	<i>89,879</i>	<i>-</i>
Operating and Maintenance			
210 Office Supplies	218	-	-
229 Materials and Supplies	189	300	-
246 Liability Insurance	189	190	-
250 Professional and Contracted Services	5,500	6,000	-
270 Administrative and Management Services	213	85	-
<i>Subtotal</i>	<i>6,309</i>	<i>6,575</i>	<i>-</i>
SERVICE TOTAL	\$ 93,893	\$ 96,454	\$ -

Note: This budget service has been moved to the Street Fund in 2011.

PROBATION SERVICES FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	67,479	71,128	71,104
Operating and Maintenance	914	7,965	8,648
Non-Operating	-	-	-
Capital	28,145	-	-
TOTAL	\$ 96,538	\$ 79,093	\$ 79,752

PROBATION SERVICES FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 31,427	\$ 39,330	\$ 62,216
COMMITTED WORKING CAPITAL	-	1,321	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	104,066	102,000	106,000
Interest	560	1,300	1,300
Adjustment for GAAP Revenue	(185)	-	-
TOTAL FUNDS	104,441	103,300	107,300
EXPENDITURES			
Personal Services	67,479	71,128	71,104
Operating and Maintenance	914	7,965	8,648
Non-Operating	-	-	-
Capital	28,145	-	-
TOTAL EXPENDITURES	96,538	79,093	79,752
ENDING WORKING CAPITAL	39,330	62,216	89,764
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,903	\$ 24,207	\$ 27,548

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

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	51,064	55,236	55,788
123 Leave Expense	2,629	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	665	801	809
131 MOPC	2,685	2,762	2,789
132 Employee Insurance	7,251	7,181	7,531
133 Employee Retirement	2,714	4,618	3,347
135 Compensation Insurance	22	17	22
136 Unemployment Insurance	49	113	139
139 Dental Insurance	-	-	279
<i>Subtotal</i>	<i>67,479</i>	<i>71,128</i>	<i>71,104</i>
Operating and Maintenance			
246 Liability Insurance	114	114	152
250 Professional and Contracted Services	800	7,851	7,851
270 Administrative and Management Services	-	-	645
<i>Subtotal</i>	<i>914</i>	<i>7,965</i>	<i>8,648</i>
Capital Outlay			
440 Machinery and Equipment	28,145	-	-
<i>Subtotal</i>	<i>28,145</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 96,538	\$ 79,093	\$ 79,752

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Probation Officer	0.75	1.00	1.00
Total	0.75	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	2,970	2,490
Capital	34,439	297,030	273,854
TOTAL	\$ 34,439	\$ 300,000	\$ 276,344

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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 506,034	\$ 524,779	\$ 315,875
Committed Working Capital	-	67,814	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	54,180	76,080	77,853
Interest	6,457	16,500	7,897
Estimated Revenue Adjustment	-	66,330	-
Adjustment for GAAP Revenue	(7,453)	-	-
TOTAL FUNDS	53,184	158,910	85,750
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	2,970	2,490
Capital	34,439	297,030	273,854
TOTAL EXPENDITURES	34,439	300,000	276,344
ENDING WORKING CAPITAL	524,779	315,875	125,281
CONTRIBUTION TO/(FROM) RESERVES	\$ 18,745	\$ (141,090)	\$ (190,594)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2011 BUDGET
PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	
PB-93B Civic Center Remodel - Community Services	\$ 276,344

PUBLIC IMPROVEMENT FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	228,461	54,550	54,550
Non-Operating	2,690,357	2,687,649	2,693,203
Capital	2,493,930	1,875,992	1,585,915
TOTAL	\$ 5,412,748	\$ 4,618,191	\$ 4,333,668

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 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 1,479,029	\$ 1,663,459	\$ 284,936
SOURCES OF FUNDS			
REVENUES			
Taxes	3,316,107	3,037,595	3,169,387
Developer Participation	7,000	-	-
Interest	90,438	100,000	105,129
Miscellaneous	5,573	36,555	-
Operating Transfers	-	-	850,000
Lease Purchase Proceeds	2,282,246	-	-
Estimated Revenue Adjustment	-	65,518	-
Adjustment for GAAP Revenue	(104,186)	-	-
TOTAL FUNDS	5,597,178	3,239,668	4,124,516
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	228,461	54,550	54,550
Non-Operating	2,690,357	2,687,649	2,693,203
Capital	2,493,930	1,875,992	1,585,915
TOTAL EXPENDITURES	5,412,748	4,618,191	4,333,668
ENDING WORKING CAPITAL	1,663,459	284,936	75,784
CONTRIBUTION TO/(FROM) RESERVES	\$ 184,430	\$ (1,378,523)	\$ (209,152)

SERVICE: Public Improvement Fund**FUND:** Public Improvement Fund**Service Description:**

Capital projects for 2011 are listed below and detailed descriptions of each project are included in the *2011-2015 Capital Improvement Program*.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2011 BUDGET
Debt Service on Bonds	\$ 2,688,360
Neighborhood Improvement Program	50,000
PB-1 Municipal Buildings Roof Improvements	67,158
PB-2 Municipal Buildings ADA Improvements	40,000
PB-37 Fire Stations Improvements	94,000
PB-80 Municipal Buildings Boiler Replacement	68,933
PB-82 Muni Buildings HVAC Replacement	449,652
PB-109 Municipal Facilities Parking Lot Rehabilitation	75,750
PB-119 Muni Buildings Flooring Replacement	103,000
PB-145 Community Services Specialized Equipment	112,729
PB-160 Municipal Buildings Auto Door and Gate Replacement	10,000
PB-163 Municipal Buildings Keyless Entry	8,550
PB-165 Municipal Buildings Emergency Generators	40,000
PB-185 Longmont Recreation Center Facility Improvements	136,350
PB-188 Safety and Justice Exterior Foundation Repair	80,000
PR-56 Park Buildings Rehabilitation and Replacement	24,326
PR-83 Primary and Secondary Greenway Connections	34,100
PR-85 Sport Court Reconstruction	12,480
PR-102 Swimming and Wading Pools Maintenance	140,293
PR-113 Park Irrigation Pump Systems Rehabilitation	42,987
PR-136 Park Bridge Replacement Program	10,000
PR-174 Playground Rehabilitation Program	45,000
TOTAL	\$ 4,333,668

SENIOR SERVICES FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	11,515	19,167	19,385
Operating and Maintenance	138,838	138,480	143,730
Non-Operating	-	-	-
Capital	200	-	-
TOTAL	\$ 150,553	\$ 157,647	\$ 163,115

Fund Description

The Senior Services Fund was created for the purpose of receiving funds donated or granted to the Longmont Senior Services. The majority of the revenue in this fund comes from fees paid by participants in the 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

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 133,974	\$ 150,801	\$ 160,154
SOURCES OF FUNDS			
REVENUES			
Charge for Services	152,154	152,000	152,000
Interest	1,740	-	-
Miscellaneous	15,958	15,000	15,000
Adjustment for GAAP Revenue	(2,472)		
TOTAL FUNDS	167,380	167,000	167,000
EXPENDITURES			
Personal Services	11,515	19,167	19,385
Operating and Maintenance	138,838	138,480	143,730
TOTAL EXPENDITURES	150,553	157,647	163,115
ENDING WORKING CAPITAL	150,801	160,154	164,039
CONTRIBUTION TO/(FROM) RESERVES	\$ 16,827	\$ 9,353	\$ 3,885

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
112 Wages - Temporary	10,708	15,000	15,000
121 Wages - Overtime	-	300	300
128 FICA	287	930	930
129 Medicare	67	1,937	2,155
137 Staff Training and Conferences	284	1,000	1,000
142 Food Allowance	169	-	-
<i>Subtotal</i>	<i>11,515</i>	<i>19,167</i>	<i>19,385</i>
Operating and Maintenance			
210 Office Supplies	317	500	650
217 Dues and Subscriptions	626	400	400
218 Non-Capital Equipment and Furniture	25	1,000	1,000
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	19,054	17,000	17,000
230 Printing and Copier Supplies	-	200	200
243 Non-Capital Computer Equipment and Supplies	1,215	480	480
245 Mileage Allowance	602	250	250
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	111,950	111,000	115,000
261 Telephone Charges	218	-	100
263 Postage	62	-	-
264 Printing and Copying	2,861	3,500	6,500
269 Other Services and Charges	1,909	4,000	2,000
<i>Subtotal</i>	<i>138,838</i>	<i>138,480</i>	<i>143,730</i>
Capital Outlay			
440 Machinery and Equipment	200	-	-
<i>Subtotal</i>	<i>200</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 150,553	\$ 157,647	\$ 163,115

STORM DRAINAGE FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	864,576	927,379	1,253,162
Operating and Maintenance	966,613	1,134,793	1,349,324
Non-Operating	920,781	1,380,288	1,104,788
Capital	6,037,790	5,572,092	482,000
TOTAL	\$ 8,789,760	\$ 9,014,552	\$ 4,189,274

Fund Description

The Storm Drainage Fund pays for all costs associated with maintaining and improving the City's storm drainage system. The 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. All residential utility customers pay a flat rate per month. The rate for commercial and industrial utility customers is based on square footage of building space.

The Storm Drainage Fund includes two budget services, Storm Drainage Engineering and Storm Drainage Maintenance. Administration of this fund is provided by the Public Works and Natural Resources Department.

2011 Budget

The 2011 Budget includes \$472,000 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2010-2014 Capital Improvement Program. The following capital projects are funded in 2011.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2011 Budget
DR-8 Downtown Alley Improvements	\$ 186,000
D-28 Spring Gulch #2 Drainage and Greenway	100,000
D-37 Oligarchy Ditch Improvements	166,000
MUW-151 St Vrain Creek Protection Program	20,000
TOTAL	\$ 472,000

STORM DRAINAGE FUND - Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 18,266,673	\$ 13,068,152	\$ 1,690,887
Committed Working Capital	-	5,995,213	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,460,920	3,430,000	3,465,000
Capital Investment Fee	30,774	37,500	39,500
Interest	135,137	165,000	148,500
Miscellaneous	39,975	-	5,000
Adjustment for GAAP Revenue	(63,200)	-	-
TOTAL FUNDS	3,603,606	3,632,500	3,658,000
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	665,970	1,201,483	1,225,412
Storm Drainage Engineering	1,892,387	1,633,810	1,057,633
Storm Drainage Maintenance	757,200	889,465	911,876
Storm Drainage Construction Inspection	-	-	159,775
Storm Drainage Regulatory Compliance	-	-	227,405
Storm Drainage Engineering/Survey Tech Services	-	-	135,173
CIP Projects	5,474,203	5,289,794	472,000
Total Operating Expenses	8,789,760	9,014,552	4,189,274
Adjustment for GAAP Expenses	12,367	-	-
TOTAL EXPENDITURES	8,802,127	9,014,552	4,189,274
ENDING WORKING CAPITAL	13,068,152	1,690,887	1,159,613
CONTRIBUTION TO/(FROM) RESERVES	\$ (5,198,521)	\$ (5,382,052)	\$ (531,274)

SERVICE: Public Works and Natural Resources Director

FUND: Storm Drainage Fund

DEVELOPMENT: Public Works and Natural Resources

The Public Works and Water Utilities Director is responsible for: administering City policies; development 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:	2009 Budget	2010 Budget	2011 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.00	0.00	0.15
PWNR Business Services Manager	0.15	0.15	0.15
PWNR Technology & Financial Analyst	0.15	0.15	0.15
Utilities Analyst	0.15	0.15	0.15
Administrative Analyst	0.00	0.00	0.15
Executive Assistant	0.15	0.15	0.15
Total	0.75	0.75	1.05

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	56,970	61,417	85,816
121 Wages - Overtime	15	100	100
123 Leave Expense	1,772	-	-
126 Retirement Health Savings Plan	687	300	420
129 Medicare	497	592	940
131 MOPC	2,911	3,071	4,291
132 Employee Insurance	8,022	7,985	11,586
133 Employee Retirement	4,512	5,135	5,149
135 Compensation Insurance	-	-	24
136 Unemployment Insurance	52	125	213
137 Staff Training and Conferences	4,069	11,925	8,804
139 Dental Insurance	-	-	429
<i>Subtotal</i>	<i>79,507</i>	<i>90,650</i>	<i>117,772</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	967	3,853	6,256
243 Non-Capital Computer Equipment and Supplies	413	375	259
245 Mileage Allowance	-	360	360
246 Liability Insurance	133	164	169
247 Safety Expenses	21	-	-
250 Professional and Contracted Services	3,632	16,100	16,965
<i>Subtotal</i>	<i>5,167</i>	<i>20,852</i>	<i>24,009</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	581,296	569,231	553,631
923 Bond Principal - Current	-	520,000	530,000
<i>Subtotal</i>	<i>581,296</i>	<i>1,089,231</i>	<i>1,083,631</i>
Capital Outlay			
475 Building and Facility Improvement	-	750	-
<i>Subtotal</i>	<i>-</i>	<i>750</i>	<i>-</i>
SERVICE TOTAL	\$ 665,970	\$ 1,201,483	\$ 1,225,412

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 and pays for debt service costs and the administrative transfer fee to the General Fund.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Business & Strategic Planning Manager	0.20	0.20	0.00
PWNR Environmental Services Manager	0.20	0.20	0.00
PWNR Engineering Administrator	0.00	0.00	0.10
Senior Civil Engineer	1.00	1.00	1.00
Civil Engineer	1.80	1.80	1.00
Environmental Sustainability Coordinator	0.20	0.20	0.00
Environmental Project Specialist	0.20	0.20	0.00
Total	3.60	3.60	2.10

SERVICE: Storm Drainage Engineering**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	279,987	297,411	178,850
122 Longevity Compensation	576	600	-
123 Leave Expense	7,045	-	-
126 Retirement Health Savings Plan	2,581	1,440	840
129 Medicare	3,257	3,832	2,594
131 MOPC	14,344	14,871	8,942
132 Employee Insurance	39,910	38,663	24,145
133 Employee Retirement	22,256	24,863	10,731
135 Compensation Insurance	124	123	118
136 Unemployment Insurance	261	607	447
139 Dental Insurance	-	-	894
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	540	300	300
<i>Subtotal</i>	<i>370,881</i>	<i>382,810</i>	<i>227,961</i>
Operating and Maintenance			
210 Office Supplies	63	100	100
216 Reference Books and Materials	-	100	300
217 Dues and Subscriptions	346	790	395
218 Non-Capital Equipment and Furniture	12,675	18,500	21,500
229 Materials and Supplies	-	50	50
240 Equipment Repair and Maintenance	-	-	2,500
243 Non-Capital Computer Equipment and Supplies	94	1,500	2,850
245 Mileage Allowance	15	150	50
246 Liability Insurance	753	907	982
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	227,686	184,095	326,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	2,020	4,000	4,000
260 Utilities	25	-	-
261 Telephone Charges	269	300	300
263 Postage	12	200	200
264 Printing and Copying	-	375	375
270 Administrative and Management Services	402,764	517,728	463,110
273 Fleet Lease - Operating and Maintenance	1,135	803	780
274 Fleet Lease - Replacement	2,523	2,439	4,623
<i>Subtotal</i>	<i>650,381</i>	<i>732,437</i>	<i>828,515</i>
Non-Operating Expense			
970 Transfers to Other Funds	321,413	268,563	1,157
974 Art in Public Places Transfers	4,151	2,100	-
<i>Subtotal</i>	<i>325,565</i>	<i>270,663</i>	<i>1,157</i>
Capital Outlay			
440 Machinery and Equipment	4,014	10,000	-
456 System Renovation and Replacement Planning and Design	36,189	10,000	-
470 Planning and Design	82,056	1,000	-
471 Land	-	9,000	-
475 Building and Facility Improvement	2,825	-	-
480 System Improvements	420,477	217,900	-
<i>Subtotal</i>	<i>545,561</i>	<i>247,900</i>	<i>-</i>
SERVICE TOTAL	\$ 1,892,387	\$ 1,633,810	\$ 1,057,633

SERVICE: Storm Drainage Maintenance and Repair

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the maintenance and repair of 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 which 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.

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Operations Manager	0.00	0.00	0.05
Utility Operations and Maintenance Manager	0.10	0.10	0.10
Distribution/Collection System Mtce Supervisor	0.50	0.50	0.50
Public Works Supervisor	0.00	0.00	0.20
Senior Equipment Operator	1.00	1.00	0.00
Water Utilities Technician II	0.00	0.00	0.50
Water Utilities Technician	2.00	2.00	1.85
Public Works Technician	0.00	0.00	1.00
Storm Drainage Utility Technician	0.75	0.75	0.75
Plant Operations and Maintenance Technician III	1.00	1.00	0.00
Arborist Technician II	0.00	0.25	0.25
Administrative Analyst	0.25	0.25	0.20
Administrative Assistant	0.25	0.25	0.25
Total	5.85	6.10	5.65

SERVICE: Storm Drainage Maintenance**LINE ITEM BUDGET**

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	264,903	294,652	294,287
112 Wages - Temporary	34,801	42,440	39,240
114 Skill Based Pay	3,040	10,225	39,690
121 Wages - Overtime	7,435	9,375	9,375
122 Longevity Compensation	-	-	336
123 Leave Expense	15,423	2,500	3,000
124 Skill Based Overtime Pay	275	-	-
126 Retirement Health Savings Plan	1,939	2,440	2,260
128 FICA	759	2,631	2,433
129 Medicare	3,654	4,888	4,632
131 MOPC	13,015	14,732	14,725
132 Employee Insurance	36,659	38,305	39,728
133 Employee Retirement	20,207	24,633	17,672
135 Compensation Insurance	9,913	4,135	4,089
136 Unemployment Insurance	242	599	736
139 Dental Insurance	-	-	1,470
141 Uniforms and Protective Clothing	1,881	2,164	2,100
142 Food Allowance	41	200	200
<i>Subtotal</i>	<i>414,188</i>	<i>453,919</i>	<i>475,973</i>
Operating and Maintenance			
210 Office Supplies	377	500	470
216 Reference Books and Materials	220	200	200
217 Dues and Subscriptions	247	400	400
218 Non-Capital Equipment and Furniture	3,273	4,500	4,300
223 Lab and Photo Supplies	-	25	25
228 Janitorial Supplies	13	250	100
229 Materials and Supplies	4,026	5,900	5,400
230 Printing and Copier Supplies	81	300	260
232 Building Repair and Maintenance	2,367	2,100	2,100
235 Station Maintenance	542	1,000	1,000
237 Line Repair/maintenance	79,111	95,000	85,000
240 Equipment Repair and Maintenance	6,127	8,178	8,638
241 Grounds Maintenance	770	500	500
243 Non-Capital Computer Equipment and Supplies	13,404	7,123	4,325
245 Mileage Allowance	-	200	200
246 Liability Insurance	12,904	13,378	14,791
247 Safety Expenses	1,966	2,000	2,000
249 Operating Leases and Rentals	184	1,000	1,000
250 Professional and Contracted Services	50,306	52,500	87,450
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	691	800	1,180
260 Utilities	1,966	5,760	6,049
261 Telephone Charges	959	2,250	2,370
264 Printing and Copying	64	200	200
269 Other Services and Charges	8,096	7,795	7,500
273 Fleet Lease - Operating and Maintenance	69,875	71,215	70,760
274 Fleet Lease - Replacement	53,494	98,180	99,435
<i>Subtotal</i>	<i>311,066</i>	<i>381,504</i>	<i>405,903</i>
Non-Operating Expense			
950 Bad Debt	13,784	20,000	20,000
974 Art in Public Places Transfers	137	-	-
<i>Subtotal</i>	<i>13,921</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
432 Vehicles	2,328	-	-
440 Machinery and Equipment	845	24,042	-
473 Site Improvements, Landscaping, Street Developer	11,344	-	-
475 Building and Facility Improvement	3,509	10,000	10,000
<i>Subtotal</i>	<i>18,026</i>	<i>34,042</i>	<i>10,000</i>
SERVICE TOTAL	\$ 757,200	\$ 889,465	\$ 911,876

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 (ROW) 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:	2009 Budget	2010 Budget	2011 Budget
Construction Inspection Supervisor	0.00	0.00	0.20
Senior Construction Inspector	0.00	0.00	0.40
Construction Inspector	0.00	0.00	1.20
Total	0.00	0.00	1.80

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	102,098
112 Wages - Temporary	-	-	6,300
121 Wages - Overtime	-	-	4,500
122 Longevity Compensation	-	-	729
126 Retirement Health Savings Plan	-	-	720
128 FICA	-	-	391
129 Medicare	-	-	1,203
131 MOPC	-	-	5,105
132 Employee Insurance	-	-	13,783
133 Employee Retirement	-	-	6,125
135 Compensation Insurance	-	-	38
136 Unemployment Insurance	-	-	255
137 Staff Training and Conferences	-	-	1,080
139 Dental Insurance	-	-	511
141 Uniforms and Protective Clothing	-	-	46
<i>Subtotal</i>	-	-	142,884
Operating and Maintenance			
210 Office Supplies	-	-	113
216 Reference Books and Materials	-	-	45
217 Dues and Subscriptions	-	-	281
218 Non-Capital Equipment and Furniture	-	-	788
222 Chemicals	-	-	68
229 Materials and Supplies	-	-	225
240 Equipment Repair and Maintenance	-	-	2,273
243 Non-Capital Computer Equipment and Supplies	-	-	1,054
246 Liability Insurance	-	-	1,345
247 Safety Expenses	-	-	158
249 Operating Leases and Rentals	-	-	23
261 Telephone Charges	-	-	918
264 Printing and Copying	-	-	68
273 Fleet Lease - Operating and Maintenance	-	-	5,638
274 Fleet Lease - Replacement	-	-	3,894
<i>Subtotal</i>	-	-	16,891
Capital Outlay			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	-	-	-
SERVICE TOTAL	\$ -	\$ -	\$ 159,775

NOTE: This service was previously accounted for 100% in the Street Fund.

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 primarily provided 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.
- Coordination of watershed management activities, including monitoring, sampling and data evaluation.
- Management of 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 Water, Street, Sewer and Sanitation Funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
PWNR Environmental Services Manager	0.00	0.00	0.30
Environmental Sustainability Coordinator	0.00	0.00	0.15
Civil Engineer	0.00	0.00	0.80
Environmental Project Specialist	0.00	0.00	0.60
Total	0.00	0.00	1.85

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
111 Salaries and Wages	-	-	142,849
122 Longevity Compensation	-	-	122
126 Retirement Health Savings Plan	-	-	749
129 Medicare	-	-	1,136
131 MOPC	-	-	7,142
132 Employee Insurance	-	-	19,285
133 Employee Retirement	-	-	8,571
136 Unemployment Insurance	-	-	357
137 Staff Training and Conferences	-	-	1,384
139 Dental Insurance	-	-	714
<i>Subtotal</i>	-	-	182,309
Operating and Maintenance			
216 Reference Books and Materials	-	-	78
217 Dues and Subscriptions	-	-	1,064
243 Non-Capital Computer Equipment and Supplies	-	-	62
247 Safety Expenses	-	-	234
250 Professional and Contracted Services	-	-	43,658
<i>Subtotal</i>	-	-	45,096
Capital Outlay			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	-	-	-
SERVICE TOTAL	\$ -	\$ -	\$ 227,405

NOTE: This service was previously accounted for in a variety of other services in the PWNR Department.

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 & Utilities 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 in the Water, Street, Sewer and General funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2009 Budget	2010 Budget	2011 Budget
Engineering and Survey Tech Supervisor	0.00	0.00	0.21
GIS/Mapping Tech Support Supervisor	0.00	0.00	0.21
Survey Party Chief	0.00	0.00	0.28
Survey Technician	0.00	0.00	0.28
GIS/Mapping Technician	0.00	0.00	0.40
Total	0.00	0.00	1.38

LINE ITEM BUDGET

Personal Services	2009 Actual	2010 Budget	2011 Budget
111 Salaries and Wages	-	-	77,656
112 Wages - Temporary	-	-	3,781
114 Skill Based Pay	-	-	104
121 Wages - Overtime	-	-	273
122 Longevity Compensation	-	-	1,221
126 Retirement Health Savings Plan	-	-	552
128 FICA	-	-	234
129 Medicare	-	-	782
131 MOPC	-	-	3,885
132 Employee Insurance	-	-	10,484
133 Employee Retirement	-	-	4,663
135 Compensation Insurance	-	-	200
136 Unemployment Insurance	-	-	194
137 Staff Training and Conferences	-	-	1,794
139 Dental Insurance	-	-	388
141 Uniforms and Protective Clothing	-	-	52
<i>Subtotal</i>	-	-	106,263
Operating and Maintenance			
216 Reference Books and Materials	-	-	17
218 Non-Capital Equipment and Furniture	-	-	630
219 Drafting Supplies	-	-	690
229 Materials and Supplies	-	-	276
240 Equipment Repair and Maintenance	-	-	19,080
243 Non-Capital Computer Equipment and Supplies	-	-	3,640
246 Liability Insurance	-	-	273
247 Safety Expenses	-	-	173
250 Professional and Contracted Services	-	-	2,312
261 Telephone Charges	-	-	86
264 Printing and Copying	-	-	121
273 Fleet Lease - Operating and Maintenance	-	-	830
274 Fleet Lease - Replacement	-	-	782
<i>Subtotal</i>	-	-	28,910
Capital Outlay			
431 Furniture and Fixtures	-	-	-
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	-	-	-
SERVICE TOTAL	\$ -	\$ -	\$ 135,173

NOTE: This service was previously accounted for 100% in the Water Fund.

TRANSPORTATION CIF FUND - Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	325,624	-	850,000
TOTAL	\$ 325,624	\$ -	\$ 850,000

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.

The 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 Summary

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 2,052,434	\$ 1,790,438	\$ 815,779
Committed Working Capital	-	1,082,559	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	75,059	84,826	122,364
Interest	25,276	23,074	45,463
Adjustment for GAAP Revenue	(36,707)		
TOTAL FUNDS	63,628	107,900	167,827
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	325,624	-	850,000
TOTAL EXPENDITURES	325,624	-	850,000
ENDING WORKING CAPITAL	1,790,438	815,779	133,606
CONTRIBUTION TO/(FROM) RESERVES	\$ (261,996)	\$ 107,900	\$ (682,173)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2011 BUDGET
TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	
T-69 County Line Road Improvements, Phase 2	\$ 850,000

YOUTH SERVICES FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	15,104	-	-
Operating and Maintenance	23,463	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 38,567	\$ 6,000	\$ 6,000

Fund Description

The Youth Services Fund was created for the purpose of receiving funds donated or granted to the Longmont Youth Services. This fund administers expenses related to grants and special projects of Children and Youth Resources.

YOUTH SERVICES FUND – Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 89,677	\$ 77,170	\$ 68,434
COMMITTED WORKING CAPITAL	-	8,736	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	9,336	-	-
Grants and Donations	9,948	6,000	6,000
Interest	1,236	-	-
Miscellaneous	7,089	-	-
Adjustment for GAAP Revenue	(1,549)	-	-
TOTAL FUNDS	26,060	6,000	6,000
EXPENDITURES			
Personal Services	15,104	-	-
Operating and Maintenance	23,463	6,000	6,000
Capital	-	-	-
TOTAL EXPENDITURES	38,567	6,000	6,000
ENDING WORKING CAPITAL	77,170	68,434	68,434
CONTRIBUTION TO/(FROM) RESERVES	\$ (12,507)	\$ -	\$ -

SERVICE: Youth Services

LINE ITEM BUDGET

		2009 Actual	2010 Budget	2011 Budget
Personal Services				
112	Wages - Temporary	15,104	-	-
	<i>Subtotal</i>	<i>15,104</i>	<i>-</i>	<i>-</i>
Operating and Maintenance				
229	Materials and Supplies	17,929	5,000	5,000
243	Non-Capital Computer Equipment and Supplies	129	-	-
250	Professional and Contracted Services	5,405	1,000	1,000
	<i>Subtotal</i>	<i>23,463</i>	<i>6,000</i>	<i>6,000</i>
	SERVICE TOTAL	\$ 38,567	\$ 6,000	\$ 6,000

JUDICIAL WEDDING FEE FUND – Fund Summary

	2009 Actual	2010 Budget	2011 Budget
Personal Services	1,296	1,000	1,000
Operating and Maintenance	-	-	-
Non-Operating	-	1,283	1,319
Capital	-	-	-
TOTAL	\$ 1,296	\$ 2,283	\$ 2,319

JUDICIAL WEDDING FEE FUND – Fund Statement

	2009 Actual	2010 Budget	2011 Budget
BEGINNING WORKING CAPITAL	\$ 26,909	\$ 27,671	\$ 28,788
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,250	2,400	2,000
Interest	321	1,000	800
Adjustment for GAAP Revenue	(513)	-	-
TOTAL FUNDS	2,058	3,400	2,800
EXPENDITURES			
Personal Services	1,296	1,000	1,000
Non-Operating	-	1,283	1,319
TOTAL EXPENDITURES	1,296	2,283	2,319
ENDING WORKING CAPITAL	27,671	28,788	29,269
CONTRIBUTION TO/(FROM) RESERVES	\$ 762	\$ 1,117	\$ 481

SERVICE: Judicial Wedding Fee Fund

LINE ITEM BUDGET

	2009 Actual	2010 Budget	2011 Budget
Personal Services			
137 Staff Training and Conferences	1,296	1,000	1,000
<i>Subtotal</i>	1,296	1,000	1,000
Non-Operating Expense			
970 Transfers to Other Funds	-	1,283	1,319
<i>Subtotal</i>	-	1,283	1,319
SERVICE TOTAL	\$ 1,296	\$ 2,283	\$ 2,319

Capital Improvement Program

Since 1988, The City of Longmont has prepared a five-year Capital Improvement Program (CIP) as the first step in developing the annual Operating budget. A capital project is defined as a new, replacement of, or improvements to infrastructure which has a minimum life expectancy of five years and a minimum cost of \$10,000. Among the financial policies adopted by the City Council for 2010, several pertain to the preparation, implementation, monitoring and financing of capital improvement projects. These include: *Maintenance of Capital Assets, Use of Long Term Debt, Debt Payment, Lease Purchase and Straight Lease of Capital Items, Subdivider's Escrow*, as well as the entire *CAPITAL IMPROVEMENT POLICIES* section. Details on these and all other Financial Policies can be found under the Budget Process and Policies section of this document.

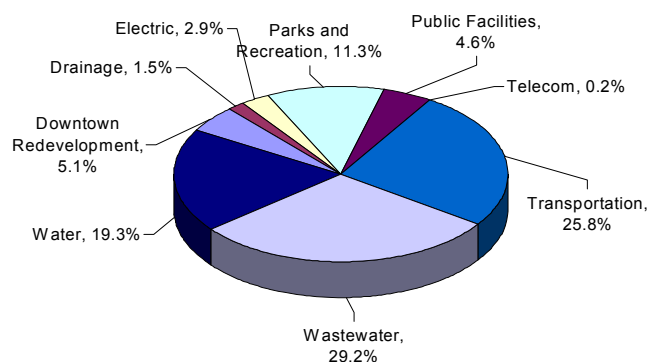
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City's CIP contains all capital projects that staff have identified and groups them by category into a funded, partially funded and unfunded status. All projects, regardless of the funding status are required to be updated. Updates include project description, project justification, project costs and operating impacts. It is important that project costs, especially those in the next budget year, be estimated as closely as possible to avoid having to request additional funds due to shortfalls. A draft document is then prepared and distributed to staff for review and funding decisions are made.

After the CIP is finalized, the projects that are designated to be funded in 2011 are included in the City's 2011 Operating Budget and a 2011-2015 Capital Improvement Program document is also created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Drainage
- Electric
- Parks and Recreation
- Public Buildings and Facilities
- Telecommunications
- Transportation
- Water
- Wastewater

2011 Projects by Category

Downtown Redevelopment	1,825,000
Drainage	532,000
Electric	1,014,000
Parks and Recreation	4,034,206
Public Facilities	1,638,216
Telecommunications	90,000
Transportation	9,187,000
Wastewater	10,381,823
Water	6,858,193
Total	35,560,438



Operating Budget Impact

CIP projects can affect the City's Operating Budget by increasing or decreasing expenditures, or by increasing revenues. Projects that replace or rehabilitate existing facilities, like new water lines, may decrease the cost of maintaining the system. Projects that build completely new infrastructure, such as a new park or fire station, will almost always increase expenditures, since more staff will be needed to operate and maintain the new facility. A new facility like a recreation center will increase City revenues by offering a new service that will generate new fee paying customers, but will also increase the City's operating expenses. By timing the construction of new facilities to coincide with staff needs and training, operational impacts can be spread over a couple of years rather than impacting the budget all at once.

Projects that are financed using debt will also increase the operating budget by generating a debt service that will need to be paid off. The amount of required debt service relative to the size of the annual budget is an important indicator since debt service expenditures reduce the amount of funds available for other operating or capital uses. The City has utilized debt financing for major capital project but the majority of the projects included in this year and prior year's CIPs are financed on a pay-as-you go basis utilizing a variety of revenue sources such as sales and use tax, community investment fees, developer participation as well as some grants. The City's outstanding debt is well under the limit set by City Charter. Detailed debt service information can be found under the Exhibits section of this document.

Specific operating impacts of 2011 capital projects can be found below, and in the accompanying table titled 2011-2015 Capital Improvement Funded Projects-Operating Costs.

Downtown Redevelopment Projects: This category has two maintenance type projects which are not expected to have an operating impact in 2011.

Drainage Projects: Three of four funded projects in this category are maintenance type projects which are not expected to have an operating impact in 2011. The fourth project, D-28 Spring Gulch Drainage and Greenway Improvements, is expected to require new parks maintenance staff and a small addition to the operations and maintenance budget to maintain the additional greenway trails in 2012. In 2008, revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2011 is \$1,083,632 which will be paid from the Storm Drainage Fund.

Electric Projects: Of the six funded Electric projects four are not expected to generate additional operating needs, the ongoing costs for the Residential Street Lighting program will be borne by the electric rate payers and the Electric Aid to Construction project is revenue neutral.

Parks and Recreation Projects: This category of projects has several that are ongoing maintenance of existing infrastructure that will not impact the operating budget for 2011. PR-129, Arterial Landscape Improvements added \$4,200 to the operations and maintenance budget for contract maintenance. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Additional temporary wages were added in 2007 that is expected to handle the increases maintenance needs resulting from new construction until at least 2012. In 2001, revenue bonds were issued for the purchase of additional Open Space and the annual principle and interest payment for 2011 is \$1,815,396 and will be paid for from the Open Space Fund.

Public Buildings and Facilities Projects: This category also has several projects that are ongoing maintenance of existing facilities that are not expected to impact the operating budget, but may, in fact, decrease the operational needs. These projects are replacement of HVAC and boiler systems, and upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. In 2010, the City spent just under \$2.3 million on energy efficiency upgrades at five City facilities. The City has financed these upgrades over a fifteen year period, (2011 payment is \$169,000) and over this period it is estimated the City will save \$3.9 million on utility bills and operating and maintenance costs.

The City utilized a lease purchase agreement for the construction of the Fire Station #6 and is currently paying \$350,000 annually. Prior public building projects have been completed utilizing revenue and GO bonds. The revenue bonds paid for the construction of a new recreation center, a new museum and cultural center and the remodel of the Roosevelt park campus in 2001/02. Debt service on these bonds for 2011 is \$1,463,575. GO bonds were issued for the remodel of the Civic Center, Library and Safety and Justice Center. Debt service for 2011 is \$1,220,236. This debt is paid for from the Public Improvement Fund.

Telecommunications Projects: There is only one minor project planned for 2011 in this category which will extend fiber to the new Fire Station. There are no ongoing costs associated with this project.

Transportation Projects: Most of the projects planned in this category will be multi-year road widening or rehabilitation projects that will not have any impact in 2011. Two projects, T-92 Boston Avenue Connection and T-109 Missing Sidewalks will add \$6,000 to the operation and maintenance budget for 2011.

Wastewater Projects: No operating impacts are expected from four of these projects in this category in 2011 since they are maintenance of current infrastructure. The fifth project, MUS-149 Wastewater Treatment Plant Master Plan Improvements will add over \$36,000 to the Sewer Fund ongoing operation and maintenance budget. In 1992, the City borrowed money from the Colorado Water Resources and Power Authority to build an ammonia removal system at the wastewater treatment plant. Loan payment for 2011 is \$251,035. In 2010, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payments on these bonds for 2011 is \$819,658.

Water Projects: 2011 water projects are expected to have no operating impact since they are mostly upgrades or replacement of current infrastructure. Several projects are expected to be revenue neutral and one major project, the Windy Gap Firming Project has unknown operating costs at this time. A loan from the Colorado Resources and Power Authority are currently being paid from the Water Fund that were used for the construction of the new Nelson-Flanders Water Treatment Plant. Total 2011 costs for this loan is \$1,458,814.

Funded Projects by Category

	2011	2012	2013	2014	2015	2011-2015 Total
Downtown Redevelopment	1,825,000	1,775,000	30,000	30,000	30,000	3,690,000
Drainage	532,000	2,000,000	300,000	300,000	100,000	3,232,000
Electric	1,014,000	921,000	1,002,000	1,015,000	1,025,000	4,977,000
Parks and Recreation	4,034,206	7,333,163	1,902,188	1,664,592	874,624	15,808,773
Public Facilities	1,638,216	3,389,803	1,460,574	1,758,913	1,666,886	9,914,392
Telecommunications	90,000	-	20,000	30,000	-	140,000
Transportation	9,187,000	6,167,500	8,585,425	6,898,779	8,597,567	39,436,271
Wastewater	10,381,823	3,426,983	3,358,696	291,695	267,236	17,726,433
Water	6,858,193	3,379,932	24,660,998	2,641,190	967,551	38,507,864
Total	35,560,438	28,393,381	41,319,881	14,630,169	13,528,864	133,432,733

Funded Projects by Fund

	2011	2012	2013	2014	2015	2011-2015 Total
Airport	-	-	-	-	-	-
Conservation Trust	135,000	2,481,000	684,000	800,000	-	4,100,000
Downtown Parking	80,000	30,000	30,000	30,000	30,000	200,000
Electric	1,518,000	1,697,671	1,187,000	900,000	1,069,563	6,372,234
Electric CIF	100,000	45,000	115,000	115,000	115,000	490,000
Fleet	-	2,001,806	-	-	62,720	2,064,526
Golf	75,750	-	-	17,405	-	93,155
LDDA	437,500	437,500	-	-	-	875,000
Open Space	203,000	-	-	-	-	203,000
Open Space Bonds	2,472,420	4,711,870	-	-	-	7,184,290
Park Improvement	640,000	122,000	1,062,500	30,000	30,000	1,884,500
Public Buildings CIF	276,344	-	-	530,740	100,000	907,084
Public Improvement	1,595,308	1,392,775	1,285,662	1,716,669	1,568,186	7,558,600
Public Safety	-	-	-	-	-	-
Sanitation	104,800	3,180	72,340	-	153,180	333,500
Sewer	395,703	865,223	766,636	771,046	307,477	3,106,085
Sewer Bonds	10,000,000	3,000,000	3,000,000	-	-	16,000,000
Sewer Construction	51,120	51,120	31,120	31,120	31,120	195,600
Storm Drainage	372,000	458,647	270,000	277,934	73,485	1,452,066
Storm Drainage Bonds	100,000	200,000	-	-	-	300,000
Street	8,974,300	7,901,770	8,773,685	7,098,779	9,025,737	41,774,271
Telecommunications	90,000	-	20,000	30,000	-	140,000
Transportation CIF	850,000	-	-	-	-	850,000
Water Acquisition	-	-	2,700,000	-	-	2,700,000
Water	3,248,420	2,293,826	11,951,379	1,922,025	602,945	20,018,595
Water Construction	3,840,773	699,993	9,070,559	359,451	359,451	14,330,227
Water Storage Fund	-	-	300,000	-	-	300,000
Total	35,560,438	28,393,381	41,319,881	14,630,169	13,528,864	133,432,733

2011-2015 Capital Improvement Funded Projects - Capital Costs

Project Category	Description	2011	2012	2013	2014	2015	5 Year Total
Downtown Redevelopment projects							
DR-8	Downtown Alley Improvements	1,745,000	1,745,000	-	-	-	3,490,000
DR-23	Downtown Parking Lot Improvements	80,000	30,000	30,000	30,000	30,000	200,000
	Total	1,825,000	1,775,000	30,000	30,000	30,000	3,690,000
Drainage projects							
D-21	Storm Sewer Replacement Program	-	200,000	200,000	200,000	-	600,000
D-28	Spring Gulch #2 Drainage & Greenway Improvements	200,000	1,700,000				1,900,000
D-37	Oligarchy Ditch Improvements	332,000	100,000	100,000	100,000	100,000	732,000
	Total	532,000	2,000,000	300,000	300,000	100,000	3,232,000
Electric projects							
MUE-14	Electric Main Feeder Extensions	100,000	45,000	115,000	115,000	115,000	490,000
MUE-17	Electric Substation Upgrades	50,000	-	-	-	-	50,000
MUE-44	Electric System Reliability Improvements	100,000	100,000	100,000	100,000	100,000	500,000
MUE-91	Street Lighting Program	50,000	50,000	50,000	50,000	50,000	250,000
MUE-97	Electric Aid to Construction	614,000	626,000	637,000	650,000	660,000	3,187,000
MUE-99	Smart Grid - Advanced Metering Infrastructure	100,000	100,000	100,000	100,000	100,000	500,000
	Total	1,014,000	921,000	1,002,000	1,015,000	1,025,000	4,977,000

2011-2015 Capital Improvement Funded Projects - Capital Costs

Project Category	Description	2011	2012	2013	2014	2015	5 Year Total	
Parks and Recreation projects								
PR-5B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	135,000	1,940,300	484,000	800,000	-	3,359,300
PR-10	Union Reservoir Land Acquisition & Development	Acquisition and development for a full park facility.	60,000	1,700,000	-	-	-	1,760,000
PR-49	Dry Creek Community Park	Development of 81 acre community park and regional detention basin.	640,000	-	-	-	-	640,000
PR-56	Park Buildings Rehabilitation and Replacement	Ongoing rehab / replacement of shelters, restrooms and pump houses.	24,326	24,326	24,326	24,326	-	97,304
PR-77	McIntosh Lake District Park	Continued development of the McIntosh Lake Park.	50,000	298,500	-	-	-	348,500
PR-83	Primary and Secondary Greenway Connection	Design and build sections of unfinished primary greenway.	150,000	200,000	199,500	364,800	387,000	1,301,300
PR-85	Sport Court Reconstruction	Ongoing rehabilitation of tennis, basketball, volleyball and roller hockey courts.	12,480	27,300	12,480	27,300	12,480	92,040
PR-101	Jim Hamms Pond District Park	Completion of the master plan phasing.	24,000	416,000	-	-	-	440,000
PR-102	Swimming and Wading Pools Maintenance	Ongoing renovation, replacement and upkeep of the aquatics facilities.	140,293	218,921	83,636	168,920	240,898	852,668
PR-113	Park Irrigation Pump Systems Rehabilitation	Ongoing renovation of the irrigation systems.	42,987	10,746	10,746	10,746	10,746	85,971
PR-122	Open Space Acquisition Program	Acquisition and associated land and planning/design costs.	2,238,420	-	-	-	-	2,238,420
PR-129	Arterial Landscape Improvements	Right of Way landscape and irrigation improvements near the Public Works Maintenance Facility.	208,700	-	-	-	-	208,700
PR-136	Park Bridge Replacement Program	Restoration of pedestrian bridges in City parks.	10,000	10,000	10,000	10,000	10,000	50,000
PR-139	Wertman Neighborhood Park	Design and construction of phase 1 of a new neighborhood park.	-	92,000	1,032,500	-	-	1,124,500
PR-147	Kensington Park Rehabilitation	Rehabilitation of Kensington Park.	-	-	-	213,500	213,500	427,000
PR-155	Golden Ponds Improvements	Rehabilitation and relandscaping.	-	52,700	-	-	-	52,700
PR-164	District Park/Trails Acquisition and Development	Acquisition and or development of district park properties.	100,000	2,297,370	-	-	-	2,397,370
PR-174	Playground Rehabilitation Program	Replacement of aging playground equipment.	45,000	45,000	45,000	45,000	-	180,000
PR-181	Union Reservoir West Side Enhancements	Landscaping and roadway improvements.	73,000	-	-	-	-	73,000
PR-183	St Vrain Integrated Reclamation Project	Installation of augmentation station.	80,000	-	-	-	-	80,000
	Total		4,034,206	7,333,163	1,902,188	1,664,592	874,624	15,808,773

2011-2015 Capital Improvement Funded Projects - Capital Costs

Project Category	Description	2011	2012	2013	2014	2015	5 Year Total
Public Buildings and Facilities projects							
PB-1	Municipal Buildings Roof Improvements	67,158	882,450	457,342	573,515	657,065	2,637,530
PB-2	Municipal Buildings ADA Improvements	40,000	-	-	-	-	40,000
PB-7	Fleet Building Expansion	-	1,884,146	-	-	-	1,884,146
PB-37	Fire Stations Improvements	94,000	40,000	40,000	40,000	40,000	254,000
PB-80	Municipal Buildings Boiler Replacement	68,933	39,750	16,350	39,200	162,610	326,843
PB-82	Municipal Buildings HVAC Replacement	449,652	188,052	351,738	271,488	369,357	1,630,287
PB-93B	Civic Center Remodel-Community Services	276,344	-	-	530,740	100,000	907,084
PB-109	Municipal Facilities Parking Lot Rehabilitation	151,500	50,500	50,500	50,500	50,500	353,500
PB-119	Municipal Buildings Flooring Replacement	103,000	101,000	80,000	101,000	-	385,000
PB-134	Electric Utility Building Remodel	-	-	300,000	-	-	300,000
PB-145	Community Services Specialized Equipment	112,729	171,405	104,815	152,470	227,525	768,944
PB-160	Municipal Buildings Auto Door and Gate Replacement	10,000	10,000	-	-	-	20,000
PB-163	Municipal Buildings Keyless Entry	8,550	22,500	-	-	-	31,050
PB-165	Municipal Buildings Emergency Generators	40,000	-	-	-	-	40,000
PB-181	Municipal Buildings UPS Repair and Replacement	-	-	59,829	-	59,829	119,658
PB-185	Longmont Recreation Center Facility Improvements	136,350	-	-	-	-	136,350
PB-188	Safety and Justice Exterior Foundation Repair	80,000	-	-	-	-	80,000
	Total	1,638,216	3,389,803	1,460,574	1,758,913	1,666,886	9,914,392

2011-2015 Capital Improvement Funded Projects - Capital Costs

Project Category	Description	2011	2012	2013	2014	2015	5 Year Total	
Telecommunications projects								
TEL-1	Fiber Optic Network	Expansion of existing fiber optic network to the Price Park water tower.	90,000	-	20,000	30,000	-	140,000
	Total	90,000	-	20,000	30,000	-	140,000	
Transportation projects								
T-1	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	4,250,000	4,292,500	4,335,425	4,378,779	4,422,567	21,679,271
T-11	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system	1,000,000	1,000,000	1,100,000	1,100,000	1,130,000	5,330,000
T-69	County Line Road Improvements, Phase 2	Road widening to full arterial standards from the Great Western Railroad north through 9th Avenue.	3,537,000	-	-	-	-	3,537,000
T-76	South Pratt Parkway Bridge over St Vrain river	Design for bridge widening and replacement.	-	-	-	275,000	-	275,000
T-92	Boston Avenue Connection - Price to Martin	Construction of a new portion of roadway.	-	-	-	995,000	2,895,000	3,890,000
T-100	3rd Avenue Bridge Deck Replacement	Replacement of bridge deck for the east bound direction of traffic.	-	575,000	-	-	-	575,000
T-105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system	150,000	150,000	150,000	150,000	150,000	750,000
T-109	Main St & Ken Pratt Blvd Intersection Improvements	Capacity improvements including auxiliary turn lanes and construction of additional eastbound lane.	250,000	150,000	3,000,000	-	-	3,400,000
	Total	9,187,000	6,167,500	8,585,425	6,898,779	8,597,567	39,436,271	
Wastewater projects								
MUS-53	Sewer Line Rehabilitation	Ongoing replacement program to upgrade existing damaged or deteriorating collection system	319,103	313,063	313,576	280,575	256,116	1,482,433
MUS-145	Sewer System Oversizing	Developer reimbursements for oversizing sewer lines ahead of City's schedule.	31,120	31,120	11,120	11,120	11,120	95,600
MUS-148	Trunkline Evaluation	Identification of deterioration in the collection system trunklines.	-	50,000	-	-	-	50,000
MUS-149	Wastewater Treatment Master Plan Improvements	Improvements, additions and rehabilitation of the wastewater treatment plant.	10,000,000	3,000,000	3,000,000	-	-	16,000,000
MUS-150	Collection System Monitor Replacement	Replacement of existing monitoring equipment with accurate radar type sensors.	31,600	32,800	34,000	-	-	98,400
	Total	10,381,823	3,426,983	3,358,696	291,695	267,236	17,726,433	

2011-2015 Capital Improvement Funded Projects - Capital Costs

Project Category	Description	2011	2012	2013	2014	2015	5 Year Total	
Water projects								
MJW-66	Water Line Replacements	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	560,000	558,700	654,200	545,500	468,100	2,786,500
MJW-109	Clover Basin Water Transmission Line	Installation of water transmission line in the Clover Basin area.	2,689,000	-	-	-	-	2,689,000
MJW-112	North St Vrain Pipeline Replacement	Replacement/repair of sections of the existing pipeline.	1,107,420	-	-	-	-	1,107,420
MJW-137	Union Reservoir Land Acquisition Program	Acquisition of land adjacent to Union reservoir for existing and future uses of the reservoir.	316,000	227,000	200,000	200,000	200,000	1,143,000
MJW-150	Automatic Meter Reading	Conversion of 24,763 units to Automatic Meter Reading.	100,000	1,596,239	1,596,239	1,596,239	-	4,888,717
MJW-151	St Vrain Creek Protection Program	Develop/implement a comprehensive program to protect and enhance St Vrain Creek.	100,000	100,000	100,000	100,000	100,000	500,000
MJW-155	Water Treatment Plant Improvements	Evaluation of alternatives and construction of improvement for Wade Gaddis Plant.	895,000	-	-	-	-	895,000
MJW-172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply	550,000	550,000	21,500,000	-	-	22,600,000
MJW-173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	357,000	60,000	464,000	60,000	60,000	1,001,000
MJW-179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	183,773	177,993	146,559	139,451	139,451	787,227
MJW-180	Longmont Reservoir Outlet Gates Repair	Repair to outlet gates and safety improvements.	-	110,000	-	-	-	110,000
	Total		6,858,193	3,379,932	24,660,998	2,641,190	967,551	38,507,864
2011-2015 Funded Projects Totals			35,560,438	28,393,381	41,319,881	14,630,169	13,528,864	133,432,733

2011-2015 Capital Improvement Funded Projects - Operating Costs

Project Category	2011	2012	2013	2014	2015	5 Year Total
Downtown Redevelopment projects						
DR-8	Downtown Alley Improvements	-	-	-	-	-
DR-23	Downtown Parking Lot Improvements	-	-	-	-	-
	Total	-	-	-	-	-
Drainage projects						
D-21	Storm Sewer Replacement Program	-	-	-	-	-
D-28	Spring Gulch #2 Drainage & Greenway Improvements	-	26,500	27,295	28,114	28,957
D-34	State Highway 66 Regional Drainage Improvements	-	-	-	-	-
D-37	Oligarchy Ditch Improvements	-	-	-	-	-
Debt	Debt payments for prior years projects	1,083,632	1,086,407	1,083,532	1,083,757	1,083,282
	Total	1,083,632	1,112,907	1,110,827	1,111,871	1,112,239
Electric projects						
MUE-14	Electric Main Feeder Extensions	-	-	-	-	-
MUE-17	Electric Substation Upgrades	-	-	-	-	-
MUE-44	Electric System Reliability Improvements	-	-	-	-	-
MUE-91	Street Lighting Program	-	-	-	-	-
MUE-97	Electric Aid to Construction	-	-	-	-	-
MUE-99	Smart Grid - Advanced Metering Infrastructure	-	-	-	-	-
	Total	-	-	-	-	-

2011-2015 Capital Improvement Funded Projects - Operating Costs

Project Category		2011	2012	2013	2014	2015	5 Year Total
Parks and Recreation projects							
PR-5B	St Vrain Greenway	-	43,600	44,908	46,255	47,643	182,406
PR-10	Union Reservoir Land Acquisition & Development	-	62,902	64,789	66,733	68,735	263,159
PR-49	Dry Creek Community Park	-	71,500	73,645	75,854	78,130	299,129
PR-56	Park Buildings Rehabilitation and Replacement	-	-	-	-	-	-
PR-77	McIntosh Lake District Park	-	-	49,402	50,884	52,411	152,697
PR-83	Primary and Secondary Greenway Connection	-	74,000	76,220	156,007	160,687	466,913
PR-85	Sport Court Reconstruction	-	-	-	-	-	-
PR-101	Jim Hamm's Pond District Park	-	25,950	26,729	27,530	28,356	108,565
PR-102	Swimming and Wading Pools Maintenance	-	-	-	-	-	-
PR-113	Park Irrigation Pump Systems Rehabilitation	-	-	-	-	-	-
PR-122	Open Space Acquisition Program	-	-	-	-	-	-
PR-129	Arterial Landscape Improvements	4,250	4,378	4,509	4,644	4,783	22,564
PR-136	Park Bridge Replacement Program	-	-	-	-	-	-
PR-139	Wertman Neighborhood Park	-	-	-	36,450	37,544	73,994
PR-147	Kensington Park Rehabilitation	-	-	-	-	-	-
PR-155	Golden Ponds Improvements	-	-	-	-	-	-
PR-164	District Park/Trails Acquisition and Development	-	-	55,000	53,398	51,843	160,241
PR-174	Playground Rehabilitation Program	-	-	-	-	-	-
PR-181	Union Reservoir West Side Enhancements	-	-	-	-	-	-
PR-183	St Vrain Integrated Reclamation Project	-	-	-	-	-	-
Debt	Debt payments for current and prior years projects	1,815,396	1,818,796	1,818,576	1,824,626	1,826,376	9,103,770
	Total	1,819,646	2,101,126	2,213,777	2,342,381	2,356,507	10,833,437

2011-2015 Capital Improvement Funded Projects - Operating Costs

Project Category		2011	2012	2013	2014	2015	5 Year Total
Public Buildings and Facilities projects							
PB-1	Municipal Buildings Roof Improvements	-	-	-	-	-	-
PB-2	Municipal Buildings ADA Improvements	-	-	-	-	-	-
PB-7	Fleet Building Expansion	-	-	120,740	124,362	128,093	373,195
PB-37	Fire Stations Improvements	-	-	-	-	-	-
PB-80	Municipal Buildings Boiler Replacement	-	-	-	-	-	-
PB-82	Municipal Buildings HVAC Replacement	-	-	-	-	-	-
PB-93B	Civic Center Remodel-Community Services	-	-	-	-	-	-
PB-109	Municipal Facilities Parking Lot Rehabilitation	-	-	-	-	-	-
PB-119	Municipal Buildings Flooring Replacement	-	-	-	-	-	-
PB-134	Electric Utility Building Remodel	-	-	-	-	-	-
PB-145	Community Services Specialized Equipment	-	-	-	-	-	-
PB-160	Municipal Buildings Auto Door and Gate Replacement	-	-	-	-	-	-
PB-163	Municipal Buildings Keyless Entry	-	-	-	-	-	-
PB-165	Municipal Buildings Emergency Generators	-	3,000	3,000	3,000	3,000	12,000
PB-166	Radio Tower and Radio System Upgrade	-	-	-	-	-	-
PB-181	Municipal Buildings UPS Repair and Replacement	-	-	-	-	-	-
PB-185	Longmont recreation Center Facility Improvements	-	-	-	-	-	-
PB-188	Safety and Justice Exterior Foundation Repair	-	-	-	-	-	-
Debt	Debt payments for prior years projects	2,683,811	2,666,126	2,718,925	2,723,025	2,728,625	13,520,512
Lease	Fire Station lease payment	348,507	348,507	348,507	348,507	348,507	1,742,535
Lease	Energy performance contract lease payment	168,890	175,970	183,568	195,044	207,226	930,698
Savings	Energy performance contract utility savings	(187,645)	(198,577)	(203,503)	(215,530)	(228,273)	(1,033,528)
Total		3,013,563	2,995,026	3,171,237	3,178,408	3,187,178	15,545,412

2011-2015 Capital Improvement Funded Projects - Operating Costs

Project Category		2011	2012	2013	2014	2015	5 Year Total
Telecommunications projects							
TEL-1	Fiber Optic Network	-	-	-	-	-	-
	Total	-	-	-	-	-	-
Transportation projects							
T-1	Street Rehabilitation Program	-	-	-	-	-	-
T-11	Transportation System Management Program	-	-	-	-	-	-
T-69	County Line Road Improvements, Phase 2	-	-	-	-	-	-
T-76	South Pratt Parkway Bridge over St Vrain River	-	-	-	-	-	-
T-92	Boson Avenue Connection - Price to Martin	5,000	5,000	5,000	5,000	5,000	25,000
T-100	3rd Avenue Bridge Deck Replacement	-	-	-	-	-	-
T-105	Missing Sidewalks	1,000	1,000	1,000	1,000	1,000	5,000
T-109	Main St & Ken Pratt Blvd Intersection Improvements	-	-	-	-	-	-
	Total	6,000	6,000	6,000	6,000	6,000	30,000
Wastewater projects							
MUS-53	Sewer Line Rehabilitation	-	-	-	-	-	-
MUS-145	Sewer System Oversizing	-	-	-	-	-	-
MUS-148	Trunkline Evaluation	-	-	-	-	-	-
MUS-149	Wastewater Treatment Master Plan Improvements	36,488	69,128	66,248	66,248	66,248	304,360
MUS-150	Collection System Monitor Replacement	-	-	-	-	-	-
	Debt payments for current & prior years projects	1,070,693	1,068,475	1,082,258	1,081,258	1,080,058	5,382,742
	Total	1,107,181	1,137,603	1,148,506	1,147,506	1,146,306	5,687,102
Water projects							
MUW-66	Water Line Replacements	-	-	-	-	-	-
MUW-109	Clover Basin Water Transmission Line	-	-	-	-	-	-
MUW-112	North St Vrain Pipeline Replacement	-	-	-	-	-	-
MUW-137	Union Reservoir Land Acquisition Program	-	-	-	-	-	-
MUW-150	Automatic Meter Reading	-	-	-	-	-	-
MUW-151	St Vrain Creek Protection Program	-	-	-	-	-	-
MUW-155	Water Treatment Plant Improvements	-	-	-	-	-	-
MUW-172	Windy Gap Firing Project	-	-	-	10,000	10,000	20,000
MUW-173	Raw Water Irrigation Planning and Construction	-	-	-	-	-	-
MUW-179	Water System Oversizing	-	-	-	-	-	-
MUW-180	Longmont Reservoir Outlet Gates Repair	-	-	-	-	-	-
Debt	Debt payments for prior years projects	1,444,072	1,429,028	1,417,012	1,404,510	1,385,992	7,080,614
	Total	1,444,072	1,429,028	1,417,012	1,414,510	1,395,992	7,100,614
2011-2015 Funded Projects Totals		8,474,094	8,781,690	9,067,359	9,200,677	9,204,222	44,728,042

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ORDINANCE 0-2010- 42

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2011

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2011 (edition 1), which is now and has been on file for public inspection in the Office of the Longmont City Clerk since first publication of this ordinance, showing estimated revenues and other funding sources in the amount of \$218,001,802 and expenses in the amount of \$218,001,802, is hereby adopted as the official budget for the year 2011.

Section 2

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 12th day of October, 2010.

Passed and adopted this 26th day of October, 2010.


MAYOR

ATTEST:


CITY CLERK



NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 26th DAY OF October, 2010, IN THE LONGMONT COUNCIL CHAMBERS.

1 APPROVED AS TO FORM:

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ASSISTANT CITY ATTORNEY

10-14-10

DATE



PROOFREAD

10-13-10

DATE

APPROVED AS TO FORM AND SUBSTANCE:



BUDGET MANAGER

10/21/10

DATE

File: 8345

1 ORDINANCE O-2010-43
2 A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND
3 LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING
4 JANUARY 1, 2011

5
6 THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

7 Section 1

8 For the purpose of defraying the expenses and liabilities of the City of Longmont for the
9 fiscal year beginning January 1, 2011, the following named sums are hereby appropriated out of
10 the revenues and fund balances of the City for the purposes designated here, to wit:

11 GENERAL FUND: \$63,078,845, for the payment of any expenses and liabilities of the
12 City of Longmont not herein otherwise provided for, including expenses of the following
13 services: Public Safety; Economic Development; Community Services; Parks and Public
14 Facilities; Finance and Support Services; and Administration.

15 SANITATION FUND: \$5,842,815, for the purpose of paying any authorized
16 expenditures for sanitation services as designated by the City Council of the City of Longmont,
17 including compensation.

18 GOLF FUND: \$2,521,246, for the purpose of paying any authorized expenditures for
19 golfing activities as designated by the City Council of the City of Longmont, including
20 compensation.

21 ELECTRIC FUND: \$55,861,102, for the maintenance, improvement and expansion of
22 the electric enterprise system of the City of Longmont and for all other expenses, including
23 compensation, of the electric enterprise system.

1 ELECTRIC COMMUNITY INVESTMENT FEE FUND: \$100,000, for the purpose of
2 electric utility capital improvement projects related to growth, as designated by the City Council
3 of the City of Longmont.

4 TELECOMMUNICATIONS FUND: \$505,166, for the maintenance, improvement and
5 expansion of the telecommunications enterprise system of the City of Longmont and for all other
6 expenses, including compensation, of the telecommunications enterprise system.

7 WATER FUND: \$16,714,079, for the maintenance, improvement and expansion of the
8 water enterprise system of the City of Longmont and for all other expenses, including
9 compensation, of the water enterprise system.

10 WATER CONSTRUCTION FUND: \$3,843,273, for the purpose of making
11 improvements to the City's water enterprise system.

12 WATER ACQUISITION FUND: \$300,000, for the purpose of acquiring additional water
13 rights for the City as needed to support its water enterprise system.

14 RAW WATER STORAGE FUND: \$10,000, for the purpose of developing the City's
15 winter water supply as part of the City's water enterprise system.

16 SEWER FUND: \$18,462,625, for the maintenance, improvement and expansion of the
17 sewer enterprise system of the City of Longmont and for the compensation paid to employees of
18 the Sewer Department and for all other expenses of said department.

19 SEWER CONSTRUCTION FUND: \$515,776, for the maintenance, improvement and
20 expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
21 including compensation, of the sewer enterprise system.

22 STORM DRAINAGE FUND: \$4,189,274, for the maintenance, improvement and
23 expansion of the storm drainage enterprise system of the City of Longmont and for all other

1 expenses, including compensation, of the storm drainage enterprise system.

2 AIRPORT FUND: \$300,850, for the purpose of paying any authorized expenditures for
3 the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont,
4 including compensation.

5 PUBLIC IMPROVEMENT FUND: \$4,333,668, for the purpose of paying the cost of any
6 public improvements as designated by the City Council of the City of Longmont.

7 PROBATION SERVICES FUND: \$79,752, for the purposes of paying any authorized
8 expenditures for municipal court probation services as designated by the City Council of the City
9 of Longmont, including compensation.

10 JUDICIAL WEDDING FUND: \$2,319, for the purposes of paying any authorized
11 expenditures for municipal court services as designated by the City Council of the City of
12 Longmont.

13 COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$1,137,230, for the
14 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the
15 City Council of the City of Longmont, including compensation.

16 AFFORDABLE HOUSING FUND: \$606,465, for the purposes of paying any authorized
17 expenditures for affordable housing as designated by the City Council of the City of Longmont,
18 including compensation.

19 DOWNTOWN PARKING FUND: \$124,312, for the purpose of paying any authorized
20 expenditures for downtown parking as designated by the City Council of the City of Longmont.

21 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$16,304,225, for
22 the purpose of paying any authorized expenditures for street system maintenance or

1 improvements as designated by the City Council of the City of Longmont, including
2 compensation.

3 YOUTH SERVICES FUND: \$6,000, for the purposes of paying any authorized
4 expenditures for youth services as designated by the City Council of the City of Longmont.

5 LIBRARY SERVICES FUND: \$71,000, for the purposes of paying any authorized
6 expenditures for library services as designated by the City Council of the City of Longmont.

7 MUSEUM SERVICES FUND: \$88,851, for the purposes of paying any authorized
8 expenditures for museum services as designated by the City Council of the City of Longmont.

9 CALLAHAN HOUSE FUND: \$76,521, for the purpose of paying any authorized
10 expenditures for the Callahan House as designated by the City Council of the City of Longmont.

11 SENIOR SERVICES FUND: \$163,115, for the purposes of paying any authorized
12 expenditures for senior services as designated by the City Council of the City of Longmont.

13 ART IN PUBLIC PLACES FUND: \$115,789, for the purpose of paying any authorized
14 expenditures for art in public places as designated by the City Council of the City of Longmont.

15 PARK IMPROVEMENT FUND: \$640,000, for the acquisition and development of
16 additional parks in the City of Longmont as designated by the City Council of the City of
17 Longmont.

18 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$850,000, for the
19 purpose of transportation capital improvement projects related to growth, as designated by the
20 City Council of the City of Longmont.

21 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$276,344, for the
22 purpose of acquiring, constructing and making capital improvements to public buildings and
23 public building sites, as designated by the City Council of the City of Longmont.

1 OPEN SPACE FUND: \$5,535,410, for the purposes of paying any authorized
2 expenditures for open space as designated by the City Council of the City of Longmont,
3 including compensation.

4 PUBLIC SAFETY FUND: \$4,697,455, for the purposes of paying any authorized
5 expenditures for public safety as designated by the City Council of the City of Longmont,
6 including compensation.

7 LODGERS TAX FUND: \$258,699 for the purposes of paying any authorized
8 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

9 CONSERVATION TRUST FUND: \$135,000, for the acquisition, development and
10 maintenance of new conservation sites as designated by the City Council of the City of
11 Longmont.

12 MUSEUM TRUST FUND: \$19,000, for the purposes of paying any authorized
13 expenditures for museum services as designated by the City Council of the City of Longmont.

14 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$95,907, for the purpose of paying
15 any authorized expenditures for the General Improvement District # 1 as designated by the City
16 Council of the City of Longmont.

17 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,467,513, for the purpose of
18 paying any authorized expenditures for the Downtown Development Authority as designated by
19 the City Council of the City of Longmont, including compensation.

20 FLEET SERVICE FUND: \$8,672,176, for the maintenance, operation and replacement
21 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

1 Section 2

2 The Council finds that every contract funded in this ordinance for charitable, industrial,
3 education, or benevolent purposes or with any denominational or sectarian institution or
4 association serves a public purpose.

5 Section 3

6 To the extent only that they conflict with this ordinance, the Council repeals any
7 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
8 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.
9

10 Introduced this 12th day of October, 2010.

11
12 Passed and adopted this 26th day of October, 2010.



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15 [Signature]
16 MAYOR

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19 ATTEST:

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21 [Signature]
22 CITY CLERK

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25 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
26 7:00 P.M. ON THE 26th DAY OF October, 2010, IN
27 THE LONGMONT COUNCIL CHAMBERS.
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30 APPROVED AS TO FORM:

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32 [Signature]
33 ASSISTANT CITY ATTORNEY

34 10-14-10
DATE

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4 James Sorenson 10-13-10
PROOFREAD DATE
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7 APPROVED AS TO FORM AND SUBSTANCE:
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9 Leresa Malloy 10/21/10
10 BUDGET MANAGER DATE
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ORDINANCE O-2010-44

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2010, TO
PAY BUDGETED CITY EXPENSES FOR THE 2011 FISCAL YEAR

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1


The Council does hereby fix and levy upon the taxable real and personal property within
the corporate limits of the City of Longmont, Colorado, according to the assessed valuation
thereof for the fiscal year 2010, a tax of 13.420 mills on each dollar of said valuation, for the
purposes of paying and providing for the payment of the budgeted expenses of the City of
Longmont for the fiscal year beginning January 1, 2011.

Section 2

All prior actions by the officers and staff of the City relating to the authorization and
certification of the City's mill levy in this and each prior year are hereby ratified, approved, and
confirmed.

Section 3

To the extent only that they conflict with this ordinance, the Council repeals any
conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.
Introduced this 12th day of October, 2010.
Passed and adopted this 26th day of October, 2010.



MAYOR



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Valerie of Skitts
CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS
ORDINANCE AT 7:00 P.M. ON THE 26th DAY OF October, 2010, IN THE
LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

S. Myers
ASSISTANT CITY ATTORNEY

10-1-10
DATE

M. McQueen
PROOF READ

9/30/10
DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jessie Malloy
BUDGET MANAGER

10/11/10
DATE

File: 8341

1 ORDINANCE-0-2010- 45
2 A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
3 PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
4 DISTRICT FOR THE YEAR 2010 TO PAY BUDGETED EXPENSES OF THE LONGMONT
5 DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2011 FISCAL YEAR

6
7 THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

8 Section 1

9 Pursuant to Section 31-25-817, C.R.S., as amended, the Council does hereby fix and levy
10 upon the taxable real and personal property within the Longmont Downtown Development
11 District, according to the assessed valuation thereof for the fiscal year 2010, a tax of 3.310 mills
12 on each dollar of said valuation, for the purposes of paying and providing for the payment of the
13 budgeted expenses of the Longmont Downtown Development Authority (Authority) for the
14 fiscal year beginning January 1, 2011.

15 Section 2

16 All prior actions by the officers and staff of the City and the Authority relating to the
17 authorization and certification of the Authority’s mill levy in this and each prior year are hereby
18 ratified, approved, and confirmed.

19 Section 3

20 To the extent only that they conflict with this ordinance, the Council repeals any
21 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
22 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

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24 Introduced this 12th day of October, 2010.

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26 Passed and adopted this 26th day of October, 2010.

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ATTEST:

Valeria P. Skala
CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS
ORDINANCE AT 7:00 P.M. ON THE 26th DAY OF October, 2010, IN
THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

[Signature]
ASSISTANT CITY ATTORNEY

10-1-10
DATE

[Signature]
PROOF READ

9/30/10
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

10/11/10
DATE

File: 8342

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RESOLUTION R-2010-66

A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
LONGMONT FOR 2011

WHEREAS the City Council has adopted the Financial Policies of the City of Longmont
and periodically reviews the operational implementation of these policies; and

WHEREAS it is now deemed advisable to amend the existing Financial Policies;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO,
HEREBY RESOLVES:


Section 1

The Financial Policies of the City of Longmont shall be as set forth in the City of
Longmont Financial Policies dated October 26, 2010, now before the Council. The Financial
Policies adopted by this resolution shall become effective January 1, 2011.

Section 2

The Financial Policies of the City of Longmont adopted by this resolution shall replace
all prior Financial Policies adopted by the Council.

Passed and adopted this 26th day of October, 2010.


MAYOR

ATTEST:


CITY CLERK



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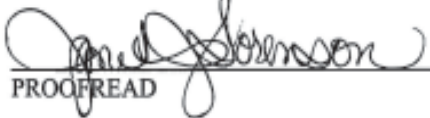
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ASSISTANT CITY ATTORNEY

10-21-10
DATE


PROCUREMENT

10-21-10
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/21/10
DATE

C.A. File: 8349

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RESOLUTION R-2010-68

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE
2011 CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:

Section 1

The Council finds:

§ 3.04.080, Longmont Municipal Code requires City Council approval of the City’s
classification plan; and

§ 3.04.090, Longmont Municipal Code prohibits employment of any person to fill a
position with any classification or pay range not included in the approved classification plan until
the City Council amends the plan to include such classification or pay range; and

Pursuant to § 3.04.100 and 3.04.120, Longmont Municipal Code, the City Manager
recommends the 2011 Classification and Pay Plan.

Section 2

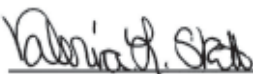
Pursuant to § 3.04.080, 3.04.100 and 3.04.120, Longmont Municipal Code, the Longmont
City Council approves the City Manager’s proposed 2011 Classification and Pay Plan now
before the Council, effective as to each respective employee, on the beginning of the employee’s
work week that includes January 1, 2011.

Section 3

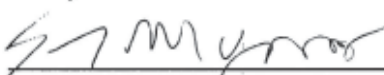
To the extent only that they conflict with this resolution, the Council repeals any
conflicting resolutions or parts of resolutions. The provisions of this resolution are severable, and
invalidity of any part shall not affect the validity or effectiveness of the rest of this resolution.

1 Passed and adopted this 26th day of October, 2010.

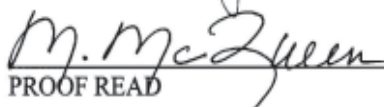
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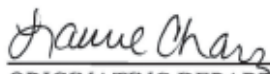


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14 APPROVED AS TO FORM
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17 ASSISTANT CITY ATTORNEY

18 10-14-10
DATE

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21 PROOF READ

22 10/13/10
DATE

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25 APPROVED AS TO FORM AND SUBSTANCE:
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27 
28 ORIGINATING DEPARTMENT

29 10/15/10
DATE

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31 File: 8334


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RESOLUTION LGID 2010-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONGMONT GENERAL
IMPROVEMENT DISTRICT NO. 1 ADOPTING THE ANNUAL BUDGET FOR THE
DISTRICT FOR THE FISCAL YEAR 2011

BE IT RESOLVED, that the Board of Directors of Longmont General Improvement
District No. 1 does hereby adopt the annual budget for the District for the fiscal year 2011
(edition 1) showing the: estimated beginning fund balance in the amount of \$94,917; estimated
revenues in the amount of \$90,886; and estimated expenses in the amount of \$95,907.

Passed and adopted this 26th day of October, 2010.


MAYOR

ATTEST:


CITY CLERK



APPROVED AS TO FORM:


ASSISTANT CITY ATTORNEY

10-21-10
DATE


PROOFREAD

10-21-10
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/21/10
DATE

File: 8350

1 RESOLUTION LGID -2010- 04
 2 A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL
 3 PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1
 4 FOR THE YEAR 2010 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE
 5 2011 FISCAL YEAR

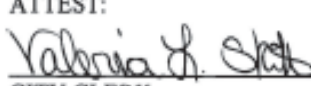
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 7 BE IT RESOLVED, that the Board of Directors of Longmont General Improvement
 8 District No. 1 does hereby fix and levy upon the taxable real and personal property within the
 9 corporate limits of Longmont General Improvement District No. 1 (District), according to the
 10 assessed valuation thereof for the fiscal year 2010, a tax of 6.798 mills on each dollar of said
 11 valuation, for the purposes of paying and providing for the payment of the budgeted expenses of
 12 the District, for the fiscal year beginning January 1, 2011. All prior actions by the officers and
 13 staff of the City relating to the authorization and certification of the District's mill levy in this
 14 and each prior year are hereby ratified, approved, and confirmed.

15 Passed and adopted this 26th day of October, 2010.

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 MAYOR

ATTEST:


 CITY CLERK



1 APPROVED AS TO FORM:

2 [Signature]

10-21-10

4 ASSISTANT CITY ATTORNEY

DATE

5 [Signature]

10-21-10

7 PROOFREAD

DATE

9 APPROVED AS TO FORM AND SUBSTANCE:

10 [Signature]

10/21/10

12 BUDGET MANAGER

DATE

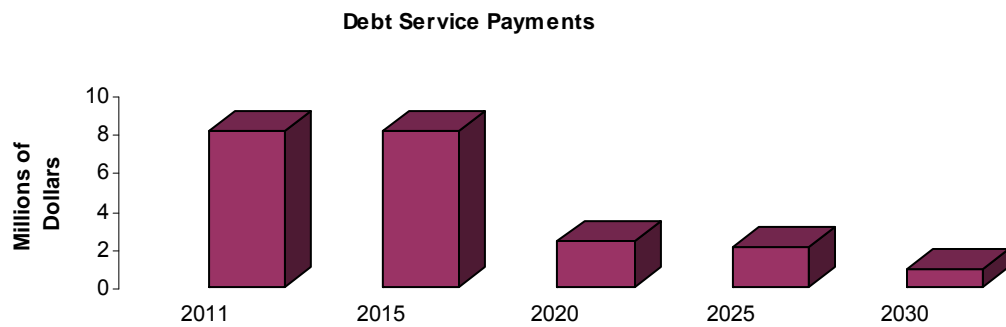
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14 File: 8351

2011 Debt Service

The City's 2011 debt service payments total \$8.1 million, which is 3.6% of total budgeted expenditures. The City's GO bonds are rated Aa3 by Moody's Investor Service and AAA by Fitch and Standard and Poors.

The Longmont City Charter limits the amount of debt that the City can have outstanding at any one time to the equivalent of 3% of the community's actual value of all taxable property.

Actual value of taxable property in Longmont for 2009 was approximately \$9.07 billion. The 3% limitation equaled \$272,149,250. The City had a total of \$3,425,000 in outstanding debt applicable to the debt limitation at the end of 2009. The City's outstanding debt is well under the limit set by the City Charter. The City is in a good financial position to repay the existing debt.



2011 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
1992 Loan	208,579	42,456	251,035	2012
Series 2010A & 2010 B Revenue Bonds	275,000	544,658	819,658	2030
WATER FUND				
2003 Series A Loan	961,910	482,162	1,444,072	2023
PUBLIC IMPROVEMENT FUND				
Series 2002 GO Refunding Bonds	1,140,000	80,236	1,220,236	2012
Series 2006 Rev Refunding Bonds	640,000	823,575	1,463,575	2019
OPEN SPACE FUND				
Revenue Bonds	1,200,000	615,396	1,815,396	2019
STORM DRAINAGE FUND				
2008 Revenue Bonds	530,000	553,632	1,083,632	2028
TOTAL ALL FUNDS	4,955,489	3,142,115	8,097,604	

Debt Service Schedules to Maturity

SEWER FUND:

1992 Series B Loan (Maturity 2012)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	208,579	42,456	251,035
2012	158,838	25,479	184,317

A \$3.5 million loan from the Colorado Water Resources and Power Authority for an ammonia removal system at the wastewater treatment plant. The loan is to be repaid from the revenues of the Sewer Fund.

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	275,000	544,658	819,658
2012	345,000	539,158	884,158
2013	550,000	532,258	1,082,258
2014	560,000	521,258	1,081,258
2015	570,000	510,058	1,080,058
2016	590,000	498,658	1,088,658
2017	605,000	480,368	1,085,368
2018	620,000	459,495	1,079,495
2019	640,000	436,245	1,076,245
2020	655,000	410,645	1,065,645
2021	680,000	383,135	1,063,135
2022	700,000	353,895	1,053,895
2023	725,000	323,095	1,048,095
2024	750,000	290,470	1,040,470
2025	780,000	255,970	1,035,970
2026	805,000	219,310	1,024,310
2027	835,000	180,670	1,015,670
2028	870,000	138,920	1,008,920
2029	900,000	95,420	995,420
2030	935,000	48,620	983,620

The Series 2010A and 2010B Sewer Revenue Bonds for the amount of \$13,390,000 will be used for improvements at the Wastewater Treatment Plant. The debt service will be paid from the Sewer Fund. The Series 2010A are non-callable Tax Exempt Bonds. The Series 2010B are Taxable Building America Bonds Callable on 11-01-2020 and as part of the 2009 American Recovery and Reinvestment Act, the City's eligible to receive an annaul interest subsidy payment for these bonds.

WATER FUND:

2003 Series A Loan (Maturity 2023)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	961,910	482,162	1,444,072
2012	972,966	456,062	1,429,028
2013	989,550	427,462	1,417,012
2014	1,006,134	398,376	1,404,510
2015	1,017,192	368,800	1,385,992
2016	1,039,304	332,000	1,371,304
2017	1,061,418	294,400	1,355,818
2018	1,083,530	256,000	1,339,530
2019	1,105,642	216,800	1,322,442
2020	1,127,756	176,800	1,304,556
2021	1,155,396	133,450	1,288,846
2022	1,210,678	91,650	1,302,328
2023	1,282,546	47,850	1,330,396

The Series A is a \$14,998,044 loan from the Colorado Water Resources and Power Authority for the construction of a new water treatment plant. This loan is to be repaid from the revenues of the Water Fund.

STORM DRAINAGE FUND***Series 2008 Revenue Bonds (Maturity 2028)***

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	530,000	553,632	1,083,632
2012	550,000	536,407	1,086,407
2013	565,000	518,532	1,083,532
2014	585,000	498,757	1,083,757
2015	605,000	478,282	1,083,282
2016	630,000	454,082	1,084,082
2017	655,000	430,457	1,085,457
2018	680,000	404,257	1,084,257
2019	710,000	377,057	1,087,057
2020	740,000	348,657	1,088,657
2021	770,000	317,207	1,087,207
2022	805,000	284,482	1,089,482
2023	840,000	250,269	1,090,269
2024	880,000	214,569	1,094,569
2025	920,000	176,069	1,096,069
2026	965,000	135,819	1,100,819
2027	1,015,000	93,600	1,108,600
2028	1,065,000	47,925	1,112,925

\$14.54 million revenue bonds will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund.

OPEN SPACE FUND:***Series 2001 Revenue Bonds (Maturity 2019)***

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	1,200,000	615,396	1,815,396
2012	1,255,000	563,796	1,818,796
2013	1,310,000	508,576	1,818,576
2014	1,375,000	449,626	1,824,626
2015	1,440,000	386,376	1,826,376
2016	1,515,000	318,696	1,833,696
2017	1,590,000	245,976	1,835,976
2018	1,675,000	169,656	1,844,656
2019	1,760,000	88,000	1,848,000

\$22.8 million sales and use tax revenue bonds used for the purchase of open space and paid for from the Open Space Fund.

PUBLIC IMPROVEMENT FUND:

Series 2002 GO Refunding Bonds (Maturity 2012)

Series 2006 Revenue Refunding Bonds (Maturity 2019)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	640,000	823,575	1,463,575
2012	645,000	794,650	1,439,650
2013	1,980,000	738,925	2,718,925
2014	2,065,000	658,025	2,723,025
2015	2,155,000	573,625	2,728,625
2016	2,255,000	485,425	2,740,425
2017	2,370,000	378,113	2,748,113
2018	2,560,000	239,100	2,799,100
2019	2,705,000	81,150	2,786,150

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2011	1,140,000	80,236	1,220,236
2012	1,185,000	41,476	1,226,476

The Series 2006 sales and use tax revenue refunding bonds were of \$19.2 million were from the construction of a Recreation Center, new Museum and Cultural Center and the remodel of the Roosevelt Campus. The 2002 General Obligation refunding bonds of \$9,335,000 were from the remodel of the Civic Center and the Safety and Justice Center. These bonds are paid for from the Public Improvement Fund

2011 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment 255,000

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 605,000

BUDGET GLOSSARY

ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

ADMINISTRATIVE TRANSFER FEE: A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

APPROPRIATION: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

AIPP: Art in Public Places

APPROPRIATION ORDINANCE: The official, legal authorization by City Council for the expenditure of funds.

ASSESSED VALUATION: A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder or Weld County Assessor's Office. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government which are referred to as Generally Accepted Accounting Principles (GAAP).

BALANCED BUDGET: A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

BONDED DEBT: The portion of an issuer's total indebtedness represented by outstanding bonds.

BUDGET: The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

BUDGET CALENDAR: The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

BUDGET MESSAGE: A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

BUDGETARY CONTROL: The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.

CAFR: Comprehensive Annual Financial Report.

CAMP: Capital Assets Maintenance Plan.

CAPITAL IMPROVEMENT PROGRAM (CIP): A planning document that presents the City's capital infrastructure needs for a five year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

CAPITAL ITEM: Any single item that the City purchases with a value of \$5,000 or greater and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to existing infrastructure which has a minimum life expectancy of five years and a minimum expense of \$10,000.

CAPITAL PROJECT FUND: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

CASH BASIS OF ACCOUNTING: A method of accounting in which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

COMMUNITY INVESTMENT FEE (CIF): A fee on new construction which is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

DEPARTMENT: A major administrative section of the City government. Longmont has nine departments: City Manager, City Attorney, Human and Cultural Services, Community Development, Finance, Police, Fire, Power and Communications, and Water/Wastewater.

DEPRECIATION: The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

DIVISION: An administrative section within a department that performs a particular function. In Longmont, examples of divisions include: the Accounting Division in the Finance Department; the Planning Division in the Community Development Department; and the Museum in the Human and Cultural Services Department.

DUI: Driving Under the Influence.

ENTERPRISE FUND: A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs (i.e. expenses, including depreciation) of providing goods or services to the public are financed or recovered primarily through user fees or charges. In Longmont, examples of enterprise funds include the Golf, Electric, Water, Sewer and Airport funds.

EXPENDITURE: The actual outlay of funds from the City treasury.

EXPENSE: The cost of the goods and services used up in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax which funds social security.

FISCAL YEAR: The twelve month period designated in the City Charter which establishes the beginning and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

FRANCHISE FEE: A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and wastewater utilities.

FULL TIME EQUIVALENT (FTE) POSITIONS: All regular (non-temporary) positions in the City are calculated on the formula of working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

FUND: An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The City's budget consists of a general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, internal service funds and fiduciary funds.

FUND BALANCE: The difference between the assets and liabilities of a particular fund.

GENERAL FUND: The general operating fund of the City which accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

GENERAL OBLIGATION BOND: A type of debt which is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

GFOA: Government Finance Officers Association.

GID: General Improvement District

INFRASTRUCTURE: The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

INTERGOVERNMENTAL REVENUES: Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

LAEC: Longmont Area Economic Council.

LAVA: Longmont Area Visitors Association.

LCJP: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

LEGI: Longmont Economic Gardening Initiative, a City run program whose purpose is to assist small businesses to be successful by making available business related databases, education and counseling.

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

LPC: Longmont Power and Communications.

LSBA: Longmont Small Business Association

LSO: Longmont Symphony Orchestra

MILL LEVY: A percentage that is applied to the assessed value of real property to calculate the property tax. The mill levy in Longmont is 13.42 mills, or 1.342 percent of assessed value.

MODIFIED ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which revenues are recorded when earned and expenses are recorded when the liability is incurred.

NON-OPERATING EXPENDITURES: A category of expenditures that does not include routine operations. Non-operating expenditures include debt service payments, transfers to other funds and contingencies. They are listed in the 300 series of the line item budget.

NPDES: National Pollutant Discharge Elimination System.

OPERATING AND MAINTENANCE: A category of expenditures that includes routine operating expenses for items such as office supplies, safety expenses and utility payments. They are listed in the 200 series of the line item budget.

OPERATING BUDGET: The comprehensive financial and service plan of the City which, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, training and capital. The budget also addresses such issues as service levels, departmental performance, expected costs and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

PERSONAL SERVICES: A category of expenditures that includes such items as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

PRPA: Platte River Power Authority.

RESERVE: The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

RESOLUTION: A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

REVENUE: Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

ROW: Right-of-Way

SALES AND USE TAX: A tax imposed on the sale or use of all tangible personal property. The City's sales and use tax rate for 2003 is 2.95% and is allocated to the General Fund (1.63 cents), Street Fund (.75 cents), Public Improvement Fund (.37 cents), and Open Space Fund (.20 cents).

SERVICE: A specific function performed by the City. In reviewing this budget, it is important to distinguish between a *service*, a *division* and a *department*. Departments and divisions are administrative entities, while services represent actual functions performed by those entities. For example, the Community Development Department, which is organized into five divisions, performs services including code enforcement (within the Building Inspection Division), parks maintenance (within the Parks and Recreation Division) and planning (within the Planning Division).

SPECIAL REVENUE FUND: A separate fund used to account for the proceeds of specific revenue sources that are legally restricted for specific expenditures. In Longmont, the Park Improvement Fund, the Street Improvement Fund and the Art in Public Places Fund are all examples of special revenue funds.

TAX: Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public. The City's primary sources of taxes are from property and sales.

USER FEES/CHARGES: The charges for services provided to users who benefit from using the service. The City's primary source of revenue from fees is user charges for utility services.