

City of Longmont, Colorado

2013 Operating Budget



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City of Longmont, Colorado

2013 Proposed Operating Budget

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Mayor



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Special Performance Measures Recognition

For the Fiscal Year Beginning

January 1, 2012

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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, 2012. The City of Longmont has received this award every year beginning in 1992. In addition, the 2012 budget document also received the Special Performance Measures Recognition. 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 2013 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

**Civic Center Complex
Longmont, Colorado 80501
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www.ci.longmont.co.us**



TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

A handwritten signature in blue ink, reading "Harold Dominguez".

DATE: December, 2012

SUBJECT: 2013 Operating Budget Summary

I hereby present to you the 2013 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 2013, including all funds, is \$228.6 million, which is \$11.9 million more than the budget adopted for 2012. This is a 5.49% increase from the 2012 budget of \$216.7 million. All funds are balanced with sources of revenue identified to meet all projected expenses. Approximately \$16.73 million in accumulated fund balances will be drawn down in 2013, primarily to meet capital improvement needs.

Within this budget are rate increases for the electric, water and sewer services. These rate increases are based on cost of service and are necessary to ensure the continued financial viability of critical utility services to our businesses and residents thereby resulting in continued delivery of safe, high quality and reliable services. Ordinances approving the electric and water rates were adopted by City Council in 2010 and 2008 respectively. The Ordinance approving the sewer rate increase was adopted in October 2012 as part of the budget process. Combined, these increases will raise the average overall utility bill by approximately 7%. Longmont residents and business still benefit from having the one of the lowest, if not the lowest aggregate utility bill on the Front Range.

This budget has been prepared in an environment in which we have continued to deal with the impact of a depressed local, national and world economy. It has forced the City to continue to make decisions on the allocation of scarce resources.

As always, the sales and use tax and the property tax are the two key drivers of resources in our budget. The property tax is a concern in 2013 and beyond due to the recent experience with declining values in both residential and commercial property. This is not a year of reassessment so we will see relative stability from property tax revenue in 2013. Since preliminary assessed valuation information was 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 0.2% decrease from this source in 2013.

Through the first full six months of 2012, sales tax collections were 2.2% greater and use tax collections were 3.7% greater than the same period in 2011. With new owners taking over earlier this year the redevelopment of the Twin Peaks Mall is in the planning and negotiation stages. The City of Longmont has and will remain engaged in discussions with all of the relevant parties to ensure that the mall is redeveloped at the earliest possible date. Existing sales tax dollars from the mall continue to decline particularly with the recent closing of Sears. The decline in mall sales has been more than offset by growth in sales at Harvest Junction.

Residential construction activity in 2012 has been strong and is on track to exceed any of the years since the economic crash of 2008. Non-residential building activity is down somewhat and continues the trends we have



experienced over the past five years with the exception of the Walmart construction in 2010. In the first half of 2012 there has been a net gain of 136 primary jobs. The recent announcement of the potential reduction in activity at Amgen is a cause for concern looking toward the 2nd half of the year and beyond.

Revenue activity in 2013 through July has been on target to meet budget in most major areas with the exception of interest earnings and the gas franchise revenue. 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 2.6% from the 2011 level of collections. Of this amount, sales tax has increased 2.2% while use tax has increased 3.7%. Our budgeted projection of sales and use tax growth for 2012 turned out to be 0.18% below the actual level of 2011 collections. We have analyzed the year-to-date results carefully and project to end 2012 with a combined increase in sales and use tax of 1.65%. After a strong but short start to the year, primary employer use tax is projected to decrease further. Large amounts of this revenue are being received from a limited number of employers and it is never prudent to expect it to continue to the same degree. That, along with an expectation of a second half slowing in building permit use tax is the primary reason for our projection of a 1.5% decline in use tax for the full year. Retail sales tax has been steady in 2012 with the exception of the closing of Sears. Sales tax from public utilities and primary employer sales have been the areas of weakness in 2012. The decline from these areas may continue but we have included a projection of two months of sales tax activity from Sprouts which should open in the fourth quarter. These factors have led to our projection of the sales tax growth finishing at 2.2% for the year.

Development revenue has picked up in 2012 and is on course to easily exceed the 2012 budget projections. The number of building permits issued for dwelling units is actually 259% above the 2011 levels and there have been 79 of those permits issued while the 2012 budget projected 87 dwelling units. New commercial building permits have increased from five in 2011 to seven in 2012 though the valuation on these permits in 2012 is \$3.1 million as opposed to \$11.8 million in 2011.

Revenue estimates included in this 2013 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 0.2% decrease in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- An increase in sales and use tax revenue of 2.34% in 2013 over the projected collections for 2012.
- 175 building permits for dwelling units for 2013 including 45 single family units and 16 townhouse/condo units and 114 multi-family units.

The overall sales and use tax increase for 2013 is projected to be 2.34%. Sales tax alone is expected to increase 2.21% in 2013. Our general approach to retail was a 0.50% population growth and 2.5% economic or inflationary growth. In some categories such as utilities and groceries we estimated higher growth due to rate increases or known new business activity. We also anticipate the full loss of revenue from the Twin Peaks Mall vendors within the ring road due to the potential redevelopment efforts. No loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are slightly more optimistic on the prospects for use tax in 2013 with the construction activity projected to boost the use tax on lumber. We also anticipate a rebound for primary employer use tax which is cyclical in nature leading to our projecting overall use tax to increase 3.12% in 2013. Together these projections combine to form the overall increase in sales and use tax of 2.34% that we are using for this 2013 budget.

Recent General Fund budgets have included three factors that have had an impact of helping to balance the budget. Each of these can 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 2013 budget.

- 1) The allocation of sales and use tax revenue between the General Fund and the Public Improvement Fund (PIF) was shifted beginning in 2010 from a split of 85%/15% to a split of 88.3%/11.7% resulting in \$949,303 of additional budgeted sales and use tax revenue to the General Fund for 2012.
- 2) The 2012 General Fund budget utilized \$540,227 of fund balance to fund ongoing type expenses that reoccur in our annual budget, but with only a one year commitment.

- 3) The parks and greenway maintenance fee was initiated in 2010 but was scheduled to expire at the end of 2012 if not renewed. Per the direction of the City Council this 2013 budget includes the continuation of the fee for one more year and it is projected to generate \$455,000.

Ultimately, these issues all need to be resolved before the General Fund can be reset so that ongoing expenses can be sustained into the future with ongoing revenues. Staff's plan to address this need is discussed in the overview section of this budget message.

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 puts that fund in the long term position of being able to meet bonded debt requirements, but leaves 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. For the 2011 and 2012 budgets the City Council directed the staff to maintain the 88.3%/11.7% split while transferring unreserved unrestricted fund balance of the General Fund to the PIF for funding of capital maintenance and projects. Transfers were \$850,000 in 2011 and \$266,300 in 2012. This 2013 budget maintains the 88.3%/11.7% split in 2012 which results in \$989,385 of additional budgeted sales and use tax revenue to the General Fund. Due to very strong use tax performance in 2011 and 2012, the PIF will have a projected carryover of revenue in excess of budget of \$1,245,850 for 2013 to use for one time expenses. Thus the available fund balance should more than compensate to provide the Public Improvement Fund with the full \$989,385 of funding to use for the capital maintenance and infrastructure projects in 2013

In the 2012 budget the ongoing type expenses that were funded with one time dollars and a one year commitment totaled \$540,227. In July the City Council directed staff to try to include more of these as ongoing expenses of the General Fund in this 2013 budget. Within this budget some of those expenses are now funded with ongoing dollars, some are to be funded for only one final year making them truly one time, and others have been reduced in amount leaving \$198,812 of these types of expenses funded with one time dollars in 2013. This number includes two expenses totaling \$37,500 which previous to this budget were not categorized as ongoing type with a one year commitment. Future budgets will need to make further progress in eliminating these expenses being funded with one time dollars altogether.

Also in July the City Council directed staff that if a pay increase were necessary to reach market ranges of pay they would support trying to make that happen. There was no interest in including a pay increase in the 2013 budget if to do so would require layoffs or furlough days. Accordingly, this budget does include a limited pay increase.

The City has been making budget cuts in the General Fund for a number of years. Since these actions began in the 2003 adopted budget there has been a total net reduction of 34.4 FTE from the General Fund along with almost \$1.35 million of line item reductions. Despite an overall increase in General Fund revenues this 2013 budget includes another \$441,077 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 2013 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 2012, the policy has resulted in providing excess revenues to the PIF that will be used for one time expenses in 2013. In this 2013 Budget the allocation of the 2.0 cents of sales and use tax revenue is as 100% of the sales tax and 20.22% of the use tax to the General Fund with the Public Improvement Fund to receive 79.78% of the use tax.

Another financial policy incorporated as a part of this budget is the requirement of maintaining an unrestricted fund balance in the General Fund of from two to three months of operating expenditures (16.67% to 25%). Within this overall policy the General Fund reserves are separated into three components: First is reserve Restricted for Emergencies to meet the TABOR requirements; next is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures; third is a City Council imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would be from \$9.7 million to \$12.8 million. It is a goal to reach this over time but this 2013 budget will maintain the reserve balance at \$6.63 million which would be at about 5.9% of the reserve Committed to Emergencies.

The City Council maintains a formal designation of fund balance for "Future Council One Time Expenditures" and its current balance is \$115,205. 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. As per previous City Council action in the development agreement for the Roosevelt Apartments project this budget for 2013 proposes to utilize \$50,000 of those funds for lighting public improvements on Longs Peak Avenue from Main to Coffman. The remaining amount of \$65,205 would still be 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 2013 budget uses General Fund fund balance as one-time revenue to support one-time expenditures only.

The financial policy regarding the use of Incremental Development Revenues prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. 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 2013 development revenues based on 175 dwelling units there is \$57,551 of incremental development revenue included as a part of the 2013 budget.

As a result of the 2009 City Council retreat the City began to utilize a prioritization process to prioritize General Fund services for the budget process. Using the Focus on Longmont strategic policy directions as a base, staff worked with citizens to define the results that we are in business to achieve. The community then provided input to define relative values to the five results that resulted in the following order of priority:

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

General Fund services were valued in regard to their influence in achieving each of the five results. The resulting scores, along with the relative priority assigned to the five results by the community 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 2012 the staff updated the costs of services and then recalculated the prioritization results using the 2012 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	\$24,043,084	Quartile 1	\$2,148,451
Quartile 2	\$ 6,386,953	Quartile 2	\$1,787,390
Quartile 3	\$ 4,744,454	Quartile 3	\$ 757,010
Quartile 4	\$ 5,394,061	Quartile 4	\$2,777,821

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 2013 budget are allocated to support the strategic policy directions that were prioritized by the community in the prioritization process:

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 3 FTE in Communications, 1 FTE in Emergency Management, 24 FTE in the Police Department, 11 FTE in the Fire Department and 2 Gang Intervention FTE in Children/Youth Resources. During 2012 a new Firing Range project (PB-127) was completed. Accordingly, this budget includes \$71,464 of new expenses for operating the facility including \$60,000 for ventilation system maintenance; and the remaining \$11,464 for utility costs. These expenses are offset from revenues to be received from the use of the facility by other area governments and the public. The public safety tax will provide over \$4.76 million in this 2013 budget for public safety resources including: \$10,000 of one time costs in Emergency Management; \$40,000 of one time costs in Fire; \$77,950 of one time costs in Police including \$41,300 towards a new automated ticket writing system; and \$350,000 for the annual lease payment for Fire Station #1.

This budget also includes new resources for Public Safety from the General Fund including ongoing resources for Fire of \$4,585; Police of \$78,109; and \$6,800 for Emergency Management. The 2013 budget includes one time resources from the General Fund for public safety totaling \$275,654. Those one time expenses include \$28,600 for bullet proof vests; \$48,340 for taser replacements; \$10,000 for overtime for DUI enforcement; \$38,500 for mobile data computers; \$24,700 for tactical ballistic vests and helmets; and \$50,000 towards the mobile command center replacement.

Economic Health

One of the five strategic policy directions from our citywide strategic planning effort focused on promoting 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 plans and operational capabilities to ensure the City has the ability to meet the increasing challenges of the changing local, national and world economies. The one-stop Development Services Center at 4th and Kimbark provides a convenient single location for all residents, builders, contractors and developers to be served by City staff in the processing of development applications. The Economic Development Department coordinates all of the development-related activities of the community, including the development services functions at the one stop center, community planning, economic development and the redevelopment program. In recent budgets and annual work programs the City of Longmont has partnered with or funded several local economic development agencies including the Longmont Area Economic Council (LAEC), the Longmont Downtown Development Authority (LDDA), Visit Longmont, the Longmont Entrepreneurial Network (LEN), the Small Business Development Center (SBDC) and the Chamber of Commerce to advance shared economic development goals. The senior staff from these agencies and the City also conduct regular coordination meetings in order to continually enhance the community's economic development programs. The City and the economic development partner agencies have also created a Business Outreach Team to conduct regular visits to Longmont service and retail businesses to understand the current business climate and to promote the services and programs of the various agencies. The City of Longmont's focus on attracting new business development is demonstrated by the investment in business support programs which include a start-up grant, business improvement grant, a business loan program (in partnership with the Colorado Enterprise Fund), and the well-established Longmont Economic Gardening Initiative, or LEGI. A community branding effort, "You Belong in Longmont" was initiated in 2011. The community brand is available for use by all and the program was fully implemented in 2012. These programs and activities indicate that Longmont's economic health has become and will remain a priority of the community.

Specific funding requests for economic development programs and partner agency funding continue for the 2013 budget. The budget includes \$50,000 for LEGI, applications for which are up 5% in 2012 over 2011; \$30,000 for the Business Start-Up Grant program; \$30,000 for the Business Improvement Grant program; \$15,000 for the Small Business Development Center (an additional \$5,000 is provided by the LEGI program for a total of \$20,000 for the SBDC), which offers individual and group business development and training services;

\$180,000 to support LAEC's efforts to retain and attract primary jobs; \$5,000 for CoStar Services, which provides commercial real estate information to businesses seeking locations in Longmont; \$25,000 for community marketing and branding; \$9,500 for economic vitality program marketing; and \$50,000 to support other economic development programs, which in 2013 may include the redevelopment of the Twin Peaks Mall. The Lodger's Tax will provide \$28,847 to support tourism and visitor related programs offered by the City, and \$259,626 will be provided to support the operations of Visit Longmont.

Another strategic policy direction is a focus on downtown. The LDDA has again requested in the 2013 budget to use \$146,383 of new tax increment funding for their program of business recruitment and development. Their budget combines this request with other revenues to dedicate \$156,614 towards this effort in 2013. The use of tax increment funding for this purpose was first initiated in the 2007 budget. In the budget for 2013 the LDDA is also proposing the use of \$220,553 for the Arts & Entertainment District which includes costs for staffing, committees and events. As in previous years, the LDDA has requested funding from the City of \$22,800 to support downtown events and replace holiday lights. In 2012 the City provided funding of \$27,200 to the LDDA to support the arts and entertainment district. That amount is being requested again for 2013.

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 2013 budget includes one-time expenses to help fund Bright EYES, our community-based early education collaborative that is overseeing Longmont's Grade Level Reading Plan, with \$39,312 for temporary wages for the part-time coordinator, and \$12,000 to supplement grant funds to operate the Mayor's Book Club. In 2012 the Library received one-time funding for an annual subscription to electronic library services: Dear Reader Online Book Club (\$450); BookNews (\$885); New Book Alert (\$995); Universal Class (\$6000) and Rocket Languages (\$1250). In this 2013 budget those electronic services have been funded with ongoing resources. The Longmont Museum is to receive \$53,389 in ongoing funds to lease space for temporary collection storage, which will be offset by revenues from the City's lease agreement for the building at 103 Main Street. One-time funds have been allocated in 2013 to support some of the upfront expenses for the Museum Auditorium Capital Campaign, which will be in full swing in 2013 (\$20,000 in temporary wages for campaign administration and \$17,500 for printed materials); these expenses will be offset by capital campaign revenue. The Livewell Longmont initiative is receiving \$30,000 of one time expense funding in this 2013 budget, which matches grant money received from LiveWell Colorado to implement the fifth year of this community-based effort to improve health outcomes by healthier eating and more active living.

For the past several years the Golf Enterprise Fund has experienced reduced play primarily due to the economic downturn, changing demographics at the local and national level as well as inclement weather. In 2010, Council approved a restructuring of the debt whereby funds were loaned from the Fleet Services Fund to pay off the note-holder of the Ute Creek course as well as to purchase new golf cars. This action resulted in a lowering of the annual debt payments thereby providing time for revenues to be increased and costs reduced to a more sustainable level. An operational review and financial analysis of the Golf Enterprise Fund was completed in 2011 and recommendations from that analysis were implemented in 2012. The 2013 Budget for the Golf Fund does not include any fee increases, and assumes a conservative estimate of increased play and subsequent revenues.

The 2013 budget also contains another year of one-time funding (\$86,000) to address winter sheltering needs. In 2013, the City will be in its third year (of a five-year Council-initiated pilot poverty reduction program) of operating the RISE program, in partnership with the Longmont Housing Authority. The budget includes \$65,000 of one-time funds for case management and \$20,000 of one-time funds for the Circles Campaign to support the families in Aspen Meadows Neighborhood that are involved in the RISE program. The City contracts with the Longmont Housing Authority for a case manager who advocates and links the RISE participants with the resources they need to accomplish their self-sufficiency goals and actions. The Circles Campaign is an 18-month program that provides RISE participants with additional support from middle and upper income mentors as they work on their long range plans to move toward economic stability. A portion of the City's human service agency funding (\$110,000) has been set aside in 2013 to help provide direct services that the RISE participants will need in their efforts to become self-sufficient.

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 2013 budget will provide funding of \$1,004,826 for human service agencies which is \$26,282 more than in 2012.

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 \$99,593 of one time expenses for temporary wages for two full-time, temporary code enforcement officers to work throughout Longmont neighborhoods to proactively attain compliance with City codes. 2013 is the final year of this three-year pilot effort to help transform the majority of Code Enforcement efforts from a reactive enforcement to a proactive compliance focus. 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 \$25,000 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 2013 budget also includes an ongoing support of \$152,315 from the General Fund to supplement staffing and administration costs associated with the City's CDBG and HOME federal grant programs that support affordable housing and community development efforts throughout the City.

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 and in 2011 the LoBo trail was opened between Longmont and Boulder. The design of Phase 11 of the Greenway located on the Pavlakis Open Space property was initiated in the summer of 2012, with construction scheduled for 2013. Proposed amenities will include a trailhead with temporary road connection from Martin Street, river access, a restroom, shelters and picnic tables, landscaping and natural play features. Other significant projects with an environmental focus include the construction of the 1st phase of Dry Creek Community Park which is underway and anticipated to be open for public use later in 2013. Work is underway to complete several missing trail connections including the trail between 19th Avenue and Bragg Place east of Northridge Elementary and the trail between Independence Drive and the Rough & Ready Greenway trail. The trail segment between Spangler Park and 15th Avenue was completed in 2011 and included in the design of 2012 missing segments is the trail along the north side of the BNSF railroad from Sunset Street to 1st Avenue. The first phase of planned improvements to the Wastewater Treatment Plant, funded through the voter approved bond, will start construction in 2012. These improvements are a combination of upgrades and replacement of aging infrastructure that will maintain the plant's ability to meet water quality standards and protect public health and the aquatic environment of St. Vrain Creek. A study of the riparian corridor of St. Vrain Creek has been completed as part of the St. Vrain Creek Riparian Protection project and priority areas have been identified for habitat improvement, invasive species removal, erosion control and overall ecological enhancement. Funds have been used for weed and invasive species control in 2012 and the first in-stream project, stabilization and enhancement of the creek at Roger's Grove, is planned for construction in late 2012 or early 2013. Completion of projects in the other priority areas will depend on the availability of funds in future years.

The Integrated Sustainability Plan was revised in 2011 and discussed with City Council. Based on Council input, the plan is no longer being pursued as a City-wide effort. Instead, sustainability concepts are being reviewed for incorporation into the operations and engineering areas of the Public Works and Natural Resources Department. Sustainability principles help inform and support the traditional public works areas of asset management, alternative analysis and efficient delivery of municipal services.

Other Expenses

While the five categories of service identified above reflect much of the General Fund budget this budget for 2013 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

Included in the back of the budget document is information on the City's 5-year Capital Improvement Program (CIP). The CIP is broken into major categories of capital projects. For the year 2013, those categories to be

funded with the following dollar levels of capital projects. A listing of the projects to be funded from the 2013 Public Improvement Fund is included in the *Other Funds* section of this budget. For detail on individual projects please refer to the proposed 2013-2017 CIP.

Downtown Redevelopment projects	\$ 324,049
Drainage projects	2,532,400
Electric projects	1,901,000
Parks, Recreation & Open Space projects	2,447,537
Public Buildings & Facilities projects	3,433,743
Telecommunications projects	937,500
Transportation projects	10,447,000
Wastewater projects	6,287,326
Water projects	5,067,670

Employee Compensation

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

The City's pay plan has both an open range and step pay element. Open ranges exist for all employees except sworn Public Safety positions and electric lineworker and associated labor trade positions in Longmont Power & Communications. Open ranges allow for employees to move through the range based on 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 196 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.5% below the defined labor market, while our actual rates of pay are 0.1% above market salaries for 2012.

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 2013 will increase by 1.7% and actual salaries will increase by 2.6%. 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, 99.5% of 2012 market range levels, as well as the 1.7% projection for how the market may move in 2013. Based on these factors for 2013 we are recommending a 1% adjustment to all pay ranges. If our comparison groups adjust their pay ranges by 1.7% as projected, the City wide pay ranges compared to market would be competitive or close to it at 98.8%. 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 thirteen benchmarked positions within the open range job families and we propose moving those positions to an appropriate range consistent with the overall management of the pay plan.

This 2013 budget does not include funding for merit/performance increases for open range employees. Given the projection by Mountain States that actual salaries will increase by 2.6%, and considering that our benchmarked positions are at approximately 100.1% of market currently, our normal recommendation would have been a 2% across the board increase for open range employees. However, due to limited funding availability and the priorities from the City Council in July we have included in this budget 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.

Average salary increases of 0% in 2010 and 1% in 2011 combined to leave the City with 235 employees with actual salaries below market (100% or midpoint of the open range) which was an increase from 24.1% of open range employees in 2009 to 46.6% in 2011. Last year staff recommended for 2012 the implementation of a matrix to move those 235 employees toward market. Rather than being given the 1% increase which would not move them closer to market, they would instead receive an increase from the matrix based on their existing pay and performance that is designed to move them towards market within one to three years. As a result, in 2012 there are 196 employees, or 35% of open range employees below market. As originally planned, this pay plan again will use the matrix to move more employees closer to market.

For 2013, the positions covered by the Police collective bargaining agreement will receive a 1.25% increase in pay. Open range positions covered under that agreement will also be subject to the move to market matrix. Positions under the Fire collective bargaining agreement will receive an increase ranging from 0.32% to 4.79% or an average of 2.41%. The agreement with Fire effectively moves these employees to 2012 market salaries.

There are eleven positions in LPC that are step positions and they will be adjusted by an average of 1% to stay competitive with the existing labor market.

The 2013 pay plan includes \$85,707 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 the two funds to cover the cost of the annual benefits were budgeted at a combined 14.5% of budgeted salary in 2012 and the Health Benefits Fund is expected to finish 2012 with a balance of just over \$4.8 million. Kaiser premium costs to the City in 2012 will be increasing 5.06%. The Health Benefits Trust has been experiencing expenses in excess of annual revenues the past three years. Thus this budget for 2013 includes an increase in the total budgeted contributions from 14.5% to 15.7% of budgeted salary. The contributions will be directed 15% to the Health Benefits Fund and 0.7% 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 \$236,183 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 \$1,639,029 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 2013.

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.

Pension Benefits

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

<u>Actuary Report Date</u>	<u>% Funded</u>	<u>Contribution Year</u>	<u>Required Contribution</u>	<u>City Contribution</u>	<u>Employee Contribution</u>
Jan. 1, 2004	N/A	2005	7.2%	5.0%	4.5%
Jan. 1, 2005	N/A	2006	8.9%	5.0%	4.5%
Jan. 1, 2006	N/A	2007	9.3%	5.0%	4.5%
Jan. 1 2007	103.8%	2008	9.2%	5.0%	4.5%
Jan. 1, 2008	105.9%	2009	8.3%	5.0%	4.5%
Jan. 1, 2009	86.7%	2010	13.4%	8.36%	5.0%
Jan. 1, 2010	96.9%	2011	11%	6%	5.0%
Jan. 1, 2011	95.9%	2012	11.2%	6.1%	5.1%

The crash of the stock market in the fall of 2008 had a significant impact on the investment returns of the GERP. When the actuary study was performed in 2009 the full contribution requirement rose from 8.3% to 13.4% of pay. Despite the actuarial approach of smoothing investment returns over five years the funded ratio of the plan dropped from 105.9% to 86.7%. In the 2010 budget the contributions were changed to 13.36% (8.36% city; 5% employee) but there was a transfer of \$490,666 from the Health Benefit Fund to the GERP to help meet the General Fund share of the actuarially required contribution. Very strong investment returns in 2009 moved the plan to 96.9% funded and the contribution requirement dropped to 11% (6% city; 5% employee) for 2011. For 2012 the actuarial contribution requirement rose to 11.2%. At that time the approach used was to split the increase with the employees making the total required contributions 6.1% city and 5.1% employee.

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

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

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

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

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

Earlier this month the City received the 2012 actuary study and the actuarially required contribution is now 11.6% while the funded ratio dropped from 95.9% to 94.1%. In order to meet the 0.4% increase this budget includes an additional 0.2% contribution from the city and a 0.2% contribution from employees making the total required contributions 6.3% city and 5.3% employee.

2013 Operating Budget Overview

The General Fund for 2013 is balanced with \$67.3 million in sources of revenue and expenses. This is an increase of 1.95% or \$1,288,945 above the adopted 2012 budget. Ongoing expenses are responsible for that growth as there is \$62.8 million of ongoing in the 2013 General Fund budget compared to \$61.2 million in 2012. There is \$4,502,696 for capital and other one time expenses included in the 2013 General Fund budget compared to \$4,811,837 in 2012. A large portion of that is for technology enhancements that are being offset from over \$2.6 million of transfers to the General Fund from other operating funds. The major technology efforts included in this budget include \$2.62 million of one time expenses for a comprehensive financial and human resources software system. An additional \$253,000 of one time expense is budgeted towards the costs of a replacement for our development permitting software system. There is also \$150,000 of one time costs budgeted towards a migration to Microsoft exchange to replace Lotus Notes as our email platform. The \$4.5 million of one time expenses in 2013 also includes \$50,000 of fund balance designated for future Council one time expenditures to be utilized for lighting public improvements on Longs Peak Avenue from Main to Coffman fronting the Roosevelt Apartments project.

Net ongoing expenses in the General Fund are increasing \$1,598,086 in this 2013 budget. Major sources of the increase include; health benefit contribution increases of \$395,222; workers compensation cost increases of \$183,221; and \$36,627 to meet the actuarial required contribution for the general employees defined benefit retirement plan. There is \$157,408 of increases in pay for the Police bargaining unit and \$171,739 for the Fire bargaining unit along with, \$129,738 of step pay increases. Position increases to Master Police Officer total \$61,034. Pay increases for other General Fund employees require \$153,839 of additional budget. An additional \$81,316 is necessary to make pay adjustments for positions being reclassified by job audits. Another \$241,084 is needed for the reorganization costs in the City Manager's office. There is also an increase of \$32,654 in temporary wages. For 2013 there is a decrease in the fleet leases charges of \$287,555.

In order to increase ongoing expenses in the General Fund by \$1,598,086, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$1,072,516 from sales and use tax. Other sources of increased revenue are \$452,057 from net franchise revenues; \$154,295 from recreation revenues; and \$75,069 from development related activity. Sources of ongoing revenue that decreased include \$28,000 of budgeted property tax; \$70,000 from interest income; and \$104,375 of administrative transfer fees.

There is one vacant FTE being eliminated in this budget, a Grounds Maintenance Tech II in Public Works Natural Resources. The funding from this position is being redirected to the Parks Project Manager position to properly account for costs and time spent working on General Fund activities and projects. Overall Parks funding is kept intact with this shift of resources. This change is also a result of continuing strategic efforts such as staff cross training; targeted outsourcing of work; and a focus on core work responsibilities which allows us the opportunity to reduce our staffing levels while continuing to provide high quality and reliable service to our community.

There are a total of 2.6 new FTE being added in this budget, all within the General Fund. The new positions included in this budget are the following:

- 0.60 FTE Assistant Museum Curator - This position was eliminated in the Museum two years ago but operational needs have resulted in the use of temporary wages for a half time position. The museum's exhibition schedule has increased since this time, with a greater number of exhibitions organized in-house that require more planning, fabrication, and design. Now that the museum is charging admission to special exhibitions, the revenue covers a portion of the expense of the position. The Museum is eliminating the temporary wages to offset the rest of the cost of this position.
- One FTE Assistant City Manager – This position is being filled during 2012 as part of the overall reorganization of the City. The position will oversee certain external city services including the departments of Community Services and Economic Development as well as the operations of the

Airport. Funding for this position is coming from various line item reductions throughout General Fund services.

- One FTE Accounting/Budget Analyst in the Finance Department – This position was filled in 2012 and is intended to provide backfill support to positions in Finance that are heavily involved in the Human Resources and Accounting Technology Solution project. Funding for this position is from the project budget. Although the position is fully benefited it has a fixed term that will not last beyond 2014. Thus funding for the position is coming from one time resources.

The overall net impact of all changes to FTE in this budget is an increase of 1.6 FTE which brings the total budgeted positions to 832.25.

This budget for 2013 includes \$331,000 of one time money in the General Fund allocated by City Council direction, as follows:

• Longmont Council for the Arts	\$ 10,000
• Longmont Community Justice Partnership*	180,000
• Regional Air Quality Council contract	11,000
• Longmont Sister Cities Association contract	28,500
• 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
• Longmont Downtown Development Authority — arts & entertainment district	27,200
• Longmont Area Economic Council – marketing support	20,000
• St Vrain Historical Society maintenance agreement	1,500

*The Longmont Community Justice Partnership was funded for a total of \$200,000, \$180,000 from the General Fund and \$20,000 from the Public Safety Fund.

Looking beyond 2013, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor intensive effort. In 2013, over 73% 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 2013 budget but it is not necessarily sufficient to meet market. 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 dependent 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 \$4,502,696 of one time expenses in this budget, \$198,812 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 experienced a decline in the past three budgets from a decline in property values reflecting the slowdown in the local real estate market. There is no guarantee that we have reached the end of that trend. Sales tax growth will be minimal and use tax is always volatile and subject to quick declines.

We believe a number of uncertainties at the local, state, national and international levels provide challenges to predicting future revenue sources. The parks and greenway maintenance fee, which is projected to generate \$455,000 in this 2013 budget, will expire at the end of 2013. Competition for retail sales tax dollars among local jurisdictions is always intense. The ability of state and local governments to collect sales tax on ever increasing internet sales remains clouded. The potential redevelopment of the Twin Peaks mall may cause further declines in sales tax from this area at least until the redevelopment is completed. Cable franchising revenues are often threatened at the federal level. Gas franchise revenues are volatile. Revenues from telephone occupation taxes decrease as land lines are eliminated. Unemployment is still high. Housing starts are still relatively slow. The economic environment 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. The federal government is building future economic and budget

challenges for all other levels of government with its current policy of extreme budget deficits. Finally, the world economy is in a precarious position.

When we approached the City Council in July for direction on this budget staff identified that the City's General Fund still needed to be "reset" in that there are adjustments that need to be made to bring our ongoing expenses in line with our ongoing revenues on a sustainable basis. That "reset" could be up to \$3 million as we need to return the alignment of the 2% sales tax so that the Public Improvement Fund is receiving sufficient ongoing revenues; we still have ongoing type expenses that are funded with fund balance but with only a one year commitment; the parks and greenway maintenance fee may not be renewed beyond 2013; and administrative transfer fees need refinement to better allocate internal costs. We will begin our efforts toward reducing these impacts by implementing a zero based budget approach to reviewing General Fund services throughout the year. This can help to reduce it to some degree but ultimately it may require a more detailed evaluation of the services we provide to achieve the full reset. It is our intention to refine the prioritization process as well over this next year so that it can be utilized if and when service adjustments become necessary. Staff expects it could take three to five years to reach a full reset of the General Fund.

This budget is predicated on a small positive growth in the local retail economy. The revenue projections in this budget are believed to be conservative and assume limited growth from the new retail openings during 2012 and no new retail of substance in 2013. They also assume that there will be some growth in use tax from primary employers as well as an increase in use tax from construction. While there has been an increase in sales tax in 2012 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 in our past budgets. We will continue to monitor major revenue sources and economic indicators into the future. If our revenue projections do not come to fruition we will be prepared to make adjustments in 2013.

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 2013. This is one of the most important tasks that is undertaken each year as a member of the Longmont City Council.

Preparation of the 2013 Operating budget and the 2013-2017 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).

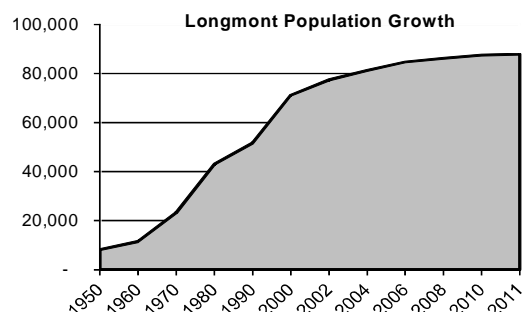
DEMOGRAPHICS

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).

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

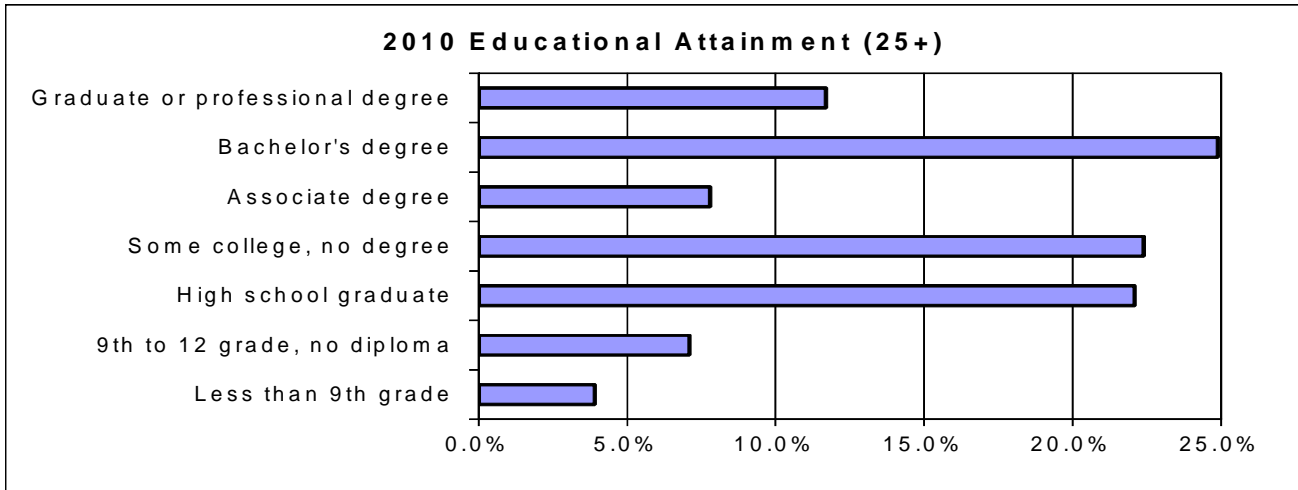
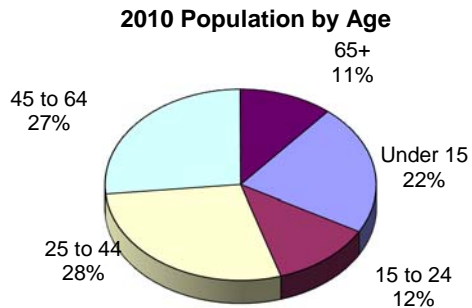
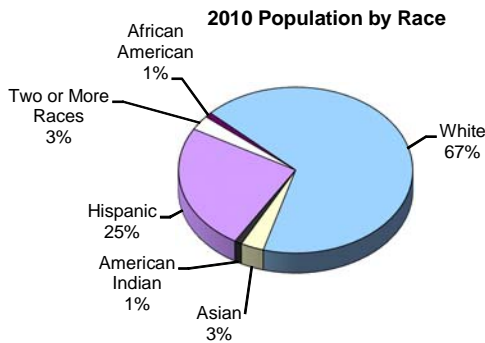
Source: US Census Bureau

Longmont lies along the Front Range where populations have steadily increased in the 1990’s. In 2010, the Bureau of the Census estimates that over 4.33 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).



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



(Source: Bureau of the Census)

Longmont has an educated population, with over 66% of those over 25 years of age having some level of college education and over 36% having obtained a bachelor’s degree or higher. The average annual wages in Boulder County are typically higher than those in Larimer and Weld Counties. Jobs in Professional and Technical services category provide the highest paying jobs on average at \$94,224 annually. According to the Colorado Office of Budgeting and Planning, in 1998 Boulder County represented 25% of Colorado’s advanced technology workers.

Average Annual Wage

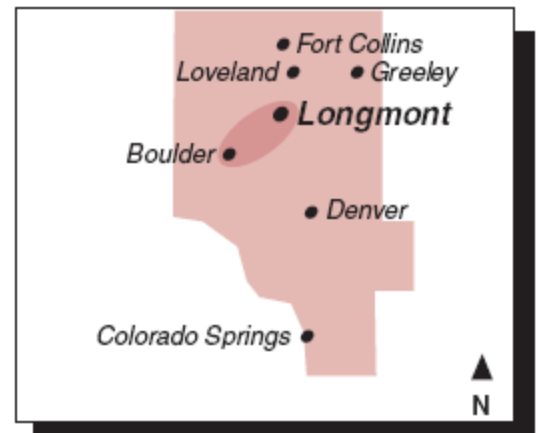
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Boulder County	\$48,012	\$47,264	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588	\$53,976	\$57,928
Broomfield County	\$50,874	\$51,587	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036	\$58,552	\$62,764
Larimer County	\$37,137	\$35,517	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732	\$40,716	\$44,564
Weld County	\$32,695	\$32,592	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196	\$39,260	\$42,068
Colorado	\$40,533	\$40,296	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180	\$46,696	\$50,700

Source: Colorado Department of Labor and Employment LMI Gateway
www.colmigateway.co

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 covered 30.21 square miles at the end of 2011. The City’s planning boundaries are largely fixed as shown in the August 2003 revision of the *Longmont Area Comprehensive Plan (LACP)*. Within 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.

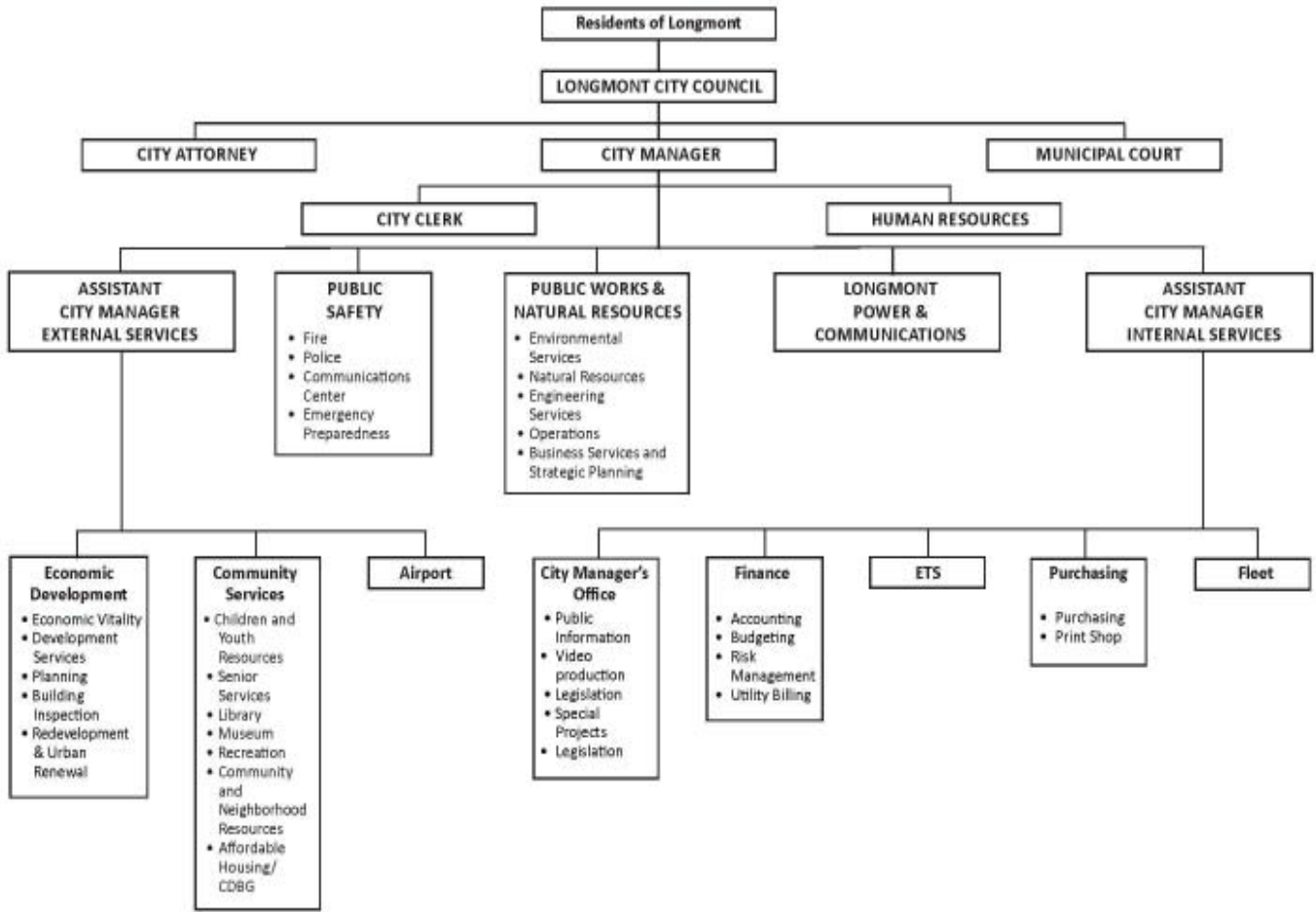


FORM OF GOVERNMENT AND CITY SERVICES

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 space, golf and an airport. It is also a community that fosters the growth of quality primary jobs and plans for the long term needs of its residents and businesses.

CITY OF LONGMONT



ECONOMIC DATA

The City has launched a 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 1, 2012

<u>Industry</u>	<u># of Companies</u>	<u># of Employees</u>
Computers/Peripherals/Interface Products	19	1,756
Computer Software	18	1,196
Biotech	6	809
Aerospace	5	763
Semiconductor and other Electronic Component Mfg	11	738
Transportation Equipment Manufacturing	4	602
Apparel/Accessories/Finished Products	7	508
Business Services	10	492
Warehouse Distribution	2	403
Contract Manufacturing	7	348
Electrical Equipment, Appliances & Component Mfg	7	348
Printing and Publishing	4	329
Food Processing	9	306
Professional, Scientific and Technical Services	18	296
Plastics and Misc Rubber Products	10	281
Photonics	7	212
Construction	3	210
Measurement Instruments/Controlling Devices	9	205
Energy	6	192
Consumer Products	4	175
Wood Products and Furniture	3	153
Communications Equipment	11	138
Medical/Electromedical Instruments & Apparatus	6	135
Fabricated Metal Products and Services	7	111
Machining, Tool & Die, Prototype Development	6	105
Chemical Manufacturing	2	104

Source: Longmont Area Economic Council

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 through 2003 was 9.15%, and for 2004 through 2011 was 7.96%.

The total assessed valuation for the City of Longmont increased over the past 10 years but is now down for 2011. 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
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
2010	981,685,090	113,251,910	1,094,937,000
2011	989,539,009	103,235,812	1,092,774,821

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2013. 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 *2013 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 (2011 actual, 2012 and 2013 budget).

The *2013-2017 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 2013 are included in the *2013 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 *2013-2017 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.

2013 BUDGET CALENDAR

DATE	EVENT
March 9	2013-2017 CIP preparation begins
March 26	2013 Budget preparation begins
June 4	Proposed 2013-2017 CIP projects due to Budget Office
May 25	Budgets turned into Budget Office.
June/July	2013 Budget Evaluation Meetings; 2013 revenue estimates completed by Finance staff.
Mid July	2013 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 28	2013 Operating Budget and 2013-2017 CIP presented to City Council.
September	2013 Budget presentations to City Council.
October 9 & 23	City Council Regular Meetings: introduction, public hearing and passage of the 2013 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.

2013 FINANCIAL POLICIES

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 2013 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 20.23% of the use tax to the General Fund and 79.77% of the use tax to the Public Improvement Fund.

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 2013 Operating Budget includes fee increases for electric rates, water rates, sewer rates, and recreation fees.

Grants

The City will explore and pursue all appropriate grant opportunities. Before accepting any grants, the City will consider the current and future impacts of accepting any type of grant. Before accepting the proposed funding or asset(s), all grants requiring Intergovernmental Agreements and all other grants greater than \$5,000 will be presented to City Council for approval.

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 2013 Budget there is a projection of 175 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2013 budget includes incremental development revenue

of \$57,551 from 55 dwelling permits. This incremental development revenue is used to cover one-time expenses in the 2013 Operating Budget associated with development related activities.

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 five 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 2009-2012.

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 the regular City Employee Retirement Plan 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 2013 Operating Budget includes \$1,004,826 for contracts for service with human service agencies.

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 2013 Operating Budget includes \$197,500 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.

General Improvement District Fund

The City will provide landscaping and right-of-way maintenance to the General Improvement District (GID) via an annual Intergovernmental Agreement with the Downtown Development Authority. The direct costs of this service will be recovered from the GID Fund, however any indirect or overhead cost will not be recovered.

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.

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, sports field maintenance, 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, 2009, 2011 and 2012. 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 June 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 2011, the actual value of taxable property within the City totaled \$8.83 billion. The 3% limitation equaled \$264,875,278. The City had a total of \$1,185,000 in outstanding debt applicable to the debt limitation. The City is well under the 3% limitation stipulation. Further information can be found on pages 28 of the City's 2011 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 Sales and Use Tax Revenue Refunding bonds totaling \$17,375,000 in 2006 and Open Space Sales and Use Tax Refunding Bonds totaling \$19,330,000 in 2010.

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. In 2007 the City issued \$146,000 of long term notes.

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 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 is 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 2012 are \$61,170,879. The unrestricted fund balance in the General Fund at the beginning of 2012 is \$10,863,192 which is 17.75% 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	4.9%	\$3,019,672	fully funded	\$3,019,672
Emergency reserve	8%	\$4,893,670	funded at 5.9%	\$3,610,237
Stabilization Reserve	at 3%	\$1,835,126	unfunded	\$ 0
Stabilization Reserve	at 8%	\$4,893,670	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 2013 Operating Budget includes \$60,000 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 2013.

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 2013.

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 2010 rate study, the Electric Fund will build toward 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 2013.

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 2013.

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 2013.

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 2013.

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 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 and transportation 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's street, transportation, sidewalk and bikeway systems. 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; Electric Community Investment Fee revenues; revenue from Aid to Construction; transfers from other funds; 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 2013 is \$4,790,629.

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, interest earnings, transfers from other funds, and system development fees.

The City currently follows this policy. The Wastewater Franchise Fee for 2013 is \$381,212.

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, interest earnings, transfers from other funds, and system development fees

The City currently follows this policy. The Water Franchise Fee for 2013 is \$260,784.

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; transfers from other funds; 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 2013 is \$25,055.

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 2010. The Electric Community Investment Fee Fund rate study was completed 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. A comprehensive rate study was completed in 2011 for the Sanitation Fund 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. The value of water provided to City facilities owned by the General Fund in 2011 was \$791,579. The value of water provided to City facilities owned by other Enterprise Funds was \$387,920. The total value of water provided to all City facilities in 2011 was \$1,179,499.

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 2013 in the 2013-2017 Capital Improvement Program are included in the 2013 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, 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.

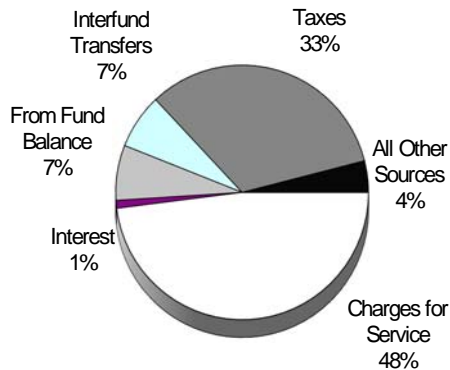
Relocation of Existing Utility Facilities in ROW

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. For existing utilities in the right-of-way or in an easement that requires relocation due to “utility” improvements, the utility requiring the relocation will fund the relocation.

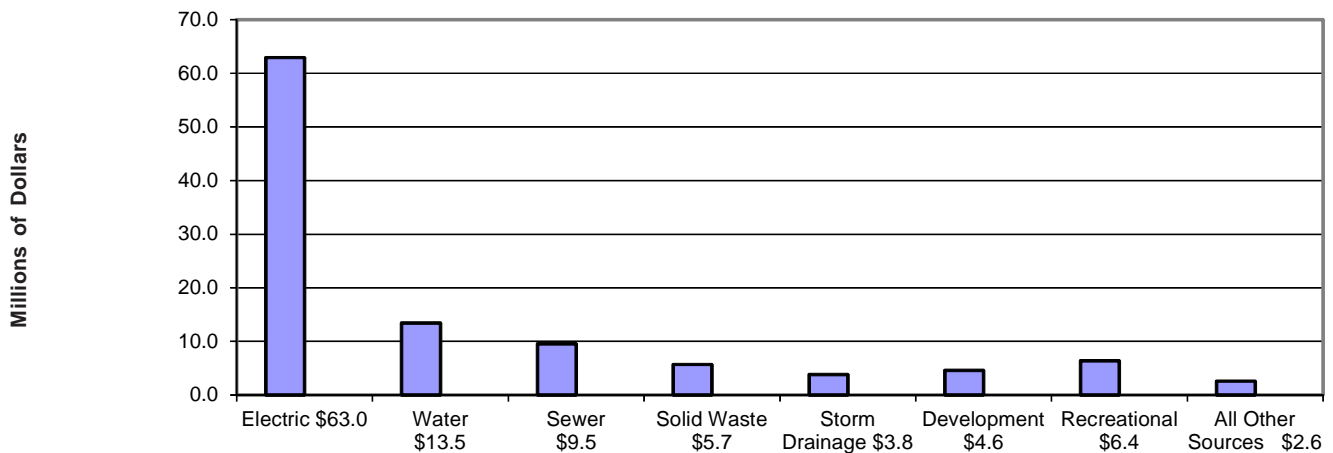
The City currently follows this policy.

2013 Operating Budget: Sources of Funds



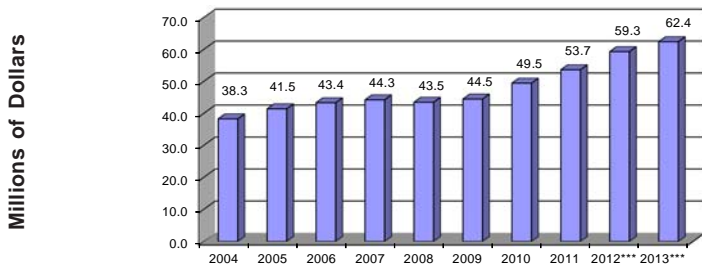
Revenues used to support the City's programs and projects in 2013 will come from a variety of sources and total \$228,558,621. This is 5.4% above the total revenues in the 2012 budget. The pie chart shows the distribution of the City's revenues by major categories.

Charges for Services, Licenses and Permits represent 48% or \$109.0 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.



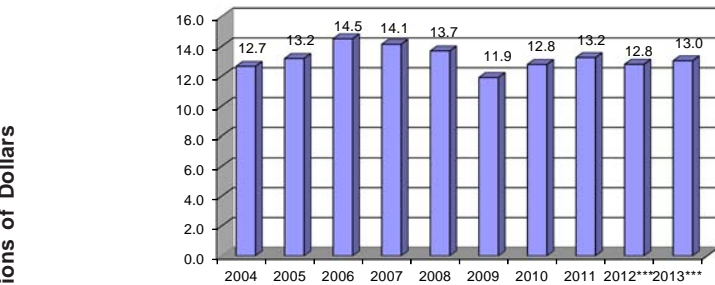
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates are designed to cover replacement of the utility facilities. The utilities periodically conduct a comprehensive rate study. In each of 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 2013 budget is based on 45 single family permits, 130 multi family permits 25,000 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



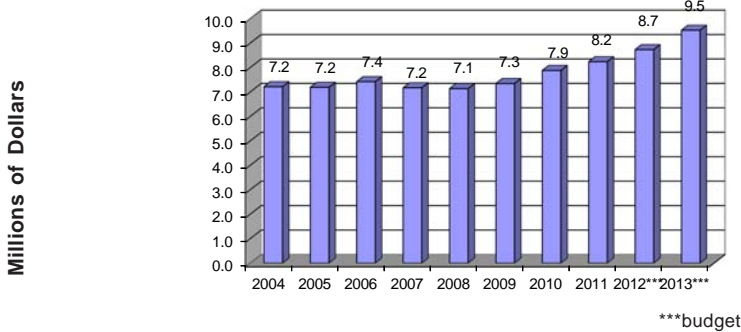
In 2013, electric utility revenues equal 98% of all electric revenues. An ordinance approving a fee increase in Electric was previously approved by Council. The proposed budget includes an average rate increase of 7.5%.

Water



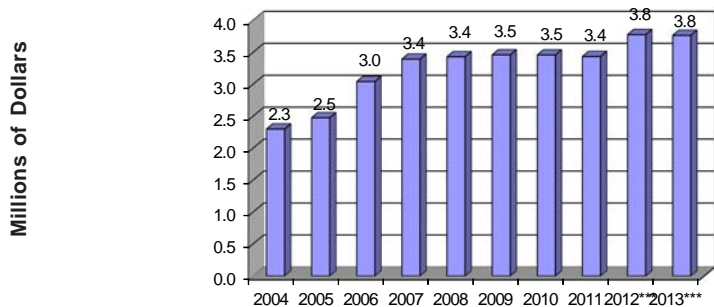
In 2013, charges for water services represent 96% of all water revenues. An ordinance approving a fee increase in Water was previously approved by Council. The proposed budget includes an average rate increase of 4%. The rate increase was codified in 2008.

Sewer



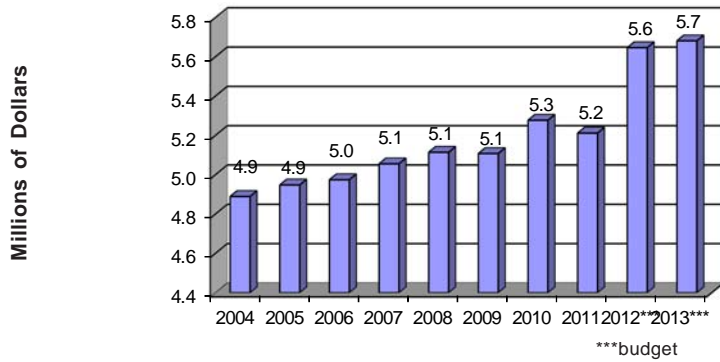
The sewer utility will receive 92% of its revenue from charges for services in 2013. An ordinance approving a fee increase in Sewer was previously approved by Council. The proposed budget currently includes an average rate increase of 6%. During the budget discussions, staff will present an additional 8% increase which will bring the total increase to 14%.

Storm Drainage



In 2013, Storm Drainage will receive 98% of its revenue from charges for services. The storm drainage master plan is currently being finalized. When completed staff will return to council with a financial plan and alternatives for funding.

Sanitation

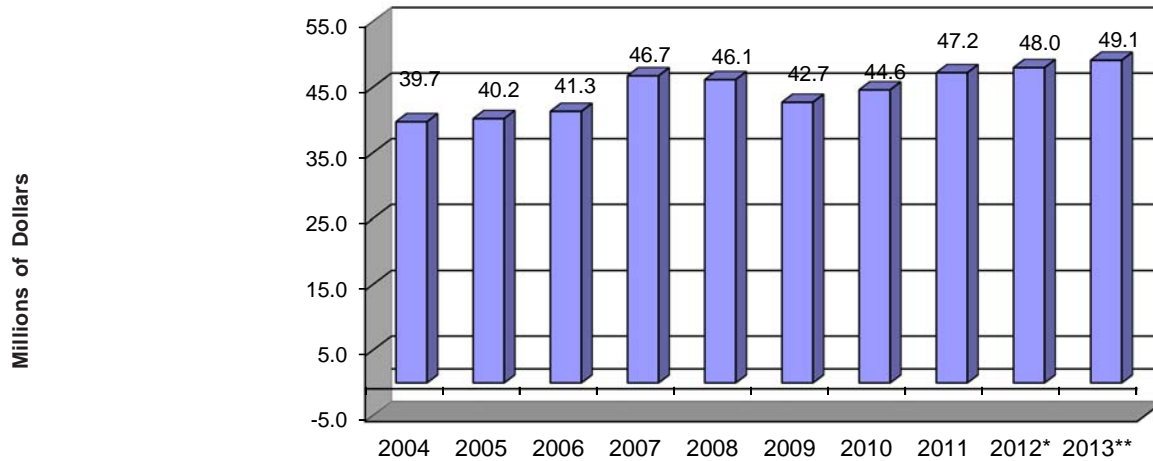


Sanitation will receive 99% of its 2013 revenues from charges for service. The 2013 Sanitation rates are the same as 2012.

Taxes represent 36% or \$75.7 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 42.1% 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.

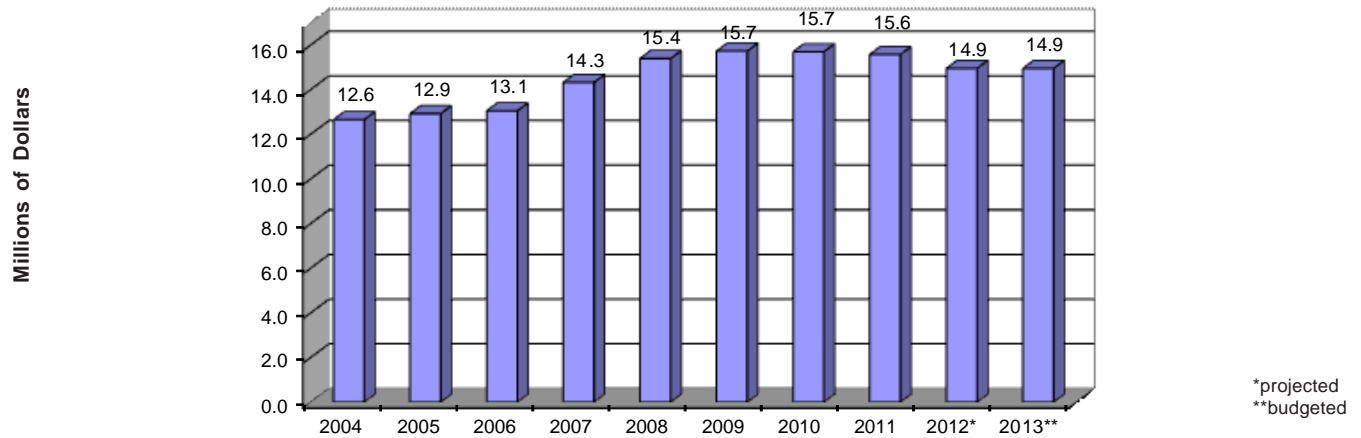
**Sales and Use Tax History
City-Wide**



* projected **budgeted

Property Tax accounts for 20.5% 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 2013 budget is based on preliminary assessed valuations from the County Assessors offices.

**Property Tax History
City-Wide**



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.

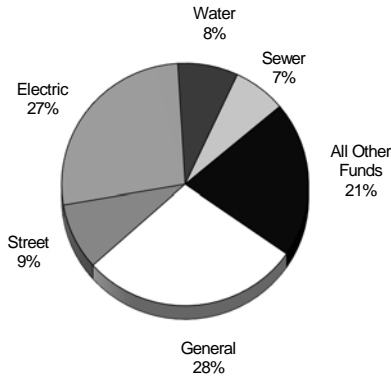
Fund Balance is a source of funds that is used primarily for funding capital and one time purchases. In 2013, \$16,727,213 or 7.3% of the total sources of funds will come from the use of fund balance.

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 13.7% of the General Fund's total revenues.

Interest and Other Sources are 5% of the City's sources of funds. Interest earnings are estimated at \$1.5 million for 2013 and all other sources are \$9.0 million and include intergovernmental funds from Boulder County, the state or the federal government; fines; and miscellaneous sources.

2013 Operating Budget: Uses of Funds

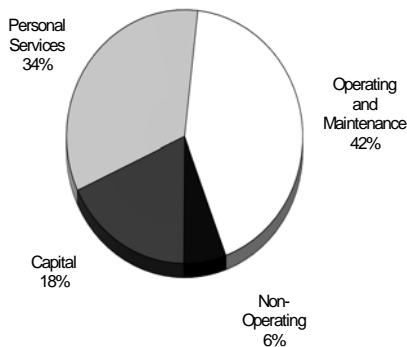
Expenditures by Fund



The City of Longmont's 2013 Operating Budget totals \$228,558,621.

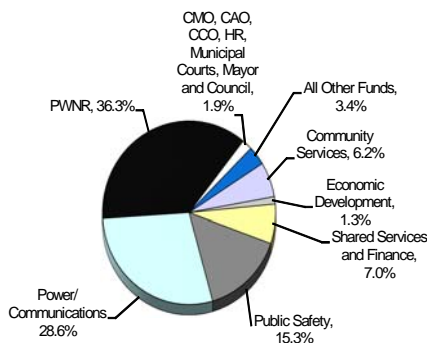
Expenditures in the largest funds include: General Fund, \$67.3 million; Electric Fund, \$62.2 million; the Water Fund, \$19.3 million; the Sewer Fund, \$16.2 million; and the Street Fund, \$19.7 million. These funds will account for 79% of all City expenditures in 2013. Other funds include: Open Space, \$5.2 million; Public Improvement, \$4.7 million; Sanitation, \$5.5 million; Fleet, \$5.4 million; Golf, \$2.4 million; Storm Drainage, \$4.3 million; and Public Safety, \$5.8 million and several minor funds.

Expenditures by Category



Budgeted expenditures by category, are: personal services, \$77.1 million, which includes salaries, wages and benefits; operating and maintenance, \$97.2 million, which includes routine operating expenditures; non-operating, \$13.3 million, which includes interfund transfers and interest payments; and capital, \$41.0 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, \$84.2 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, \$64.8 million; Public Safety Department, \$34.7 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department \$15.8 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility Billing and Fleet); Community Services Department,

\$14.1 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, \$2.9 million (services include Development Services, Economic Vitality and Planning); City Mangers Office, \$1.4 million; City Attorneys Office, \$938,916; Municipal Courts, \$750,855, Mayor and Council, \$659,503; City Clerks Office, \$561,236; Human Resources \$977,438. The remaining fund total \$7.7 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.

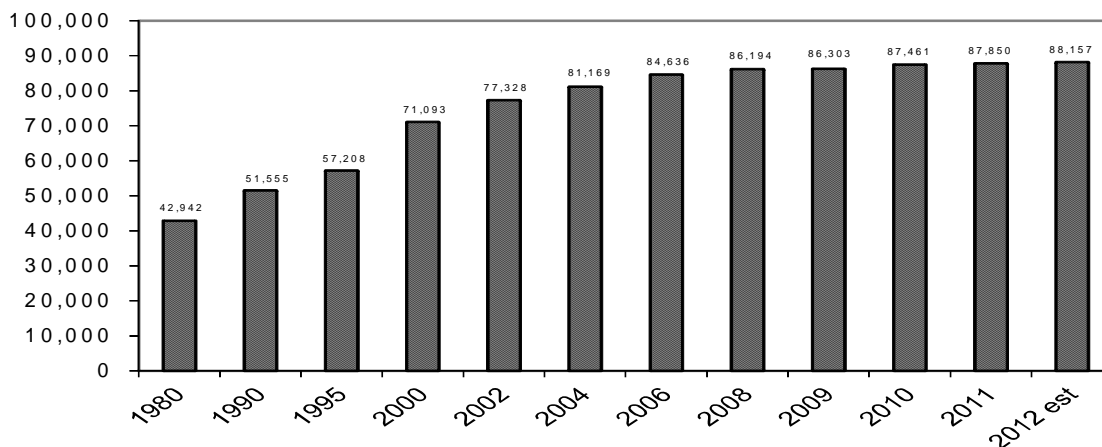
2009 - 2013 Budgeted FTE Positions by Department

Department	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2012-2013 Change
Mayor and Council	0.00	7.00	7.00	7.00	7.00	0.00
City Manager	0.00	4.00	4.00	4.00	5.00	1.00
City Attorney	0.00	7.50	7.50	7.50	7.50	0.00
City Clerk	0.00	4.00	4.00	4.00	4.00	0.00
Human Resources	0.00	0.00	0.00	0.00	8.00	8.00
Municipal Court	0.00	8.50	8.50	8.50	8.50	0.00
Administration	41.75	0.00	0.00	0.00	0.00	0.00
Shared Services and Finance	80.20	85.70	87.70	88.20	81.20	-7.00
Economic Development	100.87	21.50	21.50	22.50	22.50	0.00
Community Services	92.55	95.55	92.45	93.20	93.80	0.60
Power and Communications	69.70	72.95	72.95	72.75	72.75	0.00
Public Safety		291.00	291.50	293.50	293.50	0.00
Police	178.50	0.00	0.00	0.00	0.00	0.00
Fire	95.50	0.00	0.00	0.00	0.00	0.00
Police/Fire Shared Services	23.00	0.00	0.00	0.00	0.00	0.00
Public Works and Natural Resources	169.68	231.80	229.55	227.50	226.50	-1.00
Downtown Development Authority	2.00	2.00	2.00	2.00	2.00	0.00
TOTAL	853.75	831.50	828.65	830.65	832.25	1.60

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: 1980 - 2012



Summary of Financing Sources and Uses

	2011 Actual	2012 Budget	2013 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	70,828,842	73,240,805	75,689,739
Licenses and Permits	2,852,843	1,509,073	1,878,017
Intergovernmental Revenue	11,065,114	2,851,852	5,922,310
Charges for Service	101,948,829	101,170,123	107,076,663
Fines and Forfeits	1,461,305	1,534,200	1,485,300
Interest Earnings	1,639,624	1,630,010	1,482,626
Interfund Transfers	15,613,223	16,705,496	16,568,685
Miscellaneous	2,564,369	1,461,850	1,604,254
Proceeds from Advance	5,166,231	815,596	123,814
Proceeds from Bonds	-	6,200,000	-
Contribution from/(to) Fund Balance	(13,488,936)	9,417,638	16,727,213
TOTAL SOURCES	\$ 199,651,444	\$ 216,536,643	\$ 228,558,621
<u>Expenditures and Other Financing Uses</u>			
Personal Services	70,241,891	73,873,110	77,102,461
Operating and Maintenance	89,983,528	96,268,398	97,191,820
Non-Operating	13,576,592	12,427,904	13,272,272
Capital	25,849,432	33,967,231	40,992,068
TOTAL USES	\$ 199,651,444	\$ 216,536,643	\$ 228,558,621

2013 Consolidated Fund Statement: Sources of Funds and Expenses

The 2013 Consolidated Fund Statement, on the following pages, includes the sources of funds and expenses by category for each fund included in the 2013 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.

2013 Consolidated Fund Statement

	General Fund	Electric Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 8,413,729	\$ 5,047,706	\$ 21,956,907	\$ 9,308,738
 <i>SOURCES OF FUNDS</i>				
Taxes	47,663,104	-	-	-
Licenses and Permits	857,356	-	-	-
Intergovernmental Revenue	257,644	-	180,670	174,530
Charges for Service	5,847,036	62,961,000	13,462,696	9,528,800
Fines and Forfeits	1,387,300	-	-	-
Interest Earnings	130,000	50,000	392,100	67,500
Interfund Transfers	9,187,314	19,224	-	328,152
Miscellaneous	158,087	381,000	-	1,500
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 65,487,841	 63,411,224	 14,035,466	 10,100,482
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	49,408,396	5,924,966	4,264,513	3,032,352
Operating and Maintenance	15,209,591	54,290,492	6,231,668	4,285,322
Non-Operating	354,180	801,070	2,201,779	1,889,375
Capital	2,299,494	1,232,200	6,636,975	7,009,794
 TOTAL EXPENSES	 67,271,661	 62,248,728	 19,334,935	 16,216,843
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 6,629,909	\$ 6,210,202	\$ 16,657,438	\$ 3,192,377
Contribution to/(from) Fund Balance	(1,783,820)	1,162,496	(5,299,469)	(6,116,361)

2013 Consolidated Fund Statement

	Street Improvement Fund	Sanitation Fund	Golf Fund	Telecom- munications Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 5,023,950	\$ 2,188,957	\$ 448,653	\$ 918,834
 <i>SOURCES OF FUNDS</i>				
Taxes	15,092,337	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	3,240,499	-	-	-
Charges for Service	-	5,681,300	2,407,419	522,100
Fines and Forfeits	-	-	-	-
Interest Earnings	49,624	20,648	5,165	15,000
Interfund Transfers	-	-	-	-
Miscellaneous	95,750	2,000	7,000	562,500
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 18,493,210	 5,703,948	 2,419,584	 1,099,600
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	3,315,713	1,785,496	1,026,333	210,786
Operating and Maintenance	4,841,415	3,408,462	1,065,672	415,037
Non-Operating	973,736	223,013	203,790	1,816
Capital	10,545,887	65,200	72,540	937,500
 TOTAL EXPENSES	 19,676,751	 5,482,171	 2,368,335	 1,565,139
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,840,409	\$ 2,410,734	\$ 499,902	\$ 453,295
Contribution from/(to) Fund Balance	(1,183,541)	221,777	51,249	(465,539)

2013 Consolidated Fund Statement

	Storm Drainage Fund	Fleet Fund	Airport Fund	Public Improvement Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 767,559	\$ 14,250,675	\$ 35,808	\$ 1,156,987
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	3,507,823
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	3,790,322	-	284,048	-
Fines and Forfeits	-	-	-	-
Interest Earnings	33,457	169,535	495	10,000
Interfund Transfers	-	6,613,512	-	-
Miscellaneous	5,202	-	20,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 3,828,981	 6,783,047	 304,543	 3,517,823
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,203,786	1,213,337	115,007	-
Operating and Maintenance	1,224,689	2,474,278	215,495	54,550
Non-Operating	1,137,521	4,448	472	2,730,750
Capital	782,163	1,739,772	-	1,863,881
 TOTAL EXPENSES	 4,348,159	 5,431,835	 330,974	 4,649,181
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 248,381	\$ 15,601,887	\$ 9,377	\$ 25,629
Contribution from/(to) Fund Balance	(519,178)	1,351,212	(26,431)	(1,131,358)

2013 Consolidated Fund Statement

	CDBG/HOME Fund	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 95,714	\$ 1,428,024	\$ 2,441,339	\$ 1,452,669
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	331,825	-	-
Intergovernmental Revenue	589,612	-	725,000	-
Charges for Service	-	-	-	1,037,000
Fines and Forfeits	-	-	-	-
Interest Earnings	-	15,406	22,386	22,000
Interfund Transfers	-	-	-	-
Miscellaneous	77,000	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 666,612	 347,231	 747,386	 1,059,000
 EXPENSES BY CATEGORY				
Personal Services	99,388	-	-	326,700
Operating and Maintenance	572,224	-	-	-
Non-Operating	-	-	-	-
Capital	-	482,200	1,656,500	663,300
 TOTAL EXPENSES	 671,612	 482,200	 1,656,500	 990,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 90,714	\$ 1,293,055	\$ 1,532,225	\$ 1,521,669
Contribution from/(to) Fund Balance	(5,000)	(134,969)	(909,114)	69,000

2013 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>	\$ 772,218	\$ 223,225	\$ 207,361	\$ 1,023,494
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	210,987	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	194,478	-	430,900
Fines and Forfeits	-	-	-	-
Interest Earnings	4,731	4,000	-	17,000
Interfund Transfers	-	-	93,674	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 215,718	 198,478	 93,674	 447,900
 EXPENSES BY CATEGORY				
Personal Services	-	-	37,447	-
Operating and Maintenance	-	-	88,473	2,500
Non-Operating	-	-	140	328,152
Capital	900,000	-	-	20,000
 TOTAL EXPENSES	 900,000	 -	 126,060	 350,652
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 87,936	\$ 421,703	\$ 174,975	\$ 1,120,742
Contribution from/(to) Fund Balance	(684,282)	198,478	(32,386)	97,248

2013 Consolidated Fund Statement

	Water Construction Fund	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 14,635,433	\$ 398,638	\$ 3,339,478	\$ 14,161
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	541,500	-	5,000	55,430
Fines and Forfeits	-	-	-	-
Interest Earnings	301,200	1,000	68,600	200
Interfund Transfers	-	-	-	60,204
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	842,700	1,000	73,600	115,834
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	-	-	-	76,996
Operating and Maintenance	2,500	-	100,000	11,216
Non-Operating	3,150	-	-	-
Capital	896,000	10,000	100,000	-
TOTAL EXPENSES	901,650	10,000	200,000	88,212
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 14,576,483	\$ 389,638	\$ 3,213,078	\$ 41,783
Contribution from/(to) Fund Balance	(58,950)	(9,000)	(126,400)	27,622

2013 Consolidated Fund Statement

	DDA Fund	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 2,534,621	\$ 80,801	\$ 41,685	\$ 507,476
 SOURCES OF FUNDS				
Taxes	1,181,878	86,009	-	-
Licenses and Permits	407,449	-	55,400	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,200	1,300	200	-
Interfund Transfers	91,100	-	23,190	152,315
Miscellaneous	15,000	-	-	106,110
Proceeds from Advance	123,814	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,820,441	 87,309	 78,790	 258,425
 EXPENSES BY CATEGORY				
Personal Services	273,096	22,573	18,592	172,139
Operating and Maintenance	305,750	83,431	28,350	111,361
Non-Operating	167,414	-	-	580
Capital	387,449	-	10,000	-
 TOTAL EXPENSES	 1,133,709	 106,004	 56,942	 284,080
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,221,353	\$ 62,106	\$ 63,533	\$ 481,821
Contribution from/(to) Fund Balance	686,732	(18,695)	21,848	(25,655)

2013 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>	\$ 5,107,653	\$ 101,097	\$ 140,891	\$ 1,688,147	\$ 99,308
 SOURCES OF FUNDS					
Taxes	2,998,139	-	-	4,871,976	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	194,914	6,000	-	553,441	-
Charges for Service	-	-	166,200	93,534	-
Fines and Forfeits	-	-	-	-	-
Interest Earnings	62,679	-	-	11,500	1,000
Interfund Transfers	-	-	-	-	-
Miscellaneous	40,000	-	11,000	-	76,000
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	3,295,732	6,000	177,200	5,530,451	77,000
 EXPENSES BY CATEGORY					
Personal Services	270,927	-	22,512	4,168,957	2,000
Operating and Maintenance	410,983	6,000	149,158	1,182,039	46,500
Non-Operating	2,218,565	-	-	10,082	20,500
Capital	2,258,013	-	-	423,200	-
TOTAL EXPENSES	5,158,488	6,000	171,670	5,784,278	69,000
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 3,244,897	\$ 101,097	\$ 146,421	\$ 1,434,320	\$ 107,308
Contribution from/(to) Fund Balance	(1,862,756)	-	5,530	(253,827)	8,000

2013 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>	\$ 55,443	\$ 87,014	\$ 88,400	\$ 27,040	\$ 105,427	\$ 106,215,259
 <i>SOURCES OF FUNDS</i>						
Taxes	-	-	-	-	288,473	75,689,739
Licenses and Permits	-	-	-	-	-	1,878,017
Intergovernmental Revenue	-	-	-	-	-	5,922,310
Charges for Service	50,400	16,000	-	1,500	-	107,076,663
Fines and Forfeits	-	-	98,000	-	-	1,485,300
Interest Earnings	500	2,000	800	400	1,000	1,482,626
Interfund Transfers	-	-	-	-	-	16,568,685
Miscellaneous	43,100	3,005	-	-	-	1,604,254
Proceeds from Advance	-	-	-	-	-	123,814
Proceeds from Bonds	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	94,000	21,005	98,800	1,900	289,473	211,831,408
 <i>EXPENSES BY CATEGORY</i>						
Personal Services	35,257	-	73,692	1,500	-	77,102,461
Operating and Maintenance	57,589	19,000	9,602	-	288,473	97,191,820
Non-Operating	-	-	415	1,324	-	13,272,272
Capital	-	-	-	-	-	40,992,068
TOTAL EXPENSES	92,846	19,000	83,709	2,824	288,473	228,558,621
 <i>ENDING</i>						
<i>FUND BALANCE</i>	\$ 56,597	\$ 89,019	\$ 103,491	\$ 26,116	\$ 106,427	\$ 89,488,046
Contribution to/(from) Fund Balance	1,154	2,005	15,091	(924)	1,000	(16,727,213)

FOCUS ON LONGMONT

REPORT CARD TO THE COMMUNITY



August 2012





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FOCUS ON LONGMONT

SHARE YOUR VISION, CREATE OUR LEGACY

In January 2005, the City launched the Citywide strategic plan designed to help Longmont City Council develop policies and make key decisions that shape our future.



The plan, called “Focus on Longmont: Share your vision, create our legacy”, involved many of the people who live and work in the community in planning how Longmont can continue to be a great place to live both now and into the future. The purpose of this planning process was to develop community-supported strategic policies that, if followed, would result in a balance between resources and expenditures that sustain Longmont’s capacity to provide desired municipal services as the City approaches build out of the Longmont Planning Area.

Over the past five years of the plan, the national economic climate has changed dramatically and Longmont has not escaped the impacts of the recession. The original assumptions used during Focus on Longmont included looking at build out of the City, but much sooner than predicted, the housing market halted, building permits declined rapidly and sales and use tax also declined accordingly. Throughout this challenging time, the City of Longmont continued to provide excellent services to the residents and businesses of our community, with a focus on the strategic goals laid out in the community-driven, Focus on Longmont plan.

As with any strategic plan, it is important to report to the community the progress that has been made in the five strategic goals from Focus on Longmont:

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

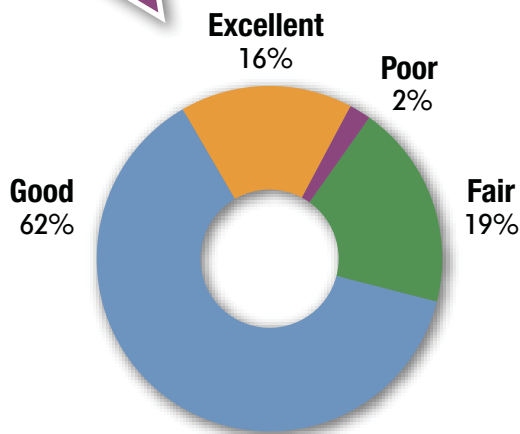
These five areas do not cover every service that the City provides but highlight the strategic directions that have been followed over the last five years. The following report card is respectfully submitted to the residents and businesses of Longmont, a vibrant and free-standing community, and is organized by the original direction and rationale, the original policies and information about what the City has accomplished in each area. For more information on the entire Focus on Longmont process, please see the final report, which can be found at www.ci.longmont.co.us/focus.

FOCUS ON LONGMONT

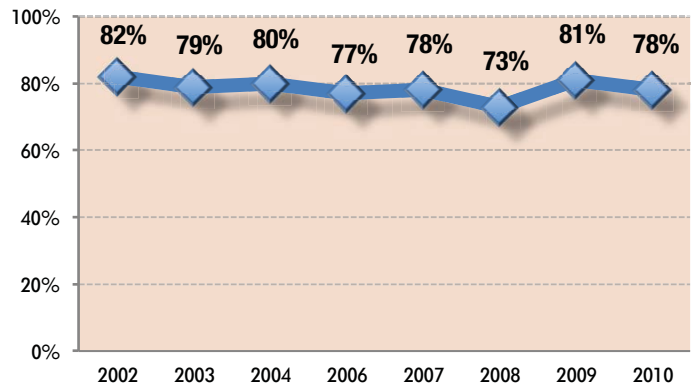
SHARE YOUR VISION, CREATE OUR LEGACY

Overall, a major measure of the success for any company, nonprofit or government entity is customer satisfaction. Before taking a look at the five strategic goals of the Focus on Longmont plan, it is necessary to ensure that overall quality of life and satisfaction of our residents remained strong throughout the five-year period. With a municipality, measuring both overall quality of life of residents but also satisfaction with City services is important. As mentioned previously, the last five years met with a difficult economic time, and yet the City continued to provide excellent services. The charts below not only show customer satisfaction in 2010, but also trends over several years. City of Longmont residents generally find their quality of life excellent or good and are pleased with the City services provided.

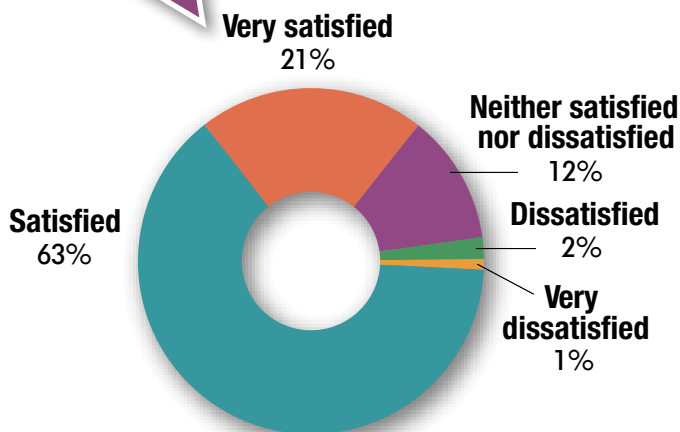
How would you rate your overall quality of life in Longmont?



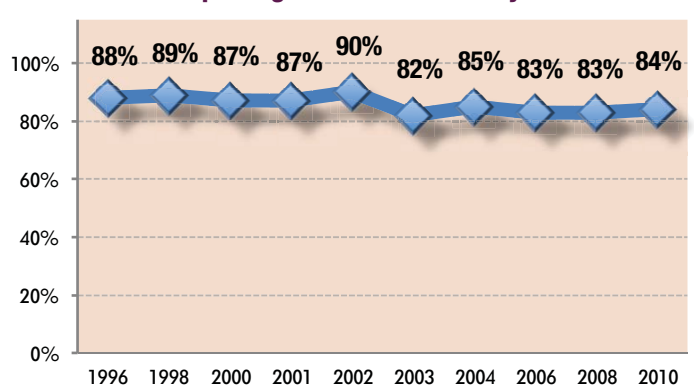
Percent Reporting "Good" or "Excellent"



Please rate your overall satisfaction with the City services you receive.



Percent Reporting "Satisfied" or "Very Satisfied"



Rationale

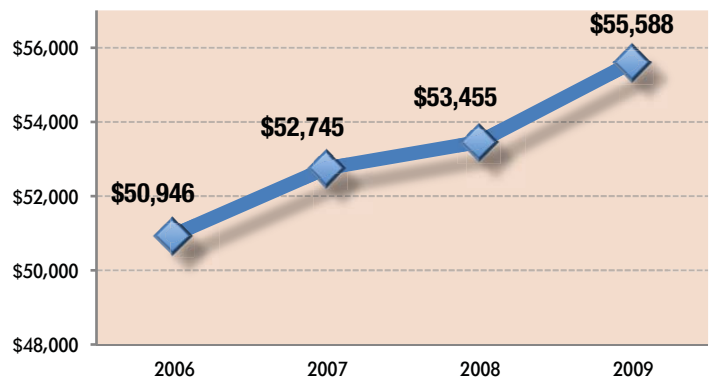
A healthy business climate produces a strong economy across multiple sectors; is flexible and adaptable for the future; and encourages expansion and retention of existing business but also promotes the creation of new, local business and the relocation of business into the area. A well-balanced, diversified, and strong economy is critical to providing high quality jobs to residents, generating wealth within the community, and establishing a dependable tax base to support needed services and infrastructure improvements. A strong economy implies that wages are high enough to keep a stable, skilled workforce intact and that the costs associated with maintaining a household, relative to wages, are affordable to the majority of those working in the community. A diverse economy also is one that has balance between primary and service sector businesses and employment. Locally owned businesses help provide economic stability and a positive business environment by reducing the flow of capital from the area. Local industries tend to have a stake in the community, leading to more involved corporate citizenship. City residents who participated in the Focus on Longmont process identified that a healthy business climate and a strong and diverse economy can serve as the foundation for a successful community. Their sense was that if we “get business right,” everything else will fall into place.

POLICY 1.1 INCREASED JOB OPPORTUNITIES

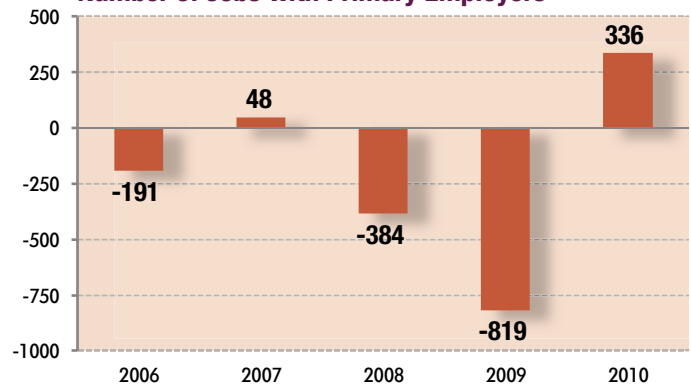
The City shall work proactively with the private sector to create opportunities for a continuum of appropriate jobs for all residents.

Two measures of the community's job opportunities are the **average annual wage** and the **number of primary employer jobs created** each year. A primary employer is one that derives most of its revenue from outside of the community. The City works closely with the Longmont Area Economic Council to recruit, retain and support primary employers.

Average Annual Wage – Boulder County MSA



Annual Net Change in the Number of Jobs with Primary Employers

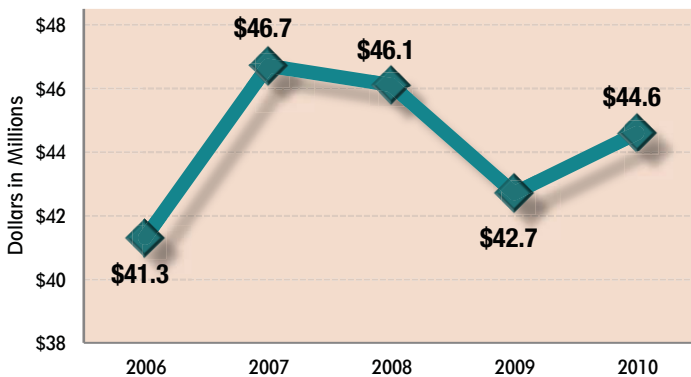


POLICY 1.2 DEVELOPMENT ALIGNED WITH THE COMMUNITY'S VISION

Ensure that both private and public development and redevelopment activities are in alignment with the community's vision.

Overall sales and use tax is one indirect indicator of the community's alignment with development, i.e., the community's support of local business. However, the national economic climate of the past several years has resulted in diminishing local sales and use tax revenue.

Total Sales and Use Tax Revenues



POLICY 1.3 BUSINESS-FRIENDLY ENVIRONMENT

Create a "business-friendly" and receptive environment for Longmont in the community, both locally and beyond.

A significant accomplishment since the Focus on Longmont planning process is the restructure of the City organization, including the creation of a new Economic Development Department. This department focuses on creating a business friendly environment through a one-stop permitting function for building projects, and offering business training programs and monetary incentives to businesses that are locating or expanding within the community.

Long-term economic and community development opportunities are identified and facilitated by the department's redevelopment and planning divisions. The programs that focus on business assistance, access to capital and grant funding for local businesses that are offered by the City of Longmont are:

1. The [Longmont Economic Gardening Initiative \(LEGI\)](#) offers training, marketing and research data, and strategic planning resources to Longmont companies. Most LEGI services are free; a few have minimal costs.
2. The [Small Business Lending Program](#) is a collaboration between the City and the Colorado Enterprise Fund that provides access to capital. Applicants can obtain loans of up to \$50,000 for inventory, real estate acquisition, operating costs, and other uses.
3. The [Business Start-up Grant](#) program is for new storefront businesses that generate sales tax. Up to \$2,000 is available as reimbursement for costs associated with opening a new retail business. Applicants must complete a business training program, submit an acceptable business plan, and be in compliance with City codes and regulations.
4. The [Business Improvement Grant](#) provides a grant up to 25% of eligible project costs (not to exceed \$7,500), for improvements to qualified existing storefront retail businesses. There are other requirements regarding location and qualifying improvements.

In addition to these programs, in which 111 businesses participated in 2010, staff from Economic Development have sponsored workshops and have started a Business Outreach Team in conjunction with the division of Community and Neighborhood Resources. In 2010, there were 119 participants in the workshops and 14 on-site meetings.

POLICY 1.4 BALANCE OF BUSINESSES

Emphasize a balance between locally owned and nonlocal businesses at a range of sizes and scales.

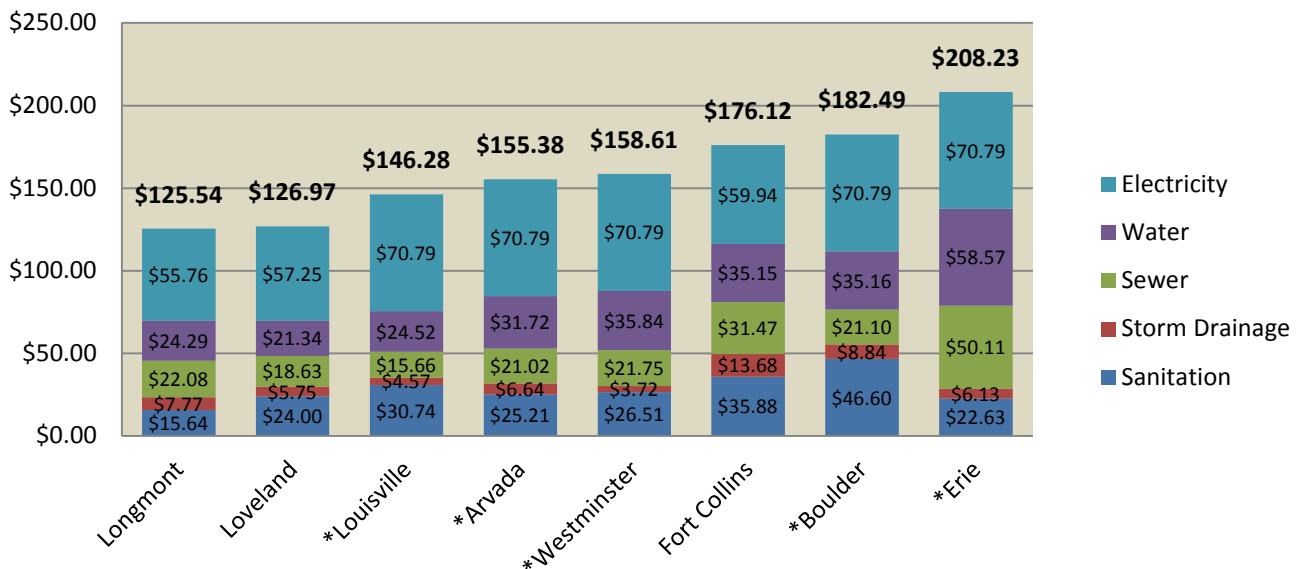
A balance of types, sizes and scales of businesses is crucial to the success of a municipality's economy. Although there are lots of factors for businesses locating in Longmont, one of the most important is the cost of the utilities in the community. Longmont boasts some of the lowest cost utilities in the region.

	2006	2007	2008	2009	2010
Residential Electric Rates*	2nd Lowest	Lowest	Lowest	Lowest	Lowest
Small Commercial Electric Rates*	2nd Lowest	Lowest	Lowest	Lowest	Lowest
Large Commercial Electric Rates*	3rd Lowest	2nd Lowest	Lowest	Lowest	Lowest
Industrial Electric Rates*	3rd Lowest	4th Lowest	Lowest	2nd Lowest	Lowest
Residential Water Rates	3rd Lowest	3rd Lowest	3rd Lowest	3rd Lowest	3rd Lowest

*State ranking

2012 Average Residential Utility Bill in Detail by City

(Includes sanitation, storm drainage, sewer, water, and electricity)



Economic Partners

A community thrives economically when there are partners throughout the City working together to provide the best possible environment for businesses to succeed. The City of Longmont partners with the following agencies in this endeavor:

- The Boulder Small Business Development Center (SBDC) promotes new small business and helps existing ones grow with training workshops and one-on-one consulting. Contact: www.bouldersbdc.com, 303-442-1475 extension 3
- The Latino Chamber of Commerce of Boulder County advocates, promotes and facilitates the success of Latino businesses in Boulder County. Contact www.latinochamberbc.org, 303-328-5280
- The Longmont Area Chamber of Commerce offers a number of services to its members, including networking events, directory listings, and other publicity. Contact: www.longmontchamber.org, 303-776-5295
- The Longmont Area Economic Council (LAEC) exists for the sole purpose of keeping the Longmont area economy strong, specifically by actively supporting the creation and preservation of quality primary jobs. Contact: www.longmont.org, 303-651-0128



J.C. Penney opened his first business on Longmont's historic downtown Main Street

- The Longmont Area Visitors Association (LAVA) works to build the impact of tourism in Longmont. Contact: www.visitlongmont.org, 303-776-9011
- The Longmont Downtown Development Authority (LDDA) is focused on building Downtown Longmont into a destination. Contact: www.downtownlongmont.com, 303-651-8484
- The Longmont Entrepreneurial Network (LEN) provides programs and services for entrepreneurs through its center in Longmont. Contact: www.leninc.co, 303-678-8000
- Workforce Boulder County provides a variety of free services to assist employers and job seekers. Contact: www.wfbc.org, 303-651-1510

POLICY 1.1 INCREASED JOB OPPORTUNITIES

The City shall work proactively with the private sector to create opportunities for a continuum of appropriate jobs for all residents.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Economic Development	Economic Vitality	Number of new dwelling units	119	130	175
Economic Development	Economic Vitality	Number of new nonresidential square feet	145,227	32,500	25,000
Economic Development	Economic Vitality	Jobs-to-resident measure between 0.5:1 and 1:1	0.36:1	0.36:1	0.36:1
Economic Development	Economic Vitality	Jobs-to-housing measure between 1:1 and 2:1	1:1	1:1	1:1
Economic Development	Economic Vitality	Annual unemployment rate, compared regionally			
		Longmont	7.4%	6.5%	%
		Boulder County MSA	7.9%	6.2%	%
		Colorado	8.5%	8.2%	%
		U.S.	8.5%	8.2%	%
Economic Development	Economic Vitality	Average annual wage – Boulder County MSA	\$57,928	\$57,928	\$57,928
Economic Development	Economic Vitality	Annual net change in the number of jobs with primary employers	-93	36	0

POLICY 1.2 DEVELOPMENT ALIGNED WITH THE COMMUNITY’S VISION

Ensure that both private and public development and redevelopment activities are in alignment with the community’s vision.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Finance	Accounting	Total sales and use tax revenues	\$47,161,244	\$46,860,100	\$ 49,094,525

FOCUS ON LONGMONT

PROMOTE A HEALTHY BUSINESS CLIMATE

POLICY 1.3 BUSINESS-FRIENDLY ENVIRONMENT

Create a “business-friendly” and receptive environment for Longmont in the community, both locally and beyond.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Economic Development	Economic Vitality	Number of Longmont Economic Gardening Initiative (LEGI) members (cumulative)	69	76	80
Economic Development	Economic Vitality	Increase in sales tax over the previous year (cumulative)	\$71,266	\$75,000	\$80,000
Economic Development	Economic Vitality	Number of LEGI participants in business in Longmont (cumulative)	164	240	320
Economic Development	Economic Vitality	Small Business Lending Program (SBLP) applicants	15	24	30
Economic Development	Economic Vitality	Business Start-up Grant (BSUG) applicants	6	8	10
Economic Development	Economic Vitality	Business Improvement Grant (BIG) applicants	6	8	10
Economic Development	Economic Vitality	Workshop participants	366	546	600
Economic Development	Economic Vitality	Business Outreach Team (BOT) onsite meetings	55	25	40
<hr/>					
Finance	Accounting	Promote voluntary compliance with the City's tax codes and timely collection of sales and use tax revenue through education, administrative efforts and field audits.			
		Tax collections resulting from administrative efforts	\$ 396,704	\$ 350,507	\$350,000
		Tax collections resulting from field audits	\$329,755	\$166,325	\$200,00
		Audit collections as a % of audit costs	645%	150%	150%
		Sales tax classes/workshops held	3	3	3
		Sales/use tax report issued within 10 days of month end	100%	91%	

POLICY 1.4 BALANCE OF BUSINESSES

Emphasize a balance between locally owned and nonlocal businesses at a range of sizes and scales.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Finance	Administration	Protect the public trust through financial accountability and stewardship			
		2006 Revenue Bonds: Standard and Pools	AA+	AA+	AA+
		2008 Storm Drainage Revenue Bonds: Standard and Pools	AA	AA	AA
		2010 Wastewater Revenue Bonds: Standard and Pools	AA	AA	AA
		2010 Sales Tax Revenue Bonds: Standard and Pools	A	A	A
		2010 Sales Tax Revenue Bonds: Moody's	A2	A2	A2
Finance	Parking Enforcement	Number of tickets written to people who are not handicapped for parking in City handicap spaces	155	160	160
Power & Communications	Administration	Residential electric rates (state ranking)	lowest	4th lowest	4th lowest
Power & Communications	Administration	Small commercial electric rates (state ranking)	3rd lowest	5th lowest	5th lowest
Power & Communications	Administration	Large commercial electric rates (state ranking)	2nd lowest	4th lowest	4th lowest
Power & Communications	Administration	Industrial electric rates (state ranking)	3rd lowest	2nd lowest	2nd lowest
Public Works and Natural Resources	Business Services	Residential water rates (Front Range ranking)	3rd lowest	3rd lowest	3rd lowest
Public Works and Natural Resources	Business Services	Residential sewer rates (Front Range ranking)	9th lowest	8th lowest	8th lowest

POLICY 1.4 BALANCE OF BUSINESSES continued

Emphasize a balance between locally owned and nonlocal businesses at a range of sizes and scales.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Works and Natural Resources	Business Services	Residential storm drainage rates (Front Range ranking)		4th lowest	4th lowest
Public Works and Natural Resources	Business Services	Residential sanitation rates (Front Range ranking)		3rd lowest	3rd lowest
Public Works and Natural Resources	Business Services	Water consumption per capita per day	106.4 gallons	105.2 gallons	104 gallons

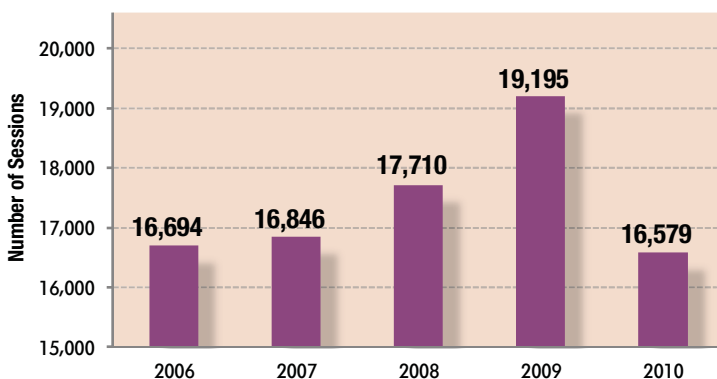
Rationale

While recognizing that education is not a service provided by the City, we should nevertheless make full use of its considerable capacity for responding to the wide range of educational needs of all residents. Education serves a number of important roles in achieving the City’s goals for a sustainable future. First, educational opportunities will help residents achieve their employment and economic goals. In today’s marketplace, this also includes retraining opportunities for workers whose career needs are changing. An educated workforce will help the city attract employers with quality job opportunities. Finally, a range of educational opportunities will continue to make Longmont an attractive and desirable place to live, attracting new residents over time as the city’s population matures.

Residents participating in the forums expressed a higher level of concern about education than about any other topic. They believed that the community must value education, support it, complement it, and reinforce it through a variety of activities. The City—along with business, nonprofit organizations, and individual residents—needs to find an appropriate way to be involved in the education of Longmont’s young people. Forum participants said, in effect, that as a city and community, Longmont is not contributing as much to the education of its young people as it could, or should. For this reason, the policy directions for education emphasize a stronger partnership between the City and educational providers as the beginning of an answer. Equally important is the emphasis on learning opportunities as a lifelong pursuit – the policies place emphasis on education for adults of all ages.

POLICY 2.1 COMMUNITY SUPPORT FOR EDUCATION

Children/Teen Internet Usage in the PC Lab



The Library implemented a new automated PC reservation system in 2010, which affected how the usage was tracked.

Education is a critical factor to the success of a community, both economically and socially. The City of Longmont, although not a provider of direct K-12 education as this is the role of the St. Vrain Valley School District, does provide numerous activities and facilities that support education. From core education programs such as the Digital Divide Program, Mayor’s Book Club, SeniorNet and the Museum’s Discovery Days, to safety presentations for school children by Longmont Power & Communications and the Fire Department and Natural Resources programs on forestry, wildlife and environmental preservation, the City is a strong partner in lifelong learning for our residents.

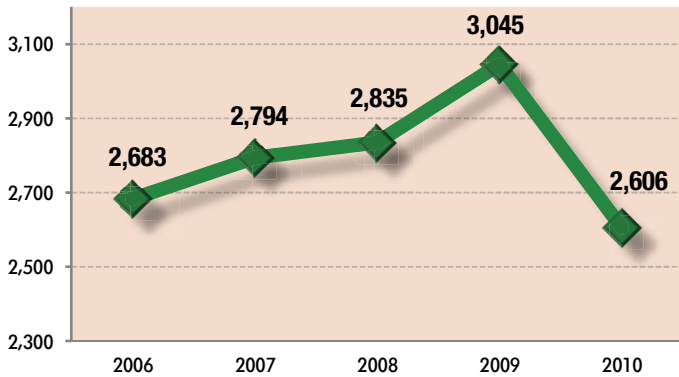
The Longmont Library has been a center for learning in the community for over 100 years. As technology changes, the Library has also changed, offering computers and Internet access, business workshops, books on CD and via e-readers and tablets like the iPad, all while continuing the popular children/teen summer reading program, which gains participants each year. In 2010, there were over half a million visits (531,139) to the Library with over a million items checked out (1,125,345). Over 7,500 children are estimated to participate in the reading program this year and

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**SUPPORT
EDUCATION AS A
COMMUNITY-WIDE VALUE**

the previous page shows a chart of [how many times children and teens used the Internet at the PC lab](#). The Library implemented a new automated PC reservation system in 2010 which affected how the usage was tracked.

Library Patron Internet Usage per Terminal



Since the Library is the main place that residents can access the Internet for free and so much of our information and business is done on the Internet, this resource is a tremendous source of learning. At left is a chart of the [number of times each terminal was used to access the Internet in the adult lab](#).

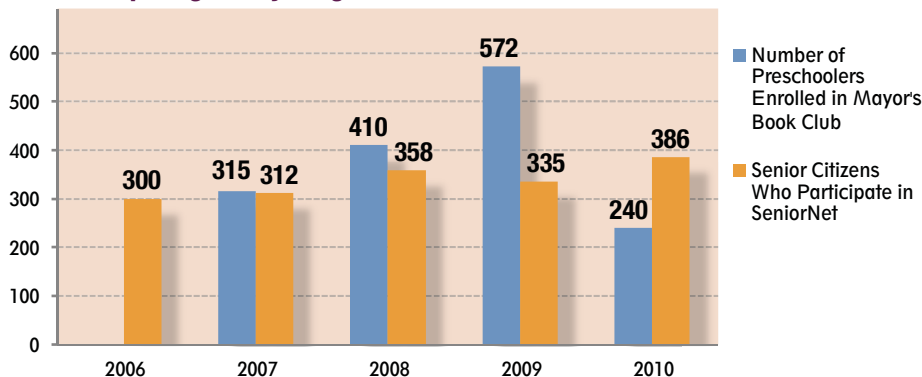
The City's digital divide program provides refurbished City computers and Internet service to free or reduced-lunch qualified students in Longmont. As the Internet and a computer are essential to success in today's education system, this program provides a leg-up for those without funds to purchase this needed technology, as well as support

The Library implemented a new automated PC reservation system in 2010 which affected how the usage was tracked.

to help them get cyber-active. Starting with 82 participants in 2008, the program now has 225 participants. Some of these children, doing their work on these computers, are even now helping their parents with job searches and computer skills.

Three programs highlight how the City helps learners of all ages. In 2010, the Museum's Discovery Days, school tours and day camp programs provide close to 10,000 children an opportunity to explore, discover and develop skills through various activities. [The Mayor's Book Club](#) provides 3- and 4-year-olds with books in both English and Spanish and an opportunity to read their book as the mayor reads it every month on our local Channel 8. This program is part of the City's early education initiative, or Bright EYES. In 2010, due to staff turnover, the enrollment dropped slightly, but so far in 2011 550 preschoolers are enrolled. [SeniorNet](#) has seniors teaching other seniors computer skills. Partnering with Front Range Community College, Longmont's SeniorNet has received national recognition.

Number of Learners of All Ages Participating in City Programs



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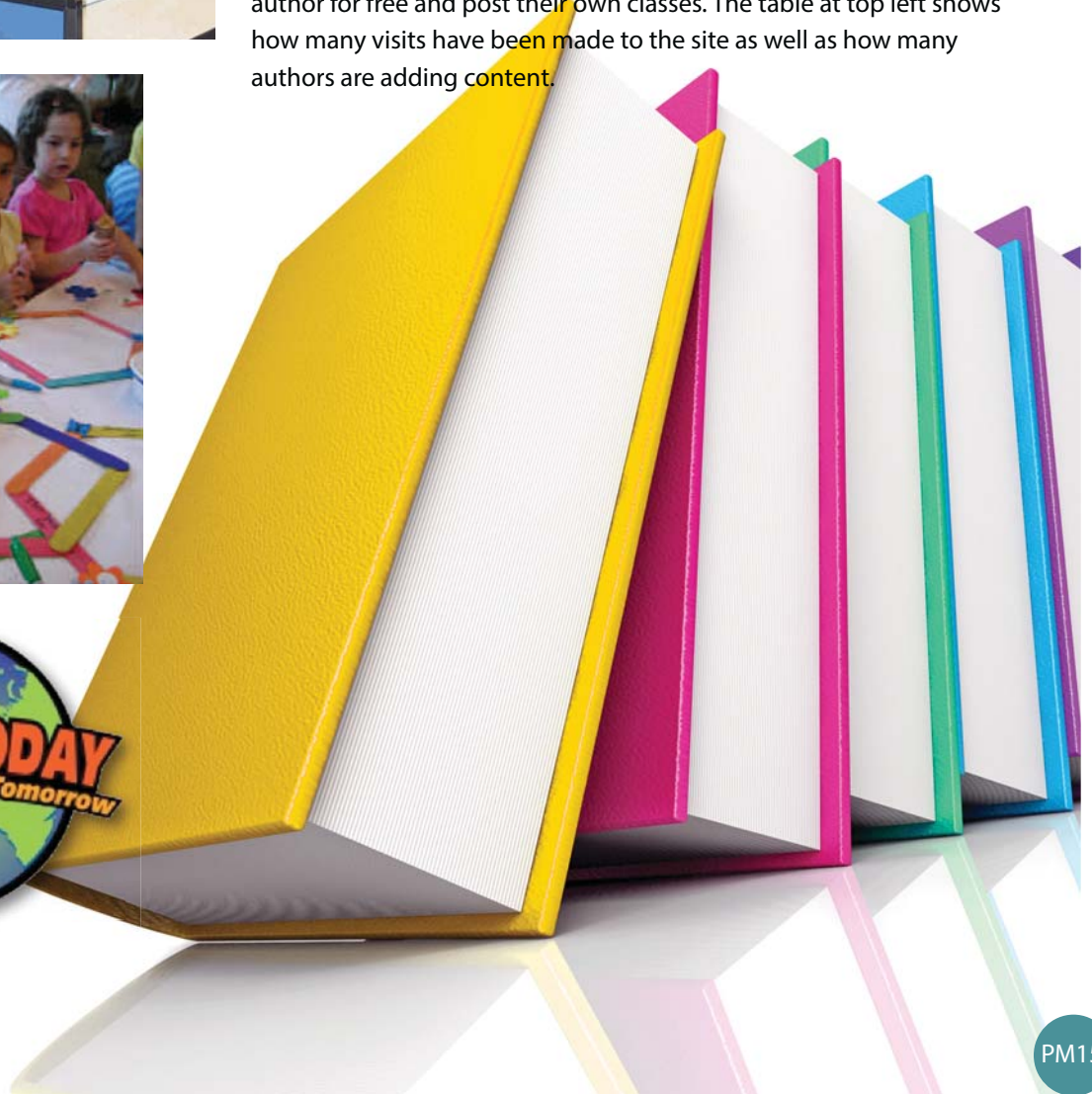
**SUPPORT
EDUCATION AS A
COMMUNITY-WIDE VALUE**

2008	2009	2010
3,755 Visits 43 Authors	1,666 Visits 45 Authors	1,773 Visits 99 Authors

POLICY 2.2 PUBLIC AND PRIVATE PARTNERSHIPS

Promote partnerships between public and private sectors that enhance educational opportunities, from preschool through college and lifelong learning.

In 2007, the City of Longmont held an Education Summit to determine what actions the City could take to help make education a community-wide value. Experts from local educational institutions spoke to the more than 600 participants, who then brainstormed about what role the City could take in making Longmont education-focused. One of the main discoveries was that there were lots of educational opportunities and many people who would use them if they knew about them. From this concept, www.LifeLongmontLearning.com was born. This wiki-style website connects education providers with those looking for new opportunities to learn. People can visit the site or become a registered author for free and post their own classes. The table at top left shows how many visits have been made to the site as well as how many authors are adding content.



POLICY 2.1 COMMUNITY SUPPORT FOR EDUCATION

Promote and support community activities to support education

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Children & Youth Resources	Counseling – % of youth/families served showing improvement	52%	53%	54%
Community Services	Children & Youth Resources	Family success – % of families served showing improvement	73.5%	74%	74.5%
Community Services	Children & Youth Resources	Number of preschool children enrolled in Mayor’s Book Club	998	1,000	1,000
Community Services	Library	Total visitation	554,119	600,000	610,000
Community Services	Library	Total circulation	1,086,394	1,125,000	1,125,000
Community Services	Library	Circulation rates per capita	12.6	13	13
Community Services	Library	Visitation rates per capita	6.4	7	7
Community Services	Library	Reference transactions per 1,000 population	1,261	1,200	1,200
Community Services	Library	Program attendance per 1,000 population	465	450	450
Community Services	Library	Children/teen Internet usage in the PC Lab (no. of sessions)	19,276	19,000	19,000
Community Services	Library	Patron Internet usage per terminal	2,626	2,650	2,650
Community Services	Library	Turnover (circulation divided by volumes)	3.9	4.4	4.4
Community Services	Library	Circulation return on investment (dollar value of items circulated annually divided by total annual budget)	7.84/1	8.20/1	8.56/1
Community Services	Library	Children/Teen Summer Reading Program participants	7,449	7,500	7,500
Community Services	Senior Services	Annual membership in SeniorNet Computer Learning Center for older adults	351	350	350

POLICY 2.1 COMMUNITY SUPPORT FOR EDUCATION continued

Promote and support community activities to support education

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Museum	Children participating in Museum Discovery Days, summer camps, and school tours	9,985	10,484	11,008

POLICY 2.2 PUBLIC AND PRIVATE PARTNERSHIPS

Promote partnerships between public and private sectors that enhance educational opportunities, from preschool through college and lifelong learning.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Children & Youth Resources	Number of visitors to wiki-style community education website	3,505 visits 108 authors	4,000 visits 115 authors	4,500 visits 125 authors
Community Services	Children & Youth Resources	Education level in the community	88.1% of those 25+ with a high school diploma and 37.6% with a bachelor's degree or higher	88.5% of those 25+ with a high school diploma and 38% with a bachelor's degree or higher	89% of those 25+ with a high school diploma and 38.5% with a bachelor's degree or higher
Community Services	Children & Youth Resources	High school drop-out rate			
		Males	2.6%	3%	3%
		Females	2.1%	2%	2%
Community Services	CDBG/ Affordable Housing	Digital Divide – no. of new accounts given to families each year	85	80	80
Community Services	CDBG/ Affordable Housing	Digital Divide – total no. of accounts active each year	165	245	260

Rationale

Improving and sustaining our natural environment is one of the key elements of a sustainable community. The opportunity to appreciate and enjoy the natural environment is already a key contributor to Longmont’s quality of life. The city’s trees, parks, mountain views, open space, and

trail system constitute a major community asset that residents value in their daily lives. The underlying theme of this policy direction is to consider ways that the City could do more to enhance the usability and accessibility of the natural environment in day-to-day city life. In particular, this might include enhancing the trail system to make it potentially more functional as a transportation option as well as for recreation, seeking opportunities to increase the “usability” of open space, and more strategic purchases of open space to serve specific purposes. Also important is the continuing need to conserve our scarce resources, including water and energy by pursuing a variety of strategies such as utility rate structures, education and incentive programs.

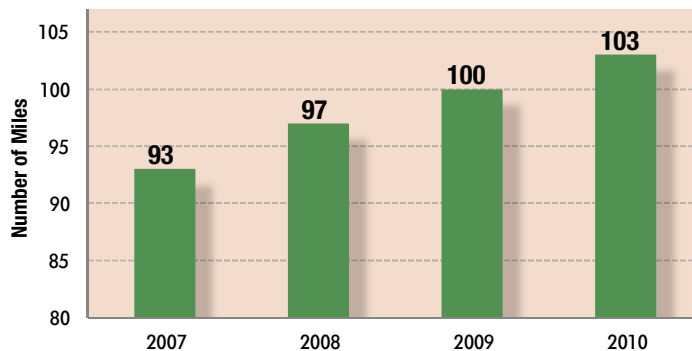


POLICY 3.1 CITYWIDE TRAIL SYSTEM

Improve the City’s trail system to achieve a citywide grid system that strengthens community connections for nonrecreational as well as recreational purposes.

The City of Longmont continues to connect bikeways throughout the city and regionally. Our bike paths are one of the crown jewels of Longmont. Residents and commuters alike use the bike paths. The City promotes the bike paths with “Bike to Work Day” activities. Additionally, there are several avid biking community groups that work with the City to promote use of the bikeways. The bike map produced by the City is not only the most popular item at the Longmont Area Visitors Association Office, but also won an international award for design in 2011. The City continues to add [greenways](#) and [bike paths](#) to the City system as outlined in the chart below. Additionally, the City is working with the county and adjacent communities to make connections to neighboring pathways and greenways.

Miles of Greenways and Bike Paths



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POLICY 3.2 EXPANDED OPEN SPACE OPPORTUNITIES

Promote expanded open space opportunities through additional targeted acquisitions, including agricultural preservation areas and enhanced use opportunities for existing open space.

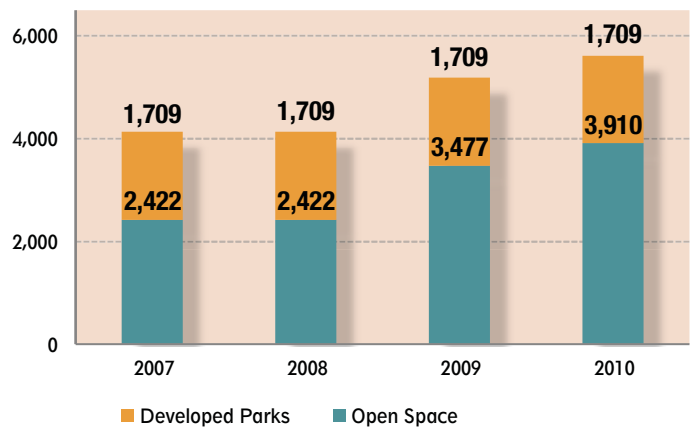
When asked about their favorite things in Longmont, an overwhelming number of residents say that it is the beautiful parks and open space in Longmont that they love. In November of 2000, the residents of Longmont voted to approve an additional 0.2 cent (two-tenths of a cent) sales tax to be used specifically for the acquisition and development of open space in and around our community. In addition to open space, Longmont residents enjoy 2.37 acres of neighborhood parks per 1,000 residents.

POLICY 3.3 EMPHASIS ON THE
BUILT ENVIRONMENT

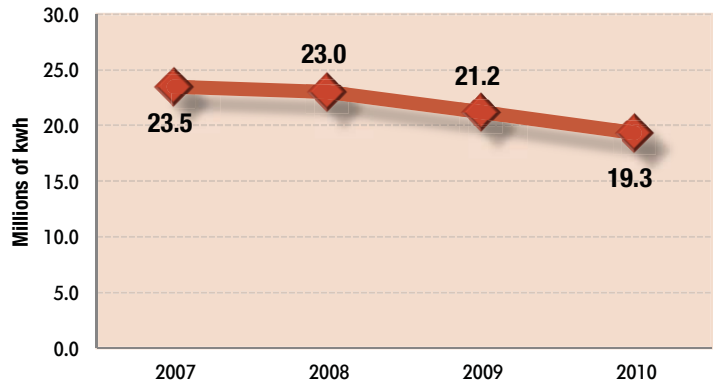
Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

In addition to requiring new building standards in Longmont, it is important for the City to walk the talk when it comes to energy efficiency, starting in our own public buildings. In 2009, the City signed an energy service performance contract. Improvements to existing equipment and lighting, small changes such as vending machine misers, and large changes such as two new solar arrays at the Recreation Center and outside of Centennial Pool now provide a new level of energy efficiency as well as replacing traditional energy sources with renewable ones.

Acres of Parks and Open Space



Millions of kwh Used by City Facilities

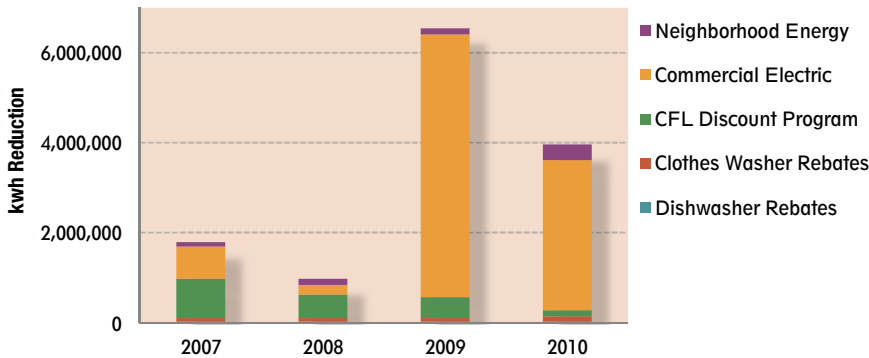


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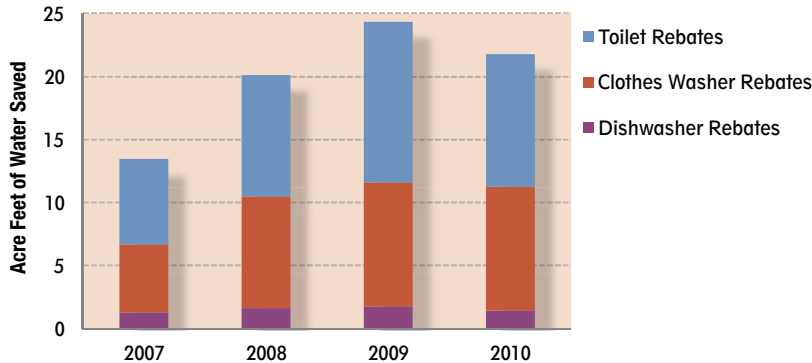
ENHANCE THE NATURAL ENVIRONMENT

Another step the City has taken is to provide various rebates and conservation programs, aimed at saving our residents and commercial customers energy and water and, therefore, money. The charts below show the energy and water savings from these programs.

Electricity Reductions from Rebate and Conservation Programs

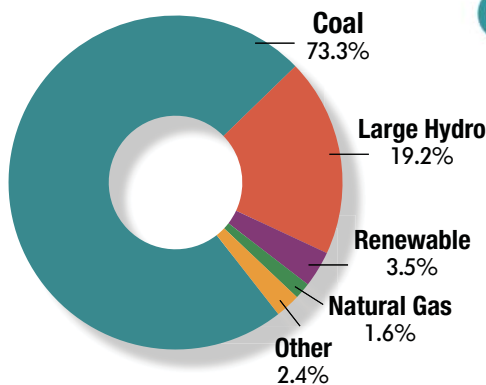


Water Saved from Rebate Programs

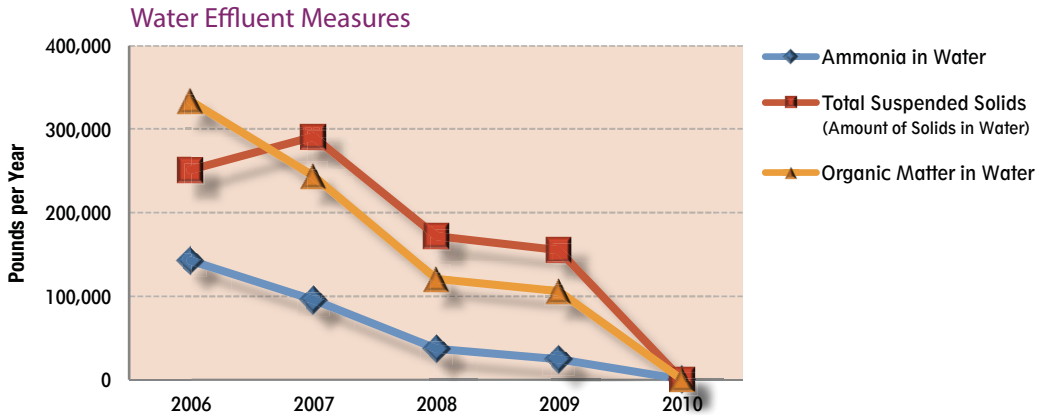


Another piece of enhancing the environment is a healthy mix of power supplies that include renewable energy such as hydropower and wind. To the right is a chart that shows the sources of power provided to Longmont.

2011 Power Sources



Enhancing the natural environment means protecting the City’s water supplies. The City opened the new Nelson-Flanders water treatment plant in 2005 and by using new technologies, the plant is not only operated with minimal staff but produces cleaner and cleaner water every year. And just as important as the cleanliness of drinking water is the quality of water discharged downstream, as shown in the following chart.



In 2008, the City held an environmental summit called the Sustainable Harvest Fair. This community-wide event focused on what residents and business owners could do to help with environmental sustainability, as well as what role the City could play. Out of this event, and with later help from many boards and commissions as well as an advisory team, the City created an Integrated Sustainability Plan (ISP). At the same time, the federal government awarded the City \$785,000 of Energy Efficiency and Conservation Block Grant (EECBG) stimulus funds. The City was well prepared to take advantage of those funds, as the community was a part of this planning effort from the beginning.

POLICY 3.4 ENHANCED PUBLIC TRANSIT OPPORTUNITIES

Encourage/enhance public transportation opportunities by working proactively to promote an increased level of transit service in Longmont that meets the needs of all members of our community.

In 2008, the City of Longmont began the process of land use planning for the area around the proposed transit station at 1st Avenue and Terry Street. In the middle of the consultant selection process, the budget for the FasTracks project was in question, and it was not clear to City staff that RTD would be able to construct a commuter rail station at the 1st and Terry site as originally planned. City staff consulted with City Council, and it was determined that the station

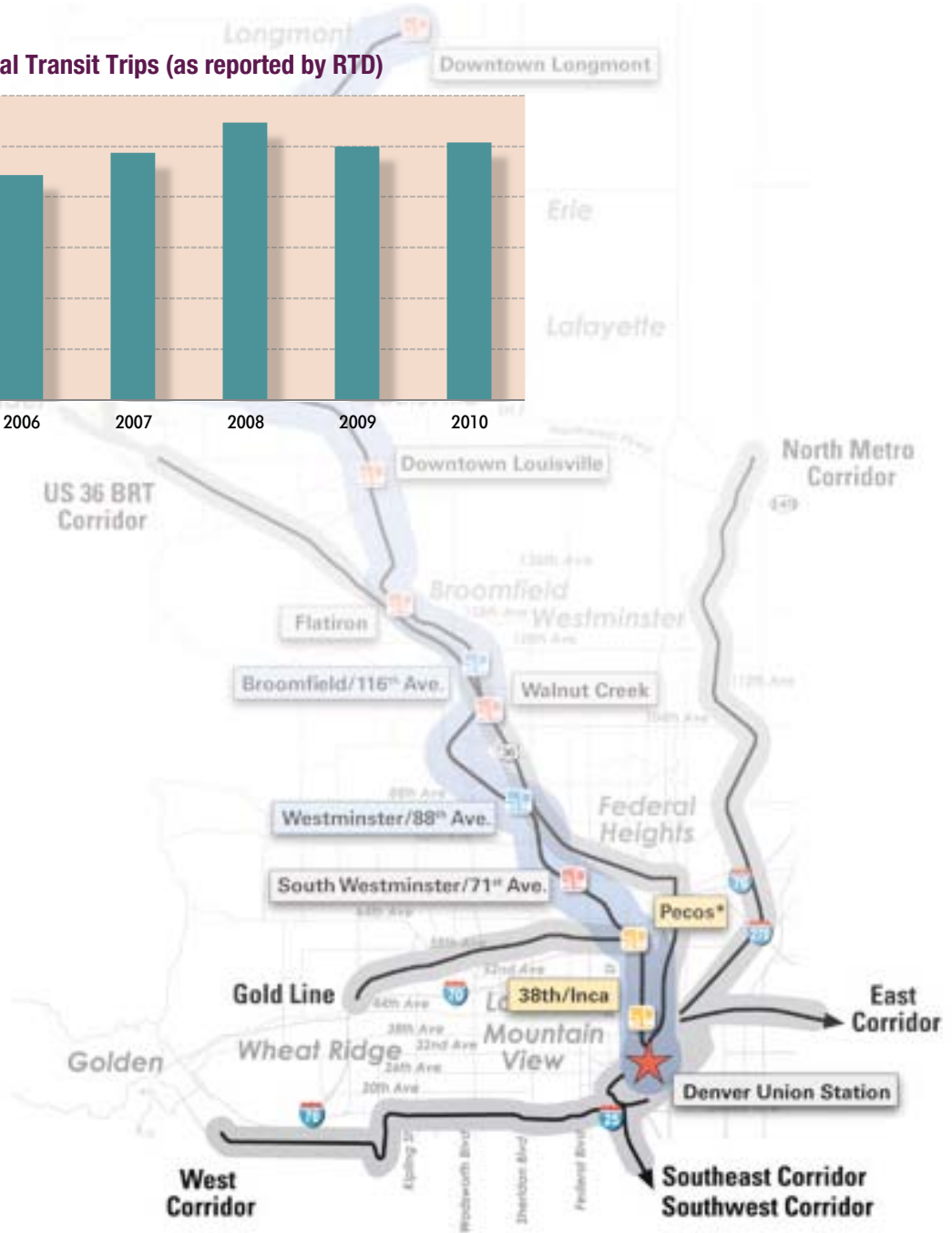
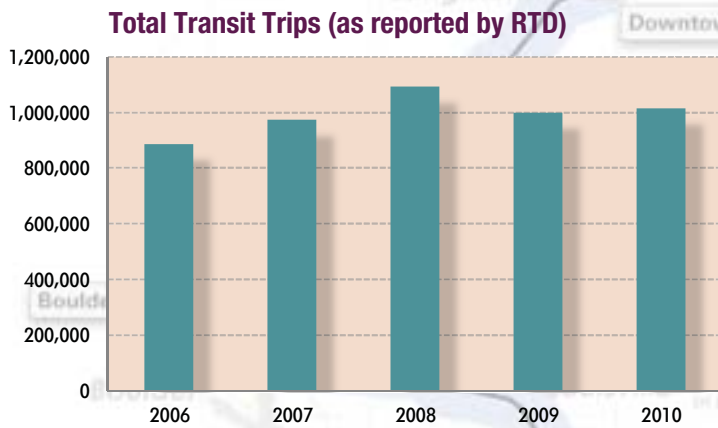


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area planning study should not move forward until there was a clear indication of when a station could be constructed in Longmont.

Since 2008 the proposed station area has moved to a revised location at 1st Avenue between Main and Coffman streets (now called 1st & Main). Additionally, the RTD Board has approved \$17 million in FasTracks money (savings from the East and Gold Lines public/private partnership) to be directed to construction of the bus component of the 1st & Main station. The 1st & Main Transit and Revitalization Plan is now underway.



POLICY 3.1 CITYWIDE TRAIL SYSTEM

Improve the City's trail system to achieve a citywide grid system that strengthens community connections for nonrecreational as well as recreational purposes.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Works and Natural Resources	Natural Resources	Miles of greenways and bike paths	30	31.4	32.5

POLICY 3.2 EXPANDED OPEN SPACE OPPORTUNITIES

Promote expanded open space opportunities through additional targeted acquisitions, including agricultural preservation areas and enhanced use opportunities for existing open space.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Works and Natural Resources	Natural Resources	Acres of open space	2,746	2,830	2,917
Public Works and Natural Resources	Natural Resources	Total acres of parks (community, neighborhood and regional)	1,715	1,744	1,802
Public Works and Natural Resources	Natural Resources	Total parks maintenance budget	\$	\$	\$
Public Works and Natural Resources	Natural Resources	Number of public trees planted	760	100	100
Public Works and Natural Resources	Natural Resources	Supplemental trees given to the community through grants/donations	101	14	10
Public Works and Natural Resources	Natural Resources	Trim cycle in years (standard is 7 years)	12	12	12
Public Works and Natural Resources	Operations	Number of neighborhood parks/1,000 population	2.17	2.17	2.17
Public Works and Natural Resources	Operations	Number of community parks/1,000 population	2.55	2.87	2.87
Community Services	Recreation	Number of recreation centers/30,000 population	1.03	1.03	1.03

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POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Power & Communications	Engineering	Electric consumption in City facilities (in million kWh)	20.6	21.0	20.2
Power & Communications	Engineering	Natural gas consumption in City facilities (in therms)	713,818	761,681	737,227
Power & Communications	Engineering	Dishwasher rebates provided	266	275	275
		kWh reductions	28,462	29,372	29,372
		CO2 reductions in lbs.	44,230	45,643	45,643
Public Works and Natural Resources	Environmental Services	water saved in acre feet	1.3	1.4	1.4
Power & Communications	Engineering	Clothes washer rebates	418	362	362
		kWh reductions	100,320	120,880	86,940
		CO2 reductions in lbs.	155,897	207,100	135,105
Public Works and Natural Resources	Environmental Services	water saved in acre feet	7.5	6.5	6.5
Public Works and Natural Resources	Environmental Services	Toilet rebates	392	400	400
		water saved in acre feet	13.4	13.7	13.7
Power & Communications	Engineering	CFL discount program – number of bulbs	7,442	2,520	2,500
		kWh reductions	105,875	75,600	75,000
		CO2 reductions in lbs.	164,530	117,482	116,550
Power & Communications	Engineering	Commercial electric efficiency program	119	125	125
		kWh demand reductions	738	750	750
		kWh reductions	3,340,000	3,500,000	3,500,000
		CO2 reductions in lbs.	5,190,360	5,439,000	5,439,000
Power & Communications	Engineering	Neighborhood energy efficiency sweep (households served)	329	0	0
		kWh reductions	208,851	0	0
		natural gas reductions	3,605	0	0
		CO2 reductions in lbs.	336,773	0	0
Power & Communications	Engineering	Amount of electricity from nonfossil fuels	19% large hydro; 4.2% wind, other	19% large hydro; 4.2% wind, other	19% large hydro; 4.2% wind, other

POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment. New Programs:

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Power & Communications	Energy Services	Residential Energy Smart Services	187	350	25
		kwh reductions	84,610	155,750	11,125
		CO2 reductions in pounds	131,484	242,036	17,288
Power & Communications	Energy Services	Commercial Energy Smart Services			
		kwh reductions	104,000	35,000	17,500
		CO2 reductions in pounds	161,616	54,390	27,195

POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT continued

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Museum	Art In Public Places permanent and temporary public art (no. of projects)	5	4	4
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per paved lane mile	\$3,412	\$4,615	\$3,650
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per capita	\$44	\$60	\$47
Public Works and Natural Resources	Engineering Services	Resurfacing expenditures	\$2,645,000	\$3,315,000	\$3,350,000
Public Works and Natural Resources	Engineering Services	NFIP community rating	8	8	8
Public Works and Natural Resources	Engineering Services	Sufficient water supplies to meet a 100-year drought	32814 acre ft.	32,814 acre ft.	32,814 acre ft.
Public Works and Natural Resources	Engineering Services	Meet peak water demands (min. peak hour pressure of 40 psi, min. peak day pressure of 55 psi)			
		Mountain View Ave. & Huntington Ct.	52 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 55 psi (peak day)
		Pike Rd. & Airport Rd.	60 psi (peak hour) 66 psi (peak day)	55 psi (peak hour) 65 psi (peak day)	55 psi (peak hour) 65 psi (peak day)
		3rd Ave. & Pratt St.	56 psi (peak hour) 57 psi (peak day)	50 psi (peak hour) 56 psi (peak day)	50 psi (peak hour) 56 psi (peak day)
		Price Park playground	51 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 54 psi (peak day)	50 psi (peak hour) 54 psi (peak day)
		9th Ave. & Pace St.	57 psi (peak hour) 61 psi (peak day)	55 psi (peak hour) 60 psi (peak day)	55 psi (peak hour) 60 psi (peak day)

POLICY 3.3 EMPHASIS ON THE BUILT ENVIRONMENT continued

Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Works and Natural Resources	Engineering Services	Meet peak sewer demands (flow depth to pipe diameter ratio less than 1 indicates capacity in the sewer line)			
		Trunk 1	0.48	0.5	0.5
		Trunk 2	0.31	0.35	0.35
		Trunk 3	0.4	0.46	0.46
		Trunk 4	0.37	0.4	0.4
		Trunk 5	0.25	0.31	0.31
		Trunk 6	0.29	0.3	0.3
		Trunk 7	0.32	0.35	0.35
		Trunk 8	0.26	0.3	0.3
		Trunk 9	0.58	0.6	0.6
Public Works and Natural Resources	Operations	Street sweeping curb miles	4,186	4,186	4,186
Public Works and Natural Resources	Operations	Snow and ice removal	31,893 miles	31,893 miles	31,893 miles
Public Works and Natural Resources	Environmental Services	Coliform bacteria present in drinking water bacteria	Standard met 99% – bacteria present in less than 0.5% of samples	Standard met 99% – bacteria present in less than 0.5% of samples	Standard met 99% – bacteria present in less than 0.5% of samples
Public Works and Natural Resources	Environmental Services	Ammonia in water	<23,500/year	<25,000/year	<25,000 year
Public Works and Natural Resources	Environmental Services	Total suspended solids (amount of solids in water)	<179,570 lb./year	<170,000 lb./year	<170,000 lb./year
Public Works and Natural Resources	Environmental Services	St. Vrain Creek effluent quality biological oxygen demand (indicator of organic matter)	<111,170 lb./year	<115,000 lb./year	<115,000 lb./year

POLICY 3.4 ENHANCED PUBLIC TRANSIT OPPORTUNITIES

Encourage/enhance public transportation opportunities by working proactively to promote an increased level of transit service in Longmont that meets the needs of all members of our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Works and Natural Resources	Engineering Services	Intersections exceeding the congestion benchmark	There were 7 individual movements that exceeded the congestion standard at Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main, and 17th. No intersection exceeded the benchmark overall.	It is anticipated that there will be no change and that some individual movements are expected to exceed the benchmark at 4 intersections: Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main, and 17th and Main.	It is anticipated that there will be no change and that some individual movements are expected to exceed the benchmark at 4 intersections: Ken Pratt and Hover, Nelson and Hover, Ken Pratt and Main, and 17th and Main. Design is expected to begin on improvements to the intersection of Ken Pratt and Main. Planning also is underway for the Boston Ave. extension from Main St. to Martin St.
Economic Development	Planning	Total transit trips (as reported by RTD)	1,153,205*	1,000,000	1,000,000

*includes 168,609 trips made on FLEX

Rationale

A downtown that is attractive, vibrant, and economically healthy will play an important role in the city's future as a stable, sustainable community. Downtown will serve as an "anchor" for many of the activities that help build community – educational, civic, and celebratory. Downtown can

be the active heart of the community – the basis of its identity and historic roots, a community destination, and its government and cultural center. Forum participants envision downtown as a diverse, multicultural environment that is a welcome place for residents and visitors, particularly pedestrians. More attention is needed to the total environment that is created. Downtown must be, and more importantly must be perceived to be, safe, clean and active. Beyond these physical considerations, downtown must be marketed and public and private spaces programmed with activities that give people more reasons to come downtown and stay downtown. The downtown "experience" is as important as the bricks and mortar; a successful downtown is more than a collection of structures. Also important is the need to seek a balance between the interests of established neighborhoods and businesses, and new businesses and mixed-use development as it relates to historic preservation and the character of the downtown area. As the downtown continues to evolve, care must be given to retaining those elements that help define its character, while recognizing that the sustainability of downtown will bring about change.



POLICY 4.1 DOWNTOWN AS A DESTINATION AND GATHERING PLACE

Promote the downtown area as a communitywide destination and gathering place for civic activities, retail, arts and culture, and entertainment in a manner that enhances Longmont's unique identity. Continue to strengthen downtown's role as the civic center of the community so that everyone in Longmont feels welcomed and included in civic activities.

Longmont is fortunate to have an authentic downtown, full of opportunities to shop, eat and play. In partnership with the City, the Longmont Downtown Development Authority (LDDA) provides concerts downtown, ArtWalk festivals three times during the summer, a Festival on Main at the end of summer with an estimated attendance of over 18,000 people, and holiday festivities from a downtown tree lighting to the premier event – the holiday parade down Main Street. Other parades throughout the year include the Veterans' Day Parade, the Boulder County Fair Parade and the Halloween Parade.

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FOCUS ON DOWNTOWN

In 2011, the LDDA completed both an Arts and Entertainment District Plan and a Downtown Strategic Plan. These documents will guide the activities of the downtown, creating additional focus in the community as well as additional “feet on Main Street.”

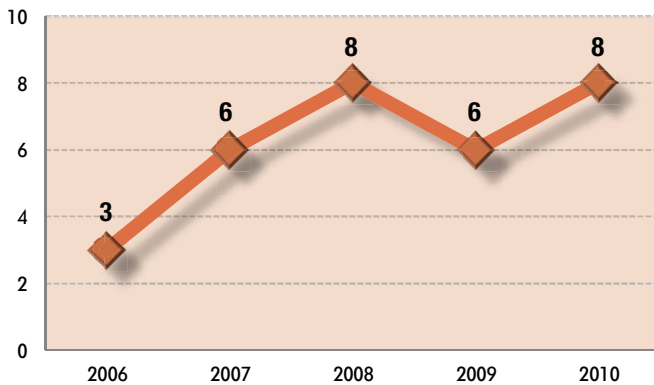
POLICY 4.2 BALANCED ECONOMIC DEVELOPMENT

Foster balanced economic development opportunities that encourage economically viable businesses to locate and prosper in the downtown area and the greater Central Business District (including the north and south Main Street corridors), and encourage a diverse mix of uses to strengthen its economic base.

One indicator of investment in a downtown is the amount of capital funds dedicated to projects in the area. A healthy infrastructure helps foster balanced economic opportunities for commercial customers, residents and visitors. In 2011, \$2,498,200 of public capital improvements are planned to be made to the downtown area.



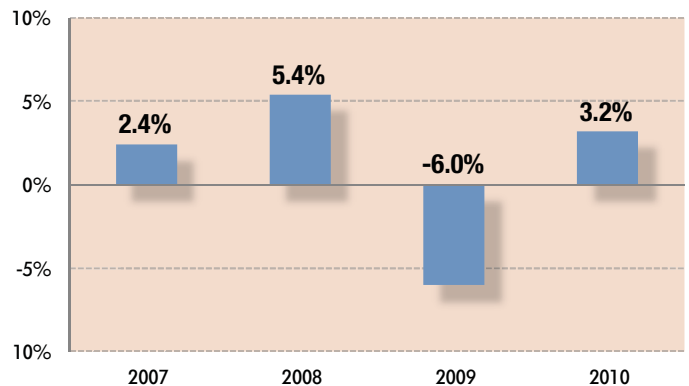
Number of DIP Grants Provided to Business Downtown



The change in sales tax downtown is an indicator of the economic turbulence that has been felt in the community, yet the central business district did fare better than overall sales and use tax in Longmont.

The LDDA offers many incentives to help strengthen downtown businesses. One of these is the developer incentive grant program. At left is a chart of the number of incentives given. These grants are used by downtown business owners to repair awnings and windows, façade improvements, and in some cases, complete remodel projects.

Percent Change in Central Business District Sales Tax



POLICY 4.1 DOWNTOWN AS A DESTINATION AND GATHERING PLACE

Promote the downtown area as a communitywide destination and gathering place for civic activities, retail, arts and culture, and entertainment in a manner that enhances Longmont’s unique identity. Continue to strengthen downtown’s role as the civic center of the community so that everyone in Longmont feels welcomed and included in civic activities.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Economic Development	Development Services	Developer Incentive Program permits (LDDA)	37	37	37
Economic Development	Planning	Façade Improvement Program applications	1	2	2
Finance	Administration	Amount of annual developer incentive program revenue available for downtown improvements	\$18,023	\$20,000	\$20,000
Finance	Administration	Public capital improvements made to the downtown area in dollars	\$246,302	\$1,485,696	\$4,506,343
Community Services	Museum	Art In Public Places permanent and temporary public art to enhance downtown Longmont (number of projects)	3	3	3

POLICY 4.2 BALANCED ECONOMIC DEVELOPMENT

Foster balanced economic development opportunities that encourage economically viable businesses to locate and prosper in the downtown area and the greater Central Business District (including the north and south Main Street corridors), and encourage a diverse mix of uses to strengthen its economic base.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Economic Development	Planning	Number of historically designated structures in downtown (cumulative)	28	28	28
Economic Development	Planning	Building permits issued in downtown for remodels	12	10	6
LDDA	LDDA	Number of DIP grants provided to businesses downtown	8	8	8
Finance	Parking Enforcement	Number of overtime parking tickets in the downtown area	1,011	850	1,025
Finance	Sales Tax	Percent change in Central Business District sales tax	13.72%	1.65%	2.34%

PROMOTE A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION

Rationale

This strategic direction builds upon Longmont's history of volunteerism and community involvement. In a community, people are more than residents. They are neighbors; they show concern for each other and take responsibility for helping each other when help is needed. An actively engaged

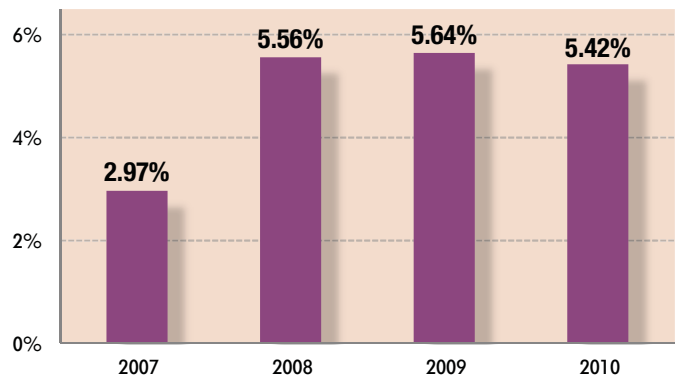


community helps stretch limited City resources by allowing the City government to serve as a facilitator for community action. When an engaged community communicates effectively, City decisions and resources reflect the priorities of the community; the City is accountable to its people. In the Focus on Longmont process, people talked about cultivating a civic norm of volunteerism; strengthening and connecting neighborhoods; and building partnerships. Community members identified an important role for the City as a catalyst for community events that bring the community together. Building a strong community will play an important role in achieving many of the other strategic directions through building support for education, community appearance, environmental stewardship, and public/private partnerships.

A significant factor that contributes to a sense of community identity is feeling safe in the place you live. Part of that safety is having access to safe and affordable housing options, while another is feeling that the neighborhood is safe from crime. Below is a chart showing the total percentage of

affordable housing units that are deed restricted in Longmont. The City's affordable housing program has numerous components, including a down payment assistance program, making homes accessible so that elderly and disabled people can stay in their homes, and a low-interest loan program for home repairs. Residents mention the affordable nature of housing as one of the top things that attracts people to Longmont. Affordable housing units are considered such if people are not paying more than 30% of their income on housing and utilities.

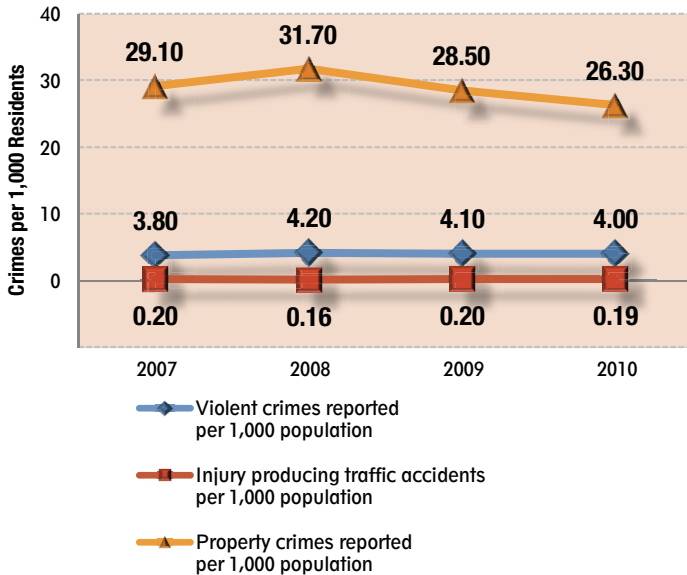
Percentage of Affordable Housing Units



FOCUS ON LONGMONT

PROMOTE A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION

Crime Rates in Longmont



In addition to being affordable, neighborhoods in Longmont must be safe for residents to feel as though they belong. The chart to the left shows different crime rates in Longmont, including violent crimes, injury-producing accidents and property crimes per 1,000 residents. These rates are very low regionally, and it is important to note a 17% decrease in property crimes from 2008 to 2010.

As important as the number of crimes committed is the percentage of people who feel safe in a community. In Longmont, the Police Department conducts an annual survey of the “sense of disorder.” In 2010, only 5.1% of residents believe that their personal level of safety is unsafe or very unsafe. In addition, 11.2% of residents believe their property is unsafe or very unsafe, and 85.6% of residents believe disorder related to crime is not a major or moderate problem to them.

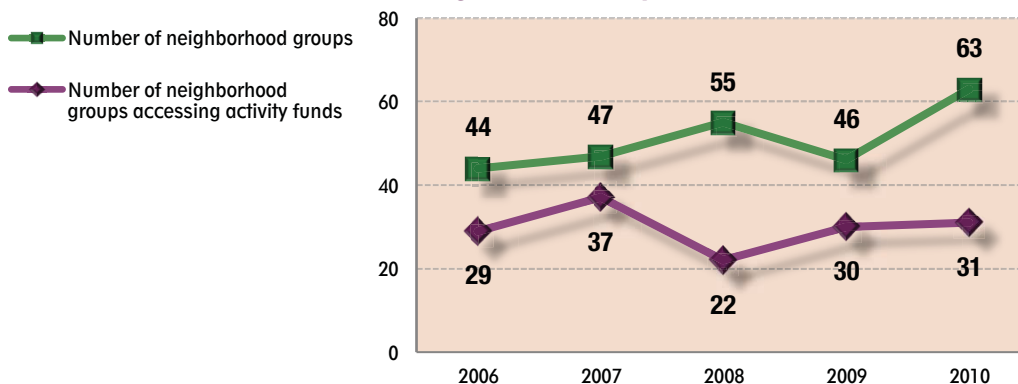


POLICY 5.1 ENGAGED NEIGHBORHOODS

Place a continued and enhanced emphasis on neighborhoods as the primary building block of the city.

The Community and Neighborhood Resources Division provides resources and facilitative leadership for neighborhood organizations. In 2010, over 33% of the City’s households were represented by a neighborhood group, and nearly every year the City focuses on one or two neighborhoods as part of the City’s revitalization planning efforts. In addition to this work, they assist with landlord/tenant issues, provide resources for residents in any neighborhood, and coordinate the volunteer mediation program to help neighbors work out their issues together, rather than rely on the City.

Neighborhood Groups

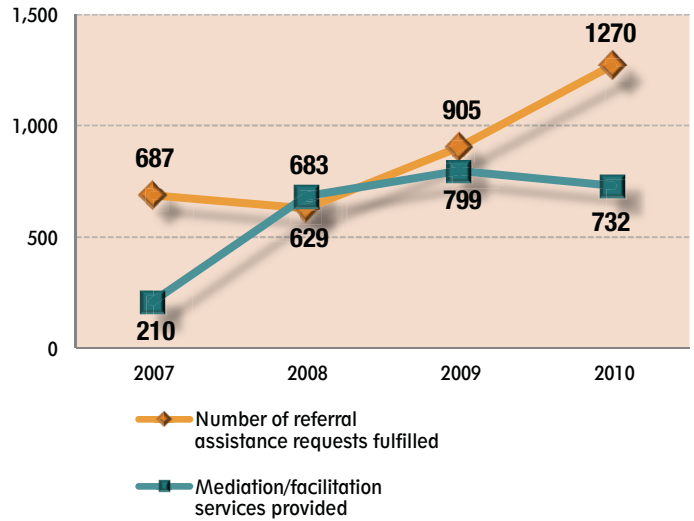


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LONGMONT**

**PROMOTE
A SENSE OF COMMUNITY
IDENTITY AND CULTURAL INCLUSION**



Neighborhood Support Participants

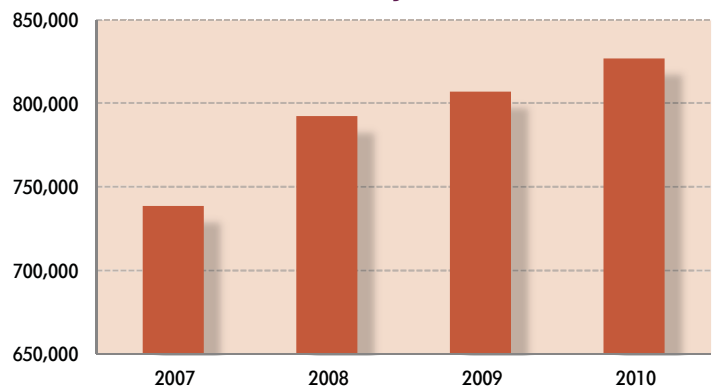


POLICY 5.2 RENEWED EMPHASIS ON YOUTH ACTIVITIES

Involve youth in planning and conducting new and revitalized programs and activities, and create an environment where youth feel valued in the community.

Youth activities are an important part of the quality of life for the entire community. From after-school programs to recreational opportunities, youth need a good mix and variety of things to do in their community. The City of Longmont has several recreational facilities, some open year-around and some for summer fun. The Recreation Division provides hundreds of programs and classes for youth and also provides scholarships to increase access to those with lower incomes. In 2010, over 825,000 visits were made to all of the recreation facilities in the City, and over \$50,000 was given in scholarship money to various programs for youth.

Recreation Division Facility Attendance



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ON
LONGMONT**

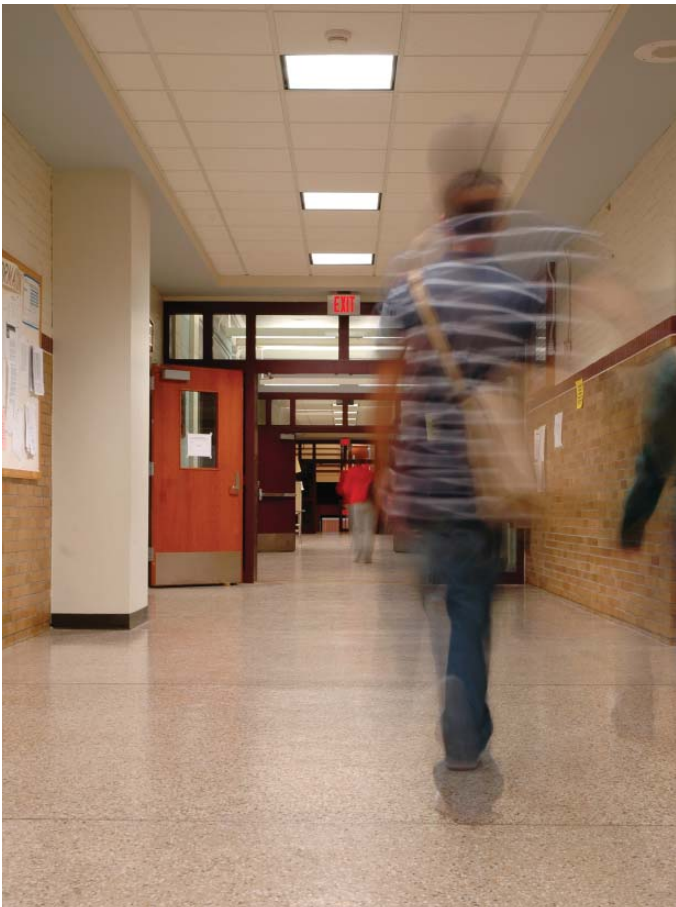
**PROMOTE
A SENSE OF COMMUNITY
IDENTITY AND CULTURAL INCLUSION**



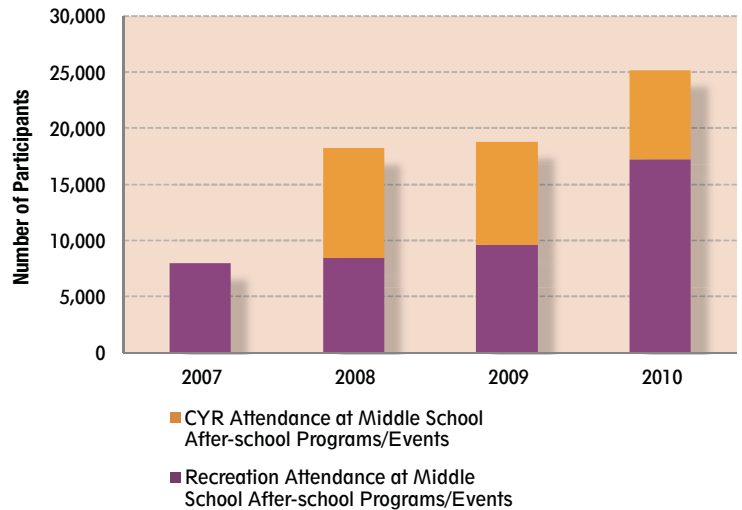
Recreation Division Scholarships



In addition to these recreation programs, the Children and Youth Resources and Recreation divisions are closely connected to provide a full continuum of services from prevention and intervention to recreation. An example of this is that both offer [after-school programs to middle school students](#). Not yet old enough to work or drive, yet too old for elementary-age programming, these middle school students benefit tremendously from having an activity that is age appropriate, supervised and fun!



**Middle School Participations
in After-school Programs**



FOCUS ON LONGMONT

PROMOTE A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION

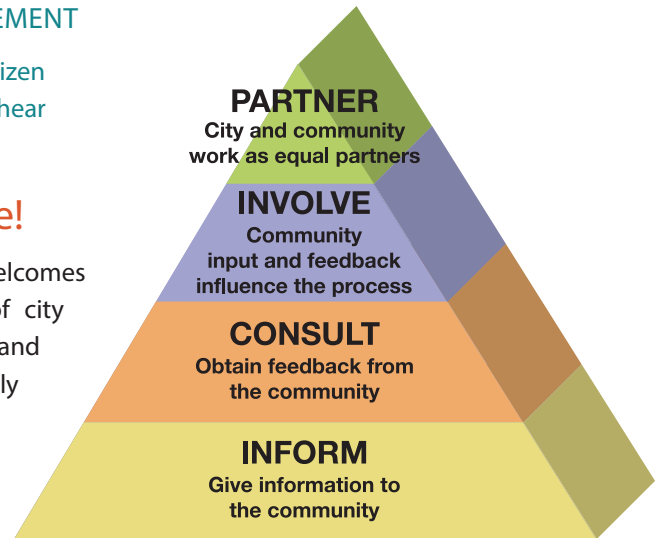
POLICY 5.3 MEANINGFUL CITIZEN INVOLVEMENT

Continue to promote meaningful, purposeful citizen involvement and engagement opportunities to hear many voices in City programs and initiatives.

You are invited ... to participate!

The City of Longmont encourages and welcomes its residents to be involved in all aspects of city government. There are many ways residents and business owners can get involved, from simply staying informed to expressing opinions to volunteering to help the City deliver many of its excellent services. The City of Longmont has developed a framework of varying levels for involving the community as shown at right. They range from

simply distributing information to listening to residents' ideas for and opinions on specific projects to forming partnerships with individuals and organizations in order to deliver a needed service. The City's community involvement resource manual, "Engaging Citizens," is a guide to how and when the City might use these different community involvement processes.



Over the past five years, the City has conducted hundreds of community involvement processes, from the City Line and the new Longmont Life newsletters residents receive in the mail, to the all-day summits on environment and education referenced earlier in the report, to community-based strategic planning for the Fire and Police services. These processes focus on involving the right people, at the right time with an efficient process that is also informative for the decision makers (generally City Council). The City has a steering team of 10 members and approximately 50 staff trained in various facilitation techniques.

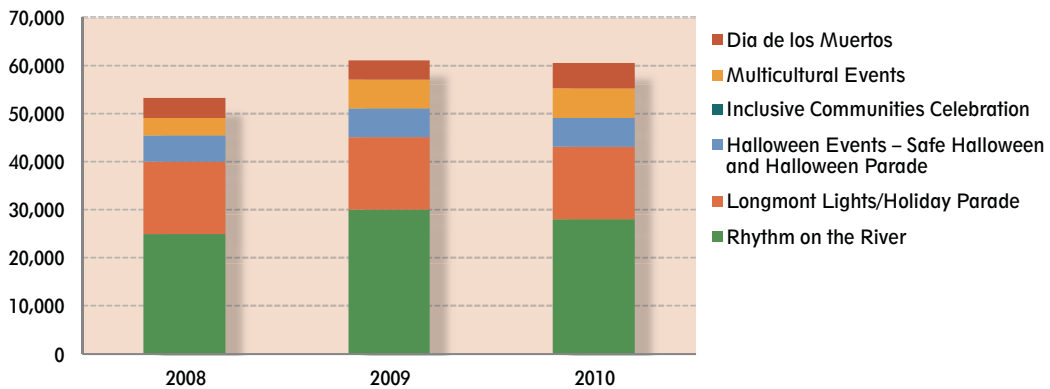


POLICY 5.4 CULTURALLY INCLUSIVE GATHERINGS AND EVENTS

Support and encourage culturally inclusive community gatherings and events.

This policy of the Focus on Longmont strategic plan connects people with each other and with their community. The City hosts a myriad of culturally inclusive community gatherings and events to help people feel that they belong in Longmont and the world community. The chart below shows the attendance at many of the premier events in Longmont, including Día de los Muertos at the Longmont Museum, various multicultural events sponsored by the Multicultural Action Committee (including the Inclusive Communities Celebration), safe Halloween events, Longmont Lights! and the holiday parade events, and Rhythm on the River, a festival of music and environmental stewardship that draws approximately 30,000 attendees every year. Overall in 2010, over 60,000 participated in these City-hosted events.

**Attendance at Various Community Events
Sponsored by the City of Longmont**



POLICY 5.1 ENGAGED NEIGHBORHOODS

Place a continued and enhanced emphasis on neighborhoods as the primary building block of the city.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Community & Neighborhood Resources	Number of neighborhood revitalization plans developed and implemented	4	5	6
Community Services	Community & Neighborhood Resources	Number of neighborhood groups	54	60	61
Community Services	Community & Neighborhood Resources	Number of neighborhood groups accessing activity funds	22	30	30
Community Services	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	1,300	1,350	1,400
Community Services	Community & Neighborhood Resources	Translation access/services provided (new process established to track translations in 2009 - written translations)	40	40	50
Community Services	Community & Neighborhood Resources	Mediation/facilitation services provided	740	760	790

POLICY 5.2 RENEWED EMPHASIS ON YOUTH ACTIVITIES

Involve youth in planning and conducting new and revitalized programs and activities, and create an environment where youth feel valued in the community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Children & Youth Resources	Percentage of youth showing an increase in prosocial positive behavior and/or leadership skills	61%	62%	62%
Community Services	Children & Youth Resources	Attendance at CYR middle school after-school programs/events	9,535	10,000	10,500
Community Services	Museum	Total museum attendance	758,263	68,000	83,000
Community Services	Museum	Total museum operating expenses	\$878,659	1,115,182	973,359
Community Services	Museum	Percentage of total museum operating expenses funded from non-general fund sources	81%	86%	77%
Community Services	Recreation	Recreation Division facility attendance	819,000	830,000	830,000
Community Services	Recreation	Recreation attendance at middle school after school programs/events	21,607	22,000	22,100

POLICY 5.22 PROVIDE A WIDE RANGE OF PROGRAMS AND SERVICES FOR SENIOR CITIZENS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Senior Services	Number of senior wellness activities available	40	40	40
Community Services	Senior Services	Number of senior services programs currently offered with respect to resource education and support	31	30	20

POLICY 5.22 PROVIDE A WIDE RANGE OF PROGRAMS AND SERVICES FOR
SENIOR CITIZENS continued

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Senior Services	Number of unduplicated clients seen by senior services resource staff	450	450	450
Community Services	Senior Services	Annual number of visits by older persons to Senior Center programs (senior- and staff-led)	64,200	60,000	60,000

POLICY 5.3 MEANINGFUL CITIZEN INVOLVEMENT

Continue to promote meaningful, purposeful citizen involvement and engagement opportunities to hear many voices in City programs and initiatives.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services and City Manager's Office	Community & Neighborhood Resources and City Manager's Office	Number of substantial community involvement processes annually	8	8	8

POLICY 5.4 CULTURALLY INCLUSIVE GATHERINGS AND EVENTS

Support and encourage culturally inclusive community gatherings and events.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	Recreation	Rhythm on the River estimated attendance	30,000	28,000	30,000
Community Services	Recreation	Longmont Lights estimated attendance			
Community Services	Community & Neighborhood Resources	Community-building events estimated attendance	18,550	19,675	20,000
Community Services	Community & Neighborhood Resources	Inclusive Communities Celebration estimated attendance	300	300	300
Community Services	Community & Neighborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	8	8	8
Community Services	Community & Neighborhood Resources	Attendance at multicultural events cosponsored by the Multicultural Action Committee	7,000	8,000	8,000
Community Services	Museum	Día de los Muertos month-long exhibition and event attendance	6,863	5,925	6,500

INCREASED HOUSING OPPORTUNITIES

Provide a wide range of housing options so the City's workforce can live and work in our community.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Community Services	CDBG	Percentage of affordable housing units	5.32%	5.41%	5.36%

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

HIGH-QUALITY CITY SERVICES AND QUALITY OF LIFE

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
City Manager	City Manager's Office	Overall quality of life			
		Excellent	No survey	16%	No survey
		Good	No survey	62%	No survey
		Fair	No survey	19%	No survey
City Manager	City Manager's Office	Overall citizen satisfaction with City services from satisfaction survey			
		Very satisfied	No survey	21%	No survey
		Satisfied	No survey	63%	No survey
		Neither satisfied nor dissatisfied	No survey	19%	No survey
		Dissatisfied	No survey	2%	No survey
		Very dissatisfied	No survey	1%	No survey

EFFICIENT FACILITIES MANAGEMENT SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Works and Natural Resources	Business Services and Strategic Planning	Total square footage of all facilities/buildings	696,148	731,946	731,946
Public Works and Natural Resources	Business Services and Strategic Planning	Maintenance operating expenditures per square foot	\$2.10	\$2.03	\$2.09
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - electricity	\$0.60	\$0.61	\$0.64
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - natural gas	\$0.32	\$0.33	\$0.34
Public Works and Natural Resources	Business Services and Strategic Planning	FTE per square foot maintained	0.9058	ICMA calc no longer used	ICMA calc no longer used
Public Works and Natural Resources	Business Services and Strategic Planning	Custodial operating expenditures per square foot	\$1.93	\$1.88	\$1.93
Public Works and Natural Resources	Business Services and Strategic Planning	Percent of maintenance hours spent on PM tasks	30%	29%	29%

EFFICIENT FLEET SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Shared Services	Fleet Services	Hours billed per vehicle/ piece of equipment	22.5	18.9	18.5
Shared Services	Fleet Services	% of contracted maintenance expenditures	21%	27%	25%
Shared Services	Fleet Services	Fleet availability percentage to users	94.46%	96.24%	96.75%
Shared Services	Fleet Services	Downtime percentage	3.19%	4.02%	3.5%
Shared Services	Fleet Services	Work orders completed in less than one day	82.95%	85.84%	85.75%
Shared Services	Fleet Services	Work orders completed in 1-2 days	6.15%	6.77%	6.50%
Shared Services	Fleet Services	Work orders completed in more than 2 days	10.90%	8.49%	8.25%
Shared Services	Fleet Services	Total number of work orders per year	2,082	2,034	2,300

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

EFFICIENT HUMAN RESOURCES SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Human Resources	Human Resources	Number of appeal-eligible disciplinary actions issued	2	4	4
Human Resources	Human Resources	% of disciplinary actions upheld following appeal	100%	100%	100%
Human Resources	Human Resources	% of grievances resolved before passing from management control	100%	100%	100%
Human Resources	Human Resources	Turnover rate	5.09%	6.09%	8.49%

EFFICIENT INFORMATION TECHNOLOGY SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Shared Services	Enterprise Technology Services	Ratio of total workstations to total employees	1.056	1.038	1.013
Shared Services	Enterprise Technology Services	Central IT expenditures per workstation	\$4,160.59	\$4,875.00	\$4,183.91
Shared Services	Enterprise Technology Services	Percent availability for systems	99.89%	99.90%	99.91%

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

EFFICIENT PURCHASING SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Shared Services	Purchasing	Amount of purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	10,998,690	\$12,000,000	\$9,000,000
Shared Services	Purchasing	Number of protests filed and sustained	0	0	0
Shared Services	Purchasing	% of purchases on purchasing cards	7%	5%	6%

EFFICIENT RISK MANAGEMENT SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Finance	Risk Management	National Council on Compensation Insurance workers' compensation claims modifier	0.9	1	1
Finance	Risk Management	Number of workers' compensation claims per FTE	0.1	0.1	0.1
Finance	Risk Management	General liability claims per FTE	0.04	0.02	0.02
Finance	Risk Management	Auto claims per FTE	0.02	0.02	0.04
Finance	Risk Management	Property claims per capita	0.002	0.002	0.002

ADDITIONAL
PERFORMANCE
MEASURES

HIGH-PERFORMING
GOVERNMENT

EFFICIENT ACCOUNTING/TREASURY SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Finance	Accounting	Monthly financial reports issued by 15th of the following month	91%	91%	91%
Finance	Accounting	Audit completed/CAFR to city council by May	May	June	May
Finance	Accounting	Audit opinion	Unqualified	Unqualified	Unqualified
Finance	Accounting	GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
Finance	Accounting	Investments comply with investment policies	100%	100%	100%
Finance	Accounting	Monthly investment reports to finance director within three weeks of month end	100%	100%	100%
Finance	Accounting	Quarterly investment reports, including policy compliance data and market valuation, to city council within one month of quarter end	100%	100%	100%
Finance	Accounting	Number of direct contacts with citizens (phone and walk-in)	3,632	3,700	3,800

ADDITIONAL
PERFORMANCE
MEASURES

HIGH-PERFORMING
GOVERNMENT

EFFICIENT BUDGET SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Finance	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
Finance	Budget	Additional appropriations/ CIP amendments completed annually	11	11	11

EFFICIENT UTILITY BILLING SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Finance	Utility Billing	Satisfaction of utility billing customers making payment arraignments (100% = very satisfied)	96.93%	97%	97%
Finance	Utility Billing	Satisfaction of utility billing customers who connect, disconnect or transfer service (100% = very satisfied)	97.81%	97%	97%

ADDITIONAL PERFORMANCE MEASURES

HIGH-PERFORMING GOVERNMENT

EFFICIENT CITY CLERK SERVICES

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
City Clerk	City Clerk	Number of Use of Public Places Permits issued:			
		Special events	125	125	130
		Business extensions	6	0	0
		Mobile vendor	2	0	0
		Ambulatory vendor	0	0	0
		Block party	24	20	20
		Alcohol on public places	37	50	55

EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE

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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Power & Communications	Engineering	Electric system average interruption frequency index – not more than 1 event per year per customer	0.69	0.50	0.50
Power & Communications	Engineering	Electric momentary average interruption frequency index – not more than 1.5 events per customer per year	0.10	0.50	0.50
Power & Communications	Engineering	Electric system average interruption duration index – not more than 80 minutes per customer per event	38.2	30.0	30.0
Power & Communications	Customer Services and Marketing	Electric residential reliability rating (% somewhat/very satisfied)	95%	95%	95%
Power & Communications	Customer Services and Marketing	Electric key account reliability rating (% good/excellent)	100%	100%	100%
Power & Communications	Customer Services and Marketing	Electric residential overall satisfaction (10-point scale)	8.7	8.8	8.8
Power & Communications	Customer Services and Marketing	Electric key account overall satisfaction (10-point scale)	9.3	9.0	9.0

ADDITIONAL
PERFORMANCE
MEASURES

HIGH-PERFORMING
GOVERNMENT

EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE, continued

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Power & Communications	Customer Services and Marketing	Electric residential value rating (% good/excellent)	92%	95%	95%
Power & Communications	Customer Services and Marketing	Electric key account value rating (% good/excellent)	100%	100%	100%
Power & Communications	Customer Services and Marketing	Electric residential environmental rating (% somewhat/very satisfied)	79%	80%	80%
Power & Communications	Customer Services and Marketing	Electric key account environmental rating (% somewhat/very satisfied)	100%	90%	90%
Power & Communications	Customer Services and Marketing	Electric customer overall satisfaction rating (% satisfied)	97%	97%	97%
Power & Communications	Customer Services and Marketing	Electric construction project satisfaction rating (% acceptable/very effective)	100%	97%	97%

EFFICIENT FIRE, EMS AND POLICE SERVICES

A 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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Public Safety	Fire	Property damage due to structure fires	\$913,280	\$518,140	\$600,000
Public Safety	Fire	Number of fire plan reviews completed	340	373	350
Public Safety	Fire	EMS response time in minutes	4:28	4:24	4:25
Public Safety	Police	Violent crimes reported per 1,000 population	2	2.5	3
Public Safety	Police	Property crimes reported per 1,000 population	24	25.15	26
Public Safety	Police	Moving violation citations per capita	0.05	0.08	0.08
Public Safety	Police	Injury-producing traffic accidents per 1,000 population	0.2	0.18	0.18
Public Safety	Police	DUI arrests per 1,000 population	0.31	0.28	0.28
Public Safety	Police	Total accidents	1,956	1,960	1,965
Public Safety	Police	Part 1 crimes reported	2,269	2,658	2,645
Public Safety	Police	Property crimes reported per 1,000 population	24	25.15	26
Public Safety	Police	No more than 10% of residents believe that their property is unsafe or very unsafe	10.4	10.4	10.4
Public Safety	Police	85% of residents believe disorder-related to crime is not a major or moderate problem	85.7%	85.7%	85.7%

ADDITIONAL
PERFORMANCE
MEASURES

COMMUNITY SAFETY

EFFICIENT COURTS/PROBATION SERVICES

A 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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Judicial	Municipal Court	Percent of warrants issued within 7 days	98%	98%	98%
Judicial	Probation	Recidivism rate	10%	15%	15%
Judicial	Probation	Caseload per probation officer	334	360	370
Judicial	Probation	Community service compliance	82%	87%	90%

SAFE ENVIRONMENT FOR LPC EMPLOYEES

A 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.

Responsible Department(s)	Responsible Division(s)	Performance Measures	2011 Actual	2012 Estimated	2013 Projected
Power & Communications	Operations	Achieve first quartile placement in the American Public Power Association's annual safety survey by having 2 or fewer incidents per year	2 incident	2 incidents	2 incidents

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.

2013 Budget

As established in the City's Financial Policies, the General Fund maintains a fund balance in compliance with TABOR. In addition, the City is striving to meet the full funding targets of the emergency and stabilization reserves over time. For the 2013 Budget, that amount is \$6,629,909 (10.1%). This DOES NOT include \$65,205 of the designated for Future Council One Time Expenditures. This budget includes \$50,000 of the designated for Future Council One Time Expenditures for the Roosevelt Apartment Development.

The General Fund budget includes a net increase of 2.10 FTE and brings the total FTE's in the General Fund to 525.78. These changes are detailed below:

Department/Division	Position	FTE
FTE Additions		
<i>City Manager's Office</i>	Assistant City Manager	1.00
<i>Community Services Museum</i>	Assistant Museum Curator	0.60
<i>Public Works and Natural Resources Parks Development and Improvement</i>	Parks/Open Space Project Manager	0.50
<i>FTE shifted from Street Fund to General Fund</i>		
<i>Finance Accounting</i>	Accounting/Budget Analyst	1.00
FTE Reductions		
<i>Public Works and Natural Resources Parks Maintenance</i>	Grounds Maintenance Technician II	(1.00)
Net FTE Change to the General Fund		2.10

GENERAL FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	45,676,651	46,171,531	47,663,104
Licenses and Permits	935,881	744,026	857,356
Intergovernmental	638,099	258,397	257,644
Charges for Service	5,900,980	5,630,353	5,847,036
Fines and Forfeits	1,365,678	1,428,200	1,387,300
Interest and Miscellaneous	493,078	270,508	288,087
Interfund Transfers	6,653,294	7,961,134	9,187,314
TOTAL REVENUES	\$ 61,663,662	\$ 62,464,149	\$ 65,487,841
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	301,629	312,085	319,916
Accounting	527,031	1,760,324	3,349,983
Sales Tax	183,527	287,560	291,946
Treasury	264,861	168,232	178,078
Information Desk	41,224	57,090	58,738
Utility Billing	1,196,154	1,267,364	1,250,958
Mail Delivery	56,345	60,517	62,802
Parking Enforcement	91,329	89,739	88,810
Enterprise Technology Services Operations	1,649,670	1,769,256	1,834,054
Enterprise Technology Services Applications	1,347,597	1,507,973	1,199,333
Enterprise Technology Services Telephone System	260,477	799,334	397,416
Print Shop	213,946	223,826	216,439
Risk Management	262,309	249,940	278,973
Safety	219,284	139,094	145,258
Wellness	-	121,164	87,403
Purchasing and Contracts	423,082	456,223	452,583
Budget	163,302	179,087	189,218
Human Resources	896,011	944,431	977,438
Community Services Director	721,604	774,234	779,294
Neighborhood Resources	134,142	311,302	318,528
Community Relations	200,078	76,017	80,435
Code Enforcement	412,839	466,398	468,924
Graffiti Eradication	17,548	33,295	29,962
Youth Services	664,702	767,082	778,837
Library Administration	329,682	356,050	356,245
Adult Services	1,005,253	1,064,079	1,080,631
Children's and Teen Services	392,902	419,120	436,785
Technical Services	602,023	639,898	641,890
Circulation	593,132	610,406	623,002

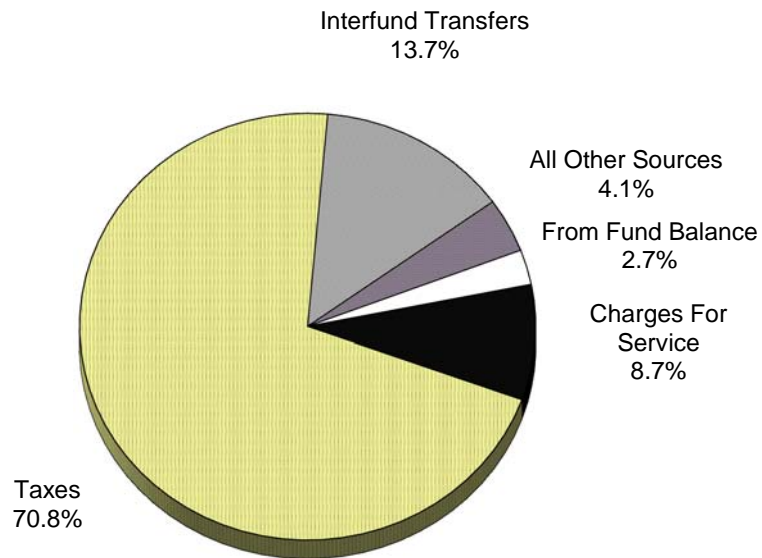
GENERAL FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
Museum	602,982	612,055	713,107
Recreation Administration	275,207	441,227	380,806
Recreation Center	1,259,197	1,291,214	1,308,151
Athletics and Team Sports	411,074	407,464	417,555
Recreation for Special Needs	30,051	42,075	43,522
General Programs and Facilities	680,384	696,940	738,862
Outdoor Recreation	38,480	38,114	38,539
Aquatics	1,014,850	826,895	855,714
Concessions	219,550	180,247	184,367
Community Events	162,803	136,395	137,024
Seasonal Ice Rink	157,847	122,590	124,743
Youth Recreation Programs	125,632	130,217	143,670
Sports Field Maintenance	-	-	200,497
Senior Services	580,193	629,804	643,629
Human Service Agencies	858,122	978,544	1,004,826
Public Safety Director	582,529	530,131	537,052
Communication Center	1,423,860	1,499,900	1,506,458
Public Safety Technical Services	341,344	406,344	405,027
Emergency Management	109,104	275,391	147,105
Patrol	8,335,386	8,516,677	8,804,226
Investigations	2,097,555	2,116,959	2,159,565
Animal Control	505,631	516,390	516,583
Special Enforcement Unit	681,864	675,480	668,386
School Resource Officers	547,134	554,654	564,110
Police Information Services	706,166	716,788	726,461
Support Services	1,266,885	1,225,864	1,250,145
Traffic Unit	863,860	883,378	916,237
SWAT Team	205,429	321,225	332,214
Volunteer Programs	33,897	18,146	15,325
Special Operations	474,521	503,007	524,479
Fire Operations	8,458,157	8,486,361	8,574,871
Fire Support Services	271,031	325,247	302,670
Fire Prevention	408,926	367,377	350,506
Fire Training and Personnel	601,107	608,651	628,040
Economic Development Director	242,565	255,189	271,092
Business Assistance	757,175	691,359	672,047
Planning	532,361	544,565	550,613
Development Review	333,815	446,704	407,352
Building Permits and Inspections	694,344	959,150	1,044,174
Facility Maintenance	1,556,479	1,741,785	1,730,317
Facility Operations	1,334,036	1,373,942	1,368,713

GENERAL FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
Parks Administration	210,103	161,634	163,015
Parks Maintenance	2,101,962	1,974,476	1,885,741
Parks Development and Improvement	100,054	102,433	159,015
Forestry Maintenance	561,008	564,344	525,773
Municipal Grounds Maintenance	131,310	159,532	365,412
Right of Way Maintenance	813,826	940,267	497,358
Union Reservoir	348,934	339,231	224,743
Parks Resource Management	172,111	203,771	175,916
Engineering/Survey Technical Services	42,302	67,365	82,939
Mayor and City Council	554,839	677,742	659,503
City Manager	701,120	773,075	901,387
Non-Departmental	1,138,044	702,413	497,193
City Clerk	386,578	492,147	459,789
Elections and Voter Registration	61,103	110,070	101,447
City Attorney	838,813	944,901	938,916
Municipal Court	464,359	499,779	481,839
Probation	239,029	263,971	269,016
TOTAL EXPENDITURES	\$ 61,818,710	\$ 65,982,716	\$ 67,271,661
CONTRIBUTION TO/(FROM) FUND BALANCE	\$ (155,049)	\$ (3,518,567)	\$ (1,783,820)

GENERAL FUND - Sources of Funds



The General Fund will receive 70.8% (\$47.66 million) of its total sources of funds from taxes in 2013. Sales and use tax collections will total \$26.5 million, or 55.5% of all taxes collected.

- Interfund transfers will account for 13.7% 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 \$1.78 million for one time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2012, sales and use tax revenues are projected to increase by 1.65% from 2011 actual collections then increase by 2.34% for 2013 over the projected collections for 2012.

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

Building Permits: The 2013 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 45 single family dwelling units, 16 townhouse/condo units, 114 multifamily units and 25,000 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 ongoing budgeted expenses for 2013	\$	65,487,841
2013 estimated revenues other than property taxes	\$	51,715,351
Total revenue needed from property taxes	\$	13,772,490
Mill levy to raise revenue needed from property taxes		13.420

Estimated assessed valuation for the tax year 2012, collected in 2013:

Boulder County	\$	1,029,150,000
Weld County	\$	12,739,280

Average collection rate of property taxes:

2012 est	98.3%
2011	98.3%
2010	98.5%
2009	98.9%
2008	98.6%
2007	98.9%
2006	98.6%
2005	98.5%
2004	98.7%
2003	98.1%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County Assessors. The 2013 Budget is based on preliminary valuations since the counties do not issue final certification of valuation until December.

Estimate of Available Fund Balance in the General Fund

As required by Article 9.4 of the Longmont City Charter, the budget shall include an estimate of the fund balance that will be available in the General Fund at the end of the current year. That amount can then be used for capital and one-time expenses in the next year's budget. The amount of funds available is determined by deducting the TABOR and emergency reserves, as specified in the City's Financial Policies, to the fund balance using the estimated budget for the following year. The amount above those reserves is available for the following year's budget. The following table includes the budgeted and revised projection for 2012 and the projected General Fund cash surplus for 2013.

	2012 Adopted Budget	2012 Projected Actual
Beginning Available Fund Balance	\$ 11,304,469	\$ 11,304,469
Revenues		
Sales Tax	24,696,292	24,977,292
Use Tax	704,759	704,759
Property Tax	13,800,490	13,800,490
All Other	23,262,608	23,262,608
TOTAL REVENUES	\$ 62,464,149	\$ 62,745,149
 TOTAL EXPENSES	 \$ 65,982,716	 \$ 65,635,889
 Ending Available Fund Balance	 \$ 7,785,902	 \$ 8,413,729

Projected 2013 Ending Available Fund Balance

2013 General Operating Expenditures	\$ 65,487,841	
TABOR Reserve		\$ 3,019,672
Emergency Reserve		3,610,237
Additional Emergency Reserve		0
 Fund Balanced used in 2013 budget		 1,783,820
 <i>Projected ending available fund balance</i>		 <i>\$ 0</i>

	2011 Actual	2012 Budget	2013 Budget
TAXES			
Property Taxes-Current	14,263,350	13,800,490	13,772,490
Property Taxes-Delinquent	(7,257)	-	-
Sales Taxes	24,494,510	24,696,292	25,584,241
Use Taxes	68,405	704,759	889,326
Cigarette Taxes	180,436	185,000	180,000
Natural Gas Franchise	754,981	713,000	727,260
Cable Television Franchise	773,453	780,000	790,000
Telephone Franchise	249,131	195,126	262,107
Electric Franchise	4,272,556	4,477,223	4,790,629
Telecommunications Franchise	23,203	14,207	25,055
Water Franchise	262,884	255,982	260,784
Wastewater Franchise	341,000	349,452	381,212
<i>Taxes Subtotal</i>	<i>45,676,651</i>	<i>46,171,531</i>	<i>47,663,104</i>
LICENSES AND PERMITS			
Liquor Application Fee	26,466	24,000	25,000
Liquor Licenses	8,203	9,000	9,000
Sales Tax Business Permits	28,157	28,000	28,000
Business Licenses	5,280	4,900	4,500
Building Permits	754,141	563,076	611,410
Wood Burning Exemption Permits	70	-	-
Contractor Licenses	107,605	110,000	115,295
Parade Licenses	200	-	-
Use of Public Places Permit	4,810	4,550	5,500
Alcohol in Public Places Permits	950	500	1,100
<i>Licenses and Permits Subtotal</i>	<i>935,881</i>	<i>744,026</i>	<i>799,805</i>
INTERGOVERNMENTAL			
Federal Grants	114,425	-	-
Nongrant Federal Revenue	13,190	11,110	-
Federal Mineral Lease Distribution	36,981	-	-
State Grants	16,000	-	-
Nongrant State Revenue	99,443	-	-
State Severance Tax	88,497	20,000	20,000
Nongrant Local Revenue	4,571	-	-
Boulder County	1,860	-	-
St. Vrain Valley School District	127,057	127,388	127,745
Town of Frederick	6,500	-	-
City of Lafayette	26,146	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	73,530	70,000	80,000
<i>Intergovernmental Subtotal</i>	<i>638,099</i>	<i>258,397</i>	<i>257,644</i>

CHARGES FOR SERVICE	2011 Actual	2012 Budget	2013 Budget
Zoning and Hearings	42,633	30,000	38,000
Parks Maintenance Fee	437,870	470,400	455,000
Maps and Publications	681	1,200	1,000
Print Shop Revenue	204,147	213,326	216,439
Sales Tax Commission	23,925	15,000	30,000
Purchasing Card Rebates	33,262	50,400	62,980
Criminal Justice Records	24,679	25,000	25,000
Extra Duty Police Officer Reimbursement	40,430	-	-
Sex Offender Registration Fees	9,550	10,000	10,000
Vehicle Impound Fees	1,779	1,800	2,500
Fireworks Stand Fees	8,000	6,000	6,000
Fire Inspection Fees	49,743	50,000	48,000
Emergency Dispatching	108,180	106,617	104,096
Unbilled Utility Revenue	102	-	-
Plan Check Fees	231,163	177,208	203,943
Variance and Appeals Board	925	1,675	1,100
Elevator Inspection Fees	34,020	39,900	39,900
Right of Way Maintenance	234,556	235,915	236,896
GID Maintenance	61,946	47,000	47,000
Disconnect Tag Fees	388,302	370,000	370,000
Developer Participation	13,729	-	-
Recreation Center - Admission/Passes	1,412,297	1,374,986	1,423,780
Recreation Center - Athletic Fees	602	-	-
Recreation Center - Aquatic Fees	68,251	60,000	64,000
Recreation Center - Activity Fees	53,067	60,000	55,000
Recreation Center - Rentals	44,208	45,000	45,000
Recreation Center - Concessions	43,218	41,000	41,500
Recreation Center - Resale Merchandise	13,692	17,000	14,000
Silver Sneakers Program	13,779	-	30,000
Pool Fees/Passes/Lessons	467,003	471,000	476,300
Recreation Non-Resident Fees	28,343	30,000	30,000
Recreation Community Events	79,355	44,426	44,426
Union Reservoir Fees	245,573	240,000	240,000
Ice Rink Program Fees	124,624	105,000	122,636
Mobile Stage Setup	700	-	-
Athletic Program Fees	313,945	301,314	320,272
Recreation Activity Fees	531,054	498,233	520,300
Senior Services Subscriptions	602	575	550
Outdoor Recreation Activity Fees	58,378	55,000	58,000
Special Recreation Activity Fees	19,437	17,098	18,000
Concessions-Sandstone Ranch #2	10,711	11,300	11,000
Concessions-Sandstone Ranch #1	15,711	17,000	17,000
Concessions-Centennial Pool	3,271	1,700	2,100
Concession-Clark Park	18,707	14,000	15,500
Concessions-Roosevelt Park	780	150	300
Concessions-Sunset Pool	14,602	26,000	26,000
Concessions-Memorial Building	1,494	1,300	1,400
Concessions-Garden Acres	40,371	40,918	40,918
Concessions-Union Reservoir	5,895	5,700	5,900
Concessions-Ice Rink	1,672	675	2,500
Ice Rink Rentals	33,512	30,000	32,000

CHARGES FOR SERVICE (Continued)	2011 Actual	2012 Budget	2013 Budget
Memorial Building Rentals	41,833	46,000	46,000
Willow Barn Rental	17,341	21,300	18,300
Senior Center Rentals	18,820	13,000	15,000
Swimming Pool Rentals	41,870	42,000	43,000
Other Facility Rentals	103,525	93,737	100,000
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	31,737	30,500	31,500
Museum Special Events Fee	29,380	21,000	35,000
<i>Charges for Service Subtotal</i>	<i>5,900,980</i>	<i>5,630,353</i>	<i>5,847,036</i>

FINES AND FORFEITS	2011 Actual	2012 Budget	2013 Budget
Parking Fines	96,520	112,000	112,000
Court Fines	782,371	800,000	800,000
Bond Forfeitures	22,956	21,000	17,000
Court Education Fees	36,684	35,000	35,000
Home Detention Services	15	-	-
Probation Monitoring Fees	26,389	30,000	25,000
Substance Abuse Group	1,266	-	1,200
Surcharge on Violations	88,630	105,000	90,000
Court Costs	134,464	143,000	140,000
Outside Judgments/Warrants-City	5,685	6,000	5,600
Library Fines/Penalties	93,233	100,000	93,000
Miscellaneous Penalties	1,560	1,200	1,500
False Alarm Fines	47,770	55,000	45,000
Weed Cutting	28,136	20,000	22,000
<i>Fines and Forfeits Subtotal</i>	<i>1,365,678</i>	<i>1,428,200</i>	<i>1,387,300</i>

INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	162,940	35,608	33,718
Miscellaneous Revenue-Police	30,595	22,000	24,000
Miscellaneous Revenue-Museum	13	-	-
Miscellaneous Revenue-Library	190	-	-
Miscellaneous Revenue-Court	1,014	700	700
Miscellaneous Revenue-City Clerk	2,610	200	200
Miscellaneous Revenue-Fire	(1,007)	-	-
LEGI Services	-	2,000	-
Miscellaneous Revenue-ETS	33	-	-
Prior Years Revenue/Expenses	24,375	-	-
Interest Income	209,516	200,000	130,000
Unrealized Gain/Loss	(41,958)	-	-
Lease of Real Property	-	-	53,389
Oil and Gas Lease Royalties	62,968	10,000	8,580
Private Grant/Donations	41,791	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>493,078</i>	<i>270,508</i>	<i>250,587</i>

	2011	2012	2013
	Actual	Budget	Budget
INTERFUND TRANSFERS			
Transfer from Sanitation Fund	529,768	529,910	548,262
Transfer from Golf Fund	151,738	111,598	147,053
Transfer from Electric Fund	1,701,615	1,660,010	1,590,728
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	10,500	10,500	10,500
Transfer from Telecommunications Fund	-	37,735	79,161
Transfer from Water Fund	1,139,931	1,291,052	1,192,258
Transfer from Sewer Fund	670,137	778,370	768,009
Transfer from Storm Drainage Fund	451,870	421,171	452,283
Transfer from Airport Fund	91,076	109,144	119,864
Transfer from Judicial Wedding Fund	1,319	1,322	1,324
Transfer from Street Fund	898,284	830,608	892,421
Transfer from Library Services Fund	30,752	20,500	20,500
Transfer from Open Space Fund	183,246	308,343	149,690
Transfer from Lodgers Tax Fund	22,500	-	-
Transfer from Self Insurance Fund	109,719	121,388	123,809
Transfer from Workers Comp Fund	164,127	174,778	191,812
Transfer from General Imprvmnt District	12,097	8,969	2,731
Transfer from Fleet Fund	218,305	229,466	250,084
<i>Interfund Transfers Subtotal</i>	<i>6,409,984</i>	<i>6,667,864</i>	<i>6,563,489</i>
TOTAL ONGOING REVENUES	61,420,352	61,170,879	62,768,965
ONE TIME REVENUES			
Incremental Development Revenue	-	-	57,551
Other One Time Revenue	-	-	37,500
One Time Transfers from Other Funds	243,310	1,293,270	2,623,825
Fund Balance Reserved for Council One Time	-	-	50,000
Contribution from/(to) Fund Balance	398,358	4,811,837	1,733,820
TOTAL ONE TIME REVENUES	641,668	6,105,107	4,502,696
TOTAL FUNDS NEEDED TO MEET EXPENSES	61,818,710	65,982,716	67,271,661

Mayor and City Council Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	123,265	128,291	128,307
Operating and Maintenance	408,774	439,451	421,196
Non-Operating	22,800	110,000	110,000
Capital	-	-	-
TOTAL	\$ 554,839	\$ 677,742	\$ 659,503

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:	2011 Budget	2012 Budget	2013 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

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	90,117	90,000	90,000
128 FICA	5,587	5,580	5,580
129 Medicare	1,307	1,305	1,305
135 Compensation Insurance	36	31	47
137 Staff Training and Conferences	22,042	26,875	26,875
142 Food Allowance	4,176	4,500	4,500
<i>Subtotal</i>	<i>123,265</i>	<i>128,291</i>	<i>128,307</i>
Operating and Maintenance			
210 Office Supplies	439	350	350
216 Reference Books and Materials	45	300	300
217 Dues and Subscriptions	80,696	85,898	85,898
218 Non-Capital Equipment and Furniture	28	5,325	-
223 Lab and Photo Supplies	1,210	-	-
229 Materials and Supplies	6,984	14,198	6,573
240 Equipment Repair and Maintenance	3,182	4,410	4,410
243 Non-Capital Computer Equipment and Supplies	976	-	-
245 Mileage Allowance	284	1,000	1,000
246 Liability Insurance	15,731	11,248	17,493
250 Professional and Contracted Services	287,677	304,050	292,500
261 Telephone Charges	3,267	4,000	4,000
263 Postage	131	500	500
264 Printing and Copying	7,879	8,172	8,172
269 Other Services and Charges	245	-	-
<i>Subtotal</i>	<i>408,774</i>	<i>439,451</i>	<i>421,196</i>
Non-Operating Expense			
970 Transfers To Other Funds	22,800	50,000	50,000
971 Contingency	-	60,000	60,000
<i>Subtotal</i>	<i>22,800</i>	<i>110,000</i>	<i>110,000</i>
SERVICE TOTAL	\$ 554,839	\$ 677,742	\$ 659,503

City Manager Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	512,951	530,284	774,607
Operating and Maintenance	175,481	212,790	126,780
Non-Operating	-	-	-
Capital	12,688	30,001	-
TOTAL	\$ 701,120	\$ 773,075	\$ 901,387

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:	2011 Budget	2012 Budget	2013 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	2.00
Assistant to the City Manager	1.00	1.00	0.00
Public Information Officer	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	4.00	4.00	5.00

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	373,615	384,347	583,712
112 Wages - Temporary	24,188	28,800	10,000
114 Skill Based Pay	1,200	1,200	1,200
121 Wages - Overtime	1,890	1,350	1,750
123 Leave Expense	2,682	-	-
124 Skill Based Overtime Pay	38	-	-
126 Retirement Health Savings Plan	3,141	1,600	2,000
128 FICA	1,543	1,786	620
129 Medicare	5,250	5,803	8,462
131 MOPC	18,044	18,571	28,681
132 Employee Insurance	49,380	51,091	85,862
133 Employee Retirement	21,659	22,655	36,138
135 Compensation Insurance	154	141	219
136 Unemployment Insurance	915	1,111	1,718
137 Staff Training and Conferences	4,662	7,538	7,538
139 Dental Insurance	1,828	2,591	4,007
142 Food Allowance	2,762	1,700	2,700
<i>Subtotal</i>	<i>512,951</i>	<i>530,284</i>	<i>774,607</i>
Operating and Maintenance			
210 Office Supplies	1,179	1,500	1,500
216 Reference Books and Materials	88	150	150
217 Dues and Subscriptions	2,200	4,171	2,771
218 Non-Capital Equipment and Furniture	1,623	300	300
220 Gas and Oil	37	-	-
229 Materials and Supplies	9,061	13,030	3,030
243 Non-Capital Computer Equipment and Supplies	3,071	891	891
245 Mileage Allowance	5,392	5,430	5,430
246 Liability Insurance	2,484	2,858	2,863
250 Professional and Contracted Services	46,793	66,400	38,400
252 Advertising and Legal Notices	21,338	22,630	22,630
261 Telephone Charges	1,955	1,580	2,080
263 Postage	29,076	36,860	1,360
264 Printing and Copying	50,979	49,375	39,375
269 Other Services and Charges	206	7,615	6,000
<i>Subtotal</i>	<i>175,481</i>	<i>212,790</i>	<i>126,780</i>
Capital Outlay			
440 Machinery and Equipment	12,688	30,001	-
<i>Subtotal</i>	<i>12,688</i>	<i>30,001</i>	<i>-</i>
SERVICE TOTAL	\$ 701,120	\$ 773,075	\$ 901,387

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
112 Wages - Temporary	80	-	-
123 Leave Expense	-	154,200	154,200
<i>Subtotal</i>	80	154,200	154,200
Operating and Maintenance			
217 Dues and Subscriptions	5,550	5,550	5,550
250 Professional and Contracted Services	192,508	214,552	225,632
256 Refunds	6,322	10,000	10,000
264 Printing and Copying	88	-	-
269 Other Services and Charges	5,456	20,150	20,150
275 Building Permits To LDDA	13,011	-	-
<i>Subtotal</i>	222,934	250,252	261,332
Non-Operating Expense			
950 Bad Debt	34,351	9,400	9,400
970 Transfers To Other Funds	880,678	288,561	22,261
<i>Subtotal</i>	915,029	297,961	31,661
Capital Outlay			
473 Site Improvements, Landscaping, Street Developmen	-	-	50,000
<i>Subtotal</i>	-	-	50,000
SERVICE TOTAL	\$ 1,138,044	\$ 702,413	\$ 497,193

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.

#473 - \$50,000 for General Fund portion of the Roosevelt Apartment Development Agreement.

City Clerk Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	357,664	391,565	396,294
Operating and Maintenance	84,815	210,652	164,942
Non-Operating	-	-	-
Capital	5,202	-	-
TOTAL	\$ 447,681	\$ 602,217	\$ 561,236

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:	2011 Budget	2012 Budget	2013 Budget
City Clerk	0.75	0.75	0.70
Deputy City Clerk	0.90	0.90	0.95
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.65	3.65	3.65

SERVICE: City Clerk**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	221,340	254,961	255,331
112	Wages - Temporary	11,148	10,000	5,000
114	Skill Based Pay	1,079	1,080	1,080
121	Wages - Overtime	266	500	500
123	Leave Expense	8,022	-	-
126	Retirement Health Savings Plan	2,328	1,460	1,460
128	FICA	-	620	310
129	Medicare	2,842	3,838	3,773
131	MOPC	11,458	12,737	12,756
132	Employee Insurance	32,760	35,005	38,104
133	Employee Retirement	13,736	15,538	16,072
135	Compensation Insurance	754	265	1,102
136	Unemployment Insurance	607	761	761
137	Staff Training and Conferences	4,089	5,287	5,950
139	Dental Insurance	1,214	1,776	1,779
142	Food Allowance	212	100	300
	<i>Subtotal</i>	311,854	343,928	344,278
Operating and Maintenance				
210	Office Supplies	1,227	1,500	1,500
215	Audiovisual Materials	-	100	-
216	Reference Books and Materials	-	150	300
217	Dues and Subscriptions	791	1,400	1,420
218	Non-Capital Equipment and Furniture	90	50	-
229	Materials and Supplies	207	500	1,000
230	Printing and Copier Supplies	-	150	-
240	Equipment Repair and Maintenance	8,794	33,862	24,510
243	Non-Capital Computer Equipment and Supplies	-	5,370	820
245	Mileage Allowance	75	400	300
246	Liability Insurance	7,301	7,487	7,542
249	Operating Leases and Rentals	-	-	3,600
250	Professional and Contracted Services	20,677	46,100	38,179
252	Advertising and Legal Notices	23,298	40,400	25,000
261	Telephone Charges	-	150	840
263	Postage	766	2,200	1,000
264	Printing and Copying	422	1,200	3,000
269	Other Services and Charges	5,874	7,200	6,500
	<i>Subtotal</i>	69,521	148,219	115,511
Capital Outlay				
440	Machinery and Equipment	5,202	-	-
	<i>Subtotal</i>	5,202	-	-
	SERVICE TOTAL	\$ 386,578	\$ 492,147	\$ 459,789

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:	2011 Budget	2012 Budget	2013 Budget
City Clerk	0.25	0.25	0.30
Deputy City Clerk	0.10	0.10	0.05
Total	0.35	0.35	0.35

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	35,341	36,591	39,631
114 Skill Based Pay	120	120	120
121 Wages - Overtime	-	650	600
123 Leave Expense	282	-	-
126 Retirement Health Savings Plan	429	140	140
129 Medicare	444	533	577
131 MOPC	1,797	1,836	1,987
132 Employee Insurance	4,949	5,049	5,944
133 Employee Retirement	2,158	2,239	2,502
135 Compensation Insurance	14	13	20
136 Unemployment Insurance	92	110	118
139 Dental Insurance	183	256	277
142 Food Allowance	-	100	100
<i>Subtotal</i>	<i>45,810</i>	<i>47,637</i>	<i>52,016</i>
Operating and Maintenance			
210 Office Supplies	5	50	-
229 Materials and Supplies	-	200	-
245 Mileage Allowance	161	150	200
246 Liability Insurance	100	133	131
250 Professional and Contracted Services	14,272	35,000	30,000
252 Advertising and Legal Notices	726	5,800	3,000
263 Postage	31	5,100	3,100
264 Printing and Copying	-	16,000	13,000
<i>Subtotal</i>	<i>15,294</i>	<i>62,433</i>	<i>49,431</i>
SERVICE TOTAL	\$ 61,103	\$ 110,070	\$ 101,447

Human Resources Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	713,740	728,249	780,369
Operating and Maintenance	182,271	216,182	197,069
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 896,011	\$ 944,431	\$ 977,438

The Human Resources Division includes one budget service.

SERVICE: Human Resources

FUND: General Fund

DEPARTMENT: Administration

Service Description:

The Human Resources Division performs essential functions required to recruit, select, train and retain the best employees in order to provide excellent customer service for those who live in, work in and visit the City of Longmont. Human Resources 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:	2011 Budget	2012 Budget	2013 Budget
Human Resources Director	1.00	1.00	1.00
Compensation and Benefits Manager	1.00	0.00	0.00
Compensation and Benefits Analyst	1.00	0.00	0.00
Compensation Specialist	0.00	1.00	1.00
Benefits Administrator	0.00	1.00	1.00
Human Resources Partner	3.00	3.00	3.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	0.50	1.00	1.00
Total	7.50	8.00	8.00

SERVICE: Human Resources**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	493,401	538,064	564,658
112	Wages - Temporary	32,892	7,000	7,488
121	Wages - Overtime	264	260	300
122	Longevity Compensation	1,380	1,440	1,500
123	Leave Expense	11,160	-	-
126	Retirement Health Savings Plan	11,901	3,200	3,200
128	FICA	1,798	434	464
129	Medicare	6,590	7,905	8,297
131	MOPC	24,871	26,906	28,232
132	Employee Insurance	70,926	74,254	84,696
133	Employee Retirement	29,855	32,821	35,573
135	Compensation Insurance	211	186	917
136	Unemployment Insurance	1,313	1,613	1,693
137	Staff Training and Conferences	92	-	9,000
138	Tuition Reimbursement	23,967	30,000	30,000
139	Dental Insurance	2,627	3,766	3,951
142	Food Allowance	491	400	400
	<i>Subtotal</i>	<i>713,740</i>	<i>728,249</i>	<i>780,369</i>
Operating and Maintenance				
210	Office Supplies	3,244	3,000	3,000
215	Audiovisual Materials	-	2,000	2,000
216	Reference Books and Materials	330	720	1,500
217	Dues and Subscriptions	7,177	7,985	7,985
218	Non-Capital Equipment and Furniture	7,486	1,600	1,600
229	Materials and Supplies	159	-	200
230	Printing and Copier Supplies	3,172	3,200	2,200
240	Equipment Repair and Maintenance	2,498	4,460	3,852
243	Non-Capital Computer Equipment and Supplies	3,497	1,820	1,820
245	Mileage Allowance	711	400	500
246	Liability Insurance	2,092	2,609	2,024
250	Professional and Contracted Services	118,853	139,388	129,388
252	Advertising and Legal Notices	18,513	21,000	15,000
263	Postage	2,613	3,000	3,000
264	Printing and Copying	2,944	5,000	3,000
269	Other Services and Charges	8,983	20,000	20,000
	<i>Subtotal</i>	<i>182,271</i>	<i>216,182</i>	<i>197,069</i>
	SERVICE TOTAL	\$ 896,011	\$ 944,431	\$ 977,438

City Attorney Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	789,588	829,050	856,602
Operating and Maintenance	49,225	115,851	82,314
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 838,813	\$ 944,901	\$ 938,916

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:	2011 Budget	2012 Budget	2013 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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	598,126	641,401	651,215
112 Wages - Temporary	-	-	6,190
114 Skill Based Pay	900	900	900
121 Wages - Overtime	-	150	150
123 Leave Expense	16,265	-	-
126 Retirement Health Savings Plan	4,281	3,000	3,000
128 FICA	-	-	384
129 Medicare	7,655	9,295	9,486
131 MOPC	30,689	32,049	32,397
132 Employee Insurance	84,072	88,336	97,055
133 Employee Retirement	36,839	39,100	40,819
135 Compensation Insurance	243	225	339
136 Unemployment Insurance	1,557	1,919	1,942
137 Staff Training and Conferences	5,553	7,895	7,895
139 Dental Insurance	3,114	4,480	4,530
142 Food Allowance	295	300	300
<i>Subtotal</i>	<i>789,588</i>	<i>829,050</i>	<i>856,602</i>
Operating and Maintenance			
210 Office Supplies	1,037	1,300	2,209
216 Reference Books and Materials	270	4,428	4,428
217 Dues and Subscriptions	1,886	3,190	3,190
218 Non-Capital Equipment and Furniture	427	2,200	600
229 Materials and Supplies	-	100	-
230 Printing and Copier Supplies	784	809	-
240 Equipment Repair and Maintenance	3,737	5,200	6,775
243 Non-Capital Computer Equipment and Supplies	418	2,644	2,644
245 Mileage Allowance	2,447	2,800	2,800
246 Liability Insurance	1,612	2,224	2,256
250 Professional and Contracted Services	6,920	57,522	22,522
255 Jury and Witness Fees	449	550	550
261 Telephone Charges	554	617	617
263 Postage	747	1,484	1,484
264 Printing and Copying	710	1,180	1,180
269 Other Services and Charges	27,227	29,603	31,059
<i>Subtotal</i>	<i>49,225</i>	<i>115,851</i>	<i>82,314</i>
SERVICE TOTAL	\$ 838,813	\$ 944,901	\$ 938,916

Municipal Court Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	574,204	605,069	617,450
Operating and Maintenance	109,274	138,681	133,405
Non-Operating	-	-	-
Capital	19,910	20,000	-
TOTAL	\$ 703,388	\$ 763,750	\$ 750,855

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 70 wedding ceremonies each year

SERVICE: Municipal Court

Budgeted Positions:	2011 Budget	2012 Budget	2013 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	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	254,484	271,801	274,514
112 Wages - Temporary	202	2,390	1,300
114 Skill Based Pay	1,801	1,800	1,800
121 Wages - Overtime	304	422	1,000
122 Longevity Compensation	1,500	1,560	1,620
123 Leave Expense	13,561	-	-
124 Skill Based Overtime Pay	6	-	-
126 Retirement Health Savings Plan	2,740	1,600	1,600
128 FICA	-	148	81
129 Medicare	1,830	2,267	2,272
131 MOPC	13,549	13,680	13,816
132 Employee Insurance	36,490	37,509	41,177
133 Employee Retirement	16,264	16,688	17,408
135 Compensation Insurance	110	97	146
136 Unemployment Insurance	675	815	824
137 Staff Training and Conferences	-	37	1
139 Dental Insurance	1,352	1,903	1,921
142 Food Allowance	50	-	-
<i>Subtotal</i>	<i>344,919</i>	<i>352,717</i>	<i>359,480</i>
Operating and Maintenance			
210 Office Supplies	2,059	3,650	3,650
216 Reference Books and Materials	3,494	4,200	3,700
217 Dues and Subscriptions	516	1,710	1,000
218 Non-Capital Equipment and Furniture	3,715	3,579	4,326
229 Materials and Supplies	24	321	321
230 Printing and Copier Supplies	-	500	500
240 Equipment Repair and Maintenance	1,293	1,104	1,604
243 Non-Capital Computer Equipment and Supplies	56	6,733	2,513
245 Mileage Allowance	-	100	1
246 Liability Insurance	769	1,003	971
250 Professional and Contracted Services	80,136	90,015	91,015
255 Jury and Witness Fees	231	700	500
263 Postage	2,043	3,300	3,150
264 Printing and Copying	742	3,967	2,928
269 Other Services and Charges	4,452	6,180	6,180
<i>Subtotal</i>	<i>99,530</i>	<i>127,062</i>	<i>122,359</i>
Capital Outlay			
440 Machinery and Equipment	19,910	20,000	-
<i>Subtotal</i>	<i>19,910</i>	<i>20,000</i>	<i>-</i>
SERVICE TOTAL	\$ 464,359	\$ 499,779	\$ 481,839

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

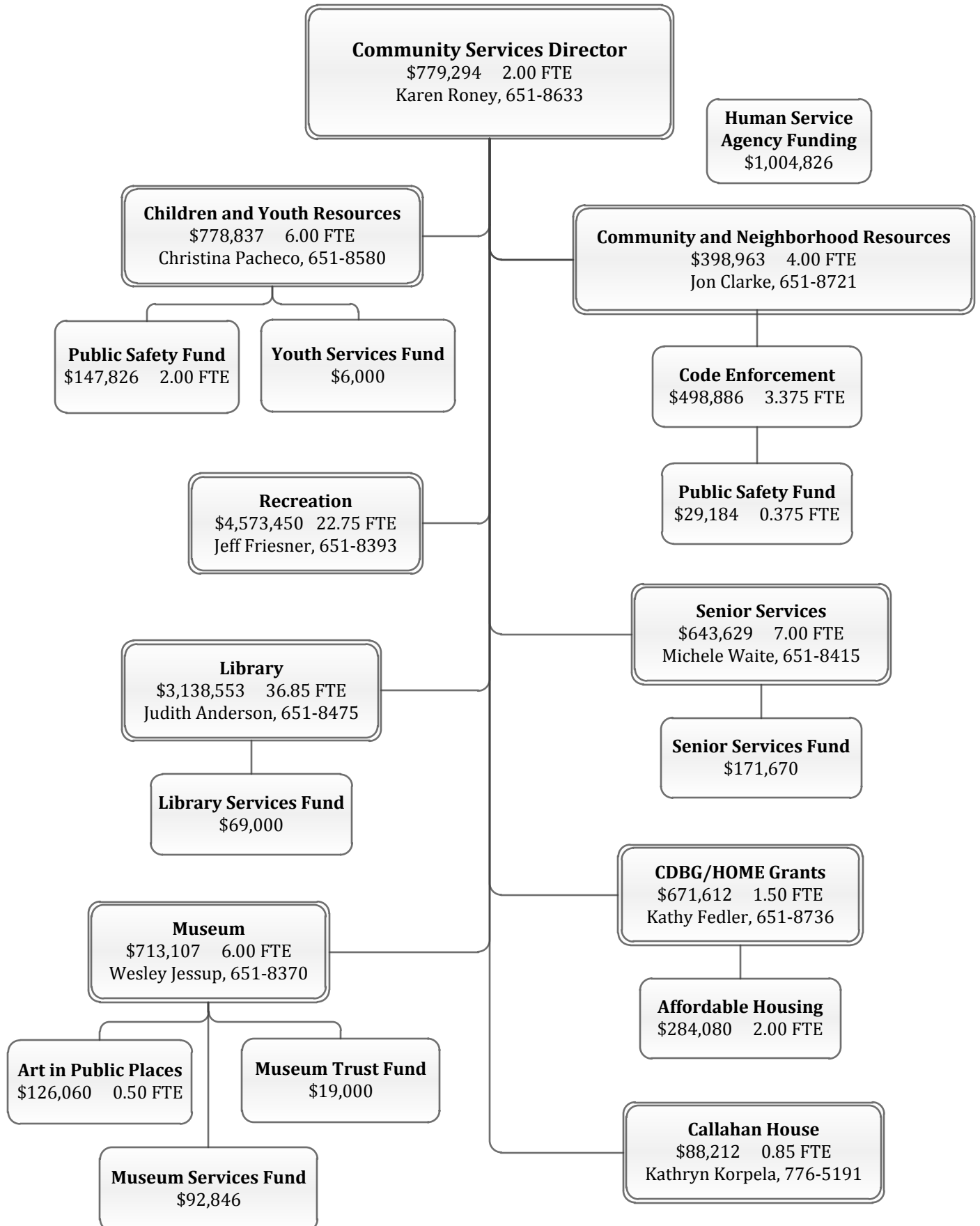
Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	169,111	189,026	191,555
112 Wages - Temporary	2,273	3,595	2,205
114 Skill Based Pay	1,419	1,800	1,800
121 Wages - Overtime	-	1,020	900
122 Longevity Compensation	1,620	1,680	1,740
123 Leave Expense	3,657	-	-
126 Retirement Health Savings Plan	1,952	1,400	1,400
128 FICA	691	223	137
129 Medicare	1,504	1,853	1,861
131 MOPC	8,784	9,541	9,668
132 Employee Insurance	25,435	26,086	28,733
133 Employee Retirement	10,544	11,639	12,182
135 Compensation Insurance	512	365	453
136 Unemployment Insurance	471	567	575
137 Staff Training and Conferences	370	2,234	3,420
139 Dental Insurance	943	1,323	1,341
<i>Subtotal</i>	<i>229,286</i>	<i>252,352</i>	<i>257,970</i>
Operating and Maintenance			
210 Office Supplies	917	813	1,000
216 Reference Books and Materials	46	100	50
217 Dues and Subscriptions	150	150	150
218 Non-Capital Equipment and Furniture	255	1,000	1,000
229 Materials and Supplies	153	400	400
230 Printing and Copier Supplies	404	300	400
240 Equipment Repair and Maintenance	726	830	840
243 Non-Capital Computer Equipment and Supplies	-	200	100
245 Mileage Allowance	79	-	200
246 Liability Insurance	579	747	825
247 Safety Expenses	76	250	300
250 Professional and Contracted Services	1,050	1,500	1,500
261 Telephone Charges	458	332	650
263 Postage	372	841	600
264 Printing and Copying	607	750	600
273 Fleet Lease - Operating and Maintenance	3,873	3,406	2,431
<i>Subtotal</i>	<i>9,744</i>	<i>11,619</i>	<i>11,046</i>
SERVICE TOTAL	\$ 239,029	\$ 263,971	\$ 269,016

Community Services Department

\$14,235,035 95.80 FTE



Community Services Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	7,467,527	7,771,662	8,191,110
Operating and Maintenance	3,592,572	3,974,437	4,125,916
Non-Operating	160,421	195,063	212,519
Capital	269,759	110,500	-
TOTAL	\$ 11,490,278	\$ 12,051,662	\$ 12,529,545

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, Graffiti Removal, 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

	2011 Actual	2012 Budget	2013 Budget
Personal Services	253,004	267,539	272,754
Operating and Maintenance	1,168,347	1,290,176	1,298,847
Non-Operating	158,375	195,063	212,519
Capital	-	-	-
TOTAL	\$ 1,579,726	\$ 1,752,778	\$ 1,784,120

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:	2011 Budget	2012 Budget	2013 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**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	181,598	184,929	186,977
112 Wages - Temporary	200	1,150	1,150
121 Wages - Overtime	1,229	1,439	1,439
123 Leave Expense	1,232	-	-
126 Retirement Health Savings Plan	2,531	800	800
128 FICA	-	71	71
129 Medicare	2,339	2,679	2,710
131 MOPC	9,093	9,181	9,284
132 Employee Insurance	24,544	25,341	27,851
133 Employee Retirement	11,327	11,201	11,698
135 Compensation Insurance	73	93	99
136 Unemployment Insurance	455	551	557
137 Staff Training and Conferences	16,493	28,169	28,169
139 Dental Insurance	909	1,285	1,299
142 Food Allowance	981	650	650
<i>Subtotal</i>	<i>253,004</i>	<i>267,539</i>	<i>272,754</i>
Operating and Maintenance			
210 Office Supplies	483	800	800
216 Reference Books and Materials	-	184	184
217 Dues and Subscriptions	25	25	25
218 Non-Capital Equipment and Furniture	-	7,550	-
229 Materials and Supplies	300	100	100
240 Equipment Repair and Maintenance	-	140	140
243 Non-Capital Computer Equipment and Supplies	9,113	8,995	670
245 Mileage Allowance	2,400	2,400	2,400
246 Liability Insurance	5,094	5,513	5,227
250 Professional and Contracted Services	255,025	196,750	205,000
252 Advertising and Legal Notices	689	-	-
263 Postage	369	853	853
264 Printing and Copying	2,695	872	872
269 Other Services and Charges	34,031	87,450	77,750
<i>Subtotal</i>	<i>310,225</i>	<i>311,632</i>	<i>294,021</i>
Non-Operating Expense			
970 Transfers To Other Funds	158,375	195,063	212,519
<i>Subtotal</i>	<i>158,375</i>	<i>195,063</i>	<i>212,519</i>
SERVICE TOTAL	\$ 721,604	\$ 774,234	\$ 779,294

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.

		2011 Actual	2012 Budget	2013 Budget
Operating and Maintenance				
250	Professional and Contracted Services	858,122	978,544	1,004,826
	SERVICE TOTAL	\$ 858,122	\$ 978,544	\$ 1,004,826

Community and Neighborhood Resources Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	649,323	743,457	753,853
Operating and Maintenance	115,284	143,555	143,996
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 764,606	\$ 887,012	\$ 897,849

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

SERVICE: **Community and Neighborhood Response**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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.

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 and Neighborhood Response

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Community & Neighborhood Resources Super	1.00	1.00	1.00
Community Relations Program Coordinator	0.00	1.00	1.00
Community Relations Specialist	0.00	1.00	1.00
Total	1.00	3.00	3.00

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	73,137	192,937	200,247
112 Wages - Temporary	24,361	25,000	25,000
114 Skill Based Pay	46	2,400	2,400
123 Leave Expense	101	-	-
126 Retirement Health Savings Plan	1,066	1,200	1,200
128 FICA	1,611	1,550	1,550
129 Medicare	1,289	3,196	3,302
131 MOPC	3,619	9,767	10,133
132 Employee Insurance	9,451	26,626	30,037
133 Employee Retirement	4,347	11,914	12,767
135 Compensation Insurance	37	33	116
136 Unemployment Insurance	175	579	600
139 Dental Insurance	350	1,351	1,402
142 Food Allowance	203	1,000	-
<i>Subtotal</i>	<i>119,793</i>	<i>277,553</i>	<i>288,754</i>
Operating and Maintenance			
210 Office Supplies	558	1,500	-
216 Reference Books and Materials	23	500	-
217 Dues and Subscriptions	-	100	-
218 Non-Capital Equipment and Furniture	-	350	350
229 Materials and Supplies	8,432	13,100	10,100
243 Non-Capital Computer Equipment and Supplies	1,029	500	-
245 Mileage Allowance	683	700	2,350
246 Liability Insurance	260	338	774
249 Operating Leases and Rentals	-	2,500	-
250 Professional and Contracted Services	2,641	8,000	16,200
263 Postage	384	2,311	-
264 Printing and Copying	303	3,850	-
269 Other Services and Charges	35	-	-
<i>Subtotal</i>	<i>14,348</i>	<i>33,749</i>	<i>29,774</i>
SERVICE TOTAL	\$ 134,142	\$ 311,302	\$ 318,528

SERVICE: Community and Neighborhood Support Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Community and Neighborhood Support Services

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Community Relations Program Coordinator	1.00	0.00	0.00
Community Relations Specialist	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Total	3.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	134,082	41,540	42,383
112 Wages - Temporary	1,880	1,930	1,930
114 Skill Based Pay	2,610	-	1,200
121 Wages - Overtime	14	-	-
123 Leave Expense	7,259	-	-
126 Retirement Health Savings Plan	800	400	400
128 FICA	-	120	120
129 Medicare	1,823	630	660
131 MOPC	7,178	2,077	2,179
132 Employee Insurance	20,244	5,732	6,357
133 Employee Retirement	8,613	2,534	2,746
135 Compensation Insurance	1,864	1,827	1,214
136 Unemployment Insurance	375	125	127
139 Dental Insurance	750	291	297
142 Food Allowance	132	1,191	2,191
<i>Subtotal</i>	<i>187,623</i>	<i>58,397</i>	<i>61,804</i>
Operating and Maintenance			
210 Office Supplies	458	1,572	3,072
216 Reference Books and Materials	-	800	1,300
217 Dues and Subscriptions	558	811	911
218 Non-Capital Equipment and Furniture	-	248	248
229 Materials and Supplies	4,412	-	-
230 Printing and Copier Supplies	-	100	100
240 Equipment Repair and Maintenance	-	150	150
243 Non-Capital Computer Equipment and Supplies	105	100	600
245 Mileage Allowance	387	1,650	-
246 Liability Insurance	418	553	153
249 Operating Leases and Rentals	936	-	3,600
250 Professional and Contracted Services	1,657	8,200	-
252 Advertising and Legal Notices	-	332	332
261 Telephone Charges	130	100	100
263 Postage	551	904	3,215
264 Printing and Copying	2,620	2,100	4,850
269 Other Services and Charges	222	-	-
<i>Subtotal</i>	<i>12,455</i>	<i>17,620</i>	<i>18,631</i>
SERVICE TOTAL	\$ 200,078	\$ 76,017	\$ 80,435

SERVICE: Code Enforcement

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Four main areas of focus are:

Health and safety concerns such as substandard housing; hoarding; rental housing standards; vacant/abandoned/dangerous buildings; condemnations of unsafe structures; rodent and insect infestations; mold; building without permits (fences, porches, sheds, re-roofs; clandestine meth labs, illegal marijuana grow operations and adherence to building code.

Environmental concerns such as storm water quality protection – EPA mandated National Pollutant Discharge Elimination System; stagnant water to prevent mosquito breeding grounds; illegal dumping.

Enforcement of nuisance codes that include junked and abandoned vehicles on private and public property; parking violations on public streets, accumulations of junk and debris on private and public property; illegal obstructions of the public streets, alleys and sidewalks; snow and ice on sidewalks; dead or diseased trees and overgrown weeds; graffiti; rat control; slaughter house regulations; regulation of amateur radio towers; Illegal connections to utility lines; excavations and bee keeping.

Enforcement of zoning ordinances for permitted uses of public rights of way; house numbering; ambulatory vendors; city park regulations; fence permits; wood burning restrictions; sign code regulations; smoking in public places, home occupations and outdoor lighting – dark sky regulations.

SERVICE: Code Enforcement

Budgeted Positions:	2011 Budget	2012 Budget	2013 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

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	157,259	169,642	172,976
112 Wages - Temporary	114,084	145,300	145,853
114 Skill Based Pay	1,200	1,200	1,200
121 Wages - Overtime	242	587	587
123 Leave Expense	4,770	-	-
126 Retirement Health Savings Plan	1,369	1,200	1,200
128 FICA	7,063	9,009	9,043
129 Medicare	3,714	4,583	3,335
131 MOPC	8,167	8,541	8,709
132 Employee Insurance	22,109	23,411	25,947
133 Employee Retirement	9,804	10,421	10,973
135 Compensation Insurance	379	770	1,053
136 Unemployment Insurance	410	509	519
139 Dental Insurance	819	1,188	1,210
141 Uniforms and Protective Clothing	-	2,500	-
142 Food Allowance	-	40	40
<i>Subtotal</i>	<i>331,387</i>	<i>378,901</i>	<i>382,645</i>
Operating and Maintenance			
210 Office Supplies	560	1,466	1,466
216 Reference Books and Materials	74	200	200
217 Dues and Subscriptions	845	901	901
218 Non-Capital Equipment and Furniture	1,937	280	280
223 Lab and Photo Supplies	1,690	600	600
229 Materials and Supplies	239	636	636
230 Printing and Copier Supplies	1,641	1,620	1,620
240 Equipment Repair and Maintenance	9,621	13,572	13,572
243 Non-Capital Computer Equipment and Supplies	1,675	598	598
245 Mileage Allowance	7	-	-
246 Liability Insurance	1,090	1,871	2,494
247 Safety Expenses	3,614	3,094	3,094
250 Professional and Contracted Services	39,102	42,069	27,069
261 Telephone Charges	1,824	1,800	1,800
263 Postage	1,671	2,077	2,077
264 Printing and Copying	870	1,822	1,822
273 Fleet Lease - Operating and Maintenance	14,993	14,891	23,754
274 Fleet Lease - Replacement	-	-	4,296
<i>Subtotal</i>	<i>81,452</i>	<i>87,497</i>	<i>86,279</i>
SERVICE TOTAL	\$ 412,839	\$ 466,398	\$ 468,924

SERVICE: **Graffiti Removal**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service provides graffiti removal from a variety of exterior surfaces to include buildings, walls, fences, sidewalks, curbs, signage or permanent structures that have been defaced or damaged by spray paint, or marking of ink, chalk, dye or other similar substances on private buildings, structures, places and properties as well as assistance with other maintenance type activities and special events.

SERVICE: Graffiti Removal

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Graffiti Removal Specialist	0.00	0.38	0.38
Total	0.00	0.38	0.38

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	7,026	13,369	13,639
112 Wages - Temporary	-	10,609	1,944
121 Wages - Overtime	25	-	250
123 Leave Expense	114	-	-
126 Retirement Health Savings Plan	571	152	152
128 FICA	-	658	121
129 Medicare	87	348	226
131 MOPC	351	668	682
132 Employee Insurance	1,823	1,845	2,046
133 Employee Retirement	421	816	859
135 Compensation Insurance	-	8	170
136 Unemployment Insurance	34	40	41
139 Dental Insurance	68	93	95
141 Uniforms and Protective Clothing	-	-	425
<i>Subtotal</i>	<i>10,519</i>	<i>28,606</i>	<i>20,650</i>
Operating and Maintenance			
210 Office Supplies	-	-	100
218 Non-Capital Equipment and Furniture	560	270	500
223 Lab and Photo Supplies	-	-	300
229 Materials and Supplies	97	600	1,730
230 Printing and Copier Supplies	-	-	100
240 Equipment Repair and Maintenance	-	-	2,500
241 Equipment Repair and Maintenance	2,950	-	-
246 Liability Insurance	298	373	366
247 Safety Expenses	542	67	2,036
250 Professional and Contracted Services	-	-	1,500
261 Telephone Charges	57	-	180
273 Fleet Lease - Operating and Maintenance	2,524	3,379	-
<i>Subtotal</i>	<i>7,029</i>	<i>4,689</i>	<i>9,312</i>
SERVICE TOTAL	\$ 17,548	\$ 33,295	\$ 29,962

Library Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,291,414	2,393,989	2,441,469
Operating and Maintenance	619,107	695,564	697,084
Non-Operating	-	-	-
Capital	12,471	-	-
TOTAL	\$ 2,922,993	\$ 3,089,553	\$ 3,138,553

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:	2011 Budget	2012 Budget	2013 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		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	203,492	227,475	224,078
112	Wages - Temporary	1,539	1,458	1,458
114	Skill Based Pay	529	450	450
121	Wages - Overtime	-	700	700
122	Longevity Compensation	1,980	2,040	2,100
123	Leave Expense	2,065	-	-
126	Retirement Health Savings Plan	2,100	1,500	1,500
128	FICA	89	90	90
129	Medicare	2,330	2,862	2,810
131	MOPC	10,842	11,397	11,227
132	Employee Insurance	30,740	31,391	33,611
133	Employee Retirement	13,015	13,904	14,144
135	Compensation Insurance	83	79	121
136	Unemployment Insurance	570	682	673
139	Dental Insurance	1,138	1,594	1,568
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	5	-	-
	<i>Subtotal</i>	<i>270,516</i>	<i>295,722</i>	<i>294,630</i>
Operating and Maintenance				
210	Office Supplies	5,364	5,857	5,857
217	Dues and Subscriptions	422	1,000	500
218	Non-Capital Equipment and Furniture	7,718	500	500
229	Materials and Supplies	4,809	4,298	5,000
232	Building Repair and Maintenance	698	-	-
240	Equipment Repair and Maintenance	3,627	12,914	10,024
243	Non-Capital Computer Equipment and Supplies	25,486	24,936	24,936
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,822	1,675	1,667
247	Safety Expenses	2,180	2,949	2,949
250	Professional and Contracted Services	4,697	4,017	8,500
261	Telephone Charges	217	800	300
263	Postage	622	550	550
264	Printing and Copying	1,270	800	800
269	Other Services and Charges	232	-	-
	<i>Subtotal</i>	<i>59,167</i>	<i>60,328</i>	<i>61,615</i>
	SERVICE TOTAL	\$ 329,682	\$ 356,050	\$ 356,245

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; eliminating outdated materials from the collection and Interlibrary Loan, which is the lending and borrowing of books from other libraries.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.20	4.25	4.25
Senior Library Technician	0.75	0.75	0.75
Library Technician	2.75	2.57	2.50
Library Assistant	0.75	0.75	0.75
Total	9.45	9.32	9.25

SERVICE: Adult Services**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	438,825	468,025	468,795
112	Wages - Temporary	43,271	39,971	50,471
114	Skill Based Pay	-	-	150
121	Wages - Overtime	4	-	-
122	Longevity Compensation	2,745	2,838	2,931
123	Leave Expense	20,622	-	-
126	Retirement Health Savings Plan	8,033	3,728	3,700
128	FICA	2,278	2,478	3,129
129	Medicare	5,410	6,801	6,959
131	MOPC	22,629	23,404	23,446
132	Employee Insurance	64,032	64,588	70,320
133	Employee Retirement	27,163	28,549	29,544
135	Compensation Insurance	6,416	308	268
136	Unemployment Insurance	1,187	1,402	1,407
139	Dental Insurance	2,371	3,277	3,282
	<i>Subtotal</i>	<i>644,986</i>	<i>645,369</i>	<i>664,402</i>
Operating and Maintenance				
211	Adult Books	172,829	189,290	190,145
213	Periodicals	14,500	15,036	15,036
214	Pamphlets and Documents	1,255	2,000	2,000
215	Audiovisual Materials	54,324	33,845	38,845
216	Reference Books and Materials	63,965	78,790	58,790
217	Dues and Subscriptions	-	9,580	9,580
245	Mileage Allowance	493	300	300
246	Liability Insurance	1,999	2,359	2,317
250	Professional and Contracted Services	3,539	3,450	3,450
264	Printing and Copying	499	-	-
269	Other Services and Charges	46,864	84,060	95,766
	<i>Subtotal</i>	<i>360,266</i>	<i>418,710</i>	<i>416,229</i>
	SERVICE TOTAL	\$ 1,005,253	\$ 1,064,079	\$ 1,080,631

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:	2011 Budget	2012 Budget	2013 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**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	231,853	247,044	251,219
112 Wages - Temporary	10,629	17,435	17,628
114 Skill Based Pay	12	-	-
122 Longevity Compensation	1,440	1,500	1,560
123 Leave Expense	6,676	-	-
126 Retirement Health Savings Plan	2,167	1,840	1,840
128 FICA	878	1,081	1,093
129 Medicare	2,388	3,834	3,897
131 MOPC	11,879	12,352	12,561
132 Employee Insurance	33,368	34,093	37,683
133 Employee Retirement	14,260	15,069	15,828
135 Compensation Insurance	99	89	249
136 Unemployment Insurance	618	741	754
139 Dental Insurance	1,236	1,730	1,759
<i>Subtotal</i>	<i>317,504</i>	<i>336,808</i>	<i>346,071</i>
Operating and Maintenance			
212 Children's Books	55,628	57,857	65,857
213 Periodicals	-	2,100	2,100
215 Audiovisual Materials	11,019	13,065	13,065
218 Non-Capital Equipment and Furniture	273	433	433
229 Materials and Supplies	5,144	5,000	5,000
245 Mileage Allowance	-	230	230
246 Liability Insurance	692	927	929
264 Printing and Copying	2,642	2,700	2,700
269 Other Services and Charges	-	-	400
<i>Subtotal</i>	<i>75,398</i>	<i>82,312</i>	<i>90,714</i>
SERVICE TOTAL	\$ 392,902	\$ 419,120	\$ 436,785

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:	2011 Budget	2012 Budget	2013 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Technician	0.40	0.00	0.00
Library Assistant	3.90	4.40	4.40
Library Page	5.00	5.00	5.00
Total	11.30	11.40	11.40

SERVICE: Circulation**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	360,423	374,117	380,023
112	Wages - Temporary	86,098	103,658	104,352
114	Skill Based Pay	1,327	1,050	1,500
122	Longevity Compensation	2,415	2,502	2,589
123	Leave Expense	9,999	-	-
126	Retirement Health Savings Plan	4,682	4,560	4,560
128	FICA	5,273	6,427	6,470
129	Medicare	5,128	6,175	6,255
131	MOPC	18,798	18,158	19,076
132	Employee Insurance	50,538	51,628	57,003
133	Employee Retirement	22,565	22,886	24,036
135	Compensation Insurance	4,936	4,984	4,624
136	Unemployment Insurance	937	1,121	1,140
139	Dental Insurance	1,875	2,620	2,660
	<i>Subtotal</i>	<i>574,994</i>	<i>599,886</i>	<i>614,288</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	39	1,836	1,800
229	Materials and Supplies	2,388	2,500	2,400
240	Equipment Repair and Maintenance	-	1,450	-
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,211	1,702	1,682
263	Postage	2,023	3,000	2,800
264	Printing and Copying	7	-	-
	<i>Subtotal</i>	<i>5,667</i>	<i>10,520</i>	<i>8,714</i>
Capital Outlay				
440	Machinery and Equipment	12,471	-	-
	<i>Subtotal</i>	<i>12,471</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 593,132	\$ 610,406	\$ 623,002

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 and Preparation; which is the preparation, such as jacketing, of new materials to go into the collection.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Librarian II	1.00	1.00	1.00
Librarian I	0.30	0.25	0.25
PC Specialist	0.00	1.00	1.00
Senior Library Technician	1.00	0.00	0.00
Library Technician	3.10	3.18	3.25
Library Assistant	1.85	1.85	1.85
Library Page	0.50	0.50	0.50
Total	7.75	7.78	7.85

SERVICE: Technical Services**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	314,958	345,845	353,561
112 Wages - Temporary	57,651	66,661	57,228
114 Skill Based Pay	84	-	900
123 Leave Expense	16,283	-	-
126 Retirement Health Savings Plan	2,918	3,112	3,140
128 FICA	3,055	4,133	3,548
129 Medicare	4,518	5,983	5,970
131 MOPC	15,789	17,292	17,724
132 Employee Insurance	45,855	47,726	53,034
133 Employee Retirement	18,943	21,096	22,334
135 Compensation Insurance	813	897	1,103
136 Unemployment Insurance	850	1,038	1,061
139 Dental Insurance	1,698	2,421	2,475
<i>Subtotal</i>	<i>483,414</i>	<i>516,204</i>	<i>522,078</i>
Operating and Maintenance			
229 Materials and Supplies	25,406	22,000	26,500
240 Equipment Repair and Maintenance	43,879	40,428	45,400
243 Non-Capital Computer Equipment and Supplies	2,073	7,990	4,000
246 Liability Insurance	1,092	1,443	1,449
263 Postage	7,137	9,233	8,278
264 Printing and Copying	4,931	6,000	6,000
269 Other Services and Charges	34,091	36,600	28,185
<i>Subtotal</i>	<i>118,609</i>	<i>123,694</i>	<i>119,812</i>
SERVICE TOTAL	\$ 602,023	\$ 639,898	\$ 641,890

Museum Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	505,109	546,353	576,498
Operating and Maintenance	85,872	65,702	136,609
Non-Operating	-	-	-
Capital	12,000	-	-
TOTAL	\$ 602,982	\$ 612,055	\$ 713,107

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:	2011 Budget	2012 Budget	2013 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	4.00	4.00	4.00
Assistant Museum Curator	0.00	0.00	0.60
Executive Assistant	1.00	1.00	1.00
Total	6.00	6.00	6.60

SERVICE: Museum**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	336,560	357,402	392,320
112	Wages - Temporary	53,853	80,216	61,116
121	Wages - Overtime	869	1,185	1,185
123	Leave Expense	8,198	-	-
126	Retirement Health Savings Plan	3,174	2,400	2,640
128	FICA	4,049	4,973	3,789
129	Medicare	5,285	6,345	6,574
131	MOPC	17,237	17,869	19,616
132	Employee Insurance	49,582	49,322	58,848
133	Employee Retirement	20,621	21,802	24,717
135	Compensation Insurance	2,930	1,266	1,770
136	Unemployment Insurance	917	1,072	1,177
139	Dental Insurance	1,836	2,501	2,746
	<i>Subtotal</i>	<i>505,109</i>	<i>546,353</i>	<i>576,498</i>
Operating and Maintenance				
210	Office Supplies	1,049	2,200	2,200
216	Reference Books and Materials	1,364	800	800
217	Dues and Subscriptions	1,703	2,324	2,324
218	Non-Capital Equipment and Furniture	9,226	800	800
223	Lab and Photo Supplies	1,066	-	-
225	Freight	6,000	7,750	7,750
229	Materials and Supplies	15,302	10,050	10,050
230	Printing and Copier Supplies	1,444	780	780
232	Building Repair and Maintenance	971	-	-
240	Equipment Repair and Maintenance	3,120	3,602	3,602
243	Non-Capital Computer Equipment and Supplies	1,898	3,762	3,762
245	Mileage Allowance	1,262	1,068	1,068
246	Liability Insurance	1,331	1,523	1,541
249	Operating Leases and Rentals	12,477	17,350	70,739
250	Professional and Contracted Services	9,241	4,010	4,010
252	Advertising and Legal Notices	1,509	-	-
261	Telephone Charges	215	240	240
263	Postage	4,388	3,195	3,195
264	Printing and Copying	6,962	6,098	23,598
269	Other Services and Charges	5,345	150	150
	<i>Subtotal</i>	<i>85,872</i>	<i>65,702</i>	<i>136,609</i>
Capital Outlay				
475	Building and Facility Improvement	12,000	-	-
	<i>Subtotal</i>	<i>12,000</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$ 602,982	\$ 612,055	\$ 713,107

Recreation Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,803,275	2,756,473	3,050,277
Operating and Maintenance	1,324,467	1,446,405	1,523,173
Non-Operating	2,046	-	-
Capital	245,288	110,500	-
TOTAL	\$ 4,375,077	\$ 4,313,378	\$ 4,573,450

Recreation includes twelve 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:	2011 Budget	2012 Budget	2013 Budget
Recreation Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.50	0.50	0.50
Total	1.50	1.50	1.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	127,845	124,478	125,720
112 Wages - Temporary	1,623	500	24,420
121 Wages - Overtime	-	200	200
123 Leave Expense	881	-	-
126 Retirement Health Savings Plan	1,854	600	600
128 FICA	-	31	1,514
129 Medicare	1,536	1,812	2,177
131 MOPC	6,377	6,224	6,287
132 Employee Insurance	16,678	17,178	18,859
133 Employee Retirement	7,655	7,593	7,920
135 Compensation Insurance	57	43	66
136 Unemployment Insurance	309	373	377
139 Dental Insurance	618	872	880
141 Uniforms and Protective Clothing	-	850	850
142 Food Allowance	490	500	500
<i>Subtotal</i>	<i>165,921</i>	<i>161,254</i>	<i>190,370</i>
Operating and Maintenance			
210 Office Supplies	1,323	4,950	4,950
216 Reference Books and Materials	68	50	50
217 Dues and Subscriptions	270	360	360
218 Non-Capital Equipment and Furniture	794	300	300
229 Materials and Supplies	710	3,264	3,264
230 Printing and Copier Supplies	2,270	1,000	1,000
240 Equipment Repair and Maintenance	14,092	21,086	21,086
243 Non-Capital Computer Equipment and Supplies	3,971	13,748	18,473
245 Mileage Allowance	1,445	2,937	2,937
246 Liability Insurance	491	492	440
247 Safety Expenses	-	296	296
249 Operating Leases and Rentals	-	1,900	1,900
250 Professional and Contracted Services	2,033	3,000	3,000
252 Advertising and Legal Notices	-	2,000	2,000
261 Telephone Charges	4,562	3,540	3,540
263 Postage	2	39,125	39,125
264 Printing and Copying	22,302	22,984	28,774
269 Other Services and Charges	54,953	58,941	58,941
<i>Subtotal</i>	<i>109,286</i>	<i>179,973</i>	<i>190,436</i>
Capital Outlay			
440 Machinery and Equipment	-	100,000	-
<i>Subtotal</i>	<i>-</i>	<i>100,000</i>	<i>-</i>
SERVICE TOTAL	\$ 275,207	\$ 441,227	\$ 380,806

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.40	0.30	0.40
Recreation Specialist	0.10	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	2.60	2.50
Total	6.75	6.75	6.75

SERVICE: Recreation Center**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	265,210	287,634	292,130
112 Wages - Temporary	560,170	515,351	522,455
114 Skill Based Pay	1,200	1,200	-
121 Wages - Overtime	140	1,000	1,000
123 Leave Expense	13,764	-	-
126 Retirement Health Savings Plan	3,065	2,700	2,700
128 FICA	32,604	31,951	32,392
129 Medicare	11,126	11,659	11,812
131 MOPC	14,007	14,441	14,607
132 Employee Insurance	38,974	39,692	43,819
133 Employee Retirement	16,814	17,618	18,405
135 Compensation Insurance	8,674	8,256	11,133
136 Unemployment Insurance	722	864	876
139 Dental Insurance	1,444	2,014	2,046
141 Uniforms and Protective Clothing	283	3,800	3,800
142 Food Allowance	124	-	-
<i>Subtotal</i>	<i>968,322</i>	<i>938,180</i>	<i>957,175</i>
Operating and Maintenance			
210 Office Supplies	2,223	3,000	3,000
216 Reference Books and Materials	106	-	-
217 Dues and Subscriptions	1,176	815	815
218 Non-Capital Equipment and Furniture	12,052	11,800	10,000
222 Chemicals	23,645	33,065	33,065
224 Resale Merchandise	6,506	11,000	11,000
228 Janitorial Supplies	1,127	500	500
229 Materials and Supplies	8,098	15,237	19,237
230 Printing and Copier Supplies	632	4,500	4,500
232 Building Repair and Maintenance	1,472	5,666	5,666
233 Facility Repair and Maintenance	12,470	9,482	9,482
240 Equipment Repair and Maintenance	18,083	15,086	19,586
243 Non-Capital Computer Equipment and Supplies	517	1,000	1,000
245 Mileage Allowance	421	600	600
246 Liability Insurance	3,064	3,936	3,978
247 Safety Expenses	1,929	2,300	1,500
250 Professional and Contracted Services	7,180	8,250	10,750
252 Advertising and Legal Notices	3,485	5,000	5,000
260 Utilities	175,649	193,116	193,116
261 Telephone Charges	69	-	-
263 Postage	238	1,500	1,500
264 Printing and Copying	10,732	9,481	9,481
269 Other Services and Charges	-	7,200	7,200
<i>Subtotal</i>	<i>290,875</i>	<i>342,534</i>	<i>350,976</i>
Capital Outlay			
440 Machinery and Equipment	-	10,500	-
<i>Subtotal</i>	<i>-</i>	<i>10,500</i>	<i>-</i>
SERVICE TOTAL	\$ 1,259,197	\$ 1,291,214	\$ 1,308,151

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Program Supervisor	0.80	0.80	0.80
Recreation Specialist	0.50	0.50	0.50
Total	1.30	1.30	1.30

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	74,119	70,742	72,106
112 Wages - Temporary	155,106	145,626	147,082
121 Wages - Overtime	140	-	-
123 Leave Expense	962	-	-
126 Retirement Health Savings Plan	830	520	520
128 FICA	10,168	9,029	9,119
129 Medicare	3,281	3,139	3,179
131 MOPC	3,735	3,536	3,605
132 Employee Insurance	9,638	9,762	10,816
133 Employee Retirement	4,483	4,315	4,543
135 Compensation Insurance	4,352	1,478	7,297
136 Unemployment Insurance	178	212	217
139 Dental Insurance	357	496	504
141 Uniforms and Protective Clothing	1,459	900	900
<i>Subtotal</i>	<i>268,809</i>	<i>249,755</i>	<i>259,888</i>
Operating and Maintenance			
210 Office Supplies	42	500	500
217 Dues and Subscriptions	170	645	645
218 Non-Capital Equipment and Furniture	198	700	700
229 Materials and Supplies	30,527	25,906	25,906
240 Equipment Repair and Maintenance	79	500	500
245 Mileage Allowance	306	1,000	1,000
246 Liability Insurance	1,470	1,759	1,717
247 Safety Expenses	507	100	100
250 Professional and Contracted Services	29,467	27,650	27,650
260 Utilities	76,146	91,599	91,599
263 Postage	72	850	850
264 Printing and Copying	3,222	1,500	1,500
269 Other Services and Charges	58	5,000	5,000
<i>Subtotal</i>	<i>142,264</i>	<i>157,709</i>	<i>157,667</i>
SERVICE TOTAL	\$ 411,074	\$ 407,464	\$ 417,555

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:	2011 Budget	2012 Budget	2013 Budget
Aquatics Supervisor	0.90	0.90	0.90
Recreation Program Supervisor	0.10	0.10	0.10
Recreation Specialist	1.00	1.00	1.00
Aquatics Specialist	1.00	1.00	1.00
Head Lifeguard	0.50	0.50	0.50
Pool Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.50	5.50	5.50

SERVICE: Aquatics**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	250,417	265,789	269,609
112	Wages - Temporary	235,675	261,644	266,210
121	Wages - Overtime	236	200	200
122	Longevity Compensation	1,296	1,350	1,404
123	Leave Expense	5,046	-	-
126	Retirement Health Savings Plan	2,653	2,200	2,200
128	FICA	14,483	16,222	16,505
129	Medicare	6,661	7,648	7,769
131	MOPC	12,726	13,289	13,479
132	Employee Insurance	36,125	36,680	40,441
133	Employee Retirement	15,276	16,213	16,985
135	Compensation Insurance	9,503	9,511	13,505
136	Unemployment Insurance	669	798	808
139	Dental Insurance	1,339	1,861	1,888
141	Uniforms and Protective Clothing	702	700	700
	<i>Subtotal</i>	<i>592,807</i>	<i>634,105</i>	<i>651,703</i>
Operating and Maintenance				
210	Office Supplies	979	1,100	1,100
216	Reference Books and Materials	358	-	-
217	Dues and Subscriptions	1,196	2,390	2,390
218	Non-Capital Equipment and Furniture	8,009	1,300	1,300
222	Chemicals	29,288	29,055	29,055
223	Lab and Photo Supplies	13	-	-
224	Resale Merchandise	2,087	2,000	2,000
228	Janitorial Supplies	1,151	2,500	2,500
229	Materials and Supplies	17,011	19,050	25,050
230	Printing and Copier Supplies	1,061	2,311	2,311
232	Building Repair and Maintenance	5,367	6,272	6,272
233	Facility Repair and Maintenance	10,722	10,000	10,000
240	Equipment Repair and Maintenance	2,120	2,420	6,920
243	Non-Capital Computer Equipment and Supplies	4,971	4,050	4,050
246	Liability Insurance	14,201	13,166	12,850
247	Safety Expenses	1,316	1,780	980
250	Professional and Contracted Services	5,663	2,500	5,000
260	Utilities	71,171	88,017	88,017
263	Postage	75	440	440
264	Printing and Copying	850	1,000	1,000
269	Other Services and Charges	-	750	750
273	Fleet Lease - Operating and Maintenance	3,452	2,689	2,026
	<i>Subtotal</i>	<i>181,060</i>	<i>192,790</i>	<i>204,011</i>
Non-Operating Expense				
974	Art in Public Places Transfers	2,046	-	-
	<i>Subtotal</i>	<i>2,046</i>	<i>-</i>	<i>-</i>
Capital Outlay				
475	Building and Facility Improvement	238,938	-	-
	<i>Subtotal</i>	<i>238,938</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 1,014,850	\$ 826,895	\$ 855,714

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Specialist	0.40	0.40	0.40
Total	0.40	0.40	0.40

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	18,410	18,742	19,120
112 Wages - Temporary	60,785	41,537	41,952
121 Wages - Overtime	309	400	400
126 Retirement Health Savings Plan	333	160	160
128 FICA	5,096	2,575	2,601
129 Medicare	1,422	874	885
131 MOPC	908	937	956
132 Employee Insurance	2,556	2,586	2,868
133 Employee Retirement	1,090	1,143	1,205
135 Compensation Insurance	1,971	1,944	2,351
136 Unemployment Insurance	47	56	57
139 Dental Insurance	95	131	134
141 Uniforms and Protective Clothing	-	600	600
142 Food Allowance	630	-	-
<i>Subtotal</i>	<i>93,651</i>	<i>71,685</i>	<i>73,289</i>
Operating and Maintenance			
210 Office Supplies	319	225	225
218 Non-Capital Equipment and Furniture	520	1,425	1,425
224 Resale Merchandise	85,688	66,230	66,230
228 Janitorial Supplies	172	600	600
229 Materials and Supplies	604	300	300
232 Building Repair and Maintenance	935	705	705
233 Facility Repair and Maintenance	716	735	735
240 Equipment Repair and Maintenance	4,410	750	750
245 Mileage Allowance	327	500	500
246 Liability Insurance	1,367	1,734	1,296
247 Safety Expenses	231	300	300
250 Professional and Contracted Services	1,326	-	-
259 Licenses and Permits	-	705	705
260 Utilities	23,591	28,458	28,458
263 Postage	1	100	100
264 Printing and Copying	27	-	-
273 Fleet Lease - Operating and Maintenance	2,757	2,888	5,774
274 Fleet Lease - Replacement	2,907	2,907	2,975
<i>Subtotal</i>	<i>125,899</i>	<i>108,562</i>	<i>111,078</i>
SERVICE TOTAL	\$ 219,550	\$ 180,247	\$ 184,367

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.10	1.10	1.10
Recreation Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.70	3.70	3.70

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	191,634	204,547	206,591
112	Wages - Temporary	154,052	169,935	171,634
121	Wages - Overtime	1,766	1,000	1,000
122	Longevity Compensation	2,784	2,898	3,012
123	Leave Expense	4,021	-	-
126	Retirement Health Savings Plan	2,070	1,480	1,480
128	FICA	10,218	10,536	10,641
129	Medicare	4,093	4,556	4,601
131	MOPC	9,776	10,227	10,330
132	Employee Insurance	27,419	28,227	30,988
133	Employee Retirement	11,735	12,478	13,014
135	Compensation Insurance	4,094	8,425	15,385
136	Unemployment Insurance	507	614	619
139	Dental Insurance	1,017	1,432	1,446
141	Uniforms and Protective Clothing	243	500	500
142	Food Allowance	275	-	-
	<i>Subtotal</i>	425,703	456,855	471,241
Operating and Maintenance				
210	Office Supplies	241	-	-
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	226	100	100
218	Non-Capital Equipment and Furniture	1,380	2,605	2,605
223	Lab and Photo Supplies	1,412	-	-
224	Resale Merchandise	-	500	500
229	Materials and Supplies	9,073	11,116	11,116
230	Printing and Copier Supplies	376	3,000	3,000
232	Building Repair and Maintenance	336	-	-
240	Equipment Repair and Maintenance	1,729	2,490	2,490
243	Non-Capital Computer Equipment and Supplies	538	-	-
245	Mileage Allowance	155	-	-
246	Liability Insurance	2,055	2,407	2,432
247	Safety Expenses	336	505	505
249	Operating Leases and Rentals	559	150	150
250	Professional and Contracted Services	165,896	136,000	166,000
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	770	775	775
260	Utilities	37,814	44,018	54,018
261	Telephone Charges	119	84	84
263	Postage	303	2,595	2,595
264	Printing and Copying	447	1,300	1,300
269	Other Services and Charges	2,255	1,200	1,200
273	Fleet Lease - Operating and Maintenance	10,233	5,632	3,651
274	Fleet Lease - Replacement	18,428	25,158	14,650
	<i>Subtotal</i>	254,681	240,085	267,621
	SERVICE TOTAL	\$ 680,384	\$ 696,940	\$ 738,862

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**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
112 Wages - Temporary	5,337	1,322	1,335
121 Wages - Overtime	-	69	69
128 FICA	274	82	83
129 Medicare	64	19	76
135 Compensation Insurance	8	8	362
<i>Subtotal</i>	5,684	1,500	1,925
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	105	105
229 Materials and Supplies	20,195	19,000	19,000
246 Liability Insurance	4	5	5
247 Safety Expenses	17	-	-
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	10,812	14,500	14,500
252 Advertising and Legal Notices	1,437	1,374	1,374
259 Licenses and Permits	-	350	350
263 Postage	96	380	380
264 Printing and Copying	236	500	500
<i>Subtotal</i>	32,797	36,614	36,614
SERVICE TOTAL	\$ 38,480	\$ 38,114	\$ 38,539

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	6,528	6,702	6,769
112 Wages - Temporary	18,450	23,650	23,887
121 Wages - Overtime	45	-	-
122 Longevity Compensation	156	162	168
123 Leave Expense	109	-	-
126 Retirement Health Savings Plan	103	40	40
128 FICA	757	1,467	1,481
129 Medicare	177	344	346
131 MOPC	332	335	338
132 Employee Insurance	896	925	1,015
133 Employee Retirement	398	409	426
135 Compensation Insurance	583	5,915	6,963
136 Unemployment Insurance	17	20	20
139 Dental Insurance	33	47	47
<i>Subtotal</i>	<i>28,584</i>	<i>40,016</i>	<i>41,500</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	75	75
218 Non-Capital Equipment and Furniture	-	400	400
229 Materials and Supplies	356	300	300
246 Liability Insurance	924	1,049	1,012
250 Professional and Contracted Services	95	100	100
261 Telephone Charges	5	-	-
263 Postage	10	75	75
264 Printing and Copying	77	60	60
<i>Subtotal</i>	<i>1,467</i>	<i>2,059</i>	<i>2,022</i>
SERVICE TOTAL	\$ 30,051	\$ 42,075	\$ 43,522

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Center Supervisor	0.30	0.30	0.30
Total	0.30	0.30	0.30

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	19,965	20,873	21,080
112 Wages - Temporary	3,736	782	790
121 Wages - Overtime	161	500	500
123 Leave Expense	726	-	-
126 Retirement Health Savings Plan	120	120	120
128 FICA	279	48	49
129 Medicare	315	314	317
131 MOPC	1,034	1,044	1,054
132 Employee Insurance	2,790	2,880	3,162
133 Employee Retirement	1,241	1,273	1,328
135 Compensation Insurance	12	126	187
136 Unemployment Insurance	52	63	63
139 Dental Insurance	103	146	148
141 Uniforms and Protective Clothing	-	300	911
142 Food Allowance	237	100	100
<i>Subtotal</i>	<i>30,770</i>	<i>28,569</i>	<i>29,809</i>
Operating and Maintenance			
210 Office Supplies	-	40	40
218 Non-Capital Equipment and Furniture	1,563	1,907	1,097
229 Materials and Supplies	8,186	3,800	3,925
246 Liability Insurance	64	78	78
249 Operating Leases and Rentals	41,339	35,152	35,152
250 Professional and Contracted Services	72,163	59,840	59,840
252 Advertising and Legal Notices	6,711	4,309	4,309
261 Telephone Charges	36	-	-
263 Postage	391	600	600
264 Printing and Copying	1,581	2,100	2,174
<i>Subtotal</i>	<i>132,034</i>	<i>107,826</i>	<i>107,215</i>
SERVICE TOTAL	\$ 162,803	\$ 136,395	\$ 137,024

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:	2011 Budget	2012 Budget	2013 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	7,149	6,957	7,026
112 Wages - Temporary	96,942	62,163	62,785
121 Wages - Overtime	5,040	1,210	1,210
123 Leave Expense	242	-	-
126 Retirement Health Savings Plan	40	40	40
128 FICA	5,697	3,854	3,893
129 Medicare	1,420	1,002	1,012
131 MOPC	345	348	351
132 Employee Insurance	930	960	1,054
133 Employee Retirement	414	424	443
135 Compensation Insurance	361	658	2,092
136 Unemployment Insurance	17	21	21
139 Dental Insurance	34	49	49
142 Food Allowance	326	-	-
<i>Subtotal</i>	<i>118,956</i>	<i>77,686</i>	<i>79,976</i>
Operating and Maintenance			
210 Office Supplies	64	-	-
218 Non-Capital Equipment and Furniture	4,202	10,000	10,000
229 Materials and Supplies	9,423	10,000	10,000
232 Building Repair and Maintenance	1,558	1,587	1,587
233 Facility Repair and Maintenance	1,935	8,030	8,030
246 Liability Insurance	2,577	2,657	2,520
247 Safety Expenses	343	150	150
249 Operating Leases and Rentals	1,445	800	800
250 Professional and Contracted Services	8,493	8,270	8,270
252 Advertising and Legal Notices	2,058	3,000	3,000
259 Licenses and Permits	-	110	110
261 Telephone Charges	12	-	-
263 Postage	53	-	-
264 Printing and Copying	377	300	300
<i>Subtotal</i>	<i>32,540</i>	<i>44,904</i>	<i>44,767</i>
Capital Outlay			
440 Machinery and Equipment	6,350	-	-
<i>Subtotal</i>	<i>6,350</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 157,847	\$ 122,590	\$ 124,743

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:	2011 Budget	2012 Budget	2013 Budget
Aquatics Supervisor	0.10	0.10	0.10
Children and Youth Program Leader	1.00	1.00	1.00
Total	1.10	1.10	1.10

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	47,372	49,365	50,287
112 Wages - Temporary	38,044	30,024	30,324
114 Skill Based Pay	5	-	-
122 Longevity Compensation	144	150	156
123 Leave Expense	404	-	-
126 Retirement Health Savings Plan	107	440	440
128 FICA	3,079	1,861	1,880
129 Medicare	1,326	1,151	1,170
131 MOPC	2,391	2,469	2,514
132 Employee Insurance	6,713	6,813	7,543
133 Employee Retirement	2,870	3,011	3,168
135 Compensation Insurance	1,240	1,091	7,320
136 Unemployment Insurance	125	148	150
139 Dental Insurance	249	345	352
<i>Subtotal</i>	<i>104,068</i>	<i>96,868</i>	<i>105,304</i>
Operating and Maintenance			
210 Office Supplies	688	-	-
217 Dues and Subscriptions	16	-	-
218 Non-Capital Equipment and Furniture	9	1,000	1,000
229 Materials and Miscellaneous Supplies	4,695	15,088	15,088
240 Equipment Repair and Maintenance	-	1,000	1,000
246 Liability Insurance	482	573	998
250 Professional and Contracted Services	2,061	3,725	3,725
263 Postage	-	110	110
264 Printing and Copying	1,096	750	750
273 Fleet Lease - Operating and Maintenance	4,494	3,080	5,216
274 Fleet Lease - Replacement	8,023	8,023	10,479
<i>Subtotal</i>	<i>21,565</i>	<i>33,349</i>	<i>38,366</i>
SERVICE TOTAL	\$ 125,632	\$ 130,217	\$ 143,670

SERVICE: **Sports Field Maintenance**

FUND: General Fund

DEPARTMENT: Community Services

Services Description:

The Sports Field Management is part of the Recreation Division. This service is responsible for the preparation and maintenance of athletic fields and practice areas. This service area provides direct support to the Recreation Athletic service area and field rental groups.

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

SERVICE: Sports Fields Maintenance

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Senior Grounds Maintenance Technician	0.00	0.00	2.00
Total	0.00	0.00	2.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	-	-	98,231
112 Wages - Temporary	-	-	44,000
121 Wages - Overtime	-	-	12,000
122 Longevity Compensation	-	-	1,920
126 Retirement Health Savings Plan	-	-	800
128 FICA	-	-	2,728
129 Medicare	-	-	1,350
131 MOPC	-	-	4,912
132 Employee Insurance	-	-	14,735
133 Employee Retirement	-	-	6,189
136 Unemployment Insurance	-	-	294
139 Dental Insurance	-	-	688
141 Uniforms and Protective Clothing	-	-	250
<i>Subtotal</i>	-	-	188,097
Operating and Maintenance			
229 Materials and Miscellaneous Supplies	-	-	12,000
261 Telephone Charges	-	-	400
<i>Subtotal</i>	-	-	12,400
SERVICE TOTAL	\$	- \$	\$ 200,497

Senior Services Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	506,209	538,468	553,183
Operating and Maintenance	73,984	91,336	90,446
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 580,193	\$ 629,804	\$ 643,629

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; Basic Needs, which is primarily our information and referral services; Individual and Community Involvement which is primarily our volunteer coordination, life long learning, and drop-in programs; Health and Wellness, which is primarily our fitness, outdoor and sports programs, and our emotional support services; Independence and Caregiving, 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:	2011 Budget	2012 Budget	2013 Budget
Seniors Services Manager	1.00	1.00	1.00
Seniors Resources Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	1.00	1.00	1.00
Seniors Program Leader	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	1.00
Office Assistant	0.00	1.00	1.00
Total	7.00	7.00	7.00

SERVICE: Senior Services**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	342,846	370,946	377,570
112	Wages - Temporary	36,315	53,149	52,384
114	Skill Based Pay	1,428	1,200	2,400
121	Wages - Overtime	11,133	2,600	2,800
122	Longevity Compensation	1,740	1,800	1,860
123	Leave Expense	9,938	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	2,983	2,800	2,800
128	FICA	2,423	3,295	3,248
129	Medicare	4,116	5,063	5,156
131	MOPC	17,630	18,608	19,000
132	Employee Insurance	50,600	51,191	56,635
133	Employee Retirement	20,750	22,699	23,938
135	Compensation Insurance	1,494	1,409	1,615
136	Unemployment Insurance	936	1,112	1,134
139	Dental Insurance	1,875	2,596	2,643
	<i>Subtotal</i>	<i>506,209</i>	<i>538,468</i>	<i>553,183</i>
Operating and Maintenance				
210	Office Supplies	1,250	2,250	2,250
216	Reference Books and Materials	19	250	250
217	Dues and Subscriptions	143	450	350
218	Non-Capital Equipment and Furniture	615	4,300	1,050
229	Materials and Supplies	7,374	7,625	7,750
230	Printing and Copier Supplies	1,769	3,700	4,050
232	Building Repair and Maintenance	178	150	200
240	Equipment Repair and Maintenance	2,333	5,433	2,700
243	Non-Capital Computer Equipment and Supplies	975	2,765	2,265
245	Mileage Allowance	152	500	500
246	Liability Insurance	8,494	10,125	10,078
247	Safety Expenses	7	50	50
249	Operating Leases and Rentals	-	-	3,800
250	Professional and Contracted Services	11,492	7,920	13,920
252	Advertising and Legal Notices	248	500	500
261	Telephone Charges	-	150	150
263	Postage	3,095	4,000	3,500
264	Printing and Copying	18,164	25,608	21,000
269	Other Services and Charges	-	80	80
273	Fleet Lease - Operating and Maintenance	7,247	5,052	5,575
274	Fleet Lease - Replacement	10,428	10,428	10,428
	<i>Subtotal</i>	<i>73,984</i>	<i>91,336</i>	<i>90,446</i>
	SERVICE TOTAL	\$ 580,193	\$ 629,804	\$ 643,629

Children and Youth Resources Services Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	459,192	525,383	543,076
Operating and Maintenance	205,510	241,699	235,761
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 664,702	\$ 767,082	\$ 778,837

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.

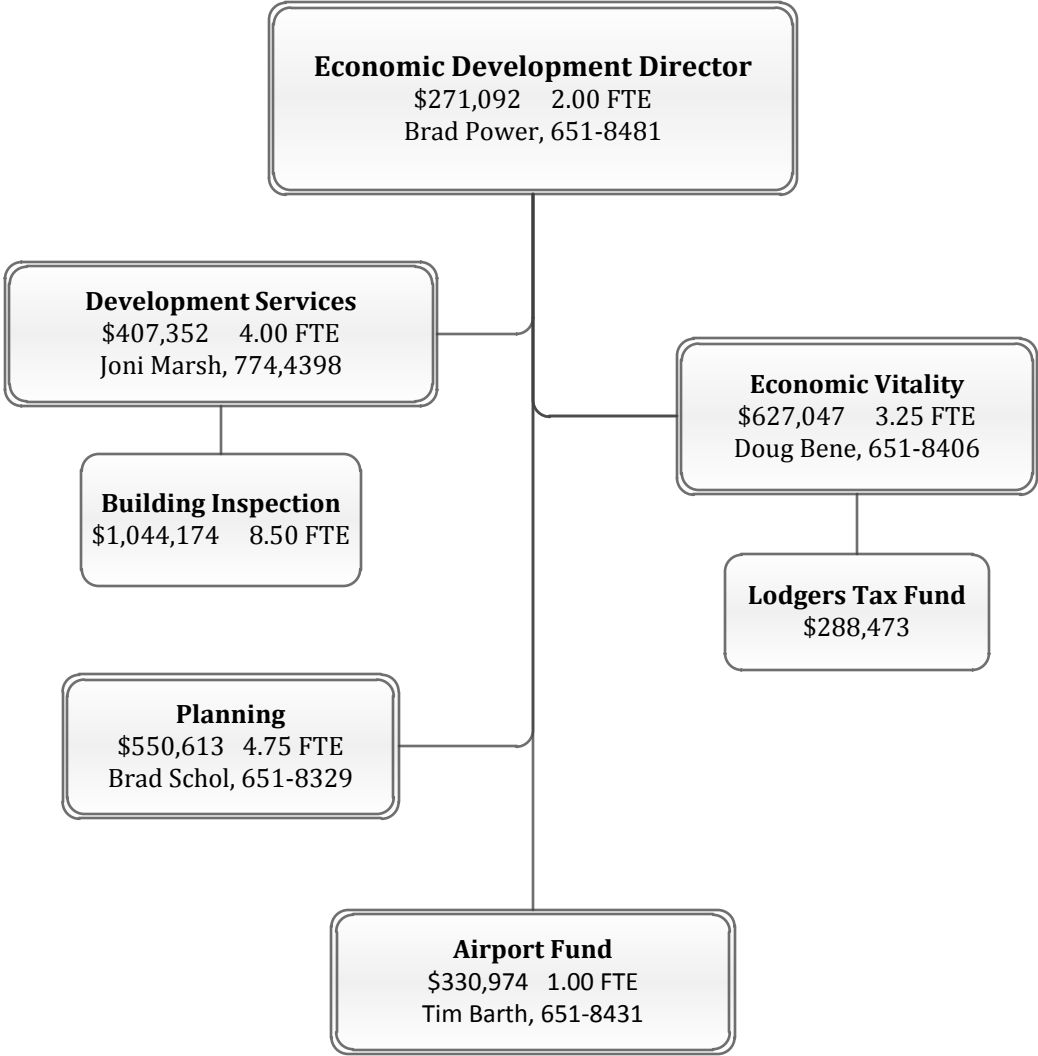
Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Children and Youth Resources Manager	1.00	1.00	1.00
Children and Youth Counselor	2.00	2.00	2.00
Children and Youth Community Program Coord	1.00	1.00	1.00
Children and Youth Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	6.00	6.00	6.00

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	286,684	325,502	331,358
112	Wages - Temporary	64,565	91,820	92,345
114	Skill Based Pay	5,591	5,700	5,700
121	Wages - Overtime	2,701	4,232	4,232
123	Leave Expense	6,715	-	-
124	Skill Based Overtime Pay	81	-	-
126	Retirement Health Savings Plan	4,121	2,400	2,400
128	FICA	3,680	4,474	5,725
129	Medicare	4,657	5,848	6,228
131	MOPC	15,026	16,561	16,853
132	Employee Insurance	44,386	44,919	49,704
133	Employee Retirement	18,036	20,197	21,234
135	Compensation Insurance	483	475	3,983
136	Unemployment Insurance	821	977	994
139	Dental Insurance	1,644	2,278	2,320
	<i>Subtotal</i>	<i>459,192</i>	<i>525,383</i>	<i>543,076</i>
Operating and Maintenance				
210	Office Supplies	9,492	7,233	7,233
215	Audiovisual Materials	-	344	344
216	Reference Books and Materials	279	2,100	2,100
217	Dues and Subscriptions	681	866	866
218	Non-Capital Equipment and Furniture	2,284	1,000	1,000
229	Materials and Supplies	43,097	60,889	49,489
230	Printing and Copier Supplies	610	2,638	2,638
240	Equipment Repair and Maintenance	3,723	8,858	6,858
243	Non-Capital Computer Equipment and Supplies	2,897	6,343	5,343
245	Mileage Allowance	654	-	-
246	Liability Insurance	2,436	2,752	2,181
250	Professional and Contracted Services	121,767	131,378	135,218
261	Telephone Charges	740	-	-
263	Postage	3,538	4,849	4,849
264	Printing and Copying	803	1,335	1,335
269	Other Services and Charges	450	3,945	3,945
273	Fleet Lease - Operating and Maintenance	4,078	4,888	4,381
274	Fleet Lease - Replacement	7,981	2,281	7,981
	<i>Subtotal</i>	<i>205,510</i>	<i>241,699</i>	<i>235,761</i>
	SERVICE TOTAL	\$ 664,702	\$ 767,082	\$ 778,837

Economic Development Department

\$3,564,725 23.50 FTE



Economic Development Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,022,680	2,127,504	2,209,160
Operating and Maintenance	537,580	518,163	483,118
Non-Operating	-	-	-
Capital	-	251,300	253,000
TOTAL	\$ 2,560,260	\$ 2,896,967	\$ 2,945,278

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services	226,665	232,218	251,631
Operating and Maintenance	15,900	22,971	19,461
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 242,565	\$ 255,189	\$ 271,092

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:	2011 Budget	2012 Budget	2013 Budget
Director of Economic Development	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	162,478	166,972	180,212
112 Wages - Temporary	48	-	-
121 Wages - Overtime	921	-	-
123 Leave Expense	1,030	-	-
126 Retirement Health Savings Plan	800	800	800
129 Medicare	2,145	2,421	2,613
131 MOPC	8,178	8,349	9,010
132 Employee Insurance	22,606	23,042	27,032
133 Employee Retirement	9,816	10,186	11,353
135 Compensation Insurance	63	57	88
136 Unemployment Insurance	419	501	540
137 Staff Training and Conferences	16,992	18,421	18,421
139 Dental Insurance	837	1,169	1,262
142 Food Allowance	332	300	300
<i>Subtotal</i>	<i>226,665</i>	<i>232,218</i>	<i>251,631</i>
Operating and Maintenance			
210 Office Supplies	356	125	125
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	2,976	1,500	1,500
218 Non-Capital Equipment and Furniture	-	450	450
223 Lab and Photo Supplies	203	-	-
229 Materials and Supplies	11	312	312
230 Printing and Copier Supplies	1,796	5,280	2,780
240 Equipment Repair and Maintenance	7,050	8,000	7,000
243 Non-Capital Computer Equipment and Supplies	356	408	408
245 Mileage Allowance	47	-	-
246 Liability Insurance	442	596	586
247 Safety Expenses	-	25	25
250 Professional and Contracted Services	1,000	5,000	5,000
252 Advertising and Legal Notices	250	275	275
261 Telephone Charges	569	500	500
263 Postage	0	200	200
264 Printing and Copying	569	200	200
269 Other Services and Charges	275	-	-
<i>Subtotal</i>	<i>15,900</i>	<i>22,971</i>	<i>19,461</i>
SERVICE TOTAL	\$ 242,565	\$ 255,189	\$ 271,092

Business Assistance Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	499,627	404,611	390,622
Operating and Maintenance	257,548	286,748	281,425
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 757,175	\$ 691,359	\$ 672,047

The Business Assistance 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: **Business Assistance**

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

The Business Assistance 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:	2011 Budget	2012 Budget	2013 Budget
Economic Development Manager	1.00	1.00	1.00
Redevelopment Program Manager	1.00	1.00	1.00
Planning Manager	0.50	0.00	0.00
Principal Planner	0.50	1.00	1.00
Senior Planner	1.25	0.50	0.25
Planner	0.25	0.00	0.00
Total	4.50	3.50	3.25

SERVICE: Business Assistance**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	378,194	314,899	300,617
121 Wages - Overtime	429	-	-
122 Longevity Compensation	720	1,500	1,560
123 Leave Expense	11,785	-	-
124 Skill Based Overtime Pay	13	-	-
126 Retirement Health Savings Plan	2,173	1,400	1,300
129 Medicare	4,835	4,566	4,359
131 MOPC	19,495	15,746	15,031
132 Employee Insurance	54,219	43,456	45,093
133 Employee Retirement	23,400	19,208	18,939
135 Compensation Insurance	170	138	166
136 Unemployment Insurance	1,002	943	902
139 Dental Insurance	2,008	2,205	2,105
142 Food Allowance	1,184	550	550
<i>Subtotal</i>	<i>499,627</i>	<i>404,611</i>	<i>390,622</i>
Operating and Maintenance			
210 Office Supplies	1,242	260	260
217 Dues and Subscriptions	1,448	2,000	2,000
218 Non-Capital Equipment and Furniture	77	200	200
229 Materials and Supplies	291	150	150
243 Non-Capital Computer Equipment and Supplies	-	500	500
245 Mileage Allowance	73	250	250
246 Liability Insurance	1,188	1,429	1,106
250 Professional and Contracted Services	236,445	231,452	226,452
252 Advertising and Legal Notices	8,089	-	-
261 Telephone Charges	135	150	150
263 Postage	3	57	57
264 Printing and Copying	1,398	300	300
269 Other Services and Charges	7,157	50,000	50,000
<i>Subtotal</i>	<i>257,548</i>	<i>286,748</i>	<i>281,425</i>
SERVICE TOTAL	\$ 757,175	\$ 691,359	\$ 672,047

Planning Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	380,906	481,076	498,278
Operating and Maintenance	151,455	63,489	52,335
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 532,361	\$ 544,565	\$ 550,613

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:	2011 Budget	2012 Budget	2013 Budget
Planning Manager	0.50	1.00	1.00
Principal Planner	0.50	0.00	0.00
Senior Planner	1.50	2.00	1.75
Transportation Planner	0.75	1.00	1.00
Planner	0.25	0.25	0.50
Administrative Assistant	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	4.00	4.75	4.75

SERVICE: Planning**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	284,961	376,182	385,382
121 Wages - Overtime	138	100	100
122 Longevity Compensation	720	-	-
123 Leave Expense	12,476	-	-
126 Retirement Health Savings Plan	2,978	1,900	1,900
129 Medicare	3,555	5,435	5,569
131 MOPC	14,730	18,745	19,205
132 Employee Insurance	40,624	51,734	57,613
133 Employee Retirement	17,684	22,867	24,199
135 Compensation Insurance	179	164	269
136 Unemployment Insurance	750	1,126	1,153
139 Dental Insurance	1,504	2,623	2,688
142 Food Allowance	607	200	200
<i>Subtotal</i>	<i>380,906</i>	<i>481,076</i>	<i>498,278</i>
Operating and Maintenance			
210 Office Supplies	744	1,250	1,250
215 Audiovisual Materials	-	100	-
216 Reference Books and Materials	15	250	250
217 Dues and Subscriptions	8,982	13,473	10,473
218 Non-Capital Equipment and Furniture	323	250	250
219 Drafting Supplies	-	600	350
229 Materials and Supplies	-	2,450	1,000
230 Printing and Copier Supplies	52	1,500	500
240 Equipment Repair and Maintenance	2,510	2,575	2,575
243 Non-Capital Computer Equipment and Supplies	383	1,915	1,915
245 Mileage Allowance	339	50	450
246 Liability Insurance	818	1,076	1,322
250 Professional and Contracted Services	136,423	25,850	25,850
252 Advertising and Legal Notices	-	1,000	600
261 Telephone Charges	297	75	1,375
263 Postage	210	3,000	1,500
264 Printing and Copying	200	2,800	1,400
269 Other Services and Charges	160	5,275	1,275
<i>Subtotal</i>	<i>151,455</i>	<i>63,489</i>	<i>52,335</i>
SERVICE TOTAL	532,361	\$ 544,565	\$ 550,613

Development Services Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	915,482	1,009,599	1,068,629
Operating and Maintenance	112,676	144,955	129,897
Non-Operating	-	-	-
Capital	-	251,300	253,000
TOTAL	\$ 1,028,159	\$ 1,405,854	\$ 1,451,526

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:	2011 Budget	2012 Budget	2013 Budget
Development Services Manager	1.00	1.00	1.00
Senior Planner	1.25	1.50	2.00
Transportation Planner	0.25	0.00	0.00
Planner	0.50	0.75	0.50
Administrative Assistant	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	3.50	3.75	4.00

SERVICE: Development Review**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	242,644	278,418	302,636
121 Wages - Overtime	140	500	500
123 Leave Expense	8,159	-	-
126 Retirement Health Savings Plan	1,668	1,500	1,600
129 Medicare	3,084	4,037	4,388
131 MOPC	12,541	13,920	15,132
132 Employee Insurance	35,538	38,423	45,395
133 Employee Retirement	15,054	16,984	19,067
135 Compensation Insurance	2,530	90	147
136 Unemployment Insurance	657	836	909
139 Dental Insurance	1,315	1,948	2,118
142 Food Allowance	154	200	200
<i>Subtotal</i>	323,485	356,856	392,092
Operating and Maintenance			
210 Office Supplies	417	1,040	540
215 Audiovisual Materials	-	100	-
216 Reference Books and Materials	182	150	250
217 Dues and Subscriptions	1,774	3,225	2,225
218 Non-Capital Equipment and Furniture	2,322	400	400
219 Drafting Supplies	-	300	-
229 Materials and Supplies	40	230	-
240 Equipment Repair and Maintenance	2,384	4,960	4,960
243 Non-Capital Computer Equipment and Supplies	83	1,355	1,105
245 Mileage Allowance	53	50	50
246 Liability Insurance	701	938	980
250 Professional and Contracted Services	760	1,600	1,600
252 Advertising and Legal Notices	734	2,000	1,000
261 Telephone Charges	77	550	250
263 Postage	521	1,500	750
264 Printing and Copying	282	2,150	1,150
<i>Subtotal</i>	10,330	20,548	15,260
Capital Outlay			
440 Machinery and Equipment	-	69,300	-
<i>Subtotal</i>	-	69,300	-
SERVICE TOTAL	\$ 333,815	\$ 446,704	\$ 407,352

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.

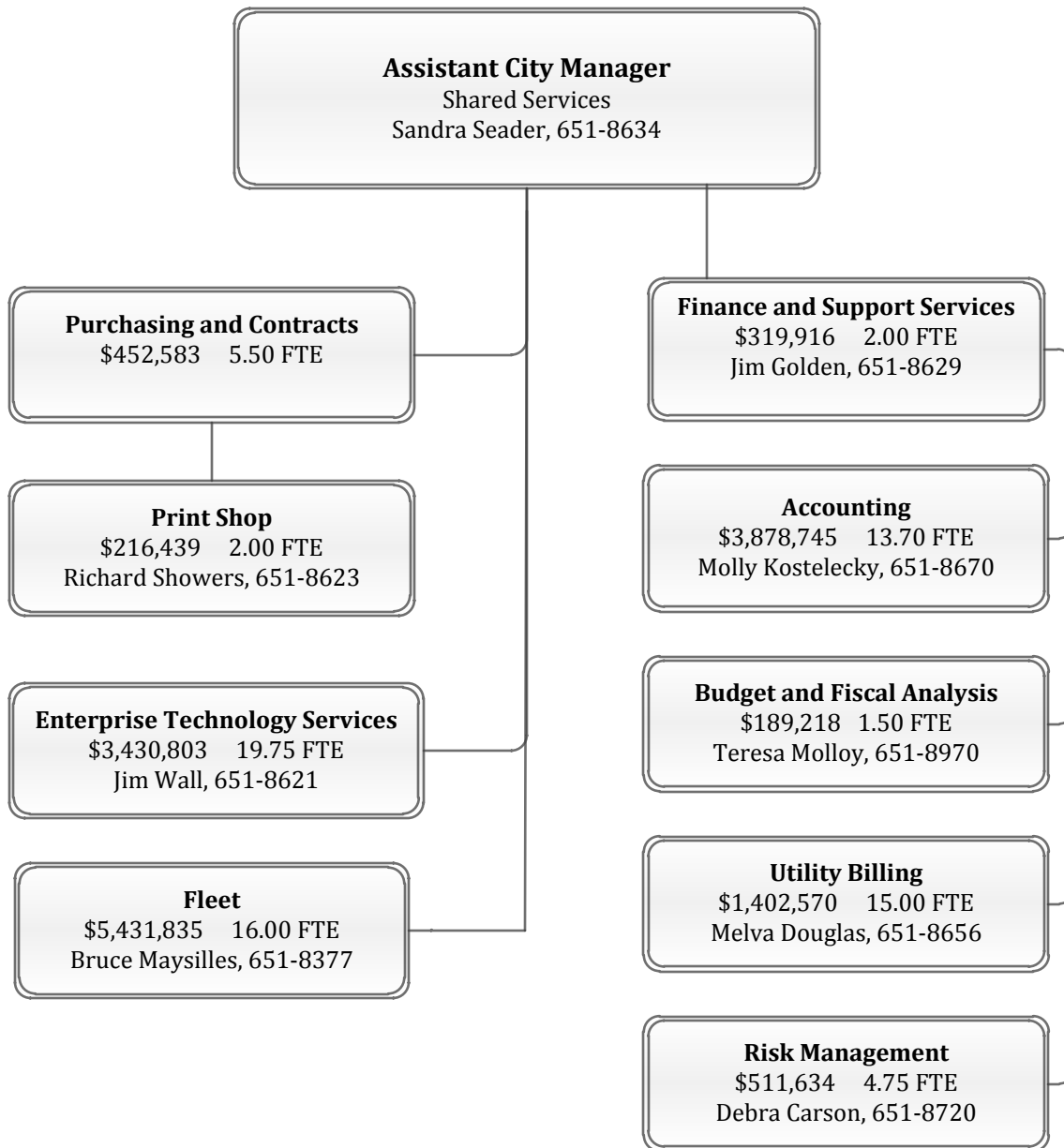
Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Chief Building Official	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
Electrical Inspector	1.00	1.00	1.00
Building Permit Technician	1.00	2.00	2.00
Administrative Assistant	0.50	0.50	0.50
Total	7.50	8.50	8.50

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	420,681	500,343	510,999
112	Wages - Temporary	16,919	3,859	3,859
114	Skill Based Pay	1,201	1,200	1,200
121	Wages - Overtime	3,091	3,584	3,584
123	Leave Expense	12,467	-	-
124	Skill Based Overtime Pay	52	-	-
126	Retirement Health Savings Plan	16,706	3,400	3,400
128	FICA	1,045	239	239
129	Medicare	5,555	7,327	7,483
131	MOPC	21,640	25,078	25,610
132	Employee Insurance	62,110	69,048	76,650
133	Employee Retirement	25,976	30,592	32,270
135	Compensation Insurance	1,040	2,902	4,464
136	Unemployment Insurance	1,151	1,501	1,533
139	Dental Insurance	2,300	3,501	3,577
141	Uniforms and Protective Clothing	-	-	1,500
142	Food Allowance	64	169	169
	<i>Subtotal</i>	591,997	652,743	676,537
Operating and Maintenance				
210	Office Supplies	1,711	1,884	1,584
216	Reference Books and Materials	2,424	8,186	2,174
217	Dues and Subscriptions	1,422	1,050	1,090
218	Non-Capital Equipment and Furniture	790	6,740	1,280
229	Materials and Supplies	260	524	524
230	Printing and Copier Supplies	953	1,430	1,000
240	Equipment Repair and Maintenance	15,174	14,614	19,249
243	Non-Capital Computer Equipment and Supplies	757	5,628	2,000
245	Mileage Allowance	-	200	100
246	Liability Insurance	2,436	3,482	12,136
247	Safety Expenses	632	497	497
250	Professional and Contracted Services	42,110	46,200	41,200
252	Advertising and Legal Notices	86	360	200
261	Telephone Charges	1,112	1,900	1,900
263	Postage	1,970	2,776	2,276
264	Printing and Copying	3,366	2,262	2,262
269	Other Services and Charges	7,852	7,200	8,200
273	Fleet Lease - Operating and Maintenance	10,380	10,564	10,747
274	Fleet Lease - Replacement	8,910	8,910	6,218
	<i>Subtotal</i>	102,347	124,407	114,637
Capital Outlay				
440	Machinery and Equipment	-	182,000	253,000
	<i>Subtotal</i>	-	182,000	253,000
	SERVICE TOTAL	\$ 694,344	\$ 959,150	\$ 1,044,174

Shared Services Department

\$16,811,181 80.20 FTE



Shared Services Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,333,334	2,449,477	2,522,332
Operating and Maintenance	1,234,918	1,539,135	1,292,093
Non-Operating	-	-	-
Capital	326,520	768,000	285,400
TOTAL	\$ 3,894,772	\$ 4,756,612	\$ 4,099,825

The Shared Services Department includes: Enterprise Technology Services, Purchasing and Contracts and Fleet. The expenses in the General Fund only include Enterprise Technology Services and Purchasing and Contracts.

Enterprise Technology Services Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,796,603	1,900,090	1,951,404
Operating and Maintenance	1,134,622	1,418,973	1,193,999
Non-Operating	-	-	-
Capital	326,520	757,500	285,400
TOTAL	\$ 3,257,744	\$ 4,076,563	\$ 3,430,803

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: Shared Services

Service Description:

This service is responsible for the ongoing development, management and operation of the City's Server, Network, and Personal Computing environment. The Server component includes 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:	2011 Budget	2012 Budget	2013 Budget
Chief Information Officer	0.60	0.60	0.60
Enterprise Technology Services Manager	0.20	0.20	0.20
Senior Network Analyst	2.00	2.00	2.00
Network Analyst	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00
PC Specialist	2.00	2.00	2.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Assistant	0.38	0.38	0.38
Total	7.68	7.68	7.68

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	524,282	553,705	562,688
121	Wages - Overtime	-	344	200
122	Longevity Compensation	2,550	2,640	2,730
123	Leave Expense	7,338	-	-
126	Retirement Health Savings Plan	5,419	3,072	3,072
129	Medicare	5,241	6,337	6,451
131	MOPC	26,480	27,687	28,134
132	Employee Insurance	76,170	76,411	84,404
133	Employee Retirement	31,787	33,775	35,451
135	Compensation Insurance	1,443	2,728	3,344
136	Unemployment Insurance	1,411	1,662	1,688
139	Dental Insurance	2,821	3,877	3,938
	<i>Subtotal</i>	<i>684,942</i>	<i>712,238</i>	<i>732,100</i>
Operating and Maintenance				
210	Office Supplies	529	750	650
216	Reference Books and Materials	75	300	200
217	Dues and Subscriptions	1,206	2,100	1,565
218	Non-Capital Equipment and Furniture	9,043	750	1,500
225	Freight	207	120	120
229	Materials and Supplies	2,007	163	163
232	Building Repair and Maintenance	1,846	-	-
240	Equipment Repair and Maintenance	400,813	488,046	539,393
243	Non-Capital Computer Equipment and Supplies	214,190	268,645	164,057
245	Mileage Allowance	99	100	300
246	Liability Insurance	1,545	2,216	1,946
249	Operating Leases and Rentals	20,603	21,646	21,700
250	Professional and Contracted Services	120,534	106,300	117,770
261	Telephone Charges	4,478	2,642	3,750
263	Postage	121	90	90
264	Printing and Copying	190	500	400
269	Other Services and Charges	148	150	150
	<i>Subtotal</i>	<i>777,633</i>	<i>894,518</i>	<i>853,754</i>
Capital Outlay				
440	Machinery and Equipment	187,095	152,500	248,200
475	Building and Facility Improvement	-	10,000	-
	<i>Subtotal</i>	<i>187,095</i>	<i>162,500</i>	<i>248,200</i>
SERVICE TOTAL		\$ 1,649,670	\$ 1,769,256	\$ 1,834,054

SERVICE: Enterprise Technology Services Applications

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

This service is responsible for end user application support and training, programming 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:	2011 Budget	2012 Budget	2013 Budget
Chief Information Officer	0.30	0.30	0.30
Enterprise Technology Services Manager	0.80	0.80	0.80
Senior Programmer Analyst	2.00	2.00	2.00
Programmer Analyst	5.00	5.00	5.00
GIS Analyst	1.00	1.00	1.00
Programmer	0.00	0.00	0.00
Website Administrator	1.00	1.00	1.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Assistant	0.37	0.37	0.37
Total	10.97	10.97	10.97

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	785,025	851,654	864,414
122 Longevity Compensation	990	1,020	1,050
123 Leave Expense	16,122	-	-
126 Retirement Health Savings Plan	6,566	4,388	4,388
129 Medicare	9,752	11,954	12,137
131 MOPC	39,930	42,582	43,218
132 Employee Insurance	115,086	117,529	129,662
133 Employee Retirement	47,924	51,953	54,457
135 Compensation Insurance	299	292	449
136 Unemployment Insurance	2,130	2,556	2,593
139 Dental Insurance	4,265	5,962	6,049
<i>Subtotal</i>	<i>1,028,089</i>	<i>1,089,890</i>	<i>1,118,417</i>
Operating and Maintenance			
210 Office Supplies	714	475	475
216 Reference Books and Materials	150	650	650
217 Dues and Subscriptions	1,124	1,777	1,677
218 Non-Capital Equipment and Furniture	877	400	400
219 Drafting Supplies	-	150	-
229 Materials and Supplies	144	135	135
240 Equipment Repair and Maintenance	41,168	108,903	51,728
243 Non-Capital Computer Equipment and Supplies	10,192	10,475	10,475
246 Liability Insurance	2,088	3,033	2,991
250 Professional and Contracted Services	123,289	12,000	12,000
261 Telephone Charges	339	-	300
263 Postage	-	35	35
264 Printing and Copying	-	50	50
<i>Subtotal</i>	<i>180,084</i>	<i>138,083</i>	<i>80,916</i>
Capital Outlay			
440 Machinery and Equipment	139,425	280,000	-
<i>Subtotal</i>	<i>139,425</i>	<i>280,000</i>	<i>-</i>
SERVICE TOTAL	\$ 1,347,597	\$ 1,507,973	\$ 1,199,333

SERVICE: Enterprise Technology Services Phone System

FUND: General Fund

DEPARTMENT: Shared 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:	2011 Budget	2012 Budget	2013 Budget
Chief Information Officer	0.10	0.10	0.10
Systems Administrator	0.00	1.00	1.00
Telecommunications Technical Specialist	1.00	0.00	0.00
Total	1.10	1.10	1.10

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	64,615	76,561	77,987
123 Leave Expense	1,063	-	-
126 Retirement Health Savings Plan	440	440	440
129 Medicare	851	1,110	1,130
131 MOPC	3,283	3,828	3,899
132 Employee Insurance	8,861	10,565	11,698
133 Employee Retirement	3,941	4,670	4,913
135 Compensation Insurance	26	22	40
136 Unemployment Insurance	164	229	234
139 Dental Insurance	329	537	546
<i>Subtotal</i>	<i>83,573</i>	<i>97,962</i>	<i>100,887</i>
Operating and Maintenance			
210 Office Supplies	57	50	50
216 Reference Books and Materials	-	50	200
218 Non-Capital Equipment and Furniture	-	100	100
229 Materials and Supplies	43	100	100
240 Equipment Repair and Maintenance	4,680	34,523	86,408
243 Non-Capital Computer Equipment and Supplies	3,361	1,000	3,000
245 Mileage Allowance	52	-	-
246 Liability Insurance	302	359	387
250 Professional and Contracted Services	2,990	110,000	-
261 Telephone Charges	163,382	238,243	166,358
263 Postage	11	-	-
273 Fleet Lease - Operating and Maintenance	2,026	1,947	2,726
<i>Subtotal</i>	<i>176,905</i>	<i>386,372</i>	<i>259,329</i>
Capital Outlay			
440 Machinery and Equipment	-	315,000	37,200
<i>Subtotal</i>	<i>-</i>	<i>315,000</i>	<i>37,200</i>
SERVICE TOTAL	\$ 260,477	\$ 799,334	\$ 397,416

Purchasing and Contracts Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	536,731	549,387	570,928
Operating and Maintenance	100,296	120,162	98,094
Non-Operating	-	-	-
Capital	-	10,500	-
TOTAL	\$ 637,027	\$ 680,049	\$ 669,022

The Purchasing and Contracts Division includes the two budget services: Purchasing and Contracts and Print Shop.

SERVICE: **Purchasing and Contracts**

FUND: General Fund

DEPARTMENT: Shared Services

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:	2011 Budget	2012 Budget	2013 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.00
Purchasing Technician	1.00	1.50	1.50
Office Assistant	0.50	0.00	0.00
Total	5.50	5.50	5.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	311,436	327,125	336,405
112 Wages - Temporary	-	-	2,000
122 Longevity Compensation	1,620	1,680	1,740
123 Leave Expense	6,717	-	-
126 Retirement Health Savings Plan	5,751	2,200	2,200
128 FICA	-	-	124
129 Medicare	3,024	3,873	4,010
131 MOPC	15,320	16,358	16,821
132 Employee Insurance	44,293	45,144	50,462
133 Employee Retirement	18,390	19,954	21,193
135 Compensation Insurance	127	112	173
136 Unemployment Insurance	819	981	1,011
139 Dental Insurance	1,640	2,289	2,355
142 Food Allowance	53	75	75
<i>Subtotal</i>	<i>409,192</i>	<i>419,791</i>	<i>438,569</i>
Operating and Maintenance			
210 Office Supplies	596	800	700
217 Dues and Subscriptions	851	775	1,320
218 Non-Capital Equipment and Furniture	3,647	1,500	1,000
229 Materials and Supplies	269	400	250
230 Printing and Copier Supplies	227	200	200
240 Equipment Repair and Maintenance	466	550	550
243 Non-Capital Computer Equipment and Supplies	3,381	12,800	3,820
246 Liability Insurance	884	1,167	1,149
247 Safety Expenses	23	-	-
249 Operating Leases and Rentals	751	1,290	3,000
250 Professional and Contracted Services	1,447	15,300	300
252 Advertising and Legal Notices	937	1,000	975
261 Telephone Charges	76	-	-
263 Postage	213	400	250
264 Printing and Copying	116	250	500
269 Other Services and Charges	6	-	-
<i>Subtotal</i>	<i>13,890</i>	<i>36,432</i>	<i>14,014</i>
SERVICE TOTAL	\$ 423,082	\$ 456,223	\$ 452,583

SERVICE: **Print Shop**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

The print shop provides a variety of services to all City departments, including printing, copying, binding, design and typesetting. With over 20 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:	2011 Budget	2012 Budget	2013 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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	95,164	99,504	100,498
121 Wages - Overtime	-	500	150
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	3,499	-	-
126 Retirement Health Savings Plan	1,214	800	800
129 Medicare	1,242	1,442	1,457
131 MOPC	4,927	4,975	5,025
132 Employee Insurance	13,300	13,731	15,074
133 Employee Retirement	5,914	6,069	6,331
135 Compensation Insurance	159	139	519
136 Unemployment Insurance	247	299	301
139 Dental Insurance	493	697	704
<i>Subtotal</i>	<i>127,540</i>	<i>129,596</i>	<i>132,359</i>
Operating and Maintenance			
210 Office Supplies	127	125	125
217 Dues and Subscriptions	499	499	540
218 Non-Capital Equipment and Furniture	4,800	-	-
230 Printing and Copier Supplies	43,662	45,000	47,000
232 Building Repair and Maintenance	14	-	-
240 Equipment Repair and Maintenance	13,650	16,024	14,131
243 Non-Capital Computer Equipment and Supplies	1,469	-	-
246 Liability Insurance	367	448	448
248 Lease Purchase Installment	19,204	-	-
249 Operating Leases and Rentals	-	19,205	19,205
250 Professional and Contracted Services	-	720	420
263 Postage	6	9	9
264 Printing and Copying	2,609	1,700	2,202
<i>Subtotal</i>	<i>86,406</i>	<i>83,730</i>	<i>84,080</i>
Capital Outlay			
440 Machinery and Equipment	-	10,500	-
<i>Subtotal</i>	<i>-</i>	<i>10,500</i>	<i>-</i>
SERVICE TOTAL	\$ 213,946	\$ 223,826	\$ 216,439

Finance Department Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,409,547	2,565,288	3,268,854
Operating and Maintenance	770,643	1,067,583	1,351,559
Non-Operating	-	-	-
Capital	126,803	1,059,325	1,681,670
TOTAL	\$ 3,306,994	\$ 4,692,196	\$ 6,302,083

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

Finance Administration Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	280,934	295,152	291,209
Operating and Maintenance	20,695	16,933	28,707
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 301,629	\$ 312,085	\$ 319,916

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

SERVICE: Finance Administration

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

The function of this service is to facilitate interaction between the City Council, City Manager, other City departments and the divisions within the Internal Services Department. The Finance Director supervises all financial functions of the City, as well as many other support services, including Accounting, Budget, Enterprise Technology Services, Fleet, Print Shop, Purchasing, Risk Management and Safety and Utility Billing. The Internal 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 responsible for the administration of the City's defined benefit and defined contribution pension plans.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Director of Finance	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**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	183,094	188,674	190,552
123	Leave Expense	461	-	-
126	Retirement Health Savings Plan	2,566	800	800
129	Medicare	588	770	777
131	MOPC	9,022	9,368	9,463
132	Employee Insurance	25,045	25,857	28,388
133	Employee Retirement	10,830	11,430	11,923
135	Compensation Insurance	73	64	100
136	Unemployment Insurance	463	562	568
137	Staff Training and Conferences	47,863	56,264	47,264
139	Dental Insurance	928	1,313	1,324
142	Food Allowance	-	50	50
	<i>Subtotal</i>	<i>280,934</i>	<i>295,152</i>	<i>291,209</i>
Operating and Maintenance				
210	Office Supplies	141	180	180
216	Reference Books and Materials	42	150	150
217	Dues and Subscriptions	670	670	670
218	Non-Capital Equipment and Furniture	72	85	85
230	Printing and Copier Supplies	1,734	1,890	1,890
240	Equipment Repair and Maintenance	1,577	1,340	2,620
243	Non-Capital Computer Equipment and Supplies	394	480	200
245	Mileage Allowance	2,400	2,400	2,400
246	Liability Insurance	1,060	948	930
250	Professional and Contracted Services	175	5,000	5,000
263	Postage	94	200	100
264	Printing and Copying	474	600	600
269	Other Services and Charges	730	2,990	1,990
273	Fleet Lease - Operating and Maintenance	3,309	-	4,070
274	Fleet Lease - Replacement	7,822	-	7,822
	<i>Subtotal</i>	<i>20,695</i>	<i>16,933</i>	<i>28,707</i>
	SERVICE TOTAL	\$ 301,629	\$ 312,085	\$ 319,916

Accounting Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	820,584	941,603	1,594,503
Operating and Maintenance	108,544	325,603	602,572
Non-Operating	-	-	-
Capital	87,515	1,006,000	1,681,670
TOTAL	\$ 1,016,643	\$ 2,273,206	\$ 3,878,745

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

SERVICE: Accounting

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Assistant Director of Finance	0.70	0.70	0.70
Senior Accountant	2.00	2.00	2.00
Accounting/Budget Analyst	0.60	0.50	0.50
Accountant	0.00	0.00	0.00
Accounting Technician	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00
Total	6.30	6.20	6.20

SERVICE: Accounting**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	318,539	356,556	367,599
112 Wages - Temporary	1,308	2,912	576,128
121 Wages - Overtime	45	497	518
123 Leave Expense	6,210	-	-
126 Retirement Health Savings Plan	4,163	2,480	2,480
128 FICA	-	181	38,673
129 Medicare	3,949	5,212	14,375
131 MOPC	16,147	17,828	18,380
132 Employee Insurance	48,661	49,204	55,141
133 Employee Retirement	19,383	21,750	23,158
135 Compensation Insurance	136	123	190
136 Unemployment Insurance	902	1,070	1,103
139 Dental Insurance	1,803	2,496	2,573
<i>Subtotal</i>	<i>421,246</i>	<i>460,309</i>	<i>1,100,318</i>
Operating and Maintenance			
210 Office Supplies	1,855	1,550	1,550
216 Reference Books and Materials	45	150	159
217 Dues and Subscriptions	915	885	995
218 Non-Capital Equipment and Furniture	671	700	600
229 Materials and Supplies	1,060	850	850
240 Equipment Repair and Maintenance	3,929	206,248	156,635
243 Non-Capital Computer Equipment and Supplies	1,311	2,450	2,115
246 Liability Insurance	950	1,282	1,263
250 Professional and Contracted Services	28	400	320,980
251 Auditing	64,648	68,200	72,295
263 Postage	7,562	10,300	9,603
264 Printing and Copying	637	1,000	850
269 Other Services and Charges	10	-	100
<i>Subtotal</i>	<i>83,620</i>	<i>294,015</i>	<i>567,995</i>
Capital Outlay			
440 Machinery and Equipment	22,165	1,006,000	1,681,670
<i>Subtotal</i>	<i>22,165</i>	<i>1,006,000</i>	<i>1,681,670</i>
SERVICE TOTAL	\$ 527,031	\$ 1,760,324	\$ 3,349,983

SERVICE: Sales Tax

FUND: General Fund

DEPARTMENT: Finance Department

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:	2011 Budget	2012 Budget	2013 Budget
Assistant Director of Finance	0.20	0.20	0.20
Revenue Manager	0.00	0.50	0.50
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	3.70	3.70

SERVICE: Sales Tax**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	116,510	205,339	208,734
112 Wages - Temporary	182	5,824	672
114 Skill Based Pay	12	600	600
121 Wages - Overtime	-	105	110
123 Leave Expense	3,612	-	-
126 Retirement Health Savings Plan	3,191	1,480	1,480
128 FICA	-	361	42
129 Medicare	1,486	3,069	3,046
131 MOPC	5,972	10,296	10,468
132 Employee Insurance	23,012	28,337	31,311
133 Employee Retirement	7,170	12,562	13,188
135 Compensation Insurance	846	977	1,076
136 Unemployment Insurance	426	616	627
139 Dental Insurance	853	1,436	1,462
<i>Subtotal</i>	<i>163,271</i>	<i>271,002</i>	<i>272,816</i>
Operating and Maintenance			
210 Office Supplies	501	500	600
217 Dues and Subscriptions	15	75	75
218 Non-Capital Equipment and Furniture	426	460	460
229 Materials and Supplies	2,144	1,630	1,630
240 Equipment Repair and Maintenance	502	725	725
243 Non-Capital Computer Equipment and Supplies	1,663	1,100	1,100
245 Mileage Allowance	43	100	100
246 Liability Insurance	461	618	745
250 Professional and Contracted Services	-	100	-
252 Advertising and Legal Notices	-	100	100
263 Postage	6,365	8,595	8,595
264 Printing and Copying	5,089	2,555	5,000
<i>Subtotal</i>	<i>17,209</i>	<i>16,558</i>	<i>19,130</i>
Capital Outlay			
440 Machinery and Equipment	3,048	-	-
<i>Subtotal</i>	<i>3,048</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 183,527	\$ 287,560	\$ 291,946

SERVICE: Treasury

FUND: General Fund

DEPARTMENT: Finance Department

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:	2011 Budget	2012 Budget	2013 Budget
Assistant Director of Finance	0.10	0.10	0.10
Revenue Manager	0.00	0.40	0.40
Treasury and Investment Officer	1.00	0.00	0.00
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	3.10	2.50	2.50

SERVICE: Treasury**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	134,453	113,021	115,196
112 Wages - Temporary	16,195	7,878	12,539
114 Skill Based Pay	1,637	480	480
121 Wages - Overtime	-	104	116
123 Leave Expense	3,370	-	-
126 Retirement Health Savings Plan	400	1,000	1,000
128 FICA	455	488	777
129 Medicare	1,817	1,760	1,860
131 MOPC	6,905	5,675	5,784
132 Employee Insurance	21,916	15,596	17,279
133 Employee Retirement	8,287	6,923	7,287
135 Compensation Insurance	152	256	295
136 Unemployment Insurance	406	340	345
139 Dental Insurance	811	791	806
<i>Subtotal</i>	<i>196,804</i>	<i>154,312</i>	<i>163,764</i>
Operating and Maintenance			
210 Office Supplies	894	1,030	820
216 Reference Books and Materials	78	50	145
217 Dues and Subscriptions	-	15	15
218 Non-Capital Equipment and Furniture	1,056	420	420
240 Equipment Repair and Maintenance	2,509	10,696	11,737
243 Non-Capital Computer Equipment and Supplies	797	750	750
246 Liability Insurance	421	609	427
250 Professional and Contracted Services	-	200	-
263 Postage	-	150	-
<i>Subtotal</i>	<i>5,754</i>	<i>13,920</i>	<i>14,314</i>
Capital Outlay			
440 Machinery and Equipment	62,303	-	-
<i>Subtotal</i>	<i>62,303</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 264,861	\$ 168,232	\$ 178,078

SERVICE: **Information Desk**

FUND: General Fund

DEPARTMENT: Finance Department

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:	2011 Budget	2012 Budget	2013 Budget
Revenue Manager	0.00	0.10	0.10
Public Information Assistant	1.20	1.20	1.20
Total	1.20	1.30	1.30

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	28,538	43,433	44,215
114 Skill Based Pay	2	120	120
123 Leave Expense	1,490	-	-
126 Retirement Health Savings Plan	400	520	520
129 Medicare	330	632	642
131 MOPC	1,501	2,178	2,217
132 Employee Insurance	4,912	5,994	6,632
133 Employee Retirement	1,802	2,657	2,793
135 Compensation Insurance	15	12	23
136 Unemployment Insurance	90	131	133
139 Dental Insurance	182	303	310
<i>Subtotal</i>	<i>39,263</i>	<i>55,980</i>	<i>57,605</i>
Operating and Maintenance			
210 Office Supplies	59	100	100
218 Non-Capital Equipment and Furniture	-	300	300
229 Materials and Supplies	250	80	80
240 Equipment Repair and Maintenance	1,419	-	-
243 Non-Capital Computer Equipment and Supplies	131	500	500
246 Liability Insurance	102	130	153
<i>Subtotal</i>	<i>1,961</i>	<i>1,110</i>	<i>1,133</i>
SERVICE TOTAL	\$ 41,224	\$ 57,090	\$ 58,738

Budget and Fiscal Analysis Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	144,878	154,499	174,612
Operating and Maintenance	9,680	9,588	14,606
Non-Operating	-	-	-
Capital	8,745	15,000	-
TOTAL	\$ 163,302	\$ 179,087	\$ 189,218

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

SERVICE: **Budget and Fiscal Analysis**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

The Budget and Fiscal Analysis Division: prepares, administers and monitors the City's annual operating budget and five-year capital improvement program (CIP); 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:	2011 Budget	2012 Budget	2013 Budget
Budget Manager	1.00	1.00	1.00
Accounting/Budget Analyst	0.40	0.50	0.50
Total	1.40	1.50	1.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	112,638	120,817	122,563
112 Wages - Temporary	-	-	15,000
123 Leave Expense	822	-	-
126 Retirement Health Savings Plan	1,388	600	600
128 FICA	-	-	930
129 Medicare	1,357	1,752	1,995
131 MOPC	5,610	6,041	6,128
132 Employee Insurance	15,420	16,673	18,384
133 Employee Retirement	6,734	7,369	7,722
135 Compensation Insurance	50	39	64
136 Unemployment Insurance	286	362	368
139 Dental Insurance	572	846	858
<i>Subtotal</i>	<i>144,878</i>	<i>154,499</i>	<i>174,612</i>
Operating and Maintenance			
210 Office Supplies	60	200	100
216 Reference Books and Materials	12	-	-
217 Dues and Subscriptions	150	200	5,245
218 Non-Capital Equipment and Furniture	-	300	-
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	586	540	600
246 Liability Insurance	347	406	424
263 Postage	4	200	50
264 Printing and Copying	7,972	4,142	4,587
269 Other Services and Charges	550	600	600
<i>Subtotal</i>	<i>9,680</i>	<i>9,588</i>	<i>14,606</i>
Capital Outlay			
440 Machinery and Equipment	8,745	15,000	-
<i>Subtotal</i>	<i>8,745</i>	<i>15,000</i>	<i>-</i>
SERVICE TOTAL	\$ 163,302	\$ 179,087	\$ 189,218

Risk Management Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	356,994	363,614	374,640
Operating and Maintenance	117,448	140,259	136,994
Non-Operating	-	-	-
Capital	7,150	6,325	-
TOTAL	\$ 481,592	\$ 510,198	\$ 511,634

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

SERVICE: Risk Management

FUND: General Fund

DEPARTMENT: Finance Department

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:	2011 Budget	2012 Budget	2013 Budget
Risk Manager	0.79	0.60	0.74
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.17	0.09	0.23
Risk Management Technician	0.10	0.05	0.00
Administrative Assistant	0.93	0.88	1.11
Total	2.99	2.62	3.08

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	170,419	157,412	190,015
123 Leave Expense	2,060	-	-
126 Retirement Health Savings Plan	2,396	1,048	1,232
129 Medicare	2,185	2,283	2,756
131 MOPC	8,628	7,871	9,500
132 Employee Insurance	24,593	21,722	28,501
133 Employee Retirement	10,357	9,602	11,970
135 Compensation Insurance	68	62	83
136 Unemployment Insurance	455	473	570
139 Dental Insurance	911	1,103	1,331
<i>Subtotal</i>	<i>222,073</i>	<i>201,576</i>	<i>245,958</i>
Operating and Maintenance			
210 Office Supplies	1,506	1,400	1,000
216 Reference Books and Materials	77	-	100
217 Dues and Subscriptions	810	825	825
218 Non-Capital Equipment and Furniture	1,672	300	2,000
240 Equipment Repair and Maintenance	1,366	1,500	19,500
243 Non-Capital Computer Equipment and Supplies	28,111	30,300	1,700
246 Liability Insurance	545	717	618
250 Professional and Contracted Services	3,639	2,020	3,250
263 Postage	1,004	1,250	1,250
264 Printing and Copying	606	450	450
273 Fleet Lease - Operating and Maintenance	898	3,277	2,322
<i>Subtotal</i>	<i>40,236</i>	<i>42,039</i>	<i>33,015</i>
Capital Outlay			
440 Machinery and Equipment	-	6,325	-
<i>Subtotal</i>	<i>-</i>	<i>6,325</i>	<i>-</i>
SERVICE TOTAL	\$ 262,309	\$ 249,940	\$ 278,973

SERVICE: Safety**FUND:** General Fund**DEPARTMENT:** Finance Department

Service Description:

The Safety staff is committed to making safety a top priority within the organization. Staff members perform loss prevention and control activities, 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. 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:	2011 Budget	2012 Budget	2013 Budget
Risk Manager	0.21	0.15	0.09
Safety Officer	0.83	0.91	0.77
Risk Management Technician	0.40	0.00	0.00
Administrative Assistant	0.32	0.13	0.00
Total	1.76	1.19	0.86

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	103,478	75,367	56,524
123 Leave Expense	2,380	-	-
126 Retirement Health Savings Plan	1,287	476	344
129 Medicare	1,342	1,093	820
131 MOPC	5,288	3,768	2,826
132 Employee Insurance	13,495	10,401	8,478
133 Employee Retirement	6,348	4,597	3,561
135 Compensation Insurance	41	34	40
136 Unemployment Insurance	250	227	170
139 Dental Insurance	499	526	395
142 Food Allowance	513	-	-
<i>Subtotal</i>	<i>134,921</i>	<i>96,489</i>	<i>73,158</i>
Operating and Maintenance			
210 Office Supplies	372	380	200
215 Audiovisual Materials	2,716	2,569	3,000
216 Reference Books and Materials	197	146	200
217 Dues and Subscriptions	1,212	712	535
218 Non-Capital Equipment and Furniture	90	100	2,100
229 Materials and Supplies	189	77	50
240 Equipment Repair and Maintenance	-	650	1,000
243 Non-Capital Computer Equipment and Supplies	-	500	-
246 Liability Insurance	287	356	265
247 Safety Expenses	245	500	500
250 Professional and Contracted Services	69,480	36,152	63,950
261 Telephone Charges	216	250	250
263 Postage	84	45	50
264 Printing and Copying	1,141	-	-
269 Other Services and Charges	985	-	-
273 Fleet Lease - Operating and Maintenance	-	168	-
<i>Subtotal</i>	<i>77,213</i>	<i>42,605</i>	<i>72,100</i>
Capital Outlay			
440 Machinery and Equipment	7,150	-	-
<i>Subtotal</i>	<i>7,150</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 219,284	\$ 139,094	\$ 145,258

SERVICE: **Wellness**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Wellness

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Risk Manager	0.00	0.25	0.17
Risk Management Technician	0.00	0.45	0.50
Administrative Assistant	0.00	0.24	0.14
Total	0.00	0.94	0.81

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	-	50,863	42,465
126 Retirement Health Savings Plan	-	376	324
129 Medicare	-	737	615
131 MOPC	-	2,544	2,123
132 Employee Insurance	-	7,019	6,370
133 Employee Retirement	-	3,103	2,675
135 Compensation Insurance	-	-	27
136 Unemployment Insurance	-	152	128
139 Dental Insurance	-	355	297
142 Food Allowance	-	400	500
<i>Subtotal</i>	-	65,549	55,524
Operating and Maintenance			
210 Office Supplies	-	170	150
215 Audiovisual Materials	-	631	1,000
216 Reference Books and Materials	-	50	200
217 Dues and Subscriptions	-	588	750
218 Non-Capital Equipment and Furniture	-	-	5,000
229 Materials and Supplies	-	273	100
243 Non-Capital Computer Equipment and Supplies	-	300	-
246 Liability Insurance	-	-	179
250 Professional and Contracted Services	-	47,498	22,000
263 Postage	-	5	-
264 Printing and Copying	-	2,100	1,500
269 Other Services and Charges	-	4,000	1,000
<i>Subtotal</i>	-	55,615	31,879
SERVICE TOTAL	\$ -	\$ 121,164	\$ 87,403

Utility Billing Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	806,158	810,420	833,890
Operating and Maintenance	514,276	575,200	568,680
Non-Operating	-	-	-
Capital	23,394	32,000	-
TOTAL	\$ 1,343,828	\$ 1,417,620	\$ 1,402,570

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

SERVICE: **Utility Billing**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

This service is responsible for maintaining positive customer relations during connection, disconnection, billing and payment of utility services. Utility services include electric, water, wastewater, solid waste and storm drainage. Customer Service Representatives work with customers to provide service information, 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:	2011 Budget	2012 Budget	2013 Budget
Utility Billing Manager	0.94	0.94	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	0.20	0.20
Office Assistant	0.38	0.38	0.38
Total	12.42	12.52	12.52

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	497,655	532,002	540,668
114 Skill Based Pay	4,810	4,725	4,724
121 Wages - Overtime	14,542	500	500
122 Longevity Compensation	1,440	1,500	1,560
123 Leave Expense	17,702	-	-
124 Skill Based Overtime Pay	114	-	-
126 Retirement Health Savings Plan	4,559	5,008	5,008
129 Medicare	6,439	7,784	7,912
131 MOPC	26,132	26,836	27,273
132 Employee Insurance	71,373	73,417	81,102
133 Employee Retirement	31,368	32,738	34,360
135 Compensation Insurance	945	910	1,085
136 Unemployment Insurance	1,323	1,596	1,623
139 Dental Insurance	2,645	3,724	3,783
141 Uniforms and Protective Clothing	150	275	250
142 Food Allowance	76	-	-
<i>Subtotal</i>	<i>681,272</i>	<i>691,015</i>	<i>709,848</i>
Operating and Maintenance			
210 Office Supplies	1,571	1,500	1,500
218 Non-Capital Equipment and Furniture	1,119	1,000	1,000
229 Materials and Supplies	30,235	33,900	31,576
240 Equipment Repair and Maintenance	165,763	168,311	164,850
243 Non-Capital Computer Equipment and Supplies	8,227	8,100	8,200
246 Liability Insurance	1,544	2,012	1,996
249 Operating Leases and Rentals	-	10,200	21,600
250 Professional and Contracted Services	76,633	100,996	97,146
261 Telephone Charges	242	400	250
263 Postage	200,535	213,400	207,292
264 Printing and Copying	4,155	3,130	4,200
269 Other Services and Charges	1,464	1,400	1,500
<i>Subtotal</i>	<i>491,488</i>	<i>544,349</i>	<i>541,110</i>
Capital Outlay			
440 Machinery and Equipment	23,394	32,000	-
<i>Subtotal</i>	<i>23,394</i>	<i>32,000</i>	<i>-</i>
SERVICE TOTAL	\$ 1,196,154	\$ 1,267,364	\$ 1,250,958

SERVICE: **Mail Delivery**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

This service coordinates with the U.S. Post Office in the pickup and delivery of City mail. Services 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:	2011 Budget	2012 Budget	2013 Budget
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Office Assistant	0.12	0.12	0.12
Total	1.14	1.14	1.14

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	35,817	35,851	36,827
121 Wages - Overtime	38	200	100
123 Leave Expense	141	-	-
126 Retirement Health Savings Plan	743	456	456
129 Medicare	467	520	533
131 MOPC	1,797	1,793	1,841
132 Employee Insurance	4,814	4,948	5,524
133 Employee Retirement	2,157	2,186	2,320
135 Compensation Insurance	13	12	19
136 Unemployment Insurance	89	107	110
139 Dental Insurance	179	251	258
<i>Subtotal</i>	<i>46,257</i>	<i>46,324</i>	<i>47,988</i>
Operating and Maintenance			
229 Materials and Supplies	4,423	2,010	2,010
240 Equipment Repair and Maintenance	4,004	2,900	4,200
246 Liability Insurance	506	577	555
249 Operating Leases and Rentals	1,156	900	1,200
273 Fleet Lease - Operating and Maintenance	-	4,334	3,377
274 Fleet Lease - Replacement	-	3,472	3,472
<i>Subtotal</i>	<i>10,088</i>	<i>14,193</i>	<i>14,814</i>
SERVICE TOTAL	\$ 56,345	\$ 60,517	\$ 62,802

SERVICE: Parking Enforcement

FUND: General Fund

DEPARTMENT: Finance Department

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

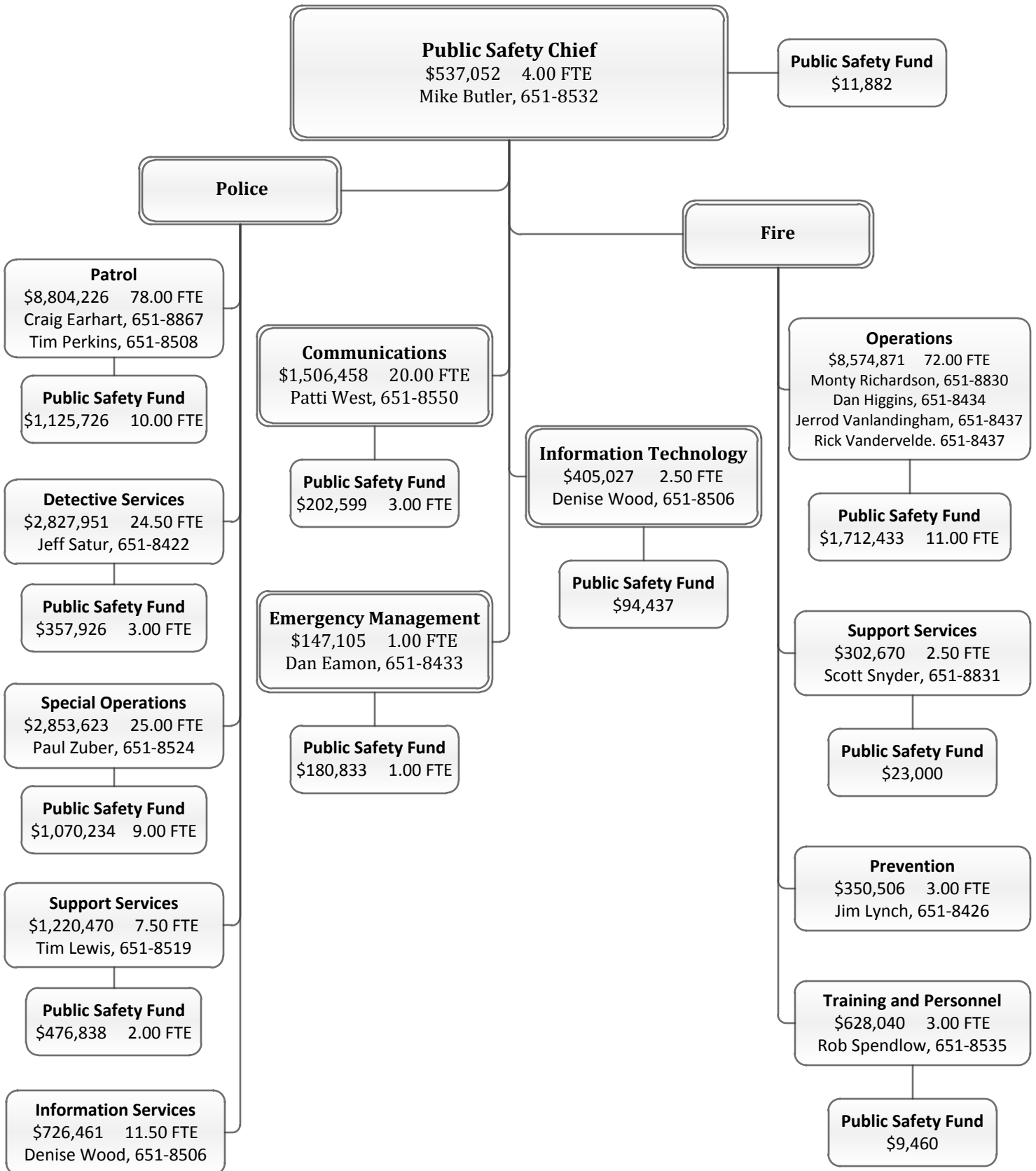
Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Utility Billing Manager	0.04	0.04	0.04
Parking Enforcement Officer	1.40	1.30	1.30
Total	1.44	1.34	1.34

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	52,593	51,623	52,492
123 Leave Expense	5,001	-	-
126 Retirement Health Savings Plan	596	536	536
129 Medicare	653	749	762
131 MOPC	2,723	2,581	2,625
132 Employee Insurance	7,469	7,124	7,874
133 Employee Retirement	3,268	3,149	3,306
135 Compensation Insurance	4,921	5,551	6,834
136 Unemployment Insurance	139	155	157
139 Dental Insurance	276	363	368
141 Uniforms and Protective Clothing	817	1,000	900
142 Food Allowance	174	250	200
<i>Subtotal</i>	<i>78,629</i>	<i>73,081</i>	<i>76,054</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,555	5,200	3,800
229 Materials and Supplies	1,449	4,828	2,720
245 Mileage Allowance	1,386	950	1,500
246 Liability Insurance	209	336	312
250 Professional and Contracted Services	6,107	1,800	-
263 Postage	1,234	1,700	1,300
264 Printing and Copying	493	150	1,100
273 Fleet Lease - Operating and Maintenance	268	1,694	2,024
<i>Subtotal</i>	<i>12,700</i>	<i>16,658</i>	<i>12,756</i>
SERVICE TOTAL	\$ 91,329	\$ 89,739	\$ 88,810

Public Safety Department

\$34,149,828 293.50 FTE



Public Safety Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	24,386,121	24,817,716	25,641,653
Operating and Maintenance	3,453,168	3,615,254	3,259,807
Non-Operating	-	-	-
Capital	75,096	115,000	28,000
TOTAL	\$ 27,914,386	\$ 28,547,970	\$ 28,929,460

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 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: Fire Operations, Fire Support Services, Fire Prevention, Fire Training and Personnel, Police Patrol; Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Police Operations Support Services; Police Information Services, Volunteer Programs and Special Operations. Shared activities of the Police and Fire Departments are found in the Public Safety Administrative Services budget service and include the Public Safety Director, Emergency Communications, Public Safety Information Technology, and the Office of Emergency Management.

Public Safety Administration Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,127,062	2,161,031	2,214,710
Operating and Maintenance	329,774	518,735	352,932
Non-Operating	-	-	-
Capital	-	32,000	28,000
TOTAL	\$ 2,456,836	\$ 2,711,766	\$ 2,595,642

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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: Fire Operations, Fire Support Services, Fire Prevention, Fire Training and Personnel, Police Patrol; Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Police Operations Support Services; Police Information Services, Volunteer Programs and Special Operations. Shared activities of the Police and Fire Departments are found in the Public Safety Administrative Services budget service and include the Public Safety Director, Emergency Communications, Public Safety Information Technology, and the Office of Emergency Management.

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:	2011 Budget	2012 Budget	2013 Budget
Chief of Public Safety	1.00	1.00	1.00
Fire Battalion Chief	1.00	0.00	0.00
Crime, Information and Research Analyst	1.00	1.00	1.00
Police Programs Coordinator	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	5.00	4.00	4.00

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	337,101	347,009	350,464
121	Wages - Overtime	1,317	158	158
123	Leave Expense	7,202	-	-
126	Retirement Health Savings Plan	3,056	1,600	1,600
129	Medicare	4,304	5,012	5,062
131	MOPC	9,472	17,285	17,458
132	Employee Insurance	59,364	47,707	52,374
133	Employee Retirement	11,370	21,089	21,996
134	Police and Fire Retirement	15,292	-	-
135	Compensation Insurance	7,031	6,447	7,535
136	Unemployment Insurance	1,099	1,038	1,048
137	Staff Training and Conferences	901	-	-
139	Dental Insurance	2,199	2,420	2,444
141	Uniforms and Protective Clothing	9,223	475	475
142	Food Allowance	2,890	1,498	1,498
	<i>Subtotal</i>	<i>471,821</i>	<i>451,738</i>	<i>462,112</i>
Operating and Maintenance				
210	Office Supplies	765	1,900	1,900
216	Reference Books and Materials	158	450	450
217	Dues and Subscriptions	3,726	2,968	2,968
218	Non-Capital Equipment and Furniture	4,325	1,314	1,314
229	Materials and Supplies	7,957	7,875	7,875
230	Printing and Copier Supplies	150	1,788	1,788
240	Equipment Repair and Maintenance	-	2,503	2,503
243	Non-Capital Computer Equipment and Supplies	968	5,000	5,000
245	Mileage Allowance	22	-	-
246	Liability Insurance	7,964	8,810	8,305
250	Professional and Contracted Services	47,647	17,300	17,300
261	Telephone Charges	637	-	-
262	Radio Repair and Maintenance	-	50	50
263	Postage	10,423	11,163	11,163
264	Printing and Copying	6,476	2,799	2,799
269	Other Services and Charges	5,956	5,930	1,930
273	Fleet Lease - Operating and Maintenance	2,061	2,382	3,497
274	Fleet Lease - Replacement	11,472	6,161	6,098
	<i>Subtotal</i>	<i>110,708</i>	<i>78,393</i>	<i>74,940</i>
	SERVICE TOTAL	\$ 582,529	\$ 530,131	\$ 537,052

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:	2011 Budget	2012 Budget	2013 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
Emergency CommTech Systems Specialist	1.00	1.00	1.00
Total	20.00	20.00	20.00

SERVICE: Communication Center**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	965,205	1,039,330	1,057,233
112 Wages - Temporary	-	2,300	2,300
114 Skill Based Pay	1,860	1,800	3,600
121 Wages - Overtime	89,827	73,987	73,987
122 Longevity Compensation	1,740	1,800	1,860
123 Leave Expense	26,926	-	-
124 Skill Based Overtime Pay	326	-	-
126 Retirement Health Savings Plan	11,299	9,663	9,821
128 FICA	-	143	143
129 Medicare	12,538	13,824	14,096
131 MOPC	49,509	52,055	53,040
132 Employee Insurance	140,849	143,425	158,585
133 Employee Retirement	59,434	63,504	66,831
135 Compensation Insurance	1,901	1,624	1,902
136 Unemployment Insurance	2,607	3,117	3,171
137 Staff Training and Conferences	8,234	19,587	19,587
139 Dental Insurance	5,213	7,272	7,398
142 Food Allowance	365	1,176	1,176
<i>Subtotal</i>	<i>1,377,833</i>	<i>1,434,607</i>	<i>1,474,730</i>
Operating and Maintenance			
210 Office Supplies	2,595	2,598	2,598
216 Reference Books and Materials	223	750	750
217 Dues and Subscriptions	678	1,010	1,010
218 Non-Capital Equipment and Furniture	5,126	8,500	7,000
229 Materials and Supplies	1,404	850	850
232 Building Repair and Maintenance	371	200	200
240 Equipment Repair and Maintenance	4,710	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	25,682	3,400	3,400
245 Mileage Allowance	77	345	345
246 Liability Insurance	2,860	3,990	3,925
250 Professional and Contracted Services	-	6,000	6,000
262 Radio Repair and Maintenance	70	500	500
263 Postage	-	550	550
264 Printing and Copying	369	1,600	1,600
269 Other Services and Charges	1,863	2,000	2,000
<i>Subtotal</i>	<i>46,027</i>	<i>33,293</i>	<i>31,728</i>
Capital Outlay			
440 Machinery and Equipment	-	32,000	-
<i>Subtotal</i>	<i>-</i>	<i>32,000</i>	<i>-</i>
SERVICE TOTAL	\$ 1,423,860	\$ 1,499,900	\$ 1,506,458

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:	2011 Budget	2012 Budget	2013 Budget
Public Safety Info/Technology Manager	0.50	0.50	0.50
Mobile Data Communications Specialist	2.00	2.00	2.00
Total	2.50	2.50	2.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	146,759	152,238	153,334
121 Wages - Overtime	9,654	7,986	5,986
123 Leave Expense	4,277	-	-
126 Retirement Health Savings Plan	1,428	1,000	1,000
129 Medicare	2,110	2,208	2,223
131 MOPC	7,539	7,612	7,667
132 Employee Insurance	20,416	21,009	23,001
133 Employee Retirement	9,050	9,287	9,661
135 Compensation Insurance	61	55	85
136 Unemployment Insurance	378	457	459
139 Dental Insurance	757	1,065	1,074
<i>Subtotal</i>	<i>202,429</i>	<i>202,917</i>	<i>204,490</i>
Operating and Maintenance			
210 Office Supplies	89	1,680	1,680
216 Reference Books and Materials	138	66	66
218 Non-Capital Equipment and Furniture	22	-	-
229 Materials and Supplies	-	120	120
240 Equipment Repair and Maintenance	99,866	124,729	124,729
243 Non-Capital Computer Equipment and Supplies	11,733	68,748	37,861
246 Liability Insurance	427	566	563
250 Professional and Contracted Services	26,532	2,118	2,118
261 Telephone Charges	-	5,400	5,400
261 Telephone Charges	108	-	-
<i>Subtotal</i>	<i>138,914</i>	<i>203,427</i>	<i>172,537</i>
Capital Outlay			
440 Machinery and Equipment	-	-	28,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>28,000</i>
SERVICE TOTAL	\$ 341,344	\$ 406,344	\$ 405,027

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:	2011 Budget	2012 Budget	2013 Budget
Administrative Analyst	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Emergency Management**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	51,339	53,921	54,455
121 Wages - Overtime	2,883	-	-
123 Leave Expense	1,925	-	-
124 Skill Based Overtime Pay	10	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	690	782	790
131 MOPC	2,670	2,696	2,723
132 Employee Insurance	7,207	7,441	8,168
133 Employee Retirement	3,205	3,289	3,431
135 Compensation Insurance	950	950	1,117
136 Unemployment Insurance	133	162	163
137 Staff Training and Conferences	1,443	1,250	1,250
139 Dental Insurance	267	378	381
142 Food Allowance	1,859	500	500
<i>Subtotal</i>	<i>74,980</i>	<i>71,769</i>	<i>73,378</i>
Operating and Maintenance			
210 Office Supplies	734	750	750
216 Reference Books and Materials	202	500	500
217 Dues and Subscriptions	277	700	700
218 Non-Capital Equipment and Furniture	715	-	-
229 Materials and Supplies	437	-	-
240 Equipment Repair and Maintenance	28,642	5,000	5,000
243 Non-Capital Computer Equipment and Supplies	1,295	-	-
245 Mileage Allowance	416	400	400
246 Liability Insurance	901	2,030	2,377
250 Professional and Contracted Services	72	-	-
261 Telephone Charges	198	5,940	5,940
263 Postage	200	-	-
269 Other Services and Charges	35	1,260	8,060
274 Fleet Lease - Replacement	-	187,042	50,000
<i>Subtotal</i>	<i>34,124</i>	<i>203,622</i>	<i>73,727</i>
SERVICE TOTAL	\$ 109,104	\$ 275,391	\$ 147,105

Fire Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	8,487,550	8,611,418	8,902,905
Operating and Maintenance	1,181,574	1,147,218	953,182
Non-Operating	-	-	-
Capital	70,096	29,000	-
TOTAL	\$ 9,739,221	\$ 9,787,636	\$ 9,856,087

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

SERVICE: Operations

FUND: General 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:	2011 Budget	2012 Budget	2013 Budget
Assistant Fire Chief	4.00	4.00	4.00
Fire Captain	0.00	2.00	2.00
Fire Lieutenant	18.00	16.00	16.00
Firefighter/Engineer/Paramedic	5.00	7.00	7.00
Firefighter/Engineer	12.00	11.00	11.00
Firefighter/Paramedic	13.00	13.00	13.00
Firefighter	19.00	19.00	19.00
Total	71.00	72.00	72.00

SERVICE: Operations**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	4,940,530	5,266,928	5,399,527
114 Skill Based Pay	17,779	3,300	3,600
121 Wages - Overtime	533,220	460,242	464,863
122 Longevity Compensation	29,040	30,060	27,240
123 Leave Expense	136,421	-	-
124 Skill Based Overtime Pay	3,503	-	-
126 Retirement Health Savings Plan	63,683	49,987	51,275
127 FPPA Death and Disability	36,728	36,045	38,637
129 Medicare	60,662	63,610	66,453
132 Employee Insurance	673,808	723,246	806,027
134 Police and Fire Retirement	655,175	666,911	668,692
135 Compensation Insurance	89,945	95,557	130,579
136 Unemployment Insurance	12,483	15,721	16,140
137 Staff Training and Conferences	11,727	-	-
139 Dental Insurance	24,958	36,691	37,623
141 Uniforms and Protective Clothing	69,680	58,068	58,032
142 Food Allowance	6,984	-	-
<i>Subtotal</i>	<i>7,366,325</i>	<i>7,506,366</i>	<i>7,768,688</i>
Operating and Maintenance			
210 Office Supplies	2,677	-	-
216 Reference Books and Materials	2,203	390	390
217 Dues and Subscriptions	1,947	-	-
218 Non-Capital Equipment and Furniture	44,450	85,602	103,366
228 Janitorial Supplies	12,366	10,000	10,000
229 Materials and Supplies	27,145	26,250	26,250
232 Building Repair and Maintenance	73,753	44,000	44,000
233 Facility Repair and Maintenance	2,406	2,000	2,000
240 Equipment Repair and Maintenance	21,866	21,000	21,000
241 Grounds Maintenance	1,079	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	2,604	-	-
245 Mileage Allowance	817	200	200
246 Liability Insurance	76,372	77,350	73,684
247 Safety Expenses	13,959	9,000	9,000
250 Professional and Contracted Services	11,810	-	-
261 Telephone Charges	16,766	11,800	11,800
262 Radio Repair and Maintenance	210	-	-
263 Postage	344	-	-
264 Printing and Copying	2,036	-	-
269 Other Services and Charges	9,187	9,000	9,000
273 Fleet Lease - Operating and Maintenance	264,281	263,595	243,395
274 Fleet Lease - Replacement	433,457	396,308	250,098
<i>Subtotal</i>	<i>1,021,736</i>	<i>958,495</i>	<i>806,183</i>
Capital Outlay			
432 Vehicles	-	21,500	-
440 Machinery and Equipment	70,096	-	-
<i>Subtotal</i>	<i>70,096</i>	<i>21,500</i>	<i>-</i>
SERVICE TOTAL	\$ 8,458,157	\$ 8,486,361	\$ 8,574,871

SERVICE: Support Services

FUND: General Fund

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:	2011 Budget	2012 Budget	2013 Budget
Assistant Fire Chief	1.00	1.00	1.00
Fire Safety Education Coordinator	0.00	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	2.00	2.50	2.50

SERVICE: Support Services**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	144,452	183,889	186,937
112 Wages - Temporary	4,863	1,500	1,500
121 Wages - Overtime	18,502	-	-
122 Longevity Compensation	1,920	1,980	2,040
123 Leave Expense	1,604	-	-
124 Skill Based Overtime Pay	192	-	-
126 Retirement Health Savings Plan	1,457	1,000	1,000
128 FICA	247	93	93
129 Medicare	528	1,063	1,091
131 MOPC	1,835	3,590	3,686
132 Employee Insurance	20,787	25,376	28,041
133 Employee Retirement	2,204	4,379	4,645
134 Police and Fire Retirement	11,208	11,210	11,321
135 Compensation Insurance	5,660	6,004	7,925
136 Unemployment Insurance	384	551	562
137 Staff Training and Conferences	1,974	-	-
139 Dental Insurance	770	1,288	1,309
141 Uniforms and Protective Clothing	3,521	550	525
142 Food Allowance	776	1,000	1,000
<i>Subtotal</i>	222,882	243,473	251,675
Operating and Maintenance			
210 Office Supplies	3,474	4,150	4,150
214 Pamphlets and Documents	-	500	500
216 Reference Books and Materials	179	500	500
217 Dues and Subscriptions	756	6,260	6,260
218 Non-Capital Equipment and Furniture	4,904	9,600	1,500
229 Materials and Supplies	5,466	2,800	2,800
230 Printing and Copier Supplies	1,269	3,075	3,075
232 Building Repair and Maintenance	4,715	2,500	2,500
233 Facility Repair and Maintenance	834	-	-
240 Equipment Repair and Maintenance	1,515	4,790	1,000
243 Non-Capital Computer Equipment and Supplies	2,033	-	3,000
245 Mileage Allowance	225	500	500
246 Liability Insurance	1,820	1,370	1,512
247 Safety Expenses	2,177	-	-
249 Operating Leases and Rentals	33	-	5,000
250 Professional and Contracted Services	1,708	13,600	-
261 Telephone Charges	1,957	-	1,500
263 Postage	974	1,500	1,500
264 Printing and Copying	3,700	6,600	4,000
269 Other Services and Charges	874	-	-
273 Fleet Lease - Operating and Maintenance	6,933	11,239	6,468
274 Fleet Lease - Replacement	2,606	5,290	5,230
<i>Subtotal</i>	48,149	74,274	50,995
Capital Outlay			
440 Machinery and Equipment	-	7,500	-
<i>Subtotal</i>	-	7,500	-
SERVICE TOTAL	\$ 271,031	\$ 325,247	\$ 302,670

SERVICE: Prevention

FUND: General Fund

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:	2011 Budget	2012 Budget	2013 Budget
Assistant Fire Chief	1.00	1.00	1.00
Hazardous Materials Inspector	1.00	1.00	1.00
Fire Protection Engineer	1.00	1.00	1.00
Fire Safety Education Coordinator	0.50	0.00	0.00
Total	3.50	3.00	3.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	269,057	248,252	250,034
121 Wages - Overtime	568	-	-
122 Longevity Compensation	4,200	4,320	4,440
123 Leave Expense	12,182	-	-
126 Retirement Health Savings Plan	3,497	1,200	1,200
129 Medicare	1,278	1,107	1,118
131 MOPC	9,090	7,345	7,383
132 Employee Insurance	36,910	34,259	37,505
133 Employee Retirement	10,911	8,960	9,302
134 Police and Fire Retirement	10,237	10,136	10,238
135 Compensation Insurance	-	1,439	2,567
136 Unemployment Insurance	684	745	750
139 Dental Insurance	1,367	1,737	1,751
141 Uniforms and Protective Clothing	949	950	950
142 Food Allowance	-	618	618
<i>Subtotal</i>	<i>360,930</i>	<i>321,068</i>	<i>327,856</i>
Operating and Maintenance			
214 Pamphlets and Documents	790	1,714	1,714
216 Reference Books and Materials	190	2,500	2,500
217 Dues and Subscriptions	907	-	-
218 Non-Capital Equipment and Furniture	470	3,500	2,500
229 Materials and Supplies	50	3,500	2,500
240 Equipment Repair and Maintenance	177	-	-
243 Non-Capital Computer Equipment and Supplies	511	-	-
245 Mileage Allowance	116	-	-
246 Liability Insurance	307	1,428	1,301
261 Telephone Charges	1,145	-	-
269 Other Services and Charges	39,031	22,694	-
273 Fleet Lease - Operating and Maintenance	4,301	7,067	8,252
274 Fleet Lease - Replacement	-	3,906	3,883
<i>Subtotal</i>	<i>47,996</i>	<i>46,309</i>	<i>22,650</i>
SERVICE TOTAL	\$ 408,926	\$ 367,377	\$ 350,506

SERVICE: **Fire Training and Personnel**

FUND: General Fund

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:	2011 Budget	2012 Budget	2013 Budget
Assistant Fire Chief	1.00	1.00	1.00
Fire Lieutenant	0.00	2.00	2.00
Firefighter/Engineer/Paramedic	1.00	0.00	0.00
Firefighter/Engineer	1.00	0.00	0.00
Total	3.00	3.00	3.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	252,406	258,007	264,479
121 Wages - Overtime	178,328	154,778	154,778
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	368	-	-
124 Skill Based Overtime Pay	1,107	-	-
126 Retirement Health Savings Plan	1,902	1,966	2,022
127 FPPA Death and Disability	2,921	3,038	3,128
129 Medicare	3,874	3,742	3,834
132 Employee Insurance	32,207	35,605	39,673
134 Police and Fire Retirement	25,122	25,800	26,448
135 Compensation Insurance	-	1,644	4,269
136 Unemployment Insurance	597	774	793
137 Staff Training and Conferences	32,620	50,611	50,611
139 Dental Insurance	1,193	1,806	1,851
141 Uniforms and Protective Clothing	2,103	800	800
142 Food Allowance	1,285	500	500
<i>Subtotal</i>	<i>537,414</i>	<i>540,511</i>	<i>554,686</i>
Operating and Maintenance			
210 Office Supplies	548	-	-
216 Reference Books and Materials	4,813	2,000	2,000
217 Dues and Subscriptions	645	-	-
218 Non-Capital Equipment and Furniture	8,487	1,000	1,000
229 Materials and Supplies	2,547	1,000	1,000
232 Building Repair and Maintenance	187	-	-
240 Equipment Repair and Maintenance	270	10,000	9,000
243 Non-Capital Computer Equipment and Supplies	1,560	392	392
245 Mileage Allowance	329	-	-
246 Liability Insurance	425	1,601	1,911
247 Safety Expenses	198	8,000	7,000
250 Professional and Contracted Services	36,690	30,000	30,000
263 Postage	54	-	-
264 Printing and Copying	628	-	-
269 Other Services and Charges	500	-	-
273 Fleet Lease - Operating and Maintenance	5,812	8,836	15,487
274 Fleet Lease - Replacement	-	5,311	5,564
<i>Subtotal</i>	<i>63,693</i>	<i>68,140</i>	<i>73,354</i>
SERVICE TOTAL	\$ 601,107	\$ 608,651	\$ 628,040

Police Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	13,771,509	14,045,267	14,524,038
Operating and Maintenance	1,941,820	1,949,301	1,953,693
Non-Operating	-	-	-
Capital	5,000	54,000	-
TOTAL	\$ 15,718,329	\$ 16,048,568	\$ 16,477,731

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:	2011 Budget	2012 Budget	2013 Budget
Police Commander	2.00	2.00	2.00
Police Sergeant	10.00	10.00	10.00
Master Police Officer	12.00	17.00	25.00
Police Officer	53.00	47.00	39.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	79.00	78.00	78.00

SERVICE: Patrol**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	5,369,515	5,632,728	5,759,626
114	Skill Based Pay	12,596	12,600	13,800
121	Wages - Overtime	224,574	253,892	253,892
122	Longevity Compensation	24,780	25,140	25,980
123	Leave Expense	145,548	-	-
124	Skill Based Overtime Pay	749	-	-
126	Retirement Health Savings Plan	77,388	54,860	55,503
127	FPPA Death and Disability	49,573	50,507	50,411
129	Medicare	60,599	67,380	68,160
131	MOPC	4,855	4,902	4,952
132	Employee Insurance	752,035	777,325	854,702
133	Employee Retirement	5,828	5,981	6,240
134	Police and Fire Retirement	599,164	613,340	631,408
135	Compensation Insurance	138,254	153,460	213,510
136	Unemployment Insurance	13,907	16,899	17,112
139	Dental Insurance	27,879	39,427	39,887
141	Uniforms and Protective Clothing	96,684	104,880	97,080
142	Food Allowance	295	300	300
	<i>Subtotal</i>	<i>7,604,222</i>	<i>7,813,621</i>	<i>8,092,563</i>
Operating and Maintenance				
210	Office Supplies	1,879	2,305	2,305
216	Reference Books and Materials	2,745	3,169	3,169
217	Dues and Subscriptions	1,020	1,000	1,000
218	Non-Capital Equipment and Furniture	12,440	10,665	8,165
226	Prisoner Expenses	28	1,515	1,515
229	Materials and Supplies	5,845	6,191	6,191
240	Equipment Repair and Maintenance	544	600	600
243	Non-Capital Computer Equipment and Supplies	4,863	5,285	5,285
245	Mileage Allowance	56	-	-
246	Liability Insurance	89,002	125,348	112,617
250	Professional and Contracted Services	6,451	2,100	2,100
258	Investigative Expenses	423	1,500	1,500
263	Postage	89	-	-
264	Printing and Copying	4,262	6,710	6,710
273	Fleet Lease - Operating and Maintenance	444,495	399,542	418,397
274	Fleet Lease - Replacement	157,023	137,126	142,109
	<i>Subtotal</i>	<i>731,164</i>	<i>703,056</i>	<i>711,663</i>
	SERVICE TOTAL	\$ 8,335,386	\$ 8,516,677	\$ 8,804,226

SERVICE: **Special Operations**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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 collateral service functions are the SWAT Team and Bomb Squad. 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, nonemergency, 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:	2011 Budget	2012 Budget	2013 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	1.00	1.00	1.00
Total	6.50	6.50	6.50

SERVICE: Special Operations**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	349,708	356,707	363,968
114 Skill Based Pay	-	-	1,200
121 Wages - Overtime	2,521	3,100	3,100
122 Longevity Compensation	2,040	2,100	2,160
123 Leave Expense	5,891	-	-
126 Retirement Health Savings Plan	4,179	2,700	2,756
127 FPPA Death and Disability	583	589	596
129 Medicare	3,039	3,505	3,612
131 MOPC	9,249	9,824	10,162
132 Employee Insurance	48,243	49,225	54,596
133 Employee Retirement	11,102	11,986	12,804
134 Police and Fire Retirement	16,070	16,022	16,193
135 Compensation Insurance	141	1,897	2,601
136 Unemployment Insurance	892	1,071	1,092
139 Dental Insurance	1,787	2,497	2,549
141 Uniforms and Protective Clothing	2,960	4,195	3,775
142 Food Allowance	25	250	-
<i>Subtotal</i>	<i>458,431</i>	<i>465,668</i>	<i>481,164</i>
Operating and Maintenance			
210 Office Supplies	1,376	1,320	1,445
216 Reference Books and Materials	570	785	785
218 Non-Capital Equipment and Furniture	1,393	850	1,850
229 Materials and Supplies	401	500	500
243 Non-Capital Computer Equipment and Supplies	967	1,800	1,800
246 Liability Insurance	1,160	2,049	1,955
250 Professional and Contracted Services	598	150	300
264 Printing and Copying	551	2,900	-
273 Fleet Lease - Operating and Maintenance	2,515	20,426	20,924
274 Fleet Lease - Replacement	6,560	6,559	13,756
<i>Subtotal</i>	<i>16,090</i>	<i>37,339</i>	<i>43,315</i>
SERVICE TOTAL	\$ 474,521	\$ 503,007	\$ 524,479

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 conducting investigations, 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:	2011 Budget	2012 Budget	2013 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

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	219,442	227,920	230,767
121 Wages - Overtime	1,585	2,000	2,000
123 Leave Expense	6,381	-	-
126 Retirement Health Savings Plan	2,899	2,278	2,308
127 FPPA Death and Disability	583	589	596
129 Medicare	3,002	3,305	3,347
131 MOPC	9,058	9,131	9,245
132 Employee Insurance	30,465	31,452	34,616
133 Employee Retirement	10,873	11,140	11,650
134 Police and Fire Retirement	4,486	4,530	4,586
135 Compensation Insurance	4,715	4,521	11,102
136 Unemployment Insurance	564	684	692
139 Dental Insurance	1,128	1,595	1,615
141 Uniforms and Protective Clothing	2,510	2,460	2,880
<i>Subtotal</i>	<i>297,693</i>	<i>301,605</i>	<i>315,404</i>
Operating and Maintenance			
214 Pamphlets and Documents	-	100	-
217 Dues and Subscriptions	190	215	215
218 Non-Capital Equipment and Furniture	357	900	900
229 Materials and Supplies	353	800	800
246 Liability Insurance	1,078	1,216	3,436
250 Professional and Contracted Services	173,779	176,311	175,311
273 Fleet Lease - Operating and Maintenance	16,490	21,296	20,517
274 Fleet Lease - Replacement	15,691	13,947	-
<i>Subtotal</i>	<i>207,939</i>	<i>214,785</i>	<i>201,179</i>
SERVICE TOTAL	\$ 505,631	\$ 516,390	\$ 516,583

SERVICE: School Resource Officers

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

School Resource Officer Unit is a primary service function of the Special Operations Division. Its primary functions and responsibilities are: Safe Schools – promoting a safe environment for school settings through crime and disorder prevention, reducing illegal drug/alcohol use, and encouraging responsible motor vehicle operation all of which is accomplished through investigations, restorative justice, mediation and the enforcement of statutes, ordinances, and school policies; Education Programs – promotion and coordination of safety/awareness programs for students and staff; and Prevention Programs – school programs to enhance positive decision-making skills, deter substance use/abuse.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	4.00	4.00
Police Officer	1.00	0.00	0.00
Total	5.00	5.00	5.00

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	384,493	391,608	396,480
121	Wages - Overtime	19,724	22,780	22,780
123	Leave Expense	743	-	-
126	Retirement Health Savings Plan	6,151	3,918	3,965
127	FPPA Death and Disability	2,906	2,935	2,971
129	Medicare	5,278	5,678	5,750
132	Employee Insurance	51,430	54,041	59,471
134	Police and Fire Retirement	38,781	39,160	39,649
135	Compensation Insurance	2,377	6,236	9,169
136	Unemployment Insurance	951	1,176	1,191
139	Dental Insurance	1,907	2,744	2,774
141	Uniforms and Protective Clothing	2,559	3,325	3,325
142	Food Allowance	314	250	250
	<i>Subtotal</i>	<i>517,614</i>	<i>533,851</i>	<i>547,775</i>
Operating and Maintenance				
210	Office Supplies	10	150	-
216	Reference Books and Materials	43	-	-
217	Dues and Subscriptions	-	250	-
218	Non-Capital Equipment and Furniture	313	2,000	1,650
229	Materials and Supplies	3,814	3,300	3,300
243	Non-Capital Computer Equipment and Supplies	4,393	-	-
246	Liability Insurance	5,884	7,014	6,757
264	Printing and Copying	-	975	-
273	Fleet Lease - Operating and Maintenance	9,424	1,474	1,458
274	Fleet Lease - Replacement	5,640	5,640	3,170
	<i>Subtotal</i>	<i>29,520</i>	<i>20,803</i>	<i>16,335</i>
	SERVICE TOTAL	\$ 547,134	\$ 554,654	\$ 564,110

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 primary purposes are to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through the enforcement of the traffic laws, 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:	2011 Budget	2012 Budget	2013 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	3.00	5.00
Police Officer	3.00	2.00	0.00
Community Service Officer	3.00	3.00	3.00
Total	9.00	9.00	9.00

SERVICE: Traffic Unit**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	543,886	587,820	614,273
114 Skill Based Pay	3,602	3,600	3,600
121 Wages - Overtime	53,743	34,765	24,765
123 Leave Expense	17,078	-	-
124 Skill Based Overtime Pay	274	-	-
126 Retirement Health Savings Plan	9,153	5,916	6,179
127 FPPA Death and Disability	5,714	5,751	7,135
129 Medicare	7,753	8,575	8,960
131 MOPC	5,532	6,733	7,080
132 Employee Insurance	78,550	81,119	92,140
133 Employee Retirement	6,641	8,214	8,921
134 Police and Fire Retirement	45,263	45,675	47,628
135 Compensation Insurance	8,736	3,358	4,629
136 Unemployment Insurance	1,453	1,764	1,845
139 Dental Insurance	2,911	4,116	4,298
141 Uniforms and Protective Clothing	7,255	5,000	6,100
142 Food Allowance	-	-	100
<i>Subtotal</i>	<i>797,546</i>	<i>802,406</i>	<i>837,653</i>
Operating and Maintenance			
217 Dues and Subscriptions	50	70	70
218 Non-Capital Equipment and Furniture	4,243	4,727	1,695
229 Materials and Supplies	187	300	300
240 Equipment Repair and Maintenance	931	1,600	1,600
243 Non-Capital Computer Equipment and Supplies	2,255	9,000	2,000
246 Liability Insurance	3,220	4,263	4,397
250 Professional and Contracted Services	1,725	1,000	1,000
258 Investigative Expenses	12,391	6,300	6,300
273 Fleet Lease - Operating and Maintenance	18,582	34,367	37,960
274 Fleet Lease - Replacement	22,732	9,345	23,262
<i>Subtotal</i>	<i>66,314</i>	<i>70,972</i>	<i>78,584</i>
Capital Outlay			
440 Machinery and Equipment	-	10,000	-
<i>Subtotal</i>	<i>-</i>	<i>10,000</i>	<i>-</i>
SERVICE TOTAL	\$ 863,860	\$ 883,378	\$ 916,237

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.

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

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

SERVICE: SWAT Team**LINE ITEM BUDGET**

		2011 Actual	2012 Budget	2013 Budget
Personal Services				
121	Wages - Overtime	34,213	50,633	50,633
124	Skill Based Overtime Pay	61	-	-
135	Compensation Insurance	190	191	366
141	Uniforms and Protective Clothing	6,534	5,450	5,450
142	Food Allowance	284	400	400
	<i>Subtotal</i>	<i>41,283</i>	<i>56,674</i>	<i>56,849</i>
Operating and Maintenance				
210	Office Supplies	5	120	-
216	Reference Books and Materials	375	150	150
217	Dues and Subscriptions	1,272	795	795
218	Non-Capital Equipment and Furniture	16,442	26,300	50,660
229	Materials and Supplies	33,158	31,650	33,110
240	Equipment Repair and Maintenance	362	4,600	9,400
243	Non-Capital Computer Equipment and Supplies	63	1,000	520
246	Liability Insurance	16,125	9,778	7,795
247	Safety Expenses	1,988	36,400	24,700
250	Professional and Contracted Services	625	100	220
264	Printing and Copying	-	100	100
269	Other Services and Charges	28	-	-
273	Fleet Lease - Operating and Maintenance	24,331	21,033	26,081
274	Fleet Lease - Replacement	69,372	107,525	121,834
	<i>Subtotal</i>	<i>164,146</i>	<i>239,551</i>	<i>275,365</i>
Capital Outlay				
440	Machinery and Equipment	-	25,000	-
	<i>Subtotal</i>	<i>-</i>	<i>25,000</i>	<i>-</i>
	SERVICE TOTAL	\$ 205,429	\$ 321,225	\$ 332,214

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:	2011 Budget	2012 Budget	2013 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	5.00	8.00	11.00
Police Officer	9.00	7.00	4.00
Administrative Assistant	1.50	1.50	1.50
Total	18.50	19.50	19.50

SERVICE: Detective Services**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	1,347,063	1,436,445	1,477,259
114	Skill Based Pay	900	900	900
121	Wages - Overtime	123,352	78,505	78,505
122	Longevity Compensation	7,200	7,440	7,680
123	Leave Expense	7,712	-	-
124	Skill Based Overtime Pay	80	-	-
126	Retirement Health Savings Plan	22,181	13,633	13,997
127	FPPA Death and Disability	14,842	14,964	16,410
129	Medicare	14,935	16,459	16,999
131	MOPC	3,328	3,361	3,522
132	Employee Insurance	179,470	198,231	221,587
133	Employee Retirement	3,995	4,100	4,438
134	Police and Fire Retirement	129,414	137,011	140,773
135	Compensation Insurance	20,264	13,260	18,735
136	Unemployment Insurance	3,318	4,310	4,437
139	Dental Insurance	6,654	10,057	10,338
141	Uniforms and Protective Clothing	13,738	12,050	12,050
142	Food Allowance	3,204	600	600
	<i>Subtotal</i>	<i>1,901,651</i>	<i>1,951,326</i>	<i>2,028,230</i>
Operating and Maintenance				
210	Office Supplies	3,332	2,150	2,150
215	Audiovisual Materials	-	400	400
216	Reference Books and Materials	627	1,020	1,020
217	Dues and Subscriptions	1,652	565	565
218	Non-Capital Equipment and Furniture	40,411	17,940	6,440
223	Lab and Photo Supplies	58	400	400
229	Materials and Supplies	3,367	1,930	1,930
232	Building Repair and Maintenance	1,124	400	400
240	Equipment Repair and Maintenance	88	500	3,000
243	Non-Capital Computer Equipment and Supplies	3,532	3,500	3,500
245	Mileage Allowance	515	-	-
246	Liability Insurance	17,343	19,159	19,150
247	Safety Expenses	29	-	-
250	Professional and Contracted Services	5,445	2,800	2,800
252	Advertising and Legal Notices	282	-	-
258	Investigative Expenses	20,393	23,500	22,972
261	Telephone Charges	319	500	500
263	Postage	45	-	-
264	Printing and Copying	1,126	1,490	1,490
269	Other Services and Charges	-	500	500
273	Fleet Lease - Operating and Maintenance	52,562	66,376	57,234
274	Fleet Lease - Replacement	38,654	22,503	6,884
	<i>Subtotal</i>	<i>190,904</i>	<i>165,633</i>	<i>131,335</i>
Capital Outlay				
440	Machinery and Equipment	5,000	-	-
	<i>Subtotal</i>	<i>5,000</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 2,097,555	\$ 2,116,959	\$ 2,159,565

SERVICE: Special Enforcement Unit

FUND: General 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:	2011 Budget	2012 Budget	2013 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	3.00	3.00
Police Officer	0.00	1.00	1.00
Total	5.00	5.00	5.00

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	374,236	384,756	389,544
114	Skill Based Pay	900	900	900
121	Wages - Overtime	39,123	24,745	24,745
122	Longevity Compensation	1,380	1,440	1,500
123	Leave Expense	3,825	-	-
124	Skill Based Overtime Pay	67	-	-
126	Retirement Health Savings Plan	6,833	3,858	3,905
127	FPPA Death and Disability	6,162	6,203	6,280
129	Medicare	5,561	5,592	5,662
132	Employee Insurance	52,346	53,096	58,431
134	Police and Fire Retirement	38,331	38,565	39,045
135	Compensation Insurance	5,615	6,427	9,702
136	Unemployment Insurance	968	1,155	1,170
139	Dental Insurance	1,941	2,695	2,726
141	Uniforms and Protective Clothing	4,102	3,400	3,400
142	Food Allowance	478	250	250
	<i>Subtotal</i>	<i>541,868</i>	<i>533,082</i>	<i>547,260</i>
Operating and Maintenance				
210	Office Supplies	218	425	425
215	Audiovisual Materials	-	250	250
216	Reference Books and Materials	151	350	350
217	Dues and Subscriptions	282	500	500
218	Non-Capital Equipment and Furniture	9,971	6,476	1,476
229	Materials and Supplies	134	925	925
240	Equipment Repair and Maintenance	53	200	200
243	Non-Capital Computer Equipment and Supplies	-	400	400
246	Liability Insurance	8,983	6,842	5,301
247	Safety Expenses	760	4,500	4,500
250	Professional and Contracted Services	339	100	100
258	Investigative Expenses	33,362	26,086	22,486
264	Printing and Copying	106	150	150
269	Other Services and Charges	17	-	-
273	Fleet Lease - Operating and Maintenance	79,947	89,520	84,009
274	Fleet Lease - Replacement	5,674	5,674	54
	<i>Subtotal</i>	<i>139,996</i>	<i>142,398</i>	<i>121,126</i>
	SERVICE TOTAL	\$ 681,864	\$ 675,480	\$ 668,386

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:	2011 Budget	2012 Budget	2013 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	1.00	1.00
Police Officer	0.50	1.50	1.50
Evidence/Crime Scene Technician	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	7.50	7.50	7.50

SERVICE: Support Services**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	517,686	518,840	527,143
112	Wages - Temporary	1,309	-	-
114	Skill Based Pay	22	-	-
121	Wages - Overtime	165,182	109,487	105,133
122	Longevity Compensation	2,820	2,940	3,060
123	Leave Expense	6,851	-	-
124	Skill Based Overtime Pay	278	-	-
126	Retirement Health Savings Plan	7,162	4,143	4,172
127	FPPA Death and Disability	881	889	900
129	Medicare	6,787	7,523	7,643
131	MOPC	8,783	8,870	9,085
132	Employee Insurance	69,619	71,600	79,071
133	Employee Retirement	10,543	10,820	11,446
134	Police and Fire Retirement	33,736	34,146	34,545
135	Compensation Insurance	5,239	7,862	11,417
136	Unemployment Insurance	1,289	1,558	1,581
137	Staff Training and Conferences	92,991	105,387	100,387
139	Dental Insurance	2,581	3,632	3,690
141	Uniforms and Protective Clothing	6,269	4,700	4,700
142	Food Allowance	2,889	1,700	1,700
	<i>Subtotal</i>	<i>942,916</i>	<i>894,097</i>	<i>905,673</i>
Operating and Maintenance				
210	Office Supplies	3,555	3,425	3,425
215	Audiovisual Materials	-	200	200
216	Reference Books and Materials	201	225	225
217	Dues and Subscriptions	1,374	1,000	1,000
218	Non-Capital Equipment and Furniture	15,842	3,295	5,295
223	Lab and Photo Supplies	11	1,000	1,000
229	Materials and Supplies	67,275	36,040	36,040
230	Printing and Copier Supplies	5,579	6,500	6,500
232	Building Repair and Maintenance	3,625	-	-
240	Equipment Repair and Maintenance	2,651	11,556	11,556
243	Non-Capital Computer Equipment and Supplies	6,641	6,000	6,000
246	Liability Insurance	2,699	3,482	3,197
247	Safety Expenses	12,560	4,295	4,295
249	Operating Leases and Rentals	18,621	35,020	22,140
250	Professional and Contracted Services	42,415	67,801	75,801
252	Advertising and Legal Notices	1,091	1,300	1,300
258	Investigative Expenses	4,387	1,750	1,750
261	Telephone Charges	92,134	89,654	114,102
263	Postage	113	1,000	1,000
264	Printing and Copying	3,981	4,894	4,894
269	Other Services and Charges	5,549	9,400	9,400
273	Fleet Lease - Operating and Maintenance	24,154	23,558	29,254
274	Fleet Lease - Replacement	9,512	8,372	6,098
	<i>Subtotal</i>	<i>323,969</i>	<i>319,767</i>	<i>344,472</i>
Capital Outlay				
440	Machinery and Equipment	-	12,000	-
	<i>Subtotal</i>	<i>-</i>	<i>12,000</i>	<i>-</i>
	SERVICE TOTAL	\$ 1,266,885	\$ 1,225,864	\$ 1,250,145

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:	2011 Budget	2012 Budget	2013 Budget
Public Safety Information/Technology Manager	0.50	0.50	0.50
Police Records Supervisor	1.00	1.00	1.00
Crime and Data Analyst	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	6.00	6.00	6.00
Total	11.50	11.50	11.50

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	482,971	507,472	517,696
112	Wages - Temporary	16,347	16,050	16,050
121	Wages - Overtime	9,506	20,535	18,535
123	Leave Expense	11,426	-	-
126	Retirement Health Savings Plan	6,702	4,363	4,447
128	FICA	1,024	995	995
129	Medicare	6,368	7,592	7,741
131	MOPC	24,613	25,373	25,886
132	Employee Insurance	69,289	70,032	77,657
133	Employee Retirement	29,545	30,955	32,614
135	Compensation Insurance	998	644	819
136	Unemployment Insurance	1,281	1,522	1,551
139	Dental Insurance	2,568	3,554	3,626
141	Uniforms and Protective Clothing	337	-	-
142	Food Allowance	14	50	50
	<i>Subtotal</i>	662,988	689,137	707,667
Operating and Maintenance				
210	Office Supplies	2,377	5,320	5,320
216	Reference Books and Materials	166	34	34
217	Dues and Subscriptions	192	400	400
218	Non-Capital Equipment and Furniture	1,775	-	-
229	Materials and Supplies	95	630	630
240	Equipment Repair and Maintenance	7,296	-	-
243	Non-Capital Computer Equipment and Supplies	17,634	2,000	-
245	Mileage Allowance	43	250	250
246	Liability Insurance	1,498	1,956	2,099
250	Professional and Contracted Services	9,576	7,061	7,061
261	Telephone Charges	119	-	-
264	Printing and Copying	2,408	3,000	3,000
	<i>Subtotal</i>	43,178	20,651	18,794
Capital Outlay				
440	Machinery and Equipment	-	7,000	-
	<i>Subtotal</i>	-	7,000	-
	SERVICE TOTAL	\$ 706,166	\$ 716,788	\$ 726,461

SERVICE: Volunteer Programs

FUND: General 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.
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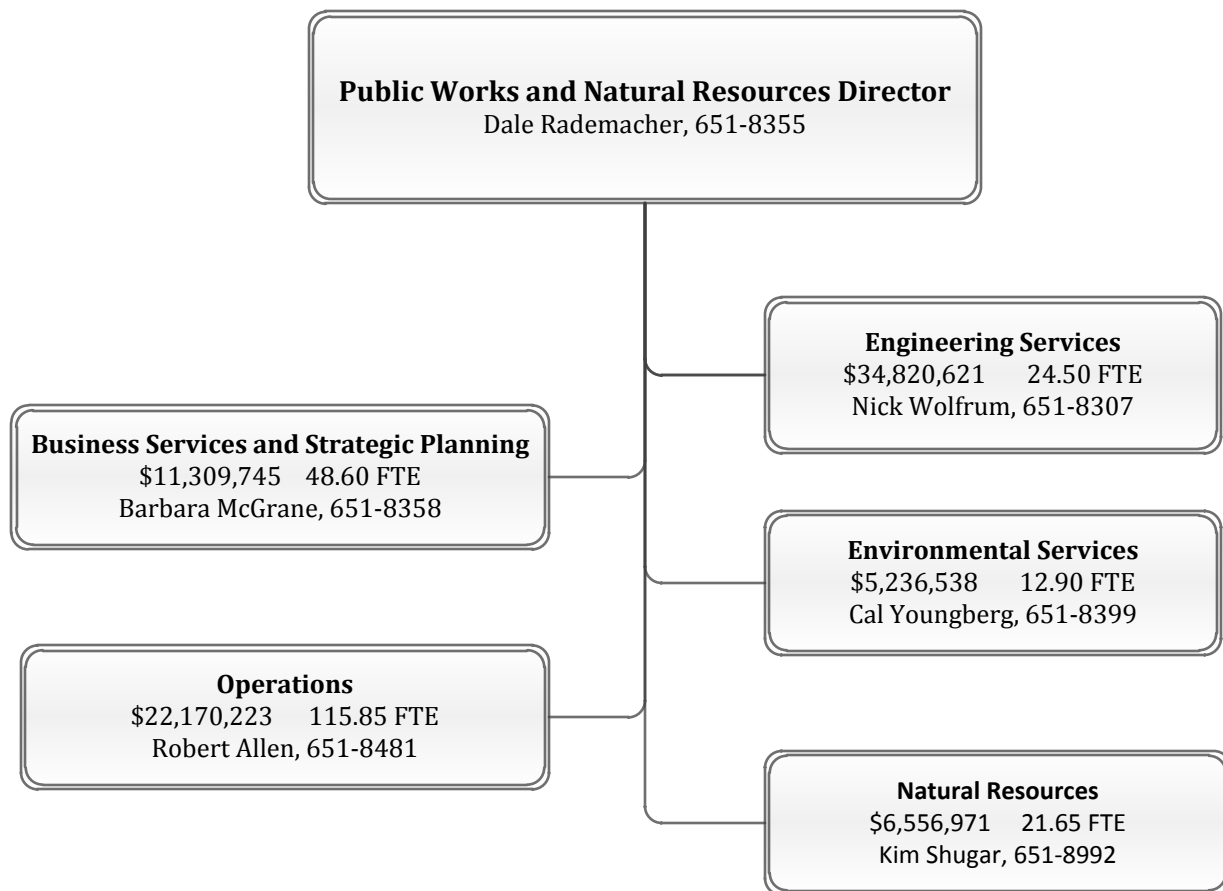
SERVICE: Volunteer Program

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
137 Staff Training and Conferences	130	1,000	1,000
141 Uniforms and Protective Clothing	2,888	-	-
142 Food Allowance	2,280	2,800	2,800
<i>Subtotal</i>	5,298	3,800	3,800
Operating and Maintenance			
210 Office Supplies	157	100	100
229 Materials and Supplies	660	700	700
246 Liability Insurance	483	494	466
250 Professional and Contracted Services	-	200	200
264 Printing and Copying	-	250	250
273 Fleet Lease - Operating and Maintenance	13,638	12,602	9,809
274 Fleet Lease - Replacement	13,661	-	-
<i>Subtotal</i>	28,599	14,346	11,525
SERVICE TOTAL	\$ 33,897	\$ 18,146	\$ 15,325

Public Works and Natural Resources Department

\$84,264,126 223.50 FTE



Raw Water Storage Fund
\$10,000

Water Acquisition Fund
\$200,000

Park Improvement Fund
\$482,200

Water Construction Fund
\$901,650

Sewer Construction Fund
\$350,652

Conservation Trust Fund
\$1,656,500

Transportation CIF Fund
\$900,000

Public Works and Natural Resources Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	3,761,766	4,019,387	3,867,458
Operating and Maintenance	3,595,397	3,578,093	3,310,060
Non-Operating	-	-	-
Capital	14,963	31,300	1,424
TOTAL	\$ 7,372,125	\$ 7,628,780	\$ 7,178,942

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

Parks and Forestry Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,549,654	2,682,462	2,502,766
Operating and Maintenance	1,931,957	1,825,091	1,575,722
Non-Operating	-	-	-
Capital	-	5,500	1,424
TOTAL	\$ 4,481,611	\$ 4,513,053	\$ 4,079,912

Parks and Forestry includes nine budget services: Natural Resources Administration, Forestry Maintenance, Municipal Grounds Maintenance, Parks Development and Improvement, Parks Maintenance, Right-of-Way Maintenance, Union Reservoir, Parks Resources Management and Engineering/Survey Technical Services.

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:	2011 Budget	2012 Budget	2013 Budget
Natural Resources Manager	1.00	0.50	0.50
Executive Assistant	1.00	1.00	1.00
Total	2.00	1.50	1.50

SERVICE: Natural Resources Administration**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	103,264	103,358	105,461
112	Wages - Temporary	1,774	-	-
114	Skill Based Pay	25	-	-
121	Wages - Overtime	1,305	800	800
123	Leave Expense	12	-	-
126	Retirement Health Savings Plan	869	600	600
128	FICA	96	-	-
129	Medicare	1,347	1,498	1,530
131	MOPC	5,109	5,168	5,273
132	Employee Insurance	21,123	14,263	15,819
133	Employee Retirement	6,132	6,305	6,644
135	Compensation Insurance	63	54	55
136	Unemployment Insurance	391	310	317
137	Staff Training and Conferences	5,849	3,762	8,762
139	Dental Insurance	782	725	738
142	Food Allowance	357	700	500
	<i>Subtotal</i>	<i>148,498</i>	<i>137,543</i>	<i>146,499</i>
Operating and Maintenance				
210	Office Supplies	1,807	1,500	3,400
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	339	478	478
218	Non-Capital Equipment and Furniture	28,195	150	179
229	Materials and Supplies	1,539	700	700
230	Printing and Copier Supplies	242	780	780
232	Building Repair and Maintenance	688	-	-
240	Equipment Repair and Maintenance	2,480	2,670	2,670
243	Non-Capital Computer Equipment and Supplies	-	500	825
245	Mileage Allowance	111	300	300
246	Liability Insurance	1,453	1,569	1,207
249	Operating Leases and Rentals	-	1,491	1,491
250	Professional and Contracted Services	-	966	966
252	Advertising and Legal Notices	-	550	550
261	Telephone Charges	2,139	2,000	2,000
263	Postage	237	1,000	600
264	Printing and Copying	1,324	220	220
269	Other Services and Charges	8,294	-	-
273	Fleet Lease - Operating and Maintenance	3,897	1,582	-
274	Fleet Lease - Replacement	8,859	4,735	-
	<i>Subtotal</i>	<i>61,605</i>	<i>21,341</i>	<i>16,516</i>
Capital Outlay				
440	Machinery and Equipment	-	2,750	-
	<i>Subtotal</i>	<i>-</i>	<i>2,750</i>	<i>-</i>
	SERVICE TOTAL	\$ 210,103	\$ 161,634	\$ 163,015

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:	2011 Budget	2012 Budget	2013 Budget
City Forester	0.70	1.00	1.00
Senior Arborist Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Grounds Maintenance Technician II	0.40	0.40	0.00
Total	2.35	2.65	2.25

SERVICE: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	124,515	145,474	138,813
112	Wages - Temporary	49,193	34,184	52,480
121	Wages - Overtime	3,216	595	1,000
122	Longevity Compensation	1,176	1,740	1,800
123	Leave Expense	2,002	-	-
124	Skill Based Overtime Pay	6	-	-
126	Retirement Health Savings Plan	940	1,060	900
128	FICA	4,404	2,119	3,254
129	Medicare	1,953	1,566	1,724
131	MOPC	6,116	7,273	6,940
132	Employee Insurance	16,613	20,075	20,822
133	Employee Retirement	7,342	8,873	8,745
135	Compensation Insurance	2,456	2,232	2,827
136	Unemployment Insurance	308	436	416
139	Dental Insurance	614	1,019	972
141	Uniforms and Protective Clothing	96	-	480
142	Food Allowance	-	150	100
	<i>Subtotal</i>	<i>220,951</i>	<i>226,796</i>	<i>241,273</i>
Operating and Maintenance				
210	Office Supplies	63	500	-
214	Pamphlets and Documents	-	100	100
216	Reference Books and Materials	553	300	250
217	Dues and Subscriptions	938	776	831
218	Non-Capital Equipment and Furniture	13,977	4,900	4,500
222	Chemicals	3,910	3,000	3,000
229	Materials and Supplies	9,855	1,782	-
240	Equipment Repair and Maintenance	2,498	2,460	2,000
241	Grounds Maintenance	38,415	25,000	25,000
243	Non-Capital Computer Equipment and Supplies	195	-	-
246	Liability Insurance	15,325	15,723	15,959
247	Safety Expenses	2,672	900	1,000
250	Professional and Contracted Services	156,189	170,003	131,063
252	Advertising and Legal Notices	826	924	800
261	Telephone Charges	703	-	1,440
264	Printing and Copying	1,623	1,200	1,200
269	Other Services and Charges	19	300	50
273	Fleet Lease - Operating and Maintenance	40,799	45,126	38,898
274	Fleet Lease - Replacement	51,497	64,554	58,409
	<i>Subtotal</i>	<i>340,057</i>	<i>337,548</i>	<i>284,500</i>
	SERVICE TOTAL	\$ 561,008	\$ 564,344	\$ 525,773

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:	2011 Budget	2012 Budget	2013 Budget
Parks Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	1.75	1.50	3.50
Project Manager	0.00	0.00	0.50
Total	2.00	1.75	4.25

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	65,400	89,397	223,898
112 Wages - Temporary	7,058	11,267	26,000
114 Skill Based Pay	219	225	226
121 Wages - Overtime	861	328	5,000
122 Longevity Compensation	-	-	810
123 Leave Expense	9,151	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	671	700	1,700
128 FICA	-	699	1,612
129 Medicare	906	1,461	3,626
131 MOPC	3,727	4,480	11,207
132 Employee Insurance	13,653	12,338	33,584
133 Employee Retirement	4,473	5,467	14,119
135 Compensation Insurance	331	539	716
136 Unemployment Insurance	253	268	671
139 Dental Insurance	506	625	1,569
<i>Subtotal</i>	<i>107,209</i>	<i>127,794</i>	<i>324,738</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	12	250	250
222 Chemicals	40	5,213	1,500
229 Materials and Supplies	106	300	300
232 Building Repair and Maintenance	-	100	100
240 Equipment Repair and Maintenance	-	50	50
241 Grounds Maintenance	6,239	4,500	1,500
246 Liability Insurance	901	1,072	989
247 Safety Expenses	-	225	225
250 Professional and Contracted Services	1,152	1,500	20,000
273 Fleet Lease - Operating and Maintenance	10,105	10,968	13,178
274 Fleet Lease - Replacement	5,547	7,560	2,582
<i>Subtotal</i>	<i>24,101</i>	<i>31,738</i>	<i>40,674</i>
SERVICE TOTAL	\$ 131,310	\$ 159,532	\$ 365,412

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:	2011 Budget	2012 Budget	2013 Budget
Parks and Open Space Project Manager	0.50	0.50	1.00
Project Manager	0.50	0.50	0.50
Total	1.00	1.00	1.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	69,846	75,645	118,393
123 Leave Expense	1,851	-	-
126 Retirement Health Savings Plan	1,072	400	600
129 Medicare	852	1,097	1,717
131 MOPC	3,603	3,782	5,920
132 Employee Insurance	9,528	10,439	17,759
133 Employee Retirement	4,325	4,614	7,458
135 Compensation Insurance	142	136	171
136 Unemployment Insurance	177	227	355
139 Dental Insurance	353	530	829
142 Food Allowance	265	100	800
<i>Subtotal</i>	<i>92,015</i>	<i>96,970</i>	<i>154,002</i>
Operating and Maintenance			
210 Office Supplies	250	500	-
217 Dues and Subscriptions	218	250	550
218 Non-Capital Equipment and Furniture	202	200	200
229 Materials and Supplies	339	367	400
243 Non-Capital Computer Equipment and Supplies	148	1,020	200
246 Liability Insurance	643	702	710
247 Safety Expenses	-	150	150
250 Professional and Contracted Services	2,818	-	-
261 Telephone Charges	834	1,050	1,650
263 Postage	23	25	25
264 Printing and Copying	51	100	100
273 Fleet Lease - Operating and Maintenance	2,514	1,099	1,028
<i>Subtotal</i>	<i>8,040</i>	<i>5,463</i>	<i>5,013</i>
SERVICE TOTAL	\$ 100,054	\$ 102,433	\$ 159,015

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:	2011 Budget	2012 Budget	2013 Budget
Parks Mtce and Solid Waste Ops Manager	0.00	0.50	0.50
Parks Supervisor	1.05	1.05	1.25
City Forester	0.30	0.00	0.00
Senior Grounds Maintenance Technician	12.00	12.00	9.50
Grounds Maintenance Technician II	1.00	1.00	3.00
Equipment and Supply Technician	0.90	0.90	0.00
Graffiti Technician	0.38	0.00	0.00
Administrative Asssitant	0.00	0.00	0.90
Total	15.63	15.45	15.15

SERVICE: Parks Maintenance**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	724,232	780,358	759,520
112 Wages - Temporary	165,370	128,169	70,000
114 Skill Based Pay	2,595	1,785	1,786
121 Wages - Overtime	17,178	31,775	13,000
122 Longevity Compensation	5,244	3,660	810
123 Leave Expense	23,645	-	-
124 Skill Based Overtime Pay	20	-	-
126 Retirement Health Savings Plan	12,807	6,180	6,060
128 FICA	10,976	7,946	4,340
129 Medicare	10,420	11,798	12,055
131 MOPC	36,942	39,107	38,066
132 Employee Insurance	101,373	107,690	113,925
133 Employee Retirement	44,314	47,708	47,962
135 Compensation Insurance	5,172	4,827	15,982
136 Unemployment Insurance	1,875	2,341	2,279
137 Staff Training and Conferences	-	3,500	3,500
139 Dental Insurance	3,754	5,466	5,318
141 Uniforms and Protective Clothing	2,155	3,000	2,750
142 Food Allowance	335	249	249
<i>Subtotal</i>	<i>1,168,405</i>	<i>1,185,559</i>	<i>1,097,602</i>
Operating and Maintenance			
210 Office Supplies	2,769	2,000	2,000
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	732	530	530
218 Non-Capital Equipment and Furniture	30,950	25,800	8,000
220 Gas and Oil	23,386	106	106
222 Chemicals	46,275	24,785	15,000
228 Janitorial Supplies	3,938	6,450	3,000
229 Materials and Supplies	16,509	12,850	-
232 Building Repair and Maintenance	35,745	30,000	25,000
240 Equipment Repair and Maintenance	20,100	6,210	6,210
241 Grounds Maintenance	149,562	135,000	100,000
243 Non-Capital Computer Equipment and Supplies	17,521	2,000	2,000
246 Liability Insurance	48,257	50,726	47,773
247 Safety Expenses	10,165	6,960	6,960
249 Operating Leases and Rentals	314	2,500	2,500
250 Professional and Contracted Services	163,539	80,777	234,000
252 Advertising and Legal Notices	215	-	-
259 Licenses And Permits	175	-	-
260 Utilities	68	-	-
261 Telephone Charges	2,085	4,800	4,400
262 Radio Repair and Maintenance	-	600	600
263 Postage	175	200	200
264 Printing and Copying	227	500	500
269 Other Services and Charges	7,819	9,000	10,500
273 Fleet Lease - Operating and Maintenance	182,383	207,045	166,181
274 Fleet Lease - Replacement	170,651	177,278	152,629
<i>Subtotal</i>	<i>933,557</i>	<i>786,167</i>	<i>788,139</i>
Capital Outlay			
440 Machinery and Equipment	-	2,750	-
<i>Subtotal</i>	<i>-</i>	<i>2,750</i>	<i>-</i>
SERVICE TOTAL	\$ 2,101,962	\$ 1,974,476	\$ 1,885,741

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:	2011 Budget	2012 Budget	2013 Budget
Parks Supervisor	0.70	0.70	0.50
Senior Grounds Maintenance Technician	4.00	4.00	2.00
Grounds Maintenance Technician II	2.35	2.60	0.00
Equipment and Supply Technician	0.10	0.10	0.00
Administrative Assistant	0.00	0.00	0.10
Total	7.15	7.40	2.60

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	318,681	351,216	138,632
112 Wages - Temporary	63,984	111,527	30,000
114 Skill Based Pay	966	990	990
121 Wages - Overtime	8,366	5,000	5,000
122 Longevity Compensation	1,500	1,560	-
123 Leave Expense	15,916	-	-
124 Skill Based Overtime Pay	70	-	-
126 Retirement Health Savings Plan	3,350	2,960	1,040
128 FICA	3,569	6,915	1,860
129 Medicare	5,200	6,724	2,459
131 MOPC	16,950	17,610	6,981
132 Employee Insurance	45,943	48,467	20,794
133 Employee Retirement	20,346	21,484	8,796
135 Compensation Insurance	10,027	10,006	12,725
136 Unemployment Insurance	850	1,055	416
139 Dental Insurance	1,702	2,459	970
141 Uniforms and Protective Clothing	214	100	100
<i>Subtotal</i>	<i>517,634</i>	<i>588,073</i>	<i>230,763</i>
Operating and Maintenance			
210 Office Supplies	124	250	250
218 Non-Capital Equipment and Furniture	3,621	5,000	5,000
221 Parks	454	-	-
222 Chemicals	6,953	11,990	3,000
229 Materials and Supplies	2,711	2,950	2,950
232 Building Repair and Maintenance	2,566	900	900
240 Equipment Repair and Maintenance	2,879	2,920	2,920
241 Grounds Maintenance	18,867	31,035	13,000
243 Non-Capital Computer Equipment and Supplies	1,199	-	-
246 Liability Insurance	9,418	10,778	11,565
247 Safety Expenses	1,633	3,206	3,206
249 Operating Leases and Rentals	-	260	260
250 Professional and Contracted Services	100,001	131,700	130,000
261 Telephone Charges	10	-	-
262 Radio Repair and Maintenance	-	300	300
264 Printing and Copying	-	100	100
273 Fleet Lease - Operating and Maintenance	76,952	81,863	62,599
274 Fleet Lease - Replacement	68,805	68,942	30,545
<i>Subtotal</i>	<i>296,192</i>	<i>352,194</i>	<i>266,595</i>
SERVICE TOTAL	\$ 813,826	\$ 940,267	\$ 497,358

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:	2011 Budget	2012 Budget	2013 Budget
Senior Parks Ranger Technician	0.75	1.00	1.00
Parks/Open Space Ranger	0.70	0.70	0.70
Total	1.45	1.70	1.70

SERVICE: Union Reservoir**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	79,527	91,485	92,403
112	Wages - Temporary	69,441	59,712	32,441
121	Wages - Overtime	310	700	700
123	Leave Expense	4,788	-	-
126	Retirement Health Savings Plan	580	680	680
128	FICA	4,178	3,702	2,011
129	Medicare	2,081	2,193	1,810
131	MOPC	4,220	4,574	4,620
132	Employee Insurance	10,620	12,624	13,860
133	Employee Retirement	5,066	5,581	5,822
135	Compensation Insurance	966	1,044	1,415
136	Unemployment Insurance	196	274	277
139	Dental Insurance	394	641	647
141	Uniforms and Protective Clothing	1,610	1,275	1,275
142	Food Allowance	149	140	140
	<i>Subtotal</i>	<i>184,126</i>	<i>184,625</i>	<i>158,101</i>
Operating and Maintenance				
210	Office Supplies	1,146	900	-
214	Pamphlets and Documents	-	-	1
218	Non-Capital Equipment and Furniture	799	1,000	1,000
220	Gas and Oil	10	100	100
222	Chemicals	-	400	400
223	Lab and Photo Supplies	-	50	50
224	Resale Merchandise	-	1,500	1,500
228	Janitorial Supplies	375	800	800
229	Materials and Supplies	2,294	1,802	1,801
232	Building Repair and Maintenance	11,031	2,000	4,500
240	Equipment Repair and Maintenance	199	900	900
241	Grounds Maintenance	5,385	7,389	7,389
243	Non-Capital Computer Equipment and Supplies	176	1,142	1,142
246	Liability Insurance	6,650	7,121	6,934
247	Safety Expenses	2,113	2,000	2,000
249	Operating Leases and Rentals	73,420	81,182	1,185
250	Professional and Contracted Services	4,004	-	-
252	Advertising and Legal Notices	225	50	50
260	Utilities	2,529	-	-
261	Telephone Charges	389	1,300	900
263	Postage	0	20	20
264	Printing and Copying	2,649	1,500	1,900
269	Other Services and Charges	-	135	135
273	Fleet Lease - Operating and Maintenance	25,943	25,995	21,520
274	Fleet Lease - Replacement	25,471	17,320	12,415
	<i>Subtotal</i>	<i>164,808</i>	<i>154,606</i>	<i>66,642</i>
	SERVICE TOTAL	\$ 348,934	\$ 339,231	\$ 224,743

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:	2011 Budget	2012 Budget	2013 Budget
Senior Parks Ranger Technician	0.75	1.00	1.00
Parks/Open Space Ranger	0.30	0.30	0.30
Total	1.05	1.30	1.30

LINE ITEM BUDGET

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	57,412	66,472	67,141
121	Wages - Temporary	137	-	-
123	Leave Expense	2,808	-	-
126	Retirement Health Savings Plan	420	520	520
129	Medicare	748	963	973
131	MOPC	3,012	3,323	3,358
132	Employee Insurance	7,297	9,172	10,072
133	Employee Retirement	3,615	4,055	4,230
135	Compensation Insurance	259	239	293
136	Unemployment Insurance	135	200	201
139	Dental Insurance	270	466	470
141	Uniforms and Protective Clothing	3	600	600
142	Food Allowance	453	-	-
	<i>Subtotal</i>	<i>76,569</i>	<i>86,010</i>	<i>87,858</i>
Operating and Maintenance				
210	Office Supplies	236	-	-
217	Dues and Subscriptions	146	-	-
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Miscellaneous Supplies	1,894	-	-
232	Building Repair and Maintenance	1,581	-	-
241	Grounds Maintenance	218	5,300	5,300
243	Non-Capital Computer Equipment and Supplies	-	-	2,050
246	Liability Insurance	688	690	712
247	Safety Expenses	280	-	-
250	Professional and Contracted Services	89,403	110,171	78,396
261	Telephone Charges	959	600	600
263	Postage	136	-	-
	<i>Subtotal</i>	<i>95,542</i>	<i>117,761</i>	<i>88,058</i>
	SERVICE TOTAL	\$ 172,111	\$ 203,771	\$ 175,916

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:	2011 Budget	2012 Budget	2013 Budget
PWNR Technology/GIS Coordinator	0.00	0.10	0.10
Engineering and Survey Tech Supervisor	0.05	0.10	0.20
Lead GIS Analyst	0.00	0.10	0.20
GIS/Mapping Technician	0.05	0.10	0.10
Survey Party Chief	0.20	0.10	0.20
Survey Technician	0.20	0.10	0.20
Total	0.50	0.60	1.00

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	25,059	37,215	46,602
114	Skill Based Pay	44	21	25
121	Wages - Overtime	19	111	132
122	Longevity Compensation	-	512	291
123	Leave Expense	443	-	-
126	Retirement Health Savings Plan	1,073	252	301
129	Medicare	233	377	602
131	MOPC	207	1,862	2,331
132	Employee Insurance	1,332	5,136	6,990
133	Employee Retirement	3,779	2,271	2,937
135	Compensation Insurance	1,669	74	148
136	Unemployment Insurance	73	112	140
137	Staff Training and Conferences	70	868	1,080
139	Dental Insurance	107	260	326
141	Uniforms and Protective Clothing	141	21	25
	<i>Subtotal</i>	34,249	49,092	61,930
Operating and Maintenance				
216	Reference Books and Materials	-	7	8
217	Dues and Subscriptions	-	-	1,247
218	Non-Capital Equipment and Furniture	51	578	301
219	Drafting Supplies	88	280	335
229	Materials and Supplies	95	112	134
240	Equipment Repair and Maintenance	5,547	8,191	12,154
243	Non-Capital Computer Equipment and Supplies	816	70	722
246	Liability Insurance	99	131	171
247	Safety Expenses	8	70	84
250	Professional and Contracted Services	740	8,217	4,034
261	Telephone Charges	13	55	66
263	Postage	2	-	-
264	Printing and Copying	9	49	59
273	Fleet Lease - Operating and Maintenance	301	195	270
274	Fleet Lease - Replacement	284	318	-
	<i>Subtotal</i>	8,053	18,273	19,585
Capital Outlay				
431	Furniture and Fixtures	-	-	1,424
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	1,424
	SERVICE TOTAL	\$ 42,302	\$ 67,365	\$ 82,939

Public Facilities Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,212,112	1,336,925	1,364,692
Operating and Maintenance	1,663,440	1,753,002	1,734,338
Non-Operating	-	-	-
Capital	14,963	25,800	-
TOTAL	\$ 2,890,514	\$ 3,115,727	\$ 3,099,030

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 731,946 square feet of facilities. These buildings include: Civic Center Complex, Library, Safety and Justice, 911 Communications remote site in Price Park, Service Center, Recreation Center, Utility Center, Fleet Operations, Museum including the Collection Storage Facility leased site, Callahan with Carriage House, Old Fire House, Carnegie Building, 455 Kimbark, Memorial Building, Izaak Walton, Centennial Pool, Sunset Pool, Senior Center, Meeker Neighborhood Center, Youth Center, Public Works Maintenance Facility, Parks site, DSC Center, Firing Range Campus, and 1200 Lashley will be added fourth quarter of 2012. 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.

SERVICE: Facility Maintenance

Budgeted Positions:	2011 Budget	2012 Budget	2013 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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	275,854	286,067	289,678
121 Wages - Overtime	20,004	18,827	21,034
122 Longevity Compensation	1,860	1,920	-
123 Leave Expense	6,108	-	-
126 Retirement Health Savings Plan	3,870	2,400	2,400
129 Medicare	3,224	3,515	4,201
131 MOPC	14,068	14,304	14,485
132 Employee Insurance	38,571	39,476	43,453
133 Employee Retirement	16,888	17,450	18,251
135 Compensation Insurance	7,844	7,483	2,988
136 Unemployment Insurance	717	858	870
137 Staff Training and Conferences	-	2,163	2,400
139 Dental Insurance	1,428	2,001	2,028
141 Uniforms and Protective Clothing	-	1,200	1,200
142 Food Allowance	89	-	-
<i>Subtotal</i>	<i>390,524</i>	<i>397,664</i>	<i>402,988</i>
Operating and Maintenance			
210 Office Supplies	576	658	658
217 Dues and Subscriptions	406	326	326
218 Non-Capital Equipment and Furniture	5,242	5,245	5,245
229 Materials and Supplies	6,593	4,699	4,699
232 Building Repair and Maintenance	58,352	60,152	60,152
233 Facility Repair and Maintenance	70,918	70,000	70,000
240 Equipment Repair and Maintenance	5,920	15,497	20,659
243 Non-Capital Computer Equipment and Supplies	119	-	-
246 Liability Insurance	8,893	8,943	9,692
247 Safety Expenses	4,276	1,260	1,260
248 Lease Purchase Installment	168,890	255,000	255,000
249 Operating Leases and Rentals	27,990	31,080	31,080
250 Professional and Contracted Services	138,493	170,247	151,166
260 Utilities	638,153	681,302	691,302
261 Telephone Charges	3,164	3,294	3,224
264 Printing and Copying	47	-	-
269 Other Services and Charges	150	-	-
273 Fleet Lease - Operating and Maintenance	17,504	21,535	19,427
274 Fleet Lease - Replacement	10,268	7,083	3,439
<i>Subtotal</i>	<i>1,165,954</i>	<i>1,336,321</i>	<i>1,327,329</i>
Capital Outlay			
475 Building and Facility Improvement	-	7,800	-
<i>Subtotal</i>	<i>-</i>	<i>7,800</i>	<i>-</i>
SERVICE TOTAL	\$ 1,556,479	\$ 1,741,785	\$ 1,730,317

SERVICE: Facility Operations

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Facilities Operations Services provides custodial services for 449,223 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 with Carriage House, Recreation Center, Museum, Museum Storage Facility, Service Center, Utility Center, Compost Facility, Fleet Operations, Memorial Building, Izaak Walton, 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. (divided wall partition preventative maintenance, automated motorized window treatment PM & repairs, painting, gym wood floor yearly 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.

SERVICE: Facility Operations

Budgeted Positions:	2011 Budget	2012 Budget	2013 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

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	575,699	693,111	703,977
114 Skill Based Pay	2,109	2,100	3,000
121 Wages - Overtime	19,414	32,393	24,000
122 Longevity Compensation	1,500	1,560	1,620
123 Leave Expense	24,251	-	-
124 Skill Based Overtime Pay	133	-	-
126 Retirement Health Savings Plan	7,036	7,900	7,900
129 Medicare	7,312	10,085	10,246
131 MOPC	30,041	34,760	35,348
132 Employee Insurance	93,732	95,655	105,594
133 Employee Retirement	36,030	42,402	44,535
135 Compensation Insurance	17,109	9,873	15,945
136 Unemployment Insurance	1,741	2,077	2,109
137 Staff Training and Conferences	-	500	500
139 Dental Insurance	3,466	4,845	4,930
141 Uniforms and Protective Clothing	2,012	2,000	2,000
<i>Subtotal</i>	<i>821,587</i>	<i>939,261</i>	<i>961,704</i>
Operating and Maintenance			
210 Office Supplies	393	1,000	500
217 Dues and Subscriptions	368	370	370
218 Non-Capital Equipment and Furniture	31,474	11,000	16,000
228 Janitorial Supplies	103,091	108,140	115,500
229 Materials and Supplies	9,058	7,000	8,000
232 Building Repair and Maintenance	19,065	10,000	14,773
240 Equipment Repair and Maintenance	10,206	6,000	6,000
243 Non-Capital Computer Equipment and Supplies	119	675	-
246 Liability Insurance	3,241	3,839	3,798
247 Safety Expenses	319	500	500
250 Professional and Contracted Services	312,820	261,390	233,650
261 Telephone Charges	2,599	2,600	2,600
263 Postage	21	-	-
264 Printing and Copying	346	-	-
273 Fleet Lease - Operating and Maintenance	955	755	2,264
274 Fleet Lease - Replacement	3,412	3,412	3,054
<i>Subtotal</i>	<i>497,486</i>	<i>416,681</i>	<i>407,009</i>
Capital Outlay			
440 Machinery and Equipment	14,963	18,000	-
<i>Subtotal</i>	<i>14,963</i>	<i>18,000</i>	<i>-</i>
SERVICE TOTAL	\$ 1,334,036	\$ 1,373,942	\$ 1,368,713

PUBLIC SAFETY FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	3,620,695	4,038,302	4,168,957
Operating and Maintenance	1,033,520	1,091,263	1,182,039
Non-Operating	6,305	32,478	10,082
Capital	1,866,809	528,000	423,200
TOTAL	\$ 6,527,330	\$ 5,690,043	\$ 5,784,278

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, Children and Youth Resources and Community Neighborhood Resources.

PUBLIC SAFETY FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 2,608,812	\$ 2,501,397	\$ 1,688,147
Committed Working Capital	\$ -	\$ 251,527	\$ -
SOURCES OF FUNDS			
REVENUES			
Taxes	4,683,891	4,674,598	4,871,976
Intergovernmental revenue	1,677,411	344,249	553,441
Charges for Service	-	69,712	93,534
Interest	29,601	16,615	11,500
Miscellaneous	3,544	-	-
Estimated Revenue Adjustment	-	23,146	-
Adjustment for GAAP Revenue	25,468	-	-
TOTAL FUNDS	6,419,915	5,128,320	5,530,451
EXPENDITURES			
Personal Services	3,620,695	4,038,302	4,168,957
Operating and Maintenance	1,033,520	1,091,263	1,182,039
Non- Operating	6,305	32,478	10,082
Capital	1,866,809	528,000	423,200
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	6,527,330	5,690,043	5,784,278
ENDING WORKING CAPITAL	2,501,397	1,688,147	1,434,320
CONTRIBUTION TO/(FROM) RESERVES	\$ (107,415)	\$ (561,723)	\$ (253,827)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC SAFETY FUND PROJECTS	2013 BUDGET
PB-1 Municipal Buildings Roof Improvements	\$ 321,900

PUBLIC SAFETY ADMINISTRATION

	2011 Actual	2012 Budget	2013 Budget
Personal Services	240,897	313,101	333,732
Operating and Maintenance	190,922	107,632	105,937
Non-Operating	-	32,478	10,082
Capital	-	320,000	60,000
TOTAL	\$ 431,819	\$ 773,211	\$ 509,751

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: Fire Operations, Fire Support Services, Fire Prevention, Fire Training and Personnel, Police Patrol; Traffic Unit; Animal Control; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Police Operations Support Services; Police Information Services, Volunteer Programs and Special Operations. Shared activities of the Police and Fire Departments are found in the Public Safety Administrative Services budget service and include the Public Safety Director, Emergency Communications, Public Safety Information Technology, and the Office of Emergency Management.

SERVICE: **Public Safety Director**

FUND: Public Safety 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**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
137 Staff Training and Conferences	2,963	-	-
141 Uniforms and Protective Clothing	1,555	-	-
<i>Subtotal</i>	4,518	-	-
Operating and Maintenance			
210 Office Supplies	154	-	-
216 Reference Books and Materials	1,611	-	-
218 Non-Capital Equipment and Furniture	81,438	-	-
229 Materials and Supplies	2,957	-	-
240 Equipment Repair and Maintenance	785	1,800	1,800
243 Non-Capital Computer Equipment and Supplies	4,491	-	-
250 Professional and Contracted Services	20,000	20,000	20,000
264 Printing and Copying	295	-	-
269 Other Services and Charges	5,861	-	-
270 Administrative and Management Services	6,147	-	-
<i>Subtotal</i>	123,738	21,800	21,800
Non-Operating Expense			
970 Transfers to Other Funds	-	32,478	10,082
<i>Subtotal</i>	-	32,478	10,082
SERVICE TOTAL	\$ 128,256	\$ 54,278	\$ 31,882

SERVICE: **Communication Center**

FUND: Public Safety 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:	2011 Budget	2012 Budget	2013 Budget
Communications Specialist	2.00	3.00	3.00
Total	2.00	3.00	3.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	89,045	136,870	144,479
121 Wages - Overtime	4,570	9,500	9,500
123 Leave Expense	952	-	-
126 Retirement Health Savings Plan	910	1,369	1,445
129 Medicare	1,229	1,984	2,095
131 MOPC	4,549	6,843	7,223
132 Employee Insurance	12,438	18,888	21,671
133 Employee Retirement	5,461	8,348	9,102
135 Compensation Insurance	38	33	77
136 Unemployment Insurance	230	410	433
137 Staff Training and Conferences	-	2,850	2,850
139 Dental Insurance	460	957	1,010
<i>Subtotal</i>	<i>119,883</i>	<i>188,052</i>	<i>199,885</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	2,300	700
240 Equipment Repair and Maintenance	1,309	1,500	1,500
246 Liability Insurance	264	344	514
<i>Subtotal</i>	<i>1,573</i>	<i>4,144</i>	<i>2,714</i>
SERVICE TOTAL	\$ 121,456	\$ 192,196	\$ 202,599

SERVICE: **Public Safety Information Technology**

FUND: Public Safety 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**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
121 Wages - Overtime	-	5,000	5,000
135 Compensation Insurance	-	-	3
<i>Subtotal</i>	-	5,000	5,003
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	10,000	-
240 Equipment Repair and Maintenance	-	24,241	27,541
243 Non-Capital Computer Equipment and Supplies	38,420	1,875	1,875
246 Liability Insurance	-	-	18
<i>Subtotal</i>	38,420	36,116	29,434
Capital Outlay			
440 Machinery and Equipment	-	-	60,000
<i>Subtotal</i>	-	-	60,000
SERVICE TOTAL	\$ 38,420	\$ 41,116	\$ 94,437

SERVICE: **Emergency Management**

FUND: Public Safety 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.

SERVICE: Emergency Management

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Strategic Planning and Emergency Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	88,101	90,003	98,172
121 Wages - Overtime	771	-	-
123 Leave Expense	1,028	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	1,110	1,305	1,423
131 MOPC	4,456	4,500	4,909
132 Employee Insurance	12,029	12,420	14,726
133 Employee Retirement	5,349	5,490	6,185
135 Compensation Insurance	30	31	47
136 Unemployment Insurance	223	270	295
137 Staff Training and Conferences	2,552	5,000	2,000
139 Dental Insurance	446	630	687
<i>Subtotal</i>	<i>116,496</i>	<i>120,049</i>	<i>128,844</i>
Operating and Maintenance			
210 Office Supplies	20	-	-
216 Reference Books and Materials	31	-	-
218 Non-Capital Equipment and Furniture	2,814	8,000	10,000
229 Materials and Supplies	5,402	5,500	2,500
240 Equipment Repair and Maintenance	5,799	18,000	27,849
243 Non-Capital Computer Equipment and Supplies	442	-	-
245 Mileage Allowance	35	-	-
246 Liability Insurance	349	461	452
250 Professional and Contracted Services	2,301	-	-
261 Telephone Charges	598	-	-
262 Radio Repair and Maintenance	1,025	-	-
264 Printing and Copying	1,449	3,500	-
269 Other Services and Charges	552	3,000	3,000
273 Fleet Lease - Operating and Maintenance	2,387	3,124	4,209
274 Fleet Lease - Replacement	3,987	3,987	3,979
<i>Subtotal</i>	<i>27,191</i>	<i>45,572</i>	<i>51,989</i>
Capital Outlay			
440 Machinery and Equipment	-	30,000	-
<i>Subtotal</i>	<i>-</i>	<i>30,000</i>	<i>-</i>
SERVICE TOTAL	\$ 143,687	\$ 195,621	\$ 180,833

Fire Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,096,131	1,114,764	1,165,032
Operating and Maintenance	534,968	560,648	579,861
Non-Operating	-	-	-
Capital	147,902	160,000	-
TOTAL	\$ 1,779,001	\$ 1,835,412	\$ 1,744,893

The Fire Department includes three budget services: Operations; Support Services and Training. These 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:	2011 Budget	2012 Budget	2013 Budget
Fire Captain	0.00	1.00	1.00
Fire Lieutenant	3.00	2.00	2.00
Firefighter/Engineer/Paramedic	1.00	2.00	2.00
Firefighter/Paramedic	3.00	2.00	2.00
Firefighter/Engineer	2.00	1.00	1.00
Firefighter	2.00	3.00	3.00
Total	11.00	11.00	11.00

SERVICE: Operations**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	736,424	796,505	819,885
114	Skill Based Pay	11,330	1,200	1,200
121	Wages - Overtime	32,402	14,018	14,018
123	Leave Expense	16,842	-	-
124	Skill Based Overtime Pay	567	-	-
126	Retirement Health Savings Plan	8,470	7,977	8,211
127	FPPA Death and Disability	9,342	9,249	9,674
129	Medicare	10,399	11,566	11,907
132	Employee Insurance	104,438	109,916	122,982
134	Police and Fire Retirement	76,910	79,770	82,109
135	Compensation Insurance	8,177	7,943	18,190
136	Unemployment Insurance	1,934	2,389	2,463
137	Staff Training and Conferences	4,620	-	-
139	Dental Insurance	3,870	5,577	5,739
141	Uniforms and Protective Clothing	68,177	57,445	57,445
142	Food Allowance	1,051	1,749	1,749
	<i>Subtotal</i>	<i>1,094,953</i>	<i>1,105,304</i>	<i>1,155,572</i>
Operating and Maintenance				
210	Office Supplies	-	2,000	2,000
217	Dues and Subscriptions	45	-	-
218	Non-Capital Equipment and Furniture	24,542	5,000	15,000
228	Janitorial Supplies	-	5,000	5,000
229	Materials and Supplies	66,984	20,000	20,000
232	Building Repair and Maintenance	4,801	8,000	8,000
240	Equipment Repair and Maintenance	9,100	12,000	12,000
243	Non-Capital Computer Equipment and Supplies	5,050	-	-
246	Liability Insurance	2,127	6,391	7,773
248	Lease Purchase Installment	347,834	350,000	350,000
261	Telephone Charges	-	15,120	15,120
262	Radio Repair and Maintenance	2,353	-	-
269	Other Services and Charges	-	2,095	2,095
273	Fleet Lease - Operating and Maintenance	-	11,851	17,174
274	Fleet Lease - Replacement	63,137	63,791	102,699
	<i>Subtotal</i>	<i>525,972</i>	<i>501,248</i>	<i>556,861</i>
Capital Outlay				
440	Machinery and Equipment	44,002	-	-
	<i>Subtotal</i>	<i>44,002</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 1,664,927	\$ 1,606,552	\$ 1,712,433

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

		2011 Actual	2012 Budget	2013 Budget
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	46,400	10,000
240	Equipment Repair and Maintenance	440	-	-
250	Professional and Contracted Services	1,660	5,000	5,000
252	Advertising and Legal Notices	-	8,000	8,000
264	Printing and Copying	133	-	-
	<i>Subtotal</i>	2,233	59,400	23,000
Capital Outlay				
432	Vehicles	103,900	160,000	-
	<i>Subtotal</i>	103,900	160,000	-
	SERVICE TOTAL	\$ 106,133	\$ 219,400	\$ 23,000

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 and Personnel

LINE ITEM BUDGET

		2011 Actual	2012 Budget	2013 Budget
Personal Services				
137	Staff Training and Conferences	1,178	9,460	9,460
	<i>Subtotal</i>	1,178	9,460	9,460
Operating and Maintenance				
229	Materials and Supplies	6,764	-	-
	<i>Subtotal</i>	6,764	-	-
	SERVICE TOTAL	\$ 7,942	\$ 9,460	\$ 9,460

Police Department Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,158,306	2,454,347	2,518,720
Operating and Maintenance	288,156	402,912	470,704
Non-Operating	6,305	-	-
Capital	1,718,907	48,000	363,200
TOTAL	\$ 4,171,674	\$ 2,905,259	\$ 3,352,624

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 13 budget services: Patrol; Gang and Crime Supression Unit, Traffic Unit; SWAT Team; Detective Services; Special Enforcement Unit; School Resource Officers; Support Services; Police Information Technology; Volunteer Programs, Special Operations, Police Firing Range and Victim Services.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC SAFETY FUND PROJECTS	2013 BUDGET
PB-1 Municipal Buildings Roof Improvements	\$ 321,900

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:	2011 Budget	2012 Budget	2013 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	9.00	9.00	9.00
Total	10.00	10.00	10.00

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	653,217	694,819	714,996
114 Skill Based Pay	643	900	900
121 Wages - Overtime	23,755	25,000	25,000
123 Leave Expense	15,164	-	-
124 Skill Based Overtime Pay	24	-	-
126 Retirement Health Savings Plan	7,518	6,958	7,163
127 FPPA Death and Disability	9,858	9,944	10,356
129 Medicare	8,769	10,090	10,379
132 Employee Insurance	90,320	95,887	107,251
134 Police and Fire Retirement	66,638	69,572	71,588
135 Compensation Insurance	4,534	10,982	16,949
136 Unemployment Insurance	1,671	2,084	2,147
139 Dental Insurance	3,348	4,861	5,007
141 Uniforms and Protective Clothing	4,408	9,950	9,950
<i>Subtotal</i>	<i>889,866</i>	<i>941,047</i>	<i>981,686</i>
Operating and Maintenance			
210 Office Supplies	501	500	500
216 Reference Books and Materials	252	270	270
218 Non-Capital Equipment and Furniture	3	8,000	200
229 Materials and Supplies	-	3,000	3,000
246 Liability Insurance	3,340	5,352	4,936
264 Printing and Copying	338	450	450
273 Fleet Lease - Operating and Maintenance	44,360	92,941	97,141
274 Fleet Lease - Replacement	39,483	-	37,543
<i>Subtotal</i>	<i>88,277</i>	<i>110,513</i>	<i>144,040</i>
Capital Outlay			
440 Machinery and Equipment	7,449	-	-
<i>Subtotal</i>	<i>7,449</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 985,592	\$ 1,051,560	\$ 1,125,726

SERVICE: Special Operations**FUND:** Public Safety Fund**DEPARTMENT:** Public Safety

Service Description:

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 collateral service functions are the SWAT Team and Bomb Squad. 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, nonemergency, 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		2011 Actual	2012 Budget	2013 Budget
210	Office Supplies	314	250	250
216	Reference Books and Materials	227	243	243
218	Non-Capital Equipment and Furniture	40	-	-
243	Non-Capital Computer Equipment and Supplies	386	300	550
264	Printing and Copying	117	405	405
	<i>Subtotal</i>	<i>1,083</i>	<i>1,198</i>	<i>1,448</i>
	SERVICE TOTAL	\$ 1,083	\$ 1,198	\$ 1,448

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 primarily responsible for responding to and investigating gang related crimes, pro-active patrol of known gang hotspots, initiating gang related Problem Oriented Policing (POP) Projects, 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 also provides investigative and suppression efforts in addressing other crime trends either directly or by assisting other divisions and units within the department, e.g., directed 'patrol' operations, covert and surveillance operations, major case follow-ups, initiating or assisting with Problem Oriented Policing (POP) Projects, etc.

SERVICE: Gang and Crime Suppression Unit

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	3.00	3.00
Police Officer	4.00	3.00	3.00
Graffiti Technician	0.38	0.00	0.00
Total	7.38	7.00	7.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	510,291	521,556	528,048
114 Skill Based Pay	2,101	2,100	1,200
121 Wages - Overtime	17,062	20,000	24,575
123 Leave Expense	5,402	-	-
124 Skill Based Overtime Pay	47	-	-
126 Retirement Health Savings Plan	7,470	5,238	5,294
127 FPPA Death and Disability	5,578	5,630	5,598
129 Medicare	7,305	7,593	7,674
132 Employee Insurance	68,800	71,975	79,207
134 Police and Fire Retirement	51,861	52,365	52,925
135 Compensation Insurance	4,013	11,517	11,366
136 Unemployment Insurance	1,272	1,565	1,586
139 Dental Insurance	2,551	3,652	3,696
141 Uniforms and Protective Clothing	3,846	6,490	6,490
142 Food Allowance	61	-	-
<i>Subtotal</i>	<i>687,659</i>	<i>709,681</i>	<i>727,659</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	20,472	300	300
229 Materials and Supplies	51	350	350
243 Non-Capital Computer Equipment and Supplies	1,035	-	-
246 Liability Insurance	3,550	3,429	3,352
250 Professional and Contracted Services	1,600	-	-
273 Fleet Lease - Operating and Maintenance	31,698	22,199	18,358
274 Fleet Lease - Replacement	-	-	7,603
<i>Subtotal</i>	<i>58,406</i>	<i>26,278</i>	<i>29,963</i>
SERVICE TOTAL	\$ 746,064	\$ 735,959	\$ 757,622

SERVICE: **School Resource Officers**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

School Resource Officer Unit is a primary service function of the Special Operations Division. Its primary functions and responsibilities are: Safe Schools – promoting a safe environment for school settings through crime and disorder prevention, reducing illegal drug/alcohol use, and encouraging responsible motor vehicle operation all of which is accomplished through investigations, restorative justice, mediation and the enforcement of statutes, ordinances, and school policies; Education Programs – promotion and coordination of safety/awareness programs for students and staff; and Prevention Programs – school programs to enhance positive decision-making skills, deter substance use/abuse.

SERVICE: School Resource Officers

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Master Police Officer	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	143,466	143,652	145,440
121 Wages - Overtime	6,114	6,000	6,000
122 Longevity Compensation	1,560	1,620	1,680
123 Leave Expense	488	-	-
126 Retirement Health Savings Plan	2,792	1,437	1,455
127 FPPA Death and Disability	1,761	1,778	1,801
129 Medicare	849	992	1,004
132 Employee Insurance	20,118	19,824	21,816
134 Police and Fire Retirement	14,382	14,365	14,544
135 Compensation Insurance	769	816	1,082
136 Unemployment Insurance	372	431	437
139 Dental Insurance	746	1,006	1,018
141 Uniforms and Protective Clothing	1,496	1,750	1,750
142 Food Allowance	14	-	-
<i>Subtotal</i>	<i>194,929</i>	<i>193,671</i>	<i>198,027</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	100	-
218 Non-Capital Equipment and Furniture	-	500	600
229 Materials and Supplies	1,933	1,500	1,500
246 Liability Insurance	653	552	526
264 Printing and Copying	-	250	-
273 Fleet Lease - Operating and Maintenance	6,692	-	-
<i>Subtotal</i>	<i>9,278</i>	<i>2,902</i>	<i>2,626</i>
SERVICE TOTAL	\$ 204,207	\$ 196,573	\$ 200,653

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 primary purposes are to facilitate the safe and expeditious movement of vehicular and pedestrian traffic through the enforcement of the traffic laws, 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 Unit**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
141 Uniforms and Protective Clothing	1,236	-	-
<i>Subtotal</i>	1,236	-	-
Operating and Maintenance			
243 Non-Capital Computer Equipment and Supplies	3,000	-	-
<i>Subtotal</i>	3,000	-	-
Capital Outlay			
440 Machinery and Equipment	-	25,000	41,300
<i>Subtotal</i>	-	25,000	41,300
SERVICE TOTAL	\$ 4,236	\$ 25,000	\$ 41,300

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.

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

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

SERVICE: SWAT Team**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	662	-	-
114 Skill Based Pay	13	-	-
121 Wages - Overtime	17,941	44,575	40,000
124 Skill Based Overtime Pay	26	-	-
135 Compensation Insurance	39	39	322
141 Uniforms and Protective Clothing	4,352	600	600
<i>Subtotal</i>	<i>23,033</i>	<i>45,214</i>	<i>40,922</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	5,844	5,000	5,000
229 Materials and Supplies	2,656	5,110	5,110
246 Liability Insurance	622	642	737
247 Safety Expenses	936	-	-
273 Fleet Lease - Operating and Maintenance	2,777	1,129	5,477
274 Fleet Lease - Replacement	5,881	11,968	11,965
<i>Subtotal</i>	<i>18,715</i>	<i>23,849</i>	<i>28,289</i>
SERVICE TOTAL	\$ 41,748	\$ 69,063	\$ 69,211

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:	2011 Budget	2012 Budget	2013 Budget
Master Police Officer	1.00	1.00	1.00
CSO Detectives	1.00	1.00	1.00
Victim Services Coordinator	1.00	0.00	0.00
Total	3.00	2.00	2.00

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	123,091	125,840	127,413
114 Skill Based Pay	12	-	-
121 Wages - Overtime	7,469	19,500	19,500
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	2,167	-	-
126 Retirement Health Savings Plan	1,969	1,259	1,274
129 Medicare	1,698	1,825	1,848
131 MOPC	2,505	2,529	2,561
132 Employee Insurance	22,965	17,366	19,112
133 Employee Retirement	3,007	3,086	3,227
134 Police and Fire Retirement	7,590	7,525	7,619
135 Compensation Insurance	748	998	1,051
136 Unemployment Insurance	425	378	383
137 Staff Training and Conferences	1,477	-	-
139 Dental Insurance	851	882	892
141 Uniforms and Protective Clothing	1,100	1,700	1,700
142 Food Allowance	39	-	-
<i>Subtotal</i>	<i>178,493</i>	<i>184,328</i>	<i>188,080</i>
Operating and Maintenance			
210 Office Supplies	583	500	500
216 Reference Books and Materials	76	50	50
217 Dues and Subscriptions	100	-	-
218 Non-Capital Equipment and Furniture	3,902	10,950	5,950
229 Materials and Supplies	7,027	175	175
232 Building Repair and Maintenance	72	-	-
240 Equipment Repair and Maintenance	-	4,400	4,400
243 Non-Capital Computer Equipment and Supplies	15,343	12,500	16,650
246 Liability Insurance	773	3,511	3,206
250 Professional and Contracted Services	7,548	8,000	8,000
258 Investigative Expenses	18	-	-
263 Postage	24	-	-
273 Fleet Lease - Operating and Maintenance	4,093	8,288	4,640
274 Fleet Lease - Replacement	9,613	9,613	9,477
<i>Subtotal</i>	<i>49,172</i>	<i>57,987</i>	<i>53,048</i>
Capital Outlay			
440 Machinery and Equipment	34,400	-	-
<i>Subtotal</i>	<i>34,400</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 262,066	\$ 242,315	\$ 241,128

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		2011 Actual	2012 Budget	2013 Budget
121	Wages - Overtime	19,034	18,200	18,200
124	Skill Based Overtime Pay	32	-	-
135	Compensation Insurance	95	96	132
	<i>Subtotal</i>	19,161	18,296	18,332
Operating and Maintenance				
246	Liability Insurance	776	808	764
273	Fleet Lease - Operating and Maintenance	1,201	479	1,017
274	Fleet Lease - Replacement	15,937	15,937	15,630
	<i>Subtotal</i>	17,914	17,224	17,411
	SERVICE TOTAL	\$ 37,075	\$ 35,520	\$ 35,743

SERVICE: **Victim Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Victim Services supports a number of divisions within the Police and Fire Department. Victim Services is responsible for providing support and direct victim services to victims and families of affected by crime, domestic violence, motor vehicle accidents and fire (residential, commercial and wild land). Victim Services also support surrounding agencies and counties on large scale events. Victim Services are mandated by Colorado State Statute. The Victim Services Unit is responsible for recruiting local Victim Advocate Volunteers, providing training to Police, Fire and Victim Advocates and management and solicitation of national and state grants to help fund the program and services. The Victim Services Coordinator and/or Victim Advocates Volunteers are subject to 24 hour call-out / 365 days per year.

SERVICE: Victim Services

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Victim Services Coordinator	0.00	1.00	1.00
Total	0.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	41,396	59,666	57,942
112 Wages - Temporary	11,516	-	-
114 Skill Based Pay	1,189	1,200	1,200
121 Wages - Overtime	1,193	-	-
123 Leave Expense	1,792	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	790	-	-
129 Medicare	703	882	857
131 MOPC	2,242	3,043	2,957
132 Employee Insurance	-	8,234	8,691
133 Employee Retirement	2,691	3,712	3,724
136 Unemployment Insurance	-	179	174
139 Dental Insurance	-	418	406
141 Uniforms and Protective Clothing	677	-	-
142 Food Allowance	208	-	-
<i>Subtotal</i>	<i>64,797</i>	<i>77,734</i>	<i>76,351</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	1,000	1,000
218 Non-Capital Equipment and Furniture	-	4,300	-
246 Liability Insurance	-	-	122
261 Telephone Charges	-	1,860	-
264 Printing and Copying	250	-	-
274 Fleet Lease - Replacement	-	-	3,582
<i>Subtotal</i>	<i>250</i>	<i>7,160</i>	<i>4,704</i>
Capital Outlay			
432 Vehicles	-	23,000	-
<i>Subtotal</i>	<i>-</i>	<i>23,000</i>	<i>-</i>
SERVICE TOTAL	\$ 65,047	\$ 107,894	\$ 81,055

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:	2011 Budget	2012 Budget	2013 Budget
Evidence Technician	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	43,554	46,854	53,691
114 Skill Based Pay	884	900	-
121 Wages - Overtime	675	45,614	45,614
123 Leave Expense	1,545	-	-
124 Skill Based Overtime Pay	25	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	539	692	779
131 MOPC	2,369	2,388	2,685
132 Employee Insurance	7,176	6,466	8,054
133 Employee Retirement	2,844	2,912	3,383
135 Compensation Insurance	38	36	49
136 Unemployment Insurance	133	141	161
137 Staff Training and Conferences	29,915	27,850	27,850
139 Dental Insurance	266	328	376
141 Uniforms and Protective Clothing	-	300	300
142 Food Allowance	-	150	150
<i>Subtotal</i>	<i>90,364</i>	<i>135,031</i>	<i>143,492</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	369	35,000	-
229 Materials and Supplies	4,255	14,750	14,750
243 Non-Capital Computer Equipment and Supplies	294	-	-
246 Liability Insurance	567	680	618
247 Safety Expenses	5,679	735	735
249 Operating Leases and Rentals	-	1,011	216
261 Telephone Charges	14,583	25,387	28,242
273 Fleet Lease - Operating and Maintenance	400	1,952	4,750
274 Fleet Lease - Replacement	11,097	11,097	-
<i>Subtotal</i>	<i>37,245</i>	<i>90,612</i>	<i>49,311</i>
SERVICE TOTAL	\$ 127,608	\$ 225,643	\$ 192,803

SERVICE: **Firing Range**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

This service provides a multiple dimension training facility for training of officers for the Longmont Police Department and the Boulder County Sheriff's Department. The range will also be available to lease at a contract rate to other law enforcement agencies and a civilian option, allowing civilians to have fee access to the range for recreation shooting.

SERVICE: Police Firing Range

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Range Coordinator	0.00	1.00	1.00
Total	0.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	-	68,400	63,278
112 Wages - Temporary	-	28,080	28,080
121 Wages - Overtime	-	24,000	24,000
126 Retirement Health Savings Plan	-	684	400
128 FICA	-	1,745	1,741
129 Medicare	-	1,402	1,325
131 MOPC	-	-	3,164
132 Employee Insurance	-	9,440	9,492
133 Employee Retirement	-	-	3,987
134 Police and Fire Retirement	-	6,840	-
136 Unemployment Insurance	-	205	190
137 Staff Training and Conferences	-	2,000	2,000
139 Dental Insurance	-	478	443
141 Uniforms and Protective Clothing	-	1,600	1,600
<i>Subtotal</i>	-	<i>144,874</i>	<i>139,700</i>
Operating and Maintenance			
210 Office Supplies	-	200	200
218 Non-Capital Equipment and Furniture	-	500	500
228 Janitorial Supplies	-	3,000	3,000
232 Building Repair and Maintenance	-	10,249	10,249
240 Equipment Repair and Maintenance	-	17,610	77,610
245 Mileage Allowance	-	350	350
246 Liability Insurance	-	-	30
247 Safety Expenses	-	2,000	2,000
250 Professional and Contracted Services	-	15,840	18,340
260 Utilities	-	10,610	22,074
261 Telephone Charges	-	200	-
269 Other Services and Charges	-	2,500	2,500
274 Fleet Lease - Replacement	-	-	881
<i>Subtotal</i>	-	<i>63,059</i>	<i>137,734</i>
SERVICE TOTAL	\$	- \$	\$ 207,933 \$ 277,434

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

Personal Services		2011 Actual	2012 Budget	2013 Budget
121	Wages - Overtime	6,594	-	-
135	Compensation Insurance	2	-	-
	<i>Subtotal</i>	6,596	-	-
Operating and Maintenance				
243	Non-Capital Computer Equipment and Supplies	3,818	-	-
246	Liability Insurance	14	-	-
	<i>Subtotal</i>	3,832	-	-
	SERVICE TOTAL	\$ 10,428	\$ -	\$ -

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**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
137 Staff Training and Conferences	480	500	500
141 Uniforms and Protective Clothing	1,264	3,971	3,971
142 Food Allowance	428	-	-
<i>Subtotal</i>	2,172	4,471	4,471
Operating and Maintenance			
210 Office Supplies	364	550	550
216 Reference Books and Materials	-	120	120
217 Dues and Subscriptions	-	125	125
218 Non-Capital Equipment and Furniture	279	295	295
229 Materials and Supplies	210	540	540
243 Non-Capital Computer Equipment and Supplies	130	-	-
252 Advertising and Legal Notices	-	500	500
<i>Subtotal</i>	984	2,130	2,130
SERVICE TOTAL	\$ 3,156	\$ 6,601	\$ 6,601

Children and Youth Resources Services Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	114,845	126,872	131,266
Operating and Maintenance	15,641	16,568	16,560
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 130,486	\$ 143,440	\$ 147,826

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:	2011 Budget	2012 Budget	2013 Budget
Gang and Intervention Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	85,204	93,710	95,602
114	Skill Based Pay	2,401	2,400	2,400
123	Leave Expense	1,915	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,092	1,393	1,421
131	MOPC	4,476	4,806	4,900
132	Employee Insurance	12,778	12,932	14,340
133	Employee Retirement	5,373	5,860	6,168
135	Compensation Insurance	46	33	679
136	Unemployment Insurance	236	282	286
137	Staff Training and Conferences	50	4,000	4,000
139	Dental Insurance	474	656	670
	<i>Subtotal</i>	<i>114,845</i>	<i>126,872</i>	<i>131,266</i>
Operating and Maintenance				
210	Office Supplies	70	1,000	1,000
229	Materials and Supplies	10,683	10,200	10,200
230	Printing and Copier Supplies	898	1,000	1,000
245	Mileage Allowance	237	2,000	2,000
246	Liability Insurance	281	368	360
250	Professional and Contracted Services	3,200	-	-
261	Telephone Charges	272	-	-
263	Postage	-	1,000	1,000
264	Printing and Copying	-	1,000	1,000
	<i>Subtotal</i>	<i>15,641</i>	<i>16,568</i>	<i>16,560</i>
SERVICE TOTAL		\$ 130,486	\$ 143,440	\$ 147,826

Community Neighborhood Resources Division Overview

	2011 Actual	2012 Budget	2013 Budget
Personal Services	10,517	29,218	20,207
Operating and Maintenance	3,832	3,503	8,977
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 14,349	\$ 32,721	\$ 29,184

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

SERVICE: **Graffiti Removal**

FUND: Public Safety Fund

DEPARTMENT: Community Services

Service Description:

This service provides graffiti removal from a variety of exterior surfaces to include buildings, walls, fences, sidewalks, curbs, signage or permanent structures that have been defaced or damaged by spray paint, or marking of ink, chalk, dye or other similar substances on private buildings, structures, places and properties as well as assistance with other maintenance type activities and special events.

SERVICE: Graffiti Removal

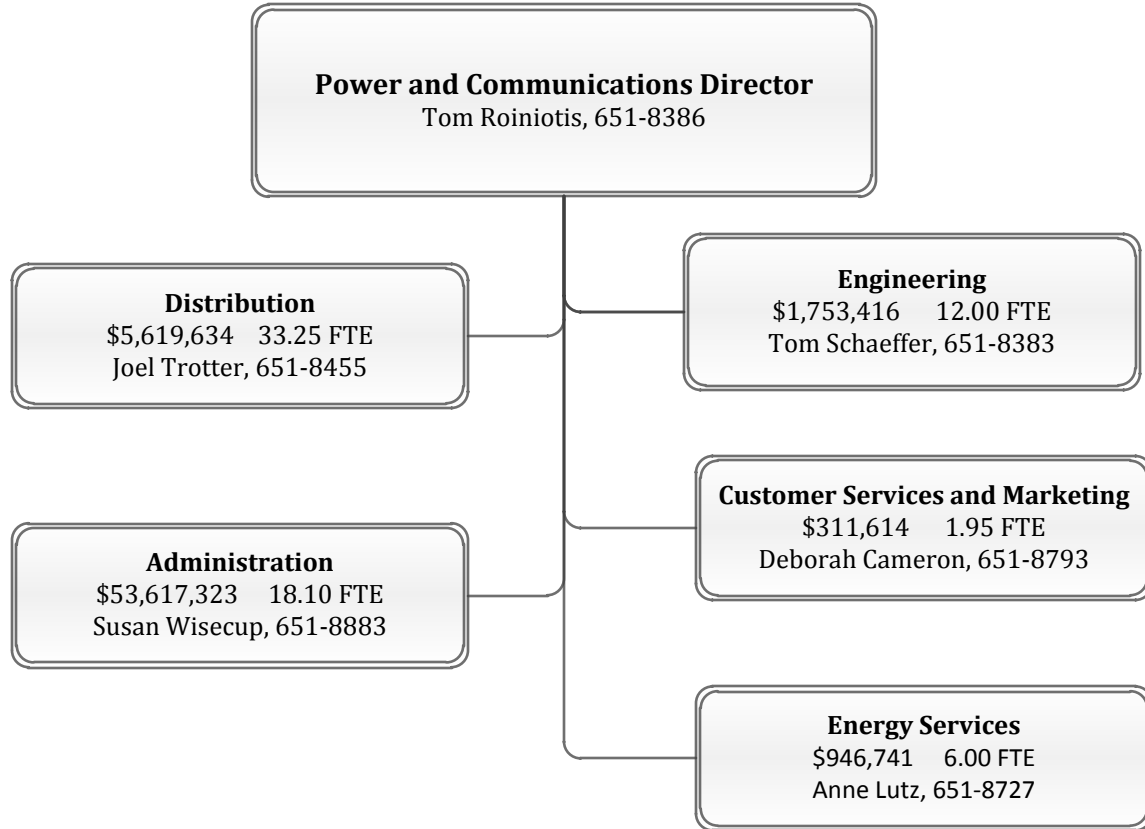
Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Graffiti Removal Specialist	0.00	0.38	0.38
Total	0.00	0.38	0.38

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	7,025	13,369	13,639
112 Wages - Temporary	-	11,066	1,925
121 Wages - Overtime	25	-	250
123 Leave Expense	114	-	-
126 Retirement Health Savings Plan	571	152	152
128 FICA	-	686	119
129 Medicare	86	354	226
131 MOPC	351	668	682
132 Employee Insurance	1,823	1,845	2,046
133 Employee Retirement	421	816	859
135 Compensation Insurance	-	129	173
136 Unemployment Insurance	34	40	41
139 Dental Insurance	68	93	95
<i>Subtotal</i>	<i>10,517</i>	<i>29,218</i>	<i>20,207</i>
Operating and Maintenance			
210 Office Supplies	-	-	100
223 Lab and Photo Supplies	-	-	300
229 Materials and Supplies	1,236	-	2,211
230 Printing and Copier Supplies	-	-	100
240 Equipment Repair and Maintenance	-	-	2,500
246 Liability Insurance	72	124	86
247 Safety Expenses	-	-	2,000
250 Professional and Contracted Services	-	-	1,500
261 Telephone Charges	-	-	180
273 Fleet Lease - Operating and Maintenance	2,524	3,379	-
<i>Subtotal</i>	<i>3,832</i>	<i>3,503</i>	<i>8,977</i>
SERVICE TOTAL	\$ 14,349	\$ 32,721	\$ 29,184

Power and Communications Department

\$64,803,867 71.30 FTE



Electric Community Investment Fee Fund
\$990,000

Telecommunications Fund
\$1,565,139 1.45 FTE

ELECTRIC FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	5,683,753	6,242,382	5,924,966
Operating and Maintenance	48,494,024	52,586,057	54,290,492
Non-Operating	161,008	493,713	801,070
Capital	1,160,289	1,855,062	1,232,200
TOTAL	\$ 55,499,074	\$ 61,177,214	\$ 62,248,728

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 2013 Budget is \$44.94 million for the purchase of wholesale power.

The Electric Fund includes seven budget services, all of which are divisions of the Power and Communications Department: Administration; Customer Services and Marketing; Electric Engineering; Electric Distribution; Energy Services; Meter Reading; and the Utilities Warehouse.

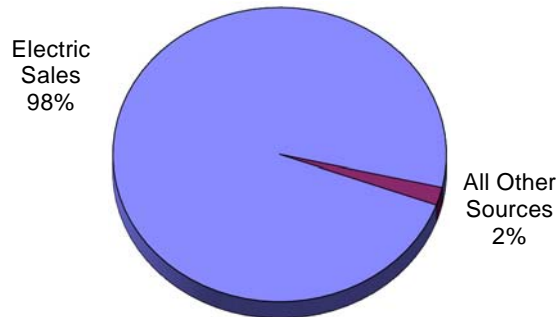
2013 Budget

Capital projects total \$911,000 and include 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 *2013-2017 Capital Improvement Program*.

ELECTRIC FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 6,987,363	\$ 6,402,073	\$ 5,047,706
Committed Working Capital	-	720,819	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	53,671,952	59,345,000	62,436,000
Aid to Underground Construction	464,804	626,000	525,000
Interest	27,356	137,000	50,000
Miscellaneous	746,305	394,500	381,000
Operating Transfers	45,173	41,166	19,224
Adjustment for GAAP Revenue	(86,193)	-	-
TOTAL FUNDS	54,869,397	60,543,666	63,411,224
EXPENSES BY BUDGET SERVICE			
Distribution	4,451,436	4,240,662	4,260,265
Electric Engineering	1,590,046	2,335,776	1,753,416
Administration	47,041,095	51,309,458	53,239,916
Meter Reading	319,562	359,419	377,407
Warehouse	432,396	484,293	448,369
Customer Services and Marketing	1,203,647	628,671	311,614
Energy Services	-	-	946,741
CIP Projects	460,891	1,818,935	911,000
Total Operating Expenses	55,499,074	61,177,214	62,248,728
Adjustment for GAAP Expenses	(44,387)	-	-
TOTAL ADJUSTED EXPENSES	55,454,687	61,177,214	62,248,728
ENDING WORKING CAPITAL	6,402,073	5,047,706	6,210,202
CONTRIBUTION TO/(FROM) RESERVES	\$ (585,290)	\$ (633,548)	\$ 1,162,496

ELECTRIC FUND - Sources of Funds



- The Electric Fund will receive 98% of its operating revenues from the sale of electricity in 2013.
- The 2013 Budget has a contribution to fund balance of \$1,162,496.

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.

	2011 Actual	2012 Budget	2013 Budget
OPERATING REVENUE			
Electricity Sales	\$ 53,671,952	\$ 59,345,000	\$ 62,436,000
Aid to Underground Construction	464,804	626,000	525,000
Other Revenue	746,305	394,500	381,000
Operating Transfers	45,173	41,166	19,224
Interest Income	27,356	137,000	50,000
Contribution from/(to) Fund Balance	585,290	633,548	(1,162,496)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 55,454,687	\$ 61,177,214	\$ 62,248,728

SERVICE: Power and Communications Administration

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

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

This service coordinates activities with Platte River Power Authority, the City’s wholesale power provider in which the City is part owner and provides a representative on 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. All work performed for telecommunications is charged to the Telecommunications Fund.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Director of Power and Communications	0.95	0.95	0.90
Business Manager	0.90	0.90	0.90
Utilities Financial Analyst	1.90	1.90	0.00
Utilities Rate Analyst	0.00	0.00	1.80
Metering and Load Research Coordinator	0.60	0.60	0.60
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Total	8.35	8.35	8.20

SERVICE: Power and Communications Administration**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	520,910	556,299	600,093
112	Wages - Temporary	-	1,000	-
121	Wages - Overtime	790	1,000	600
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	13,869	16,600	16,600
126	Retirement Health Savings Plan	5,356	3,340	3,280
128	FICA	-	62	-
129	Medicare	6,186	7,447	8,062
131	MOPC	26,593	27,724	29,914
132	Employee Insurance	74,427	76,516	89,740
133	Employee Retirement	32,860	33,821	37,690
135	Compensation Insurance	214	190	295
136	Unemployment Insurance	1,382	1,664	1,793
137	Staff Training and Conferences	6,255	21,800	21,800
139	Dental Insurance	2,762	3,882	4,189
142	Food Allowance	160	400	400
	<i>Subtotal</i>	693,383	753,425	816,196
Operating and Maintenance				
210	Office Supplies	2,793	5,000	4,000
216	Reference Books and Materials	79	500	200
217	Dues and Subscriptions	35,969	40,475	40,975
218	Non-Capital Equipment and Furniture	4,956	3,000	1,500
229	Materials and Miscellaneous Supplies	435	3,050	2,550
230	Printing and Copier Supplies	1,946	3,000	2,000
232	Building Repair and Maintenance	5,727	2,000	2,150
240	Equipment Repair and Maintenance	20,207	19,200	17,700
243	Non-Capital Computer Equipment and Supplies	9,373	3,075	1,525
245	Mileage Allowance	2,280	2,680	2,680
246	Liability Insurance	1,521	2,029	2,556
249	Operating Leases and Rentals	61	-	-
250	Professional and Contracted Services	63,006	119,272	85,500
261	Telephone Charges	1,558	1,320	1,080
263	Postage	1,711	3,000	2,000
264	Printing and Copying	1,240	2,500	1,000
266	Interest On Deposits	3,309	10,000	5,000
269	Other Services and Charges	215,363	170,000	215,000
270	Administrative and Management Services	1,561,566	1,420,122	1,352,575
271	Franchise Equivalency	4,272,556	4,779,160	4,965,360
273	Fleet Lease - Operating and Maintenance	413	798	634
274	Fleet Lease - Replacement	562	936	503
275	Building Permits to LDDA	20	-	-
280	Purchased Power - General	39,077,412	42,860,085	44,202,162
281	Purchased Power - Renewable	588,999	570,000	720,000
282	Power Wheeling	14,548	18,000	18,000
	<i>Subtotal</i>	45,887,611	50,039,202	51,646,650
Non-Operating Expense				
950	Bad Debt	125,177	135,000	150,000
970	Transfers to Other Funds	-	306,831	617,070
	<i>Subtotal</i>	125,177	441,831	767,070
Capital Outlay				
440	Machinery and Equipment	334,925	75,000	10,000
	<i>Subtotal</i>	334,925	75,000	10,000
	SERVICE TOTAL	\$ 47,041,095	\$ 51,309,458	\$ 53,239,916

SERVICE: Customer Services and Marketing

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

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

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Customer Services and Marketing Manager	1.00	1.00	0.95
Energy Services Engineer	1.00	0.00	0.00
Energy Services Specialist	2.00	0.00	0.00
Energy Services Program Coordinator	1.00	0.00	0.00
Key Account Manager	1.00	1.00	0.00
Environmental Sustainability Coordinator	0.20	0.00	0.00
Marketing Analyst	1.00	1.00	1.00
Customer Service Energy Specialist	1.00	1.00	0.00
Arborist Technician II	0.25	0.25	0.00
Total	8.45	4.25	1.95

SERVICE: Customer Services and Marketing**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	320,532	272,482	129,014
112	Wages - Temporary	3	7,200	-
114	Skill Based Pay	-	300	300
121	Wages - Overtime	268	-	-
123	Leave Expense	13,784	-	-
126	Retirement Health Savings Plan	6,003	1,700	780
128	FICA	-	446	-
129	Medicare	4,074	4,055	1,871
131	MOPC	16,519	13,623	6,451
132	Employee Insurance	70,126	37,602	19,352
133	Employee Retirement	20,408	16,622	8,128
135	Compensation Insurance	203	176	148
136	Unemployment Insurance	1,287	818	387
137	Staff Training and Conferences	12,385	17,500	13,000
139	Dental Insurance	2,574	1,908	903
142	Food Allowance	889	100	300
	<i>Subtotal</i>	<i>469,054</i>	<i>374,532</i>	<i>180,634</i>
Operating and Maintenance				
214	Pamphlets and Documents	5,466	7,500	-
216	Reference Books and Materials	176	500	250
217	Dues and Subscriptions	1,841	640	825
218	Non-Capital Equipment and Furniture	470	1,000	500
223	Lab and Photo Supplies	-	125	-
229	Materials and Miscellaneous Supplies	2,732	2,000	-
230	Printing and Copier Supplies	349	400	-
240	Equipment Repair and Maintenance	9,178	10,280	-
243	Non-Capital Computer Equipment and Supplies	2,169	1,425	675
246	Liability Insurance	1,876	2,403	1,379
250	Professional and Contracted Services	442,732	42,000	31,100
252	Advertising and Legal Notices	38,604	43,020	40,696
261	Telephone Charges	2,129	1,980	420
263	Postage	8,936	36,600	13,302
264	Printing and Copying	13,941	25,000	14,800
269	Other Services and Charges	89,305	57,000	15,000
273	Fleet Lease - Operating and Maintenance	1,792	3,114	576
274	Fleet Lease - Replacement	2,440	3,652	457
290	Rebates	16,625	-	-
291	Residential Energy Efficiency Rebates	43,421	-	-
292	Commercial Energy Efficiency Rebates	39,910	-	-
	<i>Subtotal</i>	<i>724,093</i>	<i>238,639</i>	<i>119,980</i>
Non-Operating Expense				
970	Transfers to Other Funds	10,500	15,500	11,000
	<i>Subtotal</i>	<i>10,500</i>	<i>15,500</i>	<i>11,000</i>
	SERVICE TOTAL	\$ 1,203,647	\$ 628,671	\$ 311,614

SERVICE: Electric Operations

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

Electric Operations is responsible for 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. Staff participates in the City's Development Review Committee process. Personnel are cross trained to design and install telecommunications infrastructure and respond to and assist with telecommunications installation and maintenance needs.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Operations Manager	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00
Line Crew Supervisor	5.00	5.00	5.00
Meter Shop Supervisor	1.00	1.00	1.00
Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	6.50	10.50	10.00
Apprentice Lineworker	4.00	0.00	0.00
Engineering Project Coordinator	1.00	1.00	1.00
Distribution Field Engineer II	3.00	3.00	2.00
Meter Technician	2.00	2.00	3.00
Senior Equipment Operator	1.00	1.00	1.00
Groundworker	1.00	1.00	1.00
Construction Inspector	0.50	0.50	1.00
Street Light Technician	1.00	1.00	1.00
Arborist Technician	0.00	0.00	0.25
Total	29.00	29.00	29.25

SERVICE: Electric Operations**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	1,753,749	1,660,877	1,609,305
112 Wages - Temporary	10,672	-	-
114 Skill Based Pay	300	300	300
121 Wages - Overtime	223,130	150,000	150,000
122 Longevity Compensation	13,500	13,920	12,060
123 Leave Expense	79,606	-	-
124 Skill Based Overtime Pay	66	-	-
126 Retirement Health Savings Plan	15,581	11,600	11,700
128 FICA	664	-	-
129 Medicare	19,515	23,769	24,860
131 MOPC	92,768	108,518	108,774
132 Employee Insurance	273,322	299,486	326,284
133 Employee Retirement	112,573	132,398	137,060
135 Compensation Insurance	20,580	17,506	22,769
136 Unemployment Insurance	5,072	6,512	6,524
137 Staff Training and Conferences	21,114	26,000	25,500
139 Dental Insurance	10,147	15,189	15,229
141 Uniforms and Protective Clothing	17,165	18,595	21,595
142 Food Allowance	3,529	1,000	1,000
<i>Subtotal</i>	2,673,053	2,485,670	2,472,960
Operating and Maintenance			
214 Pamphlets and Documents	-	550	550
215 Audiovisual Materials	405	650	650
216 Reference Books and Materials	777	4,400	4,400
217 Dues and Subscriptions	393	550	550
218 Non-Capital Equipment and Furniture	22,222	23,600	23,600
229 Materials and Miscellaneous Supplies	76,345	70,000	80,000
232 Building Repair and Maintenance	7,627	5,000	5,000
234 System Maintenance	7	-	-
239 Meter Repair and Maintenance	12,112	15,000	15,000
240 Equipment Repair and Maintenance	17,512	25,965	25,996
241 Grounds Maintenance	2,536	3,000	-
243 Non-Capital Computer Equipment and Supplies	5,355	9,800	9,450
246 Liability Insurance	129,455	134,421	134,494
247 Safety Expenses	36,958	33,450	29,450
248 Lease Purchase Installment	-	-	172
249 Operating Leases and Rentals	1,912	4,720	4,720
250 Professional and Contracted Services	459,485	545,000	599,035
252 Advertising and Legal Notices	-	175	-
259 Licenses and Permits	3,633	4,500	4,500
260 Utilities	1,290	1,200	1,300
261 Telephone Charges	5,274	5,880	5,940
262 Radio Repair and Maintenance	-	3,000	1,500
263 Postage	713	1,000	1,000
264 Printing and Copying	1,219	2,000	2,000
269 Other Services and Charges	17	4,045	1,700
273 Fleet Lease - Operating and Maintenance	170,210	159,914	173,844
274 Fleet Lease - Replacement	275,307	280,772	272,054
330 System Maintenance - Substation Equipment	23,220	17,500	-
331 System Maintenance - Overhead	51,978	55,000	55,000
332 System Maintenance- Underground	102,873	70,000	70,000
333 System Maintenance- Transformers	142	500	-
334 System Maintenance - Street Lights	68,529	45,000	45,000
<i>Subtotal</i>	1,477,506	1,526,592	1,566,905
Non-Operating Expense			
970 Transfers to Other Funds	23,000	23,000	23,000
<i>Subtotal</i>	23,000	23,000	23,000
Capital Outlay			
432 Vehicles	-	-	7,000
440 Machinery and Equipment	17,103	30,000	-
475 Building and Facility Improvement	3,532	-	-
480 System Improvements	211,353	105,000	120,000
486 Meters	45,889	70,400	70,400
<i>Subtotal</i>	277,877	205,400	197,400
SERVICE TOTAL	\$ 4,451,436	\$ 4,240,662	\$ 4,260,265

SERVICE: Electric Engineering

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

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

This service is responsible for development and maintenance of specialized electric utility computer applications including GIS and mapping, Outage Management Systems (OMS), electric system models, and provides technical assistance and drafting services. Staff participates on the Platte River Power Authority Joint Technical Advisory Committee.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Broadband Services Manager	0.00	0.00	0.05
Chief Electrical Engineer	1.00	1.00	1.00
Senior Electrical Engineer	2.80	3.80	3.00
Technology Services Coordinator	0.90	0.90	1.00
Programmer Analyst	1.00	1.00	1.00
Senior Programmer Analyst	1.00	1.00	1.00
Senior GIS/Mapping Technician	1.00	1.00	1.00
Substation Supervisor	1.00	1.00	0.95
Journey Substation Worker	3.00	3.00	3.00
Energy Services Specialist	0.00	2.00	0.00
Energy Services Program Coordinator	0.00	1.00	0.00
Total	11.70	15.70	12.00

SERVICE: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	1,037,801	1,272,404	1,033,510
112	Wages - Temporary	-	-	10,000
121	Wages - Overtime	10,257	5,000	10,000
122	Longevity Compensation	1,860	1,920	-
123	Leave Expense	33,849	-	-
126	Retirement Health Savings Plan	6,517	6,280	4,800
128	FICA	-	-	620
129	Medicare	11,158	16,723	15,132
131	MOPC	50,479	63,619	51,674
132	Employee Insurance	133,424	175,593	155,026
133	Employee Retirement	62,377	77,618	65,109
135	Compensation Insurance	378	342	674
136	Unemployment Insurance	2,472	3,817	3,100
137	Staff Training and Conferences	29,947	24,900	23,100
139	Dental Insurance	4,949	8,906	7,237
142	Food Allowance	356	150	500
	<i>Subtotal</i>	<i>1,385,825</i>	<i>1,657,272</i>	<i>1,380,482</i>
Operating and Maintenance				
216	Reference Books and Materials	738	500	500
217	Dues and Subscriptions	531	1,080	1,244
218	Non-Capital Equipment and Furniture	10,439	2,500	10,000
219	Drafting Supplies	502	1,100	200
223	Lab and Photo Supplies	-	100	-
229	Materials and Miscellaneous Supplies	7,337	2,500	5,000
234	System Maintenance	174	-	-
240	Equipment Repair and Maintenance	21,099	58,235	106,950
241	Grounds Maintenance	-	-	5,000
243	Non-Capital Computer Equipment and Supplies	20,372	3,925	13,500
246	Liability Insurance	3,409	4,074	5,256
247	Safety Expenses	2,041	350	1,850
249	Operating Leases and Rentals	646	450	1,340
250	Professional and Contracted Services	17,632	112,000	60,000
261	Telephone Charges	3,491	960	5,448
263	Postage	157	-	-
264	Printing and Copying	27	500	250
269	Other Services and Charges	3,852	-	500
273	Fleet Lease - Operating and Maintenance	12,253	3,650	10,312
274	Fleet Lease - Replacement	10,596	3,630	6,784
290	Rebates	-	40,000	-
291	Residential Energy Efficiency Rebates	-	42,500	-
292	Commercial Energy Efficiency Rebates	-	195,000	-
330	System Maintenance - Substation Equipment	-	-	25,000
	<i>Subtotal</i>	<i>115,295</i>	<i>473,054</i>	<i>259,134</i>
Capital Outlay				
440	Machinery and Equipment	56,317	135,450	83,800
470	Planning and Design	-	10,000	-
475	Building and Facility Improvement	32,610	60,000	30,000
	<i>Subtotal</i>	<i>88,927</i>	<i>205,450</i>	<i>113,800</i>
	SERVICE TOTAL	\$ 1,590,046	\$ 2,335,776	\$ 1,753,416

SERVICE: Meter Reading

FUNDS: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

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

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Meter Reading Supervisor	0.51	0.51	0.51
Metering and Load Research Coordinator	0.20	0.20	0.20
Senior Meter Reader	0.51	0.51	0.51
Meter Reader	3.83	3.83	3.83
Total	5.05	5.05	5.05

SERVICE: Meter Reading**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	173,835	214,499	216,930
112	Wages - Temporary	2,375	-	-
121	Wages - Overtime	779	510	510
122	Longevity Compensation	1,071	1,102	1,132
123	Leave Expense	6,826	-	-
126	Retirement Health Savings Plan	2,027	2,020	2,020
128	FICA	261	-	-
129	Medicare	1,939	2,789	2,821
131	MOPC	8,641	10,726	10,847
132	Employee Insurance	28,991	29,601	32,539
133	Employee Retirement	10,667	13,084	13,668
135	Compensation Insurance	3,974	3,784	4,622
136	Unemployment Insurance	536	644	651
137	Staff Training and Conferences	2,042	3,672	3,672
139	Dental Insurance	1,072	1,503	1,519
141	Uniforms and Protective Clothing	542	689	688
	<i>Subtotal</i>	<i>245,578</i>	<i>284,623</i>	<i>291,619</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	16	1,122	510
229	Materials and Miscellaneous Supplies	155	510	255
240	Equipment Repair and Maintenance	7,373	8,798	8,772
243	Non-Capital Computer Equipment and Supplies	10,971	1,046	-
246	Liability Insurance	1,672	1,812	1,778
247	Safety Expenses	535	1,148	1,147
250	Professional and Contracted Services	-	-	765
261	Telephone Charges	1,098	1,658	1,652
264	Printing and Copying	566	842	898
270	Administrative and Management Services	21,122	33,102	48,642
273	Fleet Lease - Operating and Maintenance	20,940	18,058	14,891
274	Fleet Lease - Replacement	9,536	6,700	6,478
	<i>Subtotal</i>	<i>73,984</i>	<i>74,796</i>	<i>85,788</i>
	SERVICE TOTAL	\$ 319,562	\$ 359,419	\$ 377,407

SERVICE: Utilities Warehouse

FUNDS: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

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

Budgeted Positions:	2011 Budget	2012 Budget	2013 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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	157,012	176,478	178,248
114 Skill Based Pay	900	900	1,500
121 Wages - Overtime	742	1,242	1,242
122 Longevity Compensation	1,620	1,680	1,740
123 Leave Expense	5,273	-	-
126 Retirement Health Savings Plan	2,103	1,600	1,600
129 Medicare	1,411	1,790	1,818
131 MOPC	8,084	8,870	8,988
132 Employee Insurance	23,849	24,353	26,737
133 Employee Retirement	9,988	10,818	11,322
135 Compensation Insurance	1,645	1,747	3,327
136 Unemployment Insurance	442	530	535
137 Staff Training and Conferences	2,602	3,550	3,550
139 Dental Insurance	882	1,236	1,248
141 Uniforms and Protective Clothing	237	600	600
142 Food Allowance	71	125	125
<i>Subtotal</i>	<i>216,860</i>	<i>235,519</i>	<i>242,580</i>
Operating and Maintenance			
210 Office Supplies	476	700	700
215 Audiovisual Materials	116	150	150
216 Reference Books and Materials	142	150	150
217 Dues and Subscriptions	140	100	150
218 Non-Capital Equipment and Furniture	1,632	1,000	1,000
225 Freight	1,683	3,500	3,500
228 Janitorial Supplies	96	250	250
229 Materials and Miscellaneous Supplies	2,979	3,000	3,000
230 Printing and Copier Supplies	80	100	100
232 Building Repair and Maintenance	5,067	6,200	2,000
233 Facility Repair and Maintenance	514	900	900
240 Equipment Repair and Maintenance	650	720	720
241 Grounds Maintenance	330	1,200	600
243 Non-Capital Computer Equipment and Supplies	1,801	2,175	3,900
246 Liability Insurance	1,348	1,566	1,597
247 Safety Expenses	482	1,000	1,000
249 Operating Leases and Rentals	45	100	100
250 Professional and Contracted Services	18,319	21,950	21,950
261 Telephone Charges	646	900	900
263 Postage	44	25	25
264 Printing and Copying	-	200	200
265 Loss on Obsolete Items	2,702	2,800	2,800
270 Administrative and Management Services	160,741	174,983	142,777
273 Fleet Lease - Operating and Maintenance	10,765	5,274	5,259
274 Fleet Lease - Replacement	4,737	4,831	12,061
<i>Subtotal</i>	<i>215,535</i>	<i>233,774</i>	<i>205,789</i>
Capital Outlay			
475 Building and Facility Improvement	-	15,000	-
<i>Subtotal</i>	<i>-</i>	<i>15,000</i>	<i>-</i>
SERVICE TOTAL	\$ 432,396	\$ 484,293	\$ 448,369

SERVICE: Energy Services

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

Energy Services is responsible for the development, implementation and management of energy services, including customer outreach and education, key account management, energy efficiency services, and management of grant-funded programs.

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

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Energy Services Manager	0.00	0.00	1.00
Key Account Manager	0.00	0.00	1.00
Energy Services Specialist	0.00	0.00	2.00
Customer Services Energy Specialist	0.00	0.00	1.00
Energy Services Program Coordinator	0.00	0.00	1.00
Total	0.00	0.00	6.00

SERVICE: Energy Services**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	-	-	408,269
126 Retirement Health Savings Plan	-	-	2,400
129 Medicare	-	-	5,920
131 MOPC	-	-	20,413
132 Employee Insurance	-	-	61,239
133 Employee Retirement	-	-	25,720
136 Unemployment Insurance	-	-	1,225
137 Staff Training and Conferences	-	-	12,200
139 Dental Insurance	-	-	2,859
142 Food Allowance	-	-	250
<i>Subtotal</i>	-	-	540,495
Operating and Maintenance			
216 Reference Books and Materials	-	-	500
217 Dues and Subscriptions	-	-	9,235
218 Non-Capital Equipment and Furniture	-	-	1,000
240 Equipment Repair and Maintenance	-	-	14,520
243 Non-Capital Computer Equipment and Supplies	-	-	1,700
246 Liability Insurance	-	-	124
250 Professional and Contracted Services	-	-	65,700
261 Telephone Charges	-	-	1,440
263 Postage	-	-	12,050
264 Printing and Copying	-	-	10,000
269 Other Services and Charges	-	-	10,000
273 Fleet Lease - Operating and Maintenance	-	-	1,383
274 Fleet Lease - Replacement	-	-	1,094
290 Rebates	-	-	40,000
291 Residential Energy Efficiency Rebates	-	-	42,500
292 Commercial Energy Efficiency Rebates	-	-	195,000
<i>Subtotal</i>	-	-	406,246
SERVICE TOTAL	\$ -	\$ -	\$ 946,741

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 *2013-2017 Capital Improvement Program*.

ELECTRIC FUND PROJECTS	2013 Budget
MUE-17 Electric Substation Upgrades	\$ 86,000
MUE-44 Electric System Reliability Improvements	150,000
MUE-91 Street Lighting Program	50,000
MUE-97 Electric Aid to Construction	525,000
MUE-99 Smart Grid-Advanced Metering Infrastructure	100,000
TOTAL	\$ 911,000

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	13,290	37,950	326,700
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	59,705	77,050	663,300
TOTAL	\$ 72,995	\$ 115,000	\$ 990,000

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.

2013 Budget

One capital project is included in the 2013 Budget: main feeder extensions from the substation. Detailed capital project descriptions are included in the *2013-2017 Capital Improvement Program*.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS

MUE-14 Electric Main Feeder Extensions

2013 Budget
\$ 990,000

ELECTRIC CIF FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 955,683	\$ 1,329,669	\$ 1,452,669
SOURCES OF FUNDS			
Fees	440,083	220,000	1,037,000
Interest	10,860	18,000	22,000
Adjustment for GAAP Revenue	(3,962)	-	-
TOTAL FUNDS	446,981	238,000	1,059,000
EXPENSES			
Capital Projects	72,995	115,000	990,000
TOTAL EXPENSES	72,995	115,000	990,000
ENDING WORKING CAPITAL	1,329,669	1,452,669	1,521,669
CONTRIBUTION TO/(FROM) RESERVES	\$ 373,986	\$ 123,000	\$ 69,000

TELECOMMUNICATIONS FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	64,713	226,594	210,786
Operating and Maintenance	103,205	157,724	415,037
Non-Operating	1,157	1,671	1,816
Capital	9,330	60,000	937,500
TOTAL	\$ 178,405	\$ 445,989	\$ 1,565,139

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 865,592	\$ 1,025,993	\$ 918,834
Committed Working Capital	-	65,000	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	282,208	310,130	522,100
Miscellaneous	39,233	80,000	562,500
Interest	8,726	13,700	15,000
Adjustment for GAAP Revenue	8,646		
TOTAL FUNDS	338,813	403,830	1,099,600
EXPENSES BY BUDGET SERVICE			
Administration	147,344	301,295	421,489
Operations	29,888	64,694	206,150
Capital Projects	1,173	80,000	937,500
Total Operating Expenses	178,405	445,989	1,565,139
Adjustment for GAAP Expenses	7	-	-
TOTAL ADJUSTED EXPENSES	178,412	445,989	1,565,139
ENDING WORKING CAPITAL	1,025,993	918,834	453,295
CONTRIBUTION TO/(FROM) RESERVES	\$ 160,401	\$ (42,159)	\$ (465,539)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TELECOM FUND PROJECTS	2013 Budget
TEL-1 Telecommunications System Network	\$ 375,000
TEL-2 Aid to Construction	562,500
TOTAL	\$ 937,500

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 engages in dark fiber and collocation leases, assesses customer needs, coordinates with service providers as necessary, and provides other services as directed by City Council.

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

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Director of Power and Communications	0.05	0.05	0.10
Broadband Services Manager	1.00	1.00	0.95
Business Manager	0.10	0.10	0.10
Customer Services and Marketing Manager	0.00	0.00	0.05
Technology Services Coordinator	0.10	0.10	0.00
Substation Supervisor	0.00	0.00	0.05
Senior Electrical Engineer	0.20	0.20	0.00
Utilities Rate Analyst	0.00	0.00	0.20
Utilities Financial Analyst	0.10	0.10	0.00
Total	1.55	1.55	1.45

SERVICE: Telecommunications Administration**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	26,501	158,690	151,257
123	Leave Expense	784	310	310
126	Retirement Health Savings Plan	528	620	580
129	Medicare	629	2,301	2,192
131	MOPC	2,487	7,936	7,563
132	Employee Insurance	21,311	21,899	22,689
133	Employee Retirement	2,985	9,681	9,530
135	Compensation Insurance	60	69	84
136	Unemployment Insurance	395	477	455
137	Staff Training and Conferences	89	3,500	6,000
139	Dental Insurance	788	1,111	1,060
	<i>Subtotal</i>	<i>56,557</i>	<i>206,594</i>	<i>201,720</i>
Operating and Maintenance				
210	Office Supplies	-	100	100
217	Dues and Subscriptions	-	-	1,000
218	Non-Capital Equipment and Furniture	-	4,000	-
229	Materials and Miscellaneous Supplies	55	500	500
230	Printing and Copier Supplies	7,731	5,000	5,000
240	Equipment Repair and Maintenance	-	1,350	5,000
243	Non-Capital Computer Equipment and Supplies	-	2,500	2,500
245	Mileage Allowance	120	120	120
246	Liability Insurance	416	722	557
247	Safety Expenses	-	-	500
250	Professional and Contracted Services	50,220	13,636	85,000
261	Telephone Charges	-	660	660
263	Postage	6,765	7,500	7,600
264	Printing and Copying	82	5,000	5,000
269	Other Services and Charges	-	-	200
270	Administrative and Management Services	1,039	37,735	79,161
271	Franchise Equivalency	23,203	14,207	25,055
	<i>Subtotal</i>	<i>89,630</i>	<i>93,030</i>	<i>217,953</i>
Non-Operating Expense				
970	Transfers to Other Funds	1,157	1,671	1,816
	<i>Subtotal</i>	<i>1,157</i>	<i>1,671</i>	<i>1,816</i>
	SERVICE TOTAL	\$ 147,344	\$ 301,295	\$ 421,489

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 system network. The service is also responsible for planning, cost estimating, designing, and mapping the network. This service is also responsible for telecommunications capital improvement projects.

SERVICE: Telecommunications Operations**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	8,156	-	-
135 Compensation Insurance	-	-	66
137 Staff Training and Conferences	-	-	9,000
<i>Subtotal</i>	8,156	-	9,066
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	-	40,000
234 System Maintenance	5,490	40,000	16,400
240 Equipment Repair and Maintenance	-	-	104,400
246 Liability Insurance	4,732	4,694	4,784
247 Safety Expenses	-	-	1,500
250 Professional and Contracted Services	3,353	20,000	30,000
<i>Subtotal</i>	13,575	64,694	197,084
Capital Outlay			
480 System Improvements	8,157	-	-
<i>Subtotal</i>	8,157	-	-
SERVICE TOTAL	\$ 29,888	\$ 64,694	\$ 206,150

WATER FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	4,102,841	4,219,844	4,264,513
Operating and Maintenance	5,247,725	6,032,415	6,231,668
Non-Operating	519,374	1,833,953	2,201,779
Capital	4,039,870	4,218,754	6,636,975
TOTAL	\$ 13,909,810	\$ 16,304,966	\$ 19,334,935

Fund Description

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

The Water Fund includes eleven budget services: Public Works Natural Resources Director; Water Administration/Engineering; Water Resources; Water Distribution; Water Treatment Plants; Water Quality Laboratory; Instrumentation and Control, Engineering/Survey Technical Services; Construction Inspection; Regulatory Compliance; and Meter Reading.

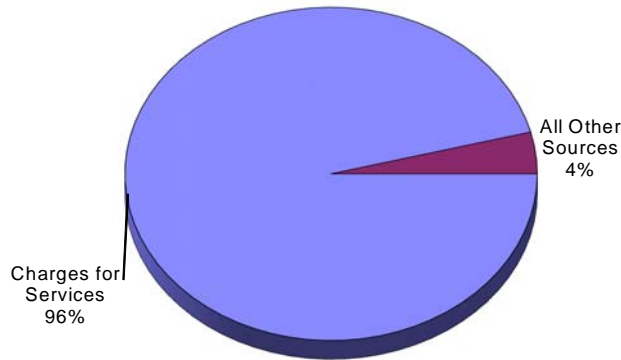
Water System

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

WATER FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 27,366,738	\$ 27,335,604	\$ 21,956,907
Committed Working Capital	-	2,733,250	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	13,249,821	12,799,096	13,037,696
System Development Fees	363,471	308,500	425,000
Interest - Operating	240,299	356,700	392,100
Intergovernmental	325,386	-	180,670
Miscellaneous	91,184	195,223	-
Operating Transfers	8,075	-	-
Adjustment for GAAP Revenue	(217,202)	-	-
TOTAL FUNDS	14,061,034	13,659,519	14,035,466
EXPENSES BY BUDGET SERVICE			
Water Utility Director	303,316	363,210	367,738
Water Administration/Engineering	2,769,989	4,122,800	4,336,743
Water Resources	3,501,352	3,722,211	3,985,220
Water Treatment Plants	1,952,888	2,172,720	2,264,646
Water Distribution	2,317,516	2,216,743	2,237,369
Water Quality Laboratory	286,846	307,200	318,722
Water Instrumentation and Control	233,293	210,549	242,983
Water Engineering/Survey Tech Services	209,476	298,331	319,881
Water Construction Inspection	163,764	133,265	103,976
Water Regulatory Compliance	200,172	263,449	261,463
Water Meter Reading	230,226	258,993	271,956
CIP Projects	1,740,973	2,235,495	4,624,238
Total Operating Expenses	13,909,810	16,304,966	19,334,935
Adjustment for GAAP Expenses	182,358	-	-
TOTAL ADJUSTED EXPENSES	14,092,168	16,304,966	19,334,935
ENDING WORKING CAPITAL	27,335,604	21,956,907	16,657,438
CONTRIBUTION TO/(FROM) RESERVES	\$ (31,134)	\$ (2,645,447)	\$ (5,299,469)

WATER FUND - Sources of Funds



- The Water Fund will receive 96% of its operating revenues from charges for services to the City’s water customers in 2013.
- The 2013 Budget requires a contribution of \$5,299,469 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.

	2011 Actual	2012 Budget	2013 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 12,630,015	\$ 12,507,596	\$ 12,747,696
Sale of Raw Water	571,755	250,000	250,000
Construction Inspection Fees	1,065	1,500	-
Water Meters	34,484	25,000	25,000
Lab Testing Fees	12,502	15,000	15,000
System Development Fees	363,471	308,500	425,000
Interest Income	240,299	356,700	392,100
Other Revenue	424,645	195,223	180,670
Contribution from/(to) Fund Balance	31,134	2,645,447	5,299,469
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 14,092,168	\$ 16,304,966	\$ 19,334,935

SERVICE: Public Works and Natural Resources Director

FUNDS: Water Fund

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:	2011 Budget	2012 Budget	2013 Budget
Director of Public Works & Natural Resources	0.30	0.30	0.30
Business & Strategic Planning Manager	0.30	0.30	0.30
Customer Services & Marketing Manager	0.30	0.30	0.30
Technology & Financial Analyst	0.30	0.00	0.00
Utilities Financial Analyst	0.30	0.30	0.30
Business Analyst	0.30	0.30	0.30
Executive Assistant	0.30	0.30	0.30
Customer Services Representative	0.00	0.00	0.10
Administrative Assistant	0.00	0.30	1.05
Total	2.10	2.10	2.95

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	168,711	165,553	203,443
114	Skill Based Pay	-	3,735	3,735
121	Wages - Overtime	-	200	200
122	Longevity Compensation	-	-	174
123	Leave Expense	13,326	-	-
126	Retirement Health Savings Plan	1,537	840	1,180
129	Medicare	1,539	1,767	2,255
131	MOPC	8,298	8,213	10,107
132	Employee Insurance	23,546	22,666	30,320
133	Employee Retirement	10,392	10,019	12,735
135	Compensation Insurance	672	671	802
136	Unemployment Insurance	429	492	605
137	Staff Training and Conferences	22,423	28,654	27,754
139	Dental Insurance	859	1,150	1,415
142	Food Allowance	120	740	740
	<i>Subtotal</i>	<i>251,851</i>	<i>244,700</i>	<i>295,465</i>
Operating and Maintenance				
210	Office Supplies	84	-	-
216	Reference Books and Materials	207	200	200
217	Dues and Subscriptions	470	704	704
218	Non-Capital Equipment and Furniture	854	1,000	1,000
229	Materials and Supplies	66	900	900
240	Equipment Repair and Maintenance	13,935	27,340	17,650
243	Non-Capital Computer Equipment and Supplies	1,337	2,036	1,692
245	Mileage Allowance	2,400	1,500	1,500
246	Liability Insurance	353	629	595
248	Lease Purchase Installment	-	-	6,331
249	Operating Leases and Rentals	6	-	-
250	Professional and Contracted Services	30,967	81,201	38,701
252	Advertising and Legal Notices	-	1,500	1,500
261	Telephone Charges	661	-	-
264	Printing and Copying	125	1,500	1,500
	<i>Subtotal</i>	<i>51,465</i>	<i>118,510</i>	<i>72,273</i>
SERVICE TOTAL		\$ 303,316	\$ 363,210	\$ 367,738

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:	2011 Budget	2012 Budget	2013 Budget
Engineering Services Manager	0.20	0.20	0.20
Engineering Administrator	0.60	0.60	0.60
Senior Civil Engineer	2.10	2.10	2.40
Natural Resources Specialist	0.25	0.25	0.25
Administrative Assistant	0.50	0.00	0.10
Office Assistant	0.60	0.60	0.60
Total	4.25	3.75	4.15

SERVICE: Water Administration/Engineering**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	295,574	298,990	333,262
112 Wages - Temporary	1,759	5,000	5,000
114 Skill Based Pay	-	120	120
122 Longevity Compensation	762	792	822
123 Leave Expense	7,356	16,750	16,750
126 Retirement Health Savings Plan	2,885	1,500	1,660
128 FICA	109	310	310
129 Medicare	3,458	4,080	4,573
131 MOPC	14,789	14,951	16,662
132 Employee Insurance	43,296	41,261	49,988
133 Employee Retirement	18,521	18,238	20,995
135 Compensation Insurance	388	375	468
136 Unemployment Insurance	801	896	1,000
139 Dental Insurance	1,609	2,094	2,331
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	235	300	300
<i>Subtotal</i>	391,543	405,757	454,341
Operating and Maintenance			
210 Office Supplies	796	1,500	1,000
216 Reference Books and Materials	619	600	600
217 Dues and Subscriptions	1,009	1,129	1,129
218 Non-Capital Equipment and Furniture	1,545	1,800	1,800
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	164	1,300	1,300
230 Printing and Copier Supplies	623	4,300	1,500
232 Building Repair and Maintenance	3,259	300	300
235 Station Maintenance	-	10,000	10,000
240 Equipment Repair and Maintenance	921	12,570	5,320
243 Non-Capital Computer Equipment and Supplies	13,175	6,584	8,589
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,589	1,948	1,281
247 Safety Expenses	993	500	500
250 Professional and Contracted Services	56,378	16,800	6,800
252 Advertising and Legal Notices	-	400	400
256 Refunds	2,641	3,000	3,000
259 Licenses and Permits	-	101,400	1,400
261 Telephone Charges	356	762	762
263 Postage	9,145	14,000	14,000
264 Printing and Copying	7,647	12,000	11,000
269 Other Services and Charges	171,283	149,984	149,984
270 Administrative and Management Services	1,197,244	1,291,052	1,192,258
271 Franchise Equivalency	262,884	252,045	260,784
273 Fleet Lease - Operating and Maintenance	2,227	2,864	2,007
274 Fleet Lease - Replacement	4,652	4,652	4,609
<i>Subtotal</i>	1,739,151	1,891,790	1,680,623
Non-Operating Expense			
925 Amortization of Bond Issue Expenses	10,919	-	-
927 Principal on Notes and Contracts	-	972,966	989,551
928 Interest on Notes and Contracts	463,514	456,063	427,463
950 Bad Debt	817	2,500	2,500
970 Transfers to Other Funds	30,075	388,899	782,265
<i>Subtotal</i>	505,325	1,820,428	2,201,779
Capital Outlay			
440 Machinery and Equipment	133,970	4,825	-
<i>Subtotal</i>	133,970	4,825	-
SERVICE TOTAL	\$ 2,769,989	\$ 4,122,800	\$ 4,336,743

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:	2011 Budget	2012 Budget	2013 Budget
Water Quality Laboratory Supervisor	0.40	0.35	0.35
Water Quality Analyst	0.80	0.70	0.70
Laboratory Technician	1.20	1.05	1.05
Total	2.40	2.10	2.10

SERVICE: Water Quality Laboratory**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	144,878	119,270	120,461
112	Wages - Temporary	2,289	4,400	4,400
121	Wages - Overtime	10,753	1,732	1,732
122	Longevity Compensation	1,044	630	651
123	Leave Expense	4,053	-	-
126	Retirement Health Savings Plan	1,383	840	840
128	FICA	145	273	273
129	Medicare	1,520	1,485	1,501
131	MOPC	7,241	5,963	6,023
132	Employee Insurance	18,350	16,459	18,069
133	Employee Retirement	9,067	7,275	7,589
135	Compensation Insurance	1,786	1,829	1,344
136	Unemployment Insurance	338	359	360
139	Dental Insurance	679	833	843
141	Uniforms and Protective Clothing	-	54	54
142	Food Allowance	40	-	-
	<i>Subtotal</i>	<i>203,566</i>	<i>161,402</i>	<i>164,140</i>
Operating and Maintenance				
210	Office Supplies	434	490	490
216	Reference Books and Materials	325	245	245
217	Dues and Subscriptions	572	688	688
218	Non-Capital Equipment and Furniture	4,063	3,203	2,660
223	Lab and Photo Supplies	37,531	35,000	35,000
228	Janitorial Supplies	590	805	805
229	Materials and Supplies	1,526	1,050	1,050
230	Printing and Copier Supplies	1,000	805	1,000
232	Building Repair and Maintenance	1,035	10,500	10,000
240	Equipment Repair and Maintenance	1,936	7,948	8,678
243	Non-Capital Computer Equipment and Supplies	2,862	3,216	3,432
246	Liability Insurance	478	611	542
247	Safety Expenses	119	490	490
250	Professional and Contracted Services	7,369	33,892	43,892
259	Licenses and Permits	125	2,200	2,200
260	Utilities	-	2,940	2,940
261	Telephone Charges	364	192	400
263	Postage	42	108	50
264	Printing and Copying	19	400	800
269	Other Services and Charges	438	18	18
273	Fleet Lease - Operating and Maintenance	936	799	517
274	Fleet Lease - Replacement	1,698	1,698	1,685
	<i>Subtotal</i>	<i>63,463</i>	<i>107,298</i>	<i>117,582</i>
Capital Outlay				
440	Machinery and Equipment	19,817	38,500	37,000
	<i>Subtotal</i>	<i>19,817</i>	<i>38,500</i>	<i>37,000</i>
	SERVICE TOTAL	\$ 286,846	\$ 307,200	\$ 318,722

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:	2011 Budget	2012 Budget	2013 Budget
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
Arborist Technician II	0.25	0.25	0.25
Total	4.25	4.25	4.25

SERVICE: Water Resources**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	290,367	299,716	305,886
112 Wages - Temporary	80,971	72,300	72,300
121 Wages - Overtime	6,245	2,650	5,750
122 Longevity Compensation	4,680	4,860	5,040
123 Leave Expense	7,265	-	-
126 Retirement Health Savings Plan	3,894	1,700	1,700
128 FICA	5,087	4,483	4,483
129 Medicare	2,900	2,972	3,018
131 MOPC	14,842	14,985	15,293
132 Employee Insurance	39,625	41,360	45,883
133 Employee Retirement	18,587	18,283	19,270
135 Compensation Insurance	780	815	5,678
136 Unemployment Insurance	743	899	918
139 Dental Insurance	1,484	2,098	2,142
141 Uniforms and Protective Clothing	692	1,000	1,000
142 Food Allowance	864	1,600	1,600
<i>Subtotal</i>	<i>479,024</i>	<i>469,721</i>	<i>489,961</i>
Operating and Maintenance			
214 Pamphlets and Documents	-	3,700	3,700
216 Reference Books and Materials	414	200	200
217 Dues and Subscriptions	2,233	6,720	6,720
218 Non-Capital Equipment and Furniture	2,536	2,000	2,000
223 Lab and Photo Supplies	-	50	50
228 Janitorial Supplies	-	500	500
229 Materials and Supplies	4,463	10,750	10,750
232 Building Repair and Maintenance	732	5,000	12,000
233 Facility Repair and Maintenance	115	11,000	11,000
241 Grounds Maintenance	213	7,200	7,200
243 Non-Capital Computer Equipment and Supplies	1,418	500	1,350
244 Assessments	844,934	1,006,460	1,151,460
245 Mileage Allowance	285	467	467
246 Liability Insurance	2,233	2,193	2,185
247 Safety Expenses	842	600	600
249 Operating Leases and Rentals	63,319	66,000	141,638
250 Professional and Contracted Services	376,302	415,284	423,434
252 Advertising and Legal Notices	970	-	-
259 Licenses and Permits	4,958	4,145	4,145
260 Utilities	14,269	29,300	29,300
261 Telephone Charges	827	2,400	2,400
264 Printing and Copying	2,839	2,000	2,000
269 Other Services and Charges	5,865	200	200
273 Fleet Lease - Operating and Maintenance	16,981	12,358	15,786
274 Fleet Lease - Replacement	5,838	9,554	12,338
<i>Subtotal</i>	<i>1,352,587</i>	<i>1,598,581</i>	<i>1,841,423</i>
Capital Outlay			
455 System Renovations and Replacement	6,010	-	-
471 Land	11,191	-	-
489 Windy Gap Improvements	1,652,539	1,653,909	1,653,836
<i>Subtotal</i>	<i>1,669,740</i>	<i>1,653,909</i>	<i>1,653,836</i>
SERVICE TOTAL	\$ 3,501,352	\$ 3,722,211	\$ 3,985,220

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:	2011 Budget	2012 Budget	2013 Budget
Operations Manager	0.30	0.30	0.30
Treatment Operations Supervisor	1.50	1.50	1.50
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.30	0.30	0.30
Operations and Maintenance Technician Lead	8.70	8.70	7.50
Facilities Maintenance Worker	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Office Assistant	0.50	0.50	0.50
Total	12.40	12.40	11.20

SERVICE: Water Treatment Plants**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	670,670	727,081	669,797
112 Wages - Temporary	1,032	-	-
114 Skill Based Pay	32,503	35,000	34,300
121 Wages - Overtime	43,949	42,400	42,400
122 Longevity Compensation	3,600	3,738	3,300
123 Leave Expense	13,739	-	-
124 Skill Based Overtime Pay	3,189	-	-
126 Retirement Health Savings Plan	10,813	4,960	4,480
128 FICA	47	-	-
129 Medicare	9,287	10,047	9,456
131 MOPC	36,489	36,355	33,504
132 Employee Insurance	98,173	100,334	100,470
133 Employee Retirement	45,685	44,351	42,218
135 Compensation Insurance	5,495	5,068	7,342
136 Unemployment Insurance	1,811	2,181	2,011
139 Dental Insurance	3,623	5,088	4,688
141 Uniforms and Protective Clothing	4,143	2,750	2,475
142 Food Allowance	90	500	500
<i>Subtotal</i>	984,339	1,019,853	956,941
Operating and Maintenance			
210 Office Supplies	1,497	2,000	2,000
216 Reference Books and Materials	1,215	1,000	1,200
217 Dues and Subscriptions	12,455	13,500	14,500
218 Non-Capital Equipment and Furniture	3,121	20,000	23,500
220 Gas and Oil	3,305	2,000	2,000
222 Chemicals	534,848	606,165	664,340
223 Lab and Photo Supplies	29,108	23,000	27,000
228 Janitorial Supplies	592	500	500
229 Materials and Supplies	5,446	6,000	6,000
230 Printing and Copier Supplies	933	500	1,000
232 Building Repair and Maintenance	32,680	29,000	30,000
233 Facility Repair and Maintenance	58,747	60,000	60,000
240 Equipment Repair and Maintenance	6,289	13,600	6,600
243 Non-Capital Computer Equipment and Supplies	4,255	8,434	23,676
245 Mileage Allowance	51	500	500
246 Liability Insurance	6,479	8,462	10,817
247 Safety Expenses	8,029	5,000	5,050
249 Operating Leases and Rentals	446	3,000	3,000
250 Professional and Contracted Services	85,857	120,710	192,750
252 Advertising and Legal Notices	147	-	-
259 Licenses and Permits	185	11,200	11,500
260 Utilities	140,125	180,000	170,000
261 Telephone Charges	2,546	2,000	2,000
263 Postage	112	-	-
264 Printing and Copying	243	-	-
273 Fleet Lease - Operating and Maintenance	8,350	8,818	13,232
274 Fleet Lease - Replacement	13,237	16,378	9,326
<i>Subtotal</i>	960,296	1,141,767	1,280,491
Capital Outlay			
432 Vehicles	-	-	6,114
440 Machinery and Equipment	-	11,100	21,100
475 Building and Facility Improvement	8,253	-	-
<i>Subtotal</i>	8,253	11,100	27,214
SERVICE TOTAL	\$ 1,952,888	\$ 2,172,720	\$ 2,264,646

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:	2011 Budget	2012 Budget	2013 Budget
Electrician	0.50	0.50	1.00
Instrumentation Technician	0.50	0.50	0.50
Total	1.00	1.00	1.50

SERVICE: Water Instrumentation and Control**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	53,318	57,975	87,498
114	Skill Based Pay	4,114	3,000	7,000
121	Wages - Overtime	4,127	6,000	6,000
123	Leave Expense	2,637	-	-
124	Skill Based Overtime Pay	254	-	-
126	Retirement Health Savings Plan	400	400	600
129	Medicare	789	840	1,269
131	MOPC	2,997	2,898	4,374
132	Employee Insurance	7,442	8,000	13,125
133	Employee Retirement	3,754	3,536	5,513
135	Compensation Insurance	39	22	35
136	Unemployment Insurance	145	174	263
139	Dental Insurance	289	406	613
141	Uniforms and Protective Clothing	-	1,800	1,800
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>80,305</i>	<i>85,151</i>	<i>128,190</i>
Operating and Maintenance				
210	Office Supplies	15	-	-
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	85	250	250
218	Non-Capital Equipment and Furniture	5,494	10,000	15,000
229	Materials and Supplies	492	-	-
232	Building Repair and Maintenance	3,369	-	-
233	Facility Repair and Maintenance	31,772	30,000	20,000
243	Non-Capital Computer Equipment and Supplies	6,989	2,600	2,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	466	448	443
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	103,473	75,000	70,000
261	Telephone Charges	802	600	600
263	Postage	12	-	-
264	Printing and Copying	20	-	-
	<i>Subtotal</i>	<i>152,988</i>	<i>120,398</i>	<i>109,793</i>
Capital Outlay				
440	Machinery and Equipment	-	5,000	5,000
	<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>5,000</i>
	SERVICE TOTAL	\$ 233,293	\$ 210,549	\$ 242,983

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:	2011 Budget	2012 Budget	2013 Budget
Utility and Streets Operations & Mtce Manager	0.50	0.45	0.45
Distribution/Collection System Mtce Supervisor	0.80	0.80	0.80
Operations and Maintenance Technician Lead	0.75	0.25	0.40
Public Works Supervisor	0.30	0.30	0.30
Instrumentation Technician	0.00	0.50	0.00
Public Works Technician	0.70	0.70	0.70
Storm Drainage Utilities Technician	0.25	0.25	0.00
Water Utilities Technician II	5.00	5.00	6.00
Water Utilities Technician I	3.65	2.65	1.65
Service Truck Technician	0.75	0.75	1.00
Water Services Coordinator	1.00	1.00	1.00
Customer Service Representative	0.30	0.10	0.00
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	1.05	1.25	0.50
Total	15.55	14.50	13.30

SERVICE: Water Distribution**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	662,152	728,908	683,746
112 Wages - Temporary	27,864	20,000	20,000
114 Skill Based Pay	31,720	45,738	45,738
121 Wages - Overtime	52,369	65,000	60,000
122 Longevity Compensation	2,286	2,370	2,280
123 Leave Expense	26,658	-	-
124 Skill Based Overtime Pay	4,518	-	-
126 Retirement Health Savings Plan	6,606	5,800	5,320
128 FICA	2,161	1,240	1,240
129 Medicare	8,901	10,353	9,744
131 MOPC	34,894	36,469	34,210
132 Employee Insurance	104,056	100,587	102,562
133 Employee Retirement	43,689	44,492	43,101
135 Compensation Insurance	37,796	32,710	40,615
136 Unemployment Insurance	1,921	2,186	2,051
139 Dental Insurance	3,840	5,101	4,785
141 Uniforms and Protective Clothing	4,447	5,075	5,075
142 Food Allowance	228	500	500
<i>Subtotal</i>	<i>1,056,107</i>	<i>1,106,529</i>	<i>1,060,967</i>
Operating and Maintenance			
210 Office Supplies	721	1,175	1,175
216 Reference Books and Materials	81	500	500
217 Dues and Subscriptions	2,580	2,354	2,500
218 Non-Capital Equipment and Furniture	27,158	15,600	18,400
220 Gas and Oil	-	100	100
222 Chemicals	-	10,000	10,000
228 Janitorial Supplies	-	300	300
229 Materials and Supplies	14,461	12,000	14,000
230 Printing and Copier Supplies	571	650	650
232 Building Repair and Maintenance	6,036	4,750	9,750
233 Facility Repair and Maintenance	4,006	-	15,000
234 System Maintenance	7,139	-	-
235 Station Maintenance	10,230	12,500	14,500
236 Treated and Untreated Water Storage	6,742	8,500	8,500
237 Line Repair/maintenance	211,172	210,000	215,000
238 Hydrant Repair and Maintenance	3,681	3,000	4,000
239 Meter Repair and Maintenance	1,353	12,000	12,000
240 Equipment Repair and Maintenance	21,529	12,340	11,075
241 Grounds Maintenance	1,482	1,000	2,000
242 Street Repair/maintenance	4,710	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	4,807	6,000	45,344
245 Mileage Allowance	55	500	500
246 Liability Insurance	30,827	35,460	34,068
247 Safety Expenses	5,023	4,000	5,000
249 Operating Leases and Rentals	1,266	2,000	2,000
250 Professional and Contracted Services	54,817	119,847	114,597
252 Advertising and Legal Notices	1,194	2,000	2,000
254 Cross Connection Repair and Maintenance	18,457	6,000	6,000
259 Licenses and Permits	704	560	560
260 Utilities	39,420	42,200	48,409
261 Telephone Charges	7,944	10,848	10,848
262 Radio Repair and Maintenance	-	-	4,000
264 Printing and Copying	729	1,000	1,000
269 Other Services and Charges	46	250	750
273 Fleet Lease - Operating and Maintenance	112,379	136,957	127,338
274 Fleet Lease - Replacement	177,261	150,373	148,338
<i>Subtotal</i>	<i>778,582</i>	<i>826,764</i>	<i>892,202</i>
Non-Operating Expense			
974 Art in Public Places Transfers	5,960	-	-
<i>Subtotal</i>	<i>5,960</i>	<i>-</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	-	36,450	25,200
455 System Renovations and Replacement	494,866	48,000	48,000
456 System Renovation and Replacement Planning and I	11,953	-	-
474 Building and Facility Development	6,905	-	-
475 Building and Facility Improvement	12,000	15,000	-
481 Taps	980	2,000	2,000
483 Oversizing	(217,663)	-	-
484 Backflow Devices	-	3,000	3,000
486 Meters	167,825	179,000	206,000
<i>Subtotal</i>	<i>476,866</i>	<i>283,450</i>	<i>284,200</i>
SERVICE TOTAL	\$ 2,317,516	\$ 2,216,743	\$ 2,237,369

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:	2011 Budget	2012 Budget	2013 Budget
Technology/GIS Coordinator	0.00	0.30	0.30
Engineering and Survey Tech Supervisor	0.30	0.30	0.30
Lead GIS Analyst	0.30	0.30	0.30
Survey Party Chief	0.04	0.30	0.30
Senior Engineering Technician	0.60	0.50	0.50
Survey Technician	0.04	0.30	0.30
GIS/Mapping Technician	1.20	0.80	0.80
Total	2.48	2.80	2.80

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	124,088	164,809	179,737
112 Wages - Temporary	219	-	-
114 Skill Based Pay	93	93	97
121 Wages - Overtime	-	491	511
122 Longevity Compensation	2,192	2,269	1,123
123 Leave Expense	5,311	-	-
126 Retirement Health Savings Plan	1,151	1,116	1,162
129 Medicare	1,027	1,669	2,320
131 MOPC	6,598	8,244	8,993
132 Employee Insurance	18,712	22,743	26,961
133 Employee Retirement	8,264	10,059	11,329
135 Compensation Insurance	360	329	572
136 Unemployment Insurance	348	494	539
137 Staff Training and Conferences	530	3,844	4,163
139 Dental Insurance	697	1,155	1,259
141 Uniforms and Protective Clothing	-	93	97
<i>Subtotal</i>	<i>169,590</i>	<i>217,408</i>	<i>238,863</i>
Operating and Maintenance			
210 Office Supplies	2	-	-
216 Reference Books and Materials	-	31	33
217 Dues and Subscriptions	-	-	4,809
218 Non-Capital Equipment and Furniture	253	2,558	1,162
219 Drafting Supplies	438	1,240	1,291
229 Materials and Supplies	471	496	516
240 Equipment Repair and Maintenance	27,466	36,275	46,874
243 Non-Capital Computer Equipment and Supplies	4,042	310	2,785
246 Liability Insurance	490	578	659
247 Safety Expenses	40	310	323
250 Professional and Contracted Services	3,667	36,394	15,559
261 Telephone Charges	67	244	254
263 Postage	10	-	-
264 Printing and Copying	45	217	226
273 Fleet Lease - Operating and Maintenance	1,490	864	1,040
274 Fleet Lease - Replacement	1,405	1,406	-
<i>Subtotal</i>	<i>39,886</i>	<i>80,923</i>	<i>75,531</i>
Capital Outlay			
440 Machinery and Equipment	-	-	5,487
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,487</i>
SERVICE TOTAL	\$ 209,476	\$ 298,331	\$ 319,881

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: Water Construction Inspection

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Construction Inspection Supervisor	0.30	0.20	0.20
Senior Construction Inspector	0.60	0.60	0.60
Construction Inspector	1.20	0.60	0.60
Total	2.10	1.40	1.40

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	94,085	80,804	58,265
112 Wages - Temporary	5,161	5,600	6,531
121 Wages - Overtime	11,628	6,000	4,898
122 Longevity Compensation	850	348	294
123 Leave Expense	2,834	-	-
126 Retirement Health Savings Plan	883	560	392
128 FICA	320	347	405
129 Medicare	1,117	1,072	790
131 MOPC	5,198	4,040	2,913
132 Employee Insurance	16,080	11,151	8,740
133 Employee Retirement	6,239	4,929	3,671
135 Compensation Insurance	45	34	251
136 Unemployment Insurance	298	242	175
137 Staff Training and Conferences	289	960	784
139 Dental Insurance	596	566	408
141 Uniforms and Protective Clothing	54	40	33
<i>Subtotal</i>	<i>145,677</i>	<i>116,693</i>	<i>88,550</i>
Operating and Maintenance			
210 Office Supplies	313	100	82
216 Reference Books and Materials	-	40	33
217 Dues and Subscriptions	110	210	114
218 Non-Capital Equipment and Furniture	-	350	237
222 Chemicals	-	60	49
229 Materials and Supplies	584	300	245
240 Equipment Repair and Maintenance	2,443	2,020	1,992
243 Non-Capital Computer Equipment and Supplies	168	780	2,792
246 Liability Insurance	1,569	1,486	1,172
247 Safety Expenses	641	140	188
249 Operating Leases and Rentals	-	20	16
250 Professional and Contracted Services	73	67	55
261 Telephone Charges	1,053	763	1,211
264 Printing and Copying	10	60	49
269 Other Services and Charges	2	-	-
273 Fleet Lease - Operating and Maintenance	6,578	5,818	3,831
274 Fleet Lease - Replacement	4,543	4,358	3,360
<i>Subtotal</i>	<i>18,087</i>	<i>16,572</i>	<i>15,426</i>
SERVICE TOTAL	\$ 163,764	\$ 133,265	\$ 103,976

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:	2011 Budget	2012 Budget	2013 Budget
Environmental Services Manager	0.30	0.40	0.40
Environmental Sustainability Coordinator	0.20	0.20	0.05
Civil Engineer	0.10	0.10	0.10
Environmental Project Specialist	1.00	1.20	1.20
Total	1.60	1.90	1.75

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	120,846	145,388	135,122
122 Longevity Compensation	1,116	1,231	1,176
123 Leave Expense	5,001	-	-
126 Retirement Health Savings Plan	1,766	760	700
129 Medicare	825	1,194	1,111
131 MOPC	6,269	7,269	6,756
132 Employee Insurance	18,126	20,064	20,268
133 Employee Retirement	7,651	8,869	8,513
135 Compensation Insurance	-	47	71
136 Unemployment Insurance	328	437	405
137 Staff Training and Conferences	1,329	1,254	1,890
139 Dental Insurance	655	1,017	946
<i>Subtotal</i>	<i>163,912</i>	<i>187,530</i>	<i>176,958</i>
Operating and Maintenance			
216 Reference Books and Materials	-	76	70
217 Dues and Subscriptions	-	1,037	2,700
229 Materials and Supplies	10	-	-
243 Non-Capital Computer Equipment and Supplies	-	925	554
245 Mileage Allowance	18	-	-
246 Liability Insurance	-	495	471
247 Safety Expenses	-	228	210
250 Professional and Contracted Services	35,929	-	80,500
264 Printing and Copying	303	73,158	-
<i>Subtotal</i>	<i>36,260</i>	<i>75,919</i>	<i>84,505</i>
SERVICE TOTAL	\$ 200,172	\$ 263,449	\$ 261,463

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:	2011 Budget	2012 Budget	2013 Budget
Meter Reading Supervisor	0.37	0.37	0.37
Metering and Load Research Coordinator	0.15	0.15	0.15
Senior Meter Reader	0.37	0.37	0.37
Meter Reader	2.76	2.76	2.76
Total	3.65	3.65	3.65

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	125,238	154,571	156,318
112 Wages - Temporary	1,711	-	-
121 Wages - Overtime	561	367	368
122 Longevity Compensation	772	794	816
123 Leave Expense	4,918	-	-
126 Retirement Health Savings Plan	1,460	1,455	1,455
128 FICA	188	-	-
129 Medicare	1,397	2,010	2,033
131 MOPC	6,225	7,729	7,816
132 Employee Insurance	20,886	21,330	23,447
133 Employee Retirement	7,685	9,428	9,849
135 Compensation Insurance	2,863	2,727	3,330
136 Unemployment Insurance	387	464	469
137 Staff Training and Conferences	1,471	2,646	2,646
139 Dental Insurance	773	1,083	1,094
141 Uniforms and Protective Clothing	391	496	496
<i>Subtotal</i>	<i>176,926</i>	<i>205,100</i>	<i>210,137</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	12	808	368
229 Materials and Miscellaneous Supplies	112	367	184
240 Equipment Repair and Maintenance	5,311	6,339	6,321
243 Non-Capital Computer Equipment and Supplies	7,904	753	-
246 Liability Insurance	1,204	1,306	1,281
247 Safety Expenses	385	827	827
250 Professional and Contracted Services	-	-	551
261 Telephone Charges	791	1,194	1,191
264 Printing and Copying	408	606	647
270 Administrative and Management Services	15,218	23,853	35,051
273 Fleet Lease - Operating and Maintenance	15,085	13,012	10,730
274 Fleet Lease - Replacement	6,870	4,828	4,668
<i>Subtotal</i>	<i>53,300</i>	<i>53,893</i>	<i>61,819</i>
SERVICE TOTAL	\$ 230,226	\$ 258,993	\$ 271,956

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2013 Budget
D-37 Oligarchy Ditch Improvements	\$ 31,500
PR-83 Primary and Secondary Greenway Connection	18,970
PR-121 Park Ponds Dredging and Stabilization	290,500
PB-167 Dickens Storage Facility	93,425
PB-192 Operations and Maintenance Building and Site Improvement	357,323
MUW-66 Water Distribution Rehabilitation and Improvements	690,800
MUW-151 St Vrain Creek Protection Program	20,000
MUW-155 Water Treatment Plant Improvements	2,375,000
MUW-172 Windy Gap Firming Project	475,000
MUW-173 Raw Water Irrigation Planning and Construction	59,600
MUW-181 Water Resources Infrastructure Improvements and Rehabilitation	12,120
MUW-182 Flow Monitoring Program	200,000
TOTAL	\$ 4,624,238

WATER CONSTRUCTION FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	2,131	1,500	3,150
Capital	264,425	695,000	896,000
TOTAL	\$ 266,556	\$ 699,000	\$ 901,650

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.

2013 Budget

The following capital projects are funded in 2013. Detailed capital project descriptions are included in the *2013-2017 Capital Improvement Program*.

WATER CONSTRUCTION FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 15,048,646	\$ 15,234,323	\$ 14,635,433
Committed Working Capital	-	499,990	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	471,101	403,000	541,500
Interest	142,888	197,100	301,200
Adjustment for GAAP Revenue	(161,756)	-	-
TOTAL FUNDS	452,233	600,100	842,700
EXPENSES			
Soils Testing	2,797	2,500	2,500
Capital Projects	263,759	696,500	899,150
TOTAL EXPENSES	266,556	699,000	901,650
ENDING WORKING CAPITAL	15,234,323	14,635,433	14,576,483
CONTRIBUTION TO/(FROM) RESERVES	\$ 185,677	\$ (98,900)	\$ (58,950)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2013 Budget
MUW-137 Union Reservoir Land Acquisition Program	\$ 50,000
MUW-151 St Vrain Creek Protection Program	20,000
MUW-172 Windy Gap Firing Project	475,000
MUW-173 Raw Water Irrigation Planning and Construction	278,400
MUW-179 Water System Oversizing	75,750
TOTAL	\$ 899,150

RAW WATER STORAGE FUND - Fund Summary

	2011 Actual	2012 Budget	2013 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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 400,639	\$ 401,638	\$ 398,638
SOURCES OF FUNDS			
REVENUES			
Interest	3,852	7,000	1,000
Adjustment for GAAP Revenue	(2,853)	-	-
TOTAL FUNDS	999	7,000	1,000
EXPENSES			
Capital Projects	-	10,000	10,000
TOTAL EXPENSES	-	10,000	10,000
ENDING WORKING CAPITAL	401,638	398,638	389,638
CONTRIBUTION TO/(FROM) RESERVES	\$ 999	\$ (3,000)	\$ (9,000)

WATER CASH ACQUISITION FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	105,640	100,000	100,000
Non-Operating	-	-	-
Capital	-	100,000	100,000
TOTAL	\$ 105,640	\$ 200,000	\$ 200,000

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 3,461,241	\$ 3,490,349	\$ 3,339,478
Committed Working Capital	-	19,171	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	143,066	5,000	5,000
Interest	33,420	63,300	68,600
Adjustment for GAAP Revenue	(41,738)	-	-
TOTAL FUNDS	134,748	68,300	73,600
EXPENSES			
Conservation Initiatives and Misc Operating	105,640	100,000	100,000
Purchase of Water Rights	-	100,000	100,000
TOTAL EXPENSES	105,640	200,000	200,000
ENDING WORKING CAPITAL	3,490,349	3,339,478	3,213,078
CONTRIBUTION TO/(FROM) RESERVES	\$ 29,108	\$ (131,700)	\$ (126,400)

SEWER FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,646,889	2,875,797	3,032,352
Operating and Maintenance	3,643,231	4,157,003	4,285,322
Non-Operating	1,347,413	1,212,659	1,889,375
Capital	1,633,027	3,639,408	7,009,794
TOTAL	\$ 9,270,561	\$ 11,884,867	\$ 16,216,843

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 eleven budget services: Public Works and Natural Resources Director; Wastewater Administration/Engineering; Industrial Pretreatment; Collection System; Wastewater Treatment Plant; the Wastewater Quality Laboratory; Instrumentation and Control, Engineering/Survey Technical Services; Construction Inspection; Regulatory Compliance; and Meter Reading.

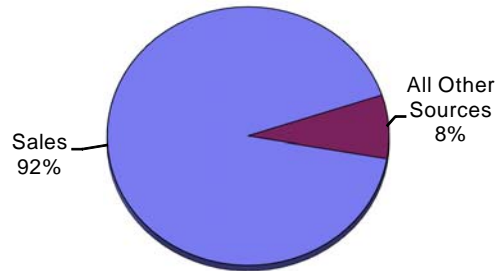
Sewer System

The approximate value of the wastewater collection system is \$52 million. The system includes 328 miles of sewer lines and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.

SEWER FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 19,167,130	\$ 19,692,556	\$ 9,308,738
Committed Working Capital	-	10,925,130	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	8,243,144	8,734,800	9,528,800
Intergovernmental	231,326	174,530	174,530
Interest - Operating	73,240	154,200	67,500
Miscellaneous	67,940	1,500	1,500
Operating Transfers	405,891	361,149	328,152
Bond Proceeds	-	3,000,000	-
Adjustment for GAAP Revenue	3,871	-	-
TOTAL FUNDS	9,025,412	12,426,179	10,100,482
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	724,027	1,096,071	1,887,568
Wastewater Administration/Engineering	2,418,481	1,937,514	1,850,912
Industrial Pretreatment	111,539	140,858	143,531
Collection System	984,159	1,220,988	1,159,230
Wastewater Treatment Plant	2,638,418	2,902,342	3,193,689
Wastewater Quality Laboratory	402,818	553,763	554,774
Wastewater Instrumentation and Control	224,928	210,688	237,775
Wastewater Construction Inspection	70,185	66,633	64,987
Wastewater Regulatory Compliance	123,655	157,442	183,611
Wastewater Meter Reading	76,742	86,331	90,652
Wastewater Engineering/Survey Tech Services	133,675	105,859	82,550
CIP Projects	1,361,934	3,406,378	6,767,564
Total Operating Expenses	9,270,561	11,884,867	16,216,843
Adjustment for GAAP Expenses	(770,575)	-	-
TOTAL ADJUSTED EXPENSES	8,499,986	11,884,867	16,216,843
ENDING WORKING CAPITAL	19,692,556	9,308,738	3,192,377
CONTRIBUTION TO/(FROM) RESERVES	\$ 525,426	\$ 541,312	\$ (6,116,361)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 92% of its operating revenues from sales to the City’s wastewater customers in 2013.
- The Sewer Fund will require a contribution from fund balance of \$6,116,361 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.

	2011 Actual	2012 Budget	2013 Budget
OPERATING REVENUE			
Sales	\$ 7,982,645	\$ 8,509,800	\$ 9,303,800
Industrial Sewer Surcharge	260,499	225,000	225,000
Interest Income	73,240	154,200	67,500
Other Revenue	705,157	537,179	504,182
Bond Proceeds	-	3,000,000	-
Contribution from/(to) Fund Balance	(525,426)	(541,312)	6,116,361
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 8,499,986	\$ 11,884,867	\$ 16,216,843

SERVICE: Public Works and Natural Resources Director

FUNDS: Sewer Fund

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:	2011 Budget	2012 Budget	2013 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Customer Services and Marketing Manager	0.20	0.20	0.20
Technology & Financial Analyst	0.20	0.00	0.00
Utilities Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Services Representative	0.00	0.00	0.10
Administrative Assistant	0.00	0.20	0.65
Total	1.40	1.40	1.95

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	107,971	109,501	133,984
121 Wages - Overtime	-	100	100
122 Longevity Compensation	-	-	174
123 Leave Expense	2,602	-	-
126 Retirement Health Savings Plan	1,025	560	780
129 Medicare	1,026	1,178	1,473
131 MOPC	5,532	5,475	6,700
132 Employee Insurance	15,655	15,111	20,098
133 Employee Retirement	6,712	6,679	8,440
135 Compensation Insurance	32	39	58
136 Unemployment Insurance	286	329	402
137 Staff Training and Conferences	15,649	19,504	20,004
139 Dental Insurance	573	768	939
142 Food Allowance	81	340	340
<i>Subtotal</i>	<i>157,144</i>	<i>159,584</i>	<i>193,492</i>
Operating and Maintenance			
210 Office Supplies	53	-	-
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	178	176	176
218 Non-Capital Equipment and Furniture	357	500	500
229 Materials and Supplies	55	200	200
240 Equipment Repair and Maintenance	2,706	16,179	9,979
243 Non-Capital Computer Equipment and Supplies	511	1,266	1,036
245 Mileage Allowance	-	1,300	1,300
246 Liability Insurance	226	407	385
248 Lease Purchase Installment	-	-	1,541
250 Professional and Contracted Services	18,944	30,201	36,101
252 Advertising and Legal Notices	-	1,000	1,000
264 Printing and Copying	112	1,000	1,000
<i>Subtotal</i>	<i>23,142</i>	<i>52,329</i>	<i>53,318</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	543,741	539,158	812,258
923 Bond Principal - Current	-	345,000	828,500
<i>Subtotal</i>	<i>543,741</i>	<i>884,158</i>	<i>1,640,758</i>
SERVICE TOTAL	\$ 724,027	\$ 1,096,071	\$ 1,887,568

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:	2011 Budget	2012 Budget	2013 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
Distribution/Collection System Mtce Supervisor	0.40	0.50	0.50
Public Works Supervisor	0.30	0.20	0.20
Instrumentation Technician	0.00	0.50	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utilities Technician II	0.50	0.50	1.00
Water Utilities Technician I	4.50	4.00	3.50
Service Truck Technician	0.25	0.25	0.25
Customer Service Representative	0.30	0.10	0.00
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.50	0.70	0.25
Total	7.85	7.85	6.80

SERVICE: Wastewater Administration/Engineering**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	247,318	238,875	250,706
112 Wages - Temporary	83	5,000	5,000
114 Skill Based Pay	-	120	120
122 Longevity Compensation	762	792	822
123 Leave Expense	5,167	9,000	9,000
126 Retirement Health Savings Plan	2,422	1,180	1,260
128 FICA	5	310	310
129 Medicare	2,904	3,209	3,375
131 MOPC	12,699	11,946	12,534
132 Employee Insurance	34,979	32,965	37,604
133 Employee Retirement	15,410	14,571	15,795
135 Compensation Insurance	128	91	129
136 Unemployment Insurance	652	716	753
139 Dental Insurance	1,309	1,673	1,754
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	235	300	300
<i>Subtotal</i>	<i>324,072</i>	<i>320,848</i>	<i>339,562</i>
Operating and Maintenance			
210 Office Supplies	690	1,500	1,500
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	500	500
217 Dues and Subscriptions	43,640	17,579	17,579
218 Non-Capital Equipment and Furniture	1,835	3,600	3,600
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	120	1,000	1,000
230 Printing and Copier Supplies	626	4,300	2,000
232 Building Repair and Maintenance	2,291	300	300
235 Station Maintenance	-	10,000	-
240 Equipment Repair and Maintenance	26,893	10,070	3,820
243 Non-Capital Computer Equipment and Supplies	12,484	6,441	7,039
245 Mileage Allowance	255	334	334
246 Liability Insurance	1,271	1,175	1,070
247 Safety Expenses	993	-	-
250 Professional and Contracted Services	47,756	65,000	52,500
252 Advertising and Legal Notices	-	400	400
259 Licenses and Permits	-	250	250
261 Telephone Charges	87	762	762
263 Postage	519	1,500	1,500
264 Printing and Copying	398	2,000	2,000
269 Other Services and Charges	60,687	44,600	9,600
270 Administrative and Management Services	695,756	778,370	768,009
271 Franchise Equivalency	341,000	349,452	381,212
273 Fleet Lease - Operating and Maintenance	2,104	6,100	2,949
274 Fleet Lease - Replacement	4,652	4,652	4,609
275 Building Permits To LDDA	15	-	-
<i>Subtotal</i>	<i>1,244,072</i>	<i>1,310,085</i>	<i>1,262,733</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	(8,845)	-	-
925 Amortization of Bond Issue Expenses	1,849	-	-
927 Principal on Notes and Contracts	-	158,838	-
928 Interest on Notes and Contracts	46,708	25,479	-
950 Bad Debt	243	2,000	2,000
970 Transfers to Other Funds	743,397	115,439	246,617
<i>Subtotal</i>	<i>783,352</i>	<i>301,756</i>	<i>248,617</i>
Capital Outlay			
440 Machinery and Equipment	66,985	4,825	-
<i>Subtotal</i>	<i>66,985</i>	<i>4,825</i>	<i>-</i>
SERVICE TOTAL	\$ 2,418,481	\$ 1,937,514	\$ 1,850,912

SERVICE: Wastewater Collection System

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Wastewater Collection System collects wastewater discharged by residences, commercial businesses and industries in the municipal service area. 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:	2011 Budget	2012 Budget	2013 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
Distribution/Collection System Mtce Supervisor	0.40	0.50	0.50
Public Works Supervisor	0.30	0.20	0.20
Instrumentation Technician	0.00	0.50	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utilities Technician II	0.50	0.50	1.00
Water Utilities Technician I	4.50	4.00	3.50
Service Truck Technician	0.25	0.25	0.25
Customer Service Representative	0.30	0.10	0.00
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.50	0.70	0.25
Total	7.85	7.85	6.80

SERVICE: Wastewater Collection System**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	304,212	389,878	346,184
112 Wages - Temporary	21,544	40,000	40,000
114 Skill Based Pay	15,809	28,725	20,225
121 Wages - Overtime	12,551	22,800	19,800
122 Longevity Compensation	498	516	360
123 Leave Expense	15,274	-	-
124 Skill Based Overtime Pay	1,260	-	-
126 Retirement Health Savings Plan	3,540	3,140	2,720
128 FICA	1,831	2,480	2,480
129 Medicare	5,039	6,384	5,805
131 MOPC	18,392	17,336	17,322
132 Employee Insurance	51,454	53,802	51,930
133 Employee Retirement	22,308	23,795	21,825
135 Compensation Insurance	12,199	12,082	14,700
136 Unemployment Insurance	956	1,167	1,041
139 Dental Insurance	1,909	2,728	2,424
141 Uniforms and Protective Clothing	3,267	3,550	3,550
142 Food Allowance	135	200	200
<i>Subtotal</i>	<i>492,179</i>	<i>608,583</i>	<i>550,566</i>
Operating and Maintenance			
210 Office Supplies	556	705	705
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	1,224	1,670	1,670
218 Non-Capital Equipment and Furniture	10,943	10,400	10,400
220 Gas and Oil	-	50	50
222 Chemicals	4,882	5,000	5,000
228 Janitorial Supplies	26	200	200
229 Materials and Supplies	5,106	7,100	7,100
230 Printing and Copier Supplies	342	390	390
232 Building Repair and Maintenance	5,133	3,150	5,000
233 Facility Repair and Maintenance	-	-	10,000
235 Station Maintenance	4,469	5,000	5,000
237 Line Repair/maintenance	40,280	70,000	60,000
239 Meter Repair and Maintenance	307	4,000	4,000
240 Equipment Repair and Maintenance	5,870	20,800	16,710
241 Grounds Maintenance	427	500	500
242 Street Repair/maintenance	-	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	16,782	3,418	17,025
245 Mileage Allowance	55	400	400
246 Liability Insurance	69,669	76,891	77,970
247 Safety Expenses	3,228	4,000	4,000
249 Operating Leases and Rentals	-	1,000	500
250 Professional and Contracted Services	30,180	85,509	71,559
252 Advertising and Legal Notices	147	300	300
259 Licenses and Permits	1,235	1,695	1,695
260 Utilities	11,943	12,000	12,000
261 Telephone Charges	3,809	5,085	5,085
262 Radio Repair and Maintenance	-	-	2,000
264 Printing and Copying	361	1,000	1,000
269 Other Services and Charges	-	250	850
273 Fleet Lease - Operating and Maintenance	75,109	92,504	76,041
274 Fleet Lease - Replacement	67,923	117,038	146,914
<i>Subtotal</i>	<i>360,007</i>	<i>531,455</i>	<i>545,464</i>
Capital Outlay			
440 Machinery and Equipment	59,445	18,750	-
455 System Renovations and Replacement	12,950	-	-
474 Building and Facility Development	5,179	-	-
475 Building and Facility Improvement	4,602	8,000	-
481 Taps	-	1,200	1,200
483 Oversizing	(7,006)	-	-
486 Meters	56,802	53,000	62,000
<i>Subtotal</i>	<i>131,973</i>	<i>80,950</i>	<i>63,200</i>
SERVICE TOTAL	\$ 984,159	\$ 1,220,988	\$ 1,159,230

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:	2011 Budget	2012 Budget	2013 Budget
Industrial Pretreatment Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	71,090	72,735	74,089
123 Leave Expense	2,541	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	881	1,055	1,074
131 MOPC	3,531	3,637	3,704
132 Employee Insurance	9,544	10,037	11,113
133 Employee Retirement	4,285	4,437	4,668
135 Compensation Insurance	330	411	461
136 Unemployment Insurance	176	218	222
139 Dental Insurance	353	509	519
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	9	-	-
<i>Subtotal</i>	<i>93,141</i>	<i>93,539</i>	<i>96,350</i>
Operating and Maintenance			
210 Office Supplies	23	300	300
216 Reference Books and Materials	-	500	500
217 Dues and Subscriptions	448	600	600
218 Non-Capital Equipment and Furniture	759	500	500
223 Lab and Photo Supplies	2,017	8,100	8,100
229 Materials and Supplies	8,133	12,500	12,500
240 Equipment Repair and Maintenance	499	7,000	7,000
243 Non-Capital Computer Equipment and Supplies	726	500	450
245 Mileage Allowance	-	50	50
246 Liability Insurance	330	398	395
247 Safety Expenses	40	100	100
250 Professional and Contracted Services	1,904	10,642	10,000
252 Advertising and Legal Notices	20	200	200
259 Licenses and Permits	117	100	150
261 Telephone Charges	390	150	750
264 Printing and Copying	319	3,100	3,100
269 Other Services and Charges	16	-	-
273 Fleet Lease - Operating and Maintenance	397	319	460
274 Fleet Lease - Replacement	2,260	2,260	2,026
<i>Subtotal</i>	<i>18,398</i>	<i>47,319</i>	<i>47,181</i>
SERVICE TOTAL	\$ 111,539	\$ 140,858	\$ 143,531

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:	2011 Budget	2012 Budget	2013 Budget
Water Quality Laboratory Supervisor	0.60	0.65	0.65
Water Quality Analyst	1.20	1.30	1.30
Laboratory Technician	1.80	1.95	1.95
Total	3.60	3.90	3.90

SERVICE: Wastewater Quality Laboratory**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	188,484	221,509	223,721
112	Wages - Temporary	2,288	6,600	6,600
121	Wages - Overtime	12,823	2,708	2,708
122	Longevity Compensation	696	1,170	1,209
123	Leave Expense	5,727	-	-
126	Retirement Health Savings Plan	1,589	1,560	1,560
128	FICA	145	409	409
129	Medicare	2,262	2,736	2,764
131	MOPC	9,359	11,075	11,187
132	Employee Insurance	27,511	30,567	33,560
133	Employee Retirement	11,357	13,514	14,094
135	Compensation Insurance	3,694	3,969	4,651
136	Unemployment Insurance	508	663	671
139	Dental Insurance	1,017	1,552	1,565
141	Uniforms and Protective Clothing	-	101	101
142	Food Allowance	74	-	-
	<i>Subtotal</i>	<i>267,533</i>	<i>298,133</i>	<i>304,800</i>
Operating and Maintenance				
210	Office Supplies	786	910	910
216	Reference Books and Materials	455	455	450
217	Dues and Subscriptions	1,007	1,279	1,279
218	Non-Capital Equipment and Furniture	1,285	5,948	3,990
223	Lab and Photo Supplies	66,717	65,000	65,000
228	Janitorial Supplies	515	1,495	1,495
229	Materials and Supplies	1,123	1,950	1,950
230	Printing and Copier Supplies	1,191	1,495	1,500
232	Building Repair and Maintenance	1,422	19,500	15,000
240	Equipment Repair and Maintenance	5,082	12,933	21,473
243	Non-Capital Computer Equipment and Supplies	3,533	5,974	6,168
246	Liability Insurance	662	858	907
247	Safety Expenses	268	910	910
250	Professional and Contracted Services	13,229	56,362	56,362
259	Licenses and Permits	125	10	10
260	Utilities	-	5,460	5,460
261	Telephone Charges	115	117	600
263	Postage	-	201	75
264	Printing and Copying	-	742	1,200
269	Other Services and Charges	86	34	34
273	Fleet Lease - Operating and Maintenance	828	799	517
274	Fleet Lease - Replacement	1,698	1,698	1,684
	<i>Subtotal</i>	<i>100,127</i>	<i>184,130</i>	<i>186,974</i>
Capital Outlay				
440	Machinery and Equipment	35,158	71,500	63,000
	<i>Subtotal</i>	<i>35,158</i>	<i>71,500</i>	<i>63,000</i>
	SERVICE TOTAL	\$ 402,818	\$ 553,763	\$ 554,774

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:	2011 Budget	2012 Budget	2013 Budget
Operations Manager	0.25	0.25	0.25
Treatment Operations Manager	0.00	0.00	0.50
Treatment Operations Supervisor	1.50	1.50	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.70	0.70	2.10
Operations and Maintenance Technician Lead	7.45	7.45	7.10
Facilities Maintenance Worker	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70
Total	11.80	11.80	12.85

SERVICE: Wastewater Treatment Plant**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	629,050	698,433	763,560
114 Skill Based Pay	17,729	35,000	37,000
121 Wages - Overtime	21,378	32,000	32,000
122 Longevity Compensation	3,120	3,222	3,900
123 Leave Expense	16,132	-	-
124 Skill Based Overtime Pay	1,256	-	-
126 Retirement Health Savings Plan	8,048	4,720	5,140
129 Medicare	6,973	8,749	9,437
131 MOPC	32,203	34,926	38,177
132 Employee Insurance	94,440	96,383	114,534
133 Employee Retirement	39,058	42,605	48,105
135 Compensation Insurance	18,081	14,050	15,885
136 Unemployment Insurance	1,738	2,095	2,291
139 Dental Insurance	3,478	4,885	5,349
141 Uniforms and Protective Clothing	4,672	4,800	4,800
142 Food Allowance	103	500	500
<i>Subtotal</i>	897,460	982,368	1,080,678
Operating and Maintenance			
210 Office Supplies	3,185	2,400	3,100
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	1,034	900	900
217 Dues and Subscriptions	4,709	2,620	2,620
218 Non-Capital Equipment and Furniture	41,249	18,000	50,000
220 Gas and Oil	4,379	7,500	7,500
222 Chemicals	60,934	95,000	53,000
223 Lab and Photo Supplies	5,726	10,000	14,000
228 Janitorial Supplies	1,245	1,300	1,300
229 Materials and Supplies	11,845	7,000	7,000
230 Printing and Copier Supplies	776	1,250	1,250
232 Building Repair and Maintenance	50,887	62,000	62,000
233 Facility Repair and Maintenance	147,269	173,000	173,000
240 Equipment Repair and Maintenance	1,372	2,500	2,500
241 Grounds Maintenance	-	500	500
243 Non-Capital Computer Equipment and Supplies	11,045	7,952	27,226
245 Mileage Allowance	90	600	600
246 Liability Insurance	5,478	7,442	7,325
247 Safety Expenses	14,886	14,000	14,000
249 Operating Leases and Rentals	486	1,000	1,000
250 Professional and Contracted Services	811,620	859,668	1,020,750
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	50,587	55,675	55,675
260 Utilities	371,956	450,000	450,000
261 Telephone Charges	2,724	2,715	2,715
263 Postage	512	-	-
264 Printing and Copying	441	200	200
269 Other Services and Charges	466	150	150
273 Fleet Lease - Operating and Maintenance	20,372	17,306	24,448
274 Fleet Lease - Replacement	29,200	21,196	20,038
<i>Subtotal</i>	1,654,472	1,822,474	2,003,397
Non-Operating Expense			
974 Art in Public Places Transfers	358	-	-
<i>Subtotal</i>	358	-	-
Capital Outlay			
432 Vehicles	-	-	6,114
440 Machinery and Equipment	50,316	97,500	103,500
475 Building and Facility Improvement	35,812	-	-
<i>Subtotal</i>	86,128	97,500	109,614
SERVICE TOTAL	\$ 2,638,418	\$ 2,902,342	\$ 3,193,689

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: Wastewater Instrumentation and Control

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Electrician	0.50	0.50	0.50
Instrumentation Technician	0.50	0.50	1.00
Total	1.00	1.00	1.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	56,873	57,975	87,498
114 Skill Based Pay	4,242	3,000	7,000
121 Wages - Overtime	4,073	6,000	6,000
123 Leave Expense	1,897	-	-
124 Skill Based Overtime Pay	249	-	-
126 Retirement Health Savings Plan	400	400	600
129 Medicare	789	840	1,269
131 MOPC	2,997	2,898	4,374
132 Employee Insurance	7,380	8,000	13,125
133 Employee Retirement	3,637	3,536	5,513
135 Compensation Insurance	466	378	35
136 Unemployment Insurance	145	174	263
139 Dental Insurance	289	406	613
141 Uniforms and Protective Clothing	1,005	1,800	1,800
142 Food Allowance	31	100	100
<i>Subtotal</i>	<i>84,472</i>	<i>85,507</i>	<i>128,190</i>
Operating and Maintenance			
216 Reference Books and Materials	-	400	400
217 Dues and Subscriptions	245	250	250
218 Non-Capital Equipment and Furniture	5,756	10,000	10,000
229 Materials and Supplies	573	-	-
233 Facility Repair and Maintenance	24,339	25,000	20,000
240 Equipment Repair and Maintenance	62	-	-
243 Non-Capital Computer Equipment and Supplies	13,833	2,600	2,000
245 Mileage Allowance	-	100	100
246 Liability Insurance	272	231	235
247 Safety Expenses	854	1,000	1,000
250 Professional and Contracted Services	93,913	80,000	70,000
261 Telephone Charges	490	600	600
263 Postage	21	-	-
264 Printing and Copying	98	-	-
<i>Subtotal</i>	<i>140,456</i>	<i>120,181</i>	<i>104,585</i>
Capital Outlay			
440 Machinery and Equipment	-	5,000	5,000
<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>5,000</i>
SERVICE TOTAL	\$ 224,928	\$ 210,688	\$ 237,775

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: Wastwater Engineering/Survey Technical Services

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Technology/GIS Coordinator	0.00	0.10	0.10
Engineering and Survey Tech Supervisor	0.15	0.10	0.10
Leas GIS Analyst	0.15	0.10	0.00
Survey Party Chief	0.04	0.10	0.00
Senior Engineering Technician	0.40	0.30	0.30
Survey Technician	0.04	0.10	0.00
GIS/Mapping Technician	0.80	0.20	0.20
Total	1.58	1.00	0.70

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	79,186	58,480	46,384
112 Wages - Temporary	140	-	-
114 Skill Based Pay	59	33	25
121 Wages - Overtime	-	174	132
122 Longevity Compensation	1,399	805	290
123 Leave Expense	3,389	-	-
126 Retirement Health Savings Plan	735	396	300
129 Medicare	655	592	599
131 MOPC	4,211	2,925	2,320
132 Employee Insurance	11,941	8,070	6,957
133 Employee Retirement	5,273	3,570	2,924
135 Compensation Insurance	230	117	148
136 Unemployment Insurance	222	175	139
137 Staff Training and Conferences	338	1,364	1,075
139 Dental Insurance	445	410	325
141 Uniforms and Protective Clothing	-	33	25
<i>Subtotal</i>	<i>108,223</i>	<i>77,144</i>	<i>61,643</i>
Operating and Maintenance			
216 Reference Books and Materials	-	11	8
217 Dues and Subscriptions	-	-	1,241
218 Non-Capital Equipment and Furniture	162	907	300
219 Drafting Supplies	279	440	333
229 Materials and Supplies	301	176	133
240 Equipment Repair and Maintenance	17,527	12,872	12,097
243 Non-Capital Computer Equipment and Supplies	2,580	110	718
246 Liability Insurance	312	205	170
247 Safety Expenses	26	110	83
250 Professional and Contracted Services	2,340	12,914	4,015
261 Telephone Charges	43	87	66
263 Postage	6	-	-
264 Printing and Copying	29	77	58
273 Fleet Lease - Operating and Maintenance	951	307	269
274 Fleet Lease - Replacement	896	499	-
<i>Subtotal</i>	<i>25,452</i>	<i>28,715</i>	<i>19,491</i>
Capital Outlay			
440 Machinery and Equipment	-	-	1,416
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>1,416</i>
SERVICE TOTAL	\$ 133,675	\$ 105,859	\$ 82,550

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:	2011 Budget	2012 Budget	2013 Budget
Construction Inspection Supervisor	0.20	0.10	0.10
Senior Construction Inspector	0.30	0.00	0.00
Construction Inspector	0.40	0.60	0.60
Total	0.90	0.70	0.70

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	40,320	40,402	36,418
112 Wages - Temporary	2,212	2,800	4,082
121 Wages - Overtime	4,983	3,000	3,061
122 Longevity Compensation	365	174	184
123 Leave Expense	1,215	-	-
126 Retirement Health Savings Plan	379	280	245
128 FICA	137	174	253
129 Medicare	479	536	494
131 MOPC	2,228	2,020	1,821
132 Employee Insurance	6,892	5,575	5,463
133 Employee Retirement	2,674	2,465	2,294
135 Compensation Insurance	19	17	157
136 Unemployment Insurance	128	121	109
137 Staff Training and Conferences	124	480	490
139 Dental Insurance	255	284	255
141 Uniforms and Protective Clothing	23	20	20
<i>Subtotal</i>	<i>62,433</i>	<i>58,348</i>	<i>55,346</i>
Operating and Maintenance			
210 Office Supplies	134	50	51
216 Reference Books and Materials	-	20	20
217 Dues and Subscriptions	47	105	71
218 Non-Capital Equipment and Furniture	-	175	148
222 Chemicals	-	30	31
229 Materials and Supplies	250	150	153
240 Equipment Repair and Maintenance	1,047	1,010	1,245
243 Non-Capital Computer Equipment and Supplies	72	390	1,745
246 Liability Insurance	673	742	733
247 Safety Expenses	275	70	117
249 Operating Leases and Rentals	-	34	10
250 Professional and Contracted Services	32	10	34
261 Telephone Charges	451	382	757
264 Printing and Copying	4	30	31
269 Other Services and Charges	1	-	-
273 Fleet Lease - Operating and Maintenance	2,819	2,909	2,395
274 Fleet Lease - Replacement	1,947	2,178	2,100
<i>Subtotal</i>	<i>7,752</i>	<i>8,285</i>	<i>9,641</i>
SERVICE TOTAL	\$ 70,185	\$ 66,633	\$ 64,987

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: Wastewater Regulatory Compliance

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Environmental Services Manager	0.35	0.25	0.25
Environmental Sustainability Coordinator	0.20	0.45	0.70
Civil Engineer	0.10	0.25	0.25
Environmental Project Specialist	0.40	0.30	0.30
Total	1.05	1.25	1.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	74,656	95,650	115,819
122 Longevity Compensation	689	810	1,008
123 Leave Expense	3,089	-	-
126 Retirement Health Savings Plan	1,091	500	600
129 Medicare	509	785	952
131 MOPC	3,873	4,782	5,791
132 Employee Insurance	11,197	13,199	17,373
133 Employee Retirement	4,726	5,835	7,297
135 Compensation Insurance	-	31	60
136 Unemployment Insurance	202	287	347
137 Staff Training and Conferences	821	825	1,620
139 Dental Insurance	404	671	811
<i>Subtotal</i>	<i>101,257</i>	<i>123,375</i>	<i>151,678</i>
Operating and Maintenance			
216 Reference Books and Materials	-	50	60
217 Dues and Subscriptions	-	683	2,315
229 Materials and Miscellaneous Supplies	6	-	-
243 Non-Capital Computer Equipment and Supplies	-	608	475
245 Mileage Allowance	11	-	-
246 Liability Insurance	-	326	403
247 Safety Expenses	-	150	180
250 Professional and Contracted Services	22,194	32,250	28,500
269 Other Services and Charges	187	-	-
<i>Subtotal</i>	<i>22,398</i>	<i>34,067</i>	<i>31,933</i>
SERVICE TOTAL	\$ 123,655	\$ 157,442	\$ 183,611

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: Wastewater Meter Reading

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Meter Reading Supervisor	0.12	0.12	0.12
Metering and Load Research Coordinator	0.05	0.05	0.05
Senior Meter Reader	0.12	0.12	0.12
Meter Reader	0.91	0.91	0.91
Total	1.20	1.20	1.20

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	41,746	51,524	52,106
112 Wages - Temporary	570	-	-
121 Wages - Overtime	187	123	122
122 Longevity Compensation	257	265	272
123 Leave Expense	1,639	-	-
126 Retirement Health Savings Plan	487	485	485
128 FICA	63	-	-
129 Medicare	466	670	678
131 MOPC	2,075	2,576	2,606
132 Employee Insurance	6,962	7,110	7,816
133 Employee Retirement	2,562	3,143	3,283
135 Compensation Insurance	955	909	1,110
136 Unemployment Insurance	129	155	156
137 Staff Training and Conferences	491	882	882
139 Dental Insurance	257	361	365
141 Uniforms and Protective Clothing	130	165	166
<i>Subtotal</i>	<i>58,976</i>	<i>68,368</i>	<i>70,047</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	4	269	122
229 Materials and Miscellaneous Supplies	37	122	61
240 Equipment Repair and Maintenance	1,770	2,113	2,107
243 Non-Capital Computer Equipment and Supplies	2,635	251	-
246 Liability Insurance	401	435	427
247 Safety Expenses	128	276	276
250 Professional and Contracted Services	-	-	184
261 Telephone Charges	264	398	397
264 Printing and Copying	136	202	215
270 Administrative and Management Services	5,073	7,951	11,683
273 Fleet Lease - Operating and Maintenance	5,028	4,337	3,577
274 Fleet Lease - Replacement	2,290	1,609	1,556
<i>Subtotal</i>	<i>17,766</i>	<i>17,963</i>	<i>20,605</i>
SERVICE TOTAL	\$ 76,742	\$ 86,331	\$ 90,652

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2013 Budget
PR-83 Primary and Secondary Greenway Connection	\$ 9,490
PB-167 Dickens Storage Facility	93,425
PB-192 Operations and Maintenance Building and Site Improvement	357,323
MUW-151 St Vrain Creek Protection Program	20,000
MUS-53 Sanitary Sewer Rehabilitation and Improvements	313,576
MUS-149 Wastewater Treatment Master Plan Improvements	5,973,750
TOTAL	\$ 6,767,564

SEWER CONSTRUCTION FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	462,228	503,838	328,152
Capital	9,356	45,000	20,000
TOTAL	\$ 471,584	\$ 551,338	\$ 350,652

Fund Description

The Sewer Construction Fund was created in 1994 to separately account for sewer development fees and related expenses.

2013 Budget

The following capital projects are funded in the 2013. Detailed capital project descriptions for these and other projects are included in the 2013-2017 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER CONSTRUCTION FUND PROJECTS

MUW-151 St Vrain Creek Protection Program

2013 Budget

\$ 20,000

SEWER CONSTRUCTION FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 1,470,418	\$ 1,330,008	\$ 1,023,494
Committed Working Capital	-	70,476	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	379,979	293,600	430,900
Developer Participation Fees	8,592	-	-
Miscellaneous	245	-	-
Interest	14,433	21,700	17,000
Adjustment for GAAP Revenue	(72,075)		
TOTAL FUNDS	331,174	315,300	447,900
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	471,584	548,838	348,152
TOTAL EXPENSES	471,584	551,338	350,652
ENDING WORKING CAPITAL	1,330,008	1,023,494	1,120,742
CONTRIBUTION TO/(FROM) RESERVES	(140,410)	(236,038)	97,248

STREET IMPROVEMENT FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,934,168	3,258,970	3,315,713
Operating and Maintenance	3,980,493	4,312,989	4,841,415
Non-Operating	235,713	592,443	973,736
Capital	7,052,084	8,245,588	10,545,887
TOTAL	\$ 14,202,458	\$ 16,409,990	\$ 19,676,751

Fund Description

The Street Improvement Fund pays for all maintenance and improvements to the City’s street system. The fund’s major revenue source is a portion of the City’s sales and use tax receipts.

The City’s total sales and use tax rate is 3.275% of which 0.75% goes into the Street Improvement Fund. The City sales and use tax revenue designated to the Street Improvement Fund was initially approved by Longmont voters in 1986 for a five-year period and has been renewed six times since then (most recently in November 2009), through 2016. Other revenue sources include a portion of the state’s highway use tax and a percentage of the county road and bridge property tax.

The Street Improvement Fund includes fourteen budget services and several CIP projects. The services are: Public Works and Natural Resources Director; Concrete Repair; Construction Inspection; Snow and Ice Removal; Street and Alley Maintenance; Street Cleaning; Street Improvements; Street Rehabilitation; Street Signing and Marking; Traffic Signals; Transportation Engineering; Transportation System Management, Regulatory Compliance; and Engineering/Survey Technical Services. All of these services are involved in some aspect of developing, improving or maintaining the City’s street system. Administration of this fund is provided by the Public Works and Natural Resources Department.

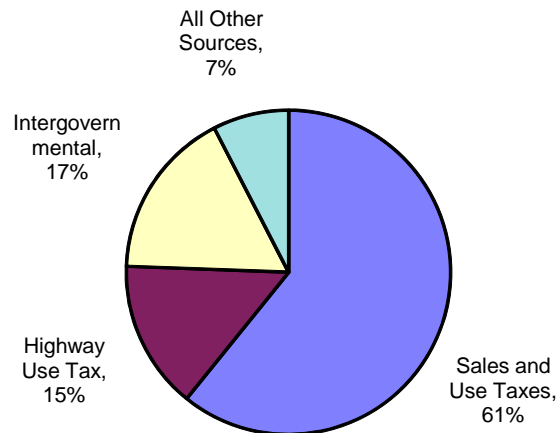
2013 Budget

There are no major changes in operations planned in 2013 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 *2013-2017 Capital Improvement Program*.

STREET IMPROVEMENT FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING FUND BALANCE	\$ 10,399,825	\$13,494,490	\$ 5,023,950
Committed Working Capital	-	7,200,334	-
SOURCES OF FUNDS			
REVENUES			
Taxes	14,383,568	14,615,004	15,092,337
Licenses and Permits	33,202	15,000	15,000
Intergovernmental	2,229,832	364,381	3,240,499
Developer Participation	353,079	-	-
Interest	117,852	59,174	49,624
Miscellaneous	223,397	86,225	95,750
Adjustment for GAAP Revenue	(5,314)	-	-
TOTAL FUNDS	17,335,616	15,139,784	18,493,210
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	203,562	259,229	265,017
Concrete Repair	205,222	283,287	204,617
Construction Inspection	249,546	337,922	357,415
Snow and Ice Removal	458,222	612,065	724,568
Street and Alley Maintenance	1,527,420	1,650,660	1,738,686
Street Cleaning	461,742	564,107	511,735
Street Improvement	1,607,280	1,916,289	2,933,178
Street Rehabilitation	111,455	169,199	113,310
Street Signing and Marking	580,079	593,029	781,217
Traffic Signals	587,626	578,823	599,910
Transportation Engineering	440,899	520,219	807,679
Transportation System Management	531,815	447,430	522,650
Regulatory Compliance	4,077	5,008	-
Engineering/Survey Tech Services	174,285	269,460	257,970
CIP Projects	7,059,229	8,203,263	9,858,799
Adjustment for GAAP Expenses	38,493	-	-
TOTAL EXPENSES	14,240,951	16,409,990	19,676,751
ENDING WORKING CAPITAL	13,494,490	5,023,950	3,840,409
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,094,665	\$ (1,270,206)	\$ (1,183,541)

STREET IMPROVEMENT FUND - Source of Funds



- Approximately 61% of the revenues of the Street Improvement Fund for 2013 will come from collection of the City's .75¢ sales and use tax, which is designated to pay for street repairs and operations. Another 15% comes from the City's portion of the state's Highway Use Tax.
- The 2013 Budget requires a contribution of \$1,183,541 from fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2012, sales and use tax revenues are projected to increase by 1.65% from 2011 actual collections then increased by 2.34% for 2013 over the projected collections for 2012.

State Highway Use Tax: From Colorado Municipal League projections. Annual estimate of total state receipts allocated to municipalities.

Boulder County Road and Bridge: This is a tax levied and collected by Boulder County. It is distributed based on each city's total valuation.

	2010 Actual	2011 Budget	2012 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 10,808,981	\$ 10,787,536	\$ 11,243,021
Automobile Tax	931,215	1,092,420	1,114,268
State Highway Use Tax	2,643,372	2,735,048	2,735,048
Federal Grants	230,789	-	168,000
State Grants	1,511,881	-	2,588,118
Local Grants	-	-	120,000
County Road/Bridge Maintenance	104,660	105,000	105,000
State Highway Maintenance	38,018	37,131	37,131
State Traffic Control Maintenance	344,484	222,250	222,250
Street Cut Permit/Inspection Fee	33,202	15,000	15,000
Developer Participation	353,079	-	-
Other Revenue	223,397	86,225	95,750
Interest Income	117,852	59,174	49,624
Contribution from/(to) Fund Balance	(3,094,665)	1,270,206	1,183,541
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 14,240,951	\$ 16,409,990	\$ 19,676,751

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

FUND: Street Improvement 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:	2011 Budget	2012 Budget	2013 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
Business & Strategic Planning Manager	0.20	0.20	0.20
Customer Services & Marketing Manager	0.20	0.20	0.20
Technology & Financial Analyst	0.20	0.00	0.00
Utilities Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Customer Service Representative	0.00	0.00	0.40
Administrative Assistant	0.00	0.20	0.60
Total	1.40	1.40	2.20

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	108,095	109,501	143,416
112 Wages - Temporary	78	-	-
114 Skill Based Pay	15	-	-
121 Wages - Overtime	-	200	200
122 Longevity Compensation	-	-	696
123 Leave Expense	2,594	-	-
126 Retirement Health Savings Plan	1,025	560	880
128 FICA	5	-	-
129 Medicare	1,027	1,178	1,443
131 MOPC	5,531	5,475	7,171
132 Employee Insurance	15,447	15,111	21,513
133 Employee Retirement	6,640	6,679	9,035
135 Compensation Insurance	32	39	58
136 Unemployment Insurance	286	329	431
137 Staff Training and Conferences	9,882	13,403	13,403
139 Dental Insurance	573	768	1,005
142 Food Allowance	276	240	240
<i>Subtotal</i>	<i>151,506</i>	<i>153,483</i>	<i>199,491</i>
Operating and Maintenance			
210 Office Supplies	53	-	-
217 Dues and Subscriptions	-	300	300
218 Non-Capital Equipment and Furniture	437	-	-
229 Materials and Supplies	17	-	-
240 Equipment Repair and Maintenance	-	3,988	3,988
243 Noncap Computer Equi/sply	369	570	340
245 Mileage Allowance	-	480	480
246 Liability Insurance	226	408	385
248 Lease Purchase Installment	-	-	4,133
250 Professional and Contracted Services	50,930	100,000	55,900
264 Printing and Copying	25	-	-
<i>Subtotal</i>	<i>52,056</i>	<i>105,746</i>	<i>65,526</i>
SERVICE TOTAL	\$ 203,562	\$ 259,229	\$ 265,017

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:	2011 Budget	2012 Budget	2013 Budget
Public Works Supervisor	0.50	0.50	0.00
Public Works Technician	2.15	2.15	1.50
Facility Maintenance Worker	0.30	0.00	0.00
Total	2.95	2.65	1.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	40,843	127,734	66,720
114 Skill Based Pay	2,392	1,400	1,400
121 Wages - Overtime	2,083	1,000	1,000
122 Longevity Compensation	1,227	216	-
123 Leave Expense	4,287	-	-
124 Skill Based Overtime Pay	48	-	-
126 Retirement Health Savings Plan	1,600	1,060	600
129 Medicare	1,632	1,852	968
131 MOPC	7,089	6,387	3,336
132 Employee Insurance	18,824	17,626	10,008
133 Employee Retirement	8,510	7,791	4,203
135 Compensation Insurance	5,330	4,013	4,514
136 Unemployment Insurance	350	383	200
139 Dental Insurance	697	894	467
<i>Subtotal</i>	<i>94,912</i>	<i>170,356</i>	<i>93,416</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	220	4,000	4,000
229 Materials and Supplies	14,591	12,000	10,000
240 Equipment Repair and Maintenance	-	1,000	1,000
246 Liability Insurance	8,686	7,010	5,069
247 Safety Expenses	313	500	500
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	-	10,000	12,000
273 Fleet Lease - Operating and Maintenance	29,061	25,825	27,002
274 Fleet Lease - Replacement	57,438	52,096	51,130
<i>Subtotal</i>	<i>110,309</i>	<i>112,931</i>	<i>111,201</i>
SERVICE TOTAL	\$ 205,222	\$ 283,287	\$ 204,617

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:	2011 Budget	2012 Budget	2013 Budget
Construction Inspection Supervisor	0.30	0.50	0.50
Senior Construction Inspector	1.00	1.00	1.00
Construction Inspector	2.30	2.05	1.50
Service Truck Technician	0.60	0.00	0.00
Total	4.20	3.55	3.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	143,367	204,894	200,292
112 Wages - Temporary	7,865	14,200	22,448
121 Wages - Overtime	17,718	15,214	16,837
122 Longevity Compensation	1,296	882	1,010
123 Leave Expense	4,319	-	-
126 Retirement Health Savings Plan	1,346	1,420	1,347
128 FICA	488	880	1,392
129 Medicare	1,702	2,717	2,716
131 MOPC	7,920	10,245	10,015
132 Employee Insurance	24,503	28,276	30,044
133 Employee Retirement	9,507	12,499	12,619
135 Compensation Insurance	68	88	862
136 Unemployment Insurance	454	614	601
137 Staff Training and Conferences	441	2,434	2,693
139 Dental Insurance	908	1,435	1,402
141 Uniforms and Protective Clothing	82	101	112
<i>Subtotal</i>	<i>221,984</i>	<i>295,899</i>	<i>304,390</i>
Operating and Maintenance			
210 Office Supplies	477	254	280
216 Reference Books and Materials	-	101	112
217 Dues and Subscriptions	168	533	394
218 Non-Capital Equipment and Furniture	-	888	813
222 Chemicals	-	152	168
229 Materials and Supplies	890	761	842
240 Equipment Repair and Maintenance	3,723	5,122	6,847
243 Non-Capital Computer Equipment and Supplies	256	1,978	9,597
246 Liability Insurance	2,392	3,767	4,029
247 Safety Expenses	976	355	646
249 Operating Leases and Rentals	-	51	57
250 Professional and Contracted Services	112	170	189
261 Telephone Charges	1,605	1,935	4,162
264 Printing and Copying	15	152	168
269 Other Services and Charges	3	-	-
273 Fleet Lease - Operating and Maintenance	10,023	14,754	13,170
274 Fleet Lease - Replacement	6,922	11,050	11,551
<i>Subtotal</i>	<i>27,562</i>	<i>42,023</i>	<i>53,025</i>
SERVICE TOTAL	\$ 249,546	\$ 337,922	\$ 357,415

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:	2011 Budget	2012 Budget	2013 Budget
Public Works Supervisor	0.00	0.00	0.25
Public Works Technician	2.60	1.60	1.50
Total	2.60	1.60	1.75

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	72,161	72,107	84,564
112 Wages - Temporary	118	1,000	1,000
114 Skill Based Pay	3,323	5,000	5,000
121 Wages - Overtime	32,137	45,000	45,000
122 Longevity Compensation	828	864	750
123 Leave Expense	2,308	-	-
124 Skill Based Overtime Pay	1,470	-	-
126 Retirement Health Savings Plan	640	640	700
128 FICA	-	62	62
129 Medicare	1,047	1,060	1,241
131 MOPC	3,707	3,606	4,228
132 Employee Insurance	15,734	9,950	12,685
133 Employee Retirement	4,450	4,398	5,328
135 Compensation Insurance	1,167	1,193	1,059
136 Unemployment Insurance	292	216	254
139 Dental Insurance	583	504	592
142 Food Allowance	-	1,000	1,000
<i>Subtotal</i>	<i>139,964</i>	<i>146,600</i>	<i>163,463</i>
Operating and Maintenance			
222 Chemicals	173,206	200,000	225,000
229 Materials and Supplies	14,738	50,000	30,000
232 Building Repair and Maintenance	540	15,000	20,000
233 Facility Repair and Maintenance	-	-	9,000
240 Equipment Repair and Maintenance	40	2,500	25,000
243 Non-Capital Computer Equipment and Supplies	344	150	-
246 Liability Insurance	9,423	10,256	9,440
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	-	40,000	40,000
261 Telephone Charges	215	264	264
262 Radio Repair and Maintenance	-	-	2,000
273 Fleet Lease - Operating and Maintenance	39,195	53,821	41,053
274 Fleet Lease - Replacement	80,557	77,474	74,348
<i>Subtotal</i>	<i>318,258</i>	<i>450,465</i>	<i>477,105</i>
Capital Outlay			
440 Machinery and Equipment	-	-	59,000
475 Building and Facility Improvement	-	15,000	25,000
<i>Subtotal</i>	<i>-</i>	<i>15,000</i>	<i>84,000</i>
SERVICE TOTAL	\$ 458,222	\$ 612,065	\$ 724,568

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:	2011 Budget	2012 Budget	2013 Budget
Operations Manager	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.00	
Utility Operations & Maintenance Manager	0.10	0.20	0.20
Public Works Supervisor	0.30	0.30	0.80
Public Works Technician	4.75	4.25	4.80
Senior Engineering Technician	0.00	1.00	1.00
Facility Maintenance Worker	0.40	0.25	0.25
Customer Service Reprehensive	0.70	0.40	0.00
Administrative Analyst	0.10	0.10	0.10
Administrative Assistant	0.50	0.80	0.00
Total	7.55	7.50	7.35

SERVICE: Street and Alley Maintenance**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	419,636	377,296	388,049
112 Wages - Temporary	17,496	-	22,120
114 Skill Based Pay	9,920	55,480	55,480
121 Wages - Overtime	11,906	19,000	19,000
122 Longevity Compensation	2,187	2,274	1,290
123 Leave Expense	10,955	-	-
124 Skill Based Overtime Pay	642	2,500	2,500
126 Retirement Health Savings Plan	4,328	3,000	2,940
128 FICA	942	-	1,371
129 Medicare	4,769	5,744	5,632
131 MOPC	18,582	18,888	19,402
132 Employee Insurance	51,212	52,066	58,208
133 Employee Retirement	22,291	23,046	24,445
135 Compensation Insurance	18,035	17,018	18,560
136 Unemployment Insurance	949	1,132	1,165
139 Dental Insurance	1,898	2,643	2,715
141 Uniforms and Protective Clothing	6,619	7,500	7,500
142 Food Allowance	108	300	300
<i>Subtotal</i>	<i>602,476</i>	<i>587,887</i>	<i>630,677</i>
Operating and Maintenance			
210 Office Supplies	1,973	1,500	1,500
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	-	250	250
218 Non-Capital Equipment and Furniture	3,009	5,000	8,000
228 Janitorial Supplies	1,013	500	500
229 Materials and Supplies	11,520	25,000	25,000
230 Printing and Copier Supplies	150	750	750
232 Building Repair and Maintenance	13,620	20,000	15,000
233 Facility Repair and Maintenance	-	-	15,000
240 Equipment Repair and Maintenance	5,868	11,720	11,730
241 Grounds Maintenance	101	500	500
242 Street Repair and Maintenance	350,354	225,000	225,000
243 Non-Capital Computer Equipment and Supplies	21,660	11,741	15,174
245 Mileage Allowance	42	200	200
246 Liability Insurance	21,799	22,184	25,782
247 Safety Expenses	4,436	8,000	8,000
249 Operating Leases and Rentals	42	20,000	20,000
250 Professional and Contracted Services	46,790	251,759	277,259
252 Advertising and Legal Notices	-	1,000	1,000
260 Utilities	52,075	34,000	35,000
261 Telephone Charges	11,621	8,500	4,600
262 Radio Repair and Maintenance	-	-	2,000
263 Postage	11	500	-
264 Printing and Copying	75	750	750
269 Other Services and Charges	-	500	500
273 Fleet Lease - Operating and Maintenance	127,261	139,314	125,348
274 Fleet Lease - Replacement	234,260	251,355	258,916
<i>Subtotal</i>	<i>907,680</i>	<i>1,040,273</i>	<i>1,078,009</i>
Capital Outlay			
432 Vehicles	-	-	30,000
440 Machinery and Equipment	-	22,500	-
474 Building and Facility Development	17,263	-	-
<i>Subtotal</i>	<i>17,263</i>	<i>22,500</i>	<i>30,000</i>
SERVICE TOTAL	\$ 1,527,420	\$ 1,650,660	\$ 1,738,686

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:	2011 Budget	2012 Budget	2013 Budget
Public Works Supervisor	0.50	0.50	0.00
Distribution & Collection System Mtce Supervisc	0.20	0.20	0.20
Public Works Technician	1.80	2.30	1.50
Total	2.50	3.00	1.70

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	112,439	147,689	80,956
112 Wages - Temporary	696	2,000	2,000
114 Skill Based Pay	3,753	5,000	5,000
121 Wages - Overtime	809	2,000	2,000
122 Longevity Compensation	1,020	-	-
123 Leave Expense	1,430	-	-
124 Skill Based Overtime Pay	35	-	-
126 Retirement Health Savings Plan	987	1,200	680
128 FICA	-	124	124
129 Medicare	972	2,172	1,203
131 MOPC	4,525	7,384	4,048
132 Employee Insurance	16,930	20,379	12,144
133 Employee Retirement	5,433	9,009	5,100
135 Compensation Insurance	1,301	1,824	2,214
136 Unemployment Insurance	314	442	243
139 Dental Insurance	627	1,034	566
141 Uniforms and Protective Clothing	527	850	850
<i>Subtotal</i>	<i>151,799</i>	<i>201,107</i>	<i>117,128</i>
Operating and Maintenance			
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	-	50	50
218 Non-Capital Equipment and Furniture	2,873	3,000	3,000
229 Materials and Supplies	415	3,000	3,000
232 Building Repair and Maintenance	376	10,000	15,000
233 Facility Repair and Maintenance	-	-	2,000
240 Equipment Repair and Maintenance	10,768	16,000	16,000
243 Non-Capital Computer Equipment and Supplies	3,176	500	500
246 Liability Insurance	7,774	8,820	8,512
247 Safety Expenses	59	1,000	1,000
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	21,718	50,150	50,150
260 Utilities	2,153	4,400	6,000
261 Telephone Charges	-	1,776	1,776
269 Other Services and Charges	-	100	100
273 Fleet Lease - Operating and Maintenance	103,376	87,431	61,615
274 Fleet Lease - Replacement	157,255	176,323	204,454
<i>Subtotal</i>	<i>309,943</i>	<i>363,000</i>	<i>373,607</i>
Capital Outlay			
440 Machinery and Equipment	-	-	21,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>21,000</i>
SERVICE TOTAL	\$ 461,742	\$ 564,107	\$ 511,735

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:	2011 Budget	2012 Budget	2013 Budget
Engineering Services Manager	0.60	0.60	0.60
Engineering Administrator	0.80	0.80	0.80
Senior Civil Engineer	1.30	1.30	1.00
Civil Engineer	1.00	1.00	1.00
Project Manager	0.00	0.00	1.00
Total	3.70	3.70	4.40

SERVICE: Street Improvements**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	331,782	341,041	390,243
122 Longevity Compensation	2,916	3,036	3,156
123 Leave Expense	4,859	-	-
126 Retirement Health Savings Plan	3,809	1,480	1,760
129 Medicare	3,276	3,960	4,663
131 MOPC	16,771	17,052	19,511
132 Employee Insurance	45,762	47,064	58,536
133 Employee Retirement	20,132	20,804	24,585
135 Compensation Insurance	2,564	2,669	2,933
136 Unemployment Insurance	848	1,023	1,171
139 Dental Insurance	1,696	2,387	2,732
142 Food Allowance	95	-	-
<i>Subtotal</i>	<i>434,509</i>	<i>440,516</i>	<i>509,290</i>
Operating and Maintenance			
229 Materials and Supplies	711	-	-
240 Equipment Repair and Maintenance	-	570	570
243 Non-Capital Computer Equipment and Supplies	1,992	4,925	4,050
245 Mileage Allowance	38	-	-
246 Liability Insurance	979	1,456	1,198
250 Professional and Contracted Services	306	5,000	3,000
252 Advertising and Legal Notices	-	500	500
263 Postage	383	-	-
264 Printing and Copying	47	750	750
270 Administrative and Management Services	930,153	859,808	892,421
273 Fleet Lease - Operating and Maintenance	2,449	5,496	-
<i>Subtotal</i>	<i>937,058</i>	<i>878,505</i>	<i>902,489</i>
Non-Operating Expense			
910 Transfer To General Fund	234,556	235,915	236,896
970 Transfers to Other Funds	1,157	356,528	736,840
<i>Subtotal</i>	<i>235,713</i>	<i>592,443</i>	<i>973,736</i>
Capital Outlay			
440 Machinery and Equipment	-	4,825	-
473 Site Improvements, Landscaping and Street Development	-	-	547,663
<i>Subtotal</i>	<i>-</i>	<i>4,825</i>	<i>547,663</i>
SERVICE TOTAL	\$ 1,607,280	\$ 1,916,289	\$ 2,933,178

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:	2011 Budget	2012 Budget	2013 Budget
Civil Engineer	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	80,024	81,894	79,289
123 Leave Expense	1,074	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	948	1,187	1,150
131 MOPC	4,055	4,095	3,964
132 Employee Insurance	10,946	11,301	11,893
133 Employee Retirement	4,868	4,996	4,995
135 Compensation Insurance	874	639	704
136 Unemployment Insurance	203	246	238
139 Dental Insurance	405	573	555
<i>Subtotal</i>	<i>103,798</i>	<i>105,331</i>	<i>103,188</i>
Operating and Maintenance			
216 Reference Books and Materials	178	100	100
217 Dues and Subscriptions	650	650	650
243 Non-Capital Computer Equipment and Supplies	-	-	1,375
246 Liability Insurance	493	691	610
250 Professional and Contracted Services	-	50,000	-
264 Printing and Copying	-	700	700
273 Fleet Lease - Operating and Maintenance	6,336	7,244	2,391
274 Fleet Lease - Replacement	-	4,483	4,296
<i>Subtotal</i>	<i>7,657</i>	<i>63,868</i>	<i>10,122</i>
SERVICE TOTAL	\$ 111,455	\$ 169,199	\$ 113,310

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:	2011 Budget	2012 Budget	2013 Budget
Civil Engineer	1.00	0.00	0.00
Project Manager	0.00	1.00	0.00
Public Works Supervisor	0.00	0.00	0.25
Public Works Technician	1.00	0.50	1.00
Total	2.00	1.50	1.25

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	70,053	95,204	65,117
114 Skill Based Pay	1,791	2,000	2,000
121 Wages - Overtime	646	1,433	750
122 Longevity Compensation	690	720	1,500
123 Leave Expense	1,248	-	-
124 Skill Based Overtime Pay	59	-	-
126 Retirement Health Savings Plan	320	600	500
129 Medicare	674	1,380	944
131 MOPC	2,610	4,760	3,255
132 Employee Insurance	16,888	13,138	9,767
133 Employee Retirement	3,134	5,807	4,102
135 Compensation Insurance	758	955	955
136 Unemployment Insurance	312	286	195
139 Dental Insurance	627	666	456
<i>Subtotal</i>	<i>99,809</i>	<i>126,949</i>	<i>89,541</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	300	5,000
229 Materials and Supplies	23,650	50,000	50,000
232 Building Repair and Maintenance	5,092	-	-
240 Equipment Repair and Maintenance	-	1,500	1,500
243 Non-Capital Computer Equipment and Supplies	-	-	850
246 Liability Insurance	3,907	4,121	4,398
249 Operating Leases and Rentals	-	250	250
250 Professional and Contracted Services	421,641	390,000	600,000
261 Telephone Charges	166	100	-
264 Printing and Copying	112	100	250
273 Fleet Lease - Operating and Maintenance	13,021	9,104	12,381
274 Fleet Lease - Replacement	7,491	10,605	17,047
<i>Subtotal</i>	<i>475,080</i>	<i>466,080</i>	<i>691,676</i>
Capital Outlay			
440 Machinery and Equipment	5,190	-	-
<i>Subtotal</i>	<i>5,190</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 580,079	\$ 593,029	\$ 781,217

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:	2011 Budget	2012 Budget	2013 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	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	104,849	104,643	106,037
121 Wages - Overtime	21,977	24,500	24,500
122 Longevity Compensation	3,945	3,660	2,100
123 Leave Expense	3,935	-	-
126 Retirement Health Savings Plan	3,769	800	800
129 Medicare	57	-	710
131 MOPC	5,206	5,232	5,302
132 Employee Insurance	13,988	14,440	15,906
133 Employee Retirement	6,248	6,384	6,681
135 Compensation Insurance	1,454	1,503	2,836
136 Unemployment Insurance	259	314	318
139 Dental Insurance	518	733	743
141 Uniforms and Protective Clothing	1,211	-	500
<i>Subtotal</i>	<i>167,416</i>	<i>162,209</i>	<i>166,433</i>
Operating and Maintenance			
210 Office Supplies	239	-	200
216 Reference Books and Materials	-	250	-
217 Dues and Subscriptions	160	250	250
218 Non-Capital Equipment and Furniture	896	1,000	1,000
228 Janitorial Supplies	-	106	106
229 Materials and Supplies	559	500	500
232 Building Repair and Maintenance	638	-	-
234 System Maintenance	132,800	150,000	169,000
240 Equipment Repair and Maintenance	3,798	19,000	19,000
243 Non-Capital Computer Equipment and Supplies	3,634	500	500
246 Liability Insurance	15,147	9,620	18,965
247 Safety Expenses	922	1,000	1,000
249 Operating Leases and Rentals	-	400	-
250 Professional and Contracted Services	154,827	136,479	170,000
260 Utilities	829	-	2,000
261 Telephone Charges	60,399	60,360	20,360
263 Postage	903	300	600
264 Printing and Copying	50	-	-
273 Fleet Lease - Operating and Maintenance	24,755	13,361	6,507
274 Fleet Lease - Replacement	19,655	23,488	23,489
<i>Subtotal</i>	<i>420,210</i>	<i>416,614</i>	<i>433,477</i>
SERVICE TOTAL	\$ 587,626	\$ 578,823	\$ 599,910

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:	2011 Budget	2012 Budget	2013 Budget
Project Manager	0.00	0.00	2.00
Parks & Open Space Project Manager	0.50	0.50	0.00
Asst Parks & Open Space Project Manager	0.50	0.50	0.00
Total	1.00	1.00	2.00

SERVICE: Transportation Engineering**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	248,068	337,032	325,689
112 Wages - Temporary	487	-	10,000
121 Wages - Overtime	-	50	150
123 Leave Expense	4,038	10,800	10,800
126 Retirement Health Savings Plan	2,299	2,000	1,880
128 FICA	-	-	620
129 Medicare	3,129	4,886	4,868
131 MOPC	12,668	16,852	16,284
132 Employee Insurance	34,683	46,511	48,854
133 Employee Retirement	15,209	20,559	20,518
135 Compensation Insurance	1,577	1,308	1,602
136 Unemployment Insurance	642	1,011	977
139 Dental Insurance	1,285	2,359	2,280
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	514	650	650
<i>Subtotal</i>	324,599	444,118	445,272
Operating and Maintenance			
210 Office Supplies	2,704	2,500	2,700
216 Reference Books and Materials	326	500	500
217 Dues and Subscriptions	3,051	2,550	2,550
218 Non-Capital Equipment and Furniture	3,478	3,500	23,500
223 Lab and Photo Supplies	203	-	-
229 Materials and Supplies	1,225	900	900
230 Printing and Copier Supplies	628	2,303	1,303
232 Building Repair and Maintenance	2,369	-	-
240 Equipment Repair and Maintenance	6,204	17,665	7,665
243 Non-Capital Computer Equipment and Supplies	2,349	12,400	12,565
245 Mileage Allowance	-	300	300
246 Liability Insurance	1,547	1,472	2,459
247 Safety Expenses	39	800	800
248 Lease Purchase Installment	1,923	-	-
249 Operating Leases and Rentals	383	-	-
250 Professional and Contracted Services	58,135	10,000	260,000
252 Advertising and Legal Notices	681	1,600	1,600
260 Utilities	12,120	12,000	12,000
261 Telephone Charges	3,034	2,788	2,788
263 Postage	1,386	750	1,500
264 Printing and Copying	1,229	2,100	2,100
273 Fleet Lease - Operating and Maintenance	3,075	1,973	18,908
274 Fleet Lease - Replacement	-	-	8,269
<i>Subtotal</i>	106,090	76,101	362,407
Capital Outlay			
475 Building and Facility Improvement	10,210	-	-
<i>Subtotal</i>	10,210	-	-
SERVICE TOTAL	\$ 440,899	\$ 520,219	\$ 807,679

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:	2011 Budget	2012 Budget	2013 Budget
Project Manager	0.00	0.00	2.00
Parks & Open Space Project Manager	0.50	0.50	0.00
Asst Parks & Open Space Project Manager	0.50	0.50	0.00
Total	1.00	1.00	2.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	151,030	75,645	148,032
112 Wages - Temporary	96,518	117,300	100,000
123 Leave Expense	2,091	-	-
126 Retirement Health Savings Plan	1,472	400	800
128 FICA	6,880	7,273	6,200
129 Medicare	3,448	2,798	3,596
131 MOPC	7,384	3,782	7,401
132 Employee Insurance	18,019	10,439	22,204
133 Employee Retirement	8,862	4,614	9,326
135 Compensation Insurance	251	202	1,754
136 Unemployment Insurance	334	227	444
139 Dental Insurance	668	530	1,036
<i>Subtotal</i>	<i>296,957</i>	<i>223,210</i>	<i>300,793</i>
Operating and Maintenance			
217 Dues and Subscriptions	7,913	9,000	9,000
229 Materials and Supplies	68	350	350
243 Non-Capital Computer Equipment and Supplies	638	-	-
246 Liability Insurance	1,250	1,091	757
247 Safety Expenses	56	500	500
250 Professional and Contracted Services	176,174	166,000	170,000
252 Advertising and Legal Notices	-	150	150
261 Telephone Charges	285	-	-
263 Postage	24	-	-
264 Printing and Copying	3,337	2,500	2,100
269 Other Services and Charges	37,411	39,000	39,000
273 Fleet Lease - Operating and Maintenance	3,868	5,629	-
274 Fleet Lease - Replacement	3,834	-	-
<i>Subtotal</i>	<i>234,858</i>	<i>224,220</i>	<i>221,857</i>
SERVICE TOTAL	\$ 531,815	\$ 447,430	\$ 522,650

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:	2011 Budget	2012 Budget	2013 Budget
Environmental Sustainability Coordinator	0.05	0.05	0.00
Total	0.05	0.05	0.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	2,461	3,827	-
122 Longevity Compensation	23	32	-
123 Leave Expense	102	-	-
126 Retirement Health Savings Plan	36	20	-
129 Medicare	17	31	-
131 MOPC	128	191	-
132 Employee Insurance	369	528	-
133 Employee Retirement	156	233	-
135 Compensation Insurance	-	2	-
136 Unemployment Insurance	7	12	-
137 Staff Training and Conferences	27	33	-
139 Dental Insurance	13	27	-
<i>Subtotal</i>	3,339	4,936	-
Operating and Maintenance			
216 Reference Books and Materials	-	2	-
217 Dues and Subscriptions	-	27	-
243 Non-Capital Computer Equipment and Supplies	-	24	-
246 Liability Insurance	-	13	-
247 Safety Expenses	-	6	-
250 Professional and Contracted Services	732	-	-
264 Printing and Copying	6	-	-
<i>Subtotal</i>	738	72	-
SERVICE TOTAL	\$ 4,077	\$ 5,008	\$ -

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:	2011 Budget	2012 Budget	2013 Budget
Technology/GIS Coordinator	0.00	0.30	0.20
Engineering and Survey Tech Supervisor	0.29	0.30	0.20
Lead GIS Analyst	0.29	0.20	0.20
Sr Engineering Technician	0.00	0.20	0.20
GIS/Mapping Technician	0.44	0.70	0.70
Survey Party Chief	0.44	0.40	0.40
Survey Technician	0.60	0.40	0.40
Total	2.06	2.50	2.30

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	103,242	148,859	144,949
112 Wages - Temporary	182	-	-
114 Skill Based Pay	77	84	78
121 Wages - Overtime	-	443	412
122 Longevity Compensation	1,824	2,050	906
123 Leave Expense	4,419	-	-
126 Retirement Health Savings Plan	958	1,008	937
129 Medicare	855	1,508	1,871
131 MOPC	5,490	7,447	7,251
132 Employee Insurance	15,569	20,543	21,742
133 Employee Retirement	6,875	9,086	9,137
135 Compensation Insurance	299	297	462
136 Unemployment Insurance	290	446	435
137 Staff Training and Conferences	441	3,472	3,358
139 Dental Insurance	580	1,042	1,015
141 Uniforms and Protective Clothing	-	84	78
<i>Subtotal</i>	<i>141,101</i>	<i>196,369</i>	<i>192,631</i>
Operating and Maintenance			
216 Reference Books and Materials	-	28	26
217 Dues and Subscriptions	-	-	3,879
218 Non-Capital Equipment and Furniture	212	2,310	937
219 Drafting Supplies	364	1,120	1,041
229 Materials and Supplies	392	448	417
240 Equipment Repair and Maintenance	22,852	32,764	37,803
243 Non-Capital Computer Equipment and Supplies	3,363	280	2,245
246 Liability Insurance	407	522	532
247 Safety Expenses	34	280	260
250 Professional and Contracted Services	3,051	32,872	12,547
261 Telephone Charges	55	221	205
263 Postage	8	-	-
264 Printing and Copying	37	196	182
273 Fleet Lease - Operating and Maintenance	1,240	780	840
274 Fleet Lease - Replacement	1,169	1,270	-
<i>Subtotal</i>	<i>33,184</i>	<i>73,091</i>	<i>60,914</i>
Capital Outlay			
440 Machinery and Equipment	-	-	4,425
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>4,425</i>
SERVICE TOTAL	\$ 174,285	\$ 269,460	\$ 257,970

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 *2013-2017 Capital Improvement Program*.

STREET FUND PROJECTS	2013 Budget
DR-8 Downtown Alley Improvements	\$ 314,049
PR-83 Primary and Secondary Greenway Connections	226,500
PB-167 Dickens Storage Facility	92,500
PB-192 Operations and Maintenance Building and Site Improvement	353,750
T-1 Street Rehabilitation Program	4,100,000
T-11 Transportation System Management Program	1,811,000
T-78 Hover Street Bridge Over Dry Creek	176,000
T-105 Missing Sidewalks	185,000
T-109 Main Street and Ken Pratt Blvd Intersection Improvements	2,600,000
TOTAL	\$ 9,858,799

SANITATION FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,651,932	1,764,436	1,785,496
Operating and Maintenance	4,099,087	4,260,386	3,408,462
Non-Operating	17,047	131,586	223,013
Capital	78,576	43,700	65,200
TOTAL	\$ 5,846,642	\$ 6,200,108	\$ 5,482,171

Fund Description

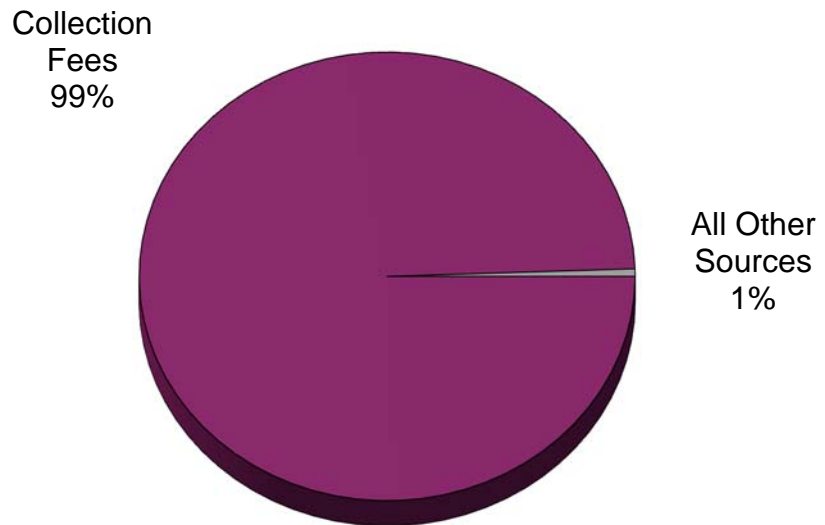
The Sanitation Fund pays for all costs associated with providing solid waste services to Longmont customers. Those services include: weekly curbside pickup of refuse and twice monthly pickup of recyclable materials; payment for contracted services to process marketable recyclable materials; payment for 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 six budget services: Public Works and Natural Resources Director, Solid Waste Removal/Disposal; Curbside Recycling; Special Trash Pickup; Landfill Maintenance, and Regulatory Compliance. Administration of this fund is provided by the Public Works and Utilities Department.

SANITATION FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 3,336,024	\$ 2,740,976	\$ 2,188,957
Committed Working Capital	-	28,935	-
REVENUES			
Charges for Services	5,211,926	5,646,600	5,681,300
Interest	27,857	28,424	20,648
Miscellaneous	52,891	2,000	2,000
Adjustment for GAAP Revenue	(49,123)	-	-
TOTAL FUNDS	5,243,551	5,677,024	5,703,948
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	113,824	117,929	170,082
Landfill Maintenance	68	8,000	8,000
Solid Waste Removal/Disposal	3,972,802	4,351,176	3,856,656
Special Trash Pickup	767,114	619,617	783,995
Curbside Recycling	947,046	1,072,871	617,567
Regulatory Compliance	34,125	26,273	12,671
CIP Projects	11,664	4,242	33,200
Total Operating Expenses	5,846,642	6,200,108	5,482,171
Adjustment for GAAP Expenses	(8,043)	-	-
TOTAL ADJUSTED EXPENSES	5,838,599	6,200,108	5,482,171
ENDING WORKING CAPITAL	2,740,976	2,188,957	2,410,734
CONTRIBUTION TO/(FROM) RESERVES	\$ (595,048)	\$ (523,084)	\$ 221,777

SANITATION FUND - Source of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2013 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.

	2011 Actual	2012 Budget	2013 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	2,960,601	3,406,400	3,376,000
Solid Waste Collection Fees (reduced volume)	700,602	680,100	713,500
Special Trash Collection Fees	67,234	68,000	68,000
Waste Management Fees	1,178,884	1,264,100	1,267,900
Single Stream Commodity	230,312	160,000	185,000
Metal Management Revenue	36,161	40,000	40,000
Tree Limb Diversion Fee	27,725	22,000	22,000
Polycart Escrow	10,407	6,000	8,900
Other Revenue	52,891	2,000	2,000
Interest Income	27,857	28,424	20,648
Contribution from/(to) Fund Balance	595,048	523,084	(221,777)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 5,838,599	\$ 6,200,108	\$ 5,482,171

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:	2011 Budget	2012 Budget	2013 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Customer Services & Marketing Manager	0.15	0.15	0.15
Technology & Financial Analyst	0.15	0.00	0.00
Utilities Financial Analyst	0.15	0.15	0.15
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Customer Service Representative	0.00	0.00	0.40
Administrative Assistant	0.00	0.15	0.55
Total	1.05	1.05	1.85

SERVICE: Public Works and Natural Resources Director**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	81,032	82,123	115,690
121 Wages - Overtime	-	100	100
122 Longevity Compensation	-	-	696
123 Leave Expense	1,955	-	-
126 Retirement Health Savings Plan	768	420	740
129 Medicare	770	884	1,146
131 MOPC	4,149	4,107	5,786
132 Employee Insurance	11,696	11,334	17,356
133 Employee Retirement	5,230	5,009	7,289
135 Compensation Insurance	24	29	44
136 Unemployment Insurance	213	246	346
137 Staff Training and Conferences	4,085	2,976	2,976
139 Dental Insurance	429	574	810
142 Food Allowance	6	240	240
<i>Subtotal</i>	110,358	108,042	153,219
Operating and Maintenance			
210 Office Supplies	40	-	-
218 Non-Capital Equipment and Furniture	327	-	-
240 Equipment Repair and Maintenance	1,702	8,794	8,794
243 Non-Capital Computer Equipment and Supplies	276	428	254
245 Mileage Allowance	-	360	360
246 Liability Insurance	169	305	288
248 Lease Purchase Installment	-	-	2,067
250 Professional and Contracted Services	933	-	5,100
264 Printing and Copying	18	-	-
<i>Subtotal</i>	3,466	9,887	16,863
SERVICE TOTAL	\$ 113,824	\$ 117,929	\$ 170,082

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:	2011 Budget	2012 Budget	2013 Budget
Operations Manager	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.50
Public Works Supervisor	0.50	0.50	0.50
Public Works Technician	13.00	13.00	14.50
Facilities Maintenance Worker	0.30	0.75	0.00
Customer Service Representative	0.30	0.00	0.00
Administrative Assistant	0.70	1.00	0.00
Total	15.50	15.95	15.70

SERVICE: Solid Waste Removal/Disposal**LINE ITEM BUDGET**

		2011 Actual	2012 Budget	2013 Budget
Personal Services				
111	Salaries and Wages	723,870	746,182	749,651
112	Wages - Temporary	4,164	40,000	40,000
114	Skill Based Pay	21,285	35,720	15,720
121	Wages - Overtime	30,615	30,000	30,000
122	Longevity Compensation	3,420	4,590	4,740
123	Leave Expense	26,861	3,700	5,500
124	Skill Based Overtime Pay	1,521	2,500	2,500
126	Retirement Health Savings Plan	7,997	6,380	6,280
128	FICA	-	2,480	2,480
129	Medicare	7,430	10,072	10,108
131	MOPC	34,284	35,177	37,522
132	Employee Insurance	98,137	102,970	112,453
133	Employee Retirement	43,238	45,558	47,275
135	Compensation Insurance	39,081	30,030	36,793
136	Unemployment Insurance	1,824	2,237	2,252
139	Dental Insurance	3,639	5,219	5,247
141	Uniforms and Protective Clothing	10,685	14,000	14,000
142	Food Allowance	114	500	500
	<i>Subtotal</i>	<i>1,058,165</i>	<i>1,117,315</i>	<i>1,123,021</i>
Operating and Maintenance				
210	Office Supplies	1,236	2,500	2,500
217	Dues and Subscriptions	304	750	750
218	Non-Capital Equipment and Furniture	44,953	60,000	55,000
220	Gas and Oil	417	-	-
228	Janitorial Supplies	1,133	2,000	2,000
229	Materials and Supplies	15,805	15,500	15,500
232	Building Repair and Maintenance	6,760	85,000	65,000
240	Equipment Repair and Maintenance	2,145	6,240	6,240
241	Grounds Maintenance	-	500	500
243	Non-Capital Computer Equipment and Supplies	5,359	4,716	1,900
246	Liability Insurance	46,236	53,941	48,700
247	Safety Expenses	3,580	4,500	4,500
250	Professional and Contracted Services	471,141	569,515	545,515
252	Advertising and Legal Notices	2,705	2,000	2,000
260	Utilities	42,700	25,000	25,000
261	Telephone Charges	7,857	7,008	7,500
263	Postage	2,362	15,000	15,000
264	Printing and Copying	3,035	5,500	5,500
269	Other Services and Charges	21,132	20,000	25,000
270	Administrative and Management Services	549,321	529,910	548,262
273	Fleet Lease - Operating and Maintenance	879,330	997,975	920,172
274	Fleet Lease - Replacement	723,166	655,262	182,083
	<i>Subtotal</i>	<i>2,830,678</i>	<i>3,062,817</i>	<i>2,478,622</i>
Non-Operating Expense				
950	Bad Debt	15,817	19,000	19,000
970	Transfers To Other Funds	1,157	112,544	204,013
	<i>Subtotal</i>	<i>16,974</i>	<i>131,544</i>	<i>223,013</i>
Capital Outlay				
440	Machinery and Equipment	66,985	39,500	32,000
	<i>Subtotal</i>	<i>66,985</i>	<i>39,500</i>	<i>32,000</i>
	SERVICE TOTAL	\$ 3,972,802	\$ 4,351,176	\$ 3,856,656

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:	2011 Budget	2012 Budget	2013 Budget
Public Works Supervisor	0.50	0.50	0.00
Public Works Technician	4.00	4.00	2.50
Facility Maintenance Worker	0.00	0.00	0.75
Customer Service Representative	0.40	1.40	1.00
Administrative Assistant	0.00	0.00	1.00
Total	4.90	5.90	5.25

SERVICE: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	303,732	277,697	120,830
112	Wages - Temporary	83	-	-
114	Skill Based Pay	2,298	300	5,000
121	Wages - Overtime	9,973	15,000	10,000
122	Longevity Compensation	648	3,342	1,080
123	Leave Expense	941	-	-
124	Skill Based Overtime Pay	168	-	-
126	Retirement Health Savings Plan	2,102	2,360	1,000
128	FICA	5	-	-
129	Medicare	2,487	2,590	1,272
131	MOPC	11,386	13,886	6,043
132	Employee Insurance	30,734	38,321	18,126
133	Employee Retirement	14,356	16,939	7,613
135	Compensation Insurance	5,390	4,109	5,604
136	Unemployment Insurance	571	831	363
139	Dental Insurance	1,139	1,943	846
	<i>Subtotal</i>	386,014	377,318	177,777
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	15,516	50,000	45,000
229	Materials and Supplies	491	5,000	5,000
232	Building Repair and Maintenance	567	-	-
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	607	850	-
246	Liability Insurance	14,654	15,365	14,891
247	Safety Expenses	354	500	500
250	Professional and Contracted Services	184,731	235,000	190,000
260	Utilities	1,999	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	1,500	4,000	4,000
273	Fleet Lease - Operating and Maintenance	141,687	183,896	175,656
274	Fleet Lease - Replacement	198,926	196,387	188
	<i>Subtotal</i>	561,032	695,553	439,790
	SERVICE TOTAL	\$ 947,046	\$ 1,072,871	\$ 617,567

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:	2011 Budget	2012 Budget	2013 Budget
Public Works Supervisor	0.00	0.00	0.50
Public Works Technician	2.00	2.00	2.00
Total	2.00	2.00	2.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	12,450	88,450	237,246
112 Wages - Temporary	725	-	-
114 Skill Based Pay	439	-	-
121 Wages - Overtime	22,157	30,000	15,000
122 Longevity Compensation	-	-	1,680
123 Leave Expense	925	-	-
124 Skill Based Overtime Pay	728	-	-
126 Retirement Health Savings Plan	1,225	800	2,100
129 Medicare	1,254	1,282	2,701
131 MOPC	4,617	4,423	11,862
132 Employee Insurance	11,880	12,206	35,587
133 Employee Retirement	5,820	5,395	14,948
135 Compensation Insurance	6,573	3,517	2,924
136 Unemployment Insurance	220	265	712
139 Dental Insurance	440	618	1,662
<i>Subtotal</i>	<i>69,453</i>	<i>146,956</i>	<i>326,422</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	3,879	-	-
229 Materials and Supplies	3,197	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	4,405	-	-
246 Liability Insurance	3,879	5,569	4,819
247 Safety Expenses	-	500	500
249 Operating Leases and Rentals	2,400	-	-
250 Professional and Contracted Services	600,648	384,000	395,000
264 Printing and Copying	750	-	-
273 Fleet Lease - Operating and Maintenance	40,138	42,803	44,405
274 Fleet Lease - Replacement	38,365	37,789	10,849
<i>Subtotal</i>	<i>697,661</i>	<i>472,661</i>	<i>457,573</i>
SERVICE TOTAL	\$ 767,114	\$ 619,617	\$ 783,995

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:	2011 Budget	2012 Budget	2013 Budget
Environmental Services Manager	0.05	0.05	0.05
Environmental Sustainability Coordinator	0.20	0.10	0.00
Total	0.25	0.15	0.05

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	20,600	11,478	3,861
122 Longevity Compensation	190	97	34
123 Leave Expense	853	-	-
126 Retirement Health Savings Plan	301	60	20
129 Medicare	141	94	32
131 MOPC	1,069	574	193
132 Employee Insurance	3,090	1,584	579
133 Employee Retirement	1,304	700	243
135 Compensation Insurance	-	4	2
136 Unemployment Insurance	56	34	12
137 Staff Training and Conferences	227	99	54
139 Dental Insurance	112	81	27
<i>Subtotal</i>	<i>27,943</i>	<i>14,805</i>	<i>5,057</i>
Operating and Maintenance			
216 Reference Books and Materials	-	6	2
217 Dues and Subscriptions	-	82	77
229 Materials and Supplies	2	-	-
243 Non-Capital Computer Equipment and Supplies	-	73	16
245 Mileage Allowance	3	-	-
246 Liability Insurance	-	39	13
247 Safety Expenses	-	18	6
250 Professional and Contracted Services	6,125	11,250	7,500
264 Printing and Copying	52	-	-
<i>Subtotal</i>	<i>6,182</i>	<i>11,468</i>	<i>7,614</i>
SERVICE TOTAL	\$ 34,125	\$ 26,273	\$ 12,671

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

	2011 Actual	2012 Budget	2013 Budget
Operating and Maintenance			
241 Grounds Maintenance	68	3,000	3,000
250 Professional and Contracted Services	-	5,000	5,000
<i>Subtotal</i>	<i>68</i>	<i>8,000</i>	<i>8,000</i>
SERVICE TOTAL	\$ 68	\$ 8,000	\$ 8,000

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SANITATION FUND PROJECTS

PR-83 Primary and Secondary Greenway Connection

2013 Budget
\$ 33,200

AFFORDABLE HOUSING FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	115,033	133,408	172,139
Operating and Maintenance	957,887	114,136	111,361
Non-Operating	-	690	580
Capital	-	2,000	-
TOTAL	\$ 1,072,919	\$ 250,234	\$ 284,080

Fund Description

The Affordable Housing Fund provides private and non-profit housing developers with funding to support, construct, provide or reinvest in housing that is affordable to the city's lower income workforce and those living in poverty. Each year that sufficient funds are available, funding proposals are requested. The Affordable Housing Technical Review Group and the Housing and Human Services Advisory Board review the requests for project funding and make funding recommendations. These recommendations are then presented to City Council for formal approval. Some funds are set-aside to offset the water/sewer system development fees for developers providing a substantial amount of affordable housing in their developments. Administration of this Fund is provided by the Community Services Department.

AFFORDABLE HOUSING FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 1,461,221	\$ 904,026	\$ 507,476
Committed Working Capital	-	396,550	-
SOURCES OF FUNDS			
REVENUES			
Interest	68,868	-	-
Miscellaneous	318,959	97,919	106,110
Operating Transfers	139,627	152,315	152,315
Adjustment for GAAP Revenue	(11,730)	-	-
TOTAL FUNDS	515,724	250,234	258,425
EXPENDITURES			
Personal Services	115,033	133,408	172,139
Operating and Maintenance	957,887	114,136	111,361
TOTAL ADJUSTED EXPENDITURES	1,072,919	250,234	284,080
ENDING WORKING CAPITAL	904,026	507,476	481,821
CONTRIBUTION TO/(FROM) RESERVES	\$ (557,195)	\$ -	\$ (25,655)

SERVICE: **Affordable Housing Administration**

FUND: Affordable Housing Fund

DEPARTMENT: Community Services

Service Description:

This service develops and administers affordable housing projects using local funds provided to the Affordable Housing Fund, as well as oversees the Housing Incentive and Fee Reduction Programs. Activities include: developing project proposals; administering the monies allocated for these projects; using creative techniques to obtain additional project funding; monitoring progress of all projects; following all required procedures; maintaining accurate records of projects; and providing written documentation as required or otherwise requested by City Council. This Service provides funding for housing projects for low and moderate income households, approves and monitors the use of development fee waivers, qualifies potential affordable home buyers, and educates the real estate and lending communities about the city's affordable housing programs. This Service also supports the city's participation on the Longmont Housing Opportunity Team (LHOT), the administration of any and all homeless assistance programs, the administration of the city's Pilot Poverty Initiative, the city's participation in the Boulder County Circles Campaign and administers the Human Service Agency funding process.

SERVICE: Affordable Housing Administration

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.00	1.00	1.50
Total	1.50	1.50	2.00

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	89,341	99,181	130,745
114 Skill Based Pay	-	300	-
121 Wages - Overtime	1,848	3,630	3,921
123 Leave Expense	268	-	-
126 Retirement Health Savings Plan	961	600	800
129 Medicare	1,040	1,438	1,639
131 MOPC	4,132	4,959	5,650
132 Employee Insurance	11,502	13,687	16,950
133 Employee Retirement	4,961	6,050	7,119
135 Compensation Insurance	34	1,108	3,685
136 Unemployment Insurance	213	261	339
137 Staff Training and Conferences	41	1,500	500
139 Dental Insurance	426	694	791
142 Food Allowance	265	-	-
<i>Subtotal</i>	<i>115,033</i>	<i>133,408</i>	<i>172,139</i>
Operating and Maintenance			
210 Office Supplies	210	1,200	500
218 Non-Capital Equipment and Furniture	124	500	250
229 Materials and Supplies	-	1,500	389
240 Equipment Repair and Maintenance	1,163	700	-
243 Non-Capital Computer Equipment and Supplies	2,110	-	-
245 Mileage Allowance	349	500	250
246 Liability Insurance	240	317	362
249 Operating Leases and Rentals	-	2,000	1,250
250 Professional and Contracted Services	945,770	100,419	106,110
252 Advertising and Legal Notices	2,183	3,500	1,000
263 Postage	1,347	1,500	500
264 Printing and Copying	3,040	1,000	750
269 Other Services and Charges	425	-	-
270 Administrative and Management Services	925	1,000	-
<i>Subtotal</i>	<i>957,887</i>	<i>114,136</i>	<i>111,361</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	690	580
<i>Subtotal</i>	<i>-</i>	<i>690</i>	<i>580</i>
Capital Outlay			
440 Machinery and Equipment	-	2,000	-
<i>Subtotal</i>	<i>-</i>	<i>2,000</i>	<i>-</i>
SERVICE TOTAL	\$ 1,072,919	\$ 250,234	\$ 284,080

AIRPORT FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	102,654	112,728	115,007
Operating and Maintenance	183,659	178,225	215,495
Non-Operating	-	516	472
Capital	201,162	20,000	-
TOTAL	\$ 487,475	\$ 311,469	\$ 330,974

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 292,080	\$ 255,556	\$ 35,808
COMMITTED WORKING CAPITAL	-	201,138	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	238,619	236,580	284,048
Grants	176,824	-	-
Interest	2,263	2,279	495
Miscellaneous	21,903	20,000	20,000
Estimated Revenue Adjustment	-	34,000	-
Adjustment for GAAP Revenue	9,314	-	-
TOTAL FUNDS	448,923	292,859	304,543
EXPENSES			
Airport Operations	487,475	311,469	330,974
Total Operating Expenses	487,475	311,469	330,974
Adjustment for GAAP Expenses	(2,028)	-	-
TOTAL ADJUSTED EXPENSES	485,447	311,469	330,974
ENDING WORKING CAPITAL	255,556	35,808	9,377
CONTRIBUTION TO/(FROM) RESERVES	\$ (36,524)	\$ (18,610)	\$ (26,431)

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:	2011 Budget	2012 Budget	2013 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Airport Operations**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	77,135	85,906	86,767
121	Wages - Overtime	299	500	500
123	Leave Expense	3,090	750	750
126	Retirement Health Savings Plan	842	400	400
129	Medicare	1,006	1,246	1,258
131	MOPC	3,885	4,295	4,338
132	Employee Insurance	10,595	11,855	13,015
133	Employee Retirement	4,800	5,240	5,466
135	Compensation Insurance	33	27	46
136	Unemployment Insurance	196	258	260
137	Staff Training and Conferences	-	1,500	1,500
139	Dental Insurance	393	601	607
142	Food Allowance	380	150	100
	<i>Subtotal</i>	<i>102,654</i>	<i>112,728</i>	<i>115,007</i>
Operating and Maintenance				
210	Office Supplies	106	250	250
215	Audiovisual Materials	-	50	-
217	Dues and Subscriptions	460	1,000	1,150
218	Non-Capital Equipment and Furniture	-	25	-
223	Lab and Photo Supplies	-	50	-
229	Materials and Supplies	14	50	500
230	Printing and Copier Supplies	-	250	-
232	Building Repair and Maintenance	3,349	4,500	2,000
233	Facility Repair and Maintenance	6,139	3,000	4,500
240	Equipment Repair and Maintenance	112	150	150
243	Non-Capital Computer Equipment and Supplies	408	250	-
245	Mileage Allowance	-	50	-
246	Liability Insurance	592	647	663
250	Professional and Contracted Services	64,271	45,000	75,000
252	Advertising and Legal Notices	1,615	2,500	2,500
260	Utilities	5,421	5,500	5,000
261	Telephone Charges	280	750	300
263	Postage	3,978	800	300
264	Printing and Copying	1,626	2,000	500
270	Administrative and Management Services	93,648	109,106	119,864
273	Fleet Lease - Operating and Maintenance	1,641	2,297	2,818
	<i>Subtotal</i>	<i>183,659</i>	<i>178,225</i>	<i>215,495</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	516	472
	<i>Subtotal</i>	<i>-</i>	<i>516</i>	<i>472</i>
Capital Outlay				
470	Planning and Design	167,488	-	-
480	System Improvements	33,674	-	-
	<i>Subtotal</i>	<i>201,162</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$ 487,475	\$ 291,469	\$ 330,974

ART IN PUBLIC PLACES FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	37,651	35,772	37,447
Operating and Maintenance	74,616	91,324	88,473
Non-Operating	-	371	140
Capital	-	-	-
TOTAL	\$ 112,267	\$ 127,467	\$ 126,060

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 340,193	\$ 288,972	\$ 207,361
Committed Working Capital	-	27,522	-
SOURCES OF FUNDS			
REVENUES			
Interest	2,942	-	-
Transfers from Other Funds	70,022	73,378	93,674
Adjustment for GAAP Revenue	(11,918)	-	-
TOTAL FUNDS	61,046	73,378	93,674
EXPENDITURES			
Personal Services	37,651	35,772	37,447
Operating and Maintenance	74,616	91,324	88,473
TOTAL EXPENDITURES	112,267	127,467	126,060
ENDING WORKING CAPITAL	288,972	207,361	174,975
CONTRIBUTION TO/(FROM) RESERVES	\$ (51,221)	\$ (54,089)	\$ (32,386)

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:	2011 Budget	2012 Budget	2013 Budget
Art in Public Places Coordinator	0.50	0.50	0.50
Total	0.50	0.50	0.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	28,540	26,748	27,754
123 Leave Expense	280	-	-
126 Retirement Health Savings Plan	200	200	200
129 Medicare	381	388	402
131 MOPC	1,441	1,337	1,388
132 Employee Insurance	3,588	3,691	4,163
133 Employee Retirement	1,730	1,632	1,749
135 Compensation Insurance	10	9	14
136 Unemployment Insurance	66	80	83
137 Staff Training and Conferences	1,081	1,500	1,500
139 Dental Insurance	133	187	194
142 Food Allowance	201	-	-
<i>Subtotal</i>	<i>37,651</i>	<i>35,772</i>	<i>37,447</i>
Operating and Maintenance			
210 Office Supplies	123	200	200
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	50	400	400
218 Non-Capital Equipment and Furniture	10	-	-
223 Lab and Photo Supplies	30	-	-
225 Freight	542	1,000	1,000
229 Materials and Supplies	2,778	2,500	2,950
233 Facility Repair and Maintenance	13	11,000	12,000
240 Equipment Repair and Maintenance	211	600	600
241 Grounds Maintenance	814	5,000	4,000
243 Non-Capital Computer Equipment and Supplies	31	500	500
245 Mileage Allowance	33	600	600
246 Liability Insurance	440	770	773
250 Professional and Contracted Services	67,406	64,300	61,000
252 Advertising and Legal Notices	-	600	600
261 Telephone Charges	216	300	300
263 Postage	583	600	750
264 Printing and Copying	827	850	1,000
269 Other Services and Charges	206	1,600	1,600
270 Administrative and Management Services	304	304	-
<i>Subtotal</i>	<i>74,616</i>	<i>91,324</i>	<i>88,473</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	371	140
<i>Subtotal</i>	<i>-</i>	<i>371</i>	<i>140</i>
SERVICE TOTAL	\$ 112,267	\$ 127,467	\$ 126,060

CALLAHAN HOUSE FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	58,204	59,530	76,996
Operating and Maintenance	11,379	13,605	11,216
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 69,582	\$ 73,135	\$ 88,212

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 20,023	\$ 5,848	\$ 14,161
SOURCES OF FUNDS			
REVENUES			
Charges for Services	36,518	38,200	55,430
Interest	140	500	200
Miscellaneous	594	-	-
Transfers from Other Funds	18,748	42,748	60,204
Adjustment for GAAP Revenue	(593)	-	-
TOTAL FUNDS	55,407	81,448	115,834
EXPENDITURES			
Personal Services	58,204	59,530	76,996
Operating and Maintenance	11,379	13,605	11,216
TOTAL EXPENDITURES	69,582	73,135	88,212
ENDING WORKING CAPITAL	5,848	14,161	41,783
CONTRIBUTION TO/(FROM) RESERVES	\$ (14,175)	\$ 8,313	\$ 27,622

SERVICE: Callahan House

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Callahan House Manager	0.85	0.85	0.85
Total	0.85	0.85	0.85

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	40,125	40,229	45,197
112 Wages - Temporary	1,409	7,100	16,766
123 Leave Expense	167	-	-
126 Retirement Health Savings Plan	5,464	340	340
128 FICA	87	440	1,039
129 Medicare	474	686	899
131 MOPC	1,972	2,011	2,260
132 Employee Insurance	5,683	5,552	6,780
133 Employee Retirement	2,367	2,454	2,847
135 Compensation Insurance	140	316	416
136 Unemployment Insurance	105	121	136
139 Dental Insurance	210	281	316
<i>Subtotal</i>	<i>58,204</i>	<i>59,530</i>	<i>76,996</i>
Operating and Maintenance			
210 Office Supplies	549	400	500
217 Dues and Subscriptions	-	-	350
218 Non-Capital Equipment and Furniture	3,556	2,000	1,500
228 Janitorial Supplies	299	300	450
229 Materials and Supplies	2,213	2,000	2,000
230 Printing and Copier Supplies	188	200	200
232 Building Repair and Maintenance	430	750	500
240 Equipment Repair and Maintenance	-	250	250
243 Non-Capital Computer Equipment and Supplies	80	750	500
245 Mileage Allowance	259	500	500
246 Liability Insurance	134	180	166
250 Professional and Contracted Services	1,676	2,000	1,500
252 Advertising and Legal Notices	1,074	2,000	1,100
261 Telephone Charges	186	725	200
263 Postage	69	300	200
264 Printing and Copying	376	1,000	1,000
269 Other Services and Charges	290	250	300
<i>Subtotal</i>	<i>11,379</i>	<i>13,605</i>	<i>11,216</i>
SERVICE TOTAL	\$ 69,582	\$ 73,135	\$ 88,212

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	114,621	128,768	99,388
Operating and Maintenance	903,144	667,672	572,224
Non-Operating	-	-	-
Capital	-	300	-
TOTAL	\$ 1,017,765	\$ 796,740	\$ 671,612

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 grants from HUD and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to City Council for formal approval. At least two public hearings are held to solicit comments from the public as per HUD requirements. Administration of this Fund is provided by the Community Services Department.

**COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND
Fund Statement**

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 75,501	\$ 289,779	\$ 95,714
COMMITTED WORKING CAPITAL	-	77,483	-
SOURCES OF FUNDS			
REVENUES			
Grants	1,004,055	614,158	589,612
Interest	17,881	-	-
Miscellaneous	153,404	66,000	77,000
Adjustment for GAAP Revenue	56,703	-	-
TOTAL FUNDS	1,232,043	680,158	666,612
EXPENDITURES			
Personal Services	114,621	128,768	99,388
Operating and Maintenance	903,144	667,672	572,224
Capital	-	300	-
TOTAL ADJUSTED EXPENDITURES	1,017,765	796,740	671,612
ENDING WORKING CAPITAL	289,779	95,714	90,714
CONTRIBUTION TO/(FROM) RESERVES	\$ 214,278	\$ (116,582)	\$ (5,000)

SERVICE: CDBG and HOME Grant Administration

FUND: Community Development Block Grant and HOME Grant Funds

DEPARTMENT: Community Services

Service Description:

This service develops and administers projects using Community Development Block Grant funds, HOME Investment Partnership funds and any other federal, state and private funds solicited for the City 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:	2011 Budget	2012 Budget	2013 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.50	1.50	1.00
Total	2.00	2.00	1.50

SERVICE: Community Development Block Grant and HOME Grant Administration**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	69,521	98,410	70,879
112	Wages - Temporary	12,784	-	-
121	Wages - Overtime	91	868	1,677
123	Leave Expense	4,036	-	-
126	Retirement Health Savings Plan	961	800	600
128	FICA	749	-	-
129	Medicare	1,122	1,427	1,286
131	MOPC	3,997	4,920	4,431
132	Employee Insurance	14,697	13,579	13,294
133	Employee Retirement	4,799	6,004	5,583
135	Compensation Insurance	42	38	53
136	Unemployment Insurance	272	332	265
137	Staff Training and Conferences	1,006	1,500	500
139	Dental Insurance	544	690	620
142	Food Allowance		200	200
	<i>Subtotal</i>	<i>114,621</i>	<i>128,768</i>	<i>99,388</i>
Operating and Maintenance				
210	Office Supplies	485	1,200	500
217	Dues and Subscriptions	1,769	1,800	1,800
218	Non-Capital Equipment and Furniture	444	500	250
229	Materials and Supplies	520	-	611
240	Equipment Repair and Maintenance	39	700	100
243	Non-Capital Computer Equipment and Supplies	2,365	500	100
245	Mileage Allowance	564	500	250
246	Liability Insurance	294	390	348
250	Professional and Contracted Services	669,963	564,790	532,255
252	Advertising and Legal Notices	1,304	6,000	1,000
263	Postage	10,190	3,000	3,555
264	Printing and Copying	10,967	3,500	4,000
269	Other Services and Charges	204,240	84,792	27,455
	<i>Subtotal</i>	<i>903,144</i>	<i>667,672</i>	<i>572,224</i>
Capital Outlay				
440	Machinery and Equipment	-	300	-
	<i>Subtotal</i>	<i>-</i>	<i>300</i>	<i>-</i>
	SERVICE TOTAL	\$ 1,017,765	\$ 796,740	\$ 671,612

CONSERVATION TRUST FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	1,563	-	-
Non-Operating	-	-	-
Capital	74,498	2,922,700	1,656,500
TOTAL	\$ 76,061	\$ 2,922,700	\$ 1,656,500

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 4,137,823	\$ 4,861,660	\$ 2,441,339
Committed Working Capital	-	236,082	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	769,309	700,000	725,000
Interest	49,385	38,461	22,386
Adjustment for GAAP Revenue	(18,796)	-	-
TOTAL FUNDS	799,898	738,461	747,386
EXPENDITURES			
Operating and Maintenance	1,563	-	-
Capital	74,498	2,922,700	1,656,500
TOTAL EXPENDITURES	76,061	2,922,700	1,656,500
ENDING WORKING CAPITAL	4,861,660	2,441,339	1,532,225
CONTRIBUTION TO/(FROM) RESERVES	\$ 723,837	\$ (2,184,239)	\$ (909,114)

SERVICE: Conservation Trust Fund

FUND: Conservation Trust Fund

Service Description:

Capital projects are listed below and detailed in descriptions are included in the 2013-2017 *Capital Improvement Program*.

CONSERVATION TRUST FUND PROJECT	2013 BUDGET
D-28 Spring Gulch #2 Drainage and Greenway Improvements	\$ 500,000
PR-5B St Vrain Greenway	880,500
MUW-173 Raw Water Irrigation Planning and Construction	276,000
TOTAL	\$ 1,656,500

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	199,106	255,897	273,096
Operating and Maintenance	261,232	374,387	305,750
Non-Operating	2,569,238	864,290	167,414
Capital	151,274	433,125	387,449
TOTAL	\$ 3,180,850	\$ 1,927,699	\$ 1,133,709

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.

DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 126,186	\$ 144,859	\$ 141,894
Committed Working Capital	-	2,965	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	140,949	139,069	125,578
Automobile Taxes	6,405	6,800	6,300
Interest Income	2,026	2,000	1,200
Transfer from GID	19,560	-	-
Transfer from Downtown Parking	16,137	-	-
Transfer from DIP	2,500	2,500	2,500
Transfer from City General Fund	22,800	22,800	5,000
Transfer from TIF Interest Revenue	60,423	16,819	38,600
Miscellaneous	9,215	-	-
Adjustment for GAAP Revenue	889	-	-
TOTAL FUNDS	280,904	189,988	179,178
EXPENSES			
Operations	256,817	189,988	179,178
Adjustment for GAAP Expenses	5,414	-	-
TOTAL EXPENSES	262,231	189,988	179,178
ENDING WORKING CAPITAL	144,859	141,894	141,894
CONTRIBUTION TO/(FROM) RESERVES	\$ 18,673	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 378,503	\$ 2,135,256	\$ -
COMMITTED WORKING CAPITAL	-	2,135,256	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	11,651	-	-
Proceeds from Advance	1,915,733	437,500	-
Adjustment for GAAP Revenue	10,544	-	-
TOTAL FUNDS	1,937,928	437,500	-
EXPENSES			
Capital Construction	181,175	437,500	-
TOTAL EXPENSES	181,175	437,500	-
ENDING WORKING CAPITAL	2,135,256	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,756,753	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 5,332,372	\$ 3,821,396	\$ 1,809,981
COMMITTED WORKING CAPITAL	-	2,224,000	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	1,086,620	1,050,000	1,050,000
Interest Income	44,481	-	-
Adjustment for GAAP Revenue	(75,339)	-	-
TOTAL FUNDS	1,055,762	1,050,000	1,050,000
EXPENSES			
Principal	2,502,149	815,596	123,814
Interest and Fiscal Charges	4,166	5,000	5,000
Interfund Transfers	60,423	16,819	38,600
TOTAL EXPENSES	2,566,738	837,415	167,414
ENDING WORKING CAPITAL	3,821,396	1,809,981	2,692,567
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,510,976)	\$ 212,585	\$ 882,586

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 38,420	\$ 38,989	\$ 36,489
SOURCES OF FUNDS			
REVENUES			
Building Permits	18,023	20,000	407,449
Interest Income	413	-	-
Adjustment for GAAP Revenue	(1,507)	-	-
TOTAL FUNDS	16,929	20,000	407,449
EXPENSES			
Operations	16,360	22,500	22,500
Capital	-	-	387,449
TOTAL EXPENSES	16,360	22,500	409,949
ENDING WORKING CAPITAL	38,989	36,489	33,989
CONTRIBUTION TO/(FROM) RESERVES	\$ 569	\$ (2,500)	\$ (2,500)

DOWNTOWN DEVELOPMENT AUTHORITY MARKETING AND ADVERTISING

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 120,146	\$ 191,457	\$ 26,208
COMMITTED WORKING CAPITAL	-	165,249	-
SOURCES OF FUNDS			
REVENUES			
Proceeds from Advance	146,000	146,383	123,814
Interest Income	1,928	-	-
Transfer from Operating	-	20,000	-
Transfer from City General Fund	-	-	17,800
Miscellaneous	26,979	15,000	15,000
Adjustment for GAAP Revenue	(1,609)	-	-
TOTAL FUNDS	173,298	181,383	156,614
EXPENSES			
Marketing	101,987	181,383	156,614
TOTAL EXPENSES	101,987	181,383	156,614
ENDING WORKING CAPITAL	191,457	26,208	26,208
CONTRIBUTION TO/(FROM) RESERVES	\$ 71,311	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 37,546	\$ 28,809	\$ 28,809
SOURCES OF FUNDS			
REVENUES			
Interest Income	17	-	-
TOTAL FUNDS	17	-	-
EXPENSES			
Operations	8,754	-	-
TOTAL EXPENSES	8,754	-	-
ENDING WORKING CAPITAL	28,809	28,809	28,809
CONTRIBUTION TO/(FROM) RESERVES	\$ (8,737)	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 1,323,649	\$ 1,326,350	\$ 69,600
COMMITTED WORKING CAPITAL	-	1,256,750	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	12,724	-	-
Adjustment for GAAP Revenue	31,727	-	-
TOTAL FUNDS	44,451	-	-
EXPENSES			
Operations	41,750	-	-
TOTAL EXPENSES	41,750	-	-
ENDING WORKING CAPITAL	1,326,350	69,600	69,600
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,701	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ 421,640	\$ 421,640
SOURCES OF FUNDS			
REVENUES			
Interest Income	408	-	-
Proceeds from Advance	440,416	231,713	-
Transfer from City General Fund	-	27,200	27,200
Adjustment for GAAP Revenue	(11,915)	-	-
TOTAL FUNDS	428,909	258,913	27,200
EXPENSES			
Operations	7,269	258,913	220,554
TOTAL EXPENSES	7,269	258,913	220,554
ENDING WORKING CAPITAL	421,640	421,640	228,286
CONTRIBUTION TO/(FROM) RESERVES	\$ 421,640	\$ -	\$ (193,354)

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:	2011 Budget	2012 Budget	2013 Budget
LDDA Executive Director	1.00	0.45	0.45
Marketing and Development Program Coordinator	1.00	0.25	0.25
Executive Assistant	1.00	0.00	0.00
Total	3.00	0.70	0.70

SERVICE: Downtown Development Authority - Operations**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	99,335	63,915	68,953
112	Wages - Temporary	35,337	25,424	25,424
114	Skill Based Pay	-	-	300
121	Wages - Overtime	1,312	-	-
123	Leave Expense	240	-	-
126	Retirement Health Savings Plan	3,300	280	280
128	FICA	2,197	1,514	1,576
129	Medicare	1,943	1,296	1,370
131	MOPC	5,049	3,196	3,448
132	Employee Insurance	19,202	8,567	10,343
133	Employee Retirement	6,060	3,963	4,344
135	Compensation Insurance	479	800	800
136	Unemployment Insurance	356	192	207
137	Staff Training and Conferences	1,249	3,000	3,000
139	Dental Insurance	711	94	483
142	Food Allowance	1,014	2,000	1,600
	<i>Subtotal</i>	<i>177,784</i>	<i>114,241</i>	<i>122,128</i>
Operating and Maintenance				
210	Office Supplies	302	700	700
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	1,500	2,632	1,500
218	Non-Capital Equipment and Furniture	2,263	500	500
223	Lab and Photo Supplies	-	50	-
228	Janitorial Supplies	-	200	100
229	Materials and Supplies	1,224	4,500	4,500
230	Printing and Copier Supplies	809	200	-
232	Building Repair and Maintenance	863	2,000	2,000
240	Equipment Repair and Maintenance	-	200	100
243	Non-Capital Computer Equipment and Supplies	1,238	-	-
245	Mileage Allowance	-	300	300
246	Liability Insurance	6,766	6,500	6,500
249	Operating Leases and Rentals	10,908	8,000	10,000
250	Professional and Contracted Services	35,762	22,800	25,000
252	Advertising and Legal Notices	3,104	1,000	1,000
260	Utilities	578	1,900	1,900
263	Postage	403	250	250
264	Printing and Copying	1,145	1,300	1,300
269	Other Services and Charges	10,853	1,300	1,300
270	Administrative and Management Services	1,315	1,315	-
	<i>Subtotal</i>	<i>79,033</i>	<i>55,747</i>	<i>57,050</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	20,000	-
	<i>Subtotal</i>	<i>-</i>	<i>20,000</i>	<i>-</i>
	SERVICE TOTAL	\$ 256,817	\$ 189,988	\$ 179,178

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.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
LDDA Executive Director	0.00	0.18	0.18
Marketing and Development Program Coordinator	0.00	0.50	0.50
Total	0.00	0.68	0.68

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	7,847	46,479	48,441
112 Wages - Temporary	4,883	18,000	18,000
114 Skill Based Pay	-	-	600
123 Leave Expense	96	-	-
126 Retirement Health Savings Plan	-	270	270
128 FICA	244	1,116	1,116
129 Medicare	142	935	963
131 MOPC	330	2,324	2,422
132 Employee Insurance	-	6,230	7,266
133 Employee Retirement	397	2,882	3,051
136 Unemployment Insurance	-	139	146
139 Dental Insurance	-	68	339
142 Food Allowance	246	-	300
<i>Subtotal</i>	<i>14,185</i>	<i>78,443</i>	<i>82,914</i>
Operating and Maintenance			
210 Office Supplies	234	1,000	500
217 Dues and Subscriptions	175	800	500
229 Materials and Supplies	9,188	7,500	5,000
230 Printing and Copier Supplies	288	1,000	-
232 Building Repair and Maintenance	512	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	-	1,000	1,000
250 Professional and Contracted Services	28,747	55,000	40,000
252 Advertising and Legal Notices	30,302	22,440	20,000
259 Licenses and Permits	550	-	-
263 Postage	366	2,000	2,000
264 Printing and Copying	1,357	7,000	1,500
269 Other Services and Charges	16,084	5,000	3,000
<i>Subtotal</i>	<i>87,802</i>	<i>102,940</i>	<i>73,700</i>
SERVICE TOTAL	\$ 101,987	\$ 181,383	\$ 156,614

**SERVICE: Downtown Development Authority
Arts and Entertainment**

FUND: Downtown Development Authority Arts and Entertainment Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the marketing and advertising in the LDDA.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
LDDA Executive Director	0.00	0.25	0.25
Marketing and Development Program Coordinator	0.00	0.25	0.25
Total	0.00	0.50	0.50

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	3,269	41,473	44,273
112 Wages - Temporary	2,499	9,800	9,800
114 Skill Based Pay	-	-	300
123 Leave Expense	48	-	-
126 Retirement Health Savings Plan	-	200	200
128 FICA	149	608	608
129 Medicare	81	743	785
131 MOPC	180	2,074	2,214
132 Employee Insurance	-	5,559	6,641
133 Employee Retirement	217	2,571	2,790
136 Unemployment Insurance	-	124	133
139 Dental Insurance	-	61	310
<i>Subtotal</i>	<i>6,443</i>	<i>63,213</i>	<i>68,054</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	826	-	-
229 Materials and Supplies	-	27,000	20,000
249 Operating Leases and Rentals	-	15,000	35,000
250 Professional and Contracted Services	-	96,700	53,500
252 Advertising and Legal Notices	-	48,000	33,000
263 Postage	-	-	5,000
264 Printing and Copying	-	9,000	6,000
<i>Subtotal</i>	<i>826</i>	<i>195,700</i>	<i>152,500</i>
SERVICE TOTAL	\$ 7,269	\$ 258,913	\$ 220,554

DOWNTOWN PARKING FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	17,894	18,592
Operating and Maintenance	19,921	28,025	28,350
Non-Operating	16,137	-	-
Capital	27,890	10,000	10,000
TOTAL	\$ 63,948	\$ 55,919	\$ 56,942

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.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
LDDA Executive Director	0.00	0.05	0.05
Total	0.00	0.05	0.05

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	-	5,610	6,170
112 Wages - Temporary	-	9,872	9,872
126 Retirement Health Savings Plan	-	20	20
128 FICA	-	612	612
129 Medicare	-	224	232
131 MOPC	-	281	309
132 Employee Insurance	-	752	926
133 Employee Retirement	-	348	389
136 Unemployment Insurance	-	17	19
139 Dental Insurance	-	8	43
142 Food Allowance	-	150	-
<i>Subtotal</i>	-	17,894	18,592
Operating and Maintenance			
210 Office Supplies	39	250	350
229 Materials and Supplies	640	1,000	1,000
230 Printing and Copier Supplies	-	125	-
232 Building Repair and Maintenance	79	200	200
246 Liability Insurance	2,493	3,500	3,500
249 Operating Leases and Rentals	1,504	1,700	1,800
250 Professional and Contracted Services	14,454	18,000	18,000
252 Advertising and Legal Notices	-	2,000	2,000
260 Utilities	122	300	300
263 Postage	544	300	550
264 Printing and Copying	46	250	250
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	19,921	28,025	28,350
Non-Operating Expense			
970 Transfers to Other Funds	16,137	-	-
<i>Subtotal</i>	16,137	-	-
SERVICE TOTAL	\$ 36,058	\$ 45,919	\$ 46,942

Downtown Parking Fund – Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 407,570	\$ 427,223	\$ 41,685
Committed Working Capital	-	412,280	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	52,338	55,400	55,400
Interest Income	3,738	5,000	200
Interfund Transfers	30,678	22,261	23,190
Adjustment for GAAP Revenue	(3,153)	-	-
TOTAL FUNDS	83,601	82,661	78,790
EXPENDITURES			
Personal Services	-	17,894	18,592
Operating and Maintenance	19,921	28,025	28,350
Non-Operating	16,137	-	-
Capital	27,890	10,000	10,000
TOTAL EXPENDITURES	63,948	55,919	56,942
ENDING WORKING CAPITAL	427,223	41,685	63,533
CONTRIBUTION TO/(FROM) RESERVES	\$ 19,653	\$ 26,742	\$ 21,848

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS
DR-23 Downtown Parking Lot Improvements

2013 Budget
\$ 10,000

FLEET FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,138,634	1,178,608	1,213,337
Operating and Maintenance	2,560,454	2,555,493	2,474,278
Non-Operating	27,842	5,827	4,448
Capital	2,199,571	3,008,798	1,739,772
TOTAL	\$ 5,926,501	\$ 6,748,726	\$ 5,431,835

Fund Description

The Fleet Fund pays for all expenses associated with maintaining and replacing all vehicles and related equipment in the City fleet. The revenue to the Fleet Fund is actually money transferred from all of the “user funds” in the City. Thus, the Electric Fund, the Sanitation Fund, the General Fund and others all transfer money into the Fleet Fund to pay for vehicle and equipment maintenance and replacement. Using a centralized Fleet Fund and a fleet maintenance staff provides greater efficiencies and lower costs than if each City fund maintained its own vehicles.

The Fleet Fund contains one budget service. Administration of this fund is provided by the Shared Services Department.

Fleet Charges for Service

The charges assessed to the City’s user funds have two components. Users are charged a maintenance fee based on actual history for the cost of routine maintenance to their vehicles, such as tune-ups, tire replacement and repairs. The Fleet Fund accumulates money for each City vehicle in order to purchase the replacement for that vehicle when it has outlived its usefulness. The total amount accumulated is based on an estimated replacement cost at the time the vehicle is initially purchased. Because of the collection of replacement funds, the Fleet Fund will usually have a very high fund balance. Most of the fund balance in the Fleet Fund represents money already accumulated for vehicles at various stages of their useful life, some very close to replacement (which means there will be a large amount of money accumulated for them) and others that are only a year or two old.

2013 Budget

Approximately \$1.7 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 17,841,455	\$ 16,881,975	\$ 14,250,675
Committed Working Capital	-	3,756,170	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	7,462,563	7,722,926	6,613,512
Grants	70,000	-	-
Interest	179,467	150,670	169,535
Miscellaneous	284,373	-	-
Adjustment for GAAP Revenue	(150,574)	-	-
TOTAL FUNDS	7,845,829	7,873,596	6,783,047
EXPENSES			
Personal Services	1,138,634	1,178,608	1,213,337
Operating and Maintenance	2,560,454	2,555,493	2,474,278
Non-Operating	27,842	5,827	4,448
Capital	2,199,571	3,008,798	1,739,772
Total Operating Expenses	5,926,501	6,748,726	5,431,835
Adjustment for GAAP Expenses	2,878,808	-	-
TOTAL ADJUSTED EXPENSES	8,805,309	6,748,726	5,431,835
ENDING WORKING CAPITAL	16,881,975	14,250,675	15,601,887
CONTRIBUTION TO/(FROM) RESERVES	\$ (959,480)	\$ 1,124,870	\$ 1,351,212

SERVICE: Fleet**FUND:** Fleet Fund**DEPARTMENT:** Internal 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:	2011 Budget	2012 Budget	2013 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Mechanic	0.00	0.00	1.00
Master ASE Equipment Mechanic	7.00	7.00	6.00
Senior Equipment Mechanic	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00
Fleet Analyst	0.00	0.00	1.00
Administrative Analyst	1.00	1.00	0.00
Inventory Control Technician	1.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	16.00	16.00	16.00

SERVICE: Fleet**LINE ITEM BUDGET**

Personal Services		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	810,711	869,663	886,595
114	Skill Based Pay	-	900	900
121	Wages - Overtime	21,096	16,000	16,000
122	Longevity Compensation	3,960	4,080	1,980
123	Leave Expense	34,905	3,200	3,300
126	Retirement Health Savings Plan	9,581	6,400	6,400
129	Medicare	9,346	10,936	11,894
131	MOPC	41,211	43,483	44,328
132	Employee Insurance	116,527	120,011	132,988
133	Employee Retirement	50,873	53,047	55,855
135	Compensation Insurance	22,159	22,839	24,880
136	Unemployment Insurance	2,159	2,611	2,659
137	Staff Training and Conferences	4,554	12,000	12,000
139	Dental Insurance	4,315	6,088	6,208
141	Uniforms and Protective Clothing	7,089	7,200	7,200
142	Food Allowance	149	150	150
	<i>Subtotal</i>	<i>1,138,634</i>	<i>1,178,608</i>	<i>1,213,337</i>
Operating and Maintenance				
210	Office Supplies	589	750	750
216	Reference Books and Materials	459	500	500
217	Dues and Subscriptions	645	980	645
218	Non-Capital Equipment and Furniture	30,856	24,000	29,500
220	Gas and Oil	1,218,610	1,320,590	1,152,170
221	Parts	594,263	531,000	529,800
225	Freight	295	150	300
228	Janitorial Supplies	3,088	2,850	3,100
229	Materials and Supplies	53,101	7,000	7,000
230	Printing and Copier Supplies	202	275	225
232	Building Repair and Maintenance	271	4,200	400
233	Facility Repair and Maintenance	9,677	9,000	9,000
240	Equipment Repair and Maintenance	16,105	21,211	19,832
243	Non-Capital Computer Equipment and Supplies	429	1,675	8,100
246	Liability Insurance	3,770	4,141	4,489
247	Safety Expenses	3,111	3,500	3,500
248	Lease Purchase Installment	-	-	4,282
249	Operating Leases and Rentals	49,650	48,000	48,000
250	Professional and Contracted Services	260,030	251,000	276,000
259	Licenses and Permits	573	750	600
260	Utilities	16,464	13,900	14,500
261	Telephone Charges	1,301	1,400	1,400
262	Radio Repair and Maintenance	77,112	77,115	107,901
263	Postage	1,069	1,000	1,000
264	Printing and Copying	441	500	450
269	Other Services and Charges	-	540	750
270	Administrative and Management Services	218,341	229,466	250,084
	<i>Subtotal</i>	<i>2,560,454</i>	<i>2,555,493</i>	<i>2,474,278</i>
Non-Operating Expense				
970	Transfers to Other Funds	27,842	5,790	4,448
	<i>Subtotal</i>	<i>27,842</i>	<i>5,790</i>	<i>4,448</i>
Capital Outlay				
432	Vehicles	2,193,055	2,721,896	1,732,272
440	Machinery and Equipment	6,516	-	7,500
	<i>Subtotal</i>	<i>2,199,571</i>	<i>2,721,896</i>	<i>1,739,772</i>
SERVICE TOTAL		\$ 5,926,501	\$ 6,461,787	\$ 5,431,835

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	21,303	22,573
Operating and Maintenance	75,126	83,219	83,431
Non-Operating	19,560	-	-
Capital	-	-	-
TOTAL	\$ 94,686	\$ 104,522	\$ 106,004

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.

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
LDDA Executive Director	0.00	0.07	0.07
Total	0.00	0.07	0.07

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 120,594	\$ 117,356	\$ 80,801
Committed Working Capital	-	25,110	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	87,521	85,977	80,609
Automobile Taxes	5,616	5,800	5,400
Interest Income	1,711	1,300	1,300
Miscellaneous	85	-	-
Adjustment for GAAP Revenue	(1,158)	-	-
TOTAL FUNDS	93,775	93,077	87,309
EXPENDITURES			
Personal Services	-	21,303	22,573
Operating and Maintenance	75,126	83,219	83,431
Non-Operating	19,560	-	-
Total Operating Expenses	94,686	104,522	106,004
Adjustment for GAAP Expenses	2,327	-	-
TOTAL EXPENDITURES	97,013	104,522	106,004
ENDING WORKING CAPITAL	117,356	80,801	62,106
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,238)	\$ (11,445)	\$ (18,695)

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	-	8,416	9,255
112 Wages - Temporary	-	9,872	9,872
126 Retirement Health Savings Plan	-	30	30
128 FICA	-	612	612
129 Medicare	-	265	277
131 MOPC	-	421	463
132 Employee Insurance	-	1,128	1,388
133 Employee Retirement	-	522	583
136 Unemployment Insurance	-	25	28
139 Dental Insurance	-	12	65
Subtotal	-	21,303	22,573
Operating and Maintenance			
210 Office Supplies	189	200	200
229 Materials and Supplies	1,808	2,500	2,500
232 Building Repair and Maintenance	26	150	150
241 Grounds Maintenance	-	5,000	5,000
246 Liability Insurance	2,466	3,500	3,500
249 Operating Leases and Rentals	501	500	650
250 Professional and Contracted Services	56,634	60,000	65,000
260 Utilities	1,165	1,000	2,500
263 Postage	71	200	200
264 Printing and Copying	168	200	-
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	12,097	8,969	2,731
Subtotal	75,126	83,219	83,431
Non-Operating Expense			
970 Transfers to Other Funds	19,560	-	-
Subtotal	19,560	-	-
SERVICE TOTAL	\$ 94,686	\$ 104,522	\$ 106,004

GOLF FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	914,577	1,033,715	1,026,333
Operating and Maintenance	1,217,904	1,044,835	1,065,672
Non-Operating	23,178	206,212	203,790
Capital	69,422	-	72,540
TOTAL	\$ 2,225,081	\$ 2,284,762	\$ 2,368,335

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.

GOLF FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 261,148	\$ 400,331	\$ 448,653
Committed Working Capital	-	20,000	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,262,563	2,341,500	2,407,419
Interest	4,851	3,584	5,165
Miscellaneous	8,104	8,000	7,000
Adjustment for GAAP Revenue	(25,335)	-	-
TOTAL FUNDS	2,250,183	2,353,084	2,419,584
EXPENSES BY BUDGET SERVICE			
Golf Administration	315,879	490,871	531,852
Sunset Golf Course	307,424	355,702	357,075
Twin Peaks Golf Course	623,886	647,682	633,712
Ute Creek Golf Course	907,776	790,507	791,156
CIP Projects	70,116	-	54,540
Total Operating Expenses	2,225,081	2,284,762	2,368,335
Adjustment for GAAP Expenses	(114,081)	-	-
TOTAL EXPENDITURES	2,111,000	2,284,762	2,368,335
ENDING WORKING CAPITAL	400,331	448,653	499,902
CONTRIBUTION TO/(FROM) RESERVES	\$ 139,183	\$ 68,322	\$ 51,249

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2013 Budget
PB-82 Municipal Buildings HVAC Replacement	\$ 54,540

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:	2011 Budget	2012 Budget	2013 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		2011 Actual	2012 Budget	2013 Budget
111	Salaries and Wages	67,724	84,735	85,584
112	Wages - Temporary	173	21,840	21,840
122	Longevity Compensation	1,344	1,386	1,428
123	Leave Expense	1,810	3,900	3,900
126	Retirement Health Savings Plan	1,081	480	480
128	FICA	-	1,354	1,354
129	Medicare	268	621	624
131	MOPC	4,177	4,237	4,280
132	Employee Insurance	11,343	11,693	12,838
133	Employee Retirement	5,155	5,169	5,392
135	Compensation Insurance	33	29	56
136	Unemployment Insurance	210	254	257
137	Staff Training and Conferences	440	2,400	2,400
139	Dental Insurance	421	594	599
142	Food Allowance	134	400	400
	<i>Subtotal</i>	94,313	139,092	141,432
Operating and Maintenance				
210	Office Supplies	168	400	400
216	Reference Books and Materials	40	100	100
217	Dues and Subscriptions	3,254	3,470	3,470
229	Materials and Supplies	922	2,400	2,400
230	Printing and Copier Supplies	542	500	500
240	Equipment Repair and Maintenance	164	300	300
243	Non-Capital Computer Equipment and Supplies	936	700	400
245	Mileage Allowance	-	100	100
246	Liability Insurance	227	299	374
248	Lease Purchase Installment	-	-	5,433
249	Operating Leases and Rentals	109	-	-
250	Professional and Contracted Services	19,643	8,000	8,200
252	Advertising and Legal Notices	9,029	14,000	13,700
261	Telephone Charges	1,002	1,200	1,200
263	Postage	406	500	1,000
264	Printing and Copying	1,650	2,000	2,000
270	Administrative and Management Services	160,990	111,598	147,053
	<i>Subtotal</i>	199,082	145,567	186,630
Non-Operating Expense				
927	Principal on Notes and Contracts	-	199,739	199,739
928	Interest Expense on Notes and Contracts	21,327	-	-
970	Transfers to Other Funds	1,157	6,473	4,051
	<i>Subtotal</i>	22,484	206,212	203,790
SERVICE TOTAL		\$ 315,879	\$ 490,871	\$ 531,852

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:	2011 Budget	2012 Budget	2013 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	2.60	2.60	2.60

SERVICE: Sunset Golf Course**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	111,780	124,570	125,816
112 Wages - Temporary	17,874	26,880	20,510
121 Wages - Overtime	456	3,066	1,716
122 Longevity Compensation	192	198	204
123 Leave Expense	2,364	-	-
126 Retirement Health Savings Plan	1,612	1,040	1,040
128 FICA	1,111	1,667	1,272
129 Medicare	1,564	2,063	1,988
131 MOPC	5,476	6,228	6,290
132 Employee Insurance	16,875	17,191	18,872
133 Employee Retirement	6,758	7,599	7,926
135 Compensation Insurance	1,018	943	2,015
136 Unemployment Insurance	312	374	378
139 Dental Insurance	622	873	880
141 Uniforms and Protective Clothing	253	500	660
<i>Subtotal</i>	<i>168,266</i>	<i>193,192</i>	<i>189,567</i>
Operating and Maintenance			
210 Office Supplies	32	100	100
218 Non-Capital Equipment and Furniture	1,173	2,000	2,000
222 Chemicals	7,015	8,000	9,000
228 Janitorial Supplies	1,096	1,000	1,100
229 Materials and Supplies	640	800	920
230 Printing and Copier Supplies	76	300	300
232 Building Repair and Maintenance	6,998	7,450	7,450
240 Equipment Repair and Maintenance	13,198	9,400	9,400
241 Grounds Maintenance	3,663	10,000	9,000
243 Non-Capital Computer Equipment and Supplies	1,434	1,700	1,800
246 Liability Insurance	5,216	3,330	3,463
247 Safety Expenses	728	600	600
249 Operating Leases and Rentals	3,502	3,900	3,900
250 Professional and Contracted Services	44,400	48,100	50,400
259 Licenses and Permits	-	200	200
260 Utilities	9,173	9,000	9,200
261 Telephone Charges	1,485	1,860	1,320
262 Radio Repair and Maintenance	-	100	100
264 Printing and Copying	771	2,500	2,000
269 Other Services and Charges	6,399	6,500	6,500
273 Fleet Lease - Operating and Maintenance	5,941	5,038	9,065
274 Fleet Lease - Replacement	26,217	40,632	36,090
<i>Subtotal</i>	<i>139,158</i>	<i>162,510</i>	<i>163,908</i>
Capital Outlay			
440 Machinery and Equipment	-	-	3,600
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>3,600</i>
SERVICE TOTAL	\$ 307,424	\$ 355,702	\$ 357,075

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:	2011 Budget	2012 Budget	2013 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.60	3.60	3.60

SERVICE: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	177,547	181,237	183,046
112 Wages - Temporary	43,631	53,421	48,925
114 Skill Based Pay	19	-	-
121 Wages - Overtime	753	6,321	2,652
122 Longevity Compensation	192	198	204
123 Leave Expense	5,525	-	-
126 Retirement Health Savings Plan	1,924	1,440	1,440
128 FICA	2,711	3,312	3,033
129 Medicare	2,744	3,270	3,229
131 MOPC	8,941	9,062	9,152
132 Employee Insurance	24,359	25,011	27,456
133 Employee Retirement	11,033	11,056	11,532
135 Compensation Insurance	811	2,017	1,638
136 Unemployment Insurance	453	544	549
139 Dental Insurance	905	1,269	1,281
141 Uniforms and Protective Clothing	737	1,100	1,140
<i>Subtotal</i>	<i>282,286</i>	<i>299,258</i>	<i>295,277</i>
Operating and Maintenance			
210 Office Supplies	228	200	200
218 Non-Capital Equipment and Furniture	6,932	3,000	4,000
222 Chemicals	20,266	20,000	21,000
228 Janitorial Supplies	2,655	2,500	2,600
229 Materials and Supplies	8,379	8,400	9,070
230 Printing and Copier Supplies	274	500	400
232 Building Repair and Maintenance	9,447	16,420	11,120
240 Equipment Repair and Maintenance	33,877	33,000	21,000
241 Grounds Maintenance	20,797	21,000	21,000
243 Non-Capital Computer Equipment and Supplies	2,425	2,000	2,100
246 Liability Insurance	6,194	5,688	5,481
247 Safety Expenses	1,331	1,600	1,500
249 Operating Leases and Rentals	9,879	12,300	13,600
250 Professional and Contracted Services	63,600	69,001	63,600
259 Licenses and Permits	100	200	200
260 Utilities	39,672	39,000	40,000
261 Telephone Charges	1,576	1,800	1,800
262 Radio Repair and Maintenance	90	200	200
263 Postage	0	-	-
264 Printing and Copying	2,592	2,500	2,600
269 Other Services and Charges	12,576	12,500	12,600
273 Fleet Lease - Operating and Maintenance	12,678	21,662	25,106
274 Fleet Lease - Replacement	86,032	74,953	72,058
<i>Subtotal</i>	<i>341,600</i>	<i>348,424</i>	<i>331,235</i>
Capital Outlay			
440 Machinery and Equipment	-	-	7,200
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>7,200</i>
SERVICE TOTAL	\$ 623,886	\$ 647,682	\$ 633,712

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:	2011 Budget	2012 Budget	2013 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**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	193,174	201,899	203,917
112 Wages - Temporary	99,150	119,520	116,640
114 Skill Based Pay	-	900	900
121 Wages - Overtime	2,384	8,091	2,496
122 Longevity Compensation	3,972	4,098	4,224
123 Leave Expense	6,286	-	-
126 Retirement Health Savings Plan	2,346	1,640	1,640
128 FICA	6,251	7,410	7,232
129 Medicare	2,363	2,885	2,855
131 MOPC	9,836	10,095	10,195
132 Employee Insurance	27,163	27,862	30,587
133 Employee Retirement	12,138	12,316	12,847
135 Compensation Insurance	1,814	2,037	2,985
136 Unemployment Insurance	504	606	612
139 Dental Insurance	1,007	1,414	1,427
141 Uniforms and Protective Clothing	1,324	1,400	1,500
<i>Subtotal</i>	369,712	402,173	400,057
Operating and Maintenance			
210 Office Supplies	111	200	200
218 Non-Capital Equipment and Furniture	186,273	7,000	7,000
222 Chemicals	23,815	28,000	28,000
228 Janitorial Supplies	2,411	2,500	2,500
229 Materials and Supplies	8,087	7,120	9,070
230 Printing and Copier Supplies	35	500	400
232 Building Repair and Maintenance	6,858	9,020	9,020
240 Equipment Repair and Maintenance	24,985	28,000	28,000
241 Grounds Maintenance	20,446	23,500	23,000
243 Non-Capital Computer Equipment and Supplies	2,452	2,000	4,650
246 Liability Insurance	7,525	8,440	8,188
247 Safety Expenses	1,305	1,500	1,500
249 Operating Leases and Rentals	10,211	14,000	10,900
250 Professional and Contracted Services	70,800	76,700	70,800
259 Licenses and Permits	-	200	200
260 Utilities	47,264	43,000	48,000
261 Telephone Charges	1,320	2,060	1,560
262 Radio Repair and Maintenance	-	200	200
263 Postage	14	-	-
264 Printing and Copying	2,837	3,500	3,000
269 Other Services and Charges	16,096	17,500	16,500
273 Fleet Lease - Operating and Maintenance	24,655	30,408	27,233
274 Fleet Lease - Replacement	80,563	82,986	83,978
<i>Subtotal</i>	538,064	388,334	383,899
Capital Outlay			
440 Machinery and Equipment	-	-	7,200
<i>Subtotal</i>	-	-	7,200
SERVICE TOTAL	\$ 907,776	\$ 790,507	\$ 791,156

LIBRARY SERVICES FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	2,105	-	2,000
Operating and Maintenance	61,698	50,500	46,500
Non-Operating	30,752	20,500	20,500
Capital	-	-	-
TOTAL	\$ 94,556	\$ 71,000	\$ 69,000

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
142 Food Allowance	2,105	-	2,000
<i>Subtotal</i>	2,105	-	2,000
Operating and Maintenance			
210 Office Supplies	42	-	-
211 Adult Books	5,669	20,000	11,500
212 Children's Books	7,803	2,000	7,000
215 Audiovisual Materials	4,898	5,500	5,000
216 Reference Books and Materials	50	11,000	11,000
218 Non-Capital Equipment and Furniture	1,255	-	-
229 Materials and Supplies	16,698	-	-
240 Equipment Repair and Maintenance	1,535	-	-
243 Non-Capital Computer Equipment and Supplies	5,896	-	-
250 Professional and Contracted Services	10,571	12,000	12,000
263 Postage	148	-	-
264 Printing and Copying	1,502	-	-
269 Other Services and Charges	5,632	-	-
<i>Subtotal</i>	61,698	50,500	46,500
Non-Operating Expense			
970 Transfers to Other Funds	30,752	20,500	20,500
<i>Subtotal</i>	30,752	20,500	20,500
SERVICE TOTAL	\$ 94,556	\$ 71,000	\$ 69,000

LIBRARY SERVICES FUND – Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 102,617	\$ 104,149	\$ 99,308
COMMITTED WORKING CAPITAL	-	4,841	-
SOURCES OF FUNDS			
REVENUES			
Interest	733	1,000	1,000
Grants and Donations	82,710	53,000	56,000
Miscellaneous	21,544	17,000	20,000
Adjustment for GAAP Revenue	(8,899)	-	-
TOTAL FUNDS	96,088	71,000	77,000
EXPENSES BY BUDGET SERVICE			
Personal Services	2,105	-	2,000
Operating and Maintenance	61,698	50,500	46,500
Non-Operating	30,752	20,500	20,500
TOTAL EXPENDITURES	94,556	71,000	69,000
ENDING WORKING CAPITAL	104,149	99,308	107,308
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,532	\$ -	\$ 8,000

LODGERS' TAX SERVICES FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	231,510	249,639	288,473
Non-Operating	22,500	-	-
Capital	-	-	-
TOTAL	\$ 254,010	\$ 249,639	\$ 288,473

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

		2011 Actual	2012 Budget	2013 Budget
Operating and Maintenance				
250	Professional and Contracted Services	231,510	249,639	288,473
	<i>Subtotal</i>	231,510	249,639	288,473
Non-Operating Expense				
970	Transfers to Other Funds	22,500	-	-
	<i>Subtotal</i>	22,500	-	-
	SERVICE TOTAL	\$ 254,010	\$ 249,639	\$ 288,473

LODGERS' TAX SERVICES FUND – Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 103,562	\$ 107,875	\$ 105,427
Committed Working Capital	-	3,448	-
SOURCES OF FUNDS			
REVENUES			
Taxes	257,566	249,639	288,473
Interest	577	1,000	1,000
Adjustment for GAAP Revenue	180	-	-
TOTAL FUNDS	258,323	250,639	289,473
EXPENDITURES			
Operating and Maintenance	231,510	249,639	288,473
Non-Operating	22,500	-	-
TOTAL EXPENDITURES	254,010	249,639	288,473
ENDING WORKING CAPITAL	107,875	105,427	106,427
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,313	\$ 1,000	\$ 1,000

MUSEUM SERVICES FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	37,324	33,487	35,257
Operating and Maintenance	53,442	57,590	57,589
Non-Operating	-	-	-
Capital	1,877	-	-
TOTAL	\$ 92,643	\$ 91,077	\$ 92,846

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
112 Wages - Temporary	34,460	28,745	28,745
121 Wages - Overtime	220	857	857
128 FICA	2,143	1,782	1,782
129 Medicare	501	2,093	3,757
135 Compensation Insurance	-	10	116
<i>Subtotal</i>	<i>37,324</i>	<i>33,487</i>	<i>35,257</i>
Operating and Maintenance			
210 Office Supplies	-	50	50
216 Reference Books and Materials	23	400	400
218 Non-Capital Equipment and Furniture	2,374	800	800
223 Lab and Photo Supplies	37	300	300
225 Freight	2,933	200	200
229 Materials and Supplies	10,969	11,875	11,875
230 Printing and Copier Supplies	261	-	-
243 Non-Capital Computer Equipment and Supplies	284	1,400	1,400
245 Mileage Allowance	114	-	-
246 Liability Insurance	-	105	104
249 Operating Leases and Rentals	6,237	9,250	9,250
250 Professional and Contracted Services	26,499	29,060	29,060
263 Postage	636	700	700
264 Printing and Copying	2,608	3,150	3,150
269 Other Services and Charges	468	300	300
<i>Subtotal</i>	<i>53,442</i>	<i>57,590</i>	<i>57,589</i>
Capital Outlay			
475 Building and Facility Improvement	1,877	-	-
<i>Subtotal</i>	<i>1,877</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 92,643	\$ 91,077	\$ 92,846

MUSEUM SERVICES FUND – Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 44,950	\$ 53,092	\$ 55,443
Committed Working Capital	-	423	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	51,573	54,258	50,400
Grants and Donations	59,408	37,943	41,100
Interest	523	-	500
Miscellaneous	1,482	1,650	2,000
Adjustment for GAAP Revenue	(12,201)	-	-
TOTAL FUNDS	100,785	93,851	94,000
EXPENSES BY BUDGET SERVICE			
Personal Services	37,324	33,487	35,257
Operating and Maintenance	53,442	57,590	57,589
TOTAL EXPENDITURES	92,643	91,077	92,846
ENDING WORKING CAPITAL	53,092	55,443	56,597
CONTRIBUTION TO/(FROM) RESERVES	\$ 8,142	\$ 2,774	\$ 1,154

MUSEUM TRUST FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	26,495	19,000	19,000
Non-Operating	-	-	-
Capital	3,577	-	-
TOTAL	\$ 30,072	\$ 19,000	\$ 19,000

Fund Description

The Museum Trust Fund is an expendable trust created for the purpose of receiving bequests to the Longmont Museum. Additional revenues include gift shop revenues. This fund administers expenses related to resale merchandise for the Museum's gift shop, Museum advertising, and collections acquisition, and provides additional support for exhibits and special programming of the Longmont Museum.

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Operating and Maintenance			
210 Office Supplies	69	-	-
216 Reference Books and Materials	62	750	750
224 Resale Merchandise	12,050	9,600	9,600
229 Materials and Supplies	758	1,350	1,350
249 Operating Leases and Rentals	3,000	-	-
250 Professional and Contracted Services	1,440	600	600
252 Advertising and Legal Notices	6,624	6,400	6,400
264 Printing and Copying	424	-	-
269 Other Services and Charges	2,069	300	300
<i>Subtotal</i>	<i>26,495</i>	<i>19,000</i>	<i>19,000</i>
Capital Outlay			
475 Building and Facility Improvement	3,577	-	-
<i>Subtotal</i>	<i>3,577</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 30,072	\$ 19,000	\$ 19,000

MUSEUM TRUST FUND – Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 89,062	\$ 85,009	\$ 87,014
SOURCES OF FUNDS			
REVENUES			
Sales	23,211	16,000	16,000
Interest	838	2,000	2,000
Miscellaneous	2,928	3,005	3,005
Adjustment for GAAP Revenue	(958)	-	-
TOTAL FUNDS	26,019	21,005	21,005
EXPENSES BY BUDGET SERVICE			
Operating and Maintenance	26,495	19,000	19,000
Capital Outlay	3,577	-	-
TOTAL EXPENDITURES	30,072	19,000	19,000
ENDING WORKING CAPITAL	85,009	87,014	89,019
CONTRIBUTION TO/(FROM) RESERVES	\$ (4,053)	\$ 2,005	\$ 2,005

OPEN SPACE FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	164,519	261,698	270,927
Operating and Maintenance	347,903	459,394	410,983
Non-Operating	2,268,368	2,255,611	2,218,565
Capital	106,745	2,658,710	2,258,013
TOTAL	\$ 2,887,535	\$ 5,635,413	\$ 5,158,488

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 10,783,027	\$ 11,160,700	\$ 5,107,653
Committed Working Capital	-	3,587,832	-
SOURCES OF FUNDS			
REVENUES			
Taxes	2,882,397	2,876,676	2,998,139
Intergovernmental Revenue	211,698	194,914	194,914
Interest	48,251	58,608	62,679
Miscellaneous	133,928	40,000	40,000
Adjustment for GAAP Revenue	(11,066)	-	-
TOTAL FUNDS	3,265,208	3,170,198	3,295,732
EXPENDITURES			
Personal Services	164,519	261,698	270,927
Operating and Maintenance	347,903	459,394	410,983
Non-Operating	2,268,368	2,255,611	2,218,565
Capital Projects	106,745	2,658,710	2,258,013
TOTAL EXPENDITURES	2,887,535	5,635,413	5,158,488
ENDING WORKING CAPITAL	11,160,700	5,107,653	3,244,897
CONTRIBUTION TO/(FROM) RESERVES	\$ 377,673	\$ (2,465,215)	\$ (1,862,756)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2013 Budget
D-28 Spring Gulch #2 Drainage and Greenway Improvements	\$ 2,000,900
PR-77 McIntosh Lake District Park	132,613
PR-121 Park Ponds Dredging and Stabilization	124,500
TOTAL	\$ 2,258,013

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:	2011 Budget	2012 Budget	2013 Budget
Natural Resources Manager	0.00	0.50	0.50
Parks, Open Space and Greenways Manager	1.00	1.00	1.00
Natural Resources Specialist	0.50	0.50	0.50
Total	1.50	2.00	2.00

SERVICE: Open Space and Trails**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	110,437	177,550	180,399
112 Wages - Temporary	16,771	28,520	28,520
121 Wages - Overtime	-	500	500
123 Leave Expense	1,262	-	2,000
126 Retirement Health Savings Plan	1,287	800	800
128 FICA	1,034	1,768	1,768
129 Medicare	1,635	2,989	3,030
131 MOPC	5,532	8,878	9,021
132 Employee Insurance	16,606	24,501	27,061
133 Employee Retirement	6,642	10,831	11,365
135 Compensation Insurance	384	385	1,460
136 Unemployment Insurance	308	532	541
137 Staff Training and Conferences	1,466	1,700	1,700
139 Dental Insurance	615	1,244	1,262
141 Uniforms and Protective Clothing	421	900	900
142 Food Allowance	120	600	600
<i>Subtotal</i>	<i>164,519</i>	<i>261,698</i>	<i>270,927</i>
Operating and Maintenance			
210 Office Supplies	670	2,000	2,000
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	247	550	550
217 Dues and Subscriptions	118	350	350
218 Non-Capital Equipment and Furniture	2,444	1,750	1,750
221 Parts	175	500	500
222 Chemicals	521	3,000	3,000
223 Lab and Photo Supplies	796	500	500
228 Janitorial Supplies	-	200	200
229 Materials and Supplies	1,092	4,500	4,500
232 Building Repair and Maintenance	59	2,000	2,000
240 Equipment Repair and Maintenance	88	2,000	2,000
241 Grounds Maintenance	51,310	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	2,525	1,250	1,250
245 Mileage Allowance	-	300	300
246 Liability Insurance	963	3,124	3,364
247 Safety Expenses	180	300	300
249 Operating Leases and Rentals	4,179	500	500
250 Professional and Contracted Services	68,566	40,000	131,850
252 Advertising and Legal Notices	197	100	100
261 Telephone Charges	1,770	2,000	2,000
263 Postage	272	500	500
264 Printing and Copying	104	1,500	1,500
269 Other Services and Charges	2,182	2,150	2,150
270 Administrative and Management Services	183,855	308,343	149,690
273 Fleet Lease - Operating and Maintenance	8,220	8,531	19,406
274 Fleet Lease - Replacement	6,542	6,646	13,923
<i>Subtotal</i>	<i>337,076</i>	<i>459,394</i>	<i>410,983</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	1,208,205	1,091,214	1,068,314
923 Principal - Current Bond Issues	1,060,000	1,145,000	1,150,000
970 Transfers to Other Funds	-	694	251
<i>Subtotal</i>	<i>2,268,205</i>	<i>2,236,908</i>	<i>2,218,565</i>
Capital Outlay			
470 Planning and Design	8,020	-	-
<i>Subtotal</i>	<i>8,020</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 2,777,820	\$ 2,958,000	\$ 2,900,475

PARK IMPROVEMENT FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	5,597	-	-
Non-Operating	9,424	-	-
Capital	1,278,303	52,600	482,200
TOTAL	\$ 1,293,324	\$ 52,600	\$ 482,200

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).

2013 Budget

The following capital projects are funded in 2013. Detailed descriptions for these projects are included in the 2013-2017 Capital Improvement Program.

PARK IMPROVEMENT FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 4,033,149	\$ 3,151,270	\$ 1,428,024
Committed Working Capital	-	2,206,756	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	455,009	516,324	331,825
Interest	38,572	19,786	15,406
Miscellaneous	2,900	-	-
Adjustment for GAAP Revenue	(85,036)	-	-
TOTAL FUNDS	411,445	536,110	347,231
EXPENDITURES			
Operating and Maintenance	5,597	-	-
Non-Operating	9,424	-	-
Capital Projects	1,278,303	52,600	482,200
TOTAL EXPENDITURES	1,293,324	52,600	482,200
ENDING WORKING CAPITAL	3,151,270	1,428,024	1,293,055
CONTRIBUTION TO/(FROM) RESERVES	\$ (881,879)	\$ 483,510	\$ (134,969)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2013 BUDGET
PR-139 Wertman Neighborhood Park	\$ 92,900
PR-150 Quail Campus Master Planned Improvements	369,300
MUW-173 Raw Water Irrigation Planning and Construction	20,000
TOTAL	\$ 482,200

PROBATION SERVICES FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	70,998	72,174	73,692
Operating and Maintenance	797	12,622	9,602
Non-Operating	-	417	415
Capital	-	35,000	-
TOTAL	\$ 71,795	\$ 120,213	\$ 83,709

PROBATION SERVICES FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 76,010	\$ 101,313	\$ 88,400
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	95,628	106,000	98,000
Interest	809	1,300	800
Adjustment for GAAP Revenue	661	-	-
TOTAL FUNDS	97,098	107,300	98,800
EXPENDITURES			
Personal Services	70,998	72,174	73,692
Operating and Maintenance	797	12,622	9,602
Non-Operating	-	417	415
Capital	-	35,000	-
TOTAL EXPENDITURES	71,795	120,213	83,709
ENDING WORKING CAPITAL	101,313	88,400	103,491
CONTRIBUTION TO/(FROM) RESERVES	\$ 25,303	\$ (12,913)	\$ 15,091

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

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	54,591	56,345	56,903
123 Leave Expense	1,207	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	690	817	825
131 MOPC	2,790	2,817	2,845
132 Employee Insurance	7,531	7,776	8,535
133 Employee Retirement	3,349	3,437	3,585
135 Compensation Insurance	22	19	30
136 Unemployment Insurance	139	169	171
139 Dental Insurance	279	394	398
<i>Subtotal</i>	<i>70,998</i>	<i>72,174</i>	<i>73,692</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	-	-	300
243 Non-Capital Computer Equipment and Supplies	-	2,675	-
246 Liability Insurance	152	198	198
249 Operating Leases and Rentals	-	1,253	1,253
250 Professional and Contracted Services	-	7,851	7,851
270 Administrative and Management Services	645	645	-
<i>Subtotal</i>	<i>797</i>	<i>12,622</i>	<i>9,602</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	417	415
<i>Subtotal</i>	<i>-</i>	<i>417</i>	<i>415</i>
Capital Outlay			
440 Machinery and Equipment	-	20,000	-
475 Building and Facility Improvement	-	15,000	-
<i>Subtotal</i>	<i>-</i>	<i>35,000</i>	<i>-</i>
SERVICE TOTAL	\$ 71,795	\$ 120,213	\$ 83,709

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,267	5,100	-
Capital	215,061	544,900	-
TOTAL	\$ 217,328	\$ 550,000	\$ -

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 557,068	\$ 483,994	\$ 223,225
Committed Working Capital	-	276,344	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	130,215	111,149	194,478
Interest	4,190	4,426	4,000
Donations	10,000	450,000	-
Adjustment for GAAP Revenue	(151)	-	-
TOTAL FUNDS	144,254	565,575	198,478
EXPENDITURES			
Non-Operating	2,267	5,100	-
Capital	215,061	544,900	-
TOTAL EXPENDITURES	217,328	550,000	-
ENDING WORKING CAPITAL	483,994	223,225	421,703
CONTRIBUTION TO/(FROM) RESERVES	\$ (73,074)	\$ 15,575	\$ 198,478

PUBLIC IMPROVEMENT FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	528,556	54,550	54,550
Non-Operating	4,154,934	2,679,241	2,730,750
Capital	1,651,102	2,030,496	1,863,881
TOTAL	\$ 6,334,592	\$ 4,764,287	\$ 4,649,181

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 2,671,833	\$ 1,492,147	\$ 1,156,987
Committed Working Capital	-	34,248	-
SOURCES OF FUNDS			
REVENUES			
Taxes	4,261,032	3,365,711	3,507,823
Interest	49,294	20,000	10,000
Miscellaneous	25,000	-	-
Operating Transfers	850,000	266,300	-
Estimated Revenue Adjustment	-	811,364	-
Adjustment for GAAP Revenue	(30,420)	-	-
TOTAL FUNDS	5,154,906	4,463,375	3,517,823
EXPENDITURES			
Operating and Maintenance	528,556	54,550	54,550
Non-Operating	4,154,934	2,679,241	2,730,750
Capital	1,651,102	2,030,496	1,863,881
TOTAL EXPENDITURES	6,334,592	4,764,287	4,649,181
ENDING WORKING CAPITAL	1,492,147	1,156,987	25,629
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,179,686)	\$ (300,912)	\$ (1,131,358)

SERVICE: Public Improvement Fund**FUND:** Public Improvement Fund**Service Description:**

Capital projects for 2013 are listed below and detailed descriptions of each project are included in the *2013-2017 Capital Improvement Program*.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2013 BUDGET
Debt Service on Bonds	\$ 2,723,475
Neighborhood Improvement Program	50,000
PB-1 Municipal Buildings Roof Improvements	440,048
PB-2 Municipal Buildings ADA Improvements	202,000
PB-37 Fire Stations Improvements	46,500
PB-80 Municipal Buildings Boiler Replacement	55,671
PB-82 Muni Buildings HVAC Replacement	282,638
PB-109 Municipal Facilities Parking Lot Rehabilitation	116,150
PB-119 Muni Buildings Flooring Replacement	35,000
PB-145 Community Services Specialized Equipment	107,600
PB-153 Museum Auditorium Addition	125,000
PB-160 Municipal Buildings Auto Door and Gate Replacement	10,000
PB-165 Municipal Buildings Emergency Generators	68,800
PB-181 Municipal Buildings UPS Repair and Replacement	60,725
PB-189 Municipal Buildings Exterior Maintenance	40,000
PB-190 Municipal Buildings Interior Maintenance	26,000
PR-56 Park Buildings Rehabilitation and Replacement	25,000
PR-102 Swimming and Wading Pools Maintenance	88,728
PR-113 Park Irrigation Pump Systems Rehabilitation	10,746
PR-136 Park Bridge Replacement Program	10,000
PR-186 Sport/Recreation Infrastructure Rehab and Replacement	125,100
TOTAL	\$ 4,649,181

SENIOR SERVICES FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	18,262	21,580	22,512
Operating and Maintenance	143,267	149,154	149,158
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 161,529	\$ 170,734	\$ 171,670

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 174,403	\$ 190,125	\$ 140,891
COMMITTED WORKING CAPITAL	-	55,000	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	166,680	164,000	166,200
Interest	1,707	-	-
Miscellaneous	9,124	12,500	11,000
Adjustment for GAAP Revenue	(260)		
TOTAL FUNDS	177,251	176,500	177,200
EXPENDITURES			
Personal Services	18,262	21,580	22,512
Operating and Maintenance	143,267	149,154	149,158
TOTAL EXPENDITURES	161,529	170,734	171,670
ENDING WORKING CAPITAL	190,125	140,891	146,421
CONTRIBUTION TO/(FROM) RESERVES	\$ 15,722	\$ 5,766	\$ 5,530

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
112 Wages - Temporary	15,173	16,000	16,000
121 Wages - Overtime	853	500	500
128 FICA	522	992	992
129 Medicare	122	3,083	4,011
135 Compensation Insurance	-	5	9
137 Staff Training and Conferences	1,625	1,000	1,000
142 Food Allowance	(33)	-	-
<i>Subtotal</i>	18,262	21,580	22,512
Operating and Maintenance			
210 Office Supplies	440	450	450
217 Dues and Subscriptions	257	500	500
218 Non-Capital Equipment and Furniture	-	1,000	1,000
223 Lab and Photo Supplies	59	100	100
229 Materials and Supplies	26,576	25,000	25,000
230 Printing and Copier Supplies	309	200	200
243 Non-Capital Computer Equipment and Supplies	2,181	300	300
245 Mileage Allowance	247	400	400
246 Liability Insurance	-	54	58
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	107,170	115,000	115,000
261 Telephone Charges	215	100	100
263 Postage	95	-	-
264 Printing and Copying	4,202	4,000	4,000
269 Other Services and Charges	1,515	2,000	2,000
<i>Subtotal</i>	143,267	149,154	149,158
SERVICE TOTAL	\$ 161,529	\$ 170,734	\$ 171,670

STORM DRAINAGE FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,082,657	1,194,872	1,203,786
Operating and Maintenance	1,156,923	1,174,367	1,224,689
Non-Operating	580,445	1,113,364	1,137,521
Capital	1,844,538	199,351	782,163
TOTAL	\$ 4,664,564	\$ 3,681,954	\$ 4,348,159

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 six budget services, Public Works and Natural Resources Director; Storm Drainage Engineering; and Storm Drainage Maintenance; Construction Inspection; Regulatory Compliance; and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

2013 Budget

The 2013 Budget includes \$777,915 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2013-2017 Capital Improvement Program. The following capital projects are funded in 2013.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2013 Budget
PR-83 Primary and Secondary Greenway Connection	\$ 9,490
PB-167 Dickens Storage Facility	93,425
T-111 Main St Bridge Over St Vrain River and Pavement	675,000
TOTAL	\$ 777,915

STORM DRAINAGE FUND - Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 7,564,220	\$ 7,051,074	\$ 767,559
Committed Working Capital	-	6,456,045	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,435,178	3,777,458	3,765,252
Capital Investment Fee	93,331	37,187	25,070
Grants	483,063	-	-
Interest	30,571	34,739	33,457
Miscellaneous	8,620	5,100	5,202
Adjustment for GAAP Revenue	(24,271)	-	-
TOTAL FUNDS	4,026,492	3,854,484	3,828,981
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	677,275	1,211,996	1,211,218
Storm Drainage Engineering	1,082,152	876,176	906,134
Storm Drainage Maintenance	860,142	851,137	860,479
Storm Drainage Construction Inspection	140,369	128,505	110,471
Storm Drainage Regulatory Compliance	197,725	206,409	234,291
Storm Drainage Engineering/Survey Tech Services	116,754	221,342	247,651
CIP Projects	1,590,147	186,389	777,915
Total Operating Expenses	4,664,564	3,681,954	4,348,159
Adjustment for GAAP Expenses	(124,926)	-	-
TOTAL EXPENDITURES	4,539,638	3,681,954	4,348,159
ENDING WORKING CAPITAL	7,051,074	767,559	248,381
CONTRIBUTION TO/(FROM) RESERVES	\$ (513,146)	\$ 172,530	\$ (519,178)

SERVICE: Public Works and Natural Resources Director

FUND: Storm Drainage 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.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	2011 Budget	2012 Budget	2013 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
Business & Strategic Planning Manager	0.15	0.15	0.15
Customer Services & Marketing Manager	0.15	0.15	0.15
Technology & Financial Analyst	0.15	0.00	0.00
Utilities Analyst	0.15	0.15	0.15
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Administrative Assistant	0.00	0.15	0.15
Total	1.05	1.05	1.05

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	81,055	82,123	83,161
112 Wages - Temporary	83	-	-
121 Wages - Overtime	-	100	100
123 Leave Expense	1,955	-	-
126 Retirement Health Savings Plan	768	420	420
128 FICA	5	-	-
129 Medicare	771	884	896
131 MOPC	4,149	4,107	4,160
132 Employee Insurance	11,577	11,334	12,476
133 Employee Retirement	5,064	5,009	5,239
135 Compensation Insurance	24	29	43
136 Unemployment Insurance	213	246	248
137 Staff Training and Conferences	786	8,029	7,128
139 Dental Insurance	429	574	582
142 Food Allowance	6	240	240
<i>Subtotal</i>	<i>106,886</i>	<i>113,095</i>	<i>114,693</i>
Operating and Maintenance			
210 Office Supplies	40	-	-
217 Dues and Subscriptions	100	-	-
218 Non-Capital Equipment and Furniture	327	-	-
240 Equipment Repair and Maintenance	1,702	6,401	6,401
243 Non-Capital Computer Equipment and Supplies	276	428	254
245 Mileage Allowance	-	360	360
246 Liability Insurance	169	306	289
248 Lease Purchase Installment	-	-	689
250 Professional and Contracted Services	12,034	5,000	5,000
263 Postage	2	-	-
264 Printing and Copying	18	-	-
<i>Subtotal</i>	<i>14,669</i>	<i>12,495</i>	<i>12,993</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	552,196	536,406	518,532
923 Bond Principal - Current	-	550,000	565,000
925 Amortization of Bond Issue Expenses	6,653	-	-
928 Interest - Notes and Contracts	(3,129)	-	-
<i>Subtotal</i>	<i>555,720</i>	<i>1,086,406</i>	<i>1,083,532</i>
SERVICE TOTAL	\$ 677,275	\$ 1,211,996	\$ 1,211,218

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:	2011 Budget	2012 Budget	2013 Budget
Engineering Administrator	0.10	0.10	0.10
Senior Civil Engineer	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Total	2.10	2.10	2.10

SERVICE: Storm Drainage Engineering**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	173,507	180,645	182,453
121 Wages - Overtime	289	-	-
123 Leave Expense	6,335	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	2,014	840	840
129 Medicare	2,323	2,620	2,645
131 MOPC	8,945	9,032	9,123
132 Employee Insurance	23,259	24,929	27,368
133 Employee Retirement	10,917	11,020	11,495
135 Compensation Insurance	118	61	95
136 Unemployment Insurance	447	543	547
139 Dental Insurance	894	1,265	1,277
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	-	200	200
<i>Subtotal</i>	<i>229,048</i>	<i>231,255</i>	<i>236,143</i>
Operating and Maintenance			
210 Office Supplies	-	100	100
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	180	395	395
218 Non-Capital Equipment and Furniture	16,747	21,500	16,500
229 Materials and Supplies	74	50	50
240 Equipment Repair and Maintenance	-	3,070	570
243 Non-Capital Computer Equipment and Supplies	1,302	17,243	2,100
245 Mileage Allowance	-	50	50
246 Liability Insurance	982	803	8,430
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	149,111	160,000	145,000
252 Advertising and Legal Notices	304	300	300
259 Licenses and Permits	2,020	3,000	3,000
260 Utilities	509	-	-
261 Telephone Charges	474	300	300
263 Postage	151	200	200
264 Printing and Copying	526	375	375
270 Administrative and Management Services	463,110	421,171	452,283
273 Fleet Lease - Operating and Maintenance	780	1,521	1,481
274 Fleet Lease - Replacement	4,623	4,623	4,568
<i>Subtotal</i>	<i>640,893</i>	<i>635,001</i>	<i>636,002</i>
Non-Operating Expense			
970 Transfers to Other Funds	1,157	5,095	33,989
974 Art in Public Places Transfers	526	-	-
<i>Subtotal</i>	<i>1,683</i>	<i>5,095</i>	<i>33,989</i>
Capital Outlay			
440 Machinery and Equipment	-	4,825	-
470 Planning and Design	7,599	-	-
471 Land	15,306	-	-
480 System Improvements	187,623	-	-
<i>Subtotal</i>	<i>210,528</i>	<i>4,825</i>	<i>-</i>
SERVICE TOTAL	\$ 1,082,152	\$ 876,176	\$ 906,134

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:	2011 Budget	2012 Budget	2013 Budget
Operations Manager	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.10	0.05	0.05
Distribution/Collection System Mtce Supervisor	0.50	0.50	0.50
Public Works Supervisor	0.20	0.20	0.20
Water Utilities Technician II	0.50	0.50	0.00
Water Utilities Technician I	1.85	1.35	1.85
Public Works Technician	1.00	1.00	1.00
Storm Drainage Utility Technician	0.75	0.75	0.00
Service Truck Technician	0.00	0.00	0.75
Arborist Technician II	0.25	0.25	0.25
Administrative Analyst	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	5.65	5.10	5.10

SERVICE: Storm Drainage Maintenance and Repair**LINE ITEM BUDGET**

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	230,402	267,914	259,468
112 Wages - Temporary	33,946	39,240	39,240
114 Skill Based Pay	6,711	10,450	10,450
121 Wages - Overtime	4,242	7,000	5,000
122 Longevity Compensation	336	348	360
123 Leave Expense	3,164	4,800	4,800
124 Skill Based Overtime Pay	144	-	-
126 Retirement Health Savings Plan	2,733	2,040	2,040
128 FICA	1,475	2,433	2,433
129 Medicare	3,811	4,397	4,273
131 MOPC	14,267	13,406	12,984
132 Employee Insurance	39,342	36,975	38,921
133 Employee Retirement	17,414	16,357	16,361
135 Compensation Insurance	4,089	3,401	716
136 Unemployment Insurance	736	803	778
139 Dental Insurance	1,470	1,876	1,816
141 Uniforms and Protective Clothing	1,108	2,200	2,200
142 Food Allowance	40	200	200
<i>Subtotal</i>	<i>365,429</i>	<i>413,840</i>	<i>402,040</i>
Operating and Maintenance			
210 Office Supplies	463	470	470
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	4,767	3,000	3,000
228 Janitorial Supplies	-	100	100
229 Materials and Supplies	3,266	5,000	5,900
230 Printing and Copier Supplies	228	260	260
232 Building Repair and Maintenance	3,501	2,500	12,500
233 Facility Repair and Maintenance	-	-	15,000
235 Station Maintenance	3	1,000	1,000
237 Line Repair/maintenance	88,667	85,000	85,000
240 Equipment Repair and Maintenance	5,283	8,638	8,485
241 Grounds Maintenance	285	300	300
243 Non-Capital Computer Equipment and Supplies	3,555	2,236	12,425
245 Mileage Allowance	-	200	200
246 Liability Insurance	14,791	15,063	7,173
247 Safety Expenses	1,184	4,000	4,000
249 Operating Leases and Rentals	532	500	500
250 Professional and Contracted Services	85,023	87,752	90,302
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	934	1,180	1,180
260 Utilities	3,965	7,167	10,967
261 Telephone Charges	1,905	3,504	3,504
262 Radio Repair and Maintenance	-	-	2,000
264 Printing and Copying	30	200	200
269 Other Services and Charges	14,480	13,400	13,850
273 Fleet Lease - Operating and Maintenance	70,760	104,640	65,953
274 Fleet Lease - Replacement	99,435	60,537	93,520
<i>Subtotal</i>	<i>403,058</i>	<i>407,297</i>	<i>438,439</i>
Non-Operating Expense			
950 Bad Debt	11,891	20,000	20,000
<i>Subtotal</i>	<i>11,891</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
440 Machinery and Equipment	66,985	-	-
474 Building and Facility Development	5,179	-	-
475 Building and Facility Improvement	7,600	10,000	-
<i>Subtotal</i>	<i>79,764</i>	<i>10,000</i>	<i>-</i>
SERVICE TOTAL	\$ 860,142	\$ 851,137	\$ 860,479

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:	2011 Budget	2012 Budget	2013 Budget
Construction Inspection Supervisor	0.20	0.20	0.20
Senior Construction Inspector	0.40	0.40	0.40
Construction Inspector	1.20	0.75	0.30
Total	1.80	1.35	0.90

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	80,643	77,917	61,908
112 Wages - Temporary	4,424	5,400	6,939
121 Wages - Overtime	9,967	5,786	5,204
122 Longevity Compensation	729	336	312
123 Leave Expense	2,429	-	-
126 Retirement Health Savings Plan	757	540	416
128 FICA	274	335	430
129 Medicare	957	1,033	840
131 MOPC	4,455	3,896	3,096
132 Employee Insurance	13,783	10,752	9,286
133 Employee Retirement	5,348	4,753	3,900
135 Compensation Insurance	38	33	266
136 Unemployment Insurance	255	234	186
137 Staff Training and Conferences	248	926	833
139 Dental Insurance	511	545	433
141 Uniforms and Protective Clothing	46	39	35
<i>Subtotal</i>	<i>124,864</i>	<i>112,525</i>	<i>94,084</i>
Operating and Maintenance			
210 Office Supplies	269	96	87
216 Reference Books and Materials	-	39	35
217 Dues and Subscriptions	94	202	121
218 Non-Capital Equipment and Furniture	-	337	252
222 Chemicals	-	58	52
229 Materials and Supplies	501	289	260
240 Equipment Repair and Maintenance	2,094	1,948	2,116
243 Non-Capital Computer Equipment and Supplies	144	752	2,966
246 Liability Insurance	1,345	1,433	1,245
247 Safety Expenses	549	135	199
249 Operating Leases and Rentals	-	19	17
250 Professional and Contracted Services	63	65	58
261 Telephone Charges	903	736	1,286
264 Printing and Copying	9	58	52
269 Other Services and Charges	2	-	-
273 Fleet Lease - Operating and Maintenance	5,638	5,611	4,071
274 Fleet Lease - Replacement	3,894	4,202	3,570
<i>Subtotal</i>	<i>15,505</i>	<i>15,980</i>	<i>16,387</i>
SERVICE TOTAL	\$ 140,369	\$ 128,505	\$ 110,471

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:	2011 Budget	2012 Budget	2013 Budget
Environmental Services Manager	0.30	0.30	0.30
Environmental Sustainability Coordinator	0.15	0.20	0.25
Civil Engineer	0.80	0.65	0.65
Environmental Project Specialist	0.60	0.50	0.50
Total	1.85	1.65	1.70

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	119,369	126,255	131,262
122 Longevity Compensation	1,102	1,069	1,142
123 Leave Expense	4,940	-	-
126 Retirement Health Savings Plan	1,744	660	680
129 Medicare	815	1,037	1,079
131 MOPC	6,192	6,313	6,563
132 Employee Insurance	17,905	17,424	19,689
133 Employee Retirement	7,558	7,702	8,269
135 Compensation Insurance	-	41	69
136 Unemployment Insurance	324	379	394
137 Staff Training and Conferences	1,312	1,089	1,836
139 Dental Insurance	647	884	918
<i>Subtotal</i>	<i>161,908</i>	<i>162,853</i>	<i>171,901</i>
Operating and Maintenance			
216 Reference Books and Materials	-	66	68
217 Dues and Subscriptions	-	901	2,623
229 Materials and Supplies	10	-	-
243 Non-Capital Computer Equipment and Supplies	-	803	538
245 Mileage Allowance	17	-	-
246 Liability Insurance	-	430	457
247 Safety Expenses	-	198	204
250 Professional and Contracted Services	35,491	-	58,500
264 Printing and Copying	299	41,158	-
<i>Subtotal</i>	<i>35,817</i>	<i>43,556</i>	<i>62,390</i>
SERVICE TOTAL	\$ 197,725	\$ 206,409	\$ 234,291

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:	2011 Budget	2012 Budget	2013 Budget
Technology/GIS Coordinator	0.00	0.20	0.30
Engineering and Survey Tech Supervisor	0.21	0.20	0.20
Lead GIS Analyst	0.21	0.30	0.30
Survey Party Chief	0.28	0.10	0.10
Survey Technician	0.28	0.10	0.10
GIS/Mapping Technician	0.40	1.20	1.20
Total	1.38	2.10	2.20

LINE ITEM BUDGET

Personal Services	2011 Actual	2012 Budget	2013 Budget
111 Salaries and Wages	69,160	122,277	139,150
112 Wages - Temporary	122	-	-
114 Skill Based Pay	52	69	75
121 Wages - Overtime	-	364	396
122 Longevity Compensation	1,222	1,684	870
123 Leave Expense	2,960	-	-
126 Retirement Health Savings Plan	642	828	900
129 Medicare	573	1,239	1,796
131 MOPC	3,678	6,117	6,961
132 Employee Insurance	10,430	16,875	20,872
133 Employee Retirement	4,606	7,463	8,771
135 Compensation Insurance	201	244	443
136 Unemployment Insurance	194	367	417
137 Staff Training and Conferences	295	2,852	3,224
139 Dental Insurance	388	856	975
141 Uniforms and Protective Clothing	-	69	75
<i>Subtotal</i>	<i>94,523</i>	<i>161,304</i>	<i>184,925</i>
Operating and Maintenance			
210 Office Supplies	1	23	-
216 Reference Books and Materials	-	-	25
217 Dues and Subscriptions	-	-	3,724
218 Non-Capital Equipment and Furniture	141	1,897	900
219 Drafting Supplies	244	920	1,000
229 Materials and Supplies	262	368	400
240 Equipment Repair and Maintenance	15,309	26,913	36,291
243 Non-Capital Computer Equipment and Supplies	2,253	230	2,155
246 Liability Insurance	273	429	510
247 Safety Expenses	23	230	250
250 Professional and Contracted Services	2,044	27,002	12,045
261 Telephone Charges	37	181	197
263 Postage	6	-	-
264 Printing and Copying	25	161	175
273 Fleet Lease - Operating and Maintenance	830	641	806
274 Fleet Lease - Replacement	783	1,043	-
<i>Subtotal</i>	<i>22,231</i>	<i>60,038</i>	<i>58,478</i>
Capital Outlay			
440 Machinery and Equipment	-	-	4,248
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>4,248</i>
SERVICE TOTAL	\$ 116,754	\$ 221,342	\$ 247,651

TRANSPORTATION CIF FUND - Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,000,000	-	900,000
TOTAL	\$ 1,000,000	\$ -	\$ 900,000

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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 1,520,853	\$ 603,951	\$ 772,218
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	84,499	158,323	210,987
Interest	15,639	9,944	4,731
Adjustment for GAAP Revenue	(17,040)	-	-
TOTAL FUNDS	83,098	168,267	215,718
EXPENDITURES			
Capital	1,000,000	-	900,000
TOTAL EXPENDITURES	1,000,000	-	900,000
ENDING WORKING CAPITAL	603,951	772,218	87,936
CONTRIBUTION TO/(FROM) RESERVES	\$ (916,902)	\$ 168,267	\$ (684,282)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	2013 BUDGET
T-109 Main Street and Ken Pratt Blvd Intersection Improvements	\$ 900,000

YOUTH SERVICES FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	13,513	-	-
Operating and Maintenance	36,476	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 49,989	\$ 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

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 120,060	\$ 109,833	\$ 101,097
COMMITTED WORKING CAPITAL	-	8,736	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	17,956	-	-
Grants and Donations	11,362	6,000	6,000
Interest	1,074	-	-
Miscellaneous	9,608	-	-
Adjustment for GAAP Revenue	(238)	-	-
TOTAL FUNDS	39,762	6,000	6,000
EXPENDITURES			
Personal Services	13,513	-	-
Operating and Maintenance	36,476	6,000	6,000
Capital	-	-	-
TOTAL EXPENDITURES	49,989	6,000	6,000
ENDING WORKING CAPITAL	109,833	101,097	101,097
CONTRIBUTION TO/(FROM) RESERVES	\$ (10,227)	\$ -	\$ -

SERVICE: Youth Services

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
111 Salaries and Wages	350	-	-
112 Wages - Temporary	13,152	-	-
114 Skill Based Pay	11	-	-
<i>Subtotal</i>	13,513	-	-
Operating and Maintenance			
210 Office Supplies	144	-	-
229 Materials and Supplies	35,415	5,000	5,000
250 Professional and Contracted Services	-	1,000	1,000
252 Advertising and Legal Notices	44	-	-
263 Postage	205	-	-
264 Printing and Copying	668	-	-
<i>Subtotal</i>	36,476	6,000	6,000
SERVICE TOTAL	\$ 49,989	\$ 6,000	\$ 6,000

JUDICIAL WEDDING FEE FUND – Fund Summary

	2011 Actual	2012 Budget	2013 Budget
Personal Services	1,286	1,000	1,500
Operating and Maintenance	-	-	-
Non-Operating	1,319	1,322	1,324
Capital	-	-	-
TOTAL	\$ 2,605	\$ 2,322	\$ 2,824

JUDICIAL WEDDING FEE FUND – Fund Statement

	2011 Actual	2012 Budget	2013 Budget
BEGINNING WORKING CAPITAL	\$ 27,617	\$ 26,862	\$ 27,040
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,750	2,000	1,500
Interest	261	500	400
Adjustment for GAAP Revenue	(161)	-	-
TOTAL FUNDS	1,850	2,500	1,900
EXPENDITURES			
Personal Services	1,286	1,000	1,500
Non-Operating	1,319	1,322	1,324
TOTAL EXPENDITURES	2,605	2,322	2,824
ENDING WORKING CAPITAL	26,862	27,040	26,116
CONTRIBUTION TO/(FROM) RESERVES	\$ (755)	\$ 178	\$ (924)

SERVICE: Judicial Wedding Fee Fund

LINE ITEM BUDGET

	2011 Actual	2012 Budget	2013 Budget
Personal Services			
137 Staff Training and Conferences	1,286	1,000	1,500
<i>Subtotal</i>	1,286	1,000	1,500
Non-Operating Expense			
970 Transfers to Other Funds	1,319	1,322	1,324
<i>Subtotal</i>	1,319	1,322	1,324
SERVICE TOTAL	\$ 2,605	\$ 2,322	\$ 2,824

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, 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.

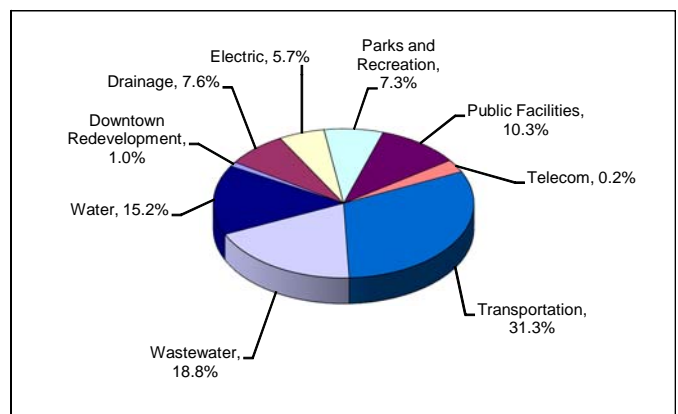
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups 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 2013 are included in the City’s 2013 Operating Budget and a 2013-2017 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

2013 Projects by Category

Downtown Redevelopment	324,049
Drainage	2,532,400
Electric	1,901,000
Parks and Recreation	2,447,537
Public Facilities	3,433,743
Telecommunications	937,500
Transportation	10,447,000
Wastewater	6,287,326
Water	5,067,670
Total	33,378,225



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 2013 capital projects can be found below, and in the accompanying table titled 2013-2017 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 2013.

Drainage Projects: D-28 Spring Gulch Drainage and Greenway Improvement, 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 2014. The other funded project in this category is not expected to have an operating impact. In 2008, revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2013 is \$1,083,532 which will be paid from the Storm Drainage Fund.

Electric Projects: None of the six funded Electric projects are expected to generate additional operating needs.

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 2013. 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 increased maintenance needs resulting from new construction until at least 2014. Minor dollars were added to the Parks Maintenance budget for operating supplies for 2013. In 2010, revenue bonds were issued for the purchase of additional Open Space and the annual principle and interest payment for 2013 is \$2,218,314 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, (2013 payment is \$233,674) 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 2013 is \$2,723,475. This debt is paid for from the Public Improvement Fund.

Telecommunications Projects: There were two minor projects planned for 2013 in this category which have no ongoing costs associated.

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 2013. One project, T-105, Missing Sidewalks will add \$1,000 to the operation and maintenance budget for 2013.

Wastewater Projects: No operating impacts are expected from the one project in this category in 2013 since it is maintenance of current infrastructure. The second project, MUS-149 Wastewater Treatment Plant Master Plan Improvements added over \$25,000 to the Sewer Fund ongoing operation and maintenance budget for 2013. In 2010, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payments on these bonds for 2013 is \$1,640,758.

Water Projects: 2013 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 is currently being paid from the Water Fund that was used for the construction of the new Nelson-Flanders Water Treatment Plant. Total 2013 costs for this loan is \$1,417,014.

Funded Projects by Category

	2013	2014	2015	2016	2017	2013-2017 Total
Downtown Redevelopment	324,049	30,000	30,000	30,000	-	414,049
Drainage	2,532,400	2,078,095	583,910	37,500	141,400	5,373,305
Electric	1,901,000	920,500	945,000	945,000	940,000	5,651,500
Parks and Recreation	2,447,537	4,149,097	974,343	1,109,093	2,088,326	10,768,396
Public Facilities	3,433,743	3,773,064	1,903,332	1,501,583	1,218,065	11,829,787
Telecommunications	937,500	255,000	185,000	240,000	240,000	1,857,500
Transportation	10,447,000	6,956,500	13,482,000	9,410,000	-	40,295,500
Wastewater	6,287,326	2,031,175	2,006,716	2,043,529	3,547,822	15,916,568
Water	5,067,670	1,687,150	16,802,470	1,026,550	1,504,970	26,088,810
Total	33,378,225	21,880,581	36,912,771	16,343,255	9,680,583	118,195,415

Funded Projects by Fund

	2013	2014	2015	2016	2017	2013-2017 Total
Airport	-	-	-	-	-	-
Conservation Trust	1,656,500	1,874,800	341,000	-	-	3,872,300
Downtown Parking	10,000	30,000	30,000	30,000	-	100,000
Electric	911,000	840,500	1,179,250	830,000	1,021,470	4,782,220
Electric CIF	990,000	115,000	115,000	115,000	115,000	1,450,000
Fleet	-	2,317,244	222,701	23,230	-	2,563,175
Golf	54,540	180,900	-	21,062	-	256,502
LDDA	-	-	-	-	-	-
Open Space	1,313	750,000	-	43,500	626,200	1,421,013
Open Space Bonds	2,256,700	-	-	-	-	2,256,700
Park Improvement	482,200	1,914,700	80,000	126,000	1,107,700	3,710,600
Public Buildings CIF	-	-	-	-	-	-
Public Improvement	1,875,706	1,771,444	1,564,914	2,021,884	1,242,195	8,476,143
Public Safety	321,900	-	-	-	-	321,900
Sanitation	33,200	7,575	13,348	-	68,979	123,102
Sewer	5,426,814	2,196,101	2,059,628	2,063,529	2,090,067	13,836,139
Sewer Bonds	1,340,750	-	-	-	-	1,340,750
Sewer Construction	20,000	20,000	20,000	20,000	-	80,000
Storm Drainage	102,915	11,363	-	-	-	114,278
Storm Drainage Bonds	675,000	475,000	50,000	-	-	1,200,000
Street	9,858,799	7,313,805	13,468,398	9,815,000	43,112	40,499,114
Telecommunications	937,500	255,000	185,000	240,000	240,000	1,857,500
Transportation CIF	900,000	-	550,000	-	-	1,450,000
Water Acquisition	-	-	2,350,000	-	-	2,350,000
Water	4,624,238	1,461,399	7,737,782	848,300	3,000,110	17,671,829
Water Construction	899,150	345,750	6,645,750	145,750	125,750	8,162,150
Water Storage Fund	-	-	300,000	-	-	300,000
Total	33,378,225	21,880,581	36,912,771	16,343,255	9,680,583	118,195,415

2013-2017 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total	
Downtown Redevelopment projects								
DR-8	Downtown Alley Improvements	Improve, upgrade and beautify Longmont's alleys.	314,049	-	-	-	-	314,049
DR-23	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area.	10,000	30,000	30,000	30,000	-	100,000
Total		324,049	30,000	30,000	30,000	-	414,049	
Drainage projects								
D-28	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch from west of County Line Rd to Sandstone Ranch.	2,500,900	2,000,000	492,000	-	-	4,992,900
D-37	Oligarchy Ditch Improvements	Improvements to include access for maintenance, increased capacity, greenway connections and stream degradation.	31,500	78,095	91,910	37,500	141,400	380,405
Total		2,532,400	2,078,095	583,910	37,500	141,400	5,373,305	
Electric projects								
MJE-14	Electric Main Feeder Extensions	New main feeder extensions built as development generates a need to expand.	990,000	115,000	115,000	115,000	115,000	1,450,000
MJE-17	Electric Substation Upgrades	Perimeter block walls and security gates for Terry Street substation.	86,000	20,000	30,000	20,000	-	156,000
MJE-44	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	150,000	100,000	100,000	100,000	100,000	550,000
MJE-91	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	50,000	50,000	50,000	50,000	50,000	250,000
MJE-97	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	525,000	535,500	550,000	560,000	575,000	2,745,500
MJE-99	Smart Grid - Advanced Metering Infrastructure	Evaluation and deployment of advanced meters that would enhance utility operations and provide a link between the customer and the utility.	100,000	100,000	100,000	100,000	100,000	500,000
Total		1,901,000	920,500	945,000	945,000	940,000	5,651,500	

2013-2017 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total	
Parks and Recreation projects								
PR-5B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	880,500	1,124,800	95,000	-	-	2,100,300
PR-56	Park Buildings Rehabilitation and Replacement	Rehab / replacement of park shelters, restrooms and pump houses.	25,000	25,000	25,000	25,000	25,000	125,000
PR-77	McIntosh Lake District Park	Trail connections from 17th Ave to the primary greenway.	132,613	-	-	43,500	626,200	802,313
PR-83	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	297,650	421,840	432,000	584,940	-	1,736,430
PR-90	Sunset Irrigation System	Replacement of field controllers and central control system.	-	180,900	-	-	-	180,900
PR-102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	88,728	179,211	255,617	258,427	252,700	1,034,683
PR-113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	10,746	10,746	10,746	10,746	10,746	53,730
PR-121	Park Ponds Dredging and Stabilization	Dredge and clean Jim Hamm park pond.	415,000	-	-	-	-	415,000
PR-136	Park Bridge Replacement Program	Restoration of pedestrian bridges in City parks.	10,000	10,000	10,000	10,000	-	40,000
PR-139	Wertman Neighborhood Park	Design and construction of phase 1 of a new neighborhood park.	92,900	945,700	50,000	-	-	1,088,600
PR-140	Fox Meadows Neighborhood Park	Design and construction of new neighborhood park.	-	-	-	96,000	1,077,700	1,173,700
PR-147	Kensington Park Rehabilitation	Rehabilitation of Kensington Park.	-	233,100	-	-	-	233,100
PR-150	Quail Campus Master Planned Improvements	Construction of additional parking and a 10 court tennis facility.	369,300	929,000	-	-	-	1,298,300
PR-186	Sport/Recreation Infrastructure Rehab/Replacement	Replacement of aging skate park components, playground equipment, sports courts, and sports field lighting and scoreboards.	125,100	88,800	95,980	80,480	95,980	486,340
Total			2,447,537	4,149,097	974,343	1,109,093	2,088,326	10,768,396

2013-2017 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total
Public Buildings and Facilities projects							
PB-1	Municipal Buildings Roof Improvements	761,948	55,000	574,714	841,214	285,536	2,518,412
PB-2	Municipal Buildings ADA Improvements	202,000	-	-	-	-	202,000
PB-7	Fleet Building Expansion	-	2,317,244	-	-	-	2,317,244
PB-37	Fire Stations Improvements	46,500	40,000	40,000	40,000	40,000	206,500
PB-80	Municipal Buildings Boiler Replacement	55,671	16,350	169,680	127,765	77,467	446,933
PB-82	Municipal Buildings HVAC Replacement	337,178	253,548	499,200	284,518	591,682	1,966,126
PB-109	Municipal Facilities Parking Lot Rehabilitation	116,150	111,100	126,250	50,500	25,250	429,250
PB-119	Municipal Buildings Flooring Replacement	35,000	337,451	176,150	-	-	548,601
PB-145	Community Services Specialized Equipment	107,600	154,127	231,148	137,586	172,130	802,591
PB-153	Museum Auditorium Addition	125,000	-	-	-	-	125,000
PB-160	Municipal Buildings Auto Door and Gate Replacement	10,000	10,000	10,000	10,000	16,000	56,000
PB-163	Municipal Buildings Keyless Entry	-	59,000	-	-	-	59,000
PB-165	Municipal Buildings Emergency Generators	68,800	-	-	-	-	68,800
PB-167	Dickens Storage Facility	372,775	-	-	-	-	372,775
PB-181	Municipal Buildings UPS Repair and Replacement	60,725	-	66,190	-	-	126,915
PB-189	Municipal Buildings Exterior Maintenance	40,000	33,000	10,000	10,000	10,000	103,000
PB-190	Municipal Buildings Interior Maintenance	26,000	15,000	-	-	-	41,000
PB-192	Operations & Maintenance Building/Site Improvements	1,068,396	371,244	-	-	-	1,439,640
Total		3,433,743	3,773,064	1,903,332	1,501,583	1,218,065	11,829,787

2013-2017 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total	
Telecommunications projects								
TEL-1	Fiber Optic Network	Expansion of existing fiber optic network to provide better communication throughout the City.	375,000	170,000	100,000	150,000	150,000	945,000
TEL-2	Aid to Construction	Addition to the telecom infrastructure for customers.	562,500	85,000	85,000	90,000	90,000	912,500
Total			937,500	255,000	185,000	240,000	240,000	1,857,500
Transportation projects								
T-1	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	4,100,000	4,150,000	4,200,000	4,250,000	-	16,700,000
T-11	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	1,811,000	550,000	762,000	800,000	-	3,923,000
T-76	South Pratt Parkway Bridge over St Vrain River	Design and construction of bridge widening and replacement.	-	245,000	-	2,060,000	-	2,305,000
T-78	Hover Street Bridge over Dry Creek	Replacement or retrofit of existing bridge structure.	176,000	-	1,440,000	-	-	1,616,000
T-91	State Highway 119 Pedestrian Underpass	Design and construction of pedestrian underpass and sidewalk connections.	-	1,383,000	-	-	-	1,383,000
T-92	Boston Avenue Connection - Price to Martin	Construction of a new portion of roadway.	-	-	515,000	2,100,000	-	2,615,000
T-105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	185,000	153,500	165,000	200,000	-	703,500
T-109	Main St & Ken Pratt Blvd Intersection Improvements	Capacity improvements including auxiliary turn lanes and construction of additional eastbound lane.	3,500,000	-	-	-	-	3,500,000
T-111	Main St Bridge over St Vrain River and Pavement	Design and construction of a new bridge structure, reconstruct a section of Main St and provide additional trail connections.	675,000	475,000	6,400,000	-	-	7,550,000
Total			10,447,000	6,956,500	13,482,000	9,410,000	-	40,295,500

2013-2017 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total	
Wastewater projects								
MJS-53	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	313,576	280,575	256,116	292,929	322,222	1,465,418
MJS-149	Wastewater Treatment Master Plan Improvements	Improvements, additions and rehabilitation of the wastewater treatment plant.	5,973,750	1,750,600	1,750,600	1,750,600	3,225,600	14,451,150
Total		6,287,326	2,031,175	2,006,716	2,043,529	3,547,822	15,916,568	
Water projects								
MJW-66	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	690,800	781,800	728,500	598,500	715,600	3,515,200
MJW-112	North St Vrain Pipeline Replacement	Replace/repair sections of the existing pipeline.	-	-	-	126,300	567,620	693,920
MJW-137	Union Reservoir Land Acquisition Program	Acquisition of land adjacent to Union reservoir for existing and future uses of the reservoir.	50,000	50,000	50,000	50,000	50,000	250,000
MJW-151	St Vrain Creek Protection Program	Develop/implement a comprehensive program to protect and enhance St Vrain Creek.	80,000	80,000	80,000	80,000	-	320,000
MJW-155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	2,375,000	-	-	-	-	2,375,000
MJW-172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply.	950,000	400,000	15,650,000	-	-	17,000,000
MJW-173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	634,000	199,600	96,000	96,000	96,000	1,121,600
MJW-179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	75,750	75,750	75,750	75,750	75,750	378,750
MJW-181	Water Resources Infrastructure Improvements/ Rehabilitation	Repair to outlet gates and safety improvements of walkways to the operating stems.	12,120	-	22,220	-	-	34,340
MJW-182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	200,000	100,000	100,000	-	-	400,000
Total		5,067,670	1,687,150	16,802,470	1,026,550	1,504,970	26,088,810	
2013-2017 Funded Projects Totals		33,378,225	21,880,581	36,912,771	16,343,255	9,680,583	118,195,415	

2013-2017 Capital Improvement Funded Projects - Operating Costs

Project Category	Operating Description	2013	2014	2015	2016	2017	5 Year Total	
Downtown Redevelopment projects								
DR-8	Downtown Alley Improvements	No impact to operating budget.	-	-	-	-	-	
DR-23	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	
Drainage projects								
D-28	Spring Gulch #2 Drainage & Greenway Improvements	Staff and operating supplies to maintain drainage and greenway.	-	26,500	27,295	28,114	28,957	110,866
D-37	Oligarchy Ditch Improvements	No impact to operating budget.	-	-	-	-	-	
Debt		Debt payments for prior year's projects.	1,083,532	1,083,756	1,083,281	1,084,081	1,085,456	5,420,106
Total			1,083,532	1,110,256	1,110,576	1,112,195	1,114,413	5,530,972
Electric projects								
MUE-14	Electric Main Feeder Extensions	No impact to operating budget.	-	-	-	-	-	
MUE-17	Electric Substation Upgrades	No impact to operating budget.	-	-	-	-	-	
MUE-44	Electric System Reliability Improvements	Potential impact to operating budget if NOT funded	-	-	-	-	-	
MUE-91	Street Lighting Program	No impact to operating budget.	-	-	-	-	-	
MUE-97	Electric Aid to Construction	No impact to operating budget.	-	-	-	-	-	
MUE-99	Smart Grid - Advanced Metering Infrastructure	No impact to operating budget.	-	-	-	-	-	
Total			-	-	-	-	-	

2013-2017 Capital Improvement Funded Projects - Operating Costs

Project Category		Project Description	2013	2014	2015	2016	2017	5 Year Total
Parks and Recreation projects								
PR-5B	St Vrain Greenw ay	Staff and operating supplies to maintain greenw ay.	-	27,600	28,428	29,281	30,159	115,468
PR-56	Park Buildings Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-	-
PR-77	McIntosh Lake District Park	Staff and operating supplies to maintain park.	1,500	28,428	29,281	30,159	31,064	120,432
PR-83	Primary and Secondary Greenw ay Connection	Staff and operating supplies to maintain greenw ay.	5,500	52,500	54,075	55,697	57,368	225,140
PR-102	Swimming and Wading Pools Maintenance	No impact to operating budget.	-	-	-	-	-	-
PR-113	Park Irrigation Pump Systems Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
PR-136	Park Bridge Replacement Program	No impact to operating budget.	-	-	-	-	-	-
PR-139	Wertman Neighborhood Park	Staff and operating supplies to maintain park.	-	36,450	37,544	86,630	89,229	249,852
PR-150	Quail Campus Master Planned Improvements	Staff and operating supplies to maintain park.	-	59,000	60,770	62,593	64,471	246,834
PR-186	Sport/Recreation Infrastructure Rehab/Replacement	No impact to operating budget.	-	-	-	-	-	-
Debt		Debt payments for prior year's projects.	2,218,314	2,205,314	2,187,114	2,168,814	2,145,414	10,924,970
Total			2,225,314	2,409,292	2,397,211	2,433,174	2,417,705	11,882,697

Public Buildings and Facilities projects

PB-1	Municipal Buildings Roof Improvements	No impact to operating budget.	-	-	-	-	-	-
PB-2	Municipal Buildings ADA Improvements	No impact to operating budget.	-	-	-	-	-	-
PB-37	Fire Stations Improvements	No impact to operating budget.	-	-	-	-	-	-
PB-80	Municipal Buildings Boiler Replacement	No impact to operating budget.	-	-	-	-	-	-
PB-82	Municipal Buildings HVAC Replacement	No impact to operating budget.	-	-	-	-	-	-
PB-109	Municipal Facilities Parking Lot Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
PB-119	Municipal Buildings Flooring Replacement	No impact to operating budget.	-	-	-	-	-	-
PB-145	Community Services Specialized Equipment	No impact to operating budget.	-	-	-	-	-	-

2013-2017 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total
	Revenue from programming.	-	(9,500)	(19,000)	(19,285)	(19,285)	(67,070)
PB-160	Municipal Buildings Auto Door and Gate Replacement No impact to operating budget.	-	-	-	-	-	-
PB-165	Municipal Buildings Emergency Generators Annual maintenance.	1,500	1,500	1,500	1,500	1,500	7,500
PB-167	Dickens Storage Facility No impact to operating budget.	-	-	-	-	-	-
PB-181	Municipal Buildings UPS Repair and Replacement No impact to operating budget.	-	-	-	-	-	-
PB-189	Municipal Buildings Exterior Maintenance No impact to operating budget.	-	-	-	-	-	-
PB-190	Municipal Buildings Interior Maintenance No impact to operating budget.	-	-	-	-	-	-
PB-192	Operations & Maintenance Building/Site Improvements No impact to operating budget.	-	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,723,475	2,727,575	2,733,175	2,744,975	2,752,563	13,681,763
Lease	Fire Station lease payment.	347,834	347,834	347,834	347,834	347,834	1,739,170
Lease	Energy performance contract lease payment.	233,674	247,034	258,373	264,874	280,439	1,284,394
Savings	Energy performance contract savings.	(272,426)	(203,530)	(215,530)	(228,273)	(241,773)	(1,161,532)
Total		3,034,057	3,125,618	3,129,434	3,135,400	3,145,766	13,708,243

Telecommunications projects

TEL-1	Fiber Optic Network No impact to operating budget.	-	-	-	-	-	-
TEL-2	Aid to Construction No impact to operating budget.	-	-	-	-	-	-
Total		-	-	-	-	-	-

Transportation projects

T-1	Street Rehabilitation Program Potential impact to operating budget if NOT funded.	-	-	-	-	-	-
T-11	Transportation System Management Program No impact to operating budget.	-	-	-	-	-	-
T-78	Hover Street Bridge over Dry Creek No impact to operating budget.	-	-	-	-	-	-
T-105	Missing Sidewalks Minimal impact to operating budget.	1,000	1,000	1,000	1,000	1,000	5,000
T-109	Main St & Ken Pratt Blvd Intersection Improvements No impact to operating budget.	-	-	-	-	-	-
T-111	Main St Bridge over St Vrain River and Pavement No impact to operating budget.	-	-	-	-	-	-
Total		1,000	1,000	1,000	1,000	1,000	5,000

2013-2017 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total	
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-	
MUS-149	Wastewater Treatment Master Plan Improvements	Maintenance increase	25,000	25,000	100,000	100,000	100,000	350,000
Debt	Debt payments for prior year's projects.	1,640,758	1,639,800	1,638,600	1,647,200	1,643,900	8,210,258	
Total		1,665,758	1,664,800	1,738,600	1,747,200	1,743,900	8,560,258	
Water projects								
MJW-66	Water Distribution Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-	
MJW-137	Union Reservoir Land Acquisition Program	No impact to operating budget.	-	-	-	-	-	
MJW-151	St Vrain Creek Protection Program	No impact to operating budget.	-	-	-	-	-	
MJW-155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-	
MJW-172	Windy Gap Firing Project	Maintenance increase.	-	10,000	10,000	10,000	10,000	40,000
MJW-173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-	
MJW-179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-	
MJW-181	Water Resources Infrastructure Improvements/ Rehabilitation	No impact to operating budget.	-	-	-	-	-	
MJW-182	Flow Monitoring Program	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	1,417,014	1,404,510	1,385,992	1,371,304	1,355,818	6,934,638	
Total		1,417,014	1,414,510	1,395,992	1,381,304	1,365,818	6,974,638	
2012-2016 Funded Projects Totals		9,426,675	9,725,476	9,772,814	9,810,273	9,788,602	46,661,808	

2013-2017 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2013	2014	2015	2016	2017	5 Year Total
Water projects							
MJW-66	Water Distribution Rehabilitation and Improvements	Potential impact to perating budget if NOT funded.	-	-	-	-	-
MJW-137	Union Reservoir Land Acquisition Program	No impact to operating budget.	-	-	-	-	-
MJW-151	St Vrain Creek Protection Program	No impact to operating budget.	-	-	-	-	-
MJW-155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-
MJW-172	Windy Gap Firing Project	Maintenance increase.	-	-	-	10,000	10,000
MJW-173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-
MJW-179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-
MJW-180	Longmont Reservoir Outlet Gates Repair	No impact to operating budget.	-	-	-	-	-
MJW-181	Water Resources Infrastructure Improvements/ Rehabilitation	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	1,429,028	1,417,012	1,404,510	1,385,992	1,371,304	7,007,846
Total		1,429,028	1,417,012	1,404,510	1,395,992	1,381,304	7,027,846
2012-2016 Funded Projects Totals		9,206,543	9,776,261	9,850,643	9,860,066	9,865,821	46,931,519

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ORDINANCE O-2012- 64

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2013

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2013 (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 \$228,558,621 and expenses in the amount of \$228,558,621, is hereby adopted as the official budget for the year 2013.

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 9th day of October, 2012.

Passed and adopted this 23rd day of October, 2012.

Dennis L Coombs
MAYOR

ATTEST:

Valencia H. Skatt
CITY CLERK



1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
 2 7:00 P.M. ON THE 23rd DAY OF October, 2012, IN THE
 3 LONGMONT COUNCIL CHAMBERS.

4
 5
 6 APPROVED AS TO FORM:

7
 8  11-5-12
 9 DEPUTY CITY ATTORNEY DATE

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 11
 12  10/4/12
 13 PROOFREAD DATE

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 15
 16
 17 APPROVED AS TO FORM AND SUBSTANCE:

18  10/5/12
 19 BUDGET MANAGER DATE

20
 21
 22
 23 CAO File: 8935

1 of the City of Longmont.

2 TELECOMMUNICATIONS FUND: \$1,565,139, for the maintenance, improvement and
3 expansion of the telecommunications enterprise system of the City of Longmont and for all other
4 expenses, including compensation, of the telecommunications enterprise system.

5 WATER FUND: \$19,334,935, for the maintenance, improvement and expansion of the
6 water enterprise system of the City of Longmont and for all other expenses, including
7 compensation, of the water enterprise system.

8 WATER CONSTRUCTION FUND: \$901,650, for the purpose of making improvements
9 to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$200,000, for the purpose of acquiring additional water
11 rights for the City as needed to support its water enterprise system.

12 RAW WATER STORAGE FUND: \$10,000, for the purpose of developing the City's
13 winter water supply as part of the City's water enterprise system.

14 SEWER FUND: \$16,216,843, for the maintenance, improvement and expansion of the
15 sewer enterprise system of the City of Longmont and for the compensation paid to employees of
16 the Sewer Department and for all other expenses of said department.

17 SEWER CONSTRUCTION FUND: \$350,652, for the maintenance, improvement and
18 expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
19 including compensation, of the sewer enterprise system.

20 STORM DRAINAGE FUND: \$4,348,159, for the maintenance, improvement and
21 expansion of the storm drainage enterprise system of the City of Longmont and for all other
22 expenses, including compensation, of the storm drainage enterprise system.

23 AIRPORT FUND: \$330,974, for the purpose of paying any authorized expenditures for
24 the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont,
25 including compensation.

1 PUBLIC IMPROVEMENT FUND: \$4,649,181, for the purpose of paying the cost of any
2 public improvements as designated by the City Council of the City of Longmont.

3 PROBATION SERVICES FUND: \$83,709, for the purposes of paying any authorized
4 expenditures for municipal court probation services as designated by the City Council of the City
5 of Longmont, including compensation.

6 JUDICIAL WEDDING FUND: \$2,824, for the purposes of paying any authorized
7 expenditures for municipal court services as designated by the City Council of the City of
8 Longmont.

9 COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$671,612, for the
10 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the
11 City Council of the City of Longmont, including compensation.

12 AFFORDABLE HOUSING FUND: \$284,080, for the purposes of paying any authorized
13 expenditures for affordable housing as designated by the City Council of the City of Longmont,
14 including compensation.

15 DOWNTOWN PARKING FUND: \$56,942, for the purpose of paying any authorized
16 expenditures for downtown parking as designated by the City Council of the City of Longmont.

17 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$19,676,751, for
18 the purpose of paying any authorized expenditures for street system maintenance or
19 improvements as designated by the City Council of the City of Longmont, including
20 compensation.

21 YOUTH SERVICES FUND: \$6,000, for the purposes of paying any authorized
22 expenditures for youth services as designated by the City Council of the City of Longmont.

23 LIBRARY SERVICES FUND: \$69,000, for the purposes of paying any authorized
24 expenditures for library services as designated by the City Council of the City of Longmont.

25 MUSEUM SERVICES FUND: \$92,846, for the purposes of paying any authorized

1 expenditures for museum services as designated by the City Council of the City of Longmont.

2 CALLAHAN HOUSE FUND: \$88,212, for the purpose of paying any authorized
3 expenditures for the Callahan House as designated by the City Council of the City of Longmont.

4 SENIOR SERVICES FUND: \$171,670, for the purposes of paying any authorized
5 expenditures for senior services as designated by the City Council of the City of Longmont.

6 ART IN PUBLIC PLACES FUND: \$126,060, for the purpose of paying any authorized
7 expenditures for art in public places as designated by the City Council of the City of Longmont.

8 PARK IMPROVEMENT FUND: \$482,200, for the acquisition and development of
9 additional parks in the City of Longmont as designated by the City Council of the City of
10 Longmont.

11 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$900,000, for the
12 purpose of transportation capital improvement projects related to growth, as designated by the
13 City Council of the City of Longmont.

14 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$0, for the purpose
15 of acquiring, constructing and making capital improvements to public buildings and public
16 building sites, as designated by the City Council of the City of Longmont.

17 OPEN SPACE FUND: \$5,158,488, for the purposes of paying any authorized
18 expenditures for open space as designated by the City Council of the City of Longmont,
19 including compensation.

20 PUBLIC SAFETY FUND: \$5,784,278, for the purposes of paying any authorized
21 expenditures for public safety as designated by the City Council of the City of Longmont,
22 including compensation.

23 LODGERS TAX FUND: \$288,473, for the purposes of paying any authorized
24 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

25 CONSERVATION TRUST FUND: \$1,656,500, for the acquisition, development and

1 maintenance of new conservation sites as designated by the City Council of the City of
2 Longmont.

3 MUSEUM TRUST FUND: \$19,000, for the purposes of paying any authorized
4 expenditures for museum services as designated by the City Council of the City of Longmont.

5 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$106,004, for the purpose of
6 paying any authorized expenditures for the General Improvement District #1 as designated by
7 the City Council of the City of Longmont.

8 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,133,709, for the purpose of
9 paying any authorized expenditures for the Downtown Development Authority as designated by
10 the City Council of the City of Longmont, including compensation.

11 FLEET SERVICE FUND: \$5,431,835, for the maintenance, operation and replacement
12 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

13 Section 2

14 The Council finds that every contract funded in this ordinance for charitable, industrial,
15 education, or benevolent purposes or with any denominational or sectarian institution or
16 association serves a public purpose.

17 Section 3

18 To the extent only that they conflict with this ordinance, the Council repeals any
19 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
20 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

21 Introduced this 9th day of October, 2012.

22

23 Passed and adopted this 23rd day of October, 2012.

24

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Dennis L Coombs
MAYOR

1 ATTEST:

2

3

4

Valeria J. Skatt

5 CITY CLERK

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NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
7:00 P.M. ON THE 23rd DAY OF Octoebr, 2012, IN
THE LONGMONT COUNCIL CHAMBERS.

10

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12 APPROVED AS TO FORM:

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[Signature]

16 DEPUTY CITY ATTORNEY

10-5-12

DATE

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[Signature]

20 PROOFREAD

10/4/12

DATE

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23 APPROVED AS TO FORM AND SUBSTANCE:

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[Signature]

27 BUDGET MANAGER

10/5/12

DATE

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File: 8897

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ORDINANCE O-2012-62

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2012 TO
PAY BUDGETED CITY EXPENSES FOR THE 2013 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 2012, 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, 2013.

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 9th day of October, 2012.

Passed and adopted this 23rd day of October, 2012.



Dennis L. Coombs
MAYOR

1 ATTEST:

2 Valeria P. Stolt
3
4 CITY CLERK

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6
7 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
8 7:00 P.M. ON THE 23rd DAY OF October, 2012, IN THE LONGMONT
9 COUNCIL CHAMBERS.

10 APPROVED AS TO FORM:

11
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13 [Signature]
14 DEPUTY CITY ATTORNEY

9/19/12
DATE

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17 [Signature]
18 PROOFREAD

9/19/12
DATE

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21 APPROVED AS TO FORM AND SUBSTANCE:

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24 [Signature]
25 BUDGET MANAGER

9/27/12
DATE

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27
28 Cao File: 8897

1 ORDINANCE-0-2012- 63
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 2012 TO PAY BUDGETED EXPENSES OF THE LONGMONT
5 DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2013 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 2012, 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, 2013.

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.

23 Introduced this 9th day of October, 2012.

1 Passed and adopted this 23rd day of October, 2012.

2 Dennis L Coombs
3 MAYOR

4 ATTEST:

5 Valeria D. Skito
6 CITY CLERK



7 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
8 7:00 P.M. ON THE 23rd DAY OF October, 2012, IN THE LONGMONT
9 COUNCIL CHAMBERS.

10 APPROVED AS TO FORM:

11 [Signature]
12 DEPUTY CITY ATTORNEY

13 9/19/12
14 DATE

15 M. McQueen
16 PROOFREAD

17 9/19/12
18 DATE

19 APPROVED AS TO FORM AND SUBSTANCE:

20 [Signature]
21 BUDGET MANAGER

22 9/27/12
23 DATE

24 CAO File: 8897

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RESOLUTION R-2012- 88
A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
LONGMONT FOR 2013

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.

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, 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 23, 2012, now before the Council. The Financial Policies adopted by this resolution shall become effective January 1, 2013.

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 23rd day of October, 2012.


MAYOR

ATTEST:


CITY CLERK



1 APPROVED AS TO FORM

2 [Signature]

10-11-12
DATE

4 DEPUTY CITY ATTORNEY

5 [Signature]

10/11/12
DATE

7 PROOFREAD

8
9 APPROVED AS TO FORM AND SUBSTANCE:

10 [Signature]

10/18/12
DATE

12 BUDGET MANAGER

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14 C.A. File: 8948

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RESOLUTION R-2012-89

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE
2013 CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:

Section 1

The Council finds:

§ 3.04.080 of the Longmont Municipal Code requires City Council approval of the City’s classification plan; and

§ 3.04.090 of the 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 2013 Classification and Pay Plan.

Section 2

Pursuant to §§ 3.04.080, 3.04.100 and 3.04.120 of the Longmont Municipal Code, the Council approves the City Manager’s proposed City of Longmont 2013 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 December 24, 2012.

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.

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Passed and adopted this 23rd day of October, 2012.

Dennis L. Coombs
MAYOR

ATTEST:

Valeria D. Skato
CITY CLERK



APPROVED AS TO FORM

[Signature]
DEPUTY CITY ATTORNEY

10-16-12
DATE

[Signature]
PROOFREAD

10-16-2012
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
ORIGINATING DEPARTMENT

10/17/12
DATE

File: 8929

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RESOLUTION LGID 2012-06

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 2013

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 2013
(edition 1) showing the: estimated beginning fund balance in the amount of \$80,801; estimated
revenues in the amount of \$87,309; and estimated expenses in the amount of \$106,004.

Passed and adopted this 23rd day of October, 2012.

Donnis L. Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valeria D. Skato
CITY CLERK



APPROVED AS TO FORM

[Signature]
DEPUTY CITY ATTORNEY

10-24-12
DATE

Karla Marrone
PROOFREAD

10-24-12
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

10/24/12
DATE

CA File: 8949

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RESOLUTION LGID 2012-05

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL
PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1
FOR THE YEAR 2012 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE
2013 FISCAL YEAR



BE IT RESOLVED that the Board of Directors of Longmont General Improvement
District No. 1 does hereby fix and levy upon the taxable real and personal property within the
corporate limits of Longmont General Improvement District No. 1 (District), according to the
assessed valuation thereof for the fiscal year 2012, a tax of 6.798 mills on each dollar of said
valuation for the purposes of paying and providing for the payment of the budgeted expenses of
the District for the fiscal year beginning January 1, 2013. All prior actions by the officers and
staff of the City relating to the authorization and certification of the District's mill levy in this
and each prior year are hereby ratified, approved, and confirmed.

Passed and adopted this 23rd day of October, 2012.

Dennis Z Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:
Valeria D. Skott
CITY CLERK



1 APPROVED AS TO FORM:

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3 _____

4 DEPUTY CITY ATTORNEY

10-24-12

DATE

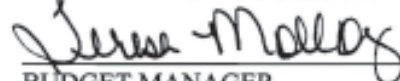
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7 PROOFREAD

10-24-12

DATE

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9 APPROVED AS TO FORM AND SUBSTANCE:

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11 _____

12 BUDGET MANAGER

10/24/12

DATE

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14 CA File: 8950

1 WHEREAS, the current PGMF is imposed on all properties receiving utility services in
2 the City, with the owner of such properties to pay the same proportionate share of the fee; and

3 WHEREAS, based on the parks plan, city parks and greenways are located within a
4 reasonable distance from all residential and commercial properties that would be subject to the
5 PGMF, and the occupants of such properties enjoy the direct and indirect benefits of those parks
6 and greenways.

7 NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO,
8 ORDAINS:

9 Section 1

10 The Council amends section 14.50.070 of the Longmont Municipal Code by adding
11 italicized material and deleting stricken material, to read as follows:

12 14.50.070. Expiration of Fee.

13 The parks and maintenance fee established at section 14.50.030 of this
14 code shall expire on ~~December 31, 2012~~ *December 31, 2013*, and be of no further
15 force or effect unless extended by a legislative act of the Longmont city council.

16 Section 2

17
18 To the extent only that they conflict with this ordinance, the Council repeals any
19 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
20 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

21
22 Introduced this 9th day of October, 2012.

23
24 Passed and adopted this 23rd day of October, 2012.



25
26 *Dennis L Coombs*
27 MAYOR
28

1 ATTEST:

2 Valeria H. Skitt
3
4 CITY CLERK

5
6
7 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
8 7:00 P.M. ON THE 23rd DAY OF October, 2012, IN THE
9 LONGMONT COUNCIL CHAMBERS.

10
11 APPROVED AS TO FORM:

12
13 [Signature]
14
15 DEPUTY CITY ATTORNEY

9-25-12
DATE

16
17 [Signature]
18
19 PROOFREAD

9/25/12
DATE

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21 APPROVED AS TO FORM AND SUBSTANCE:

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23 [Signature]
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25 ORIGINATING DEPARTMENT

9/27/2012
DATE

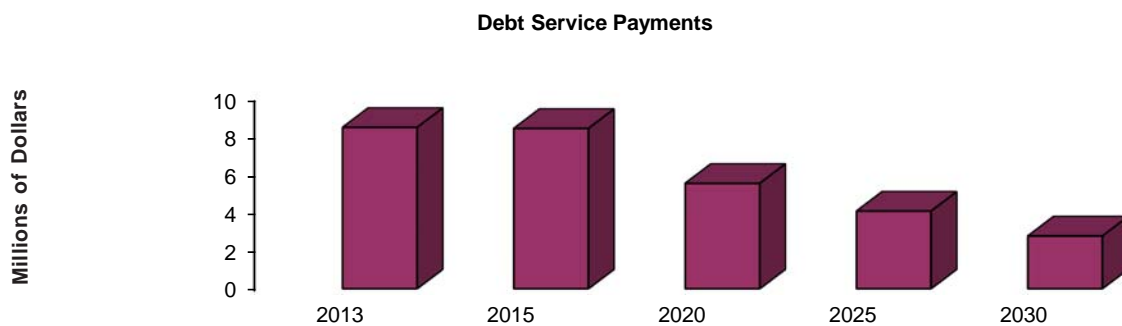
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27 CA File: 8934

2013 Debt Service

The City's 2013 debt service payments total \$8.5 million, which is 3.7% 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 2011 was approximately \$8.83 billion. The 3% limitation equaled \$264,875,278. The City had a total of \$1,185,000 in outstanding debt applicable to the debt limitation at the end of 2011. 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.



2013 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
Series 2010A & 2010 B Revenue Bonds	550,000	532,258	1,082,258	2030
WATER FUND				
2003 Series A Loan	989,550	427,462	1,417,012	2023
PUBLIC IMPROVEMENT FUND				
Series 2006 Rev Refunding Bonds	1,980,000	738,925	2,718,925	2019
OPEN SPACE FUND				
Revenue Bonds	1,150,000	1,068,314	2,218,314	2033
STORM DRAINAGE FUND				
2008 Revenue Bonds	565,000	518,532	1,083,532	2028
TOTAL ALL FUNDS	5,234,550	3,285,490	8,520,040	

Debt Service Schedules to Maturity

SEWER FUND:

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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 annual 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>
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>
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 2010A & 2010B Revenue Bonds (Maturity 2033)***

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2013	1,150,000	1,068,314	2,218,314
2014	1,160,000	1,045,314	2,205,314
2015	1,165,000	1,022,114	2,187,114
2016	1,170,000	998,814	2,168,814
2017	1,170,000	975,414	2,145,414
2018	1,185,000	940,314	2,125,314
2019	1,205,000	904,764	2,109,764
2020	1,225,000	868,614	2,093,614
2021	1,245,000	830,639	2,075,639
2022	1,265,000	790,176	2,055,176
2023	1,280,000	747,483	2,027,483
2024	1,305,000	702,683	2,007,683
2025	1,330,000	654,398	1,984,398
2026	1,355,000	604,523	1,959,523
2027	1,390,000	552,648	1,942,648
2028	1,420,000	481,758	1,901,758
2029	1,450,000	407,918	1,857,918
2030	1,480,000	331,068	1,811,068
2031	1,505,000	251,518	1,756,518
2032	1,540,000	169,495	1,709,495
2033	1,570,000	85,565	1,655,565

The Series 2010A and 2010B Open Space Revenue Bonds for the amount of \$29,770,000 will be used for land acquisition and improvements for open space purposes. The debt service will be paid from the Open Space Fund. The Series 2010A are Tax Exempt Bonds callable on November 15, 2020. The Series 2010B are Taxable Building America bonds callable on November 15, 2020, and as part of the 2009 American Recovery and Reinvestment Act, the City is eligible to receive an annual interest subsidy payment for these bonds.

PUBLIC IMPROVEMENT FUND:

Series 2006 Revenue Refunding Bonds (Maturity 2019)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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

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.

2013 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment 279,648

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 629,648

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, Community Services, Economic Development, Finance and Support Services Department, Municipal Courts, Power and Communications, Public Safety, and Public Works and Natural Resources.

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 and Support Services Department; the Planning Division in the Economic Development Department; and the Museum in the Community 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, the enterprise funds include Airport, Golf, Electric, Water, Sewer, Sanitation, Storm Drainage, and Telecommunications 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 water, 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 general mill levy for the City of 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 900 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 3.275% and is allocated to the General Fund and the Public Improvement Fund (2.00 cents, allocation between funds set annually by City Council), Street Fund (.75 cents), Public Improvement Fund (.37 cents), and Open Space Fund (.20 cents), Public Safety Fund (.325 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 Economic Development Department, which is organized into four divisions, performs services including issuance of building permits (within the Development Services 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.