



City of Longmont, Colorado



2012 Operating Budget



City of Longmont, Colorado

2012 Operating Budget

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Mayor



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**City of Longmont
Colorado**

For the Fiscal Year Beginning

January 1, 2011

Two handwritten signatures in black ink, one on the left and one on the right, positioned above their respective titles.

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Longmont for its annual budget for the fiscal year beginning January 1, 2011. The City of Longmont has received this award every year beginning in 1992. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications device. The award is valid for a period of one year. Staff believes that this 2012 Operating Budget conforms to program requirements and it has been submitted to GFOA to determine its eligibility for another award.

Table of Contents

Budget Message.....	M-1
Community Information.....	1
Budget Process and Policies	
Overview	5
The City's Fund Structure	6
Budget Preparation Process	8
2012 Budget Calendar	9
Financial Policies	10
Revenue and Expenditure Summary	
Sources of Funds.....	25
Expenditures by Fund	28
Expenditures by Category.....	29
Expenditures by Department	29
2008-2012 Budgeted FTE Positions by Department	30
Longmont Population: 1980-2011.....	30
Summary of Financing Sources and Uses.....	31
2012 Consolidated Fund Statement	31
Performance Measures	41
General Fund	
Fund Summary	93
Fund Statement	95
Estimate of Revenue from Property Tax.....	99
Estimate of Available Fund Balance	100
Sources of Funds.....	100
Mayor and City Council Overview.....	105
Mayor and City Council.....	106
City Manager Overview	109
City Manager.....	110
Non-Departmental.....	112
City Clerk Overview	113
City Clerk	114
Elections and Voter Registration.....	116
City Attorney Overview	119
City Attorney	120
Municipal Court Division Overview	123
Municipal Court.....	124
Probation Division Overview	126
Community Services Department	
Community Services Department Overview	129
Community Services Director Overview	131
Community Services Director.....	132
Human Service Agencies.....	132
Community and Neighborhood Response Overview	133

Community and Neighborhood Response	136
Community and Neighborhood Resources and Support Services	138
Code Enforcement	140
Graffiti Removal	142
Library Division Overview	145
Library Administration	146
Adult Services	148
Children's and Teen Services	150
Circulation	152
Technical Services	154
Museum Division Overview	157
Museum	158
Recreation Division Overview	161
Recreation Administration	162
Recreation Center	164
Athletics and Team Sports	166
Aquatics	168
Concessions	170
General Programs and Facilities	172
Outdoor Recreation	174
Recreation for Special Needs	176
Community Events	178
Seasonal Ice Rink	180
Youth Recreation Programs	182
Senior Services Division Overview	185
Senior Services	186
Children and Youth Services Division Overview	189
Children and Youth Services	190
Economic Development Department	
Economic Development Department Overview	193
Economic Development Director Overview	195
Economic Development Director	196
Economic Vitality Overview	199
Economic Vitality	200
Planning Division Overview	202
Planning Division	204
Development Services Overview	207
Development Review	208
Building Inspection and Permitting Division	210
Finance and Support Services Department	
Finance and Support Services Department Overview	213
Finance and Support Services Administration Overview	215
Finance and Support Services Administration	216
Accounting Division Overview	219
Accounting	220
Sales Tax	222
Treasury	224
Information Desk	226
Budget and Fiscal Analysis Division Overview	229
Budget and Fiscal Analysis	230
Enterprise Technology Services Division Overview	233

Enterprise Technology Services Operations	234
Enterprise Technology Services Applications	236
Enterprise Technology Services Telephone System	238
Human Resources Overview	241
Human Resources	242
Print Shop Division Overview	245
Print Shop	246
Purchasing and Contracts Division Overview	249
Purchasing and Contracts	250
Risk Management Division Overview	253
Risk Management	254
Safety	256
Wellness	258
Utility Billing Division Overview	261
Utility Billing	262
Mail Delivery	264
Parking Enforcement	266
 Public Safety Department	
Public Safety Department Overview	269
Public Safety Administration Overview	271
Public Safety Director	272
Communication Center	274
Public Safety Information Technology	276
Emergency Management	278
Fire Overview	281
Operations	282
Support Services	284
Prevention	286
Fire Training and Personnel	288
Police Overview	291
Patrol	292
Traffic Unit	294
Animal Control	296
SWAT Team	298
Detective Services	300
Special Enforcement Unit	302
School Resource Officers	304
Support Services	306
Police Information Services	308
Special Operations	310
Volunteer Programs	312
 Public Works and Natural Resources Department	
Public Works and Natural Resources Department Overview	315
Parks and Forestry Overview	317
Natural Resources Administration	318
Forestry Maintenance	320
Municipal Grounds Maintenance	322
Parks Development and Improvement	324
Parks Maintenance	326
Right-of-Way Maintenance	328
Union Reservoir	330
Parks Resources Management	332

Engineering/Survey and Technical Services.....	334
Public Facilities Overview	337
Facility Maintenance	338
Facility Operations	340
Public Safety Fund	
Public Safety Fund – Fund Summary	343
Public Safety Fund – Fund Statement	344
Public Safety Administration	345
Public Safety Director.....	346
Communication Center	348
Public Safety Information Technology.....	350
Emergency Management	352
Fire Overview.....	355
Operations	356
Fire Support Services	358
Fire Training and Personnel.....	360
Police Overview	363
Patrol.....	364
Gang and Crime Suppression Unit	366
Traffic Unit.....	368
SWAT Team	370
Detective Services	372
Special Enforcement Unit	374
School Resource Officers	376
Police Support Services.....	378
Information Services	380
Volunteer Programs	382
Special Operations.....	384
Firing Range.....	386
Victim Services.....	388
Children and Youth Resources Services Division Overview.....	391
Children and Youth Resources	392
Community Neighborhood Resources Division Overview	395
Graffiti Removal	396
Electric and Telecommunications Funds	
Electric Fund - Fund Summary	399
Electric Fund - Fund Statement	400
Electric Fund - Budget Services	
Power and Communications Administration	402
Customer Services and Marketing	404
Electric Distribution	406
Electric Engineering	408
Meter Reading.....	410
Utilities Warehouse	412
Electric Community Investment Fee Fund - Fund Summary	415
Electric Community Investment Fee Fund - Fund Statement	416
Telecommunications Fund - Fund Summary	417
Telecommunications Fund - Fund Statement	418
Telecommunications Fund - Budget Services	
Telecommunications Administration	419
Telecommunications Operations.....	421

Water and Sewer Funds

Water Fund - Fund Summary	423
Water Fund - Fund Statement	424
Water Fund - Budget Services	
Public Works and Natural Resources Director	426
Water Administration/Engineering	428
Water Quality Laboratory	430
Water Resources	432
Water Treatment Plants	434
Water Instrumentation and Control	436
Water Distribution	438
Engineering/Survey Technical Services	440
Water Construction Inspection	442
Regulatory Compliance	444
Meter Reading	446
Water Construction Fund - Fund Summary	449
Water Construction Fund - Fund Statement	450
Raw Water Storage Fund - Fund Summary	451
Raw Water Storage Fund - Fund Statement	452
Water Cash Acquisition Fund - Fund Summary	453
Water Acquisition Fund - Fund Statement	454
Sewer Fund - Fund Summary	455
Sewer Fund - Fund Statement	456
Sewer Fund - Budget Services	
Public Works and Natural Resources Director	458
Wastewater Administration/Engineering	460
Collection System	462
Industrial Pretreatment	464
Wastewater Quality Laboratory	466
Wastewater Treatment Plant	468
Wastewater Instrumentation and Control	470
Wastewater Engineering/Survey Technical Services	472
Wastewater Construction Inspection	474
Wastewater Regulatory Compliance	476
Wastewater Meter Reading	478
Sewer Construction Fund - Fund Summary	481
Sewer Construction Fund - Fund Statement	482

Street Improvement Fund

Street Improvement Fund - Fund Summary	483
Street Improvement Fund - Fund Statement	484
Street Improvement Fund - Budget Services	
Public Works and Water Utilities Director	486
Concrete Repair	488
Construction Inspection	490
Snow and Ice Removal	492
Street and Alley Maintenance	494
Street Cleaning	496
Street Improvements	498

Street Rehabilitation	500
Street Signing and Marking	502
Traffic Signals	504
Transportation Engineering	506
Transportation System Management	508
Regulatory Compliance	510
Engineering/Survey Technical Services	512
Capital Improvement Projects	514
 Sanitation Fund	
Sanitation Fund - Fund Summary	515
Sanitation Fund - Fund Statement	516
Sanitation Fund - Budget Services	
Public Works and Water Utilities Director	518
Solid Waste Removal/Disposal	520
Curbside Recycling	522
Special Trash Pickup	524
Regulatory Compliance	526
Landfill Maintenance	528
 Other Funds	
Affordable Housing Fund	529
Airport Fund	532
Art in Public Places	536
Callahan House Fund	540
Community Development Block Grant and HOME Fund	543
Conservation Trust Fund	547
Downtown Development Authority	549
Downtown Parking Fund	558
Fleet Fund	560
General Improvement District No. 1 Fund	562
Golf Fund	566
Library Services Fund	576
Lodgers' Tax Services Fund	578
Museum Services Fund	580
Museum Trust Fund	582
Open Space Fund	584
Park Improvement Fund	588
Probation Services Fund	591
Public Buildings Community Investment Fee Fund	594
Public Improvement Fund	596
Senior Services Fund	599
Storm Drainage Fund	601
Transportation Community Investment Fee Fund	615
Youth Services Fund	617
Judicial Wedding Fee	620
 Capital Improvement Program	
Capital Improvement Program	623
Operating Budget Impact	624
Funded Projects by Category	626
Funded Projects by Fund	626
2012-2016 Capital Improvement Funded Projects - Capital Costs	627
2012-2016 Capital Improvement Funded Projects - Operating Costs	632

Exhibits

Ordinance O-2011-72, Ordinance Adopting the 2012 Budget	637
Ordinance O-2011-73, Ordinance Making Appropriations by Fund	639
Ordinance O-2011-74, Ordinance Fixing and Levying Taxes for City of Longmont	645
Ordinance O-2011-75, Ordinance Fixing and Levying Taxes for LDDA	647
Resolution R-2011-75A, Resolution Amending the Financial Policies for 2012	649
Resolution R-2011-76A, Resolution Approving Classification and Pay Plan for 2012.....	651
Resolution LGID-2011-03, Resolution Adopting the GID Budget for 2012	653
Resolution LGID-2011-04, Resolution Fixing and Levying Taxes for GID	654
2012 Debt Service	656
2012 Lease-Purchase Payments by Fund	657
Budget Glossary	660

CITY MANAGER'S OFFICE

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TO: Honorable Mayor and City Council
FROM: Gordon Pedrow, City Manager *Gordon Pedrow*
DATE: December 2011
SUBJECT: 2012 Operating Budget Summary

I hereby present to you the 2012 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 2012, including all funds, is \$216.68 million, which is \$1.31 million less than the budget adopted for 2011. This is a 0.6% decrease from the 2011 budget of \$218 million. All funds are balanced with sources of revenue identified to meet all projected expenses. Approximately \$12.7 million in accumulated fund balances will be drawn down in 2012, primarily to meet capital improvement needs.

Within this budget are fee increases for the electric, water, sewer, sanitation and storm drainage which have all previously been reviewed and adopted by the City Council. These rate increases 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. Combined, these fee increases will raise the overall utility bill by approximately 6.4%. 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 was a concern in 2011 when it dropped 2.09% due to declining values in both residential and commercial property. This year being a year of reassessment brings the prospects of even further declines from this source in 2012. Based on the assessed valuation information from the Counties we have projected a 2.01% budgeted decrease from this source for 2012. In 2011 our sales tax has been up for five straight months and is now 5.7% greater than it was for the same period in 2010. Use tax activity in 2011 is up 15.1% after six months with a great deal of that growth coming from primary employers who are up 43% for the year. In a situation that is similar to hundreds of shopping centers around the country which have seen their value decline during the prolonged real estate recession, Twin Peaks Mall's redevelopment has been slowed due to the fact that the value of the property is now considerably less than when the current owner acquired the mall in 2007. The owner and their lender are in the process of determining the best course of action. 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 slowly decline but they have been more than offset by growth in sales at Harvest Junction. Both residential construction activity and non-residential building activity are lower than in 2010. In the first half of 2011 there has been a net decrease of 6 primary jobs. Announcements of expected layoffs at some major primary employers is a cause for concern looking toward the 2nd half of the year.

Revenue activity in 2011 through July has been on target to meet budget in most areas with the exception of interest earnings and some community investment fees. 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 7.1% from the 2010 level of collections. Of this amount, sales tax has increased 5.7% while use tax has increased 15.1%. Our budgeted projection of sales and use tax growth for 2011 turned out to be 0.49% below the actual level of 2010 collections. We have analyzed the year-to-date results carefully and project to end 2011 with a combined increase in sales and use tax of 3.26%. A significant amount of primary employer use tax is being received from a limited number of employers and it is not prudent to expect it to continue to the same degree. That, along with an expectation of a decrease in automotive sales is the primary reason for our projection of only a 2.9% growth in use tax for the full year. After an early boost from the opening of the new Super Walmart, revenue growth from that source has slowed and is expected to be further impacted over the next four months due to revenue from SmartCo that boosted 2010 collections. There has also been some unique sales tax activity from primary employers that is not expected to continue throughout the year. These factors have led to our projection of the sales tax growth falling to 3.32% for the year.

Development revenue continues to be slow and will likely not meet the 2011 budget projections. The number of building permits issued for dwelling units is actually 54% below the 2010 levels and there have been only 22 of those permits issued while the 2011 budget projected 69 dwelling units. New commercial building permits have increased from only one in 2010 to five in 2011. More importantly their valuation in 2011 is \$11.8 million as opposed to \$22.4 million in 2010 when the one permit was for the Super Walmart.

Revenue estimates included in this 2012 budget are based on the actual revenue activity through this past July as well as any other information available regarding specific industries and potential developments. This budget is balanced in all funds as a result of a number of factors some of which include:

- A projection of a 2.01% decrease in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- A projection of a 2.34% increase in sales and use tax revenue in 2012 over the projected collections for 2011.
- A projection of 87 building permits for dwelling units for 2012 including 34 single family units and 53 townhouse/condo units and zero multi-family units.

The overall sales and use tax increase for 2012 is projected to be 2.34%. Sales tax alone is expected to increase 2.29% in 2012. Our general approach was a .25% population growth and 1.6% economic or inflationary growth. In some categories such as utilities we estimated higher growth due to rate increases or known new business activity. While no new retail of significance is expected and the leakage for purchases like high end apparel and warehouse clubs continues there will likely be some growth in sales tax as the economy slowly rebuilds and also due to rising costs of staples like utilities and groceries. No loss of primary jobs or the loss of any key businesses is considered in this sales tax projection. We are slightly more optimistic on the prospects for use tax in 2012 with the construction activity projected to boost the use tax on lumber. We also project some slight growth from primary employer use tax which leads to our projecting overall use tax to increase 2.66% in 2011. Together these projections combine to form the overall increase in sales and use tax of 2.34% that we are using for this 2012 budget.

The 2011 General Fund budget included two budgeting techniques that were needed to balance the budget. Both 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 2012 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 \$893,929 of additional budgeted sales and use tax revenue to the General Fund for 2011.
- 2) The 2011 General Fund budget utilized \$752,546 of fund balance to fund ongoing type expenses that reoccur in our annual budget, but with only a one year commitment.

The allocation of the 2% sales and use tax between the General Fund and the PIF has changed over the years, but this is the highest percentage ever directed to the General Fund. The reduction in funding to the PIF would put that fund in the long term position of being able to meet bonded debt requirements, but leave very little funding for capital projects and capital maintenance that is a key responsibility that has been met by this fund in the past. Without the proper level of capital maintenance we run the risk of deteriorating infrastructure and an

escalation in asset replacement costs in future budgets. For the 2011 budget the City Council directed the staff to maintain the 88.3%/11.7% split while transferring \$850,000 of the General Fund unreserved unrestricted fund balance to the PIF for funding of capital maintenance and projects. This 2012 budget maintains the 88.3%/11.7% split in 2012 which results in \$949,303 of additional budgeted sales and use tax revenue to the General Fund. Due to very strong use tax performance in 2011, the PIF will have a projected carryover of revenue in excess of budget of \$683,003 for 2012 to use for one time expenses. Thus the budget also includes a transfer of \$266,300 from the General Fund to the Public Improvement Fund. Combined these two one time sources provide the PIF with the full \$949,303 of funding to use for the capital maintenance and infrastructure projects.

In the 2011 budget the ongoing type expenses that were funded with one time dollars and a one year commitment totaled \$752,546. In July the City Council directed staff to try to include more of these as ongoing expenses of the General Fund in this 2012 budget. Within this budget some of those expenses are now funded with ongoing dollars while others have been reduced in amount leaving \$533,452 of these types of expenses funded with one time dollars in 2012. Future budgets will need to make further progress in reducing or eliminating these expenses being funded with one time dollars altogether.

Also in July the City Council directed staff that if a pay increase was necessary to reach market ranges of pay they would support trying to make that happen but that the other two budgeting techniques above were high concerns. There was no interest in including a pay increase in the 2012 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. This 2012 budget is not as hard pressed for revenue as in recent years and thus similar budget cuts have not been necessary in this budget. In fact there are two total FTE being added in the General Fund in this budget one of which is supported through direct revenues generated by the service provided.

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 2012 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 2011, the policy has resulted in providing excess revenues to the PIF that will be used for one time expenses in 2012. In this 2012 Budget the allocation of the 2.0 cents of sales and use tax revenue is proposed as 100% of the sales tax and 17.3% of the use tax to the General Fund with the Public Improvement Fund to receive 82.7% 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 it is proposed that the General Fund reserves be separated into three components: First is reserve Restricted for Emergencies to meet the TABOR requirements; next is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures; third is a City Council imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would be from \$9.9 million to \$12.9 million. It is a goal to reach this over time but this 2012 budget will raise the reserve balance to \$6.63 million which would be at about 5.2% of the reserve Committed to Emergencies.

In 2005 the City Council created a formal designation of fund balance for "Future Council One Time Expenditures" and its current balance is \$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. This budget for 2012 does not utilize any of those funds and that amount is still available for the Council to use at its discretion.

This budget complies with the financial policy of the City that requires operating/ongoing revenues to be used to pay for operating/ongoing expenses. This policy has always been the primary step to maintaining financial stability in times of either increasing or decreasing revenues. This 2012 budget uses General Fund fund balance as one-time revenue to support one-time expenditures only.

The financial policy regarding the use of Incremental Development Revenues has been in place since 2004 and it prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. In the 2008 budget the policy established 120 dwelling units as the target above which budgeted revenues generated from development would be considered to be “incremental development revenue” that would only be available for development related expenses that are either one-time or else subject to reduction in the event that this level of revenue was not sustained in the future. With 2012 development revenues based on only 87 dwelling units there is no incremental development revenue included as a part of the 2012 budget.

As a result of the 2009 City Council retreat the City began to utilize a prioritization process to prioritize city 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

City 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 2011 the staff updated the costs of services and then recalculated the prioritization results using the 2011 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	\$22,976,865	Quartile 1	\$1,509,991
Quartile 2	\$ 5,406,911	Quartile 2	\$1,318,918
Quartile 3	\$ 5,611,349	Quartile 3	\$1,500,194
Quartile 4	\$ 5,182,162	Quartile 4	\$2,723,398

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 2012 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 25.38 FTE in the Police Department, 12 FTE in the Fire Department and 2 Gang Intervention FTE in Children/Youth Resources. During 2011 a new Firing Range project (PB-127) is underway and will be completed in 2012. Accordingly, this budget includes \$207,933 of new expenses for operating the facility including 1 FTE Range Coordinator at \$87,039; \$30,235 for temporary wages; \$20,000 for overtime; and the remaining \$66,659 for

utility costs, maintenance and supply costs, background checks and credit card fees. All of these expenses are offset from revenues to be received from the use of the facility by other area governments and the public. Growth in ongoing revenue from the public safety tax for 2012 will allow for the addition of one other new FTE in the 2012 budget, a Communications Specialist. The public safety tax will provide over \$4.67 million in this 2012 budget for public safety resources including: \$101,700 of one time costs in Police; \$221,400 of one time costs in Fire; \$20,000 for Longmont Community Justice Partnership; \$331,500 of one time costs in Emergency Management including \$290,000 towards a new Outdoor Warning System (PB-187); and \$350,000 for the annual lease payment for the new Fire Station #1.

This budget also includes new resources for Public Safety from the General Fund including ongoing resources for Fire of \$101,126; Police of \$5,910; and \$12,400 for Shared Services. The 2012 budget includes one time resources from the General Fund for public safety totaling \$555,065. Those one time expenses include \$55,800 for bullet proof vests; \$22,700 for taser replacements; \$20,000 for overtime for DUI enforcement; \$23,108 for mobile data computers for fire vehicles and police motorcycles; \$25,500 for airbags; and \$187,042 towards a replacement mobile command center.

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. In 2007, the City opened the one-stop Development Services Center at 4th and Kimbark to provide a convenient single location for all residents, builders, contractors and developers to be served by City staff in the processing of development applications. The Economic Development Department was formed in 2009. The 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 the City of Longmont has partnered with or funded several local economic development agencies including LAEC, LDDA, LAVA, LEN, 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 will be available for use by all and the program will be 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 2012 budget. The budget includes \$50,000 for LEGI, applications for which are up 30% in 2011 over 2010; \$30,000 for the Business Start-Up Grant program; \$30,000 for the Business Improvement Grant program; \$20,000 for the Small Business Development Center, which offers individual and group business development and training services; \$180,000 to support LAEC's efforts to retain and attract primary jobs; \$4,500 for CoStar Services, which provides commercial real estate information to businesses seeking locations in Longmont; and \$50,000 to support other economic development programs, which in 2012 will include retail recruitment and implementation of the branding effort. The Lodger's Tax will provide \$24,964 to support tourism and visitor related programs offered by the City, and \$224,675 will be provided to support the operations of LAVA.

Another strategic policy direction is a focus on downtown. The LDDA has again requested in the 2012 budget to use \$146,383 of new tax increment funding for their program of business recruitment and development. Their budget combines this request with an additional \$35,000 of revenues to dedicate \$181,383 towards this effort in 2012. The use of tax increment funding for this purpose was first initiated in the 2007 budget. In the budget for 2012 the LDDA is also proposing the use of tax increment funding of \$231,713 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. For 2012, they have also been given an additional \$27,200 from the City to support the arts and entertainment district.

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 2012 budget includes \$58,586 for the Longs Peak Middle School After School program and \$40,757 for an after school program that will begin this school year at Sunset Middle School, along with ongoing and one-time support for the after school program that City staff operates at the Longmont Youth Center. Bright EYES, our community-based early education collaborative, is funded as a one time expense with \$39,312 for temporary wages for a part-time coordinator, and \$10,000 to supplement grant funds to operate the Mayor's Book Club. In 2012, a new resource, called Prospector, is being proposed for the Longmont Public Library. Prospector is software that allows over 40 Colorado libraries to freely share their materials with each other. The Friends of the Library are funding the initial start-up and the ongoing maintenance fees (\$36,680) will be included in the Library's operating budget. In addition, the Library's ongoing electronics databases (\$28,000) and eBooks subscription are proposed in 2012 (\$6,523) as well as 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). The Longmont Museum received \$20,000 in one-time funds to revise the Discovery Kit school programs and \$125,000 towards PB-153, Museum Auditorium Expansion for 2012. The Livewell Longmont initiative is receiving \$40,000 of one time expense funding in this 2012 budget, which matches grant money received from LiveWell Colorado to implement the fourth 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 due 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 has 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. Recommendations from that analysis are being reviewed by staff to be implemented beginning in 2012. The 2012 Budget for the Golf Fund does not include any fee increases, and assumes a conservative estimate of increased play and subsequent revenues.

The 2012 budget also contains another year of one-time funding (\$122,750) to address winter sheltering needs. In 2012, the City will be in its second year of operating the RISE program, in partnership with the Longmont Housing Authority. The budget includes \$50,000 of one-time funds to support the Circles Campaign with children living in Aspen Meadows Neighborhood. The Circles Campaign is an 18-month program that provides a stable structure for RISE participants to receive guidance and support from middle and upper income mentors as they work on their long range plans to move toward economic stability. The Dreamers program, offered through the I Have A Dream Foundation, is a long-term intervention program that assists children in reaching their education and career goals. Upon graduation from high school, each Dreamer is eligible to receive a last-dollar, four-year tuition-assistance scholarship for college or vocational school. The Longmont Housing Authority will be covering the costs of case management in 2012. A portion of the City's human service agency funding was set aside in 2011 to help provide additional services that the RISE participants will need in their efforts to become self-sufficient. Staff anticipates that these set-aside funds (\$150,000) will be sufficient for meeting RISE participants needs through the end of 2012 and has not requested additional set-aside funds in 2012.

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 2012 budget will provide funding of \$978,544 for human service agencies which is \$27,422 more than in 2011.

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 \$25,000 of ongoing expenses for a seasonal Code Enforcement Inspector and \$90,000 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. In addition, \$15,000 in one-time funds has been proposed to supplement the emergency grant program that assists low-income residents to make health and safety improvements to their properties. 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 \$34,700 of one time expenses to assist the community in implementing community inclusion efforts, which includes strategies to address culture, educational, health, housing, and community involvement issues.

This 2012 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. Later this year we will initiate the design of Phase 11 of the Greenway located on the Pavlakis Open Space property with construction scheduled for 2012. Proposed amenities will include a dog park, whitewater kayak course, trailhead with temporary road connection from Martin Street, a restroom, shelters, landscape and other park amenities. 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 in 2013. Work is also underway to complete several missing trail connections including the trail between Spangler Park and 15th Ave, the trail between 19th Ave and Bragg Place east of Northridge Elementary, and the trail between Independence Drive and the Rough & Ready Greenway trail. The improvements to the Wastewater Treatment Plant, funded through the voter approved bond, will move into the construction phase in 2012 and will further enhance the community's protection of the St. Vrain Creek. The St. Vrain Creek Riparian Protection program analysis has been completed and priority areas identified for habitat improvement, invasive species removal, erosion control and overall ecological enhancement.

The Integrated Sustainability Plan was reformatted in 2011 to focus efforts on existing City sustainability efforts including areas of energy and water conservation; energy and water rebate programs; solid waste recycling and diversion; and other enhancements to the built and natural environment. The City's ongoing implementation of this planning effort will continue to include significant community involvement as well as coordination with other agencies and organizations working regionally to protect and enhance the natural environment and improve the overall sustainable delivery of our municipal services.

Other Expenses

While the five categories of service identified above reflect much of the General Fund budget this budget for 2012 is an accumulation of a variety of expenses and a good deal of them are in the areas of capital or salaries and benefits.

Capital Improvement Program

Along with this 2012 budget you will receive a copy of the 2012-2016 CIP. The CIP is broken into major categories of capital projects. Listings of the projects funded from the 2012 Public Improvement Fund are included on page 598. For detail on individual projects please refer to the 2012-2016 CIP. Summary information can be found under the CIP tab of this budget document.

Downtown Redevelopment projects	\$ 1,755,000
Drainage projects	2,172,900
Electric projects	1,314,200
Parks, Recreation & Open Space projects	5,375,288
Public Buildings & Facilities projects	2,741,225
Telecommunications projects	80,000
Transportation projects	6,337,000
Wastewater projects	3,388,063
Water projects	2,918,290

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 176 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are at the defined labor market, while our actual rates of pay are 1.3% below market salaries for 2011.

The City's Financial Policy related to compensation states that "The City will strive to establish prevailing market ranges of pay for City positions." One compensation guideline within that policy is that the City's financial ability to pay is always a consideration. Mountain States Employers Council is projecting that pay ranges in 2011 will increase by 1.2% and actual salaries will increase by 2.2%. It should be noted that the projection is inclusive of public safety positions that may be subject to pre-existing collective bargaining agreements

In establishing pay ranges for the coming year it is important to look at both our current market position, 100% of 2011 market range levels, as well as the 1.2% projection for how the market may move in 2012. Based on these factors for 2011 we included a 1% adjustment to all pay ranges with the exception of the Management job family which is at 101.9% of market. If our comparison groups adjust their pay ranges by 1.2% as projected, the City wide pay ranges compared to market would remain very competitive at close to 100%. 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 one benchmarked position within the open range job families and we will be moving that position to an appropriate range consistent with the overall management of the pay plan.

This 2012 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 2.2%, and considering that our benchmarked positions are at approximately 98.7% 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.

During 2011, compensation panels were formed that reviewed 96 non-benchmarked positions in an effort to link them to positions where a current benchmark does exist and to determine where the non-benchmarked position should be placed in the pay plan in relation to the position to which it is linked. The process resulted in the upward reclassification of 14 positions and the downward reclassification of one position. Additionally, the process provided feedback that enabled HR to benchmark 5 additional positions upward and 1 downward.

Due to average salary increases of 0% in 2010 and 1% in 2011, the number of employees with actual salaries below market (100% or midpoint of the open range) is 235 which is an increase from 24.1% of open range employees in 2009 to 46.6% in 2011. Staff recommended in this pay plan 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.

For 2012, the positions covered by the Police collective bargaining agreement will receive a 1% increase in pay. Positions under the Fire collective bargaining agreement will receive an increase ranging from 0% to 3.0% or an average of 1.73%. The agreement with Fire will move these employees to 2011 market salaries.

There are eleven positions in LPC that are step positions and they will be adjusted by an average of 3.85% to stay competitive with the existing labor market.

The 2011 pay plan includes \$76,121 to continue with the bilingual pay compensation program that was implemented in 2005. This program is designed to recognize regular employees who can provide translation and/or interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

Health & Dental Benefits

From the early 1980's through 2006 the City operated a self insured employee health and dental benefit program. When health care costs began to skyrocket in the early 2000's the City's cost to maintain the program became excessive. Since the beginning of 2007 the City health benefit costs have been stabilized through a fully insured approach with two options for employees: an HMO option from Kaiser; and a triple-option plan offered by Kaiser that utilizes a nationwide PPO Network. The City still maintains a Health Benefits Fund which has been used to maintain our self insured employee dental benefit program and to pay premiums for vision, long term disability and life coverage, and EAP services. In 2010 a separate Dental Benefits Trust was established to comply with state law with a transfer of \$250,000 from the Health Benefits Fund to establish an initial reserve for the Trust.

When the self insured health program was terminated at the end of 2006, the fund balance of the Health Benefits Fund was \$6.8 million. Ongoing annual city contributions to this fund to cover the cost of the annual benefits were budgeted at 14% of budgeted salary in 2011 and the Health Benefits Fund is expected to finish 2011 with a balance of just under \$5.5 million. Kaiser will be charging no increase in premium costs to the City in 2012. Both the Health Benefits Trust and the Dental Benefits Trust are experiencing expenses in excess of annual revenues the past two years. Thus this budget for 2012 includes an increase in the budgeted contribution from 14% to 14.5% of budgeted salary. The contributions will be directed 13.8% 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 2012.

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% 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.

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 10% (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. With tremendous investment returns in 2009 the 2010 actuary study showed the plan as 96.9% funded and the contribution requirement dropped to 11%. Accordingly, the 2011 budget included budgeted contributions at 11% (6% city; 5% employee).

Earlier this month the GERP Board received the 2011 actuary study and the actuarially required contribution is now 11.2%. In order to meet the 0.2% increase this budget includes an additional 0.1% contribution from the city and a 0.1% contribution from employees making the total required contributions 6.1% city and 5.1% employee. Despite investment returns of 13% in 2010, the smoothing of investment returns was a factor in the increased contribution requirement and a drop in the funded ratio from 96.9% to 95.9%.

While the Longmont GERP is still considered to be extremely well funded for a public defined benefit plan at 95.9%, the GERP Board does recognize the concerns that exist across the country currently regarding controlling the costs of public employee benefits. Not only is there a desire to keep the contribution costs under control but it is 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 continued. The last increase was in 2009 so it remains to be seen when the next could be afforded. Another concern is our ability to meet the 7.5% annual investment return which is one of the actuarial assumptions of the GERP. While we have exceeded that over the last twenty years, that is not the case over the last ten years. With these concerns in mind the GERP Board has requested our actuary to explore the impacts of benefit changes that could be made that might help over time to control contribution costs and raise the funded ratio. Once those results are shared with the Board staff will bring those forward for review by the City Council.

2011 Operating Budget Overview

The General Fund for 2012 is balanced with \$65.9 million in sources of revenue and expenses. This is an increase of 4.6% or \$2,903,871 above the adopted 2011 budget. A good deal of that increase is in one time expenses as there is \$4,811,837 for capital and other one time expenses included in the 2012 General Fund budget compared to only \$3,633,665 in 2011. A large portion of that is for technology enhancements that are being offset from almost \$1.3 million of transfers to the General Fund from other operating funds. The major technology efforts included in this budget include \$1.06 million of one time expenses and \$200,000 of ongoing costs for a comprehensive financial and human resources software system. An additional \$200,000 of one time expense is budgeted towards the first phases of a replacement for our development permitting software system. There is also \$425,000 of one time costs budgeted towards an enterprise phone system replacement that will move the City phone system to a VOIP based infrastructure. The \$4.8 million of one time expenses in 2012 also includes \$266,300 of fund balance being transferred to the Public Improvement Fund for capital projects.

Net ongoing expenses in the General Fund are increasing \$1,725,699 in this 2012 budget. Major sources of the increase include two new FTE at a cost of \$85,028; health & dental benefit contribution increases of \$148,096; liability; workers compensation; and unemployment cost increases of \$82,557; and \$17,902 to meet the actuarial required contribution for the general employees defined benefit retirement plan. There is \$93,980 of increases in pay for the Police bargaining unit and \$91,750 for the Fire bargaining unit along with, \$91,269 of step pay increases. Position increases to Master Police Officer total \$69,760. Pay increases for other General Fund employees require \$67,262 of additional budget. An additional \$55,630 is necessary to make pay adjustments for positions being reclassified by job audits or compensation panel adjustments. There is also an increase of \$30,390 in temporary wages. For 2012 there is a decrease in the fleet leases charges of \$9,194.

In order to increase ongoing expenses in the General Fund by \$1,714,287, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$1,481,662 from sales and use tax. Other sources of increased revenue are \$84,243 from net franchise revenues; \$151,036 from recreation revenues; \$40,073 from development related activity; and \$303,389 of administrative transfer fees. Sources of ongoing revenue that decreased include \$283,912 of budgeted property tax and \$112,000 from interest income.

There are 2.0 vacant FTE being eliminated in this budget. The positions being eliminated are all in Public Works Natural Resources and are 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. The vacant positions being eliminated are the following:

- 0.50 FTE Operation & Maintenance Technician Lead from the Water Fund.
- 0.50 FTE Public Works Technician from the Storm Drainage Fund.
- One FTE Public Works Technician from the Streets Fund.

There are a total of 4.0 new FTE being added in this budget, two from the General Fund and two in the Public Safety Fund. The new positions included in this budget are the following:

- 0.50 FTE Administrative Assistant in the General Fund - This position was eliminated in the Human Resources Division two years ago but operational needs have resulted in the use of temporary wages for the position. Being a job share, it presents a situation where one .50 FTE is benefitted and the other is not which is not a fair employment practice. The approximate incremental cost to bring this position to a 0.50 FTE is \$8,472. The Human Resources Division has made budget reductions elsewhere in this amount to cover the cost of this position.
- One FTE Permit Technician in the General Fund – This position was eliminated from the Building Inspection division in the 2010 budget but is being restored to improve the wait and response times from customers in the One Stop Development Services Center. Increased revenue from development activity over the past two years provides the resources needed to fund this service enhancement to the payers of those fees.
- 0.50 FTE Senior Parks Ranger in the General Fund – This is actually an increase of 0.25 FTE each to two 0.75 positions that are currently funded in the Natural Resources Division to provide enhanced ranger operations at Union Reservoir, the greenway trails, and district parks.
- One FTE Firing Range Coordinator in the Public Safety Fund. This is a full FTE position that will be needed to coordinate the new firing range to open in 2012. The full cost of this position is expected to be recovered from user fees charged to other governments.
- One FTE Communications Specialist in the Public Safety Fund. This position is necessary to keep pace with a growing workload in the emergency communications center.

The overall net impact of all changes to FTE in this budget is an increase of 2.0 FTE which brings the total budgeted positions to 830.65.

This budget for 2012 includes \$350,000 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	27,450
• 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
• Community event – Longmont Lights	16,225
• Longmont Area Economic Council marketing efforts	20,000
• Library furniture	5.325

Looking beyond 2012, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor intensive effort. In 2012, 71.4% 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 2012 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 \$4,811,837 of one time expenses in this budget, \$533,452 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 two 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 \$470,400 in this 2012 budget, will expire at the end of 2012 if not renewed. Competition for retail sales tax dollars among local jurisdictions continues to intensify. The ability of state and local governments to collect sales tax on ever increasing internet sales remains clouded. The potential redevelopment of the Twin Peaks mall is still on hold until the national economy recovers. Cable franchising revenues are often threatened at the federal level. Gas franchise revenues are volatile. Revenues from telephone occupation taxes continue to experience decreases. Unemployment is still high. Housing starts are still extremely slowed. 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.

This budget is predicated on a small positive growth in the local retail economy. The revenue projections in this budget are conservative and assume limited growth from the new retail openings during 2011 and no new retail of substance in 2012. They also assume that there will be little growth in use tax from primary employers but an increase in use tax from construction. While there has been an increase in sales tax in 2011 it is still possible that our local economy may suffer additional declines in the future. We have been able to identify the revenue declines and react swiftly with adjustments to our recent budgets. We will continue to monitor major revenue sources and economic indicators into the future. If our revenue projections do not come to fruition we will be prepared to make adjustments in 2012.

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 2012. This is one of the most important tasks that is undertaken each year as a member of the Longmont City Council.

Preparation of the 2012 Operating budget and the 2012-2016 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).

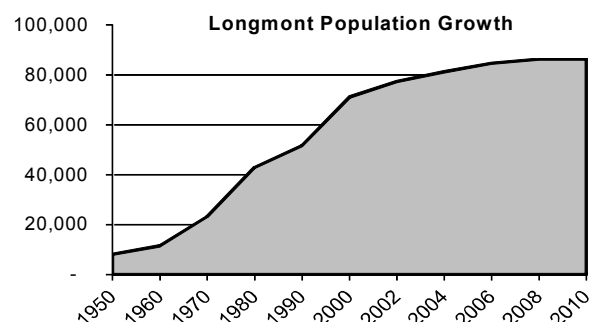
DEMOGRAPHICS

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%

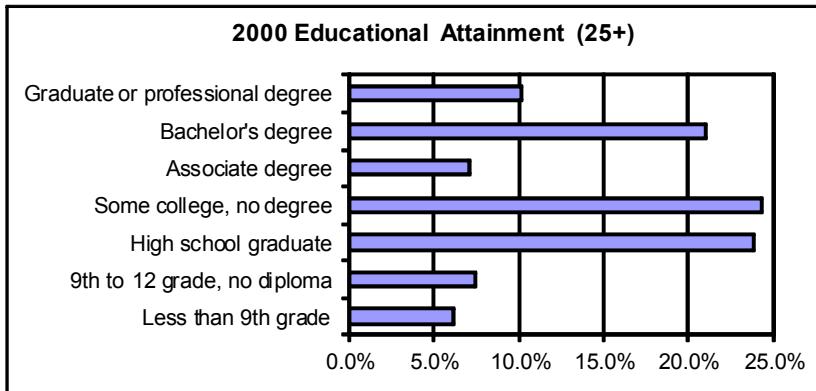
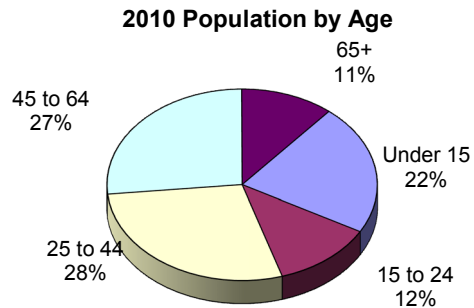
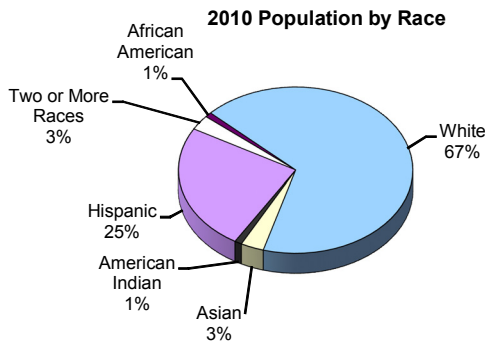
Source: US Census Bureau

Longmont lies along the Front Range where populations have been increasing steadily since 1990. 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 60% of those over 25 years of age having some level of college education and over 31% having obtained a bachelor’s degree or higher. The average annual wages in Boulder County are typically higher than those in Larimer and Weld Counties. Jobs in Professional and Technical services category provide the highest paying jobs on average at \$90,584 annually and at almost double the rate for those jobs in Weld County. According to the Colorado Office of Budgeting and Planning, in 1998 Boulder County represented 25% of Colorado’s advanced technology workers.

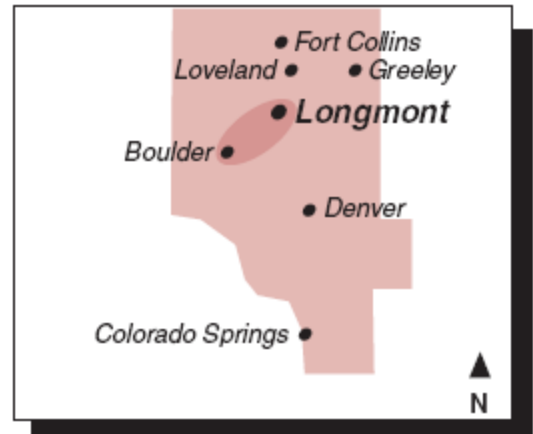
Average Annual Wage

	2002	2003	2004	2005	2006	2007	2008	2009	2010
Boulder County	\$44,036	\$48,012	\$47,264	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588	\$53,976
Broomfield County	\$49,176	\$50,874	\$51,587	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036	\$58,552
Larimer County	\$34,215	\$37,137	\$35,517	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732	\$40,716
Weld County	\$31,104	\$32,695	\$32,592	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196	\$39,260
Colorado	\$38,004	\$40,533	\$40,296	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180	\$46,696

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

LOCATION AND CLIMATE

The City of Longmont is located 35 miles north of Denver and 15 miles north east of Boulder. The City is part of the Denver metro region and currently covers 22.89 square miles. The City’s planning boundaries are largely fixed as shown in the August 2003 revision of the *Longmont Area Comprehensive Plan (LACP)*. Within in the next 10-15 years the remaining areas planned for residential development will be built out within the planned city boundaries. Development of the industrial areas is anticipated to last longer, in the range of 40-50 years.



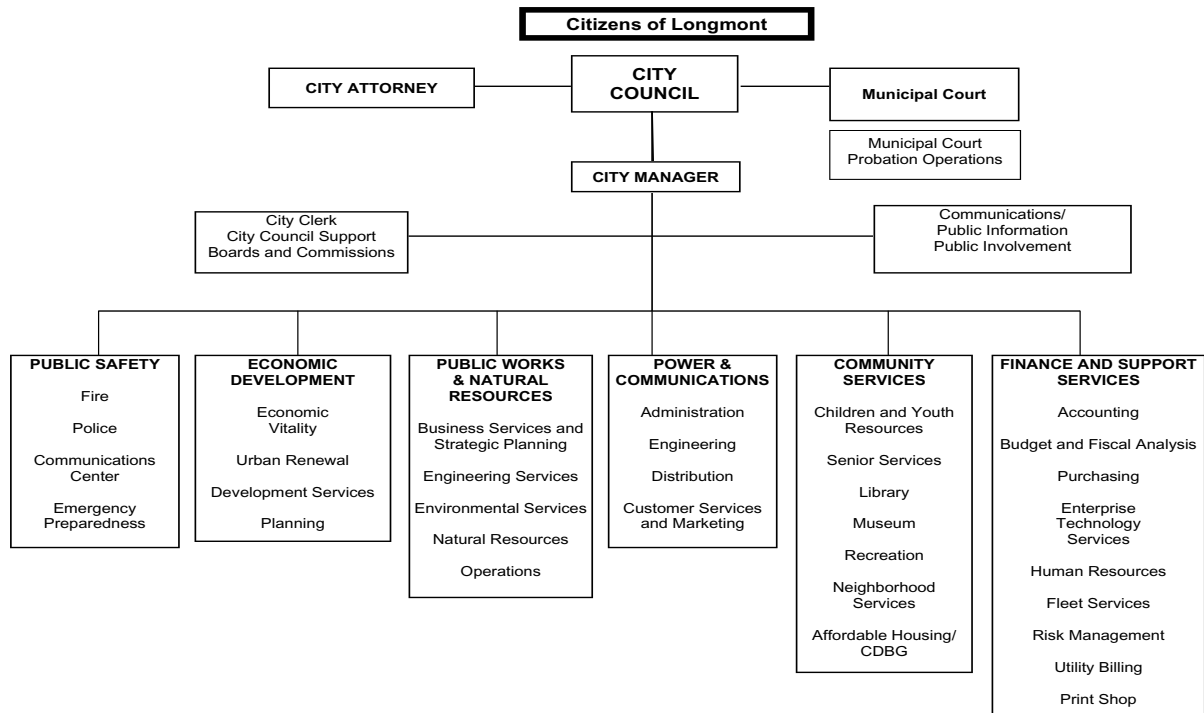
Although Colorado’s mountains can receive an abundance of snow in the winter, Longmont does not typically experience the harsh winters. The highest elevation within the city is 5,123 feet above sea level and it is located at the base of the foothills. With over 300 days of sunshine per year, Longmont’s climate can be considered mild with low humidity. The area averages 12.09 inches of precipitation and 45.9 inches of snowfall.

FORM OF GOVERNMENT AND CITY SERVICES

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

As a full service community, the City of Longmont provides all aspects of urban government including police and fire, electric, telecommunications, water and sewer utilities, as well as streets, sanitation, storm drainage, library, museum, parks, recreation, senior services, youth services, building inspection, planning, open

LONGMONT CITY GOVERNMENT - ORGANIZATIONAL CHART



ECONOMIC DATA

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

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

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

Longmont Area Primary Employers by Industry as of August 1, 2011

<u>Industry</u>	<u># of Companies</u>	<u># of Employees</u>
Computers/Peripherals/Interface Products	18	1,790
Computer Software	14	1,058
Biotech	7	816
Semiconductor and other Electronic Component Mfg	12	738
Aerospace	5	726
Federal Government	1	566
Food Processing	7	551
Business Services	10	519
Apparel/Accessories/Finished Products	8	517
Warehouse Distribution	2	413
Printing and Publishing	4	348
Contract Manufacturing	6	329
Plastics and Misc Rubber Products	11	298
Construction	4	284
Electrical Equipment, Appliances & Component Mfg	5	254
Measurement Instruments/Controlling Devices	8	205
Professional, Scientific and Technical Services	15	192
Wood Products and Furniture	3	161
Communications Equipment	12	160
Consumer Storage Products	3	153
Photonics	7	144
Chemical Manufacturing	3	134
Fabricated Metal Products and Services	8	126
Medical/Electromedical Instruments & Apparatus	5	118
Machining, Tool & Die, Prototype Development	6	105

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 2010 was 7.96%.

The total assessed valuation for the City of Longmont has been steadily increasing over the past 10 years as shown in the table below. This table represents the assessed valuation for real and personal property for the City only and does not include the assessment for the Downtown Development Authority or the General Improvement District.

Assessed Valuation of Taxable Property

Collection Year	Real Property	Personal Property	Total
2000	541,573,680	79,993,140	621,566,820
2001	569,253,980	116,661,520	685,915,500
2002	716,617,380	112,722,310	829,339,690
2003	754,586,011	113,028,041	867,614,052
2004	829,839,702	110,490,969	940,330,671
2005	849,146,110	114,171,000	963,317,110
2006	873,339,140	109,129,260	982,468,400
2007	893,196,710	108,692,820	1,001,889,530
2008	964,428,140	112,164,150	1,076,592,290
2009	977,820,570	107,780,920	1,085,601,490
2010	981,685,090	113,251,910	1,094,937,000

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2012. 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 *2012 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 (2010 actual, 2011 and 2012 budget).

The *2012-2016 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 2012 are included in the *2012 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 *2012-2016 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.

2012 BUDGET CALENDAR

DATE	EVENT
March 17	2012-2016 CIP Kickoff Meeting
April 20	2012 Budget Kickoff Meeting
April 29	Proposed 2012-2016 CIP projects due to Budget Office
May 27	Budgets turned into Budget Office.
June	2012 Budget Evaluation Meetings; 2012 revenue estimates completed by Finance staff.
Mid July	2012 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 30	2012 Operating Budget and 2012-2016 CIP presented to City Council.
September	2012 Budget presentations to City Council.
October 11 & 25	City Council Regular Meetings: introduction, public hearing and passage of the 2012 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.

2012 ADOPTED FINANCIAL POLICIES Resolution R-2011-75A

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 2012 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 17.31% of the use tax to the General Fund and 82.69% of the use tax to the Public Improvement Fund. Included in the 2012 Budget is a one time transfer of \$266,300 from the General Fund to the Public Improvement Fund to help cover the cost of capital needs.

Fees for Licenses, Permits, Fines and Other Miscellaneous Items

All fees for licenses, permits, fines and other miscellaneous charges shall be reviewed annually and set to recover the City's expense in providing the service. In addition, these fees may be annually adjusted to

reflect changes in the Denver area consumer price index. A revenue manual listing all such fees and charges of the City shall be maintained and updated periodically.

The 2012 Operating Budget includes fee increases for electric rates, water rates, sewer rates, sanitation rates and storm drainage rates.

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 2012 Budget there is a projection of 87 new dwelling units. As this is below the benchmark of 120 dwelling units that was set with the 2008 budget, the 2012 budget does not include any incremental development revenue.

OPERATING POLICIES

Balanced Budget

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

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

Budget Control

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

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

Procurement Card

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

The City currently follows this policy.

Expenditure and Revenue Reporting

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

The Finance Department prepares such a report every month.

Basis for Fund Establishment

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

The City currently follows this policy.

Annual Financial Audit

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

The City currently follows this policy. The Finance Department most recently put its contract for auditing services out to bid in 2009 for 2009-2012.

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 2012 Operating Budget includes \$978,544 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 2012 Operating Budget includes \$195,000 for a contract for service with the Longmont Cable Trust.

Downtown Parking Funding

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

The City currently follows this policy.

Employee Pay

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

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

Property and Liability Self Insurance Fund

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

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

Medical Benefits Fund

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

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

Dental Benefits Trust Fund

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

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

Worker's Compensation

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

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

Collection Agency Relationship

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

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

Obsolete Items

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

The City currently follows this policy.

Local Purchasing Preference

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

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

FEES FOR SERVICE**Recreation Fees**

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

The City currently strives to follow this policy.

Senior Citizen Activity Fees

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

The City currently follows this policy.

Short Checks

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

The City currently follows this policy.

Building Codes

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

The City currently follows this policy.

Hazardous Materials Situation Reimbursement

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

The City currently follows this policy.

INVESTMENT AND DEBT POLICIES

Investment Policy

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

The City currently follows this policy.

Banking Relationship

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

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

Investment Philosophy

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

The City currently follows this policy.

Investment Vehicles

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

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

The City currently follows this policy.

Analysis and Reporting of Cash Position and Yield

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

The City currently follows this policy.

Use of Long Term Debt

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

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

Debt Payment

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

The City currently follows this policy.

Relationships with Rating Agencies

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

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

Charter Requirements Relating to the Issuance of Bonds

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

As of the end of 2010, the actual value of taxable property within the City totaled \$8.82 billion. The 3% limitation equaled \$264,574,063. The City had a total of \$2,325,000 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 and 29 of the City's Comprehensive Annual Financial Report.

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

The City currently follows this policy.

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

The City currently follows this policy. The City issued GO Civic Center Refunding bonds totaling \$9,335,000 in 2002, 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 are limited to emergency situations such as natural disasters, acts of terrorism or war, widespread riots or similar emergencies impacting the community. It can also be used in the event of the inability to meet a scheduled debt service payment. A super majority (2/3 of the Council present) of the City Council is necessary to pass an ordinance with appropriation of these reserves.
- Committed to Emergencies: City Council imposed Stabilization Reserve - This reserve would be used during times of reduced revenues due to economic conditions to allow General Fund services to continue to be provided throughout an economic downturn. This reserve is targeted as a range with a minimum of 3% and a maximum of 8% of General Fund operating expenditures. Use of these reserves would be an exception to the policy of budgeting ongoing expenditures equal to ongoing revenues.

General Fund budgeted operating expenditures for 2011 are \$59,445,180. The unrestricted fund balance in the General Fund at the beginning of 2011 is \$10,556,767 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	5.8%	\$3,432,135	fully funded	\$3,432,135
Emergency reserve	8%	\$4,755,614	funded at 4.1%	\$2,464,173
Stabilization Reserve	at 3%	\$1,736,742	unfunded	\$ 0
Stabilization Reserve	at 8%	\$4,631,312	unfunded	\$ 0

General Fund Contingency Account

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

The 2012 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 2012.

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 2012.

Electric Fund Reserve

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

Based on the 2008 rate study and 5 year budget plan, the Electric Fund will build 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 2012.

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 2012.

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 2012.

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 2012.

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; Warehouse revenues; transfers from other funds to cover costs of reading water meters; revenue from the General Fund; loans and grants from other governmental agencies; and interest earnings.

The City currently follows this policy. The Electric Franchise Fee for 2012 is \$4,477,223.

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 2012 is \$349,452.

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 2012 is \$255,982.

Payment in Lieu of Taxes and Franchise Fee - Telecommunications Fund

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

The City currently follows this policy. The Telecommunications Fee for 2012 is \$14,207

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.

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 2012 in the 2012-2016 Capital Improvement Program are included in the 2012 Operating Budget.

Special Financing Districts

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

The City currently follows this policy.

Conservation Trust Fund

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

The City currently follows this policy.

Park Improvement Fund

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

The City currently follows this policy.

Electric Community Investment Fee Fund

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

The City currently follows this policy.

Public Buildings Community Investment Fee Fund

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

The City currently follows this policy.

Transportation Community Investment Fee Fund

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

The City currently follows this policy.

Water System Construction Reserve Fund

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

The City currently follows this policy.

Water Acquisition Fund

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

The City currently follows this policy.

Raw Water Storage Reserve Fund

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

The City currently follows this policy.

Sewer Construction Fund

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

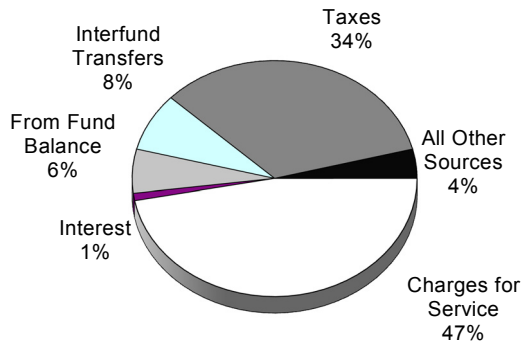
The City currently follows this policy.

Relocation of Existing Utility Facilities in ROW

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

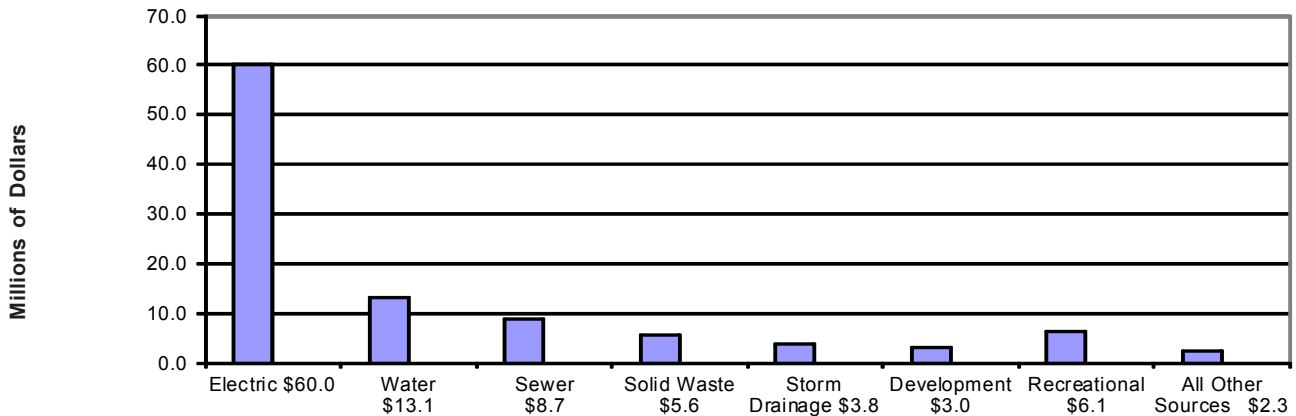
The City currently follows this policy.

2012 Operating Budget: Sources of Funds



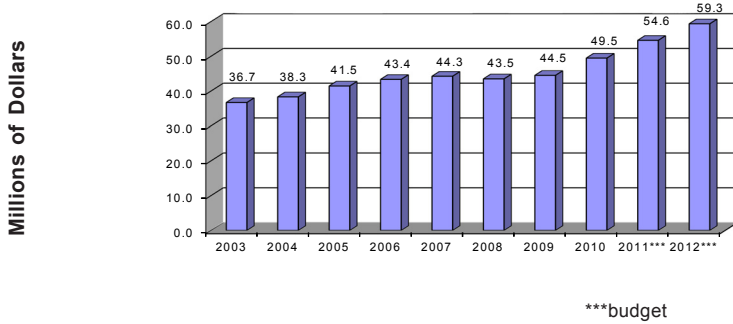
Revenues used to support the City's programs and projects in 2012 will come from a variety of sources and total \$216,688,843. This is 0.6% below the total revenues in the 2011 budget. The pie chart shows the distribution of the City's revenues by major categories.

Charges for Services, Licenses and Permits represent 47% or \$102.7 million of the City's budgeted resources. These are charges for electric, water, sewer, solid waste and storm drainage utility fees; development related services; recreational activities including swimming, athletic leagues, golf, etc; and various other fees for service.



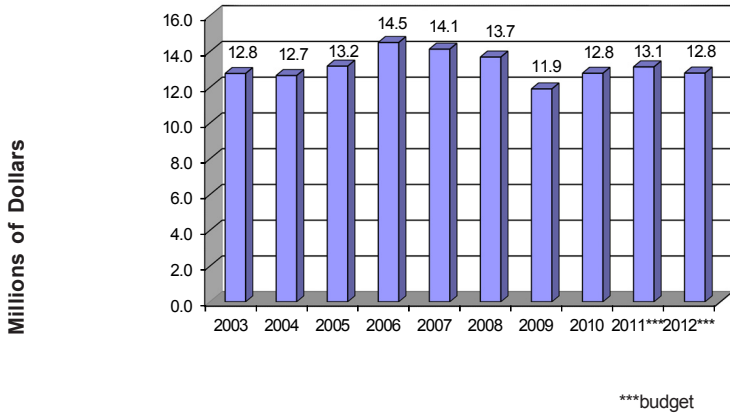
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates are designed to cover replacement of the utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening years, the staff reviews historical and projected revenues and expenses to determine if a comprehensive rate study is needed. Development-related fees include building permits, right-of-way permits, plan review fees, and engineering plan check fees. Estimates are based on anticipated number of single family, multi family and commercial building permits and the estimated valuation of these units. The 2012 budget is based on 25 single family permits, 39 multi family permits 50,000 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



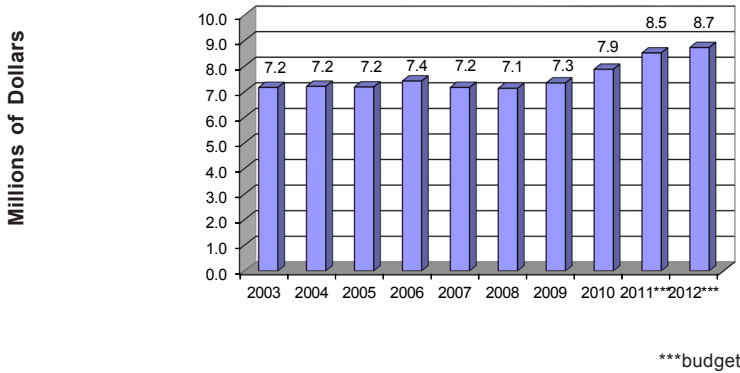
In 2012, electric utility revenues equal 98% of all electric revenues. An ordinance approving a fee increase in Electric was previously approved by Council. The proposed budget includes an average rate increase of 7.5%.

Water



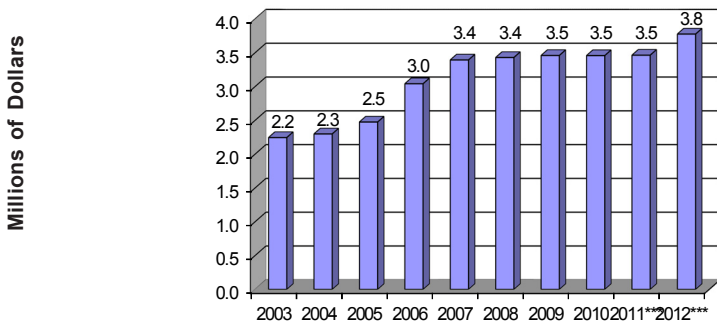
In 2012, charges for water services represent 96% of all water revenues. An ordinance approving a fee increase in Water was previously approved by Council. The proposed budget includes an average rate increase of 2%.

Sewer



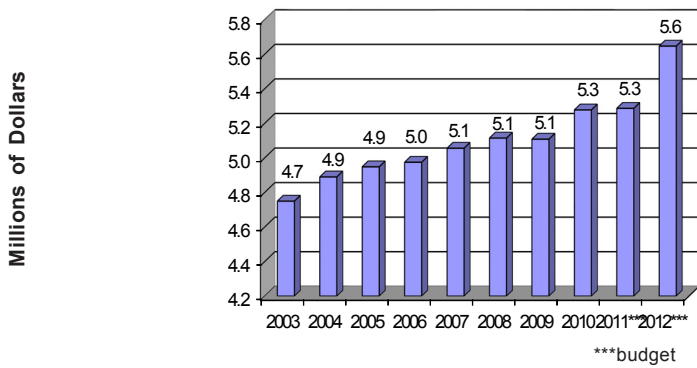
The sewer utility will receive 90% of its revenue from charges for services in 2012. An ordinance approving a fee increase in Sewer was previously approved by Council. The proposed budget includes an average rate increase of 6%.

Storm Drainage



In 2012, Storm Drainage will receive 98% of its revenue from charges for services. An ordinance approving a fee increase in Storm Drainage will be presented to Council in October. The proposed budget includes an average rate increase of 9%.

Sanitation

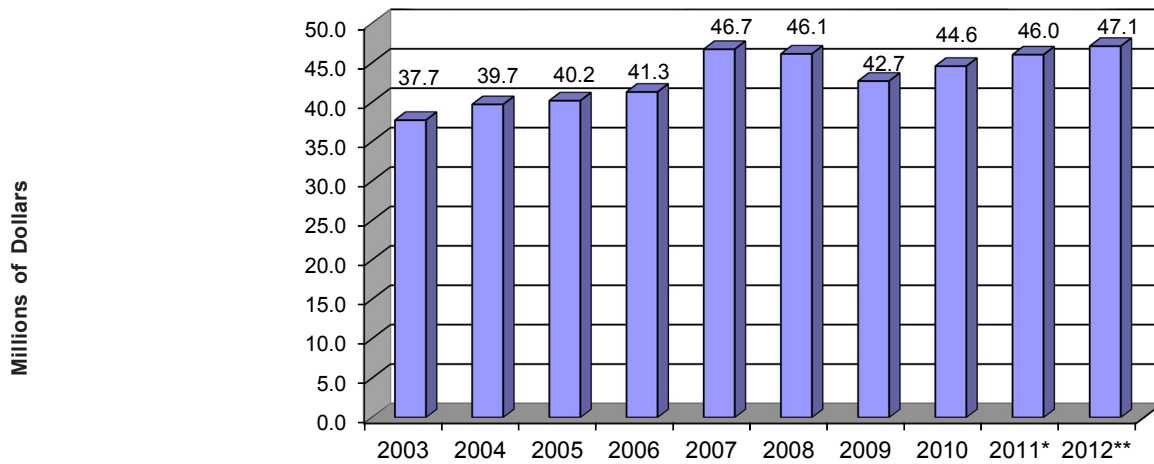


Sanitation will receive 99% of its 2012 revenues from charges for service. An ordinance approving a fee increase in Sanitation was previously approved by Council. The proposed budget includes an average rate increase of 12% for full volume customers and 8% for reduced volume customers.

Taxes represent 34% or \$73.2 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 41.5% 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.

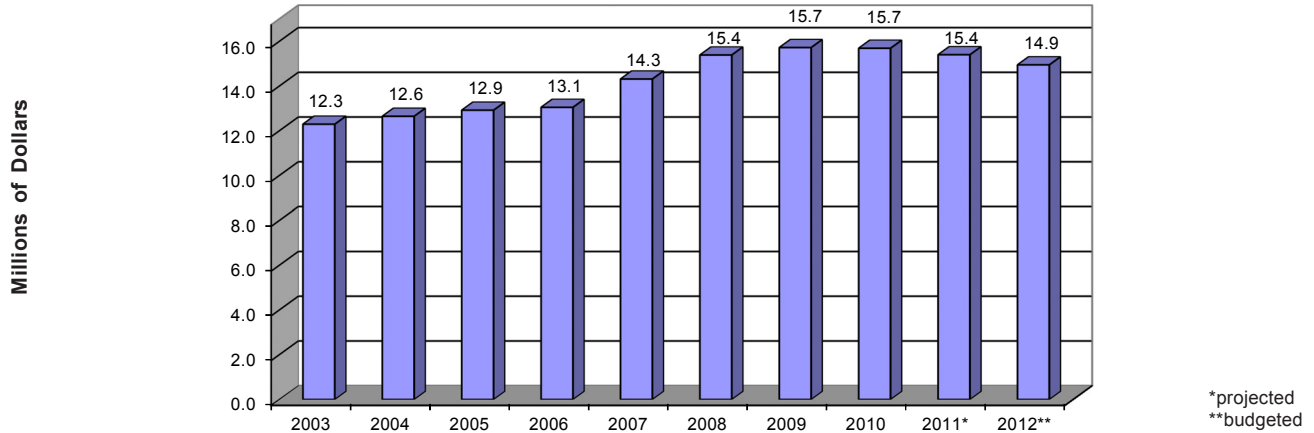
**Sales and Use Tax History
City-Wide**



* projected **budgeted

Property Tax accounts for 20.8% 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 2012 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 2012, \$12,742,638 or 4% of the total sources of funds will come from the use of fund balance.

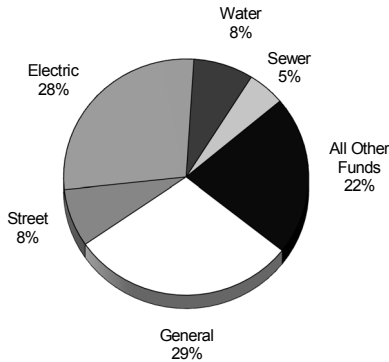
Interfund Transfers are payments from the enterprise funds in the City for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting activities, City Clerk functions and City Attorney services. This revenue is based on an 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 12.1% 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 \$1.6 million for 2012 and all other sources are \$9.8 million and include intergovernmental funds from Boulder County, the state or the federal government; fines; and miscellaneous sources.

2012 Operating Budget: Uses of Funds

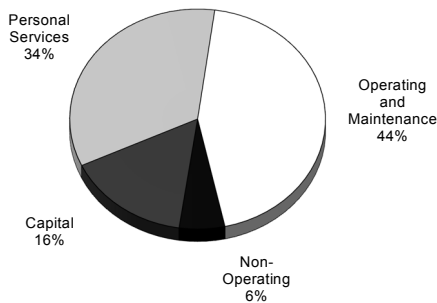
Expenditures by Fund

The City of Longmont's 2012 Operating Budget totals \$216,688,843.



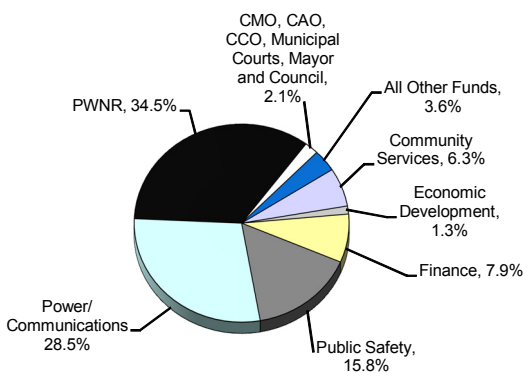
Expenditures in the largest funds include: General Fund, \$65.9 million; Electric Fund, \$61.2 million; the Water Fund, \$16.3 million; the Sewer Fund, \$11.9 million; and the Street Fund, \$16.4 million. These funds will account for 78% of all City expenditures in 2012. Other funds include: Open Space, \$5.6 million; Public Improvement, \$4.8 million; Sanitation, \$6.2 million; Fleet, \$6.7 million; Golf, \$2.3 million; Storm Drainage, \$3.7 million; and Public Safety, \$5.7 million and several minor funds.

Expenditures by Category



Budgeted expenditures by category, are: personal services, \$73.9 million, which includes salaries, wages and benefits; operating and maintenance, \$96.2 million, which includes routine operating expenditures; non-operating, \$12.4 million, which includes interfund transfers and interest payments; and capital, \$34.1 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, \$74.8 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, \$61.7 million; Public Safety Department, \$34.2 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Finance and Support Services Department, \$17.1 million (services include Accounting, Budget, Enterprise Technology Services, Human Resources, Purchasing and Contracts, Risk Management, Utility Billing and Fleet); Community Services Department,

\$13.7 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, \$1.5 million; City Attorneys Office, \$944,901; Municipal Courts, \$763,750, Mayor and Council, \$677,742; City Clerks Office, \$602,217. 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.

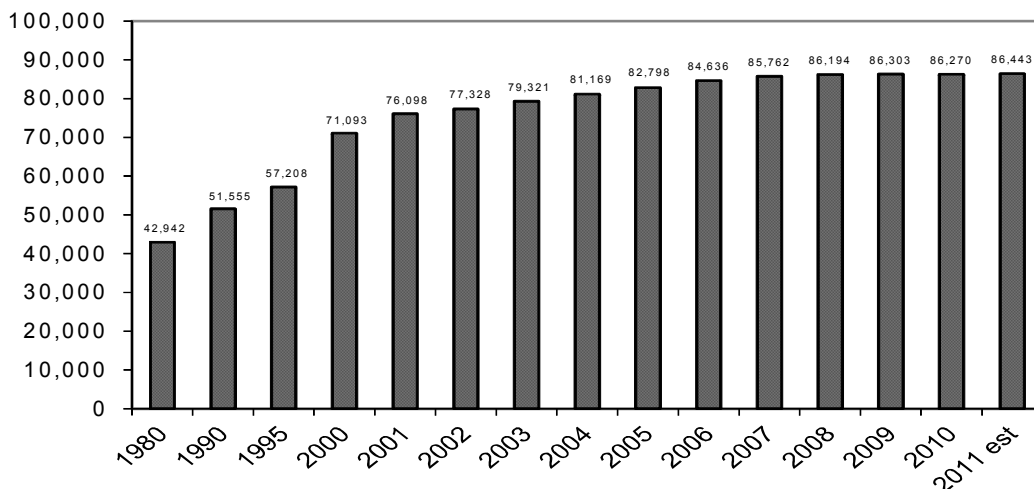
2008 - 2012 Budgeted FTE Positions by Department

Department	2008 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2011-2012 Change
Mayor and Council	0.00	0.00	7.00	7.00	7.00	0.00
City Manager	0.00	0.00	4.00	4.00	4.00	0.00
City Attorney	0.00	0.00	7.50	7.50	7.50	0.00
City Clerk	0.00	0.00	4.00	4.00	4.00	0.00
Municipal Court	0.00	0.00	8.50	8.50	8.50	0.00
Administration	40.00	41.75	0.00	0.00	0.00	0.00
Finance and Support Services	81.20	80.20	85.70	87.70	88.20	0.50
Economic Development	103.50	100.87	21.50	21.50	22.50	1.00
Community Services	94.55	92.55	95.55	92.45	93.20	0.75
Power and Communications	70.70	69.70	72.95	72.95	72.75	-0.20
Public Safety			291.00	291.50	293.50	2.00
Police	173.50	178.50	0.00	0.00	0.00	0.00
Fire	96.50	95.50	0.00	0.00	0.00	0.00
Police/Fire Shared Services	22.00	23.00	0.00	0.00	0.00	0.00
Public Works and Natural Resources	175.05	169.68	231.80	229.55	227.50	-2.05
Downtown Development Authority	1.75	2.00	2.00	2.00	2.00	0.00
TOTAL	858.75	853.75	831.50	828.65	830.65	2.00

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 - 2011



Summary of Financing Sources and Uses

	2010 Actual	2011 Budget	2012 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	68,013,836	70,800,222	73,240,805
Licenses and Permits	3,149,131	1,309,087	1,509,073
Intergovernmental Revenue	5,988,825	2,706,667	2,851,852
Charges for Service	102,159,050	95,374,787	101,170,123
Fines and Forfeits	1,551,177	1,542,300	1,534,200
Interest Earnings	1,692,129	2,517,776	1,630,010
Interfund Transfers	1,801,361	15,786,541	16,732,696
Miscellaneous	4,920,356	1,423,762	1,461,850
Proceeds from Advance	521,623	843,900	815,596
Proceeds from Bonds	42,133,567	-	3,000,000
Proceeds from Lease Purchase	74,088	-	-
Contribution from/(to) Fund Balance	(22,677,476)	25,696,760	12,742,638
TOTAL SOURCES	\$ 209,327,667	\$ 218,001,802	\$ 216,688,843
<u>Expenditures and Other Financing Uses</u>			
Personal Services	68,770,372	72,390,233	73,873,110
Operating and Maintenance	87,657,057	89,748,460	96,245,598
Non-Operating	23,281,755	11,523,213	12,479,154
Capital	29,618,483	44,339,896	34,090,981
TOTAL USES	\$ 209,327,667	\$ 218,001,802	\$ 216,688,843

2012 Consolidated Fund Statement: Sources of Funds and Expenses

The 2012 Consolidated Fund Statement, on the following pages, includes the sources of funds and expenses by category for each fund included in the 2012 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.

2012 Consolidated Fund Statement

	General Fund	Electric Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 10,148,476	\$ 6,237,926	\$ 20,278,543	\$ 8,341,762
 <i>SOURCES OF FUNDS</i>				
Taxes	46,171,531	-	-	-
Licenses and Permits	744,026	-	-	-
Intergovernmental Revenue	258,397	-	195,223	174,530
Charges for Service	5,630,353	59,971,000	13,107,596	8,734,800
Fines and Forfeits	1,428,200	-	-	-
Interest Earnings	200,000	137,000	356,700	154,200
Interfund Transfers	7,961,134	41,166	-	361,149
Miscellaneous	70,508	394,500	-	1,500
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	3,000,000
 TOTAL SOURCES OF FUNDS	 62,464,149	 60,543,666	 13,659,519	 12,426,179
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	47,117,742	5,791,041	4,219,844	2,875,797
Operating and Maintenance	16,156,524	52,586,057	6,032,415	4,157,003
Non-Operating	603,024	480,331	1,820,428	1,185,914
Capital	2,105,426	2,319,785	4,232,279	3,666,153
 TOTAL EXPENSES	 65,982,716	 61,177,214	 16,304,966	 11,884,867
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 6,629,909	\$ 5,604,378	\$ 17,633,096	\$ 8,883,074
Contribution to/(from) Fund Balance	(3,518,567)	(633,548)	(2,645,447)	541,312

2012 Consolidated Fund Statement

	Street Improvement Fund	Sanitation Fund	Golf Fund	Telecom- munications Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 5,905,151	\$ 2,630,030	\$ 314,742	\$ 690,835
 <i>SOURCES OF FUNDS</i>				
Taxes	14,615,004	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	364,381	-	-	-
Charges for Service	-	5,646,600	2,341,500	310,130
Fines and Forfeits	-	-	-	-
Interest Earnings	59,174	28,424	3,584	13,700
Interfund Transfers	-	-	-	-
Miscellaneous	86,225	2,000	8,000	80,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 15,139,784	 5,677,024	 2,353,084	 403,830
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	3,258,970	1,764,436	1,033,715	206,594
Operating and Maintenance	4,312,989	4,260,386	1,044,835	157,724
Non-Operating	592,443	131,544	206,212	1,671
Capital	8,245,588	43,742	-	80,000
 TOTAL EXPENSES	 16,409,990	 6,200,108	 2,284,762	 445,989
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 4,634,945	\$ 2,106,946	\$ 383,064	\$ 648,676
Contribution from/(to) Fund Balance	(1,270,206)	(523,084)	68,322	(42,159)

2012 Consolidated Fund Statement

	Storm Drainage Fund	Fleet Fund	Airport Fund	Public Improvement Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 719,624	\$ 15,339,679	\$ 214,791	\$ 1,175,697
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	3,365,711
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	3,814,645	-	236,580	-
Fines and Forfeits	-	-	-	-
Interest Earnings	34,739	150,670	2,279	20,000
Interfund Transfers	-	7,722,926	-	266,300
Miscellaneous	5,100	-	20,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 3,854,484	 7,873,596	 258,859	 3,652,011
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,194,872	1,178,608	112,728	-
Operating and Maintenance	1,174,367	2,555,493	178,225	54,550
Non-Operating	1,111,501	5,790	516	2,679,241
Capital	201,214	3,008,835	20,000	2,030,496
 TOTAL EXPENSES	 3,681,954	 6,748,726	 311,469	 4,764,287
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 892,154	\$ 16,464,549	\$ 162,181	\$ 63,421
Contribution from/(to) Fund Balance	172,530	1,124,870	(52,610)	(1,112,276)

2012 Consolidated Fund Statement

	CDBG/HOME Fund	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 174,804	\$ 862,774	\$ 4,640,785	\$ 955,731
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	516,324	-	-
Intergovernmental Revenue	614,158	-	700,000	-
Charges for Service	-	-	-	220,000
Fines and Forfeits	-	-	-	-
Interest Earnings	-	19,786	38,461	18,000
Interfund Transfers	-	-	-	-
Miscellaneous	66,000	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 680,158	 536,110	 738,461	 238,000
 EXPENSES BY CATEGORY				
Personal Services	128,768	-	-	37,950
Operating and Maintenance	667,672	-	-	-
Non-Operating	-	-	-	-
Capital	300	52,600	2,922,700	77,050
 TOTAL EXPENSES	 796,740	 52,600	 2,922,700	 115,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 58,222	\$ 1,346,284	\$ 2,456,546	\$ 1,078,731
Contribution from/(to) Fund Balance	(116,582)	483,510	(2,184,239)	123,000

2012 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>	\$ 664,866	\$ 147,541	\$ 381,316	\$ 1,058,043
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	-
Licenses and Permits	158,323	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	111,149	-	293,600
Fines and Forfeits	-	-	-	-
Interest Earnings	9,944	4,426	-	21,700
Interfund Transfers	-	-	73,378	-
Miscellaneous	-	450,000	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	168,267	565,575	73,378	315,300
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	-	-	35,772	-
Operating and Maintenance	-	-	91,324	2,500
Non-Operating	-	5,100	371	503,838
Capital	-	544,900	-	45,000
TOTAL EXPENSES	-	550,000	127,467	551,338
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 833,133	\$ 163,116	\$ 327,227	\$ 822,005
Contribution from/(to) Fund Balance	168,267	15,575	(54,089)	(236,038)

2012 Consolidated Fund Statement

	Water Construction Fund	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 10,323,779	\$ 393,534	\$ 3,156,979	\$ 8,828
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	403,000	-	5,000	38,200
Fines and Forfeits	-	-	-	-
Interest Earnings	197,100	7,000	63,300	500
Interfund Transfers	-	-	-	42,748
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	600,100	7,000	68,300	81,448
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	-	-	-	59,530
Operating and Maintenance	2,500	-	100,000	13,605
Non-Operating	1,500	-	-	-
Capital	695,000	10,000	100,000	-
TOTAL EXPENSES	699,000	10,000	200,000	73,135
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 10,224,879	\$ 390,534	\$ 3,025,279	\$ 17,141
Contribution from/(to) Fund Balance	(98,900)	(3,000)	(131,700)	8,313

2012 Consolidated Fund Statement

	DDA Fund	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 3,015,454	\$ 93,332	\$ 9,099	\$ 712,938
 SOURCES OF FUNDS				
Taxes	1,195,869	91,777	-	-
Licenses and Permits	20,000	-	55,400	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	2,000	1,300	5,000	-
Interfund Transfers	89,319	-	22,261	152,315
Miscellaneous	15,000	-	-	97,919
Proceeds from Advance	815,596	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 2,137,784	 93,077	 82,661	 250,234
 EXPENSES BY CATEGORY				
Personal Services	255,897	21,303	17,894	133,408
Operating and Maintenance	376,887	83,219	28,025	114,136
Non-Operating	857,415	-	-	690
Capital	437,500	-	10,000	2,000
 TOTAL EXPENSES	 1,927,699	 104,522	 55,919	 250,234
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,225,539	\$ 81,887	\$ 35,841	\$ 712,938
Contribution from/(to) Fund Balance	210,085	(11,445)	26,742	-

2012 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>	\$ 7,964,405	\$ 87,714	\$ 173,835	\$ 1,762,099	\$ 102,320
 <i>SOURCES OF FUNDS</i>					
Taxes	2,876,676	-	-	4,674,598	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	194,914	6,000	-	344,249	-
Charges for Service	-	-	164,000	69,712	-
Fines and Forfeits	-	-	-	-	-
Interest Earnings	58,608	-	-	16,615	1,000
Interfund Transfers	-	-	-	-	-
Miscellaneous	40,000	-	12,500	-	70,000
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	3,170,198	6,000	176,500	5,105,174	71,000
 <i>EXPENSES BY CATEGORY</i>					
Personal Services	261,698	-	21,580	4,038,302	-
Operating and Maintenance	459,394	6,000	149,154	1,091,263	50,500
Non-Operating	2,236,908	-	-	32,478	20,500
Capital	2,677,413	-	-	528,000	-
TOTAL EXPENSES	5,635,413	6,000	170,734	5,690,043	71,000
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 5,499,190	\$ 87,714	\$ 179,601	\$ 1,177,230	\$ 102,320
Contribution from/(to) Fund Balance	(2,465,215)	-	5,766	(584,869)	-

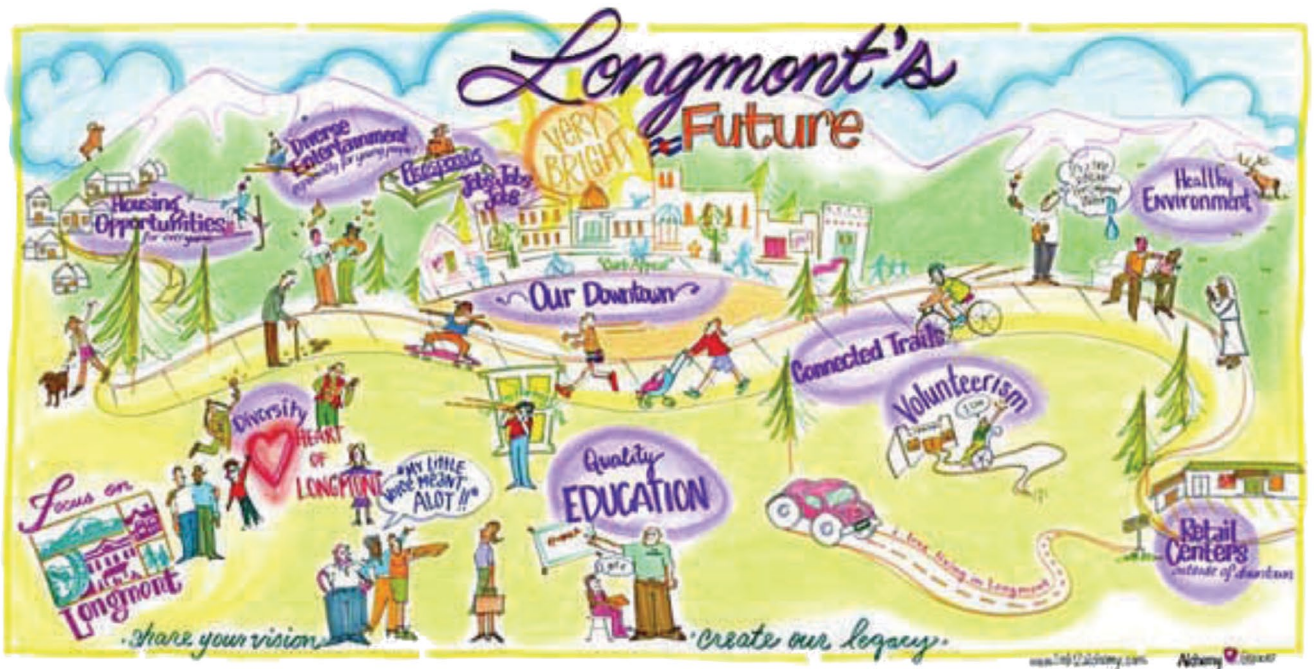
2012 Consolidated Fund Statement

	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>	\$ 36,415	\$ 87,880	\$ 103,908	\$ 27,856	\$ 76,091	\$ 109,019,581
 <i>SOURCES OF FUNDS</i>						
Taxes	-	-	-	-	249,639	73,240,805
Licenses and Permits	-	-	-	-	-	1,509,073
Intergovernmental Revenue	-	-	-	-	-	2,851,852
Charges for Service	54,258	16,000	-	2,000	-	101,170,123
Fines and Forfeits	-	-	106,000	-	-	1,534,200
Interest Earnings	-	2,000	1,300	500	1,000	1,630,010
Interfund Transfers	-	-	-	-	-	16,732,696
Miscellaneous	39,593	3,005	-	-	-	1,461,850
Proceeds from Advance	-	-	-	-	-	815,596
Proceeds from Bonds	-	-	-	-	-	3,000,000
 TOTAL SOURCES OF FUNDS	 93,851	 21,005	 107,300	 2,500	 250,639	 203,946,205
 <i>EXPENSES BY CATEGORY</i>						
Personal Services	33,487	-	72,174	1,000	-	73,873,110
Operating and Maintenance	57,590	19,000	12,622	-	249,639	96,245,598
Non-Operating	-	-	417	1,322	-	12,479,154
Capital	-	-	35,000	-	-	34,090,981
 TOTAL EXPENSES	 91,077	 19,000	 120,213	 2,322	 249,639	 216,688,843
 <i>ENDING</i>						
<i>FUND BALANCE</i>	\$ 39,189	\$ 89,885	\$ 90,995	\$ 28,034	\$ 77,091	\$ 96,276,943
Contribution to/(from) Fund Balance	2,774	2,005	(12,913)	178	1,000	(12,742,638)

FOCUS ON LONGMONT

REPORT CARD TO THE COMMUNITY

FIVE YEARS LATER
2005 - 2010



August 2011



www.ci.longmont.co.us/focus



Share Your Vision, Create Our Legacy	3-4
Promote a Healthy Business Climate	5-12
Rationale	5
Policy 1.1 Increased Job Opportunities	5
Policy 1.2 Development Aligned with the Community's Vision	6
Policy 1.3 Business-friendly Environment	6
Policy 1.4 Balance of Businesses	7
Economic Partners	8
Performance Measures	9
Support Education as a Community-Wide Value	13-17
Rationale	13
Policy 2.1 Community Support for Education	13
Policy 2.2 Public and Private Partnerships	15
Performance Measures	16
Enhance the Natural Environment	18-27
Rationale	18
Policy 3.1 Citywide Trail System	18
Policy 3.2 Expanded Open Space Opportunities	19
Policy 3.3 Emphasis on the Built Environment	19
Policy 3.4 Enhanced Public Transit Opportunities	21
Performance Measures	23
Focus on Downtown	28-31
Rationale	28
Policy 4.1 Downtown as a Destination and Gathering Place	28
Policy 4.2 Balanced Economic Development	29
Performance Measures	30
Promote a Sense of Community Identity and Cultural Inclusion	32-41
Rationale	32
Policy 5.1 Engaged Neighborhoods	33
Policy 5.2 Renewed Emphasis on Youth Activities	34
Policy 5.3 Meaningful Citizen Involvement	36
Policy 5.4 Culturally Inclusive Gatherings and Events	37
Performance Measures	38
Additional Performance Measures	42-51
Summary	52

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

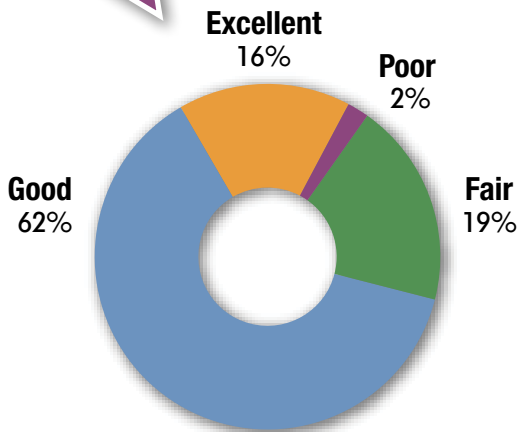
These five areas do not cover every service that the City provides but highlight the strategic directions that have been followed over the last five years. The following report card is respectfully submitted to the residents and businesses of Longmont, a vibrant and free-standing community, and is organized 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

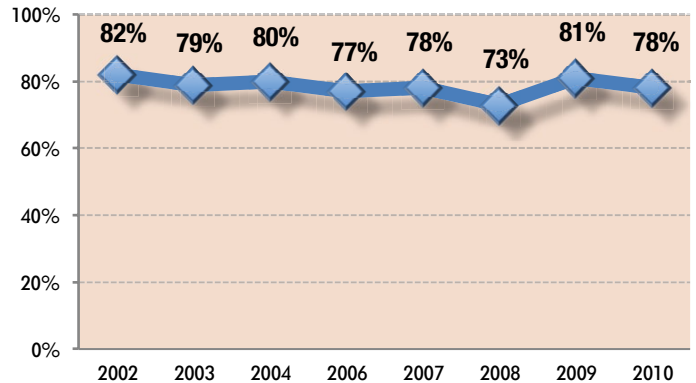
SHARE YOUR VISION, CREATE OUR LEGACY

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.

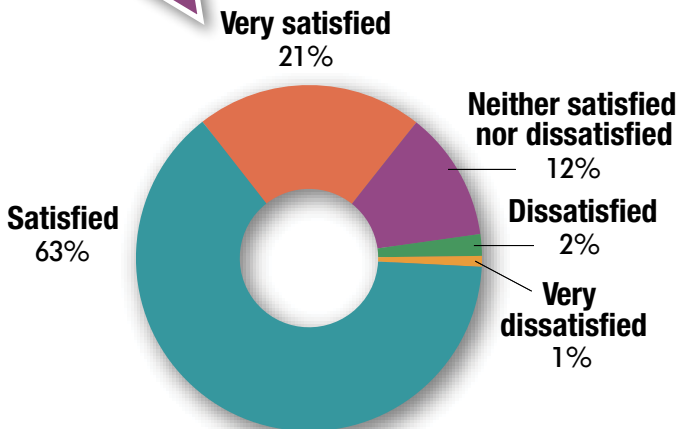
How would you rate your overall quality of life in Longmont?



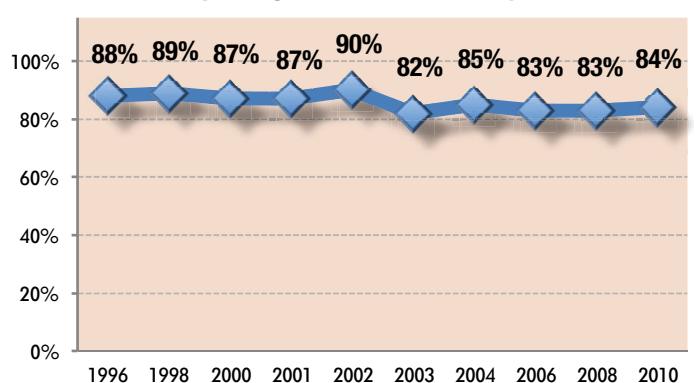
Percent Reporting "Good" or "Excellent"



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



Percent Reporting "Satisfied" or "Very Satisfied"



Rationale

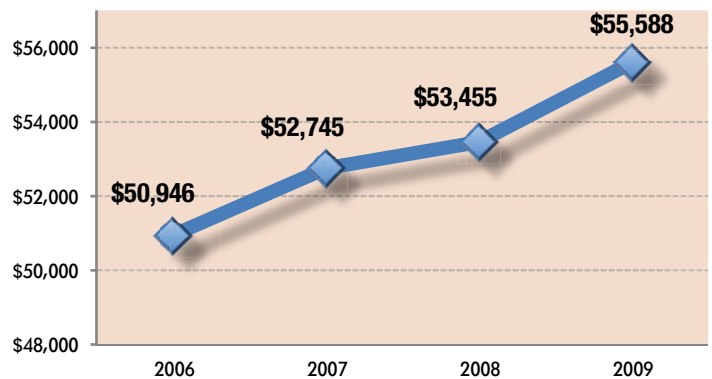
A healthy business climate produces a strong economy across multiple sectors; is flexible and adaptable for the future; and encourages expansion and retention of existing business but also promotes the creation of new, local business and the relocation of business into the area. A well-balanced, diversified, 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

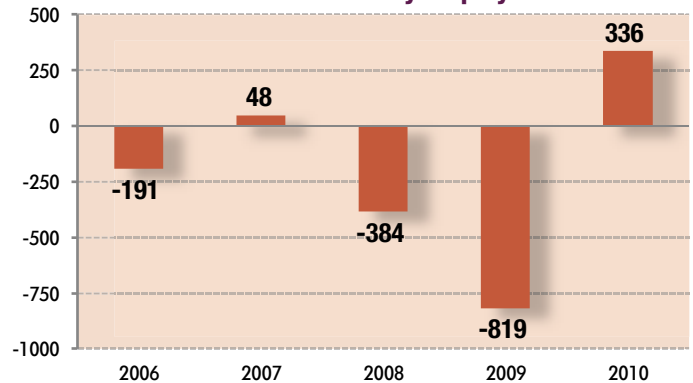
The City shall work proactively with the private sector to create opportunities for a continuum of appropriate jobs for all residents.

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

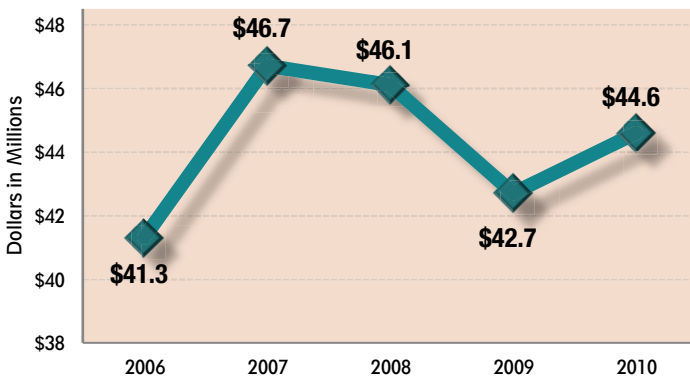


POLICY 1.2 DEVELOPMENT ALIGNED WITH THE COMMUNITY’S VISION

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

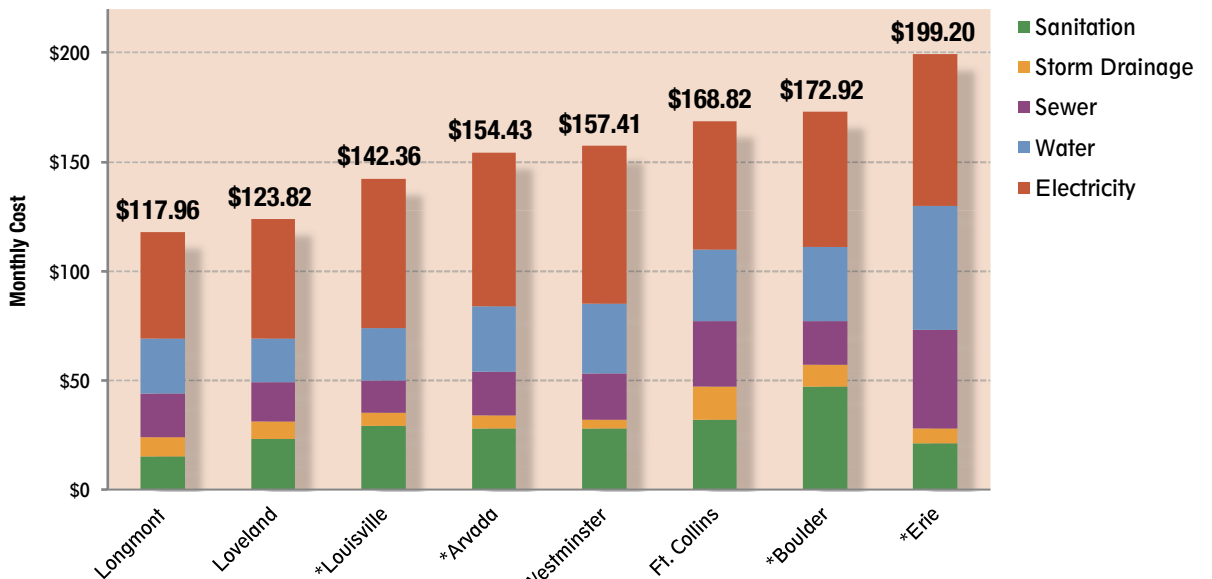
Emphasize a balance between locally owned and nonlocal businesses at a range of sizes and scales.

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

2011 Average Residential Utility Bill in Detail by City
(Includes sanitation, storm drainage, sewer, water, and electricity)



*Cities who receive electricity from Xcel Energy
The 2011 average utility bill for comparable cities is \$154.62

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	2010 Actual	2011 Estimated	2012 Projected
Economic Development	Economic Vitality	Number of new dwelling units	111	64	87
Economic Development	Economic Vitality	Number of new nonresidential square feet	239,798	135,000	50,000
Economic Development	Economic Vitality	Jobs-to-resident measure between 0.5:1 and 1:1	0.38:1	0.38:1	0.38:1
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%	6.3%
		Boulder County MSA	7.1%	6.2%	6.0%
		Colorado	8.9%	8.0%	8.0%
		U.S.	9.6%	9.3%	9.0%
Economic Development	Economic Vitality	Average annual wage – Boulder County MSA	\$53,976	\$57,000	\$59,000
Economic Development	Economic Vitality	Annual net change in the number of jobs with primary employers	336	86	86

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Accounting	Total sales and use tax revenues	\$44,575,669	\$46,028,797	\$47,105,573

**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	2010 Actual	2011 Estimated	2012 Projected
Economic Development	Economic Vitality	Number of Longmont Economic Gardening Initiative (LEGI) members (cumulative)	95	140	180
Economic Development	Economic Vitality	Increase in sales tax over the previous year (cumulative)	\$11,980	\$12,000	\$12,000
Economic Development	Economic Vitality	Number of LEGI participants in business in Longmont (cumulative)	79	100	120
Economic Development	Economic Vitality	Small Business Lending Program (SBLP) applicants	14	14	14
Economic Development	Economic Vitality	Business Start-up Grant (BSUG) applicants	18	18	18
Economic Development	Economic Vitality	Business Improvement Grant (BIG) applicants	n/a	5	5
Economic Development	Economic Vitality	Workshop participants	119	120	120
Economic Development	Economic Vitality	Business Outreach Team (BOT) onsite meetings	14	50	50
Finance and Support Services	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	\$ 414,187	\$ 375,000	\$350,000
		Tax collections resulting from field audits	\$215,581	\$200,000	\$200,000
		Audit collections as a % of audit costs	168%	150%	150%
		Sales tax classes/workshops held	4	3	3
		Sales/use tax report issued within 10 days of month end	100%	91%	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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Administration	Protect the public trust through financial accountability and stewardship			
		2002 General Obligation Bonds: Moody's	Aa2	Aa2	Aa2
		2002 General Obligation Bonds: Standard and Poors	AA	AA	AA
		2006 Revenue Bonds: Standard and Poors	AA+	AA+	AA+
		2008 Storm Drainage Revenue Bonds: Standard and Poors	AA	AA	AA
		2010 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA
		2010 Sales Tax Revenue Bonds: Standard and Poors	A	A	A
		2010 Sales Tax Revenue Bonds: Moody's	A2	A2	A2
Finance and Support Services	Parking Enforcement	Number of tickets written to people who are not handicapped for parking in City handicap spaces	201	185	190
Power & Communications	Administration	Residential electric rates (state ranking)	lowest	lowest	lowest
Power & Communications	Administration	Small commercial electric rates (state ranking)	lowest	3rd lowest	3rd lowest
Power & Communications	Administration	Large commercial electric rates (state ranking)	lowest	2nd lowest	2nd lowest
Power & Communications	Administration	Industrial electric rates (state ranking)	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	2010 Actual	2011 Estimated	2012 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

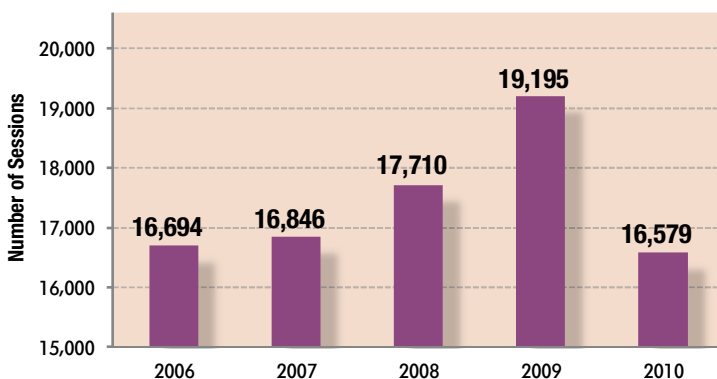
Rationale

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.

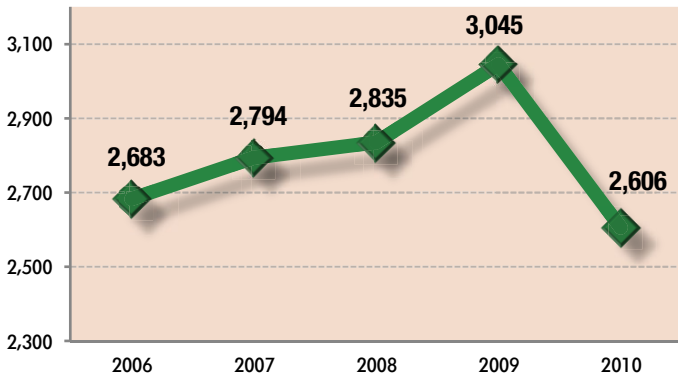
The Longmont Library has been a center for learning in the community for over 100 years. As technology changes, the Library has also changed, offering computers and Internet access, business workshops, books on CD and via e-readers and tablets like the iPad, all while continuing the popular children/teen 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

FOCUS ON LONGMONT

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



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

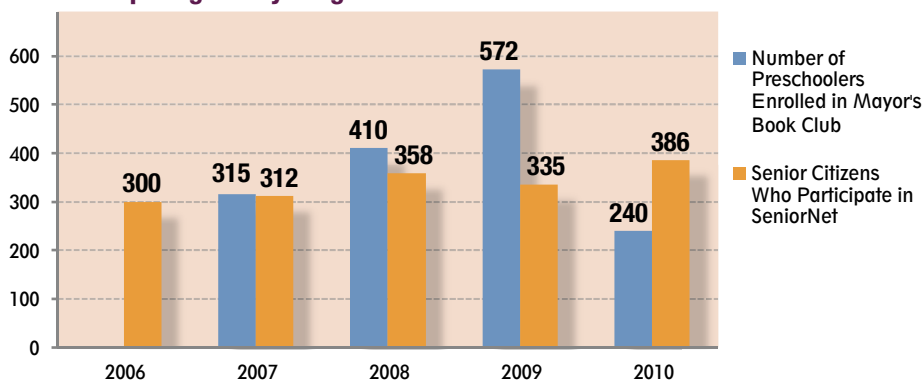
Since the Library is the main place that residents can access the Internet for free and so much of our information and business is done on the Internet, this resource is a tremendous source of learning. At left is a chart of the [number of times each terminal was used to access the Internet in the adult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

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



FOCUS ON LONGMONT

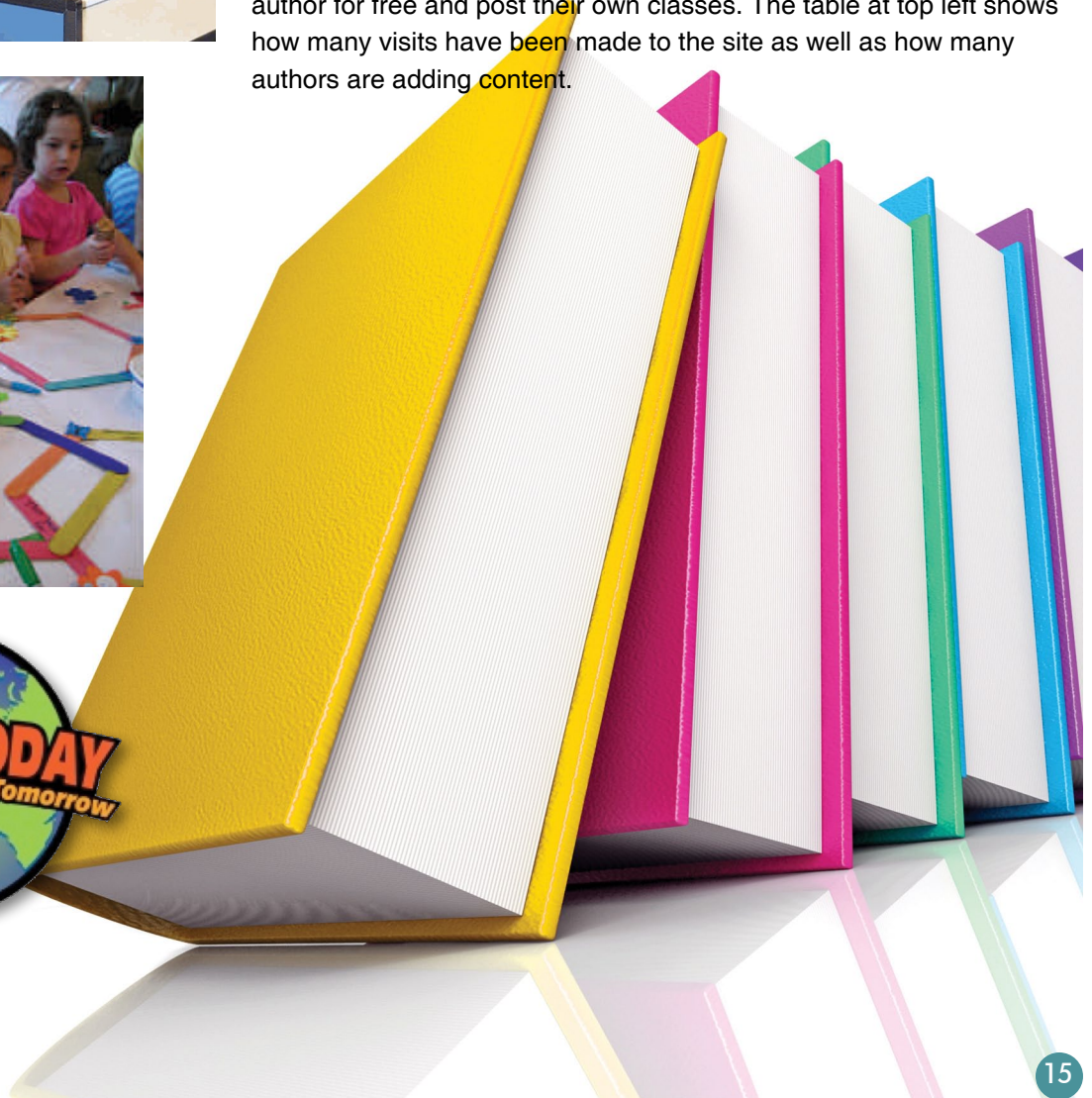
SUPPORT EDUCATION AS A COMMUNITY-WIDE VALUE

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	2010 Actual	2011 Estimated	2012 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	71.4%	72%	73%
Community Services	Children & Youth Resources	Number of preschool children enrolled in Mayor’s Book Club	240	600	600
Community Services	Library	Total visitation	531,139	570,000	580,000
Community Services	Library	Total circulation	1,125,345	1,125,000	1,125,000
Community Services	Library	Circulation rates per capita	12.867	13	13
Community Services	Library	Visitation rates per capita	6.073	7	7.25
Community Services	Library	Reference transactions per 1,000 population	1,369.34	1,400	1,500
Community Services	Library	Program attendance per 1,000 population	409	400	400
Community Services	Library	Children/teen Internet usage in the PC Lab (no. of sessions)	16,579	17,500	17,500
Community Services	Library	Patron Internet usage per terminal	2,606	2,700	2,750
Community Services	Library	Turnover (circulation divided by volumes)	4.359	4.4	4.5
Community Services	Library	Circulation return on investment (dollar value of items circulated annually divided by total annual budget)	6.75/1	6.75/1	6.80/1
Community Services	Library	Children/Teen Summer Reading Program participants	7,377	7,500	7,500
Community Services	Senior Services	Annual membership in SeniorNet Computer Learning Center for older adults	386	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	2010 Actual	2011 Estimated	2012 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	2010 Actual	2011 Estimated	2012 Projected
Community Services	Children & Youth Resources	Number of visitors to wiki-style community education website	1,773 visits 99 authors	2,500 visits 110 authors	3,000 visits 125 authors
Community Services	Children & Youth Resources	Education level in the community	87% of those 25+ with a high school diploma and 37.8% with a bachelor's degree or higher	87.5% of those 25+ with a high school diploma and 39% with a bachelor's degree or higher	88% of those 25+ with a high school diploma and 41% 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	103	100	55
Community Services	CDBG/ Affordable Housing	Digital Divide – total no. of accounts active each year	187	225	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.

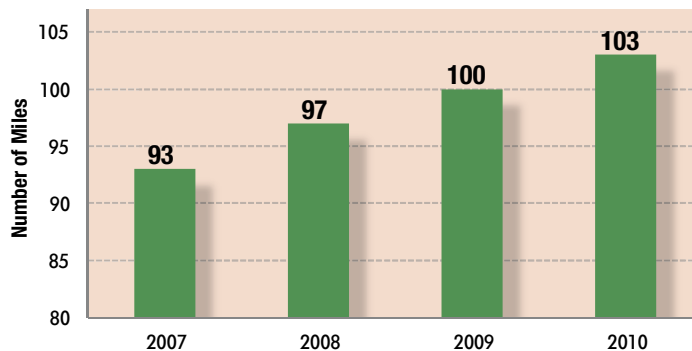


POLICY 3.1 CITYWIDE TRAIL SYSTEM

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



FOCUS ON LONGMONT

ENHANCE THE NATURAL ENVIRONMENT



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.

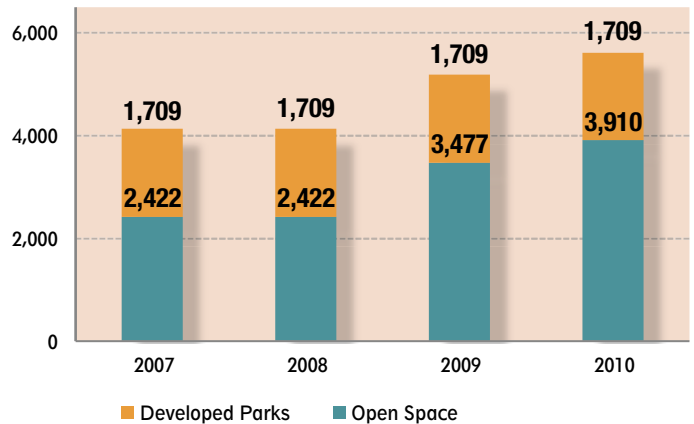
When asked about their favorite things in Longmont, an overwhelming number of residents say that it is the beautiful parks and open space in Longmont that they love. In November of 2000, the residents of Longmont voted to approve an additional 0.2 cent (two-tenths of a cent) sales tax to be used specifically 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

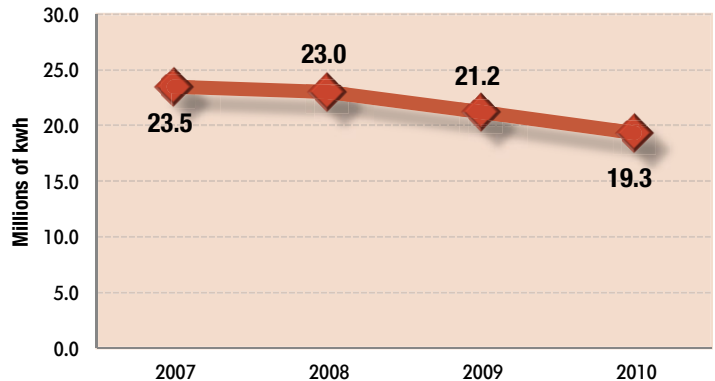
Continue to focus on standards for the built environment with an emphasis on quality, energy-efficient materials, quality architecture, and appropriate landscaping that reinforces the community and the environment.

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

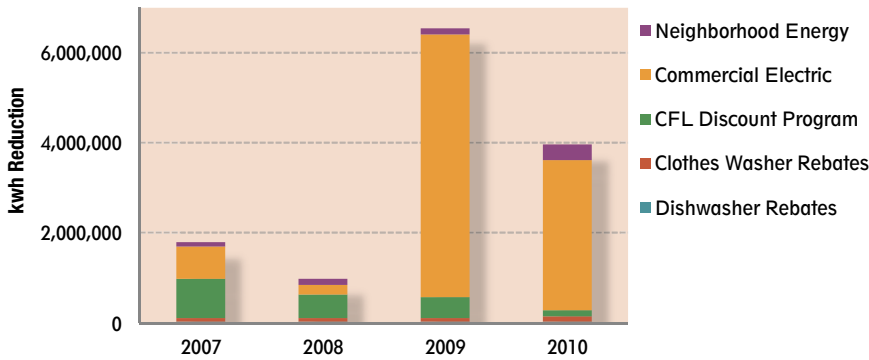


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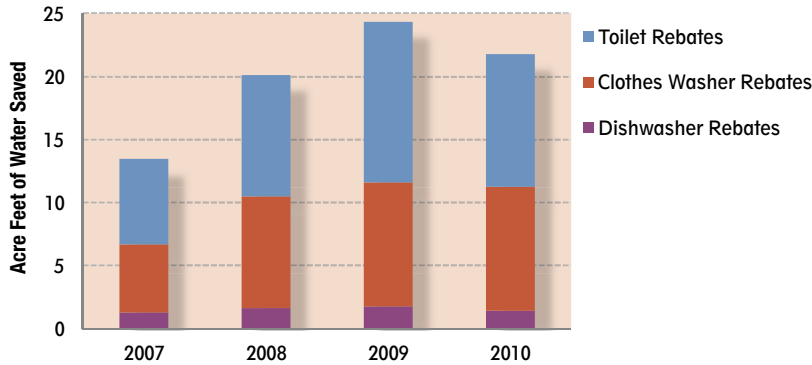
ENHANCE THE NATURAL ENVIRONMENT

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

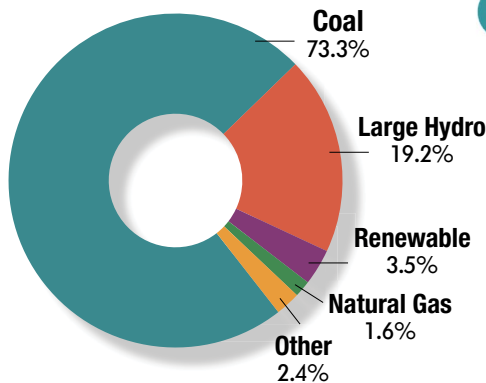


Water Saved from Rebate Programs

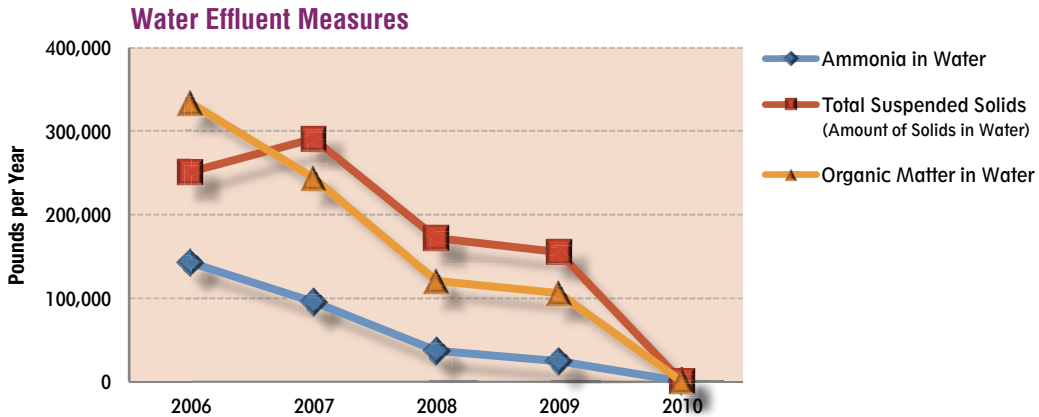


Another piece of enhancing the environment is a healthy mix of power supplies that include renewable energy such as hydropower and wind. To the right is a chart that shows the sources of power provided to Longmont.

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

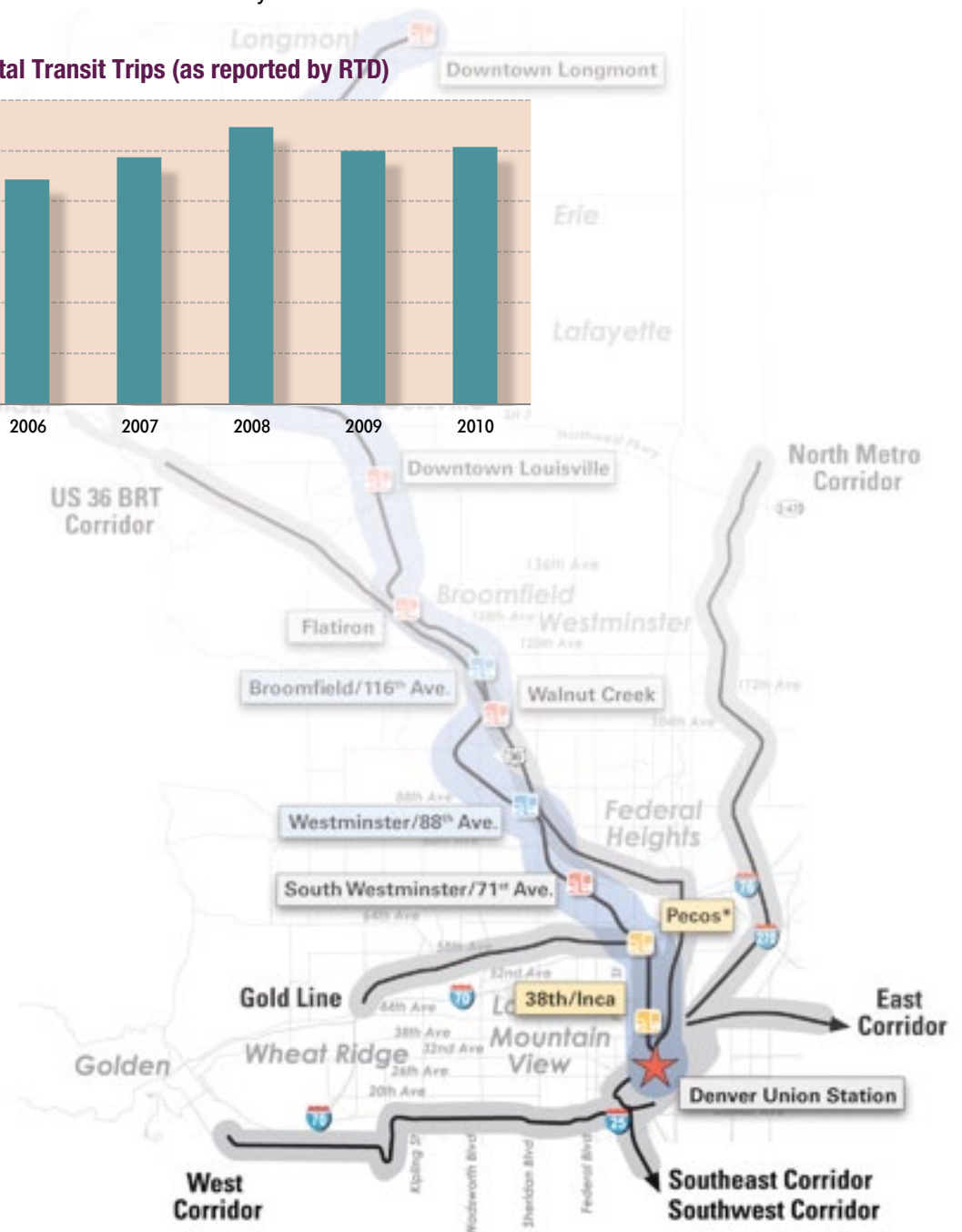
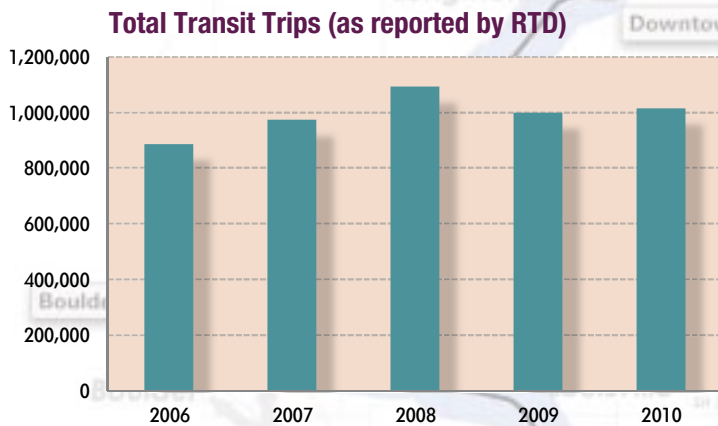


FOCUS ON LONGMONT

ENHANCE THE NATURAL ENVIRONMENT

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	2010 Actual	2011 Estimated	2012 Projected
Public Works and Natural Resources	Natural Resources	Miles of greenways and bike paths	103	104	106

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	2010 Actual	2011 Estimated	2012 Projected
Public Works and Natural Resources	Natural Resources	Acres of open space	3,910	4,055	4,055
Public Works and Natural Resources	Natural Resources	Total acres of parks (community, neighborhood and regional)	1,709	1,738	1,753
Public Works and Natural Resources	Natural Resources	Total parks maintenance budget	\$2,018,758	\$1,878,390	\$1,974,476
Public Works and Natural Resources	Natural Resources	Number of public trees planted	1,730	550	200
Public Works and Natural Resources	Natural Resources	Supplemental trees given to the community through grants/donations	24	135	50
Public Works and Natural Resources	Natural Resources	Trim cycle in years (standard is 7 years)	14	15	12
Public Works and Natural Resources	Operations	Number of neighborhood parks/1,000 population	2.37	2.37	2.37
Public Works and Natural Resources	Operations	Number of community parks/1,000 population	3.23	3.23	32.87
Community Services	Recreation	Number of recreation centers/30,000 population	1.03	1.03	1.03

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	2010 Actual	2011 Estimated	2012 Projected
Power & Communications	Engineering	Electric consumption in City facilities (in million kWh)	19.3	19.3	19.0
Power & Communications	Engineering	Natural gas consumption in City facilities (in therms)	733,666	733,666	733,666
Power & Communications	Engineering	Dishwasher rebates provided	283	300	330
		kWh reductions	30,281	32,100	35,310
		CO2 reductions in lbs.	46,130	54,570	60,027
Public Works and Natural Resources	Environmental Services	water saved in acre feet	1.42	1.5	1.65
Power & Communications	Engineering	Clothes washer rebates	548	470	517
		kWh reductions	115,080	112,800	124,800
		CO2 reductions in lbs.	174,934	191,760	207,100
Public Works and Natural Resources	Environmental Services	water saved in acre feet	9.86	8.46	9.31
Public Works and Natural Resources	Environmental Services	Toilet rebates	304	300	300
		water saved in acre feet	10.49	10	10
Power & Communications	Engineering	CFL discount program – number of bulbs	9,549	15,000	14,600
		kWh reductions	142,813	150,000	216,000
		CO2 reductions in lbs.	208,507	219,000	175,200
Power & Communications	Engineering	Commercial electric efficiency program	136	163	233
		kWh demand reductions	825	943	1541
		kWh reductions	3,324,700	5,119,000	6,403,000
		CO2 reductions in lbs.	5,062,600	7,474,374	9,349,173
Power & Communications	Engineering	Neighborhood energy efficiency sweep (households served)	581	600	600
		kWh reductions	353,920	365,490	365,490
		natural gas reductions	5,558	5,730	5,730
		CO2 reductions in lbs.	537,997	555,590	555,590
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 *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	2010 Actual	2011 Estimated	2012 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	\$22,550	\$22,550	\$22,550
Public Works and Natural Resources	Engineering Services	Road rehab expenditures per capita	\$28	\$30	\$30
Public Works and Natural Resources	Engineering Services	Resurfacing expenditures	\$62,000	\$62,000	\$62,000
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	31,661 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.	59 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) 54 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	2010 Actual	2011 Estimated	2012 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	n/a	0.45	0.45
		Trunk 2	0.39	0.35	0.35
		Trunk 3	0.42	0.46	0.46
		Trunk 4	0.26	0.28	0.28
		Trunk 5	0.25	0.31	0.31
		Trunk 6	0.24	0.25	0.25
		Trunk 7	0.31	0.25	0.25
		Trunk 8	0.29	0.25	0.25
		Trunk 9	0.59	0.6	0.6
Public Works and Natural Resources	Operations	Street sweeping expenditures per capita	\$2	\$3	\$3
Public Works and Natural Resources	Operations	Snow and ice expenditures per capita	\$4	\$5	\$5
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	<25,000/year	<30,000/year	<30,000 year
Public Works and Natural Resources	Environmental Services	Total suspended solids (amount of solids in water)	<130,000 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)	<100,000 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	2010 Actual	2011 Estimated	2012 Projected
Public Works and Natural Resources	Engineering Services	Intersections exceeding the congestion benchmark	There were 6 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)	1,014,264	1,000,000	1,000,000

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.”

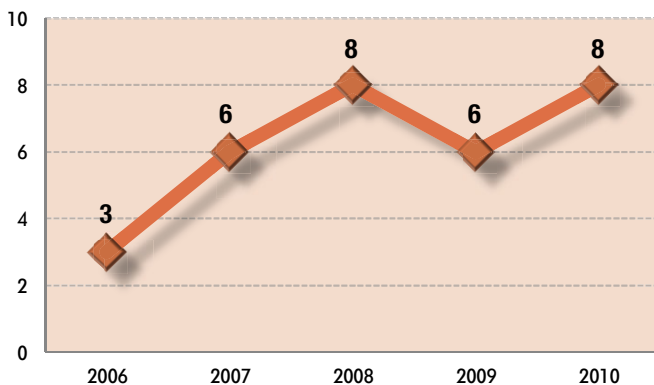
POLICY 4.2 BALANCED ECONOMIC DEVELOPMENT

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.



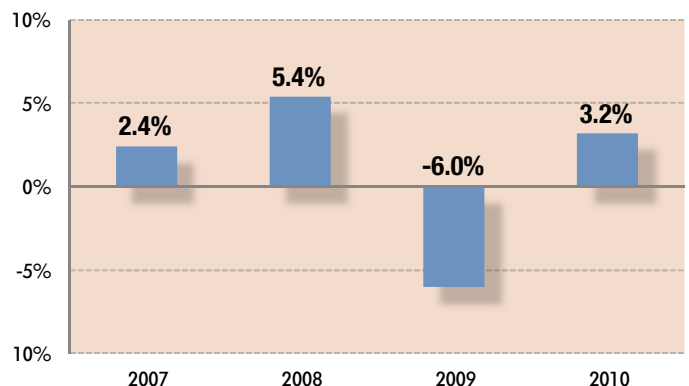
Number of DIP Grants Provided to Business Downtown



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	2010 Actual	2011 Estimated	2012 Projected
Economic Development	Development Services	Developer Incentive Program permits (LDDA)	37	37	37
Economic Development	Planning	Façade Improvement Program applications	0	4	4
Finance and Support Services	Administration	Amount of annual developer incentive program revenue available for downtown improvements	\$20,292	\$20,000	\$20,000
Finance and Support Services	Administration	Public capital improvements made to the downtown area in dollars	\$53,076	\$2,498,200	\$2,063,200
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	2010 Actual	2011 Estimated	2012 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	16	6	6
LDDA	LDDA	Number of DIP grants provided to businesses downtown	8	8	8
Finance and Support Services	Parking Enforcement	Number of overtime parking tickets in the downtown area	1,205	900	1,200
Finance and Support Services	Sales Tax	Percent change in Central Business District sales tax	3.2%	2.7%	3%

**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

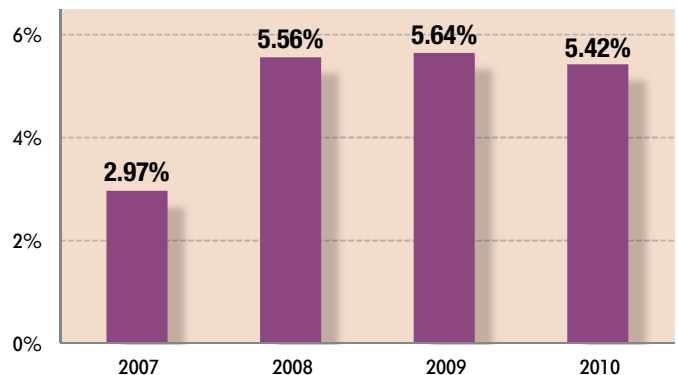


community helps stretch limited City resources by allowing the City government to serve as a facilitator for community action. When an engaged community communicates effectively, City decisions and resources reflect the priorities of the community; the City is accountable to its people. In the Focus 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.

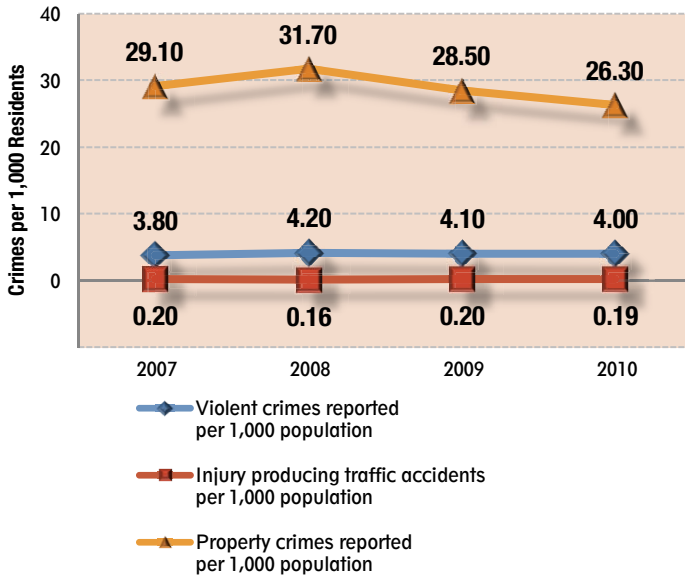
Percentage of Affordable Housing Units



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.

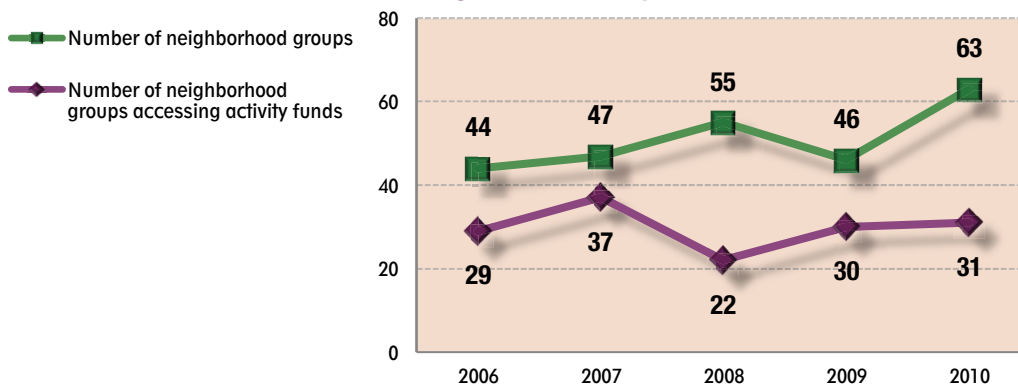


POLICY 5.1 ENGAGED NEIGHBORHOODS

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

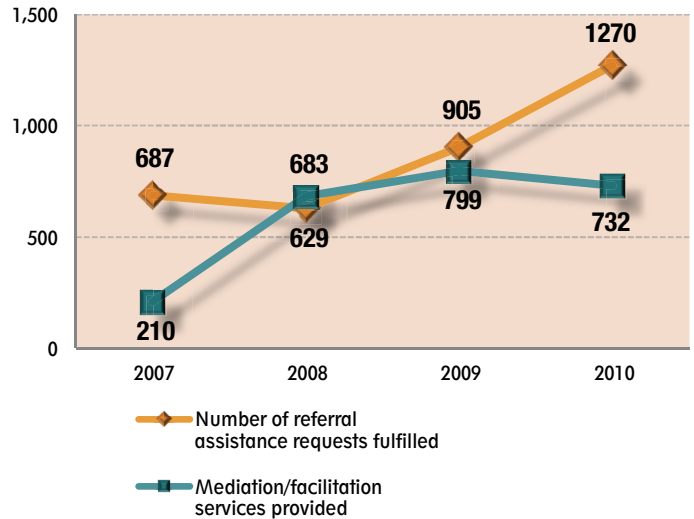


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**PROMOTE
A SENSE OF COMMUNITY
IDENTITY AND CULTURAL INCLUSION**



Neighborhood Support Participants

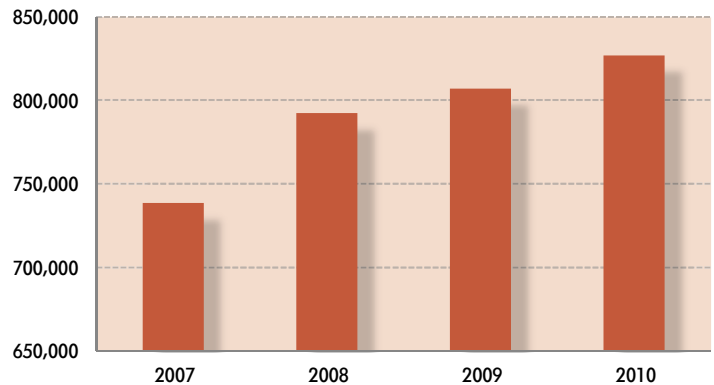


POLICY 5.2 RENEWED EMPHASIS ON YOUTH ACTIVITIES

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 Divison Facility Attendance

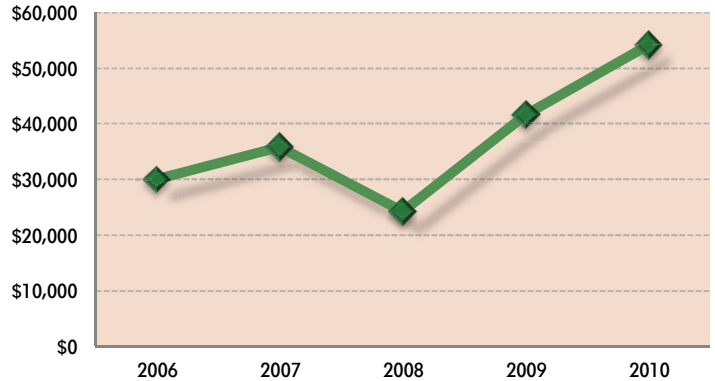


FOCUS ON LONGMONT

PROMOTE A SENSE OF COMMUNITY IDENTITY AND CULTURAL INCLUSION



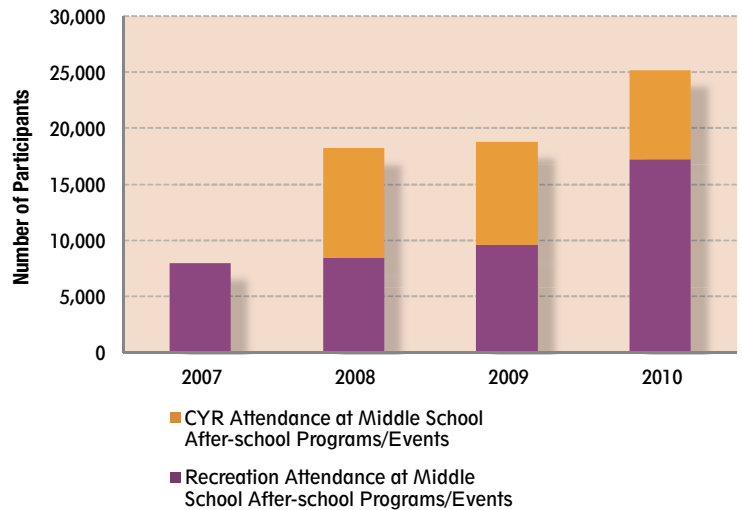
Recreation Division Scholarships



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



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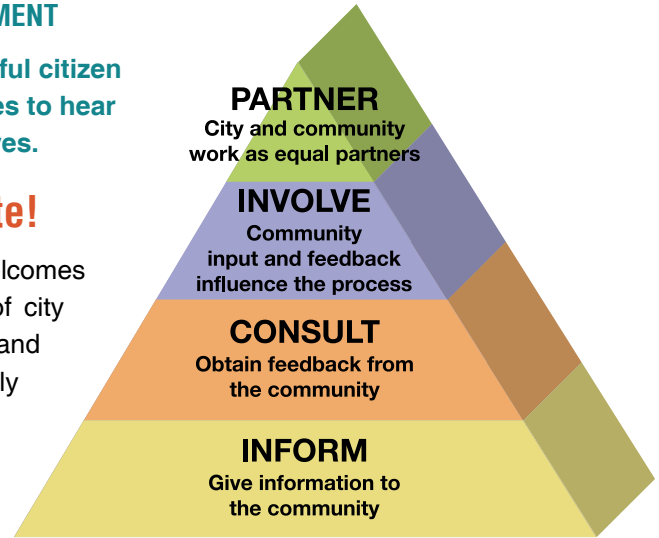
POLICY 5.3 MEANINGFUL CITIZEN INVOLVEMENT

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.

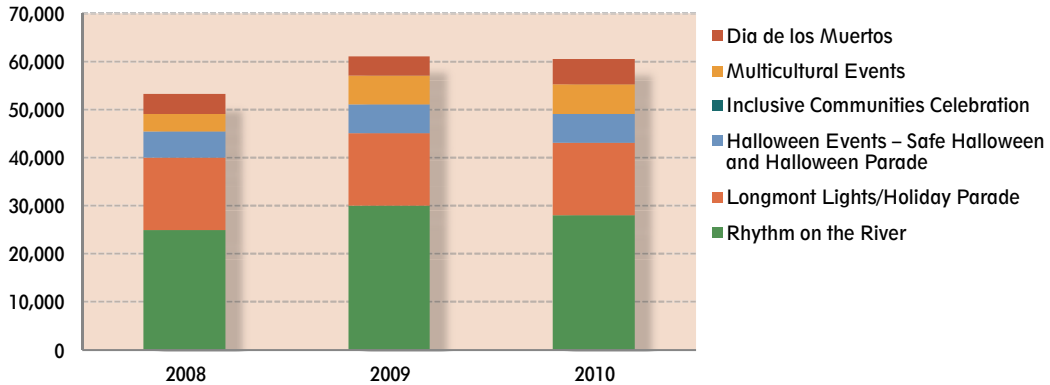


POLICY 5.4 CULTURALLY INCLUSIVE GATHERINGS AND EVENTS

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	2010 Actual	2011 Estimated	2012 Projected
Community Services	Community & Neighborhood Resources	Number of neighborhood revitalization plans developed and implemented	4	4	5
Community Services	Community & Neighborhood Resources	Number of neighborhood groups	63	64	65
Community Services	Community & Neighborhood Resources	Number of neighborhood groups accessing activity funds	31	32	33
Community Services	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	1,270	1,300	1,350
Community Services	Community & Neighborhood Resources	Translation access/services provided (new process established to track translations in 2009 - written translations)	44	40	40
Community Services	Community & Neighborhood Resources	Mediation/facilitation services provided	732	740	760

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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	2010 Actual	2011 Estimated	2012 Projected
Community Services	Children & Youth Resources	Percentage of youth showing an increase in prosocial positive behavior and/or leadership skills	57%	59%	61%
Community Services	Children & Youth Resources	Attendance at CYR middle school after-school programs/events	7,973	17,000	18,000
Community Services	Museum	Total museum attendance	70,009	72,109	73,551
Community Services	Museum	Total museum operating expenses	\$696,438	\$710,367	\$717,470
Community Services	Museum	Percentage of total museum operating expenses funded from non-general fund sources	17%	17%	19%
Community Services	Recreation	Recreation Division facility attendance	826,979	827,000	830,000
Community Services	Recreation	Recreation attendance at middle school after school programs/events	17,192	14,000	15,000

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2010 Actual	2011 Estimated	2012 Projected
Community Services	Senior Services	Number of senior wellness activities available	40	40	40
Community Services	Senior Services	% of older adults who have 9-12 strengths	na	na	na
Community Services	Senior Services	Number of senior services programs currently offered with respect to resource education and support	20	30	20

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2010 Actual	2011 Estimated	2012 Projected
Community Services	Senior Services	Number of unduplicated clients seen by senior services resource staff	450	500	475
Community Services	Senior Services	Percent of older adults felt "valued by the community"	na	na	na
Community Services	Senior Services	Annual number of visits by older persons to Senior Center programs (senior- and staff-led)	63,816	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	2010 Actual	2011 Estimated	2012 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

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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	2010 Actual	2011 Estimated	2012 Projected
Community Services	Recreation	Rhythm on the River estimated attendance	28,000	30,000	30,000
Community Services	Recreation	Longmont Lights estimated attendance	15,000	18,000	20,000
Community Services	Community & Neighborhood Resources	Community-building events estimated attendance	6,000	6,000	6,000
Community Services	Community & Neighborhood Resources	Inclusive Communities Celebration estimated attendance	300	500	500
Community Services	Community & Neighborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	7	8	8
Community Services	Community & Neighborhood Resources	Attendance at multicultural events cosponsored by the Multicultural Action Committee	6,300	6,500	6,500
Community Services	Museum	Día de los Muertos month-long exhibition and event attendance	5,228	5,489	5,764

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	2010 Actual	2011 Estimated	2012 Projected
Community Services	CDBG	Percentage of affordable housing units	5.42%	5.24%	5.02%

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	2010 Actual	2011 Estimated	2012 Projected
City Manager	City Manager's Office	Overall quality of life			
		Excellent	16%	No survey	16%
		Good	62%	No survey	62%
		Fair	19%	No survey	19%
		Poor	2%"	No survey	2%
City Manager	City Manager's Office	Overall citizen satisfaction with City services from satisfaction survey			
		Very satisfied	21%	No survey	21%
		Satisfied	63%	No survey	63%
		Neither satisfied nor dissatisfied	19%	No survey	19%
		Dissatisfied	2%	No survey	2%
		Very dissatisfied	1%	No survey	1%

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	2010 Actual	2011 Estimated	2012 Projected
Public Works and Natural Resources	Business Services and Strategic Planning	Total square footage of all facilities/buildings	696,148	696,148	696,148
Public Works and Natural Resources	Business Services and Strategic Planning	Maintenance operating expenditures per square foot	\$1.80	\$2.07	\$2.13
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - electricity	\$0.56	\$0.57	\$0.60
Public Works and Natural Resources	Business Services and Strategic Planning	Utility expenditures per square foot - natural gas	\$0.27	\$0.31	\$0.32
Public Works and Natural Resources	Business Services and Strategic Planning	FTE per square foot maintained	0.9042	0.9042	0.9042
Public Works and Natural Resources	Business Services and Strategic Planning	Custodial operating expenditures per square foot	\$1.82	\$1.88	\$1.94
Public Works and Natural Resources	Business Services and Strategic Planning	Percent of maintenance hours spent on PM tasks	23%	25%	27%

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Fleet Services	Hours billed per vehicle/ piece of equipment	20.87	22.5	22.8
Finance and Support Services	Fleet Services	% of contracted maintenance expenditures	19%	21%	22%
Finance and Support Services	Fleet Services	Fleet availability percentage to users	94.73%	95.51%	96%
Finance and Support Services	Fleet Services	Downtime percentage	5.27%	4.49%	4%
Finance and Support Services	Fleet Services	Work orders completed in less than one day	81.69%	83.18%	84%
Finance and Support Services	Fleet Services	Work orders completed in 1-2 days	6.32%	6.77%	6.50%
Finance and Support Services	Fleet Services	Work orders completed in more than 2 days	11.99%	10.05%	9.50%
Finance and Support Services	Fleet Services	Total number of work orders per year	2,306	2,400	2,450

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Human Resources	Number of appeal-eligible disciplinary actions issued	4	4	4
Finance and Support Services	Human Resources	% of disciplinary actions upheld following appeal	100%	100%	100%
Finance and Support Services	Human Resources	% of grievances resolved before passing from management control	100%	100%	100%
Finance and Support Services	Human Resources	Turnover rate	6.01%	6.50%	8%

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Enterprise Technology Services	Ratio of total workstations to total employees	0.866	0.933	0.97
Finance and Support Services	Enterprise Technology Services	Central IT expenditures per workstation	\$3,697	\$4,810	\$4,670
Finance and Support Services	Enterprise Technology Services	Percent availability for systems	99.87%	99.89%	99.9%

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Purchasing	Amount of purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$8,276,575	\$8,200,000	\$8,200,000
Finance and Support Services	Purchasing	Number of protests filed and sustained	0	0	0
Finance and Support Services	Purchasing	% of purchases on purchasing cards	9.6%	10.5%	11%

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Risk Management	National Council on Compensation Insurance workers' compensation claims modifier	0.9	0.9	0.9
Finance and Support Services	Risk Management	Number of workers' compensation claims per FTE	0.1	0.09	0.09
Finance and Support Services	Risk Management	General liability claims per FTE	0.02	0.02	0.02
Finance and Support Services	Risk Management	Auto claims per FTE	0.1	0.07	0.07
Finance and Support Services	Risk Management	Property claims per FTE	0.003	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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Accounting	Monthly financial reports issued by 15th of the following month	100%	91%	91%
Finance and Support Services	Accounting	Audit completed/CAFR to city council by May	May	May	May
Finance and Support Services	Accounting	Audit opinion	Unqualified	Unqualified	Unqualified
Finance and Support Services	Accounting	GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
Finance and Support Services	Accounting	Investments comply with investment policies	100%	100%	100%
Finance and Support Services	Accounting	Monthly investment reports to finance director within three weeks of month end	100%	100%	100%
Finance and Support Services	Accounting	Quarterly investment reports, including policy compliance data and market valuation, to city council within one month of quarter end	100%	100%	100%
Finance and Support Services	Accounting	Number of direct contacts with citizens (phone and walk-in)	3,311	3,400	3,500

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
Finance and Support Services	Budget	Additional appropriations/ CIP amendments completed annually	9	11	9

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	2010 Actual	2011 Estimated	2012 Projected
Finance and Support Services	Utility Billing	Satisfaction of utility billing customers making payment arraignments (100% = very satisfied)	96.66%	97%	97%
Finance and Support Services	Utility Billing	Satisfaction of utility billing customers who connect, disconnect or transfer service (100% = very satisfied)	97.67%	97%	97%

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	2010 Actual	2011 Estimated	2012 Projected
City Clerk	City Clerk	Number of Use of Public Places Permits issued:			
		Special events	92	90	90
		Business extensions	4	4	4
		Mobile vendor	1	1	1
		Ambulatory vendor	0	0	0
		Block party	32	30	30
		Alcohol on public places	30	30	30

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	2010 Actual	2011 Estimated	2012 Projected
Power & Communications	Engineering	Electric system average interruption frequency index – not more than 1 event per year per customer	0.72	0.50	0.50
Power & Communications	Engineering	Electric momentary average interruption frequency index – not more than 1.5 events per customer per year	0.53	0.50	0.50
Power & Communications	Engineering	Electric system average interruption duration index – not more than 80 minutes per customer per event	25.0	30.0	30.0
Power & Communications	Customer Services and Marketing	Electric residential reliability rating (% somewhat/very satisfied)	94%	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)	8.8	8.8	8.8
Power & Communications	Customer Services and Marketing	Electric key account overall satisfaction (10-point scale)	8.8	9.0	9

EXCELLENT ELECTRIC RELIABILITY AND CUSTOMER SERVICE, *continued*

Responsible Department(s)	Responsible Division(s)	Performance Measures	2010 Actual	2011 Estimated	2012 Projected
Power & Communications	Customer Services and Marketing	Electric residential value rating (% good/excellent)	93%	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)	98%	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	2010 Actual	2011 Estimated	2012 Projected
Public Safety	Fire	Property damage due to structure fires	\$705,560	\$1,400,000	\$652,787
Public Safety	Fire	Number of fire plan reviews completed	449	400	400
Public Safety	Fire	EMS response time in minutes	4:28	4:29	4:28
Public Safety	Police	Violent crimes reported per 1,000 population	4	4	4
Public Safety	Police	Property crimes reported per 1,000 population	26.3	27	27
Public Safety	Police	Moving violation citations per capita	0.08	0.06	0.07
Public Safety	Police	Injury-producing traffic accidents per 1,000 population	0.19	0.18	0.18
Public Safety	Police	DUI arrests per 1,000 population	0.28	0.25	0.27
Public Safety	Police	Total accidents	1,986	1,965	1,945
Public Safety	Police	Part 1 crimes reported	2,647	2,570	2,500
Public Safety	Police	Property crimes reported per 1,000 population	26.3	27	27
Public Safety	Police	No more than 10% of residents believe that their property is unsafe or very unsafe	11.2	11.5	11.5
Public Safety	Police	85% of residents believe disorder-related to crime is not a major or moderate problem	86%	86%	86%

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	2010 Actual	2011 Estimated	2012 Projected
Judicial	Municipal Court	Percent of warrants issued within 7 days	95%	95%	95%
Judicial	Probation	Recidivism rate	11%	15%	15%
Judicial	Probation	Caseload per probation officer	353	360	370
Judicial	Probation	Community service compliance	84%	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	2010 Actual	2011 Estimated	2012 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	1 incident	2 incidents	2 incidents

SUMMARY

The Focus on Longmont project started in 2005, but it lives on today in the actions and direction of City services provided. In 2011, an update to the Focus on Longmont strategic plan will be embarked upon with members of the community in order to keep Longmont a great place to live both now and into the future.



www.ci.longmont.co.us/focus

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.

2012 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 2012 Budget, that amount is \$6,629,909 (10.8%). This DOES NOT include the \$115,205 that is designated for Future Council One Time Expenditures.

The General Fund budget includes a net increase of 2.00 FTE. These changes are detailed below:

Department/Division	Position	FTE
<i>Increase to Existing Positions</i>		
<i>Public Works and Natural Resources</i>		
<i>Union Reservoir</i>	Sr Park Ranger Technician	0.25
<i>Parks Resources Management</i>	Sr Park Ranger Technician	0.25
<i>New Positions</i>		
<i>Finance</i>		
<i>Human Resources</i>	Administrative Assistant	0.50
<i>Economic Development</i>		
<i>Building Inspection</i>	Building Permit Technician	1.00
Net FTE Change to the General Fund		2.00

GENERAL FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	44,438,337	44,966,536	46,171,531
Licenses and Permits	911,127	713,865	744,026
Intergovernmental	619,303	231,279	258,397
Charges for Service	5,719,666	5,364,835	5,630,353
Fines and Forfeits	1,442,613	1,436,300	1,428,200
Interest and Miscellaneous	364,478	367,900	270,508
Interfund Transfers	7,139,580	6,607,775	7,961,134
TOTAL REVENUES	\$ 60,635,104	\$ 59,688,490	\$ 62,464,149
 EXPENDITURES BY BUDGET SERVICE			
Finance Administration	286,781	312,588	312,085
Accounting	528,622	557,852	1,760,324
Sales Tax	211,361	240,482	287,560
Treasury	208,610	233,564	168,232
Information Desk	44,261	47,971	57,090
Utility Billing	1,146,894	1,219,283	1,267,364
Mail Delivery	58,767	55,261	60,517
Parking Enforcement	81,890	93,820	89,739
Enterprise Technology Services Operations	1,424,888	1,677,392	1,769,256
Enterprise Technology Services Applications	1,086,583	1,734,475	1,507,973
Enterprise Technology Services Telephone System	297,236	391,327	799,334
Print Shop	286,905	217,016	223,826
Risk Management	275,399	273,578	249,940
Safety	188,262	225,780	139,094
Wellness	-	-	121,164
Purchasing and Contracts	431,796	440,159	456,223
Budget	194,201	154,859	179,087
Human Resources	810,999	955,365	944,431
Community Services Director	545,635	797,121	774,234
Neighborhood Resources	133,607	150,717	311,302
Community Relations	207,379	217,864	76,017
Code Enforcement	281,153	476,610	466,398
Graffiti Eradication	17,321	32,326	33,295
Youth Services	631,370	771,550	767,082
Library Administration	348,156	362,948	356,050
Adult Services	1,032,896	1,023,610	1,064,079
Children's and Teen Services	374,490	406,800	419,120
Technical Services	610,064	629,366	639,898
Circulation	568,276	622,421	610,406

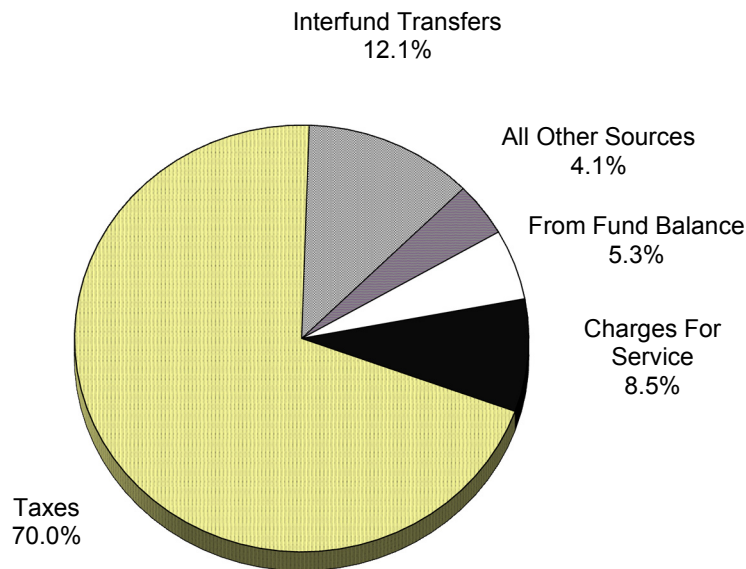
GENERAL FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
Museum	578,112	607,657	612,055
Recreation Administration	281,593	262,245	441,227
Recreation Center	1,243,195	1,230,859	1,291,214
Athletics and Team Sports	409,977	407,564	407,464
Recreation for Special Needs	34,172	36,135	42,075
General Programs and Facilities	623,957	653,890	696,940
Outdoor Recreation	29,112	33,099	38,114
Aquatics	780,666	830,423	826,895
Concessions	211,508	177,553	180,247
Community Events	151,209	110,861	136,395
Seasonal Ice Rink	147,993	120,652	122,590
Youth Recreation Programs	90,451	131,497	130,217
Senior Services	595,604	614,661	629,804
Human Service Agencies	937,719	951,122	978,544
Public Safety Director	616,391	652,429	530,131
Communication Center	1,295,548	1,470,887	1,499,900
Public Safety Technical Services	296,187	348,237	406,344
Emergency Management	98,557	288,325	275,391
Patrol	8,137,974	8,455,224	8,516,677
Investigations	1,975,318	2,013,843	2,116,959
Animal Control	474,747	509,071	516,390
Special Enforcement Unit	763,822	671,326	675,480
School Resource Officers	551,266	547,991	554,654
Police Information Services	705,209	733,387	716,788
Support Services	1,170,140	1,212,868	1,225,864
Traffic Unit	847,259	857,330	883,378
SWAT Team	191,223	190,600	321,225
Volunteer Programs	32,491	32,832	18,146
Special Operations	464,107	480,098	503,007
Fire Operations	8,343,314	8,187,647	8,486,361
Fire Support Services	585,551	265,540	325,247
Fire Prevention	-	387,733	367,377
Fire Training and Personnel	494,850	511,431	608,651
Economic Development Director	224,669	254,559	255,189
Economic Vitality	667,457	812,144	691,359
Planning	449,587	448,583	544,565
Development Review	335,382	376,187	446,704
Building Permits and Inspections	689,570	699,654	959,150
Facility Maintenance	1,528,000	1,697,247	1,741,785
Facility Operations	1,291,560	1,337,484	1,373,942

GENERAL FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
Parks Administration	191,476	231,284	161,634
Parks Maintenance	1,941,690	1,878,390	1,974,476
Parks Development and Improvement	100,113	96,881	102,433
Forestry Maintenance	510,232	515,755	564,344
Municipal Grounds Maintenance	96,657	170,630	159,532
Right of Way Maintenance	874,909	919,370	940,267
Union Reservoir	351,053	327,277	339,231
Parks Resource Management	188,500	142,575	203,771
Engineering/Survey Technical Services	-	48,976	67,365
Mayor and City Council	634,745	644,230	677,742
City Manager	676,501	707,662	773,075
Non-Departmental	329,352	1,273,005	702,413
City Clerk	375,853	453,880	492,147
Elections and Voter Registration	39,572	109,881	110,070
City Attorney	854,454	874,186	944,901
Municipal Court	474,615	470,988	499,779
Probation	271,708	280,895	263,971
TOTAL EXPENDITURES	\$ 58,570,680	\$ 63,078,845	\$ 65,982,716
CONTRIBUTION TO/(FROM) FUND BALANCE	\$ 2,064,423	\$ (3,390,355)	\$ (3,518,567)

GENERAL FUND - Sources of Funds



The General Fund will receive 70.0% (\$46 million) of its total sources of funds from taxes in 2012. Sales and use tax collections will total \$25.40 million, or 55.0% of all taxes collected.

- Interfund transfers will account for 12.1% of the General Fund’s sources of funds. The General Fund charges an administrative transfer fee to other City operating funds for administrative services it provides to these funds, such as personnel, legal, accounting, information services, purchasing, risk management and general administrative assistance.
- There is a contribution from the General Fund’s fund balance of \$3.52 million for one time expenses. This includes a transfer to the Public Improvement Fund of \$266,300.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2011, sales and use tax revenues are projected to increase by 3.26% from 2010 actual collections then increase by 2.34% for 2012 over the projected collections for 2011.

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

Building Permits: The 2012 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 25 single family dwelling units and 39 multifamily units and 50,000 square feet of commercial development.

Estimate of Revenue Needed from Property Taxes

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

Total General Fund budgeted expenses for 2012	\$	65,982,716
2012 estimated revenues other than property taxes	\$	52,182,226
Total revenue needed from property taxes	\$	13,800,490
Mill levy to raise revenue needed from property taxes		13.420

Estimated assessed valuation for the tax year 2011, collected in 2012:

Boulder County	\$	1,031,268,569
Weld County	\$	12,744,750

Average collection rate of property taxes:

2011 est	98.5%
2010	98.5%
2009	98.9%
2008	98.6%
2007	98.9%
2006	98.6%
2005	98.5%
2004	98.7%
2003	98.1%
2002	98.6%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County Assessors. The 2012 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 2011 and the projected General Fund cash surplus for 2012.

	2011 Adopted Budget	2011 Projected Actual
Beginning Available Fund Balance	\$ 12,084,685	\$ 12,084,685
Revenues		
Sales Tax	23,868,547	24,144,020
Use Tax	50,842	62,650
Property Tax	14,084,400	14,210,870
All Other	21,684,701	21,652,756
TOTAL REVENUES	\$ 59,688,490	\$ 60,070,296
 TOTAL EXPENSES	 \$ 63,078,845	 \$ 62,006,505
 Ending Available Fund Balance	 \$ 8,694,330	 \$ 10,148,476

Projected 2012 Ending Available Fund Balance

2012 General Operating Expenditures	\$ 61,170,879	
TABOR Reserve		\$ 3,432,135
Emergency Reserve		2,464,173
Additonal Emergency Reserve		733,601
Fund Balanced used in 2012 budget		3,518,567
<i>Projected ending available fund balance</i>		<i>\$ 0</i>

	2010 Actual	2011 Budget	2012 Budget
TAXES			
Property Taxes-Current	14,297,043	14,084,400	13,800,490
Property Taxes-Delinquent	(204)	-	-
Sales Taxes	23,368,225	23,868,547	24,696,292
Use Taxes	272,446	50,842	704,759
Cigarette Taxes	185,916	175,000	185,000
Natural Gas Franchise	715,269	800,000	713,000
Cable Television Franchise	777,524	760,000	780,000
Telephone Franchise	284,685	195,126	195,126
Electric Franchise	3,939,951	4,418,080	4,477,223
Telecommunications Franchise	11,312	10,657	14,207
Water Franchise	263,670	262,884	255,982
Wastewater Franchise	322,500	341,000	349,452
<i>Taxes Subtotal</i>	<i>44,438,337</i>	<i>44,966,536</i>	<i>46,171,531</i>
LICENSES AND PERMITS			
Liquor Application Fee	27,049	26,000	24,000
Liquor Licenses	9,424	8,000	9,000
Sales Tax Business Permits	27,553	28,000	28,000
Business Licenses	4,980	4,600	4,900
Building Permits	729,591	537,070	563,076
Wood Burning Exemption Permits	80	-	-
Contractor Licenses	106,340	102,995	110,000
Parade Licenses	300	-	-
Use of Public Places Permit	4,810	6,000	4,550
Alcohol in Public Places Permits	1,000	1,200	500
<i>Licenses and Permits Subtotal</i>	<i>911,127</i>	<i>713,865</i>	<i>744,026</i>
INTERGOVERNMENTAL			
Federal Grants	103,773	-	-
Nongrant Federal Revenue	53,156	-	11,110
Federal Mineral Lease Distribution	18,598	-	-
State Grants	108,541	-	-
Nongrant State Revenue	57,048	-	-
State Severance Tax	40,622	30,000	20,000
Nongrant Local Revenue	16,985	-	-
Boulder County	4,108	-	-
St. Vrain Valley School District	115,228	116,380	127,388
Town of Frederick	6,500	-	-
City of Lafayette	6,959	-	-
Boulder County Fire IGA	29,899	29,899	29,899
Boulder County Shared Fines	57,886	55,000	70,000
<i>Intergovernmental Subtotal</i>	<i>619,303</i>	<i>231,279</i>	<i>258,397</i>

CHARGES FOR SERVICE	2010 Actual	2011 Budget	2012 Budget
Zoning and Hearings	33,380	40,000	30,000
Parks Maintenance Fee	447,702	447,000	470,400
Maps and Publications	1,403	1,200	1,200
Print Shop Revenue	173,378	211,316	213,326
Sales Tax Commission	7,611	6,000	15,000
Purchasing Card Rebates	29,514	22,000	50,400
Criminal Justice Records	25,615	25,000	25,000
Extra Duty Police Officer Reimbursement	38,609	-	-
Sex Offender Registration Fees	10,234	12,000	10,000
Vehicle Impound Fees	2,950	2,800	1,800
Fireworks Stand Fees	10,000	6,000	6,000
Fire Inspection Fees	55,347	60,000	50,000
Emergency Dispatching	105,547	99,096	106,617
Unbilled Utility Revenue	23,443	-	-
Work In R-O-W Permits	956	-	-
Plan Check Fees	210,238	163,141	177,208
Variance and Appeals Board	1,975	1,425	1,675
Elevator Inspection Fees	31,501	37,500	39,900
Right of Way Maintenance	233,620	234,556	235,915
GID Maintenance	39,312	47,000	47,000
Disconnect Tag Fees	370,591	321,000	370,000
Recreation Center - Admission/Passes	1,363,285	1,325,000	1,374,986
Recreation Center - Aquatic Fees	64,017	55,000	60,000
Recreation Center - Activity Fees	60,448	63,000	60,000
Recreation Center - Rentals	38,523	41,000	45,000
Recreation Center - Concessions	44,017	41,000	41,000
Recreation Center - Resale Merchandise	14,710	17,000	17,000
Pool Fees/Passes/Lessons	481,149	445,000	471,000
Recreation Non-Resident Fees	30,301	30,000	30,000
Recreation Community Events	73,092	44,426	44,426
Union Reservoir Fees	240,788	240,000	240,000
Ice Rink Program Fees	131,876	90,000	105,000
Athletic Program Fees	322,285	300,000	301,314
Recreation Activity Fees	488,598	475,000	498,233
Senior Services Subscriptions	594	500	575
Outdoor Recreation Activity Fees	59,091	50,000	55,000
Special Recreation Activity Fees	15,124	17,000	17,098
Concessions-Sandstone Ranch #2	11,565	11,300	11,300
Concessions-Sandstone Ranch #1	17,928	17,000	17,000
Concessions-Centennial Pool	2,009	-	1,700
Concession-Clark Park	14,963	13,500	14,000
Concessions-Roosevelt Park	506	-	150
Concessions-Sunset Pool	31,884	26,000	26,000
Concessions-Memorial Building	1,260	1,200	1,300
Concessions-Garden Acres	36,497	40,000	40,918
Concessions-Union Reservoir	6,592	6,200	5,700
Concessions-Ice Rink	740	775	675
Ice Rink Rentals	35,323	28,000	30,000
Memorial Building Rentals	48,999	34,000	46,000
Willow Barn Rental	21,131	22,300	21,300

	2010	2011	2012
CHARGES FOR SERVICE (Continued)	Actual	Budget	Budget
Senior Center Rentals	11,116	13,000	13,000
Swimming Pool Rentals	44,971	41,000	42,000
Other Facility Rentals	108,128	87,000	93,737
Batting Cage Licensing Fee	2,000	1,600	2,000
Park Shelter Rentals	30,843	30,000	30,500
Museum Special Events Fee	12,387	21,000	21,000
<i>Charges for Service Subtotal</i>	<i>5,719,666</i>	<i>5,364,835</i>	<i>5,630,353</i>
	2010	2011	2012
FINES AND FORFEITS	Actual	Budget	Budget
Parking Fines	112,569	120,000	112,000
Court Fines	787,515	800,000	800,000
Jury Fees	100	-	-
Bond Forfeitures	20,462	19,500	21,000
Court Education Fees	44,769	48,000	35,000
Home Detention Services	25	-	-
Probation Monitoring Fees	29,926	32,000	30,000
Substance Abuse Group	865	-	-
Surcharge on Violations	105,428	102,800	105,000
Court Costs	154,053	140,000	143,000
Outside Judgments/Warrants-City	5,685	4,000	6,000
Library Fines/Penalties	102,677	93,000	100,000
Miscellaneous Penalties	2,675	6,000	1,200
False Alarm Fines	55,595	55,000	55,000
Weed Cutting	20,269	16,000	20,000
<i>Fines and Forfeits Subtotal</i>	<i>1,442,613</i>	<i>1,436,300</i>	<i>1,428,200</i>
INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	32,482	25,000	35,608
Miscellaneous Revenue-Police	27,677	20,000	22,000
Miscellaneous Revenue-Museum	174	-	-
Miscellaneous Revenue-Library	106	-	-
Miscellaneous Revenue-Court	580	700	700
Miscellaneous Revenue-City Clerk	85	200	200
Miscellaneous Revenue-Fire	3,912	-	-
LEGI Services	-	2,000	2,000
Fire CPR/First Aid Classes	1,247	-	-
Sale of Equipment	274	3,000	-
Prior Years Revenue/Expenses	5,793	-	-
Interest Income	305,088	312,000	200,000
Unrealized Gain/Loss	(134,180)	-	-
Oil and Gas Lease Royalties	10,251	5,000	10,000
Private Grant/Donations	36,903	-	-
Lease Purchase Proceeds	74,086	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>364,478</i>	<i>367,900</i>	<i>270,508</i>

INTERFUND TRANSFERS

Transfer from Sanitation Fund	788,555	529,768	529,910
Transfer from Golf Fund	121,682	151,738	111,598
Transfer from Electric Fund	1,599,075	1,701,615	1,660,010
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
Transfer from Water Fund	1,199,764	1,139,931	1,291,052
Transfer from Sewer Fund	773,362	670,137	778,370
Transfer from Storm Drainage Fund	510,620	451,870	421,171
Transfer from Airport Fund	42,573	91,076	109,144
Transfer from Judicial Wedding Fund	1,283	1,319	1,322
Transfer from Street Fund	761,943	898,284	830,608
Transfer from Library Services Fund	37,798	20,500	20,500
Transfer from Open Space Fund	171,218	183,246	308,343
Transfer from Lodgers Tax Fund	3,000	-	-
Transfer from Self Insurance Fund	104,117	109,719	121,388
Transfer from Workers Comp Fund	158,125	164,127	174,778
Transfer from General Imprvmnt District	7,020	12,097	8,969
Transfer from Fleet Fund	216,296	205,538	229,466
<i>Interfund Transfers Subtotal</i>	<i>6,529,931</i>	<i>6,364,465</i>	<i>6,667,864</i>

TOTAL ONGOING REVENUES	60,025,455	59,445,180	61,170,879
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ONE TIME REVENUES

One Time Transfers from Other Funds	118,983	243,310	1,293,270
Transfer from Health Benefits Fund	490,666	-	-
Contribution from/(to) Fund Balance	(1,573,758)	3,390,355	3,518,567

TOTAL ONE TIME REVENUES	(964,109)	3,633,665	4,811,837
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**TOTAL FUNDS NEEDED
TO MEET EXPENSES**

58,570,680	63,078,845	65,982,716
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Mayor and City Council Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	116,408	129,296	128,291
Operating and Maintenance	495,537	415,034	439,451
Non-Operating	22,800	99,900	110,000
Capital	-	-	-
TOTAL	\$ 634,745	\$ 644,230	\$ 677,742

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:	2010 Budget	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	90,000	90,000	90,000
128 FICA	5,637	5,580	5,580
129 Medicare	1,320	1,305	1,305
135 Compensation Insurance	37	36	31
137 Staff Training and Conferences	15,338	27,875	26,875
142 Food Allowance	4,076	4,500	4,500
<i>Subtotal</i>	<i>116,408</i>	<i>129,296</i>	<i>128,291</i>
Operating and Maintenance			
210 Office Supplies	284	350	350
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	81,480	85,898	85,898
218 Non-Capital Equipment and Furniture	-	-	5,325
229 Materials and Supplies	7,988	14,473	14,198
240 Equipment Repair and Maintenance	6,425	2,410	4,410
243 Non-Capital Computer Equipment and Supplies	57	-	-
245 Mileage Allowance	37	1,000	1,000
246 Liability Insurance	9,420	15,731	11,248
250 Professional and Contracted Services	376,313	281,200	304,050
261 Telephone Charges	3,467	5,000	4,000
263 Postage	1,040	500	500
264 Printing and Copying	4,027	8,172	8,172
269 Other Services and Charges	4,999	-	-
<i>Subtotal</i>	<i>495,537</i>	<i>415,034</i>	<i>439,451</i>
Non-Operating Expense			
970 Transfers To Other Funds	22,800	22,800	50,000
971 Contingency	-	77,100	60,000
<i>Subtotal</i>	<i>22,800</i>	<i>99,900</i>	<i>110,000</i>
SERVICE TOTAL	\$ 634,745	\$ 644,230	\$ 677,742

City Manager Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	507,887	522,946	530,284
Operating and Maintenance	168,614	184,716	212,790
Non-Operating	-	-	-
Capital	-	-	30,001
TOTAL	\$ 676,501	\$ 707,662	\$ 773,075

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:	2010 Budget	2011 Budget	2012 Budget
City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	4.00	4.00	4.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	372,469	379,891	384,347
112 Wages - Temporary	23,221	28,800	28,800
114 Skill Based Pay	1,205	1,200	1,200
121 Wages - Overtime	1,029	850	1,350
123 Leave Expense	1,551	-	-
124 Skill Based Overtime Pay	28	-	-
126 Retirement Health Savings Plan	3,141	1,600	1,600
128 FICA	411	1,786	1,786
129 Medicare	4,953	5,739	5,803
131 MOPC	18,005	18,347	18,571
132 Employee Insurance	44,788	49,380	51,091
133 Employee Retirement	29,941	22,018	22,655
135 Compensation Insurance	302	154	141
136 Unemployment Insurance	729	915	1,111
137 Staff Training and Conferences	3,001	8,738	7,538
139 Dental Insurance	1,606	1,828	2,591
142 Food Allowance	1,506	1,700	1,700
<i>Subtotal</i>	<i>507,887</i>	<i>522,946</i>	<i>530,284</i>
Operating and Maintenance			
210 Office Supplies	1,393	1,000	1,500
216 Reference Books and Materials	69	150	150
217 Dues and Subscriptions	3,044	5,171	4,171
218 Non-Capital Equipment and Furniture	800	300	300
229 Materials and Supplies	2,956	11,030	13,030
230 Printing and Copier Supplies	-	1,000	-
240 Equipment Repair and Maintenance	-	3,000	-
243 Non-Capital Computer Equipment and Supplies	819	1,891	891
245 Mileage Allowance	5,321	5,430	5,430
246 Liability Insurance	2,536	2,484	2,858
250 Professional and Contracted Services	42,849	38,400	66,400
252 Advertising and Legal Notices	22,404	20,630	22,630
261 Telephone Charges	510	380	1,580
263 Postage	33,709	36,860	36,860
264 Printing and Copying	50,493	49,375	49,375
269 Other Services and Charges	1,711	7,615	7,615
<i>Subtotal</i>	<i>168,614</i>	<i>184,716</i>	<i>212,790</i>
Capital Outlay			
440 Machinery and Equipment	-	-	30,001
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>30,001</i>
SERVICE TOTAL	\$ 676,501	\$ 707,662	\$ 773,075

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
112 Wages - Temporary	180	-	-
123 Leave Expense	-	154,200	154,200
137 Staff Training and Conferences	382	-	-
142 Food Allowance	36	-	-
<i>Subtotal</i>	<i>598</i>	<i>154,200</i>	<i>154,200</i>
Operating and Maintenance			
217 Dues and Subscriptions	5,895	5,550	5,550
229 Materials and Supplies	75	-	-
250 Professional and Contracted Services	212,602	197,525	214,552
256 Refunds	6,430	10,000	10,000
264 Printing and Copying	58	-	-
269 Other Services and Charges	6,966	20,150	20,150
275 Building Permits To LDDA	12,603	-	-
<i>Subtotal</i>	<i>244,628</i>	<i>233,225</i>	<i>250,252</i>
Non-Operating Expense			
950 Bad Debt	638	9,400	9,400
970 Transfers To Other Funds	83,488	876,180	288,561
<i>Subtotal</i>	<i>84,126</i>	<i>885,580</i>	<i>297,961</i>
SERVICE TOTAL	\$ 329,352	\$ 1,273,005	\$ 702,413

Line Item Notes:

#123 - Annual allocation for all General Fund employees for sick leave conversion expenses. Employees who have over 520 hours of accumulated sick leave are eligible to convert up to 96 hours of sick leave to vacation leave or cash payment at a 2-to-1 ratio (2 hours of sick time for 1 hour of pay or vacation). Employees must choose by a specified date which option they will take. For those that choose to be paid, that amount is transferred from this budget service to the employee's budget service.

#250 - Includes Longmont Cable Trust contract.

#970 - \$266,300 transfer to Public Improvement Fund for capital improvement construction projects.

City Clerk Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	347,041	376,328	391,565
Operating and Maintenance	50,143	187,433	210,652
Non-Operating	-	-	-
Capital	18,240	-	-
TOTAL	\$ 415,424	\$ 563,761	\$ 602,217

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:	2010 Actual	2011 Budget	2012 Budget
City Clerk	0.75	0.75	0.75
Deputy City Clerk	0.90	0.90	0.90
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.65	3.65	3.65

SERVICE: City Clerk

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	232,953	243,972	254,961
112	Wages - Temporary	731	10,000	10,000
114	Skill Based Pay	1,088	1,080	1,080
121	Wages - Overtime	284	500	500
123	Leave Expense	4,029	-	-
126	Retirement Health Savings Plan	1,928	1,460	1,460
128	FICA	27	620	620
129	Medicare	2,824	3,680	3,838
131	MOPC	11,349	12,188	12,737
132	Employee Insurance	29,590	32,760	35,005
133	Employee Retirement	18,871	14,625	15,538
135	Compensation Insurance	798	754	265
136	Unemployment Insurance	482	607	761
137	Staff Training and Conferences	3,056	5,287	5,287
139	Dental Insurance	1,061	1,214	1,776
142	Food Allowance	138	100	100
	<i>Subtotal</i>	309,208	328,847	343,928
Operating and Maintenance				
210	Office Supplies	1,269	1,500	1,500
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	75	150	150
217	Dues and Subscriptions	1,039	1,350	1,400
218	Non-Capital Equipment and Furniture	-	7,050	50
229	Materials and Supplies	605	500	500
230	Printing and Copier Supplies	74	150	150
240	Equipment Repair and Maintenance	8,447	36,912	33,862
243	Non-Capital Computer Equipment and Supplies	-	5,370	5,370
245	Mileage Allowance	-	400	400
246	Liability Insurance	953	7,301	7,487
250	Professional and Contracted Services	14,481	13,100	46,100
252	Advertising and Legal Notices	15,819	40,400	40,400
261	Telephone Charges	-	150	150
263	Postage	687	2,200	2,200
264	Printing and Copying	1,055	1,200	1,200
269	Other Services and Charges	3,900	7,200	7,200
	<i>Subtotal</i>	48,405	125,033	148,219
Capital Outlay				
440	Machinery and Equipment	18,240	-	-
	<i>Subtotal</i>	18,240	-	-
	SERVICE TOTAL	\$ 375,853	\$ 453,880	\$ 492,147

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.

Budgeted Positions:	2010 Actual	2011 Budget	2012 Budget
City Clerk	0.25	0.25	0.25
Deputy City Clerk	0.10	0.10	0.10
Total	0.35	0.35	0.35

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	26,897	36,654	36,591
114 Skill Based Pay	116	120	120
121 Wages - Overtime	-	650	650
123 Leave Expense	348	-	-
126 Retirement Health Savings Plan	429	140	140
129 Medicare	445	534	533
131 MOPC	1,801	1,839	1,836
132 Employee Insurance	4,534	4,949	5,049
133 Employee Retirement	2,995	2,206	2,239
135 Compensation Insurance	13	14	13
136 Unemployment Insurance	74	92	110
139 Dental Insurance	163	183	256
142 Food Allowance	19	100	100
<i>Subtotal</i>	<i>37,834</i>	<i>47,481</i>	<i>47,637</i>
Operating and Maintenance			
210 Office Supplies	-	50	50
229 Materials and Supplies	-	200	200
245 Mileage Allowance	-	150	150
246 Liability Insurance	87	100	133
250 Professional and Contracted Services	1,651	35,000	35,000
252 Advertising and Legal Notices	-	5,800	5,800
263 Postage	-	5,100	5,100
264 Printing and Copying	-	16,000	16,000
<i>Subtotal</i>	<i>1,738</i>	<i>62,400</i>	<i>62,433</i>
SERVICE TOTAL	\$ 39,572	\$ 109,881	\$ 110,070

City Attorney Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	763,939	802,933	829,050
Operating and Maintenance	90,516	71,253	115,851
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 854,454	\$ 874,186	\$ 944,901

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:	2010 Budget	2011 Budget	2012 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Assistant City Attorney II	3.00	3.00	3.00
Legal Secretary	1.00	1.00	1.00
Administrative Assistant	1.50	1.50	1.50
Total	7.50	7.50	7.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	568,310	624,057	641,401
114 Skill Based Pay	903	900	900
121 Wages - Overtime	-	150	150
123 Leave Expense	20,674	-	-
126 Retirement Health Savings Plan	7,345	3,000	3,000
129 Medicare	7,175	9,042	9,295
131 MOPC	29,376	31,183	32,049
132 Employee Insurance	73,113	84,072	88,336
133 Employee Retirement	48,838	37,420	39,100
135 Compensation Insurance	308	243	225
136 Unemployment Insurance	1,191	1,557	1,919
137 Staff Training and Conferences	3,964	7,895	7,895
139 Dental Insurance	2,622	3,114	4,480
142 Food Allowance	121	300	300
<i>Subtotal</i>	<i>763,939</i>	<i>802,933</i>	<i>829,050</i>
Operating and Maintenance			
210 Office Supplies	444	1,300	1,300
216 Reference Books and Materials	1,401	4,428	4,428
217 Dues and Subscriptions	3,256	3,190	3,190
218 Non-Capital Equipment and Furniture	-	600	2,200
229 Materials and Supplies	16	100	100
230 Printing and Copier Supplies	501	809	809
240 Equipment Repair and Maintenance	1,947	5,200	5,200
243 Non-Capital Computer Equipment and Supplies	962	2,644	2,644
245 Mileage Allowance	2,421	2,800	2,800
246 Liability Insurance	1,547	1,612	2,224
250 Professional and Contracted Services	46,319	16,522	57,522
255 Jury and Witness Fees	360	550	550
261 Telephone Charges	866	617	617
263 Postage	941	1,484	1,484
264 Printing and Copying	1,112	1,180	1,180
269 Other Services and Charges	28,423	28,217	29,603
<i>Subtotal</i>	<i>90,516</i>	<i>71,253</i>	<i>115,851</i>
SERVICE TOTAL	\$ 854,454	\$ 874,186	\$ 944,901

Municipal Court Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	593,859	604,466	605,069
Operating and Maintenance	110,206	127,417	138,681
Non-Operating	-	-	-
Capital	42,258	20,000	20,000
TOTAL	\$ 746,323	\$ 751,883	\$ 763,750

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:	2010 Budget	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	256,497	270,298	271,801
112 Wages - Temporary	1,459	7,390	2,390
114 Skill Based Pay	1,808	1,800	1,800
121 Wages - Overtime	60	2,422	422
122 Longevity Compensation	1,440	1,500	1,560
123 Leave Expense	12,164	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	2,740	1,600	1,600
128 FICA	44	458	148
129 Medicare	1,838	2,316	2,267
131 MOPC	13,525	13,605	13,680
132 Employee Insurance	33,587	36,490	37,509
133 Employee Retirement	22,490	16,326	16,688
135 Compensation Insurance	111	110	97
136 Unemployment Insurance	547	675	815
137 Staff Training and Conferences	-	537	37
139 Dental Insurance	1,204	1,352	1,903
142 Food Allowance	60	-	-
<i>Subtotal</i>	<i>349,576</i>	<i>356,879</i>	<i>352,717</i>
Operating and Maintenance			
210 Office Supplies	2,109	4,650	3,650
216 Reference Books and Materials	3,307	2,700	4,200
217 Dues and Subscriptions	1,104	1,210	1,710
218 Non-Capital Equipment and Furniture	230	1,580	3,579
229 Materials and Supplies	-	321	321
230 Printing and Copier Supplies	-	1,100	500
240 Equipment Repair and Maintenance	522	1,104	1,104
243 Non-Capital Computer Equipment and Supplies	693	2,513	6,733
245 Mileage Allowance	-	100	100
246 Liability Insurance	733	769	1,003
250 Professional and Contracted Services	84,442	87,515	90,015
255 Jury and Witness Fees	159	700	700
263 Postage	1,961	2,800	3,300
264 Printing and Copying	2,334	2,867	3,967
269 Other Services and Charges	5,187	4,180	6,180
<i>Subtotal</i>	<i>102,781</i>	<i>114,109</i>	<i>127,062</i>
Capital Outlay			
440 Machinery and Equipment	22,258	-	20,000
<i>Subtotal</i>	<i>22,258</i>	<i>-</i>	<i>20,000</i>
SERVICE TOTAL	\$ 474,615	\$ 470,988	\$ 499,779

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:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	180,435	188,409	189,026
112 Wages - Temporary	1,703	2,205	3,595
114 Skill Based Pay	1,461	1,500	1,800
121 Wages - Overtime	-	-	1,020
122 Longevity Compensation	1,560	1,620	1,680
123 Leave Expense	4,685	-	-
126 Retirement Health Savings Plan	1,920	1,400	1,400
128 FICA	353	137	223
129 Medicare	1,594	1,830	1,853
131 MOPC	9,462	9,495	9,541
132 Employee Insurance	23,142	25,435	26,086
133 Employee Retirement	15,745	11,396	11,639
135 Compensation Insurance	546	512	365
136 Unemployment Insurance	377	471	567
137 Staff Training and Conferences	470	2,234	2,234
139 Dental Insurance	830	943	1,323
<i>Subtotal</i>	<i>244,283</i>	<i>247,587</i>	<i>252,352</i>
Operating and Maintenance			
210 Office Supplies	712	813	813
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	50	150	150
218 Non-Capital Equipment and Furniture	820	1,200	1,000
229 Materials and Supplies	223	700	400
230 Printing and Copier Supplies	174	500	300
240 Equipment Repair and Maintenance	640	1,105	830
243 Non-Capital Computer Equipment and Supplies	13	200	200
245 Mileage Allowance	-	115	-
246 Liability Insurance	542	579	747
247 Safety Expenses	80	500	250
249 Operating Leases and Rentals	19	-	-
250 Professional and Contracted Services	1,150	1,500	1,500
261 Telephone Charges	258	332	332
263 Postage	546	841	841
264 Printing and Copying	718	800	750
273 Fleet Lease - Operating and Maintenance	1,481	3,873	3,406
<i>Subtotal</i>	<i>7,425</i>	<i>13,308</i>	<i>11,619</i>
Capital Outlay			
440 Machinery and Equipment	20,000	20,000	-
<i>Subtotal</i>	<i>20,000</i>	<i>20,000</i>	<i>-</i>
SERVICE TOTAL	\$ 271,708	\$ 280,895	\$ 263,971

Community Services Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	7,264,337	7,767,689	7,771,662
Operating and Maintenance	3,398,554	3,718,987	3,974,437
Non-Operating	158,375	158,375	195,063
Capital	44,349	14,500	110,500
TOTAL	\$ 10,865,614	\$ 11,659,551	\$ 12,051,662

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services	246,116	355,526	267,539
Operating and Maintenance	1,078,863	1,234,342	1,290,176
Non-Operating	158,375	158,375	195,063
Capital	-	-	-
TOTAL	\$ 1,483,354	\$ 1,748,243	\$ 1,752,778

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:	2010 Budget	2011 Budget	2012 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**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	181,961	183,111	184,929
112 Wages - Temporary	879	86,150	1,150
121 Wages - Overtime	1,314	1,439	1,439
123 Leave Expense	348	-	-
126 Retirement Health Savings Plan	2,531	800	800
128 FICA	-	5,341	71
129 Medicare	2,363	3,885	2,679
131 MOPC	9,037	9,091	9,181
132 Employee Insurance	22,592	24,544	25,341
133 Employee Retirement	15,110	10,909	11,201
135 Compensation Insurance	76	73	93
136 Unemployment Insurance	368	455	551
137 Staff Training and Conferences	7,254	28,169	28,169
139 Dental Insurance	810	909	1,285
142 Food Allowance	1,473	650	650
<i>Subtotal</i>	<i>246,116</i>	<i>355,526</i>	<i>267,539</i>
Operating and Maintenance			
210 Office Supplies	1,522	800	800
216 Reference Books and Materials	21	184	184
217 Dues and Subscriptions	25	25	25
218 Non-Capital Equipment and Furniture	1,135	-	7,550
229 Materials and Supplies	1,214	100	100
240 Equipment Repair and Maintenance	-	140	140
243 Non-Capital Computer Equipment and Supplies	127	10,902	8,995
245 Mileage Allowance	2,409	2,400	2,400
246 Liability Insurance	5,048	5,094	5,513
249 Operating Leases and Rentals	198	-	-
250 Professional and Contracted Services	98,873	154,400	196,750
252 Advertising and Legal Notices	2,259	-	-
261 Telephone Charges	205	-	-
263 Postage	713	853	853
264 Printing and Copying	4,259	872	872
269 Other Services and Charges	23,136	107,450	87,450
<i>Subtotal</i>	<i>141,144</i>	<i>283,220</i>	<i>311,632</i>
Non-Operating Expense			
970 Transfers To Other Funds	158,375	158,375	195,063
<i>Subtotal</i>	<i>158,375</i>	<i>158,375</i>	<i>195,063</i>
SERVICE TOTAL	\$ 545,635	\$ 797,121	\$ 774,234

SERVICE: Human Service Agencies

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Operating and Maintenance	2010 Actual	2011 Budget	2012 Budget
250 Professional and Contracted Services	937,719	951,122	978,544
SERVICE TOTAL	\$ 937,719	\$ 951,122	\$ 978,544

Community and Neighborhood Resources Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	553,904	749,909	743,457
Operating and Maintenance	85,556	127,608	143,555
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 639,460	\$ 877,517	\$ 887,012

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:	2010 Budget	2011 Budget	2012 Budget
Community & Neighborhood Resources Super	1.00	1.00	1.00
Community Relations Program Coordinator	0.00	0.00	1.00
Community Relations Specialist	0.00	0.00	1.00
Total	1.00	1.00	3.00

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	70,327	70,005	192,937
112 Wages - Temporary	24,194	25,000	25,000
114 Skill Based Pay	-	-	2,400
121 Wages - Overtime	31	-	-
123 Leave Expense	333	-	-
126 Retirement Health Savings Plan	1,066	400	1,200
128 FICA	1,515	1,550	1,550
129 Medicare	1,225	1,378	3,196
131 MOPC	3,480	3,500	9,767
132 Employee Insurance	8,699	9,451	26,626
133 Employee Retirement	5,786	4,200	11,914
135 Compensation Insurance	37	37	33
136 Unemployment Insurance	142	175	579
139 Dental Insurance	312	350	1,351
142 Food Allowance	99	1,000	1,000
<i>Subtotal</i>	<i>117,247</i>	<i>117,046</i>	<i>277,553</i>
Operating and Maintenance			
210 Office Supplies	1,781	1,500	1,500
216 Reference Books and Materials	277	500	500
217 Dues and Subscriptions	-	100	100
218 Non-Capital Equipment and Furniture	236	350	350
229 Materials and Supplies	9,249	13,100	13,100
243 Non-Capital Computer Equipment and Supplies	374	500	500
245 Mileage Allowance	605	700	700
246 Liability Insurance	247	260	338
249 Operating Leases and Rentals	-	-	2,500
250 Professional and Contracted Services	-	8,000	8,000
263 Postage	331	2,311	2,311
264 Printing and Copying	3,259	6,350	3,850
<i>Subtotal</i>	<i>16,360</i>	<i>33,671</i>	<i>33,749</i>
SERVICE TOTAL	\$ 133,607	\$ 150,717	\$ 311,302

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:	2010 Budget	2011 Budget	2012 Budget
Community Relations Program Coordinator	1.00	1.00	0.00
Community Relations Specialist	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Total	3.00	3.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	131,023	149,959	41,540
112 Wages - Temporary	-	1,930	1,930
114 Skill Based Pay	3,432	3,600	-
123 Leave Expense	9,164	-	-
126 Retirement Health Savings Plan	1,507	1,200	400
128 FICA	8	120	120
129 Medicare	1,795	2,254	630
131 MOPC	7,090	7,678	2,077
132 Employee Insurance	18,362	20,244	5,732
133 Employee Retirement	11,790	9,214	2,534
135 Compensation Insurance	2,022	1,864	1,827
136 Unemployment Insurance	299	375	125
139 Dental Insurance	658	750	291
142 Food Allowance	344	1,191	1,191
<i>Subtotal</i>	<i>187,495</i>	<i>200,379</i>	<i>58,397</i>
Operating and Maintenance			
210 Office Supplies	1,900	1,572	1,572
216 Reference Books and Materials	-	800	800
217 Dues and Subscriptions	645	811	811
218 Non-Capital Equipment and Furniture	532	248	248
229 Materials and Supplies	12,629	-	-
230 Printing and Copier Supplies	908	100	100
240 Equipment Repair and Maintenance	-	150	150
243 Non-Capital Computer Equipment and Supplies	152	100	100
245 Mileage Allowance	1,207	1,650	1,650
246 Liability Insurance	398	418	553
250 Professional and Contracted Services	-	8,200	8,200
252 Advertising and Legal Notices	-	332	332
261 Telephone Charges	321	100	100
263 Postage	965	904	904
264 Printing and Copying	228	2,100	2,100
<i>Subtotal</i>	<i>19,884</i>	<i>17,485</i>	<i>17,620</i>
SERVICE TOTAL	\$ 207,379	\$ 217,864	\$ 76,017

SERVICE: **Code Enforcement**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Code Enforcement

Budgeted Positions:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	147,229	163,776	169,642
112 Wages - Temporary	35,238	180,407	145,300
114 Skill Based Pay	208	-	1,200
121 Wages - Overtime	309	587	587
123 Leave Expense	5,489	-	-
126 Retirement Health Savings Plan	1,312	1,200	1,200
128 FICA	2,243	11,185	9,009
129 Medicare	2,490	4,990	4,583
131 MOPC	7,665	8,188	8,541
132 Employee Insurance	20,096	22,109	23,411
133 Employee Retirement	12,742	9,827	10,421
135 Compensation Insurance	328	379	770
136 Unemployment Insurance	327	410	509
139 Dental Insurance	721	819	1,188
141 Uniforms and Protective Clothing	-	-	2,500
142 Food Allowance	68	40	40
<i>Subtotal</i>	<i>236,466</i>	<i>403,917</i>	<i>378,901</i>
Operating and Maintenance			
210 Office Supplies	542	1,466	1,466
216 Reference Books and Materials	67	200	200
217 Dues and Subscriptions	480	461	901
218 Non-Capital Equipment and Furniture	63	280	280
223 Lab and Photo Supplies	1,910	600	600
229 Materials and Supplies	2,270	636	636
230 Printing and Copier Supplies	1,181	1,620	1,620
240 Equipment Repair and Maintenance	7,403	13,572	13,572
243 Non-Capital Computer Equipment and Supplies	1,103	1,473	598
246 Liability Insurance	992	1,090	1,871
247 Safety Expenses	2,326	3,094	3,094
250 Professional and Contracted Services	19,588	27,069	42,069
261 Telephone Charges	1,140	1,800	1,800
263 Postage	1,073	2,077	2,077
264 Printing and Copying	332	2,262	1,822
273 Fleet Lease - Operating and Maintenance	4,217	14,993	14,891
<i>Subtotal</i>	<i>44,687</i>	<i>72,693</i>	<i>87,497</i>
SERVICE TOTAL	\$ 281,153	\$ 476,610	\$ 466,398

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:	2010 Budget	2011 Budget	2012 Budget
Graffiti Removal Specialist	0.00	0.00	0.38
Total	0.00	0.00	0.38

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	8,858	13,502	13,369
112 Wages - Temporary	-	10,504	10,609
123 Leave Expense	81	-	-
126 Retirement Health Savings Plan	150	152	152
128 FICA	-	651	658
129 Medicare	146	348	348
131 MOPC	654	675	668
132 Employee Insurance	1,617	1,823	1,845
133 Employee Retirement	1,088	810	816
135 Compensation Insurance	-	-	8
136 Unemployment Insurance	44	34	40
139 Dental Insurance	58	68	93
<i>Subtotal</i>	<i>12,696</i>	<i>28,567</i>	<i>28,606</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,383	270	270
229 Materials and Supplies	677	600	600
241 Equipment Repair and Maintenance	2,277	-	-
246 Liability Insurance	-	298	373
247 Safety Expenses	179	67	67
261 Telephone Charges	108	-	-
273 Fleet Lease - Operating and Maintenance	-	2,524	3,379
<i>Subtotal</i>	<i>4,625</i>	<i>3,759</i>	<i>4,689</i>
SERVICE TOTAL	\$ 17,321	\$ 32,326	\$ 33,295

Library Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,277,284	2,385,154	2,393,989
Operating and Maintenance	629,980	645,491	695,564
Non-Operating	-	-	-
Capital	26,618	14,500	-
TOTAL	\$ 2,933,882	\$ 3,045,145	\$ 3,089,553

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:	2010 Budget	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	200,636	227,696	227,475
112 Wages - Temporary	1,138	1,458	1,458
114 Skill Based Pay	537	450	450
121 Wages - Overtime	78	700	700
122 Longevity Compensation	1,920	1,980	2,040
123 Leave Expense	1,283	-	-
126 Retirement Health Savings Plan	2,009	1,500	1,500
128 FICA	65	90	90
129 Medicare	2,296	2,871	2,862
131 MOPC	10,703	11,408	11,397
132 Employee Insurance	26,029	30,740	31,391
133 Employee Retirement	17,795	13,689	13,904
135 Compensation Insurance	87	83	79
136 Unemployment Insurance	424	570	682
139 Dental Insurance	933	1,138	1,594
141 Uniforms and Protective Clothing	90	100	100
142 Food Allowance	185	-	-
<i>Subtotal</i>	<i>266,207</i>	<i>294,473</i>	<i>295,722</i>
Operating and Maintenance			
210 Office Supplies	4,993	5,857	5,857
217 Dues and Subscriptions	833	1,000	1,000
218 Non-Capital Equipment and Furniture	7,430	500	500
229 Materials and Supplies	4,767	4,298	4,298
232 Building Repair and Maintenance	39	-	-
240 Equipment Repair and Maintenance	7,397	12,914	12,914
243 Non-Capital Computer Equipment and Supplies	9,043	32,936	24,936
245 Mileage Allowance	34	32	32
246 Liability Insurance	1,814	1,822	1,675
247 Safety Expenses	458	2,949	2,949
250 Professional and Contracted Services	16,476	4,017	4,017
252 Advertising and Legal Notices	342	-	-
261 Telephone Charges	334	800	800
263 Postage	992	550	550
264 Printing and Copying	336	800	800
269 Other Services and Charges	43	-	-
<i>Subtotal</i>	<i>55,331</i>	<i>68,475</i>	<i>60,328</i>
Capital Outlay			
440 Machinery and Equipment	26,618	-	-
<i>Subtotal</i>	<i>26,618</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 348,156	\$ 362,948	\$ 356,050

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:	2010 Budget	2011 Budget	2012 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.20	4.20	4.25
Senior Library Technician	0.75	0.75	0.75
Library Technician	3.35	2.75	2.57
Library Assistant	0.75	0.75	0.75
Total	10.05	9.45	9.32

SERVICE: Adult Services**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	434,952	474,322	468,025
112 Wages - Temporary	49,898	39,575	39,971
114 Skill Based Pay	80	-	-
121 Wages - Overtime	48	-	-
122 Longevity Compensation	4,672	2,745	2,838
123 Leave Expense	19,538	-	-
126 Retirement Health Savings Plan	22,121	3,780	3,728
128 FICA	2,723	2,454	2,478
129 Medicare	5,389	6,887	6,801
131 MOPC	22,192	23,715	23,404
132 Employee Insurance	61,876	64,032	64,588
133 Employee Retirement	36,902	28,459	28,549
135 Compensation Insurance	6,938	6,416	308
136 Unemployment Insurance	1,008	1,187	1,402
139 Dental Insurance	2,219	2,371	3,277
<i>Subtotal</i>	<i>670,556</i>	<i>655,943</i>	<i>645,369</i>
Operating and Maintenance			
211 Adult Books	173,347	189,290	189,290
213 Periodicals	15,727	17,136	15,036
214 Pamphlets and Documents	1,079	2,000	2,000
215 Audiovisual Materials	57,889	33,845	33,845
216 Reference Books and Materials	60,584	78,790	78,790
217 Dues and Subscriptions	-	-	9,580
245 Mileage Allowance	413	300	300
246 Liability Insurance	1,771	1,999	2,359
250 Professional and Contracted Services	2,869	3,450	3,450
263 Postage	4	-	-
269 Other Services and Charges	48,658	40,857	84,060
<i>Subtotal</i>	<i>362,340</i>	<i>367,667</i>	<i>418,710</i>
SERVICE TOTAL	\$ 1,032,896	\$ 1,023,610	\$ 1,064,079

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:	2010 Budget	2011 Budget	2012 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**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	208,688	247,173	247,044
112 Wages - Temporary	12,175	13,262	17,435
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	5,573	-	-
126 Retirement Health Savings Plan	1,864	1,840	1,840
128 FICA	859	822	1,081
129 Medicare	2,101	3,775	3,834
131 MOPC	10,640	12,359	12,352
132 Employee Insurance	30,178	33,368	34,093
133 Employee Retirement	17,682	14,831	15,069
135 Compensation Insurance	98	99	89
136 Unemployment Insurance	492	618	741
139 Dental Insurance	1,082	1,236	1,730
<i>Subtotal</i>	<i>292,811</i>	<i>330,823</i>	<i>336,808</i>
Operating and Maintenance			
212 Children's Books	55,841	55,857	57,857
213 Periodicals	-	-	2,100
215 Audiovisual Materials	11,075	11,065	13,065
218 Non-Capital Equipment and Furniture	980	433	433
229 Materials and Supplies	9,958	5,000	5,000
243 Non-Capital Computer Equipment and Supplies	366	-	-
245 Mileage Allowance	-	230	230
246 Liability Insurance	652	692	927
263 Postage	4	-	-
264 Printing and Copying	2,803	2,700	2,700
<i>Subtotal</i>	<i>81,679</i>	<i>75,977</i>	<i>82,312</i>
SERVICE TOTAL	\$ 374,490	\$ 406,800	\$ 419,120

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:	2010 Budget	2011 Budget	2012 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Technician	0.40	0.40	0.00
Library Assistant	3.90	3.90	4.40
Library Page	5.25	5.00	5.00
Total	11.55	11.30	11.40

SERVICE: Circulation**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	356,961	374,334	374,117
112	Wages - Temporary	65,968	102,971	103,658
114	Skill Based Pay	1,243	1,050	1,050
122	Longevity Compensation	3,024	3,135	2,502
123	Leave Expense	12,088	-	-
126	Retirement Health Savings Plan	6,771	4,520	4,560
128	FICA	4,048	6,384	6,427
129	Medicare	4,602	5,922	6,175
131	MOPC	18,382	18,767	18,158
132	Employee Insurance	46,796	50,538	51,628
133	Employee Retirement	30,566	22,523	22,886
135	Compensation Insurance	8,347	4,936	4,984
136	Unemployment Insurance	764	937	1,121
139	Dental Insurance	1,678	1,875	2,620
	<i>Subtotal</i>	<i>561,238</i>	<i>597,892</i>	<i>599,886</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	495	1,836	1,836
229	Materials and Supplies	2,471	2,500	2,500
240	Equipment Repair and Maintenance	-	1,450	1,450
245	Mileage Allowance	-	32	32
246	Liability Insurance	1,176	1,211	1,702
263	Postage	2,896	3,000	3,000
	<i>Subtotal</i>	<i>7,038</i>	<i>10,029</i>	<i>10,520</i>
Capital Outlay				
440	Machinery and Equipment	-	14,500	-
	<i>Subtotal</i>	<i>-</i>	<i>14,500</i>	<i>-</i>
	SERVICE TOTAL	\$ 568,276	\$ 622,421	\$ 610,406

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:	2010 Budget	2011 Budget	2012 Budget
Librarian II	1.00	1.00	1.00
Librarian I	0.30	0.30	0.25
PC Specialist	0.00	0.00	1.00
Senior Library Technician	1.67	1.00	0.00
Library Technician	3.10	3.10	3.18
Library Assistant	1.85	1.85	1.85
Library Page	0.75	0.50	0.50
Total	8.67	7.75	7.78

SERVICE: Technical Services**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	316,731	339,658	345,845
112 Wages - Temporary	48,356	66,001	66,661
122 Longevity Compensation	1,344	1,080	-
123 Leave Expense	11,468	-	-
126 Retirement Health Savings Plan	8,620	3,100	3,112
128 FICA	2,760	4,092	4,133
129 Medicare	4,464	5,517	5,983
131 MOPC	16,251	16,981	17,292
132 Employee Insurance	46,282	45,855	47,726
133 Employee Retirement	27,027	20,378	21,096
135 Compensation Insurance	755	813	897
136 Unemployment Insurance	756	850	1,038
139 Dental Insurance	1,659	1,698	2,421
<i>Subtotal</i>	<i>486,472</i>	<i>506,023</i>	<i>516,204</i>
Operating and Maintenance			
229 Materials and Supplies	24,460	22,000	22,000
240 Equipment Repair and Maintenance	44,641	40,428	40,428
243 Non-Capital Computer Equipment and Supplies	3,270	7,990	7,990
246 Liability Insurance	1,372	1,092	1,443
263 Postage	7,598	9,233	9,233
264 Printing and Copying	5,622	6,000	6,000
269 Other Services and Charges	36,629	36,600	36,600
<i>Subtotal</i>	<i>123,592</i>	<i>123,343</i>	<i>123,694</i>
SERVICE TOTAL	\$ 610,064	\$ 629,366	\$ 639,898

Museum Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	491,389	536,957	546,353
Operating and Maintenance	81,661	70,700	65,702
Non-Operating	-	-	-
Capital	5,062	-	-
TOTAL	\$ 578,112	\$ 607,657	\$ 612,055

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:	2010 Budget	2011 Budget	2012 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	5.00	4.00	4.00
Executive Assistant	1.00	1.00	1.00
Total	7.00	6.00	6.00

SERVICE: Museum**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	306,183	367,282	357,402
112 Wages - Temporary	48,201	59,620	80,216
121 Wages - Overtime	1,329	1,185	1,185
123 Leave Expense	23,746	-	-
126 Retirement Health Savings Plan	3,435	2,400	2,400
128 FICA	3,771	4,441	4,973
129 Medicare	5,003	6,364	6,345
131 MOPC	16,445	18,364	17,869
132 Employee Insurance	50,581	49,582	49,322
133 Employee Retirement	27,364	22,036	21,802
135 Compensation Insurance	2,695	2,930	1,266
136 Unemployment Insurance	823	917	1,072
139 Dental Insurance	1,814	1,836	2,501
<i>Subtotal</i>	<i>491,389</i>	<i>536,957</i>	<i>546,353</i>
Operating and Maintenance			
210 Office Supplies	1,649	2,200	2,200
216 Reference Books and Materials	1,057	800	800
217 Dues and Subscriptions	1,612	2,324	2,324
218 Non-Capital Equipment and Furniture	11,722	5,990	800
225 Freight	3,970	7,750	7,750
229 Materials and Supplies	11,392	10,050	10,050
230 Printing and Copier Supplies	463	780	780
232 Building Repair and Maintenance	142	-	-
240 Equipment Repair and Maintenance	1,316	2,314	3,602
243 Non-Capital Computer Equipment and Supplies	13,726	5,050	3,762
245 Mileage Allowance	1,164	1,068	1,068
246 Liability Insurance	1,286	1,331	1,523
249 Operating Leases and Rentals	10,812	17,350	17,350
250 Professional and Contracted Services	7,942	4,010	4,010
252 Advertising and Legal Notices	812	-	-
261 Telephone Charges	215	240	240
263 Postage	3,637	3,195	3,195
264 Printing and Copying	5,857	6,098	6,098
269 Other Services and Charges	2,889	150	150
<i>Subtotal</i>	<i>81,661</i>	<i>70,700</i>	<i>65,702</i>
Capital Outlay			
440 Machinery and Equipment	5,062	-	-
<i>Subtotal</i>	<i>5,062</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 578,112	\$ 607,657	\$ 612,055

Recreation Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,732,687	2,661,417	2,756,473
Operating and Maintenance	1,258,476	1,333,361	1,446,405
Non-Operating	-	-	-
Capital	12,669	-	110,500
TOTAL	\$ 4,003,832	\$ 3,994,778	\$ 4,313,378

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

SERVICE: Recreation Administration

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Recreation Administration

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Recreation Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.60	0.50	0.50
Information Systems Administrator	0.33	0.00	0.00
Total	1.93	1.50	1.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	128,539	123,544	124,478
112 Wages - Temporary	-	500	500
121 Wages - Overtime	-	200	200
123 Leave Expense	1,450	-	-
126 Retirement Health Savings Plan	3,242	600	600
128 FICA	-	31	31
129 Medicare	1,552	1,799	1,812
131 MOPC	6,402	6,178	6,224
132 Employee Insurance	18,006	16,678	17,178
133 Employee Retirement	10,647	7,413	7,593
135 Compensation Insurance	37	57	43
136 Unemployment Insurance	294	309	373
139 Dental Insurance	646	618	872
141 Uniforms and Protective Clothing	-	850	850
142 Food Allowance	864	500	500
<i>Subtotal</i>	<i>171,679</i>	<i>159,277</i>	<i>161,254</i>
Operating and Maintenance			
210 Office Supplies	1,861	4,950	4,950
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	228	360	360
218 Non-Capital Equipment and Furniture	1,750	300	300
229 Materials and Supplies	1,218	3,264	3,264
230 Printing and Copier Supplies	1,324	1,000	1,000
232 Building Repair and Maintenance	13,444	-	-
240 Equipment Repair and Maintenance	1,835	16,086	21,086
243 Non-Capital Computer Equipment and Supplies	6,072	13,748	13,748
245 Mileage Allowance	1,535	2,937	2,937
246 Liability Insurance	396	491	492
247 Safety Expenses	67	296	296
249 Operating Leases and Rentals	-	1,900	1,900
250 Professional and Contracted Services	1,339	3,000	3,000
252 Advertising and Legal Notices	365	2,000	2,000
261 Telephone Charges	4,160	3,540	3,540
263 Postage	230	125	39,125
264 Printing and Copying	22,610	22,984	22,984
269 Other Services and Charges	51,481	25,937	58,941
<i>Subtotal</i>	<i>109,914</i>	<i>102,968</i>	<i>179,973</i>
Capital Outlay			
440 Machinery and Equipment	-	-	100,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>100,000</i>
SERVICE TOTAL	\$ 281,593	\$ 262,245	\$ 441,227

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:	2010 Budget	2011 Budget	2012 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.40	0.40	0.30
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	2.50	2.60
Total	6.75	6.75	6.75

SERVICE: Recreation Center**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	268,966	288,710	287,634
112 Wages - Temporary	563,136	493,432	515,351
114 Skill Based Pay	1,205	1,200	1,200
121 Wages - Overtime	429	1,000	1,000
123 Leave Expense	9,599	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	3,176	2,700	2,700
128 FICA	32,744	30,593	31,951
129 Medicare	11,124	11,358	11,659
131 MOPC	13,887	14,495	14,441
132 Employee Insurance	35,040	38,974	39,692
133 Employee Retirement	23,091	17,395	17,618
135 Compensation Insurance	7,964	8,674	8,256
136 Unemployment Insurance	570	722	864
139 Dental Insurance	1,256	1,444	2,014
141 Uniforms and Protective Clothing	2,762	3,800	3,800
142 Food Allowance	800	-	-
<i>Subtotal</i>	975,750	914,497	938,180
Operating and Maintenance			
210 Office Supplies	2,409	3,000	3,000
216 Reference Books and Materials	55	-	-
217 Dues and Subscriptions	847	815	815
218 Non-Capital Equipment and Furniture	8,314	10,000	11,800
222 Chemicals	26,362	33,065	33,065
224 Resale Merchandise	7,836	11,000	11,000
228 Janitorial Supplies	552	500	500
229 Materials and Supplies	12,832	14,537	15,237
230 Printing and Copier Supplies	1,492	4,500	4,500
232 Building Repair and Maintenance	822	5,666	5,666
233 Facility Repair and Maintenance	3,059	9,482	9,482
240 Equipment Repair and Maintenance	16,407	15,086	15,086
243 Non-Capital Computer Equipment and Supplies	26	1,000	1,000
245 Mileage Allowance	380	600	600
246 Liability Insurance	2,901	3,064	3,936
247 Safety Expenses	1,295	1,500	2,300
250 Professional and Contracted Services	7,700	8,250	8,250
252 Advertising and Legal Notices	5,688	5,000	5,000
260 Utilities	156,490	171,116	193,116
263 Postage	228	1,500	1,500
264 Printing and Copying	10,973	9,481	9,481
269 Other Services and Charges	777	7,200	7,200
<i>Subtotal</i>	267,445	316,362	342,534
Capital Outlay			
440 Machinery and Equipment	-	-	10,500
<i>Subtotal</i>	-	-	10,500
SERVICE TOTAL	\$ 1,243,195	\$ 1,230,859	\$ 1,291,214

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:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	70,162	71,396	70,742
112 Wages - Temporary	152,464	142,976	145,626
121 Wages - Overtime	546	-	-
123 Leave Expense	4,415	-	-
126 Retirement Health Savings Plan	808	520	520
128 FICA	9,737	8,865	9,029
129 Medicare	3,168	3,109	3,139
131 MOPC	3,711	3,569	3,536
132 Employee Insurance	8,636	9,638	9,762
133 Employee Retirement	6,170	4,284	4,315
135 Compensation Insurance	4,431	4,352	1,478
136 Unemployment Insurance	140	178	212
139 Dental Insurance	310	357	496
141 Uniforms and Protective Clothing	883	900	900
<i>Subtotal</i>	<i>265,581</i>	<i>250,144</i>	<i>249,755</i>
Operating and Maintenance			
210 Office Supplies	11	500	500
217 Dues and Subscriptions	265	645	645
218 Non-Capital Equipment and Furniture	997	700	700
229 Materials and Supplies	29,602	25,906	25,906
233 Facility Repair and Maintenance	25	-	-
240 Equipment Repair and Maintenance	-	500	500
245 Mileage Allowance	363	1,000	1,000
246 Liability Insurance	1,271	1,470	1,759
247 Safety Expenses	827	100	100
250 Professional and Contracted Services	41,092	27,650	27,650
260 Utilities	68,626	91,599	91,599
263 Postage	-	850	850
264 Printing and Copying	1,316	1,500	1,500
269 Other Services and Charges	-	5,000	5,000
<i>Subtotal</i>	<i>144,396</i>	<i>157,420</i>	<i>157,709</i>
SERVICE TOTAL	\$ 409,977	\$ 407,564	\$ 407,464

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:	2010 Budget	2011 Budget	2012 Budget
Aquatics Supervisor	1.00	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	5.60	5.50	5.50

SERVICE: Aquatics**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	254,709	267,607	265,789
112 Wages - Temporary	245,139	243,734	261,644
121 Wages - Overtime	57	200	200
122 Longevity Compensation	1,380	1,296	1,350
123 Leave Expense	3,074	-	-
126 Retirement Health Savings Plan	2,360	2,200	2,200
128 FICA	16,090	15,112	16,222
129 Medicare	7,076	7,414	7,648
131 MOPC	12,845	13,379	13,289
132 Employee Insurance	33,483	36,125	36,680
133 Employee Retirement	21,359	16,057	16,213
135 Compensation Insurance	9,145	9,503	9,511
136 Unemployment Insurance	545	669	798
139 Dental Insurance	1,201	1,339	1,861
141 Uniforms and Protective Clothing	594	700	700
142 Food Allowance	77	-	-
<i>Subtotal</i>	<i>609,135</i>	<i>615,335</i>	<i>634,105</i>
Operating and Maintenance			
210 Office Supplies	979	1,100	1,100
217 Dues and Subscriptions	1,479	2,390	2,390
218 Non-Capital Equipment and Furniture	2,952	1,300	1,300
222 Chemicals	25,006	29,055	29,055
223 Lab and Photo Supplies	-	200	-
224 Resale Merchandise	1,936	2,000	2,000
228 Janitorial Supplies	1,013	2,500	2,500
229 Materials and Supplies	15,187	18,550	19,050
230 Printing and Copier Supplies	1,864	2,311	2,311
232 Building Repair and Maintenance	4,228	6,272	6,272
233 Facility Repair and Maintenance	9,786	10,000	10,000
240 Equipment Repair and Maintenance	1,280	2,420	2,420
243 Non-Capital Computer Equipment and Supplies	688	4,050	4,050
246 Liability Insurance	13,947	14,201	13,166
247 Safety Expenses	1,587	680	1,780
249 Operating Leases and Rentals	-	100	-
250 Professional and Contracted Services	2,851	2,500	2,500
260 Utilities	79,325	110,017	88,017
263 Postage	255	440	440
264 Printing and Copying	860	800	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	4,029	3,452	2,689
<i>Subtotal</i>	<i>169,252</i>	<i>215,088</i>	<i>192,790</i>
Capital Outlay			
475 Building and Facility Improvement	2,279	-	-
<i>Subtotal</i>	<i>2,279</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 780,666	\$ 830,423	\$ 826,895

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:	2010 Budget	2011 Budget	2012 Budget
Recreation Specialist	0.40	0.40	0.40
Total	0.40	0.40	0.40

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	18,311	18,931	18,742
112 Wages - Temporary	59,416	39,361	41,537
121 Wages - Overtime	450	400	400
126 Retirement Health Savings Plan	316	160	160
128 FICA	4,647	2,440	2,575
129 Medicare	1,313	845	874
131 MOPC	902	947	937
132 Employee Insurance	2,290	2,556	2,586
133 Employee Retirement	1,501	1,136	1,143
135 Compensation Insurance	2,165	1,971	1,944
136 Unemployment Insurance	38	47	56
139 Dental Insurance	82	95	131
141 Uniforms and Protective Clothing	480	600	600
142 Food Allowance	71	-	-
<i>Subtotal</i>	<i>91,982</i>	<i>69,489</i>	<i>71,685</i>
Operating and Maintenance			
210 Office Supplies	30	225	225
218 Non-Capital Equipment and Furniture	717	1,425	1,425
224 Resale Merchandise	88,575	66,230	66,230
228 Janitorial Supplies	87	600	600
229 Materials and Supplies	719	300	300
232 Building Repair and Maintenance	1,157	705	705
233 Facility Repair and Maintenance	-	735	735
240 Equipment Repair and Maintenance	897	750	750
245 Mileage Allowance	138	500	500
246 Liability Insurance	1,312	1,367	1,734
247 Safety Expenses	142	300	300
250 Professional and Contracted Services	100	-	-
259 Licenses and Permits	-	705	705
260 Utilities	21,376	28,458	28,458
263 Postage	3	100	100
273 Fleet Lease - Operating and Maintenance	1,365	2,757	2,888
274 Fleet Lease - Replacement	2,907	2,907	2,907
<i>Subtotal</i>	<i>119,526</i>	<i>108,064</i>	<i>108,562</i>
SERVICE TOTAL	\$ 211,508	\$ 177,553	\$ 180,247

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:	2010 Budget	2011 Budget	2012 Budget
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.00	1.10	1.10
Recreation Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.60	3.70	3.70

SERVICE: General Programs and Facilities

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	154,599	203,110	204,547
112	Wages - Temporary	150,133	139,297	169,935
121	Wages - Overtime	355	1,000	1,000
122	Longevity Compensation	2,670	2,784	2,898
123	Leave Expense	4,107	-	-
126	Retirement Health Savings Plan	1,983	1,480	1,480
128	FICA	9,886	8,636	10,536
129	Medicare	3,545	4,099	4,556
131	MOPC	7,903	10,156	10,227
132	Employee Insurance	24,321	27,419	28,227
133	Employee Retirement	13,125	12,187	12,478
135	Compensation Insurance	4,111	4,094	8,425
136	Unemployment Insurance	396	507	614
139	Dental Insurance	872	1,017	1,432
141	Uniforms and Protective Clothing	-	500	500
142	Food Allowance	108	-	-
	<i>Subtotal</i>	378,115	416,286	456,855
Operating and Maintenance				
210	Office Supplies	95	-	-
216	Reference Books and Materials	47	200	200
217	Dues and Subscriptions	145	100	100
218	Non-Capital Equipment and Furniture	2,454	2,605	2,605
224	Resale Merchandise	-	500	500
228	Janitorial Supplies	622	-	-
229	Materials and Supplies	9,771	11,116	11,116
230	Printing and Copier Supplies	188	3,000	3,000
232	Building Repair and Maintenance	2,183	-	-
240	Equipment Repair and Maintenance	1,687	2,490	2,490
243	Non-Capital Computer Equipment and Supplies	12	-	-
245	Mileage Allowance	88	-	-
246	Liability Insurance	1,782	2,055	2,407
247	Safety Expenses	92	505	505
249	Operating Leases and Rentals	300	150	150
250	Professional and Contracted Services	163,533	136,000	136,000
252	Advertising and Legal Notices	-	250	250
259	Licenses and Permits	917	775	775
260	Utilities	32,241	44,018	44,018
261	Telephone Charges	-	84	84
263	Postage	410	2,595	2,595
264	Printing and Copying	962	1,300	1,300
269	Other Services and Charges	1,795	1,200	1,200
273	Fleet Lease - Operating and Maintenance	5,093	10,233	5,632
274	Fleet Lease - Replacement	21,425	18,428	25,158
	<i>Subtotal</i>	245,842	237,604	240,085
	SERVICE TOTAL	\$ 623,957	\$ 653,890	\$ 696,940

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**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
112 Wages - Temporary	929	1,309	1,322
121 Wages - Overtime	-	69	69
128 FICA	-	81	82
129 Medicare	-	19	19
135 Compensation Insurance	5	8	8
<i>Subtotal</i>	934	1,486	1,500
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	105	105
229 Materials and Supplies	18,494	14,000	19,000
246 Liability Insurance	2	4	5
249 Operating Leases and Rentals	240	400	400
250 Professional and Contracted Services	8,611	14,500	14,500
252 Advertising and Legal Notices	735	1,374	1,374
259 Licenses and Permits	-	350	350
263 Postage	25	380	380
264 Printing and Copying	72	500	500
<i>Subtotal</i>	28,178	31,613	36,614
SERVICE TOTAL	\$ 29,112	\$ 33,099	\$ 38,114

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:	2010 Budget	2011 Budget	2012 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	6,420	6,635	6,702
112 Wages - Temporary	22,387	23,327	23,650
122 Longevity Compensation	150	156	162
123 Leave Expense	186	-	-
126 Retirement Health Savings Plan	94	40	40
128 FICA	938	1,446	1,467
129 Medicare	219	338	344
131 MOPC	330	332	335
132 Employee Insurance	824	896	925
133 Employee Retirement	549	398	409
135 Compensation Insurance	670	583	5,915
136 Unemployment Insurance	13	17	20
139 Dental Insurance	30	33	47
<i>Subtotal</i>	<i>32,810</i>	<i>34,201</i>	<i>40,016</i>
Operating and Maintenance			
217 Dues and Subscriptions	85	75	75
218 Non-Capital Equipment and Furniture	-	400	400
229 Materials and Supplies	299	300	300
246 Liability Insurance	771	924	1,049
250 Professional and Contracted Services	195	100	100
263 Postage	12	75	75
264 Printing and Copying	-	60	60
<i>Subtotal</i>	<i>1,362</i>	<i>1,934</i>	<i>2,059</i>
SERVICE TOTAL	\$ 34,172	\$ 36,135	\$ 42,075

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:	2010 Budget	2011 Budget	2012 Budget
Recreation Center Supervisor	0.30	0.30	0.30
Total	0.30	0.30	0.30

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	19,626	20,666	20,873
112 Wages - Temporary	179	774	782
121 Wages - Overtime	1,060	500	500
123 Leave Expense	639	-	-
126 Retirement Health Savings Plan	120	120	120
128 FICA	415	48	48
129 Medicare	346	311	314
131 MOPC	1,027	1,033	1,044
132 Employee Insurance	2,568	2,790	2,880
133 Employee Retirement	1,708	1,240	1,273
135 Compensation Insurance	13	12	126
136 Unemployment Insurance	42	52	63
139 Dental Insurance	92	103	146
141 Uniforms and Protective Clothing	650	300	300
142 Food Allowance	149	100	100
<i>Subtotal</i>	<i>28,635</i>	<i>28,049</i>	<i>28,569</i>
Operating and Maintenance			
210 Office Supplies	-	40	40
218 Non-Capital Equipment and Furniture	904	1,907	1,907
224 Resale Merchandise	589	-	-
229 Materials and Supplies	5,859	3,800	3,800
246 Liability Insurance	87	64	78
249 Operating Leases and Rentals	43,789	17,152	35,152
250 Professional and Contracted Services	64,018	52,840	59,840
252 Advertising and Legal Notices	6,632	4,309	4,309
263 Postage	32	600	600
264 Printing and Copying	664	2,100	2,100
<i>Subtotal</i>	<i>122,575</i>	<i>82,812</i>	<i>107,826</i>
SERVICE TOTAL	\$ 151,209	\$ 110,861	\$ 136,395

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:	2010 Budget	2011 Budget	2012 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	6,502	6,888	6,957
112 Wages - Temporary	85,472	61,548	62,163
121 Wages - Overtime	8,369	1,210	1,210
123 Leave Expense	213	-	-
126 Retirement Health Savings Plan	40	40	40
128 FICA	5,410	3,196	3,854
129 Medicare	1,349	847	1,002
131 MOPC	342	344	348
132 Employee Insurance	856	930	960
133 Employee Retirement	569	413	424
135 Compensation Insurance	-	361	658
136 Unemployment Insurance	14	17	21
139 Dental Insurance	31	34	49
142 Food Allowance	200	-	-
<i>Subtotal</i>	<i>109,368</i>	<i>75,828</i>	<i>77,686</i>
Operating and Maintenance			
210 Office Supplies	53	-	-
218 Non-Capital Equipment and Furniture	857	10,000	10,000
229 Materials and Supplies	5,852	10,000	10,000
232 Building Repair and Maintenance	1,115	1,587	1,587
233 Facility Repair and Maintenance	1,538	8,030	8,030
246 Liability Insurance	2,228	2,577	2,657
247 Safety Expenses	1,217	150	150
249 Operating Leases and Rentals	6,325	800	800
250 Professional and Contracted Services	6,611	8,270	8,270
252 Advertising and Legal Notices	2,438	3,000	3,000
259 Licenses and Permits	-	110	110
264 Printing and Copying	-	300	300
<i>Subtotal</i>	<i>28,234</i>	<i>44,824</i>	<i>44,904</i>
Capital Outlay			
440 Machinery and Equipment	10,390	-	-
<i>Subtotal</i>	<i>10,390</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 147,993	\$ 120,652	\$ 122,590

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:	2010 Budget	2011 Budget	2012 Budget
Aquatics Supervisor	0.00	0.10	0.10
Children and Youth Program Leader	1.00	1.00	1.00
Total	1.00	1.10	1.10

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	11,615	49,723	49,365
112 Wages - Temporary	45,793	29,727	30,024
121 Wages - Overtime	511	-	-
122 Longevity Compensation	-	144	150
126 Retirement Health Savings Plan	-	440	440
128 FICA	2,422	1,843	1,861
129 Medicare	638	1,152	1,151
131 MOPC	276	2,486	2,469
132 Employee Insurance	5,313	6,713	6,813
133 Employee Retirement	441	2,983	3,011
135 Compensation Insurance	1,414	1,240	1,091
136 Unemployment Insurance	86	125	148
139 Dental Insurance	191	249	345
<i>Subtotal</i>	68,699	96,825	96,868
Operating and Maintenance			
210 Office Supplies	369	-	-
218 Non-Capital Equipment and Furniture	225	1,000	1,000
229 Materials and Miscellaneous Supplies	6,110	15,088	15,088
240 Equipment Repair and Maintenance	-	1,000	1,000
246 Liability Insurance	381	482	573
250 Professional and Contracted Services	1,991	3,725	3,725
263 Postage	-	110	110
264 Printing and Copying	510	750	750
273 Fleet Lease - Operating and Maintenance	4,143	4,494	3,080
274 Fleet Lease - Replacement	8,023	8,023	8,023
<i>Subtotal</i>	21,752	34,672	33,349
SERVICE TOTAL	\$ 90,451	\$ 131,497	\$ 130,217

Senior Services Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	535,967	532,749	538,468
Operating and Maintenance	59,636	81,912	91,336
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 595,604	\$ 614,661	\$ 629,804

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:	2010 Budget	2011 Budget	2012 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	2.00	1.00
Office Assistant	0.00	0.00	1.00
Total	7.00	7.00	7.00

SERVICE: Senior Services**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	372,997	374,819	370,946
112	Wages - Temporary	37,798	46,414	53,149
114	Skill Based Pay	1,166	1,200	1,200
121	Wages - Overtime	7,741	1,600	2,600
122	Longevity Compensation	1,680	1,740	1,800
123	Leave Expense	4,551	-	-
126	Retirement Health Savings Plan	5,959	2,800	2,800
128	FICA	2,455	2,878	3,295
129	Medicare	4,508	5,031	5,063
131	MOPC	17,680	18,800	18,608
132	Employee Insurance	46,252	50,600	51,191
133	Employee Retirement	29,169	22,562	22,699
135	Compensation Insurance	1,601	1,494	1,409
136	Unemployment Insurance	753	936	1,112
139	Dental Insurance	1,658	1,875	2,596
	<i>Subtotal</i>	<i>535,967</i>	<i>532,749</i>	<i>538,468</i>
Operating and Maintenance				
210	Office Supplies	1,903	2,250	2,250
216	Reference Books and Materials	61	250	250
217	Dues and Subscriptions	129	450	450
218	Non-Capital Equipment and Furniture	455	1,050	4,300
229	Materials and Supplies	4,990	8,487	7,625
230	Printing and Copier Supplies	2,102	3,700	3,700
232	Building Repair and Maintenance	133	100	150
240	Equipment Repair and Maintenance	2,316	2,233	5,433
243	Non-Capital Computer Equipment and Supplies	541	7,665	2,765
245	Mileage Allowance	88	500	500
246	Liability Insurance	7,859	8,494	10,125
247	Safety Expenses	-	50	50
250	Professional and Contracted Services	1,520	7,120	7,920
252	Advertising and Legal Notices	767	500	500
261	Telephone Charges	130	-	150
263	Postage	3,263	4,700	4,000
264	Printing and Copying	18,186	16,608	25,608
269	Other Services and Charges	446	80	80
273	Fleet Lease - Operating and Maintenance	4,321	7,247	5,052
274	Fleet Lease - Replacement	10,428	10,428	10,428
	<i>Subtotal</i>	<i>59,636</i>	<i>81,912</i>	<i>91,336</i>
SERVICE TOTAL		\$ 595,604	\$ 614,661	\$ 629,804

Children and Youth Resources Services Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	426,990	545,977	525,383
Operating and Maintenance	204,380	225,573	241,699
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 631,370	\$ 771,550	\$ 767,082

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:	2010 Budget	2011 Budget	2012 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**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	287,143	328,788	325,502
112 Wages - Temporary	36,574	107,644	91,820
114 Skill Based Pay	5,111	5,700	5,700
121 Wages - Overtime	1,858	4,232	4,232
123 Leave Expense	5,171	-	-
124 Skill Based Overtime Pay	29	-	-
126 Retirement Health Savings Plan	2,492	2,400	2,400
128 FICA	2,269	6,674	4,474
129 Medicare	4,289	6,411	5,848
131 MOPC	14,876	16,724	16,561
132 Employee Insurance	39,523	44,386	44,919
133 Employee Retirement	24,733	20,070	20,197
135 Compensation Insurance	860	483	475
136 Unemployment Insurance	644	821	977
139 Dental Insurance	1,417	1,644	2,278
<i>Subtotal</i>	426,990	545,977	525,383
Operating and Maintenance			
210 Office Supplies	1,497	7,233	7,233
215 Audiovisual Materials	-	344	344
216 Reference Books and Materials	58	2,100	2,100
217 Dues and Subscriptions	196	866	866
218 Non-Capital Equipment and Furniture	1,049	1,000	1,000
229 Materials and Supplies	55,413	46,489	60,889
230 Printing and Copier Supplies	513	2,638	2,638
240 Equipment Repair and Maintenance	847	8,858	8,858
243 Non-Capital Computer Equipment and Supplies	1,656	6,343	6,343
245 Mileage Allowance	198	-	-
246 Liability Insurance	2,053	2,436	2,752
250 Professional and Contracted Services	131,726	125,078	131,378
261 Telephone Charges	403	-	-
263 Postage	2,493	4,849	4,849
264 Printing and Copying	1,150	1,335	1,335
269 Other Services and Charges	2,450	3,945	3,945
273 Fleet Lease - Operating and Maintenance	2,677	4,078	4,888
274 Fleet Lease - Replacement	-	7,981	2,281
<i>Subtotal</i>	204,380	225,573	241,699
SERVICE TOTAL	\$ 631,370	\$ 771,550	\$ 767,082

Economic Development Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,059,335	2,063,554	2,127,504
Operating and Maintenance	307,330	527,573	518,163
Non-Operating	-	-	-
Capital	-	-	251,300
TOTAL	\$ 2,366,665	\$ 2,591,127	\$ 2,896,967

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services	216,990	231,742	232,218
Operating and Maintenance	7,678	22,817	22,971
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 224,669	\$ 254,559	\$ 255,189

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:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	157,033	167,449	166,972
121 Wages - Overtime	953	-	-
122 Longevity Compensation	625	-	-
123 Leave Expense	1,862	-	-
126 Retirement Health Savings Plan	800	800	800
129 Medicare	2,117	2,428	2,421
131 MOPC	8,061	8,372	8,349
132 Employee Insurance	20,151	22,606	23,042
133 Employee Retirement	13,404	10,047	10,186
135 Compensation Insurance	74	63	57
136 Unemployment Insurance	328	419	501
137 Staff Training and Conferences	10,555	18,421	18,421
139 Dental Insurance	723	837	1,169
142 Food Allowance	304	300	300
<i>Subtotal</i>	<i>216,990</i>	<i>231,742</i>	<i>232,218</i>
Operating and Maintenance			
210 Office Supplies	169	125	125
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	902	1,500	1,500
218 Non-Capital Equipment and Furniture	280	450	450
229 Materials and Supplies	690	312	312
230 Printing and Copier Supplies	349	5,280	5,280
240 Equipment Repair and Maintenance	2,426	12,000	8,000
243 Non-Capital Computer Equipment and Supplies	111	408	408
246 Liability Insurance	2,209	442	596
247 Safety Expenses	-	25	25
249 Operating Leases and Rentals	79	-	-
250 Professional and Contracted Services	(355)	1,000	5,000
252 Advertising and Legal Notices	-	275	275
261 Telephone Charges	546	500	500
263 Postage	6	200	200
264 Printing and Copying	208	200	200
269 Other Services and Charges	60	-	-
<i>Subtotal</i>	<i>7,678</i>	<i>22,817</i>	<i>22,971</i>
SERVICE TOTAL	\$ 224,669	\$ 254,559	\$ 255,189

Economic Vitality Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	494,027	512,087	404,611
Operating and Maintenance	173,430	300,057	286,748
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 667,457	\$ 812,144	\$ 691,359

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

SERVICE: Economic Vitality

FUND: General Fund

DEPARTMENT: Economic Development

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Economic Development Manager	1.00	1.00	1.00
Redevelopment Program Manager	1.00	1.00	1.00
Planning Manager	0.50	0.50	0.00
Principal Planner	0.50	0.50	1.00
Senior Planner	1.25	1.25	0.50
Planner	0.25	0.25	0.00
Total	4.50	4.50	3.50

SERVICE: Economic Vitality**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	345,737	401,614	314,899
122	Longevity Compensation	1,440	720	1,500
123	Leave Expense	13,492	-	-
126	Retirement Health Savings Plan	27,001	1,800	1,400
129	Medicare	3,356	5,823	4,566
131	MOPC	17,247	20,082	15,746
132	Employee Insurance	54,108	54,219	43,456
133	Employee Retirement	28,659	24,099	19,208
135	Compensation Insurance	39	170	138
136	Unemployment Insurance	881	1,002	943
139	Dental Insurance	1,940	2,008	2,205
142	Food Allowance	129	550	550
	<i>Subtotal</i>	<i>494,027</i>	<i>512,087</i>	<i>404,611</i>
Operating and Maintenance				
210	Office Supplies	853	150	260
217	Dues and Subscriptions	809	550	2,000
218	Non-Capital Equipment and Furniture	599	200	200
229	Materials and Supplies	10	150	150
230	Printing and Copier Supplies	85	-	-
243	Non-Capital Computer Equipment and Supplies	193	500	500
245	Mileage Allowance	38	250	250
246	Liability Insurance	255	1,188	1,429
250	Professional and Contracted Services	160,756	246,452	231,452
252	Advertising and Legal Notices	1,797	-	-
261	Telephone Charges	-	150	150
263	Postage	8	167	57
264	Printing and Copying	99	300	300
269	Other Services and Charges	7,929	50,000	50,000
	<i>Subtotal</i>	<i>173,430</i>	<i>300,057</i>	<i>286,748</i>
	SERVICE TOTAL	\$ 667,457	\$ 812,144	\$ 691,359

Planning Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	422,249	385,352	481,076
Operating and Maintenance	27,338	63,231	63,489
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 449,587	\$ 448,583	\$ 544,565

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:	2010 Budget	2011 Budget	2012 Budget
Planning Manager	0.50	0.50	1.00
Principal Planner	0.50	0.50	0.00
Senior Planner	1.50	1.50	2.00
Transportation Planner	0.75	0.75	1.00
Planner	0.25	0.25	0.25
Administrative Assistant	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	4.00	4.00	4.75

SERVICE: Planning**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	316,278	302,210	376,182
121 Wages - Overtime	164	100	100
122 Longevity Compensation	1,380	720	-
123 Leave Expense	13,194	-	-
126 Retirement Health Savings Plan	3,222	1,600	1,900
129 Medicare	3,999	4,363	5,435
131 MOPC	16,378	15,046	18,745
132 Employee Insurance	37,228	40,624	51,734
133 Employee Retirement	27,252	18,056	22,867
135 Compensation Insurance	992	179	164
136 Unemployment Insurance	606	750	1,126
139 Dental Insurance	1,335	1,504	2,623
142 Food Allowance	220	200	200
<i>Subtotal</i>	<i>422,249</i>	<i>385,352</i>	<i>481,076</i>
Operating and Maintenance			
210 Office Supplies	1,302	1,250	1,250
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	47	250	250
217 Dues and Subscriptions	9,932	13,473	13,473
218 Non-Capital Equipment and Furniture	-	250	250
219 Drafting Supplies	242	600	600
229 Materials and Supplies	173	2,450	2,450
230 Printing and Copier Supplies	852	1,500	1,500
240 Equipment Repair and Maintenance	2,669	2,575	2,575
243 Non-Capital Computer Equipment and Supplies	1,667	1,915	1,915
245 Mileage Allowance	563	50	50
246 Liability Insurance	2,880	818	1,076
250 Professional and Contracted Services	4,352	25,850	25,850
252 Advertising and Legal Notices	300	1,000	1,000
261 Telephone Charges	-	75	75
263 Postage	145	3,000	3,000
264 Printing and Copying	1,844	2,800	2,800
269 Other Services and Charges	370	5,275	5,275
<i>Subtotal</i>	<i>27,338</i>	<i>63,231</i>	<i>63,489</i>
SERVICE TOTAL	449,587	\$ 448,583	\$ 544,565

Development Services Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	926,069	934,373	1,009,599
Operating and Maintenance	98,883	141,468	144,955
Non-Operating	-	-	-
Capital	-	-	251,300
TOTAL	\$ 1,024,953	\$ 1,075,841	\$ 1,405,854

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:	2010 Budget	2011 Budget	2012 Budget
Development Services Manager	1.00	1.00	1.00
Senior Planner	1.25	1.25	1.50
Transportation Planner	0.25	0.25	0.00
Planner	0.50	0.50	0.75
Administrative Assistant	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25
Total	3.50	3.50	3.75

SERVICE: Development Review**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	241,358	263,240	278,418
121 Wages - Overtime	134	500	500
123 Leave Expense	8,019	-	-
126 Retirement Health Savings Plan	1,668	1,400	1,500
129 Medicare	3,080	3,818	4,037
131 MOPC	12,469	13,163	13,920
132 Employee Insurance	31,868	35,538	38,423
133 Employee Retirement	20,733	15,795	16,984
135 Compensation Insurance	210	2,530	90
136 Unemployment Insurance	519	657	836
139 Dental Insurance	1,143	1,315	1,948
142 Food Allowance	261	200	200
<i>Subtotal</i>	321,462	338,156	356,856
Operating and Maintenance			
210 Office Supplies	405	1,040	1,040
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	126	150	150
217 Dues and Subscriptions	1,793	3,225	3,225
218 Non-Capital Equipment and Furniture	816	400	400
219 Drafting Supplies	-	300	300
229 Materials and Supplies	2,044	230	230
240 Equipment Repair and Maintenance	2,345	2,680	4,960
243 Non-Capital Computer Equipment and Supplies	1,056	1,355	1,355
245 Mileage Allowance	114	50	50
246 Liability Insurance	946	701	938
250 Professional and Contracted Services	3,023	21,600	1,600
252 Advertising and Legal Notices	328	2,000	2,000
261 Telephone Charges	-	550	550
263 Postage	498	1,500	1,500
264 Printing and Copying	427	2,150	2,150
<i>Subtotal</i>	13,920	38,031	20,548
Capital Outlay			
440 Machinery and Equipment	-	-	69,300
<i>Subtotal</i>	-	-	69,300
SERVICE TOTAL	\$ 335,382	\$ 376,187	\$ 446,704

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:	2010 Budget	2011 Budget	2012 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	1.00	2.00
Administrative Assistant	0.50	0.50	0.50
Total	7.50	7.50	8.50

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	442,397	460,084	500,343
112	Wages - Temporary	15,210	3,859	3,859
114	Skill Based Pay	1,206	1,200	1,200
121	Wages - Overtime	2,101	3,584	3,584
123	Leave Expense	8,856	-	-
124	Skill Based Overtime Pay	43	-	-
126	Retirement Health Savings Plan	4,462	3,000	3,400
128	FICA	950	239	239
129	Medicare	5,755	6,742	7,327
131	MOPC	22,590	23,062	25,078
132	Employee Insurance	56,370	62,110	69,048
133	Employee Retirement	37,564	27,677	30,592
135	Compensation Insurance	3,935	1,040	2,902
136	Unemployment Insurance	918	1,151	1,501
139	Dental Insurance	2,021	2,300	3,501
142	Food Allowance	229	169	169
	<i>Subtotal</i>	<i>604,607</i>	<i>596,217</i>	<i>652,743</i>
Operating and Maintenance				
210	Office Supplies	1,523	1,884	1,884
216	Reference Books and Materials	2,019	2,186	8,186
217	Dues and Subscriptions	827	1,050	1,050
218	Non-Capital Equipment and Furniture	1,579	1,280	6,740
229	Materials and Supplies	105	524	524
230	Printing and Copier Supplies	303	1,430	1,430
240	Equipment Repair and Maintenance	12,620	14,614	14,614
243	Non-Capital Computer Equipment and Supplies	2,206	5,628	5,628
245	Mileage Allowance	34	200	200
246	Liability Insurance	3,102	2,436	3,482
247	Safety Expenses	52	497	497
250	Professional and Contracted Services	42,203	45,120	46,200
252	Advertising and Legal Notices	76	360	360
261	Telephone Charges	1,390	1,900	1,900
263	Postage	2,036	2,776	2,776
264	Printing and Copying	4,126	2,262	2,262
269	Other Services and Charges	3,057	-	7,200
273	Fleet Lease - Operating and Maintenance	7,704	10,380	10,564
274	Fleet Lease - Replacement	-	8,910	8,910
	<i>Subtotal</i>	<i>84,963</i>	<i>103,437</i>	<i>124,407</i>
Capital Outlay				
440	Machinery and Equipment	-	-	182,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>182,000</i>
	SERVICE TOTAL	\$ 689,570	\$ 699,654	\$ 959,150

Finance and Support Services Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	5,353,369	5,696,816	5,743,014
Operating and Maintenance	1,907,866	2,935,506	3,102,900
Non-Operating	-	-	-
Capital	302,220	198,450	1,547,325
TOTAL	\$ 7,563,455	\$ 8,830,772	\$ 10,393,239

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

Finance and Support Services Administration Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	269,987	284,412	295,152
Operating and Maintenance	16,794	28,176	16,933
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 286,781	\$ 312,588	\$ 312,085

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

SERVICE: Finance and Support Services Administration

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Finance and Support Services	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

SERVICE: Finance Administration**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	182,384	186,820	188,674
123	Leave Expense	401	-	-
126	Retirement Health Savings Plan	2,566	800	800
129	Medicare	599	762	770
131	MOPC	8,991	9,276	9,368
132	Employee Insurance	23,052	25,045	25,857
133	Employee Retirement	14,951	11,131	11,430
135	Compensation Insurance	167	73	64
136	Unemployment Insurance	376	463	562
137	Staff Training and Conferences	35,618	49,064	56,264
139	Dental Insurance	827	928	1,313
142	Food Allowance	54	50	50
	<i>Subtotal</i>	<i>269,987</i>	<i>284,412</i>	<i>295,152</i>
Operating and Maintenance				
210	Office Supplies	163	180	180
216	Reference Books and Materials	13	150	150
217	Dues and Subscriptions	640	710	670
218	Non-Capital Equipment and Furniture	199	85	85
229	Materials and Supplies	4	-	-
230	Printing and Copier Supplies	2,168	1,850	1,890
240	Equipment Repair and Maintenance	392	1,200	1,340
243	Non-Capital Computer Equipment and Supplies	531	620	480
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	789	1,060	948
250	Professional and Contracted Services	1,450	5,000	5,000
263	Postage	98	200	200
264	Printing and Copying	566	600	600
269	Other Services and Charges	1,244	2,990	2,990
273	Fleet Lease - Operating and Maintenance	3,910	3,309	-
274	Fleet Lease - Replacement	2,216	7,822	-
	<i>Subtotal</i>	<i>16,794</i>	<i>28,176</i>	<i>16,933</i>
	SERVICE TOTAL	\$ 286,781	\$ 312,588	\$ 312,085

Accounting Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	914,705	944,155	941,603
Operating and Maintenance	77,984	135,714	325,603
Non-Operating	-	-	-
Capital	165	-	1,006,000
TOTAL	\$ 992,854	\$ 1,079,869	\$ 2,273,206

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

SERVICE: **Accounting**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Assistant Director of Finance	0.70	0.70	0.70
Senior Accountant	1.00	2.00	2.00
Accounting/Budget Analyst	0.60	0.60	0.50
Accountant	1.00	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	6.30	6.20

SERVICE: Accounting**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	344,386	360,465	356,556
112 Wages - Temporary	-	-	2,912
121 Wages - Overtime	280	400	497
123 Leave Expense	6,890	-	-
126 Retirement Health Savings Plan	15,069	2,520	2,480
128 FICA	-	-	181
129 Medicare	4,429	5,225	5,212
131 MOPC	17,311	18,024	17,828
132 Employee Insurance	43,207	48,661	49,204
133 Employee Retirement	28,788	21,629	21,750
135 Compensation Insurance	156	136	123
136 Unemployment Insurance	704	902	1,070
139 Dental Insurance	1,549	1,803	2,496
<i>Subtotal</i>	<i>462,769</i>	<i>459,765</i>	<i>460,309</i>
Operating and Maintenance			
210 Office Supplies	1,281	1,380	1,550
216 Reference Books and Materials	-	150	150
217 Dues and Subscriptions	1,005	975	885
218 Non-Capital Equipment and Furniture	425	967	700
229 Materials and Supplies	757	630	850
240 Equipment Repair and Maintenance	532	6,240	206,248
243 Non-Capital Computer Equipment and Supplies	3,022	3,720	2,450
246 Liability Insurance	1,033	950	1,282
250 Professional and Contracted Services	28	480	400
251 Auditing	49,025	72,495	68,200
263 Postage	7,583	9,000	10,300
264 Printing and Copying	997	1,100	1,000
<i>Subtotal</i>	<i>65,688</i>	<i>98,087</i>	<i>294,015</i>
Capital Outlay			
440 Machinery and Equipment	165	-	1,006,000
<i>Subtotal</i>	<i>165</i>	<i>-</i>	<i>1,006,000</i>
SERVICE TOTAL	\$ 528,622	\$ 557,852	\$ 1,760,324

SERVICE: Sales Tax

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Assistant Director of Finance	0.20	0.20	0.20
Revenue Manager	0.00	0.00	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	3.20	3.70

SERVICE: Sales Tax**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	145,820	170,461	205,339
112 Wages - Temporary	-	1,554	5,824
114 Skill Based Pay	998	1,200	600
121 Wages - Overtime	39	90	105
123 Leave Expense	5,470	-	-
126 Retirement Health Savings Plan	4,293	1,280	1,480
128 FICA	-	96	361
129 Medicare	1,894	2,511	3,069
131 MOPC	7,503	8,583	10,296
132 Employee Insurance	20,651	23,012	28,337
133 Employee Retirement	12,498	10,299	12,562
135 Compensation Insurance	918	846	977
136 Unemployment Insurance	336	426	616
139 Dental Insurance	740	853	1,436
<i>Subtotal</i>	<i>201,160</i>	<i>221,211</i>	<i>271,002</i>
Operating and Maintenance			
210 Office Supplies	657	261	500
216 Reference Books and Materials	-	40	-
217 Dues and Subscriptions	30	75	75
218 Non-Capital Equipment and Furniture	42	625	460
229 Materials and Supplies	20	1,532	1,630
240 Equipment Repair and Maintenance	-	500	725
243 Non-Capital Computer Equipment and Supplies	849	3,243	1,100
245 Mileage Allowance	-	100	100
246 Liability Insurance	460	461	618
250 Professional and Contracted Services	-	100	100
252 Advertising and Legal Notices	-	100	100
263 Postage	6,296	8,016	8,595
264 Printing and Copying	1,883	1,218	2,555
269 Other Services and Charges	(34)	3,000	-
<i>Subtotal</i>	<i>10,202</i>	<i>19,271</i>	<i>16,558</i>
SERVICE TOTAL	\$ 211,361	\$ 240,482	\$ 287,560

SERVICE: **Treasury**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Assistant Director of Finance	0.10	0.10	0.10
Revenue Manager	0.00	0.00	0.40
Treasury and Investment Officer	1.00	1.00	0.00
Head Cashier	0.00	1.00	1.00
Cashier	2.00	1.00	1.00
Total	3.10	3.10	2.50

SERVICE: Treasury**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	132,271	162,336	113,021
112	Wages - Temporary	15,334	7,800	7,878
114	Skill Based Pay	1,101	900	480
121	Wages - Overtime	48	100	104
122	Longevity Compensation	1,500	-	-
123	Leave Expense	2,256	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	16,505	1,240	1,000
128	FICA	741	484	488
129	Medicare	1,303	2,480	1,760
131	MOPC	6,163	8,161	5,675
132	Employee Insurance	18,087	21,916	15,596
133	Employee Retirement	10,241	9,794	6,923
135	Compensation Insurance	163	152	256
136	Unemployment Insurance	295	406	340
139	Dental Insurance	649	811	791
	<i>Subtotal</i>	<i>206,659</i>	<i>216,580</i>	<i>154,312</i>
Operating and Maintenance				
210	Office Supplies	803	1,018	1,030
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	-	30	15
218	Non-Capital Equipment and Furniture	107	625	420
240	Equipment Repair and Maintenance	201	13,570	10,696
243	Non-Capital Computer Equipment and Supplies	418	980	750
246	Liability Insurance	418	421	609
250	Professional and Contracted Services	-	200	200
263	Postage	4	90	150
	<i>Subtotal</i>	<i>1,951</i>	<i>16,984</i>	<i>13,920</i>
	SERVICE TOTAL	\$ 208,610	\$ 233,564	\$ 168,232

SERVICE: **Information Desk**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Information Desk

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Revenue Manager	0.00	0.00	0.10
Public Information Assistant	1.20	1.20	1.20
Total	1.20	1.20	1.30

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	31,740	36,388	43,433
114 Skill Based Pay	252	-	120
123 Leave Expense	1,231	-	-
126 Retirement Health Savings Plan	1,022	480	520
129 Medicare	373	528	632
131 MOPC	1,755	1,820	2,178
132 Employee Insurance	4,573	4,912	5,994
133 Employee Retirement	2,920	2,184	2,657
135 Compensation Insurance	15	15	12
136 Unemployment Insurance	74	90	131
139 Dental Insurance	164	182	303
<i>Subtotal</i>	<i>44,118</i>	<i>46,599</i>	<i>55,980</i>
Operating and Maintenance			
210 Office Supplies	-	-	100
218 Non-Capital Equipment and Furniture	-	-	300
229 Materials and Supplies	-	570	80
240 Equipment Repair and Maintenance	-	400	-
243 Non-Capital Computer Equipment and Supplies	42	300	500
246 Liability Insurance	101	102	130
<i>Subtotal</i>	<i>143</i>	<i>1,372</i>	<i>1,110</i>
SERVICE TOTAL	\$ 44,261	\$ 47,971	\$ 57,090

Budget and Fiscal Analysis Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	144,408	145,330	154,499
Operating and Maintenance	6,289	9,529	9,588
Non-Operating	-	-	-
Capital	43,505	-	15,000
TOTAL	\$ 194,201	\$ 154,859	\$ 179,087

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

SERVICE: Budget and Fiscal Analysis

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Budget and Fiscal Analysis

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Budget Manager	1.00	1.00	1.00
Accounting/Budget Analyst	0.40	0.40	0.50
Total	1.40	1.40	1.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	110,211	114,222	120,817
123 Leave Expense	1,924	-	-
126 Retirement Health Savings Plan	1,388	560	600
129 Medicare	1,334	1,656	1,752
131 MOPC	5,574	5,711	6,041
132 Employee Insurance	13,934	15,420	16,673
133 Employee Retirement	9,268	6,853	7,369
135 Compensation Insurance	47	50	39
136 Unemployment Insurance	227	286	362
139 Dental Insurance	500	572	846
<i>Subtotal</i>	<i>144,408</i>	<i>145,330</i>	<i>154,499</i>
Operating and Maintenance			
210 Office Supplies	60	200	200
217 Dues and Subscriptions	150	200	200
218 Non-Capital Equipment and Furniture	-	300	300
230 Printing and Copier Supplies	28	-	-
240 Equipment Repair and Maintenance	-	-	3,000
243 Non-Capital Computer Equipment and Supplies	2,447	540	540
246 Liability Insurance	311	347	406
252 Advertising and Legal Notices	26	-	-
263 Postage	3	800	200
264 Printing and Copying	2,715	6,542	4,142
269 Other Services and Charges	550	600	600
<i>Subtotal</i>	<i>6,289</i>	<i>9,529</i>	<i>9,588</i>
Capital Outlay			
440 Machinery and Equipment	43,505	-	15,000
<i>Subtotal</i>	<i>43,505</i>	<i>-</i>	<i>15,000</i>
SERVICE TOTAL	\$ 194,201	\$ 154,859	\$ 179,087

Enterprise Technology Services Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	1,662,763	1,888,135	1,900,090
Operating and Maintenance	978,738	1,753,309	1,698,973
Non-Operating	-	-	-
Capital	167,207	161,750	477,500
TOTAL	\$ 2,808,707	\$ 3,803,194	\$ 4,076,563

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

SERVICE: Enterprise Technology Services Operations

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Chief Information Officer	0.60	0.60	0.60
Enterprise Technology Services Manager	0.20	0.20	0.20
Senior Network Analyst	2.00	2.00	2.00
Network Analyst	1.00	1.00	1.00
Systems Administrator	0.00	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	6.68	7.68	7.68

SERVICE: Enterprise Technology Services Operations

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	479,999	564,229	553,705
121 Wages - Overtime	69	344	344
122 Longevity Compensation	2,460	2,550	2,640
123 Leave Expense	8,482	-	-
126 Retirement Health Savings Plan	4,951	3,072	3,072
128 FICA	8	-	-
129 Medicare	4,641	6,507	6,337
131 MOPC	24,019	28,212	27,687
132 Employee Insurance	60,780	76,170	76,411
133 Employee Retirement	39,940	33,141	33,775
135 Compensation Insurance	1,356	1,443	2,728
136 Unemployment Insurance	990	1,411	1,662
139 Dental Insurance	2,179	2,821	3,877
<i>Subtotal</i>	629,875	719,900	712,238
Operating and Maintenance			
210 Office Supplies	524	300	750
216 Reference Books and Materials	185	300	300
217 Dues and Subscriptions	2,113	2,100	2,100
218 Non-Capital Equipment and Furniture	86	2,060	750
225 Freight	209	120	120
229 Materials and Supplies	165	613	163
232 Building Repair and Maintenance	6	-	-
240 Equipment Repair and Maintenance	363,295	439,996	488,046
243 Non-Capital Computer Equipment and Supplies	173,859	251,805	268,645
245 Mileage Allowance	50	100	100
246 Liability Insurance	1,614	1,545	2,216
249 Operating Leases and Rentals	17,921	17,921	21,646
250 Professional and Contracted Services	74,949	75,300	106,300
261 Telephone Charges	3,083	2,842	2,642
263 Postage	18	90	90
264 Printing and Copying	368	500	500
269 Other Services and Charges	-	150	150
<i>Subtotal</i>	638,444	795,742	894,518
Capital Outlay			
440 Machinery and Equipment	156,569	161,750	152,500
475 Building and Facility Improvement	-	-	10,000
<i>Subtotal</i>	156,569	161,750	162,500
SERVICE TOTAL	\$ 1,424,888	\$ 1,677,392	\$ 1,769,256

SERVICE: Enterprise Technology Services Applications

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Chief Information Officer	0.30	0.30	0.30
Enterprise Technology Services Manager	0.80	0.80	0.80
Senior Programmer Analyst	2.00	2.00	2.00
Programmer Analyst	4.00	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	9.97	10.97	10.97

SERVICE: Enterprise Technology Services Applications

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	722,681	852,485	851,654
121	Wages - Overtime	69	-	-
122	Longevity Compensation	960	990	1,020
123	Leave Expense	11,337	-	-
126	Retirement Health Savings Plan	6,566	4,388	4,388
129	Medicare	9,062	11,971	11,954
131	MOPC	36,964	42,624	42,582
132	Employee Insurance	95,089	115,086	117,529
133	Employee Retirement	61,464	50,364	51,953
135	Compensation Insurance	329	299	292
136	Unemployment Insurance	1,550	2,130	2,556
139	Dental Insurance	3,410	4,265	5,962
	<i>Subtotal</i>	<i>949,481</i>	<i>1,084,602</i>	<i>1,089,890</i>
Operating and Maintenance				
210	Office Supplies	1,268	475	475
216	Reference Books and Materials	912	650	650
217	Dues and Subscriptions	762	1,777	1,777
218	Non-Capital Equipment and Furniture	-	2,010	400
219	Drafting Supplies	-	150	150
229	Materials and Supplies	84	135	135
240	Equipment Repair and Maintenance	50,103	126,953	108,903
243	Non-Capital Computer Equipment and Supplies	10,454	11,350	10,475
246	Liability Insurance	2,179	2,088	3,033
250	Professional and Contracted Services	66,432	504,000	292,000
261	Telephone Charges	-	200	-
263	Postage	6	35	35
264	Printing and Copying	200	50	50
	<i>Subtotal</i>	<i>132,400</i>	<i>649,873</i>	<i>418,083</i>
Capital Outlay				
440	Machinery and Equipment	4,703	-	-
	<i>Subtotal</i>	<i>4,703</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$ 1,086,583	\$ 1,734,475	\$ 1,507,973

SERVICE: Enterprise Technology Services Phone System

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Enterprise Technology Services Telephone System

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Chief Information Officer	0.10	0.10	0.10
Telecommunications Technical Specialist	1.00	1.00	1.00
Total	1.10	1.10	1.10

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	64,738	65,641	76,561
123 Leave Expense	85	-	-
126 Retirement Health Savings Plan	440	440	440
129 Medicare	846	952	1,110
131 MOPC	3,263	3,282	3,828
132 Employee Insurance	8,157	8,861	10,565
133 Employee Retirement	5,425	3,938	4,670
135 Compensation Insurance	27	26	22
136 Unemployment Insurance	133	164	229
139 Dental Insurance	292	329	537
<i>Subtotal</i>	<i>83,407</i>	<i>83,633</i>	<i>97,962</i>
Operating and Maintenance			
210 Office Supplies	137	50	50
216 Reference Books and Materials	-	50	50
218 Non-Capital Equipment and Furniture	84	100	100
229 Materials and Supplies	36	100	100
240 Equipment Repair and Maintenance	9,310	17,023	34,523
243 Non-Capital Computer Equipment and Supplies	705	5,000	1,000
246 Liability Insurance	306	302	359
249 Operating Leases and Rentals	-	9,800	-
250 Professional and Contracted Services	-	-	110,000
261 Telephone Charges	195,715	273,243	238,243
273 Fleet Lease - Operating and Maintenance	1,602	2,026	1,947
274 Fleet Lease - Replacement	-	-	-
<i>Subtotal</i>	<i>207,894</i>	<i>307,694</i>	<i>386,372</i>
Capital Outlay			
440 Machinery and Equipment	5,935	-	315,000
<i>Subtotal</i>	<i>5,935</i>	<i>-</i>	<i>315,000</i>
SERVICE TOTAL	\$ 297,236	\$ 391,327	\$ 799,334

Human Resources Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	672,251	720,505	728,249
Operating and Maintenance	138,748	234,860	216,182
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 810,999	\$ 955,365	\$ 944,431

The Human Resources Division includes one budget service.

SERVICE: Human Resources

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Human Resources Director	1.00	1.00	1.00
Compensation and Benefits Manager	1.00	1.00	1.00
Compensation and Benefits Analyst	1.00	1.00	1.00
Human Resources Partner	3.00	3.00	3.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	1.00
Total	7.50	7.50	8.00

SERVICE: Human Resources**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	454,487	525,373	538,064
112	Wages - Temporary	33,100	18,308	7,000
121	Wages - Overtime	87	260	260
122	Longevity Compensation	1,320	1,380	1,440
123	Leave Expense	16,959	-	-
126	Retirement Health Savings Plan	3,231	3,000	3,200
128	FICA	1,651	1,135	434
129	Medicare	6,257	7,882	7,905
131	MOPC	23,608	26,267	26,906
132	Employee Insurance	64,577	70,926	74,254
133	Employee Retirement	39,235	31,523	32,821
135	Compensation Insurance	229	211	186
136	Unemployment Insurance	1,052	1,313	1,613
137	Staff Training and Conferences	999	-	-
138	Tuition Reimbursement	22,718	30,000	30,000
139	Dental Insurance	2,315	2,627	3,766
142	Food Allowance	426	300	400
	<i>Subtotal</i>	<i>672,251</i>	<i>720,505</i>	<i>728,249</i>
Operating and Maintenance				
210	Office Supplies	2,735	4,300	3,000
215	Audiovisual Materials	-	2,000	2,000
216	Reference Books and Materials	98	300	720
217	Dues and Subscriptions	11,427	7,985	7,985
218	Non-Capital Equipment and Furniture	1,818	400	1,600
229	Materials and Supplies	277	-	-
230	Printing and Copier Supplies	1,964	3,200	3,200
240	Equipment Repair and Maintenance	831	6,955	4,460
243	Non-Capital Computer Equipment and Supplies	2,253	1,820	1,820
245	Mileage Allowance	398	1,000	400
246	Liability Insurance	2,115	2,092	2,609
250	Professional and Contracted Services	74,228	158,388	139,388
252	Advertising and Legal Notices	16,447	10,000	21,000
263	Postage	2,874	2,200	3,000
264	Printing and Copying	4,378	7,000	5,000
269	Other Services and Charges	16,905	27,220	20,000
	<i>Subtotal</i>	<i>138,748</i>	<i>234,860</i>	<i>216,182</i>
	SERVICE TOTAL	\$ 810,999	\$ 955,365	\$ 944,431

Print Shop Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	130,119	127,667	129,596
Operating and Maintenance	82,697	83,649	83,730
Non-Operating	-	-	-
Capital	74,088	5,700	10,500
TOTAL	\$ 286,905	\$ 217,016	\$ 223,826

The Print Shop Division includes the Print Shop budget service.

SERVICE: **Print Shop**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Print Shop

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Print Shop Supervisor	1.00	1.00	1.00
Printer	1.00	1.00	1.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	98,219	98,522	99,504
121 Wages - Overtime	-	500	500
122 Longevity Compensation	1,320	1,380	1,440
123 Leave Expense	2,049	-	-
126 Retirement Health Savings Plan	1,214	800	800
129 Medicare	1,250	1,429	1,442
131 MOPC	4,897	4,926	4,975
132 Employee Insurance	12,242	13,300	13,731
133 Employee Retirement	8,143	5,911	6,069
135 Compensation Insurance	146	159	139
136 Unemployment Insurance	200	247	299
139 Dental Insurance	439	493	697
<i>Subtotal</i>	<i>130,119</i>	<i>127,667</i>	<i>129,596</i>
Operating and Maintenance			
210 Office Supplies	27	125	125
217 Dues and Subscriptions	479	479	499
230 Printing and Copier Supplies	41,881	45,000	45,000
240 Equipment Repair and Maintenance	14,635	16,321	16,024
243 Non-Capital Computer Equipment and Supplies	1,200	-	-
246 Liability Insurance	364	367	448
248 Lease Purchase Installment	18,211	-	-
249 Operating Leases and Rentals	3,163	19,205	19,205
250 Professional and Contracted Services	623	720	720
263 Postage	1	9	9
264 Printing and Copying	2,113	1,423	1,700
<i>Subtotal</i>	<i>82,697</i>	<i>83,649</i>	<i>83,730</i>
Capital Outlay			
440 Machinery and Equipment	74,088	5,700	10,500
<i>Subtotal</i>	<i>74,088</i>	<i>5,700</i>	<i>10,500</i>
SERVICE TOTAL	\$ 286,905	\$ 217,016	\$ 223,826

Purchasing and Contracts Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	423,118	419,899	419,791
Operating and Maintenance	8,678	20,260	36,432
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 431,796	\$ 440,159	\$ 456,223

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

SERVICE: **Purchasing and Contracts**

FUND: General Fund

DEPARTMENT: Finance and Support Service

Service Description:

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

SERVICE: Purchasing and Contracts

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.00
Purchasing Technician	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50
Total	5.50	5.50	5.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	311,038	328,097	327,125
112 Wages - Temporary	240	-	-
122 Longevity Compensation	4,380	3,540	1,680
123 Leave Expense	8,063	-	-
126 Retirement Health Savings Plan	10,709	2,200	2,200
129 Medicare	2,480	3,017	3,873
131 MOPC	15,851	16,404	16,358
132 Employee Insurance	40,269	44,293	45,144
133 Employee Retirement	26,382	19,687	19,954
135 Compensation Insurance	1,542	127	112
136 Unemployment Insurance	656	819	981
139 Dental Insurance	1,444	1,640	2,289
142 Food Allowance	63	75	75
<i>Subtotal</i>	<i>423,118</i>	<i>419,899</i>	<i>419,791</i>
Operating and Maintenance			
210 Office Supplies	700	1,000	800
217 Dues and Subscriptions	705	1,000	775
218 Non-Capital Equipment and Furniture	500	4,000	1,500
229 Materials and Supplies	31	600	400
230 Printing and Copier Supplies	247	600	200
240 Equipment Repair and Maintenance	504	1,250	550
243 Non-Capital Computer Equipment and Supplies	3,945	6,220	12,800
246 Liability Insurance	875	884	1,167
249 Operating Leases and Rentals	-	-	1,290
250 Professional and Contracted Services	-	2,300	15,300
252 Advertising and Legal Notices	727	1,000	1,000
263 Postage	259	656	400
264 Printing and Copying	185	750	250
<i>Subtotal</i>	<i>8,678</i>	<i>20,260</i>	<i>36,432</i>
SERVICE TOTAL	\$ 431,796	\$ 440,159	\$ 456,223

Risk Management Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	352,088	359,917	363,614
Operating and Maintenance	111,574	139,441	140,259
Non-Operating	-	-	-
Capital	-	-	6,325
TOTAL	\$ 463,661	\$ 499,358	\$ 510,198

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

SERVICE: Risk Management

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Risk Management

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Risk Manager	0.79	0.79	0.60
Risk Management Claims Adjuster	0.95	1.00	1.00
Safety Officer	0.14	0.17	0.09
Risk Management Technician	0.25	0.10	0.05
Administrative Assistant	0.75	0.93	0.88
Total	2.88	2.99	2.62

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	166,527	182,168	157,412
123 Leave Expense	2,590	-	-
126 Retirement Health Savings Plan	2,072	1,196	1,048
129 Medicare	2,141	2,641	2,283
131 MOPC	8,405	9,108	7,871
132 Employee Insurance	21,704	24,593	21,722
133 Employee Retirement	13,974	10,930	9,602
135 Compensation Insurance	76	68	62
136 Unemployment Insurance	354	455	473
139 Dental Insurance	778	911	1,103
<i>Subtotal</i>	<i>218,620</i>	<i>232,070</i>	<i>201,576</i>
Operating and Maintenance			
210 Office Supplies	1,383	1,400	1,400
216 Reference Books and Materials	-	100	-
217 Dues and Subscriptions	750	825	825
218 Non-Capital Equipment and Furniture	916	300	300
240 Equipment Repair and Maintenance	2,200	30,100	1,500
243 Non-Capital Computer Equipment and Supplies	1,298	3,020	30,300
246 Liability Insurance	577	545	717
249 Operating Leases and Rentals	24,100	-	-
250 Professional and Contracted Services	22,712	2,020	2,020
263 Postage	1,144	1,350	1,250
264 Printing and Copying	321	950	450
273 Fleet Lease - Operating and Maintenance	1,376	898	3,277
<i>Subtotal</i>	<i>56,778</i>	<i>41,508</i>	<i>42,039</i>
Capital Outlay			
440 Machinery and Equipment	-	-	6,325
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,325</i>
SERVICE TOTAL	\$ 275,399	\$ 273,578	\$ 249,940

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

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:	2010 Budget	2011 Budget	2012 Budget
Risk Manager	0.21	0.21	0.15
Safety Officer	0.86	0.83	0.91
Risk Management Claims Adjuster	0.05	0.00	0.00
Risk Management Technician	0.25	0.40	0.00
Administrative Assistant	0.50	0.32	0.13
Total	1.87	1.76	1.19

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	96,911	99,962	75,367
112 Wages - Temporary	4,717	-	-
123 Leave Expense	1,178	-	-
126 Retirement Health Savings Plan	1,411	704	476
128 FICA	463	-	-
129 Medicare	1,343	1,450	1,093
131 MOPC	4,967	4,999	3,768
132 Employee Insurance	13,079	13,495	10,401
133 Employee Retirement	8,257	5,997	4,597
135 Compensation Insurance	38	41	34
136 Unemployment Insurance	213	250	227
139 Dental Insurance	469	499	526
142 Food Allowance	422	450	-
<i>Subtotal</i>	<i>133,467</i>	<i>127,847</i>	<i>96,489</i>
Operating and Maintenance			
210 Office Supplies	311	200	380
215 Audiovisual Materials	3,306	3,156	2,569
216 Reference Books and Materials	92	100	146
217 Dues and Subscriptions	1,047	1,470	712
218 Non-Capital Equipment and Furniture	-	180	100
229 Materials and Supplies	378	350	77
240 Equipment Repair and Maintenance	282	1,000	650
243 Non-Capital Computer Equipment and Supplies	873	600	500
246 Liability Insurance	250	287	356
247 Safety Expenses	-	510	500
250 Professional and Contracted Services	42,692	83,330	36,152
261 Telephone Charges	226	300	250
263 Postage	42	50	45
264 Printing and Copying	2,009	2,400	-
269 Other Services and Charges	3,287	4,000	-
273 Fleet Lease - Operating and Maintenance	-	-	168
<i>Subtotal</i>	<i>54,795</i>	<i>97,933</i>	<i>42,605</i>
SERVICE TOTAL	\$ 188,262	\$ 225,780	\$ 139,094

SERVICE: **Wellness**

FUND: General Fund

DEPARTMENT: Finance and Support Services

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:	2010 Budget	2011 Budget	2012 Budget
Risk Manager	0.00	0.00	0.25
Risk Management Technician	0.00	0.00	0.45
Administrative Assistant	0.00	0.00	0.24
Total	0.00	0.00	0.94

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	-	50,863
126 Retirement Health Savings Plan	-	-	376
129 Medicare	-	-	737
131 MOPC	-	-	2,544
132 Employee Insurance	-	-	7,019
133 Employee Retirement	-	-	3,103
136 Unemployment Insurance	-	-	152
139 Dental Insurance	-	-	355
142 Food Allowance	-	-	400
<i>Subtotal</i>	-	-	65,549
Operating and Maintenance			
210 Office Supplies	-	-	170
215 Audiovisual Materials	-	-	631
216 Reference Books and Materials	-	-	50
217 Dues and Subscriptions	-	-	588
229 Materials and Supplies	-	-	273
243 Non-Capital Computer Equipment and Supplies	-	-	300
250 Professional and Contracted Services	-	-	47,498
263 Postage	-	-	5
264 Printing and Copying	-	-	2,100
269 Other Services and Charges	-	-	4,000
<i>Subtotal</i>	-	-	55,615
SERVICE TOTAL	\$ -	\$ -	\$ 121,164

Utility Billing Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	783,931	806,796	810,420
Operating and Maintenance	486,366	530,568	575,200
Non-Operating	-	-	-
Capital	17,255	31,000	32,000
TOTAL	\$ 1,287,551	\$ 1,368,364	\$ 1,417,620

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

SERVICE: **Utility Billing**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

This service is responsible for maintaining positive customer relations during connection, disconnection, billing and payment of utility services. Utility services include electric, water, wastewater, solid waste and storm drainage. Customer Service Representatives work with customers to provide service information, scheduling of service, solving billing problems and securing payments on accounts. These services are also available to customers via the web. The Field Customer Service Representative makes field calls to request payment on delinquent accounts and to disconnect service for non-payment when necessary.

SERVICE: Utility Billing

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Utility Billing Manager	1.00	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	0.10	0.20
Office Assistant	0.38	0.38	0.38
Total	12.48	12.42	12.52

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	482,336	528,696	532,002
114 Skill Based Pay	4,741	4,725	4,725
121 Wages - Overtime	479	1,500	500
122 Longevity Compensation	1,380	1,440	1,500
123 Leave Expense	28,269	-	-
124 Skill Based Overtime Pay	9	-	-
126 Retirement Health Savings Plan	4,982	4,968	5,008
129 Medicare	6,242	7,734	7,784
131 MOPC	25,919	26,671	26,836
132 Employee Insurance	64,880	71,373	73,417
133 Employee Retirement	43,105	32,006	32,738
135 Compensation Insurance	1,379	945	910
136 Unemployment Insurance	1,057	1,323	1,596
139 Dental Insurance	2,326	2,645	3,724
141 Uniforms and Protective Clothing	95	150	275
142 Food Allowance	-	125	-
<i>Subtotal</i>	<i>667,198</i>	<i>684,301</i>	<i>691,015</i>
Operating and Maintenance			
210 Office Supplies	1,360	1,500	1,500
218 Non-Capital Equipment and Furniture	827	694	1,000
229 Materials and Supplies	29,972	41,232	33,900
240 Equipment Repair and Maintenance	118,321	145,495	168,311
243 Non-Capital Computer Equipment and Supplies	8,504	8,920	8,100
245 Mileage Allowance	14	100	-
246 Liability Insurance	1,435	1,544	2,012
249 Operating Leases and Rentals	-	-	10,200
250 Professional and Contracted Services	89,345	86,766	100,996
261 Telephone Charges	241	1,000	400
263 Postage	207,772	213,601	213,400
264 Printing and Copying	4,649	3,130	3,130
269 Other Services and Charges	-	-	1,400
<i>Subtotal</i>	<i>462,441</i>	<i>503,982</i>	<i>544,349</i>
Capital Outlay			
440 Machinery and Equipment	17,255	31,000	32,000
<i>Subtotal</i>	<i>17,255</i>	<i>31,000</i>	<i>32,000</i>
SERVICE TOTAL	\$ 1,146,894	\$ 1,219,283	\$ 1,267,364

SERVICE: **Mail Delivery**

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Mail Delivery

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Utility Billing Manager	0.00	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Office Assistant	0.12	0.12	0.12
Total	1.12	1.14	1.14

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	34,297	35,655	35,851
121 Wages - Overtime	59	200	200
123 Leave Expense	181	-	-
126 Retirement Health Savings Plan	448	456	456
129 Medicare	449	517	520
131 MOPC	1,710	1,783	1,793
132 Employee Insurance	4,251	4,814	4,948
133 Employee Retirement	2,843	2,139	2,186
135 Compensation Insurance	14	13	12
136 Unemployment Insurance	69	89	107
139 Dental Insurance	152	179	251
<i>Subtotal</i>	<i>44,472</i>	<i>45,845</i>	<i>46,324</i>
Operating and Maintenance			
229 Materials and Supplies	1,562	4,910	2,010
240 Equipment Repair and Maintenance	3,342	3,000	2,900
246 Liability Insurance	484	506	577
249 Operating Leases and Rentals	-	1,000	900
273 Fleet Lease - Operating and Maintenance	5,435	-	4,334
274 Fleet Lease - Replacement	3,472	-	3,472
<i>Subtotal</i>	<i>14,295</i>	<i>9,416</i>	<i>14,193</i>
SERVICE TOTAL	\$ 58,767	\$ 55,261	\$ 60,517

SERVICE: Parking Enforcement

FUND: General Fund

DEPARTMENT: Finance and Support Services

Service Description:

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

SERVICE: Parking Enforcement

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Utility Billing Manager	0.00	0.04	0.04
Parking Enforcement Officer	1.40	1.40	1.30
Total	1.40	1.44	1.34

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	51,646	55,330	51,623
123 Leave Expense	3,281	-	-
126 Retirement Health Savings Plan	570	576	536
129 Medicare	605	802	749
131 MOPC	2,526	2,767	2,581
132 Employee Insurance	6,442	7,469	7,124
133 Employee Retirement	4,199	3,320	3,149
135 Compensation Insurance	1,623	4,921	5,551
136 Unemployment Insurance	105	139	155
139 Dental Insurance	231	276	363
141 Uniforms and Protective Clothing	876	900	1,000
142 Food Allowance	158	150	250
<i>Subtotal</i>	<i>72,261</i>	<i>76,650</i>	<i>73,081</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	3,621	8,250	5,200
223 Lab and Photo Supplies	7	100	-
229 Materials and Supplies	167	4,828	4,828
245 Mileage Allowance	805	1,140	950
246 Liability Insurance	211	209	336
250 Professional and Contracted Services	1,773	-	1,800
263 Postage	1,589	2,250	1,700
264 Printing and Copying	142	125	150
273 Fleet Lease - Operating and Maintenance	1,314	268	1,694
<i>Subtotal</i>	<i>9,630</i>	<i>17,170</i>	<i>16,658</i>
SERVICE TOTAL	\$ 81,890	\$ 93,820	\$ 89,739

Public Safety Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	23,972,947	24,215,599	24,817,716
Operating and Maintenance	3,049,193	3,342,397	3,615,254
Non-Operating	-	-	-
Capital	21,816	258,803	115,000
TOTAL	\$ 27,043,956	\$ 27,816,799	\$ 28,547,970

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,005,242	2,275,835	2,161,031
Operating and Maintenance	293,505	299,910	518,735
Non-Operating	-	-	-
Capital	7,937	184,133	32,000
TOTAL	\$ 2,306,683	\$ 2,759,878	\$ 2,711,766

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: 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:	2010 Budget	2011 Budget	2012 Budget
Director of Public Safety	1.00	1.00	1.00
Fire Battalion Chief	0.00	1.00	0.00
Crime, Information and Research Analyst	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Police Programs Coordinator	1.00	1.00	1.00
Total	4.00	5.00	4.00

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	338,113	441,031	347,009
112	Wages - Temporary	1,863	-	-
121	Wages - Overtime	3,146	158	158
123	Leave Expense	4,536	-	-
126	Retirement Health Savings Plan	3,056	2,000	1,600
127	FPPA Death and Disability	-	1,264	-
129	Medicare	4,318	6,376	5,012
131	MOPC	9,409	17,115	17,285
132	Employee Insurance	42,532	59,364	47,707
133	Employee Retirement	15,647	20,538	21,089
134	Police and Fire Retirement	15,199	9,744	-
135	Compensation Insurance	5,203	7,031	6,447
136	Unemployment Insurance	693	1,099	1,038
137	Staff Training and Conferences	1,024	-	-
139	Dental Insurance	1,525	2,199	2,420
141	Uniforms and Protective Clothing	2,194	475	475
142	Food Allowance	1,181	1,498	1,498
	<i>Subtotal</i>	<i>449,641</i>	<i>569,892</i>	<i>451,738</i>
Operating and Maintenance				
210	Office Supplies	1,890	1,900	1,900
216	Reference Books and Materials	450	450	450
217	Dues and Subscriptions	2,852	2,968	2,968
218	Non-Capital Equipment and Furniture	1,847	1,314	1,314
229	Materials and Supplies	8,338	7,875	7,875
230	Printing and Copier Supplies	234	1,788	1,788
240	Equipment Repair and Maintenance	1,711	2,503	2,503
243	Non-Capital Computer Equipment and Supplies	2,660	5,000	5,000
246	Liability Insurance	8,189	7,964	8,810
250	Professional and Contracted Services	104,893	17,300	17,300
261	Telephone Charges	9,220	-	-
262	Radio Repair and Maintenance	-	50	50
263	Postage	10,200	11,163	11,163
264	Printing and Copying	4,073	2,799	2,799
269	Other Services and Charges	7,042	5,930	5,930
273	Fleet Lease - Operating and Maintenance	2,421	2,061	2,382
274	Fleet Lease - Replacement	730	11,472	6,161
	<i>Subtotal</i>	<i>166,750</i>	<i>82,537</i>	<i>78,393</i>
SERVICE TOTAL		\$ 616,391	\$ 652,429	\$ 530,131

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:	2010 Budget	2011 Budget	2012 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
Technical Systems Specialist	0.00	1.00	1.00
Total	19.00	20.00	20.00

SERVICE: Communication Center**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	889,057	1,043,344	1,039,330
112 Wages - Temporary	1,093	2,300	2,300
114 Skill Based Pay	1,863	1,800	1,800
121 Wages - Overtime	72,227	73,987	73,987
122 Longevity Compensation	1,680	1,740	1,800
123 Leave Expense	24,529	-	-
124 Skill Based Overtime Pay	310	-	-
126 Retirement Health Savings Plan	11,365	9,749	9,663
128 FICA	69	143	143
129 Medicare	11,283	15,188	13,824
131 MOPC	45,453	52,253	52,055
132 Employee Insurance	121,107	140,849	143,425
133 Employee Retirement	75,555	62,707	63,504
135 Compensation Insurance	1,346	1,901	1,624
136 Unemployment Insurance	1,971	2,607	3,117
137 Staff Training and Conferences	7,611	19,587	19,587
139 Dental Insurance	4,343	5,213	7,272
142 Food Allowance	198	1,176	1,176
<i>Subtotal</i>	<i>1,271,061</i>	<i>1,434,544</i>	<i>1,434,607</i>
Operating and Maintenance			
210 Office Supplies	2,370	2,598	2,598
216 Reference Books and Materials	147	750	750
217 Dues and Subscriptions	474	1,010	1,010
218 Non-Capital Equipment and Furniture	2,216	11,360	8,500
229 Materials and Supplies	632	850	850
232 Building Repair and Maintenance	991	200	200
240 Equipment Repair and Maintenance	429	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	7,204	4,520	3,400
245 Mileage Allowance	150	345	345
246 Liability Insurance	3,198	2,860	3,990
250 Professional and Contracted Services	4,672	6,000	6,000
261 Telephone Charges	-	200	-
262 Radio Repair and Maintenance	-	500	500
263 Postage	6	550	550
264 Printing and Copying	33	1,600	1,600
269 Other Services and Charges	1,966	2,000	2,000
<i>Subtotal</i>	<i>24,487</i>	<i>36,343</i>	<i>33,293</i>
Capital Outlay			
440 Machinery and Equipment	-	-	32,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>32,000</i>
SERVICE TOTAL	\$ 1,295,548	\$ 1,470,887	\$ 1,499,900

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:	2010 Budget	2011 Budget	2012 Budget
Public Safety Information/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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	145,630	151,232	152,238
121 Wages - Overtime	10,020	7,986	7,986
123 Leave Expense	3,513	-	-
126 Retirement Health Savings Plan	1,407	1,000	1,000
129 Medicare	2,018	2,193	2,208
131 MOPC	7,469	7,562	7,612
132 Employee Insurance	18,463	20,416	21,009
133 Employee Retirement	12,420	9,073	9,287
135 Compensation Insurance	-	61	55
136 Unemployment Insurance	301	378	457
139 Dental Insurance	662	757	1,065
<i>Subtotal</i>	<i>201,904</i>	<i>200,658</i>	<i>202,917</i>
Operating and Maintenance			
210 Office Supplies	-	1,680	1,680
216 Reference Books and Materials	31	66	66
218 Non-Capital Equipment and Furniture	30	-	-
229 Materials and Supplies	-	120	120
240 Equipment Repair and Maintenance	82,924	117,367	124,729
243 Non-Capital Computer Equipment and Supplies	3,159	25,801	68,748
246 Liability Insurance	-	427	566
250 Professional and Contracted Services	-	2,118	2,118
261 Telephone Charges	-	-	5,400
269 Other Services and Charges	201	-	-
<i>Subtotal</i>	<i>86,346</i>	<i>147,579</i>	<i>203,427</i>
Capital Outlay			
440 Machinery and Equipment	7,937	-	-
<i>Subtotal</i>	<i>7,937</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 296,187	\$ 348,237	\$ 406,344

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:	2010 Budget	2011 Budget	2012 Budget
Administrative Analyst	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Emergency Management**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	52,481	53,388	53,921
112	Wages - Temporary	11,200	-	-
121	Wages - Overtime	1,182	-	-
123	Leave Expense	534	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	699	774	782
131	MOPC	2,654	2,669	2,696
132	Employee Insurance	6,634	7,207	7,441
133	Employee Retirement	4,413	3,203	3,289
135	Compensation Insurance	1,043	950	950
136	Unemployment Insurance	108	133	162
137	Staff Training and Conferences	549	1,250	1,250
139	Dental Insurance	238	267	378
142	Food Allowance	503	500	500
	<i>Subtotal</i>	82,636	70,741	71,769
Operating and Maintenance				
210	Office Supplies	755	750	750
216	Reference Books and Materials	353	500	500
217	Dues and Subscriptions	435	700	700
218	Non-Capital Equipment and Furniture	360	-	-
240	Equipment Repair and Maintenance	11,224	30,000	5,000
243	Non-Capital Computer Equipment and Supplies	397	-	-
245	Mileage Allowance	152	400	400
246	Liability Insurance	1,754	901	2,030
261	Telephone Charges	491	200	5,940
269	Other Services and Charges	-	-	1,260
274	Fleet Lease - Replacement	-	-	187,042
	<i>Subtotal</i>	15,921	33,451	203,622
Capital Outlay				
432	Vehicles	-	184,133	-
	<i>Subtotal</i>	-	184,133	-
	SERVICE TOTAL	\$ 98,557	\$ 288,325	\$ 275,391

Fire Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	8,323,188	8,173,170	8,611,418
Operating and Maintenance	1,100,527	1,110,181	1,147,218
Non-Operating	-	-	-
Capital	-	69,000	29,000
TOTAL	\$ 9,423,715	\$ 9,352,351	\$ 9,787,636

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: Fire Department

DEPARTMENT: Public Safety

Service Description:

The Fire Operations service provides for the suppression of fires and the handling of other emergency incidents, such as hazardous materials spills, explosions, natural disasters and specialized rescues. The staff provides immediate response to all rescue and emergency medical calls. Emergency medical service includes EMT basic and advanced life support. The staff also assists in, and responds to, non-emergency calls, such as odor investigations, smoke and odor removal, and ambulance assists. Additionally, this service conducts fire safety inspections and targets hazard preplans for community safety and departmental effectiveness and efficiency.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Division Chief	1.00	0.00	0.00
Assistant Fire Chief	4.00	4.00	4.00
Fire Captain	0.00	0.00	2.00
Fire EMS Coordinator	1.00	0.00	0.00
Fire Training Coordinator	1.00	0.00	0.00
Fire Lieutenant	18.00	18.00	16.00
Firefighter/Engineer/Paramedic	6.00	5.00	7.00
Firefighter/Engineer	12.00	12.00	11.00
Firefighter/Paramedic	12.00	13.00	13.00
Firefighter	21.00	19.00	19.00
Total	76.00	71.00	72.00

SERVICE: Operations**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	4,876,001	5,025,772	5,266,928
114	Skill Based Pay	16,773	2,700	3,300
121	Wages - Overtime	632,353	430,362	460,242
122	Longevity Compensation	30,180	29,040	30,060
123	Leave Expense	140,068	-	-
124	Skill Based Overtime Pay	3,587	-	-
126	Retirement Health Savings Plan	86,300	47,653	49,987
127	FPPA Death and Disability	35,436	32,681	36,045
129	Medicare	59,856	60,383	63,610
132	Employee Insurance	638,465	673,808	723,246
134	Police and Fire Retirement	654,131	641,892	666,911
135	Compensation Insurance	91,193	89,945	95,557
136	Unemployment Insurance	10,114	12,483	15,721
137	Staff Training and Conferences	6,113	-	-
139	Dental Insurance	22,893	24,958	36,691
141	Uniforms and Protective Clothing	71,170	95,568	58,068
142	Food Allowance	3,158	-	-
	<i>Subtotal</i>	<i>7,377,791</i>	<i>7,167,245</i>	<i>7,506,366</i>
Operating and Maintenance				
210	Office Supplies	3,174	-	-
216	Reference Books and Materials	1,397	390	390
217	Dues and Subscriptions	2,039	-	-
218	Non-Capital Equipment and Furniture	57,438	29,102	85,602
227	Laundry	143	-	-
228	Janitorial Supplies	10,614	10,000	10,000
229	Materials and Supplies	29,112	27,000	26,250
232	Building Repair and Maintenance	86,189	39,000	44,000
233	Facility Repair and Maintenance	1,624	2,000	2,000
240	Equipment Repair and Maintenance	27,769	32,000	21,000
241	Grounds Maintenance	5,646	2,000	2,000
243	Non-Capital Computer Equipment and Supplies	4,970	-	-
245	Mileage Allowance	718	1,000	200
246	Liability Insurance	65,518	76,372	77,350
247	Safety Expenses	15,091	12,000	9,000
249	Operating Leases and Rentals	122	-	-
250	Professional and Contracted Services	36,464	-	-
261	Telephone Charges	6,725	13,800	11,800
262	Radio Repair and Maintenance	3,376	-	-
263	Postage	55	-	-
264	Printing and Copying	2,202	-	-
269	Other Services and Charges	8,862	9,000	9,000
273	Fleet Lease - Operating and Maintenance	223,262	264,281	263,595
274	Fleet Lease - Replacement	373,014	433,457	396,308
	<i>Subtotal</i>	<i>965,523</i>	<i>951,402</i>	<i>958,495</i>
Capital Outlay				
432	Vehicles	-	-	21,500
440	Machinery and Equipment	-	69,000	-
	<i>Subtotal</i>	<i>-</i>	<i>69,000</i>	<i>21,500</i>
	SERVICE TOTAL	\$ 8,343,314	\$ 8,187,647	\$ 8,486,361

SERVICE: **Support Services**

FUND: Fire Department

DEPARTMENT: Public Safety

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Assistant Fire Chief	1.00	1.00	1.00
Hazardous Materials Inspector	1.00	0.00	0.00
Fire Protection Engineer	1.00	0.00	0.00
Fire Safety Education Coordinator	0.50	0.00	0.50
Administrative Assistant	1.00	1.00	1.00
Total	4.50	2.00	2.50

SERVICE: Support Services**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	317,942	153,971	183,889
112 Wages - Temporary	15,247	1,500	1,500
121 Wages - Overtime	11,239	-	-
122 Longevity Compensation	5,380	1,920	1,980
123 Leave Expense	19,906	-	-
126 Retirement Health Savings Plan	4,602	800	1,000
128 FICA	950	93	93
129 Medicare	2,007	645	1,063
131 MOPC	11,073	2,149	3,590
132 Employee Insurance	40,900	20,787	25,376
133 Employee Retirement	18,431	2,579	4,379
134 Police and Fire Retirement	11,406	11,098	11,210
135 Compensation Insurance	6,443	5,660	6,004
136 Unemployment Insurance	666	384	551
137 Staff Training and Conferences	4,319	-	-
139 Dental Insurance	1,467	770	1,288
141 Uniforms and Protective Clothing	22	550	550
142 Food Allowance	1,319	1,000	1,000
<i>Subtotal</i>	473,320	203,906	243,473
Operating and Maintenance			
210 Office Supplies	2,330	4,150	4,150
214 Pamphlets and Documents	348	-	500
215 Audiovisual Materials	100	-	-
216 Reference Books and Materials	1,139	500	500
217 Dues and Subscriptions	1,374	6,260	6,260
218 Non-Capital Equipment and Furniture	1,145	600	9,600
229 Materials and Supplies	8,065	2,800	2,800
230 Printing and Copier Supplies	2,935	575	3,075
232 Building Repair and Maintenance	588	-	2,500
233 Facility Repair and Maintenance	136	-	-
240 Equipment Repair and Maintenance	5,575	2,290	4,790
243 Non-Capital Computer Equipment and Supplies	4,053	4,500	-
245 Mileage Allowance	137	500	500
246 Liability Insurance	6,226	1,820	1,370
247 Safety Expenses	222	-	-
249 Operating Leases and Rentals	1,000	-	-
250 Professional and Contracted Services	3,244	20,000	13,600
252 Advertising and Legal Notices	550	-	-
261 Telephone Charges	360	-	-
263 Postage	1,025	1,500	1,500
264 Printing and Copying	2,868	6,600	6,600
269 Other Services and Charges	39,588	-	-
273 Fleet Lease - Operating and Maintenance	14,839	6,933	11,239
274 Fleet Lease - Replacement	14,385	2,606	5,290
<i>Subtotal</i>	112,231	61,634	74,274
Capital Outlay			
440 Machinery and Equipment	-	-	7,500
<i>Subtotal</i>	-	-	7,500
SERVICE TOTAL	\$ 585,551	\$ 265,540	\$ 325,247

SERVICE: **Prevention**

FUND: Fire Department

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Prevention

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Assistant Fire Chief	0.00	1.00	1.00
Hazardous Materials Inspector	0.00	1.00	1.00
Fire Protection Engineer	0.00	1.00	1.00
Fire Safety Education Coordinator	0.00	0.50	0.00
Total	0.00	3.50	3.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	273,415	248,252
122 Longevity Compensation	-	2,220	4,320
126 Retirement Health Savings Plan	-	1,400	1,200
129 Medicare	-	2,552	1,107
131 MOPC	-	8,799	7,345
132 Employee Insurance	-	36,910	34,259
133 Employee Retirement	-	10,558	8,960
134 Police and Fire Retirement	-	9,744	10,136
135 Compensation Insurance	-	-	1,439
136 Unemployment Insurance	-	684	745
139 Dental Insurance	-	1,367	1,737
141 Uniforms and Protective Clothing	-	950	950
142 Food Allowance	-	618	618
<i>Subtotal</i>	-	349,217	321,068
Operating and Maintenance			
214 Pamphlets and Documents	-	1,714	1,714
216 Reference Books and Materials	-	2,500	2,500
218 Non-Capital Equipment and Furniture	-	3,500	3,500
229 Materials and Supplies	-	3,500	3,500
246 Liability Insurance	-	307	1,428
269 Other Services and Charges	-	22,694	22,694
273 Fleet Lease - Operating and Maintenance	-	4,301	7,067
274 Fleet Lease - Replacement	-	-	3,906
<i>Subtotal</i>	-	38,516	46,309
SERVICE TOTAL	\$ -	\$ 387,733	\$ 367,377

SERVICE: **Fire Training and Personnel**

FUND: Fire Department

DEPARTMENT: Public Safety

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

SERVICE: Training and Personnel

Budgeted Positions:	2008 Budget	2011 Budget	2012 Budget
Assistant Fire Chief	0.00	1.00	1.00
Fire Lieutenant	0.00	0.00	2.00
Firefighter/Engineer/Paramedic	0.00	1.00	0.00
Firefighter/Engineer	0.00	1.00	0.00
Total	0.00	3.00	3.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	219,917	238,570	258,007
114 Skill Based Pay	15	-	-
121 Wages - Overtime	156,330	73,852	154,778
122 Longevity Compensation	1,320	1,380	1,440
123 Leave Expense	1,181	-	-
124 Skill Based Overtime Pay	960	-	-
126 Retirement Health Savings Plan	1,772	1,827	1,966
127 FPPA Death and Disability	2,339	2,778	3,038
129 Medicare	3,203	3,460	3,742
132 Employee Insurance	27,704	32,207	35,605
134 Police and Fire Retirement	21,249	23,857	25,800
135 Compensation Insurance	-	-	1,644
136 Unemployment Insurance	738	597	774
137 Staff Training and Conferences	33,889	71,781	50,611
139 Dental Insurance	993	1,193	1,806
141 Uniforms and Protective Clothing	38	800	800
142 Food Allowance	430	500	500
<i>Subtotal</i>	<i>472,078</i>	<i>452,802</i>	<i>540,511</i>
Operating and Maintenance			
210 Office Supplies	30	2,000	2,000
216 Reference Books and Materials	745	-	-
218 Non-Capital Equipment and Furniture	2,601	1,000	1,000
229 Materials and Supplies	402	1,000	1,000
240 Equipment Repair and Maintenance	-	10,000	10,000
243 Non-Capital Computer Equipment and Supplies	1,367	392	392
246 Liability Insurance	-	425	1,601
247 Safety Expenses	-	8,000	8,000
250 Professional and Contracted Services	9,000	30,000	30,000
263 Postage	19	-	-
264 Printing and Copying	168	-	-
273 Fleet Lease - Operating and Maintenance	8,440	5,812	8,836
274 Fleet Lease - Replacement	-	-	5,311
<i>Subtotal</i>	<i>22,773</i>	<i>58,629</i>	<i>68,140</i>
SERVICE TOTAL	\$ 494,850	\$ 511,431	\$ 608,651

Police Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	13,644,517	13,766,594	14,045,267
Operating and Maintenance	1,655,162	1,932,306	1,949,301
Non-Operating	-	-	-
Capital	13,879	5,670	54,000
TOTAL	\$ 15,313,558	\$ 15,704,570	\$ 16,048,568

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:	2010 Budget	2011 Budget	2012 Budget
Police Commander	2.00	2.00	2.00
Police Sergeant	10.00	10.00	10.00
Master Police Officer	9.00	12.00	17.00
Police Officer	57.00	53.00	47.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	80.00	79.00	78.00

SERVICE: Patrol**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	5,318,073	5,578,141	5,632,728
114	Skill Based Pay	10,792	10,500	12,600
121	Wages - Overtime	231,911	253,892	253,892
122	Longevity Compensation	27,752	25,740	25,140
123	Leave Expense	151,993	-	-
124	Skill Based Overtime Pay	664	-	-
126	Retirement Health Savings Plan	95,579	54,276	54,860
127	FPPA Death and Disability	47,308	48,254	50,507
129	Medicare	59,416	66,595	67,380
131	MOPC	4,825	4,854	4,902
132	Employee Insurance	696,042	752,035	777,325
133	Employee Retirement	8,024	5,825	5,981
134	Police and Fire Retirement	589,624	607,032	613,340
135	Compensation Insurance	129,300	138,254	153,460
136	Unemployment Insurance	11,348	13,907	16,899
139	Dental Insurance	24,958	27,879	39,427
141	Uniforms and Protective Clothing	80,034	134,880	104,880
142	Food Allowance	167	300	300
	<i>Subtotal</i>	<i>7,487,810</i>	<i>7,722,364</i>	<i>7,813,621</i>
Operating and Maintenance				
210	Office Supplies	1,671	2,305	2,305
216	Reference Books and Materials	2,439	3,169	3,169
217	Dues and Subscriptions	921	800	1,000
218	Non-Capital Equipment and Furniture	11,758	12,165	10,665
226	Prisoner Expenses	1,032	1,515	1,515
229	Materials and Supplies	6,507	6,191	6,191
240	Equipment Repair and Maintenance	1,076	600	600
243	Non-Capital Computer Equipment and Supplies	7,318	5,285	5,285
246	Liability Insurance	73,295	89,002	125,348
250	Professional and Contracted Services	3,381	2,100	2,100
258	Investigative Expenses	900	1,500	1,500
264	Printing and Copying	6,701	6,710	6,710
273	Fleet Lease - Operating and Maintenance	322,815	444,495	399,542
274	Fleet Lease - Replacement	210,350	157,023	137,126
	<i>Subtotal</i>	<i>650,164</i>	<i>732,860</i>	<i>703,056</i>
	SERVICE TOTAL	\$ 8,137,974	\$ 8,455,224	\$ 8,516,677

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:	2010 Budget	2011 Budget	2012 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer		2.00	3.00
Police Officer	5.00	3.00	2.00
Community Service Officer	3.00	3.00	3.00
Total	9.00	9.00	9.00

SERVICE: Traffic Unit

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	552,432	581,849	587,820
114	Skill Based Pay	4,784	4,800	3,600
121	Wages - Overtime	41,158	34,765	34,765
123	Leave Expense	10,402	-	-
124	Skill Based Overtime Pay	212	-	-
126	Retirement Health Savings Plan	8,663	5,866	5,916
127	FPPA Death and Disability	5,609	5,518	5,751
129	Medicare	8,063	8,506	8,575
131	MOPC	6,713	7,057	6,733
132	Employee Insurance	71,457	78,550	81,119
133	Employee Retirement	11,186	8,397	8,214
134	Police and Fire Retirement	44,305	44,623	45,675
135	Compensation Insurance	9,831	8,736	3,358
136	Unemployment Insurance	1,164	1,453	1,764
139	Dental Insurance	2,562	2,911	4,116
141	Uniforms and Protective Clothing	5,619	4,720	5,000
	<i>Subtotal</i>	<i>784,159</i>	<i>797,751</i>	<i>802,406</i>
Operating and Maintenance				
210	Office Supplies	10	-	-
217	Dues and Subscriptions	50	70	70
218	Non-Capital Equipment and Furniture	2,448	4,085	4,727
229	Materials and Supplies	256	300	300
240	Equipment Repair and Maintenance	1,493	1,090	1,600
243	Non-Capital Computer Equipment and Supplies	751	-	9,000
246	Liability Insurance	3,085	3,220	4,263
250	Professional and Contracted Services	699	3,700	1,000
258	Investigative Expenses	6,174	5,800	6,300
273	Fleet Lease - Operating and Maintenance	15,310	18,582	34,367
274	Fleet Lease - Replacement	32,824	22,732	9,345
	<i>Subtotal</i>	<i>63,101</i>	<i>59,579</i>	<i>70,972</i>
Capital Outlay				
440	Machinery and Equipment	-	-	10,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>10,000</i>
	SERVICE TOTAL	\$ 847,259	\$ 857,330	\$ 883,378

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:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	211,305	225,667	227,920
121 Wages - Overtime	1,657	1,560	2,000
123 Leave Expense	9,486	-	-
126 Retirement Health Savings Plan	2,842	2,258	2,278
127 FPPA Death and Disability	588	583	589
129 Medicare	2,947	3,271	3,305
131 MOPC	8,993	9,041	9,131
132 Employee Insurance	28,042	30,465	31,452
133 Employee Retirement	14,954	10,849	11,140
134 Police and Fire Retirement	4,454	4,485	4,530
135 Compensation Insurance	5,092	4,715	4,521
136 Unemployment Insurance	456	564	684
139 Dental Insurance	1,006	1,128	1,595
141 Uniforms and Protective Clothing	2,367	2,460	2,460
<i>Subtotal</i>	<i>294,189</i>	<i>297,046</i>	<i>301,605</i>
Operating and Maintenance			
214 Pamphlets and Documents	-	100	100
217 Dues and Subscriptions	200	215	215
218 Non-Capital Equipment and Furniture	1,754	700	900
229 Materials and Supplies	1,029	400	800
246 Liability Insurance	1,373	1,078	1,216
250 Professional and Contracted Services	173,755	177,351	176,311
273 Fleet Lease - Operating and Maintenance	2,447	16,490	21,296
274 Fleet Lease - Replacement	-	15,691	13,947
<i>Subtotal</i>	<i>180,559</i>	<i>212,025</i>	<i>214,785</i>
SERVICE TOTAL	\$ 474,747	\$ 509,071	\$ 516,390

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

Service Description:

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

SERVICE: SWAT Team**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	264	-	-
121 Wages - Overtime	68,646	36,367	50,633
124 Skill Based Overtime Pay	235	-	-
135 Compensation Insurance	200	190	191
141 Uniforms and Protective Clothing	2,785	5,450	5,450
142 Food Allowance	282	300	400
<i>Subtotal</i>	<i>72,412</i>	<i>42,307</i>	<i>56,674</i>
Operating and Maintenance			
210 Office Supplies	6	50	120
216 Reference Books and Materials	114	300	150
217 Dues and Subscriptions	300	795	795
218 Non-Capital Equipment and Furniture	12,809	4,900	26,300
229 Materials and Supplies	21,768	32,220	31,650
232 Building Repair and Maintenance	14	-	-
240 Equipment Repair and Maintenance	-	100	4,600
243 Non-Capital Computer Equipment and Supplies	212	100	1,000
246 Liability Insurance	2,691	16,125	9,778
247 Safety Expenses	26	-	36,400
250 Professional and Contracted Services	95	-	100
264 Printing and Copying	94	-	100
273 Fleet Lease - Operating and Maintenance	22,185	24,331	21,033
274 Fleet Lease - Replacement	58,497	69,372	107,525
<i>Subtotal</i>	<i>118,811</i>	<i>148,293</i>	<i>239,551</i>
Capital Outlay			
440 Machinery and Equipment	-	-	25,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>25,000</i>
SERVICE TOTAL	\$ 191,223	\$ 190,600	\$ 321,225

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:	2010 Budget	2011 Budget	2012 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	5.00	5.00	8.00
Police Officer	9.00	9.00	7.00
Administrative Assistant	1.50	1.50	1.50
Total	18.50	18.50	19.50

SERVICE: Detective Services

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	1,312,620	1,329,407	1,436,445
114	Skill Based Pay	917	900	900
121	Wages - Overtime	98,503	78,505	78,505
122	Longevity Compensation	6,960	7,200	7,440
123	Leave Expense	14,627	-	-
124	Skill Based Overtime Pay	83	-	-
126	Retirement Health Savings Plan	19,756	12,621	13,633
127	FPPA Death and Disability	14,485	14,552	14,964
129	Medicare	14,217	14,948	16,459
131	MOPC	3,308	3,328	3,361
132	Employee Insurance	165,805	179,470	198,231
133	Employee Retirement	5,501	3,994	4,100
134	Police and Fire Retirement	126,119	126,378	137,011
135	Compensation Insurance	23,622	20,264	13,260
136	Unemployment Insurance	2,701	3,318	4,310
139	Dental Insurance	5,945	6,654	10,057
141	Uniforms and Protective Clothing	16,496	12,050	12,050
142	Food Allowance	4,461	600	600
	<i>Subtotal</i>	<i>1,836,128</i>	<i>1,814,189</i>	<i>1,951,326</i>
Operating and Maintenance				
210	Office Supplies	5,631	2,150	2,150
215	Audiovisual Materials	-	400	400
216	Reference Books and Materials	632	1,020	1,020
217	Dues and Subscriptions	1,630	565	565
218	Non-Capital Equipment and Furniture	4,042	51,440	17,940
223	Lab and Photo Supplies	-	400	400
229	Materials and Supplies	2,832	1,930	1,930
232	Building Repair and Maintenance	464	400	400
240	Equipment Repair and Maintenance	-	500	500
243	Non-Capital Computer Equipment and Supplies	4,690	3,500	3,500
246	Liability Insurance	17,216	17,343	19,159
247	Safety Expenses	118	-	-
250	Professional and Contracted Services	2,145	2,800	2,800
252	Advertising and Legal Notices	3,284	-	-
258	Investigative Expenses	15,016	23,500	23,500
261	Telephone Charges	-	500	500
263	Postage	63	-	-
264	Printing and Copying	3,074	1,490	1,490
269	Other Services and Charges	3,892	500	500
273	Fleet Lease - Operating and Maintenance	32,887	52,562	66,376
274	Fleet Lease - Replacement	41,576	38,654	22,503
	<i>Subtotal</i>	<i>139,190</i>	<i>199,654</i>	<i>165,633</i>
	SERVICE TOTAL	\$ 1,975,318	\$ 2,013,843	\$ 2,116,959

SERVICE: Special Enforcement Unit

FUND: General Fund, Police Seizure Fund

DEPARTMENT: Public Safety

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	4.00	3.00
Police Officer	2.00	0.00	1.00
Total	5.00	5.00	5.00

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	383,923	387,732	384,756
114 Skill Based Pay	917	900	900
121 Wages - Overtime	126,642	24,745	24,745
122 Longevity Compensation	1,320	1,380	1,440
123 Leave Expense	1,649	-	-
124 Skill Based Overtime Pay	162	-	-
126 Retirement Health Savings Plan	6,820	3,886	3,858
127 FPPA Death and Disability	7,148	7,199	6,203
129 Medicare	6,383	5,634	5,592
132 Employee Insurance	47,339	52,346	53,096
134 Police and Fire Retirement	38,801	38,864	38,565
135 Compensation Insurance	5,971	5,615	6,427
136 Unemployment Insurance	771	968	1,155
139 Dental Insurance	1,697	1,941	2,695
141 Uniforms and Protective Clothing	3,799	3,400	3,400
142 Food Allowance	997	250	250
<i>Subtotal</i>	634,339	534,860	533,082
Operating and Maintenance			
210 Office Supplies	904	425	425
215 Audiovisual Materials	-	250	250
216 Reference Books and Materials	147	350	350
217 Dues and Subscriptions	336	500	500
218 Non-Capital Equipment and Furniture	2,420	7,976	6,476
229 Materials and Supplies	1,576	925	925
240 Equipment Repair and Maintenance	-	200	200
243 Non-Capital Computer Equipment and Supplies	3,288	400	400
246 Liability Insurance	9,733	8,983	6,842
247 Safety Expenses	659	4,500	4,500
250 Professional and Contracted Services	502	100	100
258 Investigative Expenses	24,258	26,086	26,086
261 Telephone Charges	165	-	-
263 Postage	76	-	-
264 Printing and Copying	95	150	150
273 Fleet Lease - Operating and Maintenance	79,652	79,947	89,520
274 Fleet Lease - Replacement	5,674	5,674	5,674
<i>Subtotal</i>	129,483	136,466	142,398
SERVICE TOTAL	\$ 763,822	\$ 671,326	\$ 675,480

SERVICE: School Resource Officers

FUND: General Fund, Police Prevention/Education 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:	2010 Budget	2011 Budget	2012 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	3.00	4.00
Police Officer	0.00	1.00	0.00
Total	5.00	5.00	5.00

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	375,281	380,952	391,608
121 Wages - Overtime	24,254	22,780	22,780
123 Leave Expense	4,247	-	-
126 Retirement Health Savings Plan	6,771	3,809	3,918
127 FPPA Death and Disability	2,803	2,818	2,935
129 Medicare	5,228	5,523	5,678
132 Employee Insurance	48,182	51,430	54,041
134 Police and Fire Retirement	37,885	38,096	39,160
135 Compensation Insurance	2,049	2,377	6,236
136 Unemployment Insurance	784	951	1,176
139 Dental Insurance	1,728	1,907	2,744
141 Uniforms and Protective Clothing	3,283	3,000	3,325
142 Food Allowance	137	250	250
<i>Subtotal</i>	<i>512,632</i>	<i>513,893</i>	<i>533,851</i>
Operating and Maintenance			
210 Office Supplies	50	300	150
217 Dues and Subscriptions	200	425	250
218 Non-Capital Equipment and Furniture	3,710	2,000	2,000
229 Materials and Supplies	2,428	4,300	3,300
243 Non-Capital Computer Equipment and Supplies	393	5,150	-
246 Liability Insurance	4,261	5,884	7,014
264 Printing and Copying	610	975	975
273 Fleet Lease - Operating and Maintenance	24,331	9,424	1,474
274 Fleet Lease - Replacement	2,652	5,640	5,640
<i>Subtotal</i>	<i>38,635</i>	<i>34,098</i>	<i>20,803</i>
SERVICE TOTAL	\$ 551,266	\$ 547,991	\$ 554,654

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:	2010 Budget	2011 Budget	2012 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	2.00	1.00
Police Officer	0.00	0.50	1.50
Evidence/Crime Scene Technician	2.50	2.00	2.00
Administrative Analyst	0.00	0.00	0.00
Administrative Assistant	1.50	1.00	1.00
Total	8.00	7.50	7.50

SERVICE: Support Services

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	508,703	515,685	518,840
114	Skill Based Pay	906	900	-
121	Wages - Overtime	138,917	109,487	109,487
122	Longevity Compensation	2,700	2,820	2,940
123	Leave Expense	6,045	-	-
124	Skill Based Overtime Pay	209	-	-
126	Retirement Health Savings Plan	8,669	4,196	4,143
127	FPPA Death and Disability	17	-	889
129	Medicare	6,759	7,489	7,523
131	MOPC	8,805	8,780	8,870
132	Employee Insurance	67,064	69,619	71,600
133	Employee Retirement	14,643	10,538	10,820
134	Police and Fire Retirement	32,910	34,098	34,146
135	Compensation Insurance	6,472	5,239	7,862
136	Unemployment Insurance	1,092	1,289	1,558
137	Staff Training and Conferences	87,950	105,387	105,387
139	Dental Insurance	2,405	2,581	3,632
141	Uniforms and Protective Clothing	4,840	4,700	4,700
142	Food Allowance	2,508	1,700	1,700
	<i>Subtotal</i>	<i>901,614</i>	<i>884,508</i>	<i>894,097</i>
Operating and Maintenance				
210	Office Supplies	3,146	3,425	3,425
215	Audiovisual Materials	-	200	200
216	Reference Books and Materials	840	225	225
217	Dues and Subscriptions	602	1,000	1,000
218	Non-Capital Equipment and Furniture	51,332	3,295	3,295
223	Lab and Photo Supplies	10	1,000	1,000
229	Materials and Supplies	24,064	36,040	36,040
230	Printing and Copier Supplies	5,280	6,500	6,500
232	Building Repair and Maintenance	1,074	-	-
240	Equipment Repair and Maintenance	6,692	17,556	11,556
243	Non-Capital Computer Equipment and Supplies	6,716	6,000	6,000
246	Liability Insurance	2,790	2,699	3,482
247	Safety Expenses	3,271	4,295	4,295
249	Operating Leases and Rentals	23,435	35,020	35,020
250	Professional and Contracted Services	27,639	72,801	67,801
252	Advertising and Legal Notices	443	1,300	1,300
258	Investigative Expenses	116	1,750	1,750
261	Telephone Charges	86,335	86,294	89,654
263	Postage	15	1,000	1,000
264	Printing and Copying	2,087	4,894	4,894
269	Other Services and Charges	3,358	9,400	9,400
273	Fleet Lease - Operating and Maintenance	8,408	24,154	23,558
274	Fleet Lease - Replacement	10,874	9,512	8,372
	<i>Subtotal</i>	<i>268,525</i>	<i>328,360</i>	<i>319,767</i>
Capital Outlay				
440	Machinery and Equipment	-	-	12,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>12,000</i>
	SERVICE TOTAL	\$ 1,170,140	\$ 1,212,868	\$ 1,225,864

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:	2010 Budget	2011 Budget	2012 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
Mobile Data Computer Specialist	0.00	0.00	0.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	6.00	6.00	6.00
Total	11.50	11.50	11.50

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	467,674	513,238	507,472
112 Wages - Temporary	17,565	16,050	16,050
121 Wages - Overtime	15,356	20,535	20,535
123 Leave Expense	15,306	-	-
126 Retirement Health Savings Plan	6,745	4,431	4,363
128 FICA	1,084	995	995
129 Medicare	6,367	7,676	7,592
131 MOPC	23,816	25,663	25,373
132 Employee Insurance	63,634	69,289	70,032
133 Employee Retirement	39,592	30,794	30,955
135 Compensation Insurance	686	998	644
136 Unemployment Insurance	1,037	1,281	1,522
139 Dental Insurance	2,282	2,568	3,554
142 Food Allowance	41	50	50
<i>Subtotal</i>	<i>661,184</i>	<i>693,568</i>	<i>689,137</i>
Operating and Maintenance			
210 Office Supplies	3,066	5,320	5,320
216 Reference Books and Materials	194	34	34
217 Dues and Subscriptions	487	400	400
218 Non-Capital Equipment and Furniture	915	-	-
229 Materials and Supplies	634	630	630
230 Printing and Copier Supplies	2,909	-	-
240 Equipment Repair and Maintenance	10,761	6,956	-
243 Non-Capital Computer Equipment and Supplies	2,241	9,000	2,000
245 Mileage Allowance	12	250	250
246 Liability Insurance	1,745	1,498	1,956
250 Professional and Contracted Services	4,307	7,061	7,061
264 Printing and Copying	2,874	3,000	3,000
<i>Subtotal</i>	<i>30,146</i>	<i>34,149</i>	<i>20,651</i>
Capital Outlay			
440 Machinery and Equipment	13,879	5,670	7,000
<i>Subtotal</i>	<i>13,879</i>	<i>5,670</i>	<i>7,000</i>
SERVICE TOTAL	\$ 705,209	\$ 733,387	\$ 716,788

SERVICE: **Special Operations**

FUND: General Fund

DEPARTMENT: Public Safety

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

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 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**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	343,844	357,349	356,707
121	Wages - Overtime	2,148	3,100	3,100
122	Longevity Compensation	1,980	2,040	2,100
123	Leave Expense	7,180	-	-
126	Retirement Health Savings Plan	4,153	2,724	2,700
127	FPPA Death and Disability	587	583	589
129	Medicare	3,119	3,532	3,505
131	MOPC	9,640	9,936	9,824
132	Employee Insurance	44,404	48,243	49,225
133	Employee Retirement	16,028	11,923	11,986
134	Police and Fire Retirement	15,962	15,863	16,022
135	Compensation Insurance	125	141	1,897
136	Unemployment Insurance	723	892	1,071
139	Dental Insurance	1,592	1,787	2,497
141	Uniforms and Protective Clothing	4,408	3,945	4,195
142	Food Allowance	-	250	250
	<i>Subtotal</i>	<i>455,894</i>	<i>462,308</i>	<i>465,668</i>
Operating and Maintenance				
210	Office Supplies	1,030	1,320	1,320
216	Reference Books and Materials	535	785	785
218	Non-Capital Equipment and Furniture	3,060	850	850
229	Materials and Supplies	420	500	500
243	Non-Capital Computer Equipment and Supplies	359	600	1,800
246	Liability Insurance	828	1,160	2,049
250	Professional and Contracted Services	-	150	150
264	Printing and Copying	1,978	3,350	2,900
269	Other Services and Charges	3	-	-
273	Fleet Lease - Operating and Maintenance	-	2,515	20,426
274	Fleet Lease - Replacement	-	6,560	6,559
	<i>Subtotal</i>	<i>8,213</i>	<i>17,790</i>	<i>37,339</i>
	SERVICE TOTAL	\$ 464,107	\$ 480,098	\$ 503,007

SERVICE: Volunteer Programs

FUND: General Fund

DEPARTMENT: Police

SERVICE DESCRIPTION:

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

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice complex which can include, but is not limited to, receptionist duties, administrative functions, investigative assistance, crime & data analysis, equipment & vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
 - **Citizen Volunteer Patrol (CVP):** CVP members are highly trained, uniformed, volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional “Eyes and Ears” for the Patrol Division. Duties and responsibilities included, but aren’t limited to, neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
 - **Student Intern Officers (SIO):** SIO’s are typically Criminal Justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed, volunteers. SIO’s provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a future career in law enforcement. Some of the department’s officers are past graduates of the SIO program.
 - **Explorers:** The Explorer program is a law enforcement orientation program sponsored by the Police Department, under the auspices of Exploring Learning for Life. The program prepares young people (16-21 years of age) to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed, volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure while provides opportunities for Explorers to take on leadership roles.
 - **Front Range Chaplains:** Chaplains are a dedicated group of clergy who provide assistance and support to the Police and Fire Departments, as well as community members who are victims of crime or tragedy, either on site at emergency scenes or through one-to-one counseling.
-

SERVICE: Volunteer Program

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
137 Staff Training and Conferences	449	1,000	1,000
141 Uniforms and Protective Clothing	794	-	-
142 Food Allowance	2,913	2,800	2,800
<i>Subtotal</i>	<i>4,156</i>	<i>3,800</i>	<i>3,800</i>
Operating and Maintenance			
210 Office Supplies	337	100	100
218 Non-Capital Equipment and Furniture	9	-	-
229 Materials and Supplies	396	700	700
246 Liability Insurance	511	483	494
250 Professional and Contracted Services	-	200	200
264 Printing and Copying	-	250	250
273 Fleet Lease - Operating and Maintenance	13,422	13,638	12,602
274 Fleet Lease - Replacement	13,661	13,661	-
<i>Subtotal</i>	<i>28,336</i>	<i>29,032</i>	<i>14,346</i>
SERVICE TOTAL	\$ 32,491	\$ 32,832	\$ 18,146

Public Works and Natural Resources Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	3,890,246	4,004,196	4,019,387
Operating and Maintenance	3,141,365	3,336,673	3,578,093
Non-Operating	-	-	-
Capital	42,579	25,000	31,300
TOTAL	\$ 7,074,190	\$ 7,365,869	\$ 7,628,780

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,701,257	2,665,171	2,682,462
Operating and Maintenance	1,553,372	1,665,967	1,825,091
Non-Operating	-	-	-
Capital	-	-	5,500
TOTAL	\$ 4,254,629	\$ 4,331,138	\$ 4,513,053

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Natural Resources Manager	1.00	1.00	0.50
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	1.50

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	106,096	156,468	103,358
112 Wages - Temporary	260	-	-
121 Wages - Overtime	985	800	800
123 Leave Expense	11,758	-	-
126 Retirement Health Savings Plan	10,515	800	600
129 Medicare	1,542	2,269	1,498
131 MOPC	5,653	7,824	5,168
132 Employee Insurance	19,971	21,123	14,263
133 Employee Retirement	9,430	9,388	6,305
135 Compensation Insurance	61	63	54
136 Unemployment Insurance	325	391	310
137 Staff Training and Conferences	8,300	3,762	3,762
139 Dental Insurance	716	782	725
142 Food Allowance	778	700	700
<i>Subtotal</i>	<i>176,390</i>	<i>204,370</i>	<i>137,543</i>
Operating and Maintenance			
210 Office Supplies	1,746	1,500	1,500
216 Reference Books and Materials	436	150	150
217 Dues and Subscriptions	275	478	478
218 Non-Capital Equipment and Furniture	108	150	150
229 Materials and Supplies	11	700	700
230 Printing and Copier Supplies	67	780	780
240 Equipment Repair and Maintenance	2,255	1,920	2,670
243 Non-Capital Computer Equipment and Supplies	422	500	500
245 Mileage Allowance	319	300	300
246 Liability Insurance	833	1,453	1,569
247 Safety Expenses	7	-	-
249 Operating Leases and Rentals	39	1,491	1,491
250 Professional and Contracted Services	-	966	966
252 Advertising and Legal Notices	150	550	550
261 Telephone Charges	1,993	2,000	2,000
263 Postage	302	1,000	1,000
264 Printing and Copying	370	220	220
273 Fleet Lease - Operating and Maintenance	1,630	3,897	1,582
274 Fleet Lease - Replacement	4,124	8,859	4,735
<i>Subtotal</i>	<i>15,086</i>	<i>26,914</i>	<i>21,341</i>
Capital Outlay			
440 Machinery and Equipment	-	-	2,750
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>2,750</i>
SERVICE TOTAL	\$ 191,476	\$ 231,284	\$ 161,634

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:	2010 Budget	2011 Budget	2012 Budget
Forestry & Contractual Mtce Supervisor	1.00	0.70	1.00
Senior Arborist Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Grounds Maintenance Technician II	0.00	0.40	0.40
Total	2.25	2.35	2.65

SERVICE: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	121,997	123,060	145,474
112	Wages - Temporary	35,900	33,846	34,184
121	Wages - Overtime	2,511	595	595
122	Longevity Compensation	1,620	1,176	1,740
123	Leave Expense	4,598	-	-
126	Retirement Health Savings Plan	1,476	940	1,060
128	FICA	1,888	2,098	2,119
129	Medicare	1,192	1,556	1,566
131	MOPC	6,367	6,153	7,273
132	Employee Insurance	15,924	16,613	20,075
133	Employee Retirement	10,591	7,384	8,873
135	Compensation Insurance	2,235	2,456	2,232
136	Unemployment Insurance	259	308	436
139	Dental Insurance	571	614	1,019
142	Food Allowance	32	150	150
	<i>Subtotal</i>	<i>207,162</i>	<i>196,949</i>	<i>226,796</i>
Operating and Maintenance				
210	Office Supplies	565	500	500
214	Pamphlets and Documents	-	100	100
216	Reference Books and Materials	107	300	300
217	Dues and Subscriptions	831	776	776
218	Non-Capital Equipment and Furniture	4,350	4,900	4,900
222	Chemicals	37	3,000	3,000
229	Materials and Supplies	11,513	1,782	1,782
240	Equipment Repair and Maintenance	2,390	1,500	2,460
241	Grounds Maintenance	17,595	25,000	25,000
243	Non-Capital Computer Equipment and Supplies	191	-	-
246	Liability Insurance	9,486	15,325	15,723
247	Safety Expenses	1,396	900	900
250	Professional and Contracted Services	164,826	170,003	170,003
252	Advertising and Legal Notices	618	924	924
264	Printing and Copying	1,138	1,200	1,200
269	Other Services and Charges	-	300	300
273	Fleet Lease - Operating and Maintenance	37,749	40,799	45,126
274	Fleet Lease - Replacement	50,279	51,497	64,554
	<i>Subtotal</i>	<i>303,071</i>	<i>318,806</i>	<i>337,548</i>
	SERVICE TOTAL	\$ 510,232	\$ 515,755	\$ 564,344

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:	2010 Budget	2011 Budget	2012 Budget
Parks Supervisor	0.00	0.25	0.25
Senior Grounds Maintenance Technician	0.25	1.75	1.50
Grounds Maintenance Technician II	1.00	0.00	0.00
Total	1.25	2.00	1.75

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	57,282	101,129	89,397
112 Wages - Temporary	400	11,155	11,267
114 Skill Based Pay	298	300	225
121 Wages - Overtime	745	328	328
123 Leave Expense	2,123	-	-
124 Skill Based Overtime Pay	2	-	-
126 Retirement Health Savings Plan	500	800	700
128 FICA	-	692	699
129 Medicare	730	1,633	1,461
131 MOPC	2,987	5,073	4,480
132 Employee Insurance	7,343	13,653	12,338
133 Employee Retirement	4,951	6,086	5,467
135 Compensation Insurance	340	331	539
136 Unemployment Insurance	280	253	268
139 Dental Insurance	263	506	625
<i>Subtotal</i>	<i>78,244</i>	<i>141,939</i>	<i>127,794</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	83	250	250
222 Chemicals	1,345	5,213	5,213
229 Materials and Supplies	134	300	300
232 Building Repair and Maintenance	971	100	100
240 Equipment Repair and Maintenance	14	50	50
241 Grounds Maintenance	2,357	4,500	4,500
246 Liability Insurance	656	901	1,072
247 Safety Expenses	153	225	225
250 Professional and Contracted Services	1,061	1,500	1,500
273 Fleet Lease - Operating and Maintenance	7,930	10,105	10,968
274 Fleet Lease - Replacement	3,708	5,547	7,560
<i>Subtotal</i>	<i>18,413</i>	<i>28,691</i>	<i>31,738</i>
SERVICE TOTAL	\$ 96,657	\$ 170,630	\$ 159,532

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:	2010 Budget	2011 Budget	2012 Budget
Parks and Open Space Project Manager	0.50	0.50	0.50
PWNR Project Manager	0.50	0.50	0.50
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	67,974	70,574	75,645
123 Leave Expense	1,319	-	-
126 Retirement Health Savings Plan	1,072	400	400
129 Medicare	830	1,024	1,097
131 MOPC	3,508	3,529	3,782
132 Employee Insurance	8,770	9,528	10,439
133 Employee Retirement	5,833	4,235	4,614
135 Compensation Insurance	233	142	136
136 Unemployment Insurance	143	177	227
139 Dental Insurance	314	353	530
142 Food Allowance	9	100	100
<i>Subtotal</i>	<i>90,007</i>	<i>90,062</i>	<i>96,970</i>
Operating and Maintenance			
210 Office Supplies	347	512	500
217 Dues and Subscriptions	-	680	250
218 Non-Capital Equipment and Furniture	427	150	200
229 Materials and Supplies	409	150	367
243 Non-Capital Computer Equipment and Supplies	1,166	1,020	1,020
246 Liability Insurance	815	643	702
247 Safety Expenses	92	150	150
261 Telephone Charges	1,052	750	1,050
263 Postage	7	150	25
264 Printing and Copying	1	100	100
273 Fleet Lease - Operating and Maintenance	4,975	2,514	1,099
274 Fleet Lease - Replacement	814	-	-
<i>Subtotal</i>	<i>10,106</i>	<i>6,819</i>	<i>5,463</i>
SERVICE TOTAL	\$ 100,113	\$ 96,881	\$ 102,433

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:	2010 Budget	2011 Budget	2012 Budget
Parks Mtce and Solid Waste Ops Manager	0.00	0.00	0.50
Parks Supervisor	2.00	1.05	1.05
Forestry & Contractual Mtce Supervisor	0.00	0.30	0.00
Senior Grounds Maintenance Technician	12.65	12.00	12.00
Grounds Maintenance Technician II	1.75	1.00	1.00
Equipment and Supply Technician	0.90	0.90	0.90
Graffiti Technician	0.38	0.38	0.00
Total	17.68	15.63	15.45

SERVICE: Parks Maintenance**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	736,457	750,904	780,358
112 Wages - Temporary	200,201	145,230	128,169
114 Skill Based Pay	1,719	1,710	1,785
121 Wages - Overtime	24,118	34,775	31,775
122 Longevity Compensation	3,420	4,044	3,660
123 Leave Expense	25,870	-	-
124 Skill Based Overtime Pay	12	-	-
126 Retirement Health Savings Plan	7,294	6,100	6,180
128 FICA	13,669	9,004	7,946
129 Medicare	11,547	11,322	11,798
131 MOPC	37,717	37,631	39,107
132 Employee Insurance	106,943	101,373	107,690
133 Employee Retirement	62,722	45,156	47,708
135 Compensation Insurance	10,670	5,172	4,827
136 Unemployment Insurance	1,723	1,875	2,341
137 Staff Training and Conferences	-	-	3,500
139 Dental Insurance	3,835	3,754	5,466
141 Uniforms and Protective Clothing	5,058	3,000	3,000
142 Food Allowance	466	249	249
<i>Subtotal</i>	1,253,442	1,161,299	1,185,559
Operating and Maintenance			
210 Office Supplies	1,114	2,000	2,000
216 Reference Books and Materials	105	50	50
217 Dues and Subscriptions	1,157	530	530
218 Non-Capital Equipment and Furniture	26,398	12,800	25,800
220 Gas and Oil	132	106	106
222 Chemicals	22,794	24,785	24,785
228 Janitorial Supplies	8,820	6,450	6,450
229 Materials and Supplies	8,732	12,850	12,850
232 Building Repair and Maintenance	30,537	18,488	30,000
240 Equipment Repair and Maintenance	10,482	4,500	6,210
241 Grounds Maintenance	134,581	158,402	135,000
243 Non-Capital Computer Equipment and Supplies	90	2,000	2,000
246 Liability Insurance	42,292	48,257	50,726
247 Safety Expenses	4,475	6,960	6,960
249 Operating Leases and Rentals	234	2,500	2,500
250 Professional and Contracted Services	41,165	52,235	80,777
252 Advertising and Legal Notices	75	-	-
259 Licenses And Permits	350	-	-
260 Utilities	133	-	-
261 Telephone Charges	2,776	2,344	4,800
262 Radio Repair and Maintenance	-	600	600
263 Postage	21	200	200
264 Printing and Copying	399	500	500
269 Other Services and Charges	7,655	7,500	9,000
273 Fleet Lease - Operating and Maintenance	173,159	182,383	207,045
274 Fleet Lease - Replacement	170,572	170,651	177,278
<i>Subtotal</i>	688,248	717,091	786,167
Capital Outlay			
440 Machinery and Equipment	-	-	2,750
<i>Subtotal</i>	-	-	2,750
SERVICE TOTAL	\$ 1,941,690	\$ 1,878,390	\$ 1,974,476

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:	2010 Budget	2011 Budget	2012 Budget
Parks Supervisor	1.00	0.70	0.70
Senior Grounds Maintenance Technician	3.10	4.00	4.00
Grounds Maintenance Technician II	2.75	2.35	2.60
Equipment and Supply Technician	0.10	0.10	0.10
Total	6.95	7.15	7.40

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	342,767	340,323	351,216
112 Wages - Temporary	125,973	132,489	111,527
114 Skill Based Pay	994	990	990
121 Wages - Overtime	9,559	5,000	5,000
122 Longevity Compensation	1,440	1,500	1,560
123 Leave Expense	13,939	-	-
124 Skill Based Overtime Pay	45	-	-
126 Retirement Health Savings Plan	3,839	2,860	2,960
128 FICA	9,184	8,214	6,915
129 Medicare	6,665	6,871	6,724
131 MOPC	17,930	17,066	17,610
132 Employee Insurance	41,726	45,943	48,467
133 Employee Retirement	29,827	20,479	21,484
135 Compensation Insurance	11,005	10,027	10,006
136 Unemployment Insurance	680	850	1,055
139 Dental Insurance	1,496	1,702	2,459
141 Uniforms and Protective Clothing	169	100	100
142 Food Allowance	7	-	-
<i>Subtotal</i>	<i>617,246</i>	<i>594,414</i>	<i>588,073</i>
Operating and Maintenance			
210 Office Supplies	375	250	250
218 Non-Capital Equipment and Furniture	6,168	5,000	5,000
222 Chemicals	8,352	11,660	11,990
229 Materials and Supplies	3,884	2,950	2,950
232 Building Repair and Maintenance	1,076	900	900
240 Equipment Repair and Maintenance	4,238	2,920	2,920
241 Grounds Maintenance	32,814	30,535	31,035
246 Liability Insurance	7,663	9,418	10,778
247 Safety Expenses	3,915	3,206	3,206
249 Operating Leases and Rentals	-	260	260
250 Professional and Contracted Services	85,369	111,700	131,700
262 Radio Repair and Maintenance	117	300	300
264 Printing and Copying	35	100	100
269 Other Services and Charges	75	-	-
273 Fleet Lease - Operating and Maintenance	64,041	76,952	81,863
274 Fleet Lease - Replacement	39,540	68,805	68,942
<i>Subtotal</i>	<i>257,663</i>	<i>324,956</i>	<i>352,194</i>
SERVICE TOTAL	\$ 874,909	\$ 919,370	\$ 940,267

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:	2010 Budget	2011 Budget	2012 Budget
Senior Parks Ranger Technician	0.75	0.75	1.00
Parks/Open Space Ranger	0.70	0.70	0.70
Total	1.45	1.45	1.70

SERVICE: Union Reservoir**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	78,574	78,670	91,485
112	Wages - Temporary	62,185	59,954	59,712
121	Wages - Overtime	873	700	700
123	Leave Expense	4,723	-	-
126	Retirement Health Savings Plan	580	580	680
128	FICA	3,274	3,717	3,702
129	Medicare	1,849	2,010	2,193
131	MOPC	4,159	3,934	4,574
132	Employee Insurance	9,776	10,620	12,624
133	Employee Retirement	6,917	4,720	5,581
135	Compensation Insurance	1,279	966	1,044
136	Unemployment Insurance	-	196	274
139	Dental Insurance	351	394	641
141	Uniforms and Protective Clothing	690	1,275	1,275
142	Food Allowance	230	140	140
	<i>Subtotal</i>	<i>175,461</i>	<i>167,876</i>	<i>184,625</i>
Operating and Maintenance				
210	Office Supplies	772	900	900
218	Non-Capital Equipment and Furniture	1,040	1,000	1,000
220	Gas and Oil	705	100	100
222	Chemicals	21	400	400
223	Lab and Photo Supplies	-	50	50
224	Resale Merchandise	-	1,500	1,500
228	Janitorial Supplies	1,092	800	800
229	Materials and Supplies	4,605	1,802	1,802
232	Building Repair and Maintenance	10,570	2,000	2,000
240	Equipment Repair and Maintenance	218	900	900
241	Grounds Maintenance	9,510	7,389	7,389
243	Non-Capital Computer Equipment and Supplies	615	1,142	1,142
246	Liability Insurance	4,296	6,650	7,121
247	Safety Expenses	5,760	2,000	2,000
249	Operating Leases and Rentals	72,335	78,349	81,182
250	Professional and Contracted Services	4,017	-	-
252	Advertising and Legal Notices	95	50	50
260	Utilities	2,617	-	-
261	Telephone Charges	788	1,300	1,300
263	Postage	-	20	20
264	Printing and Copying	2,019	1,500	1,500
269	Other Services and Charges	662	135	135
273	Fleet Lease - Operating and Maintenance	29,530	25,943	25,995
274	Fleet Lease - Replacement	24,325	25,471	17,320
	<i>Subtotal</i>	<i>175,592</i>	<i>159,401</i>	<i>154,606</i>
	SERVICE TOTAL	\$ 351,053	\$ 327,277	\$ 339,231

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:	2010 Budget	2011 Budget	2012 Budget
Senior Parks Ranger Technician	0.75	0.75	1.00
Parks/Open Space Ranger	0.30	0.30	0.30
Parks Ranger Technician II	0.75	0.00	0.00
Total	1.80	1.05	1.30

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	73,327	54,051	66,472
121 Wages - Temporary	319	-	-
123 Leave Expense	4,549	-	-
126 Retirement Health Savings Plan	674	420	520
129 Medicare	955	784	963
131 MOPC	3,883	2,703	3,323
132 Employee Insurance	11,059	7,297	9,172
133 Employee Retirement	6,466	3,243	4,055
135 Compensation Insurance	276	259	239
136 Unemployment Insurance	180	135	200
139 Dental Insurance	397	270	466
141 Uniforms and Protective Clothing	330	600	600
142 Food Allowance	891	-	-
<i>Subtotal</i>	<i>103,307</i>	<i>69,762</i>	<i>86,010</i>
Operating and Maintenance			
210 Office Supplies	231	-	-
216 Reference Books and Materials	68	-	-
218 Non-Capital Equipment and Furniture	671	1,000	1,000
223 Lab and Photo Supplies	11	-	-
229 Materials and Miscellaneous Supplies	989	-	-
232 Building Repair and Maintenance	148	-	-
241 Grounds Maintenance	244	5,300	5,300
246 Liability Insurance	575	688	690
247 Safety Expenses	95	-	-
250 Professional and Contracted Services	81,182	65,225	110,171
261 Telephone Charges	505	600	600
269 Other Services and Charges	474	-	-
<i>Subtotal</i>	<i>85,193</i>	<i>72,813</i>	<i>117,761</i>
SERVICE TOTAL	\$ 188,500	\$ 142,575	\$ 203,771

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Technology/GIS Coordinator	0.00	0.00	0.10
Engineering and Survey Tech Supervisor	0.00	0.05	0.10
Lead GIS Analyst	0.00	0.00	0.10
GIS/Mapping Technician	0.00	0.05	0.10
Survey Party Chief	0.00	0.20	0.10
Survey Technician	0.00	0.20	0.10
Total	0.00	0.50	0.60

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	-	28,133	37,215
112	Wages - Temporary	-	1,370	-
114	Skill Based Pay	-	38	21
121	Wages - Overtime	-	99	111
122	Longevity Compensation	-	443	512
126	Retirement Health Savings Plan	-	200	252
128	FICA	-	85	-
129	Medicare	-	284	377
131	MOPC	-	1,408	1,862
132	Employee Insurance	-	3,798	5,136
133	Employee Retirement	-	1,689	2,271
135	Compensation Insurance	-	73	74
136	Unemployment Insurance	-	70	112
137	Staff Training and Conferences	-	650	868
139	Dental Insurance	-	141	260
141	Uniforms and Protective Clothing	-	19	21
	<i>Subtotal</i>	-	38,500	49,092
Operating and Maintenance				
216	Reference Books and Materials	-	6	7
218	Non-Capital Equipment and Furniture	-	228	578
219	Drafting Supplies	-	250	280
229	Materials and Supplies	-	100	112
240	Equipment Repair and Maintenance	-	6,913	8,191
243	Non-Capital Computer Equipment and Supplies	-	1,319	70
246	Liability Insurance	-	99	131
247	Safety Expenses	-	63	70
250	Professional and Contracted Services	-	838	8,217
261	Telephone Charges	-	31	55
264	Printing and Copying	-	44	49
273	Fleet Lease - Operating and Maintenance	-	301	195
274	Fleet Lease - Replacement	-	284	318
	<i>Subtotal</i>	-	10,476	18,273
	SERVICE TOTAL	\$ -	\$ 48,976	\$ 67,365

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

Public Facilities Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	1,188,989	1,339,025	1,336,925
Operating and Maintenance	1,587,993	1,670,706	1,753,002
Non-Operating	-	-	-
Capital	42,579	25,000	25,800
TOTAL	\$ 2,819,561	\$ 3,034,731	\$ 3,115,727

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

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

Service Description:

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

Primary duties are within each facilities envelope and include: General core building occupancy HVAC and BAS repair and maintenance, electrical repair and maintenance, plumbing repair and maintenance, roof system repair, preventive maintenance for core building equipment, construction-related repairs, access hardware repair, and contract / project management for core building system maintenance and repairs. Facilities Maintenance Services also serves as a construction expert liaison for other divisions when remodel projects affect the core building systems of facilities that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for general fund sites and a staff parking lot lease.

SERVICE: Facility Maintenance

Budgeted Positions:	2010 Budget	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	274,900	285,700	286,067
114 Skill-based Pay	14	-	-
121 Wages - Overtime	18,403	18,455	18,827
122 Longevity Compensation	1,800	1,860	1,920
123 Leave Expense	5,533	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	2,860	2,400	2,400
129 Medicare	3,146	3,511	3,515
131 MOPC	13,927	14,287	14,304
132 Employee Insurance	34,901	38,571	39,476
133 Employee Retirement	23,159	17,143	17,450
135 Compensation Insurance	7,993	7,844	7,483
136 Unemployment Insurance	569	717	858
137 Staff Training and Conferences	1,960	2,163	2,163
139 Dental Insurance	1,251	1,428	2,001
141 Uniforms and Protective Clothing	802	1,200	1,200
<i>Subtotal</i>	<i>391,220</i>	<i>395,279</i>	<i>397,664</i>
Operating and Maintenance			
210 Office Supplies	578	658	658
217 Dues and Subscriptions	326	326	326
218 Non-Capital Equipment and Furniture	1,520	5,245	5,245
229 Materials and Supplies	4,100	5,071	4,699
232 Building Repair and Maintenance	55,920	60,152	60,152
233 Facility Repair and Maintenance	59,782	70,000	70,000
240 Equipment Repair and Maintenance	11,046	14,035	15,497
243 Non-Capital Computer Equipment and Supplies	111	-	-
246 Liability Insurance	6,245	8,893	8,943
247 Safety Expenses	594	1,260	1,260
248 Lease Purchase Installment	159,069	255,000	255,000
249 Operating Leases and Rentals	27,781	31,080	31,080
250 Professional and Contracted Services	176,811	159,130	170,247
260 Utilities	580,260	659,302	681,302
261 Telephone Charges	3,246	4,044	3,294
263 Postage	17	-	-
264 Printing and Copying	165	-	-
269 Other Services and Charges	180	-	-
273 Fleet Lease - Operating and Maintenance	16,146	17,504	21,535
274 Fleet Lease - Replacement	10,268	10,268	7,083
<i>Subtotal</i>	<i>1,114,167</i>	<i>1,301,968</i>	<i>1,336,321</i>
Capital Outlay			
475 Building and Facility Improvement	22,614	-	7,800
<i>Subtotal</i>	<i>22,614</i>	<i>-</i>	<i>7,800</i>
SERVICE TOTAL	\$ 1,528,000	\$ 1,697,247	\$ 1,741,785

SERVICE: Facility Operations

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources Department

Service Description:

Facilities Operations Services provides custodial services for 448,206 square feet of buildings and manages Level 20 & Contract Services related to non-core building operating systems around the City. These buildings include: Civic Center Complex, Library, Safety & Justice Center, Development Services Center, Police Sub-station, Callahan House, Recreation Center, Museum, Museum Storage Facility, Service Center, Utility Center, Fleet Operations, Memorial Building, 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. (painting, gym floor maintenance, carpet cleaning, window cleaning, door lock & hardware repairs, pest control, tile & carpet repairs, rag cleaning, custodial equipment repairs, etc). Custodial cleaning also includes meeting room setups, performance of minor maintenance items, i.e. (painting, small wall repairs, replacement of ceiling tiles, replacement of light bulbs, installation of dispensers, carpet tile vinyl repairs, etc.) and being a building contact for vendors who need access to complete scheduled FOS/FMS repairs, inspections, etc. Facilities Operations Services also serves as a construction expert liaison for other divisions when remodel projects affect building operating systems that FOS supports.

SERVICE: Facility Operations

Budgeted Positions:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	555,887	694,330	693,111
114 Skill Based Pay	2,342	2,325	2,100
121 Wages - Overtime	16,991	32,393	32,393
122 Longevity Compensation	1,440	1,500	1,560
123 Leave Expense	21,260	-	-
124 Skill Based Overtime Pay	136	-	-
126 Retirement Health Savings Plan	6,300	7,900	7,900
129 Medicare	7,004	10,108	10,085
131 MOPC	29,074	34,836	34,760
132 Employee Insurance	84,553	93,732	95,655
133 Employee Retirement	48,336	41,806	42,402
135 Compensation Insurance	18,004	17,109	9,873
136 Unemployment Insurance	1,378	1,741	2,077
137 Staff Training and Conferences	-	500	500
139 Dental Insurance	3,032	3,466	4,845
141 Uniforms and Protective Clothing	2,031	2,000	2,000
<i>Subtotal</i>	<i>797,769</i>	<i>943,746</i>	<i>939,261</i>
Operating and Maintenance			
210 Office Supplies	465	1,000	1,000
217 Dues and Subscriptions	-	-	370
218 Non-Capital Equipment and Furniture	13,195	12,800	11,000
228 Janitorial Supplies	104,368	103,980	108,140
229 Materials and Supplies	6,715	7,000	7,000
232 Building Repair and Maintenance	10,021	10,000	10,000
240 Equipment Repair and Maintenance	5,647	4,000	6,000
243 Non-Capital Computer Equipment and Supplies	111	-	675
246 Liability Insurance	2,266	3,241	3,839
247 Safety Expenses	489	500	500
250 Professional and Contracted Services	323,288	219,250	261,390
261 Telephone Charges	2,474	2,600	2,600
273 Fleet Lease - Operating and Maintenance	1,374	955	755
274 Fleet Lease - Replacement	3,412	3,412	3,412
<i>Subtotal</i>	<i>473,826</i>	<i>368,738</i>	<i>416,681</i>
Capital Outlay			
440 Machinery and Equipment	19,965	25,000	18,000
<i>Subtotal</i>	<i>19,965</i>	<i>25,000</i>	<i>18,000</i>
SERVICE TOTAL	\$ 1,291,560	\$ 1,337,484	\$ 1,373,942

PUBLIC SAFETY FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	3,495,955	3,737,314	4,038,302
Operating and Maintenance	1,295,334	907,791	1,091,263
Non-Operating	604	-	32,478
Capital	641,542	52,350	528,000
TOTAL	\$ 5,433,435	\$ 4,697,455	\$ 5,690,043

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 3,384,246	\$ 2,637,668	\$ 1,762,099
Committed Working Capital	\$ -	\$ 739,505	\$ -
SOURCES OF FUNDS			
REVENUES			
Taxes	4,423,539	4,401,926	4,674,598
Intergovernmental revenue	205,882	92,650	344,249
Charges for Service	-	-	69,712
Interest	27,449	66,815	16,615
Miscellaneous	1,131	-	-
Adjustment for GAAP Revenue	31,356	-	-
TOTAL FUNDS	4,689,357	4,561,391	5,105,174
EXPENDITURES			
Personal Services	3,495,955	3,737,314	4,038,302
Operating and Maintenance	1,295,334	907,791	1,091,263
Non- Operating	604	-	32,478
Capital	641,542	52,350	528,000
Adjustment for GAAP Expenses	2,500	-	-
TOTAL EXPENDITURES	5,435,935	4,697,455	5,690,043
ENDING WORKING CAPITAL	2,637,668	1,762,099	1,177,230
CONTRIBUTION TO/(FROM) RESERVES	\$ (746,578)	\$ (136,064)	\$ (584,869)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC SAFETY FUND PROJECTS	2012 BUDGET
PB-187 Outdoor Emergency Warning System Replacement	\$ 290,000

PUBLIC SAFETY ADMINISTRATION

	2010 Actual	2011 Budget	2012 Budget
Personal Services	241,868	241,771	313,101
Operating and Maintenance	388,298	127,190	107,632
Non-Operating	-	-	32,478
Capital	148,102	13,450	320,000
TOTAL	\$ 778,269	\$ 382,411	\$ 773,211

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: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	226	-	-
112	Wages - Temporary	2,800	-	-
128	FICA	282	-	-
129	Medicare	66	-	-
137	Staff Training and Conferences	253	-	-
	<i>Subtotal</i>	3,627	-	-
Operating and Maintenance		2010 Actual	2011 Budget	2012 Budget
216	Reference Books and Materials	53	-	-
229	Materials and Supplies	52	-	-
240	Equipment Repair and Maintenance	6,970	1,800	1,800
243	Non-Capital Computer Equipment and Supplies	(125)	-	-
250	Professional and Contracted Services	23,000	20,000	20,000
269	Other Services and Charges	8	28,120	-
270	Administrative and Management Services	9,883	6,147	-
275	Building Permit to LDDA	786	-	-
	<i>Subtotal</i>	40,626	56,067	21,800
Non-Operating Expense				
970	Transfers to Other Funds	-	-	32,478
	<i>Subtotal</i>	-	-	32,478
	SERVICE TOTAL	\$ 44,253	\$ 56,067	\$ 54,278

SERVICE: **Communication Center**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Communications

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Communications Specialist	2.00	2.00	3.00
Total	2.00	2.00	3.00

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	84,616	92,136	136,870
121 Wages - Overtime	3,235	4,500	9,500
123 Leave Expense	2,140	-	-
126 Retirement Health Savings Plan	893	922	1,369
129 Medicare	1,182	1,336	1,984
131 MOPC	4,467	4,606	6,843
132 Employee Insurance	11,449	12,438	18,888
133 Employee Retirement	7,427	5,528	8,348
135 Compensation Insurance	50	38	33
136 Unemployment Insurance	185	230	410
137 Staff Training and Conferences	-	1,250	2,850
139 Dental Insurance	411	460	957
<i>Subtotal</i>	<i>116,054</i>	<i>123,444</i>	<i>188,052</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	282,055	700	2,300
240 Equipment Repair and Maintenance	4,858	1,500	1,500
246 Liability Insurance	333	264	344
<i>Subtotal</i>	<i>287,246</i>	<i>2,464</i>	<i>4,144</i>
Capital Outlay			
440 Machinery and Equipment	108,058	-	-
480 System Improvements	40,044	-	-
<i>Subtotal</i>	<i>148,102</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 551,402	\$ 125,908	\$ 192,196

SERVICE: Public Safety Information Technology

FUND: Public Safety

DEPARTMENT: Public Safety

Service Description:

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

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
121 Wages - Overtime	-	-	5,000
135 Compensation Insurance	2	-	-
<i>Subtotal</i>	2	-	5,000
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	-	10,000
240 Equipment Repair and Maintenance	713	21,802	24,241
243 Non-Capital Computer Equipment and Supplies	46,709	26,634	1,875
246 Liability Insurance	14	-	-
<i>Subtotal</i>	47,436	48,436	36,116
Capital Outlay			
440 Machinery and Equipment	-	13,450	-
<i>Subtotal</i>	-	13,450	-
SERVICE TOTAL	\$ 47,438	\$ 61,886	\$ 41,116

SERVICE: **Emergency Management**

FUND: Public Safety

DEPARTMENT: Public Safety

Service Description:

The Office of Emergency Management's mission is to mitigate against, prepare for, respond to and recover from large incidents including natural disasters and acts of terrorism.

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

SERVICE: Emergency Management

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Emergency Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	87,719	89,106	90,003
112 Wages - Temporary	7,477	-	-
121 Wages - Overtime	1,066	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	998	-	-
129 Medicare	1,369	1,292	1,305
131 MOPC	4,386	4,455	4,500
132 Employee Insurance	9,494	12,029	12,420
133 Employee Retirement	7,294	5,346	5,490
135 Compensation Insurance	31	30	31
136 Unemployment Insurance	154	223	270
137 Staff Training and Conferences	1,457	5,000	5,000
139 Dental Insurance	340	446	630
<i>Subtotal</i>	<i>122,185</i>	<i>118,327</i>	<i>120,049</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	216	-	8,000
229 Materials and Supplies	5,115	5,500	5,500
240 Equipment Repair and Maintenance	1,429	8,000	18,000
245 Mileage Allowance	211	-	-
246 Liability Insurance	356	349	461
261 Telephone Charges	155	-	-
264 Printing and Copying	-	-	3,500
269 Other Services and Charges	-	-	3,000
273 Fleet Lease - Operating and Maintenance	1,520	2,387	3,124
274 Fleet Lease - Replacement	3,987	3,987	3,987
<i>Subtotal</i>	<i>12,990</i>	<i>20,223</i>	<i>45,572</i>
Capital Outlay			
440 Machinery and Equipment	-	-	30,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>30,000</i>
SERVICE TOTAL	\$ 135,175	\$ 138,550	\$ 195,621

Fire Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	1,058,673	1,101,292	1,114,764
Operating and Maintenance	449,980	496,387	560,648
Non-Operating	604	-	-
Capital	482,353	21,900	160,000
TOTAL	\$ 1,991,610	\$ 1,619,579	\$ 1,835,412

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:	2010 Budget	2011 Budget	2012 Budget
Fire Captain	0.00	0.00	1.00
Fire Lieutenant	3.00	3.00	2.00
Firefighter/Engineer/Paramedic	0.00	1.00	2.00
Firefighter/Paramedic	3.00	3.00	2.00
Firefighter/Engineer	3.00	2.00	1.00
Firefighter	2.00	2.00	3.00
Total	11.00	11.00	11.00

SERVICE: Operations

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	700,840	773,616	796,505
114	Skill Based Pay	11,833	1,200	1,200
121	Wages - Overtime	65,187	21,233	14,018
123	Leave Expense	15,283	-	-
124	Skill Based Overtime Pay	1,040	-	-
126	Retirement Health Savings Plan	8,946	7,747	7,977
127	FPPA Death and Disability	9,008	9,042	9,249
129	Medicare	10,494	11,236	11,566
132	Employee Insurance	94,732	104,438	109,916
134	Police and Fire Retirement	75,570	77,483	79,770
135	Compensation Insurance	4,351	8,177	7,943
136	Unemployment Insurance	1,532	1,934	2,389
137	Staff Training and Conferences	-	3,200	-
139	Dental Insurance	3,397	3,870	5,577
141	Uniforms and Protective Clothing	51,967	66,907	57,445
142	Food Allowance	4,346	1,749	1,749
	<i>Subtotal</i>	1,058,528	1,091,832	1,105,304
Operating and Maintenance				
210	Office Supplies	544	2,000	2,000
218	Non-Capital Equipment and Furniture	43,334	9,500	5,000
228	Janitorial Supplies	-	5,000	5,000
229	Materials and Supplies	23,234	20,000	20,000
232	Building Repair and Maintenance	5,186	8,000	8,000
240	Equipment Repair and Maintenance	2,366	12,000	12,000
243	Non-Capital Computer Equipment and Supplies	20,041	2,408	-
246	Liability Insurance	1,618	2,127	6,391
247	Safety Expenses	1,172	-	-
248	Lease Purchase Installment	347,834	350,000	350,000
249	Operating Leases and Rentals	580	-	-
250	Professional and Contracted Services	2,030	-	-
261	Telephone Charges	-	15,120	15,120
264	Printing and Copying	481	-	-
269	Other Services and Charges	-	2,095	2,095
273	Fleet Lease - Operating and Maintenance	-	-	11,851
274	Fleet Lease - Replacement	-	63,137	63,791
	<i>Subtotal</i>	448,420	491,387	501,248
Non-Operating Expense				
974	Art in Public Places Transfers	604	-	-
	<i>Subtotal</i>	604	-	-
Capital Outlay				
432	Vehicles	346,081	-	-
440	Machinery and Equipment	110,834	14,900	-
474	Building and Facility Development	25,438	-	-
	<i>Subtotal</i>	482,353	14,900	-
	SERVICE TOTAL	\$ 1,989,905	\$ 1,598,119	\$ 1,606,552

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

	2010 Actual	2011 Budget	2012 Budget
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	-	46,400
240 Equipment Repair and Maintenance	1,268	-	-
250 Professional and Contracted Services	-	5,000	5,000
252 Advertising and Legal Notices	-	-	8,000
264 Printing and Copying	292	-	-
<i>Subtotal</i>	<i>1,560</i>	<i>5,000</i>	<i>59,400</i>
Capital Outlay			
432 Vehicles	-	-	160,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>160,000</i>
SERVICE TOTAL	\$ 1,560	\$ 5,000	\$ 219,400

SERVICE: **Fire Training and Personnel**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Fire Training

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
137	Staff Training and Conferences	145	9,460	9,460
	<i>Subtotal</i>	<i>145</i>	<i>9,460</i>	<i>9,460</i>
Capital Outlay				
475	Building and Facility Improvement	-	7,000	-
	<i>Subtotal</i>	<i>-</i>	<i>7,000</i>	<i>-</i>
	SERVICE TOTAL	\$ 145	\$ 16,460	\$ 9,460

Police Department Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,067,879	2,237,606	2,454,347
Operating and Maintenance	442,628	265,137	402,912
Non-Operating	-	-	-
Capital	11,087	17,000	48,000
TOTAL	\$ 2,521,594	\$ 2,519,743	\$ 2,905,259

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.

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:	2010 Budget	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	618,541	669,047	694,819
114 Skill Based Pay	630	900	900
121 Wages - Overtime	20,289	25,000	25,000
123 Leave Expense	12,046	-	-
124 Skill Based Overtime Pay	17	-	-
126 Retirement Health Savings Plan	7,070	6,697	6,958
127 FPPA Death and Disability	9,358	9,354	9,944
129 Medicare	8,264	9,714	10,090
132 Employee Insurance	80,834	90,320	95,887
134 Police and Fire Retirement	62,591	66,996	69,572
135 Compensation Insurance	4,259	4,534	10,982
136 Unemployment Insurance	1,309	1,671	2,084
139 Dental Insurance	2,898	3,348	4,861
141 Uniforms and Protective Clothing	4,000	9,950	9,950
<i>Subtotal</i>	<i>832,107</i>	<i>897,531</i>	<i>941,047</i>
Operating and Maintenance			
210 Office Supplies	538	500	500
216 Reference Books and Materials	245	270	270
218 Non-Capital Equipment and Furniture	-	200	8,000
229 Materials and Supplies	460	500	3,000
246 Liability Insurance	3,682	3,340	5,352
264 Printing and Copying	90	450	450
273 Fleet Lease - Operating and Maintenance	46,132	44,360	92,941
274 Fleet Lease - Replacement	86,043	39,483	-
<i>Subtotal</i>	<i>137,190</i>	<i>89,103</i>	<i>110,513</i>
Capital Outlay			
440 Machinery and Equipment	-	7,000	-
<i>Subtotal</i>	<i>-</i>	<i>7,000</i>	<i>-</i>
SERVICE TOTAL	\$ 969,297	\$ 993,634	\$ 1,051,560

SERVICE: Gang and Crime Suppression Unit

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Gang and Suppression Unit

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	0.00	2.00	3.00
Police Officer	6.00	4.00	3.00
Graffiti Technician	0.38	0.38	0.00
Total	7.38	7.38	7.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	502,396	509,628	521,556
114 Skill Based Pay	2,145	2,100	2,100
121 Wages - Overtime	9,445	58,000	20,000
123 Leave Expense	11,560	-	-
124 Skill Based Overtime Pay	25	-	-
126 Retirement Health Savings Plan	5,978	5,116	5,238
127 FPPA Death and Disability	6,415	6,455	5,630
129 Medicare	7,220	7,419	7,593
132 Employee Insurance	62,482	68,800	71,975
134 Police and Fire Retirement	50,887	51,174	52,365
135 Compensation Insurance	4,629	4,013	11,517
136 Unemployment Insurance	994	1,272	1,565
139 Dental Insurance	2,240	2,551	3,652
141 Uniforms and Protective Clothing	6,279	6,490	6,490
<i>Subtotal</i>	<i>672,695</i>	<i>723,018</i>	<i>709,681</i>
Operating and Maintenance			
216 Reference Books and Materials	172	-	-
218 Non-Capital Equipment and Furniture	3,335	300	300
229 Materials and Supplies	10	350	350
243 Non-Capital Computer Equipment and Supplies	824	-	-
246 Liability Insurance	3,219	3,550	3,429
250 Professional and Contracted Services	300	-	-
273 Fleet Lease - Operating and Maintenance	23,434	31,698	22,199
274 Fleet Lease - Replacement	56,927	-	-
<i>Subtotal</i>	<i>88,221</i>	<i>35,898</i>	<i>26,278</i>
SERVICE TOTAL	\$ 760,915	\$ 758,916	\$ 735,959

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

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
141 Uniforms and Protective Clothing	987	-	-
<i>Subtotal</i>	987	-	-
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
<i>Subtotal</i>	-	-	25,000
SERVICE TOTAL	\$ 987	\$ 3,000	\$ 25,000

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

Service Description:

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

SERVICE: SWAT Team**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
121 Wages - Overtime	18,620	7,500	44,575
124 Skill Based Overtime Pay	6	-	-
135 Compensation Insurance	58	39	39
141 Uniforms and Protective Clothing	8,506	600	600
<i>Subtotal</i>	<i>27,191</i>	<i>8,139</i>	<i>45,214</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	4,425	500	5,000
229 Materials and Supplies	4,189	5,110	5,110
246 Liability Insurance	312	622	642
247 Safety Expenses	26,900	-	-
273 Fleet Lease - Operating and Maintenance	6,151	2,777	1,129
274 Fleet Lease - Replacement	5,881	5,881	11,968
<i>Subtotal</i>	<i>47,857</i>	<i>14,890</i>	<i>23,849</i>
Capital Outlay			
440 Machinery and Equipment	11,087	-	-
<i>Subtotal</i>	<i>11,087</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 86,135	\$ 23,029	\$ 69,063

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:	2010 Budget	2011 Budget	2012 Budget
Master Police Officer	1.00	1.00	1.00
CSO Detectives	1.00	1.00	1.00
Victim Services Coordinator	0.00	1.00	0.00
Total	2.00	3.00	2.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	165,548	170,105	125,840
114 Skill Based Pay	69	-	-
121 Wages - Overtime	9,289	19,500	19,500
122 Longevity Compensation	1,320	1,380	1,440
123 Leave Expense	2,285	-	-
126 Retirement Health Savings Plan	1,942	1,646	1,259
129 Medicare	2,256	2,466	1,825
131 MOPC	4,533	4,779	2,529
132 Employee Insurance	15,483	22,965	17,366
133 Employee Retirement	7,556	5,735	3,086
134 Police and Fire Retirement	7,539	7,451	7,525
135 Compensation Insurance	949	748	998
136 Unemployment Insurance	251	425	378
137 Staff Training and Conferences	126	-	-
139 Dental Insurance	555	851	882
141 Uniforms and Protective Clothing	700	1,700	1,700
142 Food Allowance	62	-	-
<i>Subtotal</i>	<i>220,464</i>	<i>239,751</i>	<i>184,328</i>
Operating and Maintenance			
210 Office Supplies	480	500	500
216 Reference Books and Materials	74	50	50
218 Non-Capital Equipment and Furniture	1,604	5,950	10,950
229 Materials and Supplies	22	175	175
240 Equipment Repair and Maintenance	7	4,400	4,400
243 Non-Capital Computer Equipment and Supplies	10,262	3,500	12,500
245 Mileage Allowance	29	-	-
246 Liability Insurance	734	773	3,511
250 Professional and Contracted Services	8,580	8,000	8,000
263 Postage	122	-	-
264 Printing and Copying	140	-	-
269 Other Services and Charges	50	-	-
273 Fleet Lease - Operating and Maintenance	3,642	4,093	8,288
274 Fleet Lease - Replacement	9,613	9,613	9,613
<i>Subtotal</i>	<i>35,359</i>	<i>37,054</i>	<i>57,987</i>
Capital Outlay			
440 Machinery and Equipment	-	10,000	-
<i>Subtotal</i>	<i>-</i>	<i>10,000</i>	<i>-</i>
SERVICE TOTAL	\$ 255,823	\$ 286,805	\$ 242,315

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**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
121 Wages - Overtime	19,136	18,200	18,200
124 Skill Based Overtime Pay	33	-	-
135 Compensation Insurance	100	95	96
<i>Subtotal</i>	<i>19,269</i>	<i>18,295</i>	<i>18,296</i>
Operating and Maintenance			
246 Liability Insurance	817	776	808
258 Investigative Expenses	6	-	-
273 Fleet Lease - Operating and Maintenance	875	1,201	479
274 Fleet Lease - Replacement	15,937	15,937	15,937
<i>Subtotal</i>	<i>17,635</i>	<i>17,914</i>	<i>17,224</i>
SERVICE TOTAL	\$ 36,904	\$ 36,209	\$ 35,520

SERVICE: **School Resource Officers**

FUND: General Fund, Police Prevention/Education 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:	2010 Budget	2011 Budget	2012 Budget
Master Police Officer	2.00	1.00	1.00
Police Officer	0.00	1.00	1.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	152,875	149,016	143,652
121 Wages - Overtime	1,792	6,000	6,000
122 Longevity Compensation	1,500	1,560	1,620
123 Leave Expense	284	-	-
126 Retirement Health Savings Plan	2,495	1,490	1,437
127 FPPA Death and Disability	1,099	881	1,778
129 Medicare	919	1,080	992
132 Employee Insurance	17,674	20,118	19,824
134 Police and Fire Retirement	14,848	14,902	14,365
135 Compensation Insurance	786	769	816
136 Unemployment Insurance	286	372	431
139 Dental Insurance	634	746	1,006
141 Uniforms and Protective Clothing	1,411	1,750	1,750
<i>Subtotal</i>	<i>196,602</i>	<i>198,684</i>	<i>193,671</i>
Operating and Maintenance			
217 Dues and Subscriptions	100	50	100
218 Non-Capital Equipment and Furniture	1,025	40	500
229 Materials and Supplies	3	2,460	1,500
246 Liability Insurance	1,048	653	552
264 Printing and Copying	-	300	250
273 Fleet Lease - Operating and Maintenance	6,557	6,692	-
274 Fleet Lease - Replacement	14,232	-	-
<i>Subtotal</i>	<i>22,965</i>	<i>10,195</i>	<i>2,902</i>
SERVICE TOTAL	\$ 219,567	\$ 208,879	\$ 196,573

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:	2010 Budget	2011 Budget	2012 Budget
Evidence Technician	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	41,673	53,158	46,854
114 Skill Based Pay	843	900	900
121 Wages - Overtime	1,699	45,614	45,614
123 Leave Expense	874	-	-
124 Skill Based Overtime Pay	25	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	531	784	692
131 MOPC	2,188	2,703	2,388
132 Employee Insurance	6,428	7,176	6,466
133 Employee Retirement	3,617	3,189	2,912
134 Police and Fire Retirement	-	54	-
135 Compensation Insurance	111	38	36
136 Unemployment Insurance	104	133	141
137 Staff Training and Conferences	35,529	27,850	27,850
139 Dental Insurance	230	266	328
141 Uniforms and Protective Clothing	-	300	300
142 Food Allowance	84	150	150
<i>Subtotal</i>	<i>94,336</i>	<i>142,715</i>	<i>135,031</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	7,981	-	35,000
229 Materials and Supplies	7	14,750	14,750
246 Liability Insurance	657	567	680
247 Safety Expenses	-	5,935	735
249 Operating Leases and Rentals	-	1,011	1,011
250 Professional and Contracted Services	47,160	-	-
261 Telephone Charges	11,247	15,787	25,387
273 Fleet Lease - Operating and Maintenance	3,567	400	1,952
274 Fleet Lease - Replacement	11,097	11,097	11,097
<i>Subtotal</i>	<i>81,715</i>	<i>49,547</i>	<i>90,612</i>
SERVICE TOTAL	\$ 176,051	\$ 192,262	\$ 225,643

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		2010 Actual	2011 Budget	2012 Budget
121	Wages - Overtime	-	5,000	-
135	Compensation Insurance	-	2	-
	<i>Subtotal</i>	-	5,002	-
Operating and Maintenance				
240	Equipment Repair and Maintenance	-	639	-
243	Non-Capital Computer Equipment and Supplies	-	3,555	-
246	Liability Insurance	-	14	-
	<i>Subtotal</i>	-	4,208	-
	SERVICE TOTAL	\$ -	\$ 9,210	\$ -

SERVICE: Volunteer Programs

FUND: Public Safety Fund

DEPARTMENT: Public Safety

SERVICE DESCRIPTION:

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

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice complex which can include, but is not limited to, receptionist duties, administrative functions, investigative assistance, crime & data analysis, equipment & vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
 - **Citizen Volunteer Patrol (CVP):** CVP members are highly trained, uniformed, volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional “Eyes and Ears” for the Patrol Division. Duties and responsibilities included, but aren’t limited to, neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
 - **Student Intern Officers (SIO):** SIO’s are typically Criminal Justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed, volunteers. SIO’s provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a future career in law enforcement. Some of the department’s officers are past graduates of the SIO program.
 - **Explorers:** The Explorer program is a law enforcement orientation program sponsored by the Police Department, under the auspices of Exploring Learning for Life. The program prepares young people (16-21 years of age) to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed, volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure while provides opportunities for Explorers to take on leadership roles.
 - **Front Range Chaplains:** Chaplains are a dedicated group of clergy who provide assistance and support to the Police and Fire Departments, as well as community members who are victims of crime or tragedy, either on site at emergency scenes or through one-to-one counseling.
-

SERVICE: Volunteer Programs

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
137 Staff Training and Conferences	225	500	500
141 Uniforms and Protective Clothing	3,701	3,971	3,971
142 Food Allowance	302	-	-
<i>Subtotal</i>	<i>4,228</i>	<i>4,471</i>	<i>4,471</i>
Operating and Maintenance			
210 Office Supplies	104	550	550
216 Reference Books and Materials	-	120	120
217 Dues and Subscriptions	-	125	125
218 Non-Capital Equipment and Furniture	20	295	295
229 Materials and Supplies	1,984	540	540
252 Advertising and Legal Notices	-	500	500
<i>Subtotal</i>	<i>2,108</i>	<i>2,130</i>	<i>2,130</i>
SERVICE TOTAL	\$ 6,336	\$ 6,601	\$ 6,601

SERVICE: **Special Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

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

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

SERVICE: Special Operations

LINE ITEM BUDGET

Operating and Maintenance		2010 Actual	2011 Budget	2012 Budget
210	Office Supplies	-	450	250
216	Reference Books and Materials	49	243	243
217	Dues and Subscriptions	25	-	-
218	Non-Capital Equipment and Furniture	9,008	-	-
243	Non-Capital Computer Equipment and Supplies	213	100	300
264	Printing and Copying	284	405	405
	<i>Subtotal</i>	<i>9,578</i>	<i>1,198</i>	<i>1,198</i>
	SERVICE TOTAL	\$ 9,578	\$ 1,198	\$ 1,198

SERVICE: **Firing Range**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

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:	2010 Budget	2011 Budget	2012 Budget
Range Coordinator	0.00	0.00	1.00
Total	0.00	0.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	-	68,400
112 Wages - Temporary	-	-	28,080
121 Wages - Overtime	-	-	24,000
126 Retirement Health Savings Plan	-	-	684
128 FICA	-	-	1,745
129 Medicare	-	-	1,402
132 Employee Insurance	-	-	9,440
134 Police and Fire Retirement	-	-	6,840
136 Unemployment Insurance	-	-	205
137 Staff Training and Conferences	-	-	2,000
139 Dental Insurance	-	-	478
141 Uniforms and Protective Clothing	-	-	1,600
<i>Subtotal</i>	-	-	144,874
Operating and Maintenance			
210 Office Supplies	-	-	200
218 Non-Capital Equipment and Furniture	-	-	500
228 Janitorial Supplies	-	-	3,000
232 Building Repair and Maintenance	-	-	10,249
240 Equipment Repair and Maintenance	-	-	17,610
245 Mileage Allowance	-	-	350
247 Safety Expenses	-	-	2,000
250 Professional and Contracted Services	-	-	15,840
260 Utilities	-	-	10,610
261 Telephone Charges	-	-	200
269 Other Services and Charges	-	-	2,500
<i>Subtotal</i>	-	-	63,059
SERVICE TOTAL	\$ -	\$ -	\$ 207,933

SERVICE: **Victim Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

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:	2010 Budget	2011 Budget	2012 Budget
Victim Services Coordinator	0.00	0.00	1.00
Total	0.00	0.00	1.00

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	-	-	59,666
114 Skill Based Pay	-	-	1,200
126 Retirement Health Savings Plan	-	-	400
129 Medicare	-	-	882
131 MOPC	-	-	3,043
132 Employee Insurance	-	-	8,234
133 Employee Retirement	-	-	3,712
136 Unemployment Insurance	-	-	179
139 Dental Insurance	-	-	418
<i>Subtotal</i>	-	-	77,734
Operating and Maintenance			
217 Dues and Subscriptions	-	-	1,000
218 Non-Capital Equipment and Furniture	-	-	4,300
261 Telephone Charges	-	-	1,860
<i>Subtotal</i>	-	-	7,160
Capital Outlay			
432 Vehicles	-	-	23,000
<i>Subtotal</i>	-	-	23,000
SERVICE TOTAL	\$ -	\$ -	\$ 107,894

Children and Youth Resources Services Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	114,759	127,473	126,872
Operating and Maintenance	10,252	16,481	16,568
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 125,010	\$ 143,954	\$ 143,440

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:	2010 Budget	2011 Budget	2012 Budget
Gang and Intervention Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	81,793	94,656	93,710
114	Skill Based Pay	2,411	2,400	2,400
123	Leave Expense	4,716	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,084	1,407	1,393
131	MOPC	4,446	4,852	4,806
132	Employee Insurance	11,449	12,778	12,932
133	Employee Retirement	7,393	5,824	5,860
135	Compensation Insurance	38	46	33
136	Unemployment Insurance	185	236	282
137	Staff Training and Conferences	-	4,000	4,000
139	Dental Insurance	411	474	656
142	Food Allowance	33	-	-
	<i>Subtotal</i>	<i>114,759</i>	<i>127,473</i>	<i>126,872</i>
Operating and Maintenance				
210	Office Supplies	405	1,000	1,000
229	Materials and Supplies	7,872	10,200	10,200
230	Printing and Copier Supplies	110	1,000	1,000
245	Mileage Allowance	277	2,000	2,000
246	Liability Insurance	276	281	368
263	Postage	-	1,000	1,000
264	Printing and Copying	1,312	1,000	1,000
	<i>Subtotal</i>	<i>10,252</i>	<i>16,481</i>	<i>16,568</i>
SERVICE TOTAL		\$ 125,010	\$ 143,954	\$ 143,440

Community Neighborhood Resources Division Overview

	2010 Actual	2011 Budget	2012 Budget
Personal Services	12,776	29,172	29,218
Operating and Maintenance	4,176	2,596	3,503
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 16,952	\$ 31,768	\$ 32,721

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:	2010 Budget	2011 Budget	2012 Budget
Graffiti Removal Specialist	0.00	0.00	0.38
Total	0.00	0.00	0.38

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	8,939	13,502	13,369
112 Wages - Temporary	-	11,066	11,066
123 Leave Expense	81	-	-
126 Retirement Health Savings Plan	150	152	152
128 FICA	-	686	686
129 Medicare	146	356	354
131 MOPC	654	675	668
132 Employee Insurance	1,617	1,823	1,845
133 Employee Retirement	1,088	810	816
135 Compensation Insurance	-	-	129
136 Unemployment Insurance	44	34	40
139 Dental Insurance	58	68	93
<i>Subtotal</i>	<i>12,776</i>	<i>29,172</i>	<i>29,218</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,383	-	-
229 Materials and Supplies	309	-	-
241 Grounds Maintenance	2,197	-	-
246 Liability Insurance	-	72	124
247 Safety Expenses	179	-	-
261 Telephone Charges	108	-	-
273 Fleet Lease - Operating and Maintenance	-	2,524	3,379
<i>Subtotal</i>	<i>4,176</i>	<i>2,596</i>	<i>3,503</i>
SERVICE TOTAL	\$ 16,952	\$ 31,768	\$ 32,721

ELECTRIC FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	5,468,801	5,945,058	5,791,041
Operating and Maintenance	44,253,797	48,236,931	52,586,057
Non-Operating	182,766	174,540	480,331
Capital	730,074	1,504,573	2,319,785
TOTAL	\$ 50,635,438	\$ 55,861,102	\$ 61,177,214

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 2012 Budget is \$43.45 million for the purchase of wholesale power.

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

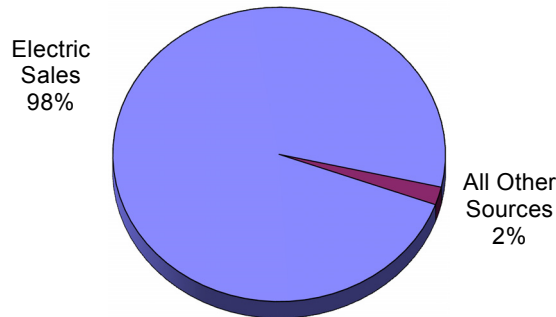
2012 Budget

Capital projects total \$1.82 million and include downtown alley improvements, substation upgrades, system reliability improvements, residential street lighting, aid to construction and Smart Grid advanced metering infrastructure projects. Detailed capital project descriptions are included in the *2012-2016 Capital Improvement Program*.

ELECTRIC FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 7,231,735	\$ 6,892,688	\$ 6,237,926
Committed Working Capital	-	806,490	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	49,480,597	54,595,000	59,345,000
Aid to Underground Construction	384,005	614,000	626,000
Interest	35,973	131,000	137,000
Miscellaneous	451,742	633,500	394,500
Operating Transfers	384,782	39,330	41,166
Adjustment for GAAP Revenue	(94,675)	-	-
TOTAL FUNDS	50,642,424	56,012,830	60,543,666
EXPENSES BY BUDGET SERVICE			
Distribution	4,205,371	3,998,205	4,240,662
Electric Engineering	1,382,156	1,631,773	2,335,776
Administration	43,008,148	46,590,859	51,309,458
Meter Reading	608,362	361,747	359,419
Warehouse	424,159	462,686	484,293
Customer Services and Marketing	971,039	1,297,832	628,671
CIP Projects	36,203	1,518,000	1,818,935
Total Operating Expenses	50,635,438	55,861,102	61,177,214
Adjustment for GAAP Expenses	346,034	-	-
TOTAL ADJUSTED EXPENSES	50,981,472	55,861,102	61,177,214
ENDING WORKING CAPITAL	6,892,688	6,237,926	5,604,378
CONTRIBUTION TO/(FROM) RESERVES	\$ (339,047)	\$ 151,728	\$ (633,548)

ELECTRIC FUND - Sources of Funds



- The Electric Fund will receive 98% of its operating revenues from the sale of electricity in 2012.
- The 2012 Budget requires a contribution of \$633,548 from fund balance for capital projects.

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.

	2010 Actual	2011 Budget	2012 Budget
OPERATING REVENUE			
Electricity Sales	\$ 49,480,597	\$ 54,595,000	\$ 59,345,000
Aid to Underground Construction	384,005	614,000	626,000
Other Revenue	451,742	633,500	394,500
Operating Transfers	384,782	39,330	41,166
Interest Income	35,973	131,000	137,000
Contribution from/(to) Fund Balance	339,047	(151,728)	633,548
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 50,981,472	\$ 55,861,102	\$ 61,177,214

SERVICE: Power and Communications Administration

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

This service manages all divisions of the Power & Communications Department. Together, the Electric and Telecommunications utilities are working to provide a full range of high quality, advanced electric services to business and residential customers, as well as fiber optic leasing. Responsibilities of this service include: City policy implementation; strategic planning and performance management; budget, financial, customer usage analysis; rates and regulation development; and federal, state, and industry reporting. It is responsible for providing internal customer service, administrative support, and radio dispatch support for the Power & Communications Department.

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Power and Communications	0.95	0.95	0.95
Power and Communications Business Manager	0.90	0.90	0.90
Utilities Financial Analyst	1.90	1.90	1.90
Metering and Load Research Coordinator	0.60	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	8.35

SERVICE: Power and Communications Administration

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	503,002	552,347	556,299
112 Wages - Temporary	789	1,500	1,000
121 Wages - Overtime	323	1,000	1,000
122 Longevity Compensation	1,560	1,620	1,680
123 Leave Expense	9,274	16,600	16,600
126 Retirement Health Savings Plan	12,472	3,340	3,340
128 FICA	-	93	62
129 Medicare	5,645	7,422	7,447
131 MOPC	24,778	27,617	27,724
132 Employee Insurance	65,859	74,566	76,516
133 Employee Retirement	29,875	33,142	33,821
135 Compensation Insurance	223	214	190
136 Unemployment Insurance	1,109	1,382	1,664
137 Staff Training and Conferences	12,323	23,800	21,800
139 Dental Insurance	2,415	2,762	3,882
142 Food Allowance	460	200	400
<i>Subtotal</i>	<i>670,107</i>	<i>747,605</i>	<i>753,425</i>
Operating and Maintenance			
210 Office Supplies	3,240	6,000	5,000
216 Reference Books and Materials	237	500	500
217 Dues and Subscriptions	37,168	39,475	40,475
218 Non-Capital Equipment and Furniture	2,320	3,000	3,000
229 Materials and Miscellaneous Supplies	464	2,000	3,050
230 Printing and Copier Supplies	1,769	4,000	3,000
232 Building Repair and Maintenance	474	2,000	2,000
240 Equipment Repair and Maintenance	18,409	22,025	19,200
243 Non-Capital Computer Equipment and Supplies	6,957	2,425	3,075
245 Mileage Allowance	2,424	2,680	2,680
246 Liability Insurance	1,525	1,521	2,029
250 Professional and Contracted Services	58,000	110,259	119,272
252 Advertising and Legal Notices	-	1,000	-
261 Telephone Charges	402	600	1,320
263 Postage	2,212	4,000	3,000
264 Printing and Copying	1,864	2,500	2,500
266 Interest On Deposits	4,747	30,000	10,000
269 Other Services and Charges	163,262	111,050	170,000
270 Administrative and Management Services	1,432,477	1,561,567	1,420,122
271 Franchise Equivalency	3,939,951	4,418,080	4,779,160
273 Fleet Lease - Operating and Maintenance	594	413	798
274 Fleet Lease - Replacement	762	562	936
280 Purchased Power - General	35,926,727	38,781,197	42,860,085
281 Purchased Power - Renewable	570,003	550,000	570,000
282 Power Wheeling	14,477	18,000	18,000
<i>Subtotal</i>	<i>42,190,465</i>	<i>45,674,854</i>	<i>50,039,202</i>
Non-Operating Expense			
950 Bad Debt	147,120	132,000	135,000
970 Transfers to Other Funds	-	-	306,831
<i>Subtotal</i>	<i>147,120</i>	<i>132,000</i>	<i>441,831</i>
Capital Outlay			
440 Machinery and Equipment	456	36,400	75,000
<i>Subtotal</i>	<i>456</i>	<i>36,400</i>	<i>75,000</i>
SERVICE TOTAL	\$ 43,008,148	\$ 46,590,859	\$ 51,309,458

SERVICE: **Customer Services and Marketing**

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

This service is responsible for the development and implementation of customer services, education and marketing programs for the Power & Communications Department.

Specific duties include: develop and implement customer service, education and marketing plans for electric and telecommunications services for all customer segments; respond to customer billing and service inquiries; coordinate energy, power quality and lighting audits; conduct and analyze market and industry research; develop telecommunications, energy, safety and conservation information for the public; coordinate community and public relations; design and produce marketing, education and customer service support materials such as brochures, reports, pamphlets, posters and advertising; and plan and conduct special events and promotions.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Customer Services and Marketing Manager	1.00	1.00	1.00
Energy Services Engineer	1.00	1.00	0.00
Energy Services Specialist	2.00	2.00	0.00
Energy Services Program Coordinator	1.00	1.00	0.00
Key Account Manager	1.00	1.00	1.00
Environmental Sustainability Coordinator	0.20	0.20	0.00
Marketing Analyst	1.00	1.00	1.00
Customer Service Energy Specialist	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	8.45	8.45	4.25

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	353,529	514,782	272,482
112 Wages - Temporary	560	-	7,200
114 Skill Based Pay	-	300	300
121 Wages - Overtime	416	-	-
122 Longevity Compensation	1,120	-	-
123 Leave Expense	(6,301)	-	-
126 Retirement Health Savings Plan	21,099	3,380	1,700
128 FICA	35	-	446
129 Medicare	4,641	7,465	4,055
131 MOPC	17,977	25,738	13,623
132 Employee Insurance	63,600	69,494	37,602
133 Employee Retirement	21,669	30,886	16,622
135 Compensation Insurance	141	203	176
136 Unemployment Insurance	1,063	1,287	818
137 Staff Training and Conferences	13,160	17,500	17,500
139 Dental Insurance	2,314	2,574	1,908
142 Food Allowance	376	100	100
<i>Subtotal</i>	<i>495,400</i>	<i>673,709</i>	<i>374,532</i>
Operating and Maintenance			
214 Pamphlets and Documents	1,762	7,500	7,500
215 Audiovisual Materials	-	500	-
216 Reference Books and Materials	460	500	500
217 Dues and Subscriptions	559	640	640
218 Non-Capital Equipment and Furniture	3,085	1,500	1,000
223 Lab and Photo Supplies	53	250	125
229 Materials and Miscellaneous Supplies	1,944	2,000	2,000
230 Printing and Copier Supplies	347	-	400
240 Equipment Repair and Maintenance	15,219	13,925	10,280
243 Non-Capital Computer Equipment and Supplies	4,629	2,000	1,425
246 Liability Insurance	1,332	1,876	2,403
250 Professional and Contracted Services	53,632	79,500	42,000
252 Advertising and Legal Notices	33,491	40,000	43,020
261 Telephone Charges	1,529	600	1,980
263 Postage	19,021	36,600	36,600
264 Printing and Copying	19,934	22,500	25,000
269 Other Services and Charges	276,648	399,500	57,000
273 Fleet Lease - Operating and Maintenance	1,783	1,792	3,114
274 Fleet Lease - Replacement	2,284	2,440	3,652
290 Rebates	27,428	-	-
<i>Subtotal</i>	<i>465,139</i>	<i>613,623</i>	<i>238,639</i>
Non-Operating Expense			
970 Transfers to Other Funds	10,500	10,500	15,500
<i>Subtotal</i>	<i>10,500</i>	<i>10,500</i>	<i>15,500</i>
SERVICE TOTAL	\$ 971,039	\$ 1,297,832	\$ 628,671

SERVICE: **Electric Distribution**

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

This service is responsible for the customer contact, field design, cost estimating, construction, operation and maintenance of electric service facilities which provide electricity to all residential, commercial and industrial customers. Facilities in the distribution system include underground and overhead distribution feeders, circuits, transformers, and meters. Personnel are also cross trained to design and install telecommunications utilities, and respond to and assist with telecommunications installation and maintenance needs.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Electric Operations Manager	1.00	1.00	1.00
Electric Construction Coordinator	1.00	1.00	1.00
Line Crew Supervisor	5.00	5.00	5.00
Meter Shop Supervisor	1.00	1.00	1.00
Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	6.50	6.50	10.50
Apprentice Lineworker	4.00	4.00	0.00
Electric Engineering Project Coordinator	1.00	1.00	1.00
Electric Distribution Field Engineer II	3.00	3.00	3.00
Electric Meter Technician	2.00	2.00	2.00
Senior Equipment Operator	1.00	1.00	1.00
Groundworker	1.00	1.00	1.00
Construction Inspector	0.50	0.50	0.50
Street Light Technician	1.00	1.00	1.00
Total	29.00	29.00	29.00

SERVICE: Electric Distribution**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	1,636,611	1,502,545	1,660,877
114 Skill Based Pay	875	600	300
121 Wages - Overtime	162,887	140,000	150,000
122 Longevity Compensation	13,182	13,500	13,920
123 Leave Expense	71,449	-	-
124 Skill Based Overtime Pay	145	-	-
126 Retirement Health Savings Plan	14,392	11,600	11,600
129 Medicare	16,859	21,985	23,769
131 MOPC	84,540	101,478	108,518
132 Employee Insurance	241,280	273,960	299,486
133 Employee Retirement	99,870	121,761	132,398
135 Compensation Insurance	20,994	20,580	17,506
136 Unemployment Insurance	4,065	5,072	6,512
137 Staff Training and Conferences	16,318	26,000	26,000
139 Dental Insurance	8,851	10,147	15,189
141 Uniforms and Protective Clothing	10,285	18,595	18,595
142 Food Allowance	518	1,000	1,000
<i>Subtotal</i>	<i>2,403,122</i>	<i>2,268,823</i>	<i>2,485,670</i>
Operating and Maintenance			
214 Pamphlets and Documents	99	550	550
215 Audiovisual Materials	505	650	650
216 Reference Books and Materials	2,015	4,400	4,400
217 Dues and Subscriptions	175	550	550
218 Non-Capital Equipment and Furniture	24,361	23,600	23,600
223 Lab and Photo Supplies	38	-	-
229 Materials and Miscellaneous Supplies	73,632	70,000	70,000
232 Building Repair and Maintenance	1,745	5,000	5,000
234 System Maintenance	-	177,500	-
239 Meter Repair and Maintenance	7,666	15,000	15,000
240 Equipment Repair and Maintenance	13,961	29,150	25,965
241 Grounds Maintenance	1,787	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	18,403	4,970	9,800
246 Liability Insurance	116,479	129,455	134,421
247 Safety Expenses	25,791	33,450	33,450
249 Operating Leases and Rentals	580	4,720	4,720
250 Professional and Contracted Services	401,411	544,000	545,000
252 Advertising and Legal Notices	-	175	175
259 Licenses and Permits	1,585	4,500	4,500
260 Utilities	1,177	1,150	1,200
261 Telephone Charges	3,850	4,800	5,880
262 Radio Repair and Maintenance	1,149	3,000	3,000
263 Postage	564	1,000	1,000
264 Printing and Copying	506	2,000	2,000
269 Other Services and Charges	249	4,045	4,045
273 Fleet Lease - Operating and Maintenance	161,181	170,210	159,914
274 Fleet Lease - Replacement	207,291	275,307	280,772
330 System Maintenance - Substation Equipment	15,087	-	17,500
331 System Maintenance - Overhead	16,588	-	55,000
332 System Maintenance- Underground	30,007	-	70,000
333 System Maintenance- Transformers	100	-	500
334 System Maintenance - Street Lights	46,741	-	45,000
<i>Subtotal</i>	<i>1,174,721</i>	<i>1,512,182</i>	<i>1,526,592</i>
Non-Operating Expense			
970 Transfers to Other Funds	23,000	23,000	23,000
974 Art in Public Places Transfers	361	-	-
<i>Subtotal</i>	<i>23,361</i>	<i>23,000</i>	<i>23,000</i>
Capital Outlay			
440 Machinery and Equipment	87,878	36,000	30,000
475 Building and Facility Improvement	39,662	-	-
480 System Improvements	429,655	105,000	105,000
486 Meters	46,973	53,200	70,400
<i>Subtotal</i>	<i>604,167</i>	<i>194,200</i>	<i>205,400</i>
SERVICE TOTAL	\$ 4,205,371	\$ 3,998,205	\$ 4,240,662

SERVICE: Electric Engineering

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

The Electric Engineering service is responsible for overall electric system planning and design for substation capacity, distribution development, and street lighting. Electric Engineering is responsible for the substation control system (SCADA), the associated communication system, and all equipment testing and maintenance. The service monitors and addresses power quality issues on the general system and at specific customer locations.

The service is also responsible for development and maintenance of specialized electric utility computer applications including GIS and mapping, Outage Management System (OMS), project cost estimating, and the electric system model. The division participates on the Platte River Power Authority Joint Technical Advisory Committee and with the City Development Review Committee process. Technical assistance and drafting services are provided within Longmont Power & Communications and to other City departments as required.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Chief Electrical Engineer	1.00	1.00	1.00
Senior Electrical Engineer	2.80	2.80	3.80
Electric Engineering Support Coordinator	1.00	0.00	0.00
Electric Technology Services Coordinator	0.90	0.90	0.90
Programmer Analyst	2.00	1.00	1.00
Senior Programmer Analyst	0.00	1.00	1.00
Senior GIS/Mapping Technician	1.00	1.00	1.00
Substation Supervisor	1.00	1.00	1.00
Journey Substation Worker	2.00	3.00	3.00
Energy Services Specialist	0.00	0.00	2.00
Energy Services Program Coordinator	0.00	0.00	1.00
Total	11.70	11.70	15.70

SERVICE: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	921,545	991,280	1,272,404
112	Wages - Temporary	-	2,000	-
121	Wages - Overtime	7,479	5,000	5,000
122	Longevity Compensation	1,800	1,860	1,920
123	Leave Expense	29,077	-	-
126	Retirement Health Savings Plan	7,744	4,680	6,280
128	FICA	-	124	-
129	Medicare	10,501	12,666	16,723
131	MOPC	47,842	49,473	63,619
132	Employee Insurance	116,608	133,576	175,593
133	Employee Retirement	57,678	59,367	77,618
135	Compensation Insurance	392	378	342
136	Unemployment Insurance	1,963	2,472	3,817
137	Staff Training and Conferences	13,316	15,900	24,900
139	Dental Insurance	4,275	4,949	8,906
141	Uniforms and Protective Clothing	85	-	-
142	Food Allowance	119	150	150
	<i>Subtotal</i>	<i>1,220,424</i>	<i>1,283,875</i>	<i>1,657,272</i>
Operating and Maintenance				
216	Reference Books and Materials	175	500	500
217	Dues and Subscriptions	888	900	1,080
218	Non-Capital Equipment and Furniture	8,963	2,500	2,500
219	Drafting Supplies	148	1,100	1,100
223	Lab and Photo Supplies	-	100	100
229	Materials and Miscellaneous Supplies	2,533	-	2,500
240	Equipment Repair and Maintenance	20,445	18,430	58,235
243	Non-Capital Computer Equipment and Supplies	10,268	2,500	3,925
246	Liability Insurance	3,234	3,409	4,074
247	Safety Expenses	7	350	350
249	Operating Leases and Rentals	45	360	450
250	Professional and Contracted Services	10,689	80,000	112,000
261	Telephone Charges	1,637	600	960
264	Printing and Copying	610	500	500
273	Fleet Lease - Operating and Maintenance	9,047	12,253	3,650
274	Fleet Lease - Replacement	2,009	10,596	3,630
290	Rebates	-	-	40,000
291	Residential Energy Efficiency Rebates	-	-	42,500
292	Commercial Energy Efficiency Rebates	-	-	195,000
	<i>Subtotal</i>	<i>70,699</i>	<i>134,098</i>	<i>473,054</i>
Capital Outlay				
440	Machinery and Equipment	60,434	143,800	135,450
470	Planning and Design	-	10,000	10,000
475	Building and Facility Improvement	30,599	60,000	60,000
	<i>Subtotal</i>	<i>91,033</i>	<i>213,800</i>	<i>205,450</i>
	SERVICE TOTAL	\$ 1,382,156	\$ 1,631,773	\$ 2,335,776

SERVICE: **Meter Reading**

FUNDS: Electric, Water and Sewer Funds

DEPARTMENT: Power and Communications

Service Description:

This service is responsible for reading approximately 63,000 electric and water meters monthly throughout the city utility service area (49 square miles) for the purpose of billing customer usage. This service evaluates and implements advanced metering programs such as electronic radio transmission and interval data reads. This service is also responsible for investigating and resolving customer usage and diversion issues. This is a shared service with the Water and Sewer Funds.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Meter Reading Supervisor	1.00	0.51	0.51
Metering and Load Research Coordinator	0.40	0.20	0.20
Senior Meter Reader	1.00	0.51	0.51
Meter Reader	7.50	3.83	3.83
Total	9.90	5.05	5.05

SERVICE: Meter Reading**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	348,557	214,491	214,499
112	Wages - Temporary	-	2,550	-
121	Wages - Overtime	691	1,275	510
122	Longevity Compensation	3,120	1,071	1,102
123	Leave Expense	7,045	-	-
126	Retirement Health Savings Plan	8,070	2,020	2,020
128	FICA	-	158	-
129	Medicare	3,733	2,826	2,789
131	MOPC	17,500	10,726	10,726
132	Employee Insurance	47,690	28,955	29,601
133	Employee Retirement	21,099	12,870	13,084
135	Compensation Insurance	8,821	3,974	3,784
136	Unemployment Insurance	804	537	644
137	Staff Training and Conferences	1,885	3,672	3,672
139	Dental Insurance	1,747	1,072	1,503
141	Uniforms and Protective Clothing	(69)	687	689
142	Food Allowance	13	-	-
	<i>Subtotal</i>	<i>470,705</i>	<i>286,884</i>	<i>284,623</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	400	1,122	1,122
229	Materials and Miscellaneous Supplies	360	765	510
240	Equipment Repair and Maintenance	4,730	7,803	8,798
243	Non-Capital Computer Equipment and Supplies	29,276	8,160	1,046
246	Liability Insurance	3,282	1,671	1,812
247	Safety Expenses	1,440	1,148	1,148
250	Professional and Contracted Services	1,119	-	-
261	Telephone Charges	2,450	1,377	1,658
264	Printing and Copying	1,511	1,224	842
270	Administrative and Management Services	42,830	21,121	33,102
273	Fleet Lease - Operating and Maintenance	32,725	20,937	18,058
274	Fleet Lease - Replacement	17,534	9,535	6,700
	<i>Subtotal</i>	<i>137,656</i>	<i>74,863</i>	<i>74,796</i>
	SERVICE TOTAL	\$ 608,362	\$ 361,747	\$ 359,419

SERVICE: Utilities Warehouse

FUNDS: Electric, Water and Sewer Funds

DEPARTMENT: Power and Communications

Service Description:

The Utilities Warehouse is responsible for procuring standard stock items, critical and non critical materials, and supplies primarily for Longmont Power & Communications and the Public Works and Water Utilities departments. Warehouse also supports other City departments as required. Through cost effective and appropriate purchasing practices the Warehouse receives, stocks, properly stores, stages, and then issues products and materials as recommended by the departments and/or manufacture specification.

Budgeted Positions:	2010 Budget	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	154,500	176,478	176,478
114 Skill Based Pay	903	1,200	900
121 Wages - Overtime	316	2,170	1,242
122 Longevity Compensation	1,560	1,620	1,680
123 Leave Expense	4,620	-	-
126 Retirement Health Savings Plan	2,103	1,600	1,600
129 Medicare	1,358	1,786	1,790
131 MOPC	7,876	8,825	8,870
132 Employee Insurance	19,204	23,824	24,353
133 Employee Retirement	9,493	10,628	10,818
135 Compensation Insurance	1,854	1,645	1,747
136 Unemployment Insurance	324	442	530
137 Staff Training and Conferences	3,973	3,550	3,550
139 Dental Insurance	704	882	1,236
141 Uniforms and Protective Clothing	156	600	600
142 Food Allowance	98	125	125
<i>Subtotal</i>	<i>209,043</i>	<i>235,375</i>	<i>235,519</i>
Operating and Maintenance			
210 Office Supplies	286	700	700
215 Audiovisual Materials	-	150	150
216 Reference Books and Materials	117	150	150
217 Dues and Subscriptions	40	100	100
218 Non-Capital Equipment and Furniture	889	1,000	1,000
225 Freight	979	3,500	3,500
228 Janitorial Supplies	114	250	250
229 Materials and Miscellaneous Supplies	2,636	3,000	3,000
230 Printing and Copier Supplies	54	100	100
232 Building Repair and Maintenance	1,182	6,200	6,200
233 Facility Repair and Maintenance	888	900	900
240 Equipment Repair and Maintenance	269	720	720
241 Grounds Maintenance	471	1,200	1,200
243 Non-Capital Computer Equipment and Supplies	1,569	2,375	2,175
246 Liability Insurance	1,384	1,348	1,566
247 Safety Expenses	997	1,000	1,000
249 Operating Leases and Rentals	30	100	100
250 Professional and Contracted Services	20,515	24,350	21,950
261 Telephone Charges	648	900	900
263 Postage	127	25	25
264 Printing and Copying	28	200	200
265 Loss on Obsolete Items	2,355	2,800	2,800
269 Other Services and Charges	3	-	-
270 Administrative and Management Services	158,327	160,741	174,983
273 Fleet Lease - Operating and Maintenance	17,263	10,765	5,274
274 Fleet Lease - Replacement	3,945	4,737	4,831
<i>Subtotal</i>	<i>215,117</i>	<i>227,311</i>	<i>233,774</i>
Capital Outlay			
475 Building and Facility Improvement	-	-	15,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>15,000</i>
SERVICE TOTAL	\$ 424,159	\$ 462,686	\$ 484,293

SERVICE: Capital Improvement Projects

FUND: Electric Fund

DEPARTMENT: Power and Communications

Service Description:

Capital projects are listed below. Detailed descriptions of each project is included in the *2011-2015 Capital Improvement Program*.

ELECTRIC FUND PROJECTS	2012 Budget
DR-8 Downtown Alley Improvements	\$ 604,000
MUE-17 Electric Substation Upgrades	323,200
MUE-44 Electric System Reliability Improvements	100,000
MUE-91 Street Lighting Program	50,000
MUE-97 Electric Aid to Construction	626,000
MUE-99 Smart Grid-Advanced Metering Infrastructure	100,000
PB-1 Municipal Buildings Roof Improvements	15,735
TOTAL	\$ 1,818,935

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	3,005	33,000	37,950
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	9,791	67,000	77,050
TOTAL	\$ 12,796	\$ 100,000	\$ 115,000

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.

2012 Budget

One capital project is included in the 2012 Budget: main feeder extensions from the substation. Detailed capital project descriptions are included in the *2012-2016 Capital Improvement Program*.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS	2012 Budget
MUE-14 Electric Main Feeder Extensions	\$ 115,000

ELECTRIC CIF FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 732,370	\$ 947,731	\$ 955,731
Committed Working Capital	-	115,000	-
SOURCES OF FUNDS			
Fees	227,163	209,000	220,000
Interest	8,946	14,000	18,000
Adjustment for GAAP Revenue	(7,952)	-	-
TOTAL FUNDS	228,157	223,000	238,000
EXPENSES			
Capital Projects	12,796	100,000	115,000
TOTAL EXPENSES	12,796	100,000	115,000
ENDING WORKING CAPITAL	947,731	955,731	1,078,731
CONTRIBUTION TO/(FROM) RESERVES	\$ 215,361	\$ 123,000	\$ 123,000

TELECOMMUNICATIONS FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	62,747	249,495	206,594
Operating and Maintenance	86,548	155,254	157,724
Non-Operating	1,906	2,057	1,671
Capital	49,054	98,360	80,000
TOTAL	\$ 200,255	\$ 505,166	\$ 445,989

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 526,139	\$ 870,311	\$ 690,835
SOURCES OF FUNDS			
REVENUES			
Charges for Services	293,519	234,140	310,130
Miscellaneous	238,732	77,250	80,000
Interest	7,550	14,300	13,700
Adjustment for GAAP Revenue	4,720		
TOTAL FUNDS	544,521	325,690	403,830
EXPENSES BY BUDGET SERVICE			
Administration	101,059	296,174	301,295
Operations	99,196	118,992	64,694
Capital Projects	-	90,000	80,000
Total Operating Expenses	200,255	505,166	445,989
Adjustment for GAAP Expenses	94	-	-
TOTAL ADJUSTED EXPENSES	200,349	505,166	445,989
ENDING WORKING CAPITAL	870,311	690,835	648,676
CONTRIBUTION TO/(FROM) RESERVES	\$ 344,172	\$ (179,476)	\$ (42,159)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TELECOM FUND PROJECTS	2012 Budget
TEL-2 Aid to Construction	\$ 80,000

SERVICE: Telecommunications Administration

FUND: Telecommunications Fund

DEPARTMENT: Power and Communications

Service Description:

Telecommunications works under the strategic direction of the Power & Communications Director. This service provides dark fiber and collocation leases, assesses customer needs, and coordinates with service providers as necessary.

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Power and Communications	0.05	0.05	0.05
Telecommunications Manager	1.00	1.00	1.00
Power and Communications Business Manager	0.10	0.10	0.10
Electric Technology Services Coordinator	0.10	0.10	0.10
Senior Electrical Engineer	0.20	0.20	0.20
Utilities Financial Analyst	0.10	0.10	0.10
Total	1.55	1.55	1.55

SERVICE: Telecommunications Administration**LINE ITEM BUDGET**

		2010 Actual	2011 Budget	2012 Budget
Personal Services				
111	Salaries and Wages	14,836	157,906	158,690
123	Leave Expense	251	250	310
126	Retirement Health Savings Plan	371	620	620
129	Medicare	620	2,290	2,301
131	MOPC	2,471	7,894	7,936
132	Employee Insurance	18,849	21,318	21,899
133	Employee Retirement	4,108	9,474	9,681
135	Compensation Insurance	14	60	69
136	Unemployment Insurance	444	395	477
137	Staff Training and Conferences	45	3,500	3,500
139	Dental Insurance	679	788	1,111
	<i>Subtotal</i>	<i>42,688</i>	<i>204,495</i>	<i>206,594</i>
Operating and Maintenance				
210	Office Supplies	-	100	100
218	Non-Capital Equipment and Furniture	580	4,000	4,000
229	Materials and Miscellaneous Supplies	154	500	500
230	Printing and Copier Supplies	-	5,000	5,000
240	Equipment Repair and Maintenance	-	-	1,350
243	Non-Capital Computer Equipment and Supplies	-	2,500	2,500
245	Mileage Allowance	-	120	120
246	Liability Insurance	92	416	722
249	Operating Leases and Rentals	-	90	-
250	Professional and Contracted Services	43,809	53,000	13,636
261	Telephone Charges	-	600	660
263	Postage	-	7,500	7,500
264	Printing and Copying	-	5,000	5,000
270	Administrative and Management Services	518	1,039	37,735
271	Franchise Equivalency	11,312	10,657	14,207
	<i>Subtotal</i>	<i>56,464</i>	<i>90,522</i>	<i>93,030</i>
Non-Operating Expense				
970	Transfers to Other Funds	1,906	1,157	1,671
	<i>Subtotal</i>	<i>1,906</i>	<i>1,157</i>	<i>1,671</i>
	SERVICE TOTAL	\$ 101,059	\$ 296,174	\$ 301,295

SERVICE: **Telecommunications Operations**

FUND: Telecommunications Fund

DEPARTMENT: Power and Communications

Service Description:

Telecommunications Operations is responsible for installation, operations, testing and maintenance of the Telecommunications Utility's network. The service is also responsible for planning, cost estimating, designing, and mapping the fiber optic system. The service is responsible for telecommunications capital improvement projects and providing technical assistance to other City departments, as needed.

SERVICE: Telecommunications Operations**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	20,059	-	-
<i>Subtotal</i>	<i>20,059</i>	<i>-</i>	<i>-</i>
Operating and Maintenance			
234 System Maintenance	10,344	40,000	40,000
246 Liability Insurance	4,693	4,732	4,694
250 Professional and Contracted Services	15,046	20,000	20,000
<i>Subtotal</i>	<i>30,083</i>	<i>64,732</i>	<i>64,694</i>
Non-Operating Expense			
974 Art in Public Places Transfers	-	900	-
<i>Subtotal</i>	<i>-</i>	<i>900</i>	<i>-</i>
Capital Outlay			
480 System Improvements	49,054	53,360	-
<i>Subtotal</i>	<i>49,054</i>	<i>53,360</i>	<i>-</i>
SERVICE TOTAL	\$ 99,196	\$ 118,992	\$ 64,694

WATER FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	3,849,828	4,296,595	4,219,844
Operating and Maintenance	5,037,212	5,713,867	6,032,415
Non-Operating	948,791	1,504,303	1,820,428
Capital	4,046,640	5,199,314	4,232,279
TOTAL	\$ 13,882,472	\$ 16,714,079	\$ 16,304,966

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.

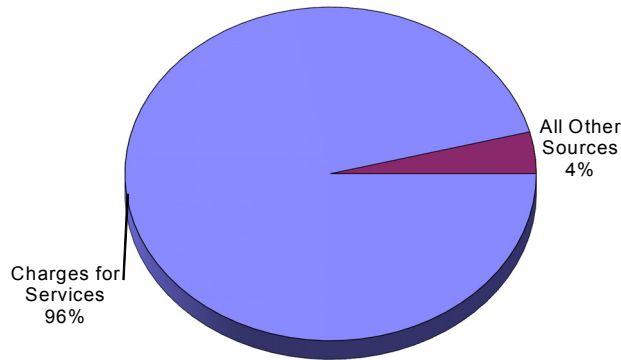
Water System

The approximate value of the water system is \$92.5 million. It includes 441 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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 27,772,079	\$ 28,029,137	\$ 20,278,543
Committed Working Capital	-	5,784,211	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	12,789,246	13,144,196	12,799,096
System Development Fees	338,370	229,000	308,500
Interest - Operating	286,237	374,500	356,700
Intergovernmental	301,877	-	195,223
Miscellaneous	45,421	-	-
Operating Transfers	729,192	-	-
Estimated Revenue Adjustment	-	1,000,000	-
Adjustment for GAAP Revenue	(299,510)	-	-
TOTAL FUNDS	14,190,833	14,747,696	13,659,519
EXPENSES BY BUDGET SERVICE			
Water Utility Director	214,477	314,764	363,210
Water Administration/Engineering	3,111,523	3,741,877	4,122,800
Water Resources	3,817,951	3,778,485	3,722,211
Water Treatment Plants	2,344,630	2,012,790	2,172,720
Water Distribution	3,250,260	2,147,021	2,216,743
Water Quality Laboratory	264,491	312,807	307,200
Water Instrumentation and Control	177,700	236,207	210,549
Water Engineering/Survey Tech Services	701,440	242,920	298,331
Water Construction Inspection	-	186,404	133,265
Water Regulatory Compliance	-	231,713	263,449
Water Meter Reading	-	260,671	258,993
CIP Projects	-	3,248,420	2,235,495
Total Operating Expenses	13,882,472	16,714,079	16,304,966
Adjustment for GAAP Expenses	51,303	-	-
TOTAL ADJUSTED EXPENSES	13,933,775	16,714,079	16,304,966
ENDING WORKING CAPITAL	28,029,137	20,278,543	17,633,096
CONTRIBUTION TO/(FROM) RESERVES	\$ 257,058	\$ (1,966,383)	\$ (2,645,447)

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 2012.
- The 2012 Budget requires a contribution of \$2,645,447 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.

	2010 Actual	2011 Budget	2012 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 12,343,743	\$ 12,852,696	\$ 12,507,596
Sale of Raw Water	401,922	250,000	250,000
Construction Inspection Fees	3,156	1,500	1,500
Water Meters	28,441	25,000	25,000
Lab Testing Fees	11,983	15,000	15,000
System Development Fees	338,370	229,000	308,500
Interest Income	286,237	374,500	356,700
Other Revenue	1,076,490	-	195,223
Contribution from/(to) Fund Balance	(257,058)	1,966,383	2,645,447
TOTAL FUNDS NEEDED TO MEET EXPENSES			
	\$ 13,933,775	\$ 16,714,079	\$ 16,304,966

SERVICE: Public Works and Natural Resources Director

FUNDS: Water and Sewer Funds

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Public Works & Natural Resources	0.30	0.30	0.30
PWNR Business & Strategic Planning Manager	0.00	0.30	0.30
Customer Services & Marketing Manager	0.30	0.30	0.30
PWNR Technology & Financial Analyst	0.30	0.30	0.00
Utilities Analyst	0.30	0.30	0.30
Business Analyst	0.00	0.30	0.30
Executive Assistant	0.30	0.30	0.30
Administrative Assistant	0.00	0.00	0.30
Total	1.50	2.10	2.10

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	105,303	172,941	165,553
114	Skill Based Pay	-	3,735	3,735
121	Wages - Overtime	124	200	200
123	Leave Expense	10,171	-	-
126	Retirement Health Savings Plan	1,013	840	840
129	Medicare	802	1,880	1,767
131	MOPC	5,270	8,583	8,213
132	Employee Insurance	15,157	23,172	22,666
133	Employee Retirement	5,650	10,300	10,019
135	Compensation Insurance	727	672	671
136	Unemployment Insurance	250	429	492
137	Staff Training and Conferences	31,875	32,284	28,654
139	Dental Insurance	553	859	1,150
142	Food Allowance	583	800	740
	<i>Subtotal</i>	<i>177,477</i>	<i>256,695</i>	<i>244,700</i>
Operating and Maintenance				
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	68	644	704
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Supplies	55	900	900
240	Equipment Repair and Maintenance	508	17,587	27,340
243	Non-Capital Computer Equipment and Supplies	1,078	1,982	2,036
245	Mileage Allowance	2,409	1,202	1,500
246	Liability Insurance	341	353	629
250	Professional and Contracted Services	31,799	31,201	81,201
252	Advertising and Legal Notices	-	1,500	1,500
261	Telephone Charges	741	-	-
264	Printing and Copying	-	1,500	1,500
	<i>Subtotal</i>	<i>36,999</i>	<i>58,069</i>	<i>118,510</i>
	SERVICE TOTAL	\$ 214,477	\$ 314,764	\$ 363,210

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Business & Strategic Planning Manager	0.40	0.00	0.00
PWNR Engineering Services Manager	0.00	0.20	0.20
PWNR Engineering Administrator	0.50	0.60	0.60
Senior Civil Engineer	2.30	2.10	2.10
Natural Resources Specialist	0.00	0.25	0.25
Administrative Assistant	0.00	0.50	0.00
Office Assistant	0.60	0.60	0.60
Total	3.80	4.25	3.75

SERVICE: Water Administration/Engineering

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	311,377	321,405	298,990
112 Wages - Temporary	9,933	5,000	5,000
114 Skill Based Pay	30	120	120
122 Longevity Compensation	864	762	792
123 Leave Expense	17,786	16,300	16,750
126 Retirement Health Savings Plan	3,238	1,700	1,500
128 FICA	626	310	310
129 Medicare	4,074	4,407	4,080
131 MOPC	15,808	16,073	14,951
132 Employee Insurance	37,111	43,389	41,261
133 Employee Retirement	16,999	19,284	18,238
135 Compensation Insurance	468	388	375
136 Unemployment Insurance	618	801	896
139 Dental Insurance	1,365	1,609	2,094
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	10	300	300
<i>Subtotal</i>	420,305	431,948	405,757
Operating and Maintenance			
210 Office Supplies	908	1,500	1,500
214 Pamphlets and Documents	13	-	-
216 Reference Books and Materials	498	600	600
217 Dues and Subscriptions	1,169	1,129	1,129
218 Non-Capital Equipment and Furniture	675	3,600	1,800
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	2,211	1,300	1,300
230 Printing and Copier Supplies	2,573	3,300	4,300
232 Building Repair and Maintenance	25	300	300
235 Station Maintenance	8,695	10,000	10,000
240 Equipment Repair and Maintenance	5,598	11,988	12,570
243 Non-Capital Computer Equipment and Supplies	3,446	12,221	6,584
245 Mileage Allowance	-	300	200
246 Liability Insurance	1,581	1,589	1,948
247 Safety Expenses	78	500	500
250 Professional and Contracted Services	41,524	129,300	16,800
252 Advertising and Legal Notices	50	400	400
256 Refunds	1,845	3,000	3,000
259 Licenses and Permits	-	1,400	101,400
261 Telephone Charges	215	762	762
263 Postage	8,882	18,000	14,000
264 Printing and Copying	7,502	15,000	12,000
269 Other Services and Charges	161,093	149,985	149,984
270 Administrative and Management Services	1,226,393	1,197,244	1,291,052
271 Franchise Equivalency	263,670	262,884	252,045
273 Fleet Lease - Operating and Maintenance	6,327	2,227	2,864
274 Fleet Lease - Replacement	4,065	4,652	4,652
275 Building Permits To LDDA	57	-	-
<i>Subtotal</i>	1,749,091	1,833,281	1,891,790
Non-Operating Expense			
925 Amortization of Bond Issue Expenses	10,919	-	-
927 Principal on Notes and Contracts	-	961,910	972,966
928 Interest on Notes and Contracts	489,439	482,163	456,063
950 Bad Debt	1,148	2,500	2,500
970 Transfers to Other Funds	433,059	30,075	388,899
974 Art in Public Places Transfers	71	-	-
<i>Subtotal</i>	934,636	1,476,648	1,820,428
Capital Outlay			
440 Machinery and Equipment	384	-	4,825
475 Building and Facility Improvement	7,107	-	-
<i>Subtotal</i>	7,491	-	4,825
SERVICE TOTAL	\$ 3,111,523	\$ 3,741,877	\$ 4,122,800

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:	2010 Budget	2011 Budget	2012 Budget
Water Quality Laboratory Supervisor	0.40	0.40	0.35
Water Quality Analyst	0.80	0.80	0.70
Laboratory Technician	1.20	1.20	1.05
Total	2.40	2.40	2.10

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	92,748	135,574	119,270
112	Wages - Temporary	-	4,400	4,400
121	Wages - Overtime	4,434	1,732	1,732
122	Longevity Compensation	1,008	696	630
123	Leave Expense	4,442	-	-
126	Retirement Health Savings Plan	1,383	960	840
128	FICA	-	273	273
129	Medicare	1,534	1,680	1,485
131	MOPC	7,143	6,780	5,963
132	Employee Insurance	16,060	18,303	16,459
133	Employee Retirement	7,676	8,135	7,275
135	Compensation Insurance	1,581	1,786	1,829
136	Unemployment Insurance	267	338	359
139	Dental Insurance	588	679	833
141	Uniforms and Protective Clothing	-	59	54
	<i>Subtotal</i>	<i>138,864</i>	<i>181,395</i>	<i>161,402</i>
Operating and Maintenance				
210	Office Supplies	255	600	490
216	Reference Books and Materials	-	200	245
217	Dues and Subscriptions	576	752	688
218	Non-Capital Equipment and Furniture	553	2,700	3,203
223	Lab and Photo Supplies	42,411	45,000	35,000
228	Janitorial Supplies	390	900	805
229	Materials and Supplies	638	1,000	1,050
230	Printing and Copier Supplies	1,007	1,000	805
232	Building Repair and Maintenance	19	2,000	10,500
240	Equipment Repair and Maintenance	1,590	2,779	7,948
243	Non-Capital Computer Equipment and Supplies	1,106	1,550	3,216
246	Liability Insurance	499	478	611
247	Safety Expenses	245	160	490
250	Professional and Contracted Services	36,308	32,470	33,892
259	Licenses and Permits	2,027	1,100	2,200
260	Utilities	-	3,360	2,940
261	Telephone Charges	211	192	192
263	Postage	52	117	108
264	Printing and Copying	10	400	400
269	Other Services and Charges	244	20	18
273	Fleet Lease - Operating and Maintenance	2,347	936	799
274	Fleet Lease - Replacement	1,158	1,698	1,698
	<i>Subtotal</i>	<i>91,646</i>	<i>99,412</i>	<i>107,298</i>
Non-Operating Expense				
974	Art in Public Places Transfers	3	-	-
	<i>Subtotal</i>	<i>3</i>	<i>-</i>	<i>-</i>
Capital Outlay				
440	Machinery and Equipment	3,885	32,000	38,500
475	Building and Facility Improvement	30,093	-	-
	<i>Subtotal</i>	<i>33,977</i>	<i>32,000</i>	<i>38,500</i>
	SERVICE TOTAL	\$ 264,491	\$ 312,807	\$ 307,200

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Environmental Services Manager	0.40	0.00	0.00
Water Resources Administrator	1.00	1.00	1.00
Water Resources Analyst	1.00	1.00	1.00
Water Resources Technician	1.00	1.00	1.00
Watershed Ranger	1.00	1.00	1.00
Water Resources Field Specialist	1.00	0.00	0.00
Environmental Project Specialist	0.40	0.00	0.00
Environmental Sustain Coordinator	0.20	0.00	0.00
Arborist Technician II	0.25	0.25	0.25
Total	6.25	4.25	4.25

SERVICE: Water Resources**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	376,662	296,996	299,716
112 Wages - Temporary	64,928	72,300	72,300
121 Wages - Overtime	2,718	2,500	2,650
122 Longevity Compensation	5,700	4,680	4,860
123 Leave Expense	8,661	-	-
126 Retirement Health Savings Plan	4,431	1,700	1,700
128 FICA	4,053	4,483	4,483
129 Medicare	2,805	2,953	2,972
131 MOPC	18,912	14,849	14,985
132 Employee Insurance	52,096	40,095	41,360
133 Employee Retirement	20,351	17,820	18,283
135 Compensation Insurance	840	780	815
136 Unemployment Insurance	864	743	899
139 Dental Insurance	1,907	1,484	2,098
141 Uniforms and Protective Clothing	812	1,000	1,000
142 Food Allowance	769	300	1,600
<i>Subtotal</i>	<i>566,509</i>	<i>462,683</i>	<i>469,721</i>
Operating and Maintenance			
214 Pamphlets and Documents	-	3,700	3,700
216 Reference Books and Materials	75	200	200
217 Dues and Subscriptions	3,285	6,720	6,720
218 Non-Capital Equipment and Furniture	820	2,000	2,000
223 Lab and Photo Supplies	-	50	50
228 Janitorial Supplies	-	500	500
229 Materials and Supplies	9,741	9,150	10,750
230 Printing and Copier Supplies	42	-	-
232 Building Repair and Maintenance	261	5,000	5,000
233 Facility Repair and Maintenance	1,798	53,500	11,000
241 Grounds Maintenance	1,724	7,200	7,200
243 Non-Capital Computer Equipment and Supplies	2,989	1,375	500
244 Assessments	875,704	1,023,504	1,006,460
245 Mileage Allowance	103	467	467
246 Liability Insurance	2,191	2,233	2,193
247 Safety Expenses	46	600	600
249 Operating Leases and Rentals	63,215	66,000	66,000
250 Professional and Contracted Services	412,559	420,200	415,284
252 Advertising and Legal Notices	1,375	-	-
259 Licenses and Permits	3,310	4,145	4,145
260 Utilities	3,846	29,300	29,300
261 Telephone Charges	1,289	2,400	2,400
264 Printing and Copying	153	2,000	2,000
269 Other Services and Charges	2	200	200
273 Fleet Lease - Operating and Maintenance	17,714	16,981	12,358
274 Fleet Lease - Replacement	9,243	5,838	9,554
<i>Subtotal</i>	<i>1,411,486</i>	<i>1,663,263</i>	<i>1,598,581</i>
Non-Operating Expense			
974 Art in Public Places Transfers	39	-	-
<i>Subtotal</i>	<i>39</i>	<i>-</i>	<i>-</i>
Capital Outlay			
455 System Renovations and Replacement	576	-	-
456 System Renovation and Replacement Planning and Design	9,607	-	-
470 Planning and Design	101,665	-	-
471 Land	3,633	-	-
480 System Improvements	3,081	-	-
489 Windy Gap Improvements	1,721,355	1,652,539	1,653,909
<i>Subtotal</i>	<i>1,839,916</i>	<i>1,652,539</i>	<i>1,653,909</i>
SERVICE TOTAL	\$ 3,817,951	\$ 3,778,485	\$ 3,722,211

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Operations Manager	0.50	0.30	0.30
Treatment Operations Supervisor	1.00	1.50	1.50
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.00	0.30	0.30
Operations and Maintenance Technician Lead	0.00	8.70	8.70
Facility Maintenance Worker	0.00	0.30	0.30
Plant Operations and Maintenance Technician III	8.40	0.00	0.00
Plant Operations and Maintenance Technician II	1.00	0.00	0.00
Administrative Assistant	0.50	0.30	0.30
Office Assistant	0.50	0.50	0.50
Total	12.40	12.40	12.40

SERVICE: Water Treatment Plants

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	638,660	724,764	727,081
112 Wages - Temporary	1,061	-	-
114 Skill Based Pay	25,449	35,000	35,000
121 Wages - Overtime	42,422	42,400	42,400
122 Longevity Compensation	4,680	3,600	3,738
123 Leave Expense	23,530	-	-
124 Skill Based Overtime Pay	2,786	-	-
126 Retirement Health Savings Plan	9,831	4,960	4,960
128 FICA	66	-	-
129 Medicare	8,897	10,018	10,047
131 MOPC	36,778	36,239	36,355
132 Employee Insurance	84,673	97,845	100,334
133 Employee Retirement	39,540	43,484	44,351
135 Compensation Insurance	3,657	5,495	5,068
136 Unemployment Insurance	1,405	1,811	2,181
139 Dental Insurance	3,102	3,623	5,088
141 Uniforms and Protective Clothing	1,547	3,750	2,750
142 Food Allowance	132	500	500
<i>Subtotal</i>	928,215	1,013,489	1,019,853
Operating and Maintenance			
210 Office Supplies	1,670	2,000	2,000
215 Audiovisual Materials	35	-	-
216 Reference Books and Materials	1,022	1,000	1,000
217 Dues and Subscriptions	13,161	13,500	13,500
218 Non-Capital Equipment and Furniture	5,415	2,000	20,000
220 Gas and Oil	1,852	3,000	2,000
222 Chemicals	517,488	487,150	606,165
223 Lab and Photo Supplies	23,338	20,000	23,000
228 Janitorial Supplies	363	1,500	500
229 Materials and Supplies	6,013	3,500	6,000
230 Printing and Copier Supplies	482	750	500
232 Building Repair and Maintenance	15,809	30,000	29,000
233 Facility Repair and Maintenance	58,948	55,000	60,000
234 System Maintenance	11	-	-
240 Equipment Repair and Maintenance	670	7,600	13,600
243 Non-Capital Computer Equipment and Supplies	2,070	6,250	8,434
245 Mileage Allowance	-	500	500
246 Liability Insurance	4,414	6,479	8,462
247 Safety Expenses	10,259	7,000	5,000
249 Operating Leases and Rentals	-	3,000	3,000
250 Professional and Contracted Services	122,797	95,000	120,710
252 Advertising and Legal Notices	111	-	-
259 Licenses and Permits	5,175	11,200	11,200
260 Utilities	131,345	195,000	180,000
261 Telephone Charges	1,442	3,000	2,000
263 Postage	261	-	-
264 Printing and Copying	31	-	-
269 Other Services and Charges	23	-	-
273 Fleet Lease - Operating and Maintenance	-	8,350	8,818
274 Fleet Lease - Replacement	-	13,222	16,378
<i>Subtotal</i>	924,206	976,001	1,141,767
Non-Operating Expense			
974 Art in Public Places Transfers	1,865	-	-
<i>Subtotal</i>	1,865	-	-
Capital Outlay			
440 Machinery and Equipment	13,760	23,300	11,100
455 System Renovations and Replacement	12,703	-	-
456 System Renovation and Replacement Planning and Design	290,000	-	-
475 Building and Facility Improvement	173,880	-	-
<i>Subtotal</i>	490,344	23,300	11,100
SERVICE TOTAL	\$ 2,344,630	\$ 2,012,790	\$ 2,172,720

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:	2010 Budget	2011 Budget	2012 Budget
Instrumentation and Control Engineer	0.50	0.00	0.00
Electrician	0.00	0.50	0.50
Instrumentation Technician	0.00	0.50	0.50
Electrical Technician	1.00	0.00	0.00
Total	1.50	1.00	1.00

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

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	27,663	57,975	57,975
114	Skill Based Pay	842	3,000	3,000
121	Wages - Overtime	1,175	4,000	6,000
123	Leave Expense	1,493	-	-
124	Skill Based Overtime Pay	40	-	-
126	Retirement Health Savings Plan	200	400	400
129	Medicare	538	840	840
131	MOPC	2,106	2,898	2,898
132	Employee Insurance	11,626	7,827	8,000
133	Employee Retirement	2,260	3,478	3,536
135	Compensation Insurance	57	39	22
136	Unemployment Insurance	195	145	174
139	Dental Insurance	431	289	406
141	Uniforms and Protective Clothing	219	600	1,800
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>48,844</i>	<i>81,591</i>	<i>85,151</i>
Operating and Maintenance				
216	Reference Books and Materials	-	400	400
217	Dues and Subscriptions	-	250	250
218	Non-Capital Equipment and Furniture	2,749	3,000	10,000
229	Materials and Supplies	3	-	-
232	Building Repair and Maintenance	353	-	-
233	Facility Repair and Maintenance	9,241	50,000	30,000
243	Non-Capital Computer Equipment and Supplies	4,263	6,800	2,600
245	Mileage Allowance	-	100	100
246	Liability Insurance	376	466	448
247	Safety Expenses	2,816	1,000	1,000
250	Professional and Contracted Services	106,128	92,000	75,000
261	Telephone Charges	764	600	600
264	Printing and Copying	40	-	-
	<i>Subtotal</i>	<i>126,734</i>	<i>154,616</i>	<i>120,398</i>
Capital Outlay				
440	Machinery and Equipment	2,121	-	5,000
	<i>Subtotal</i>	<i>2,121</i>	<i>-</i>	<i>5,000</i>
SERVICE TOTAL		\$ 177,700	\$ 236,207	\$ 210,549

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:	2010 Budget	2011 Budget	2012 Budget
Utility and Streets Operations & Mtce Manager	0.50	0.50	0.45
Distribution/Collection System Mtce Supervisor	1.00	0.80	0.80
Operations and Maintenance Technician Lead	0.00	0.75	0.25
Public Works Supervisor	0.00	0.30	0.30
Instrumentation Technician	0.00	0.00	0.50
Public Works Technician	0.00	0.70	0.70
Storm Drainage Utilities Technician	0.25	0.25	0.25
Water Utilities Technician II	0.00	5.00	5.00
Water Utilities Technician	9.00	3.65	2.65
Service Truck Technician	0.75	0.75	0.75
Water Services Coordinator	0.75	1.00	1.00
Customer Service Representative	0.00	0.30	0.10
Administrative Analyst	0.50	0.50	0.50
Administrative Assistant	1.50	1.05	1.25
Total	14.25	15.55	14.50

SERVICE: Water Distribution System**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	638,887	767,733	728,908
112 Wages - Temporary	16,425	24,400	20,000
114 Skill Based Pay	21,412	47,238	45,738
121 Wages - Overtime	56,589	60,000	65,000
122 Longevity Compensation	1,170	3,786	2,370
123 Leave Expense	24,595	-	-
124 Skill Based Overtime Pay	3,957	-	-
126 Retirement Health Savings Plan	5,672	6,220	5,800
128 FICA	1,555	1,513	1,240
129 Medicare	8,411	10,341	10,353
131 MOPC	31,689	38,438	36,469
132 Employee Insurance	83,683	103,643	100,587
133 Employee Retirement	34,050	46,121	44,492
135 Compensation Insurance	35,208	37,796	32,710
136 Unemployment Insurance	1,390	1,921	2,186
139 Dental Insurance	3,068	3,840	5,101
141 Uniforms and Protective Clothing	5,925	6,000	5,075
142 Food Allowance	446	500	500
<i>Subtotal</i>	<i>974,133</i>	<i>1,159,490</i>	<i>1,106,529</i>
Operating and Maintenance			
210 Office Supplies	1,010	1,175	1,175
216 Reference Books and Materials	333	500	500
217 Dues and Subscriptions	2,885	2,354	2,354
218 Non-Capital Equipment and Furniture	18,436	15,600	15,600
220 Gas and Oil	-	100	100
222 Chemicals	-	10,000	10,000
223 Lab and Photo Supplies	-	50	-
228 Janitorial Supplies	17	300	300
229 Materials and Supplies	11,681	12,000	12,000
230 Printing and Copier Supplies	568	650	650
232 Building Repair and Maintenance	3,683	4,750	4,750
233 Facility Repair and Maintenance	2,364	-	-
234 System Maintenance	2,893	-	-
235 Station Maintenance	7,160	11,500	12,500
236 Treated and Untreated Water Storage	7,357	8,500	8,500
237 Line Repair/maintenance	216,714	185,000	210,000
238 Hydrant Repair and Maintenance	2,839	5,000	3,000
239 Meter Repair and Maintenance	7,368	15,000	12,000
240 Equipment Repair and Maintenance	8,404	9,000	12,340
241 Grounds Maintenance	1,431	1,000	1,000
242 Street Repair/maintenance	1,320	3,000	2,000
243 Non-Capital Computer Equipment and Supplies	7,709	11,232	6,000
245 Mileage Allowance	324	500	500
246 Liability Insurance	28,405	30,827	35,460
247 Safety Expenses	4,026	4,000	4,000
249 Operating Leases and Rentals	661	2,000	2,000
250 Professional and Contracted Services	78,177	42,525	119,847
252 Advertising and Legal Notices	1,152	2,000	2,000
254 Cross Connection Repair and Maintenance	5,225	6,000	6,000
259 Licenses and Permits	424	560	560
260 Utilities	34,056	35,053	42,200
261 Telephone Charges	3,267	5,740	10,848
264 Printing and Copying	1,000	1,000	1,000
269 Other Services and Charges	195	250	250
273 Fleet Lease - Operating and Maintenance	93,727	112,379	136,957
274 Fleet Lease - Replacement	36,276	177,276	150,373
<i>Subtotal</i>	<i>591,088</i>	<i>716,821</i>	<i>826,764</i>
Non-Operating Expense			
974 Art in Public Places Transfers	12,248	6,000	-
<i>Subtotal</i>	<i>12,248</i>	<i>6,000</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	3,784	17,710	36,450
455 System Renovations and Replacement	1,183,464	48,000	48,000
456 System Renovation and Replacement Planning and [106,520	-	-
470 Planning and Design	3,273	-	-
471 Land	145,732	-	-
473 Site Improvements, Landscaping, Street Developmen	6,698	-	-
474 Building and Facility Development	64,285	-	-
475 Building and Facility Improvement	4,370	15,000	15,000
481 Taps	625	2,000	2,000
483 Oversizing	(13,253)	-	-
484 Backflow Devices	1,683	3,000	3,000
486 Meters	165,608	179,000	179,000
<i>Subtotal</i>	<i>1,672,791</i>	<i>264,710</i>	<i>283,450</i>
SERVICE TOTAL	\$ 3,250,260	\$ 2,147,021	\$ 2,216,743

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Technology/GIS Coordinator	0.00	0.00	0.30
Engineering and Survey Tech Supervisor	1.00	0.30	0.30
Leas GIS Analyst	1.00	0.30	0.30
Survey Party Chief	1.00	0.04	0.30
Senior Engineering Technician	1.00	0.60	0.50
Survey Technician	1.00	0.04	0.30
GIS/Mapping Technician	4.00	1.20	0.80
Total	9.00	2.48	2.80

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	448,983	139,556	164,809
112 Wages - Temporary	-	6,795	-
114 Skill Based Pay	301	186	93
121 Wages - Overtime	-	491	491
122 Longevity Compensation	6,840	2,195	2,269
123 Leave Expense	18,651	-	-
126 Retirement Health Savings Plan	4,119	992	1,116
128 FICA	-	421	-
129 Medicare	3,825	1,406	1,669
131 MOPC	23,382	6,982	8,244
132 Employee Insurance	59,831	18,840	22,743
133 Employee Retirement	25,143	8,379	10,059
135 Compensation Insurance	1,213	360	329
136 Unemployment Insurance	995	349	494
137 Staff Training and Conferences	-	3,224	3,844
139 Dental Insurance	2,197	698	1,155
141 Uniforms and Protective Clothing	-	94	93
<i>Subtotal</i>	<i>595,479</i>	<i>190,968</i>	<i>217,408</i>
Operating and Maintenance			
210 Office Supplies	4	-	-
216 Reference Books and Materials	-	31	31
218 Non-Capital Equipment and Furniture	384	1,132	2,558
219 Drafting Supplies	1,594	1,240	1,240
229 Materials and Supplies	571	496	496
240 Equipment Repair and Maintenance	79,204	34,288	36,275
243 Non-Capital Computer Equipment and Supplies	9,814	6,541	310
246 Liability Insurance	1,726	490	578
247 Safety Expenses	403	310	310
250 Professional and Contracted Services	4,754	4,154	36,394
261 Telephone Charges	220	155	244
263 Postage	40	-	-
264 Printing and Copying	94	217	217
273 Fleet Lease - Operating and Maintenance	2,618	1,492	864
274 Fleet Lease - Replacement	4,536	1,406	1,406
<i>Subtotal</i>	<i>105,961</i>	<i>51,952</i>	<i>80,923</i>
SERVICE TOTAL	\$ 701,440	\$ 242,920	\$ 298,331

SERVICE: **Water Construction Inspection**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Construction Inspection

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Construction Inspection Supervisor	0.00	0.30	0.20
Senior Construction Inspector	0.00	0.60	0.60
Construction Inspector	0.00	1.20	0.60
Service Truck Technician	0.00	0.00	0.00
Total	0.00	2.10	1.40

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	119,114	80,804
112 Wages - Temporary	-	7,350	5,600
121 Wages - Overtime	-	5,250	6,000
122 Longevity Compensation	-	851	348
126 Retirement Health Savings Plan	-	840	560
128 FICA	-	456	347
129 Medicare	-	1,404	1,072
131 MOPC	-	5,956	4,040
132 Employee Insurance	-	16,080	11,151
133 Employee Retirement	-	7,146	4,929
135 Compensation Insurance	-	45	34
136 Unemployment Insurance	-	298	242
137 Staff Training and Conferences	-	1,260	960
139 Dental Insurance	-	596	566
141 Uniforms and Protective Clothing	-	52	40
<i>Subtotal</i>	-	<i>166,698</i>	<i>116,693</i>
Operating and Maintenance			
210 Office Supplies	-	131	100
216 Reference Books and Materials	-	53	40
217 Dues and Subscriptions	-	328	210
218 Non-Capital Equipment and Furniture	-	919	350
222 Chemicals	-	79	60
229 Materials and Supplies	-	263	300
240 Equipment Repair and Maintenance	-	2,651	2,020
243 Non-Capital Computer Equipment and Supplies	-	1,234	780
246 Liability Insurance	-	1,569	1,486
247 Safety Expenses	-	184	140
249 Operating Leases and Rentals	-	26	20
250 Professional and Contracted Services	-	-	67
261 Telephone Charges	-	1,069	763
264 Printing and Copying	-	79	60
273 Fleet Lease - Operating and Maintenance	-	6,578	5,818
274 Fleet Lease - Replacement	-	4,543	4,358
<i>Subtotal</i>	-	<i>19,706</i>	<i>16,572</i>
SERVICE TOTAL	\$ -	\$ 186,404	\$ 133,265

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

SERVICE: **Regulatory Compliance**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

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

SERVICE: Regulatory Compliance

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Environmental Services Manager	0.00	0.30	0.40
Environmental Sustainability Coordinator	0.00	0.20	0.20
Civil Engineer	0.00	0.10	0.10
Environmental Project Specialist	0.00	1.00	1.20
Total	0.00	1.60	1.90

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	113,547	145,388
122 Longevity Compensation	-	97	1,231
126 Retirement Health Savings Plan	-	595	760
129 Medicare	-	903	1,194
131 MOPC	-	5,677	7,269
132 Employee Insurance	-	15,329	20,064
133 Employee Retirement	-	6,813	8,869
135 Compensation Insurance	-	-	47
136 Unemployment Insurance	-	284	437
137 Staff Training and Conferences	-	1,099	1,254
139 Dental Insurance	-	568	1,017
<i>Subtotal</i>	-	144,912	187,530
Operating and Maintenance			
216 Reference Books and Materials	-	62	76
217 Dues and Subscriptions	-	846	1,037
243 Non-Capital Computer Equipment and Supplies	-	49	925
246 Liability Insurance	-	-	495
247 Safety Expenses	-	186	228
250 Professional and Contracted Services	-	85,658	73,158
<i>Subtotal</i>	-	86,801	75,919
SERVICE TOTAL	\$ -	\$ 231,713	\$ 263,449

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

SERVICE: **Meter Reading**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Meter Reading

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Meter Reading Supervisor	0.00	0.37	0.37
Metering and Load Research Coordinator	0.00	0.15	0.15
Senior Meter Reader	0.00	0.37	0.37
Meter Reader	0.00	2.76	2.76
Total	0.00	3.65	3.65

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	154,559	154,571
112 Wages - Temporary	-	1,838	-
121 Wages - Overtime	-	919	367
122 Longevity Compensation	-	772	794
126 Retirement Health Savings Plan	-	1,455	1,455
128 FICA	-	114	-
129 Medicare	-	2,037	2,010
131 MOPC	-	7,729	7,729
132 Employee Insurance	-	20,864	21,330
133 Employee Retirement	-	9,274	9,428
135 Compensation Insurance	-	2,864	2,727
136 Unemployment Insurance	-	387	464
137 Staff Training and Conferences	-	2,646	2,646
139 Dental Insurance	-	772	1,083
141 Uniforms and Protective Clothing	-	496	496
<i>Subtotal</i>	-	206,726	205,100
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	809	808
229 Materials and Miscellaneous Supplies	-	551	367
240 Equipment Repair and Maintenance	-	5,623	6,339
243 Non-Capital Computer Equipment and Supplies	-	5,880	753
246 Liability Insurance	-	1,204	1,306
247 Safety Expenses	-	827	827
261 Telephone Charges	-	992	1,194
264 Printing and Copying	-	882	606
270 Administrative and Management Services	-	15,219	23,853
273 Fleet Lease - Operating and Maintenance	-	15,087	13,012
274 Fleet Lease - Replacement	-	6,871	4,828
<i>Subtotal</i>	-	53,945	53,893
SERVICE TOTAL	\$ -	\$ 260,671	\$ 258,993

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

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2012 Budget
D-37 Oligarchy Ditch Improvements	\$ 60,000
MUW-66 Water Distribution Rehabilitation and Improvements	758,900
MUW-151 St Vrain Creek Protection Program	20,000
MUW-155 Water Treatment Plant Improvements	736,800
MUW-172 Windy Gap FIRMING Project	475,000
MUW-173 Raw Water Irrigation Planning and Construction	30,000
MUW-180 Longmont Reservoir Outlet Gates Repair	122,000
MUW-181 Water Resources Infrastructure Improvements and Rehabilitation	9,090
PB-1 Municipal Buildings Roof Improvements	3,905
PB-192 Operations and Maintenance Building and Site Improvement	19,800
TOTAL	\$ 2,235,495

WATER CONSTRUCTION FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	1,238	35,800	1,500
Capital	2,509,098	3,804,973	695,000
TOTAL	\$ 2,510,336	\$ 3,843,273	\$ 699,000

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.

2012 Budget

The following capital projects are funded in 2012. Detailed capital project descriptions are included in the *2012-2016 Capital Improvement Program*.

WATER CONSTRUCTION FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 16,929,259	\$ 14,841,019	\$ 10,323,779
Committed Working Capital	-	1,215,067	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	446,419	312,100	403,000
Interest	183,334	229,000	197,100
Adjustment for GAAP Revenue	(207,627)	-	-
TOTAL FUNDS	422,126	541,100	600,100
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	2,510,366	3,840,773	696,500
TOTAL EXPENSES	2,510,366	3,843,273	699,000
ENDING WORKING CAPITAL	14,841,019	10,323,779	10,224,879
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,088,240)	\$ (3,302,173)	\$ (98,900)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2012 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-179 Water System Oversizing	151,500
TOTAL	\$ 696,500

RAW WATER STORAGE FUND - Fund Summary

	2010 Actual	2011 Budget	2012 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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 396,277	\$ 396,534	\$ 393,534
SOURCES OF FUNDS			
REVENUES			
Interest	4,362	7,000	7,000
Adjustment for GAAP Revenue	(4,105)	-	-
TOTAL FUNDS	257	7,000	7,000
EXPENSES			
Capital Projects	-	10,000	10,000
TOTAL EXPENSES	-	10,000	10,000
ENDING WORKING CAPITAL	396,534	393,534	390,534
CONTRIBUTION TO/(FROM) RESERVES	\$ 257	\$ (3,000)	\$ (3,000)

WATER CASH ACQUISITION FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	82,033	200,000	100,000
Non-Operating	-	-	-
Capital	843,071	100,000	100,000
TOTAL	\$ 925,104	\$ 300,000	\$ 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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 4,332,325	\$ 3,408,866	\$ 3,156,979
Committed Working Capital	-	35,287	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	7,626	5,000	5,000
Interest	46,394	78,400	63,300
Adjustment for GAAP Revenue	(52,375)	-	-
TOTAL FUNDS	1,645	83,400	68,300
EXPENSES			
Conservation Initiatives and Misc Operating	82,033	200,000	100,000
Purchase of Water Rights	843,071	100,000	100,000
TOTAL EXPENSES	925,104	300,000	200,000
ENDING WORKING CAPITAL	3,408,866	3,156,979	3,025,279
CONTRIBUTION TO/(FROM) RESERVES	\$ (923,459)	\$ (216,600)	\$ (131,700)

SEWER FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	2,476,724	2,925,358	2,875,797
Operating and Maintenance	3,562,592	3,857,768	4,157,003
Non-Operating	358,913	1,172,075	1,185,914
Capital	709,644	10,507,424	3,666,153
TOTAL	\$ 7,107,872	\$ 18,462,625	\$ 11,884,867

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.

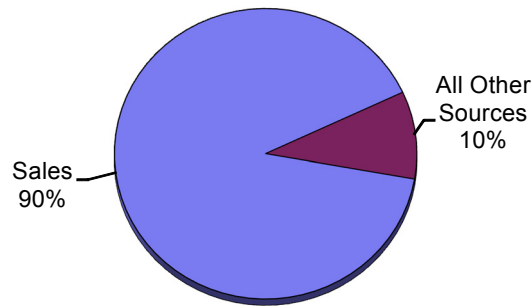
Sewer System

The approximate value of the wastewater collection system is \$56.5 million. The system includes 326 miles of sewer lines and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.

SEWER FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 5,498,867	\$ 19,628,719	\$ 8,341,762
Committed Working Capital	-	2,065,018	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	7,884,457	8,524,000	8,734,800
Intergovernmental	140,186	174,530	174,530
Interest - Operating	72,223	78,500	154,200
Miscellaneous	15,696	1,500	1,500
Operating Transfers	405,891	462,156	361,149
Bond Proceeds	12,363,567	-	3,000,000
Adjustment for GAAP Revenue	(21,990)	-	-
TOTAL FUNDS	20,860,030	9,240,686	12,426,179
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	409,201	1,020,331	1,096,071
Wastewater Administration/Engineering	1,720,466	1,811,619	1,937,514
Industrial Pretreatment	113,627	138,408	140,858
Collection System	1,123,561	1,090,622	1,220,988
Wastewater Treatment Plant	3,051,939	2,845,502	2,902,342
Wastewater Quality Laboratory	487,582	464,345	553,763
Wastewater Instrumentation and Control	201,497	231,440	210,688
Wastewater Construction Inspection	-	79,887	66,633
Wastewater Regulatory Compliance	-	143,114	157,442
Wastewater Meter Reading	-	86,890	86,331
Wastewater Engineering/Survey Tech Services	-	154,764	105,859
CIP Projects	-	10,395,703	3,406,378
Total Operating Expenses	7,107,872	18,462,625	11,884,867
Adjustment for GAAP Expenses	(377,694)	-	-
TOTAL ADJUSTED EXPENSES	6,730,178	18,462,625	11,884,867
ENDING WORKING CAPITAL	19,628,719	8,341,762	8,883,074
CONTRIBUTION TO/(FROM) RESERVES	\$ 14,129,852	\$ (9,221,939)	\$ 541,312

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 90% of its operating revenues from sales to the City’s wastewater customers in 2012.
- The Sewer Fund will contribute \$541,312 to fund balance in 2012.

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.

	2010 Actual	2011 Budget	2012 Budget
OPERATING REVENUE			
Sales	\$ 7,642,112	\$ 8,299,000	\$ 8,509,800
Industrial Sewer Surcharge	242,345	225,000	225,000
Interest Income	72,223	78,500	154,200
Other Revenue	561,773	638,186	537,179
Bond Proceeds	12,363,567	-	3,000,000
Contribution from/(to) Fund Balance	(14,129,852)	9,221,939	(541,312)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 6,730,178	\$18,462,625	\$ 11,884,867

SERVICE: Public Works and Natural Resources Director

FUNDS: Water and Sewer Funds

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.00	0.20	0.20
Customer Services and Marketing Manager	0.20	0.20	0.20
PWNR Technology & Financial Analyst	0.20	0.20	0.00
Utilities Analyst	0.20	0.20	0.20
Business Analyst	0.00	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Administrative Assistant	0.00	0.00	0.20
Total	1.00	1.40	1.40

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	68,919	114,427	109,501
112 Wages - Temporary	380	-	-
121 Wages - Overtime	82	100	100
123 Leave Expense	1,538	-	-
126 Retirement Health Savings Plan	675	560	560
129 Medicare	534	1,254	1,178
131 MOPC	3,602	5,720	5,475
132 Employee Insurance	10,055	15,447	15,111
133 Employee Retirement	5,025	6,865	6,679
135 Compensation Insurance	33	32	39
136 Unemployment Insurance	167	286	329
137 Staff Training and Conferences	8,194	21,524	19,504
139 Dental Insurance	368	573	768
142 Food Allowance	583	400	340
<i>Subtotal</i>	<i>100,155</i>	<i>167,188</i>	<i>159,584</i>
Operating and Maintenance			
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	-	-	176
218 Non-Capital Equipment and Furniture	-	500	500
229 Materials and Supplies	-	200	200
240 Equipment Repair and Maintenance	339	9,701	16,179
243 Non-Capital Computer Equipment and Supplies	522	1,231	1,266
245 Mileage Allowance	-	1,291	1,300
246 Liability Insurance	219	226	407
250 Professional and Contracted Services	19,248	18,236	30,201
252 Advertising and Legal Notices	-	1,000	1,000
264 Printing and Copying	-	1,000	1,000
<i>Subtotal</i>	<i>20,327</i>	<i>33,485</i>	<i>52,329</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	288,719	544,658	539,158
923 Bond Principal - Current	-	275,000	345,000
<i>Subtotal</i>	<i>288,719</i>	<i>819,658</i>	<i>884,158</i>
SERVICE TOTAL	\$ 409,201	\$ 1,020,331	\$ 1,096,071

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Engineering Services Manager	0.00	0.20	0.20
PWNR Environmental Services Manager	0.40	0.00	0.00
PWNR Business & Strategic Planning Manager	0.40	0.00	0.00
PWNR Engineering Administrator	0.50	0.50	0.50
Senior Civil Engineer	1.70	1.60	1.60
Environmental Sustain Coordinator	0.15	0.00	0.00
Environmental Project Specialist	0.40	0.00	0.00
Natural Resources Specialist	0.00	0.25	0.25
Administrative Assistant	0.00	0.50	0.00
Office Assistant	0.40	0.40	0.40
Total	3.95	3.45	2.95

SERVICE: Wastewater Administration/Engineering

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	319,552	261,479	238,875
112 Wages - Temporary	-	5,000	5,000
114 Skill Based Pay	-	120	120
122 Longevity Compensation	1,776	762	792
123 Leave Expense	(127)	9,000	9,000
126 Retirement Health Savings Plan	3,158	1,380	1,180
128 FICA	-	310	310
129 Medicare	3,380	3,538	3,209
131 MOPC	16,880	13,076	11,946
132 Employee Insurance	39,828	35,300	32,965
133 Employee Retirement	24,239	15,689	14,571
135 Compensation Insurance	133	128	91
136 Unemployment Insurance	661	652	716
139 Dental Insurance	1,460	1,309	1,673
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	15	300	300
<i>Subtotal</i>	410,955	348,143	320,848
Operating and Maintenance			
210 Office Supplies	932	1,500	1,500
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	500	500
217 Dues and Subscriptions	17,044	17,579	17,579
218 Non-Capital Equipment and Furniture	412	5,600	3,600
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	2,254	1,600	1,000
230 Printing and Copier Supplies	2,296	3,300	4,300
232 Building Repair and Maintenance	25	300	300
235 Station Maintenance	8,695	10,000	10,000
240 Equipment Repair and Maintenance	5,205	15,987	10,070
243 Non-Capital Computer Equipment and Supplies	3,753	12,133	6,441
245 Mileage Allowance	175	334	334
246 Liability Insurance	1,329	1,271	1,175
247 Safety Expenses	98	-	-
250 Professional and Contracted Services	19,627	43,300	65,000
252 Advertising and Legal Notices	50	400	400
259 Licenses and Permits	-	250	250
261 Telephone Charges	-	762	762
263 Postage	736	3,000	1,500
264 Printing and Copying	497	2,000	2,000
269 Other Services and Charges	54,258	44,600	44,600
270 Administrative and Management Services	784,377	695,756	778,370
271 Franchise Equivalency	322,500	341,000	349,452
273 Fleet Lease - Operating and Maintenance	6,225	2,104	6,100
274 Fleet Lease - Replacement	4,065	4,652	4,652
275 Building Permits To LDDA	55	-	-
<i>Subtotal</i>	1,234,608	1,208,128	1,310,085
Non-Operating Expense			
925 Amortization of Bond Issue Expenses	11,493	-	-
927 Principal on Notes and Contracts	-	208,579	158,838
928 Interest on Notes and Contracts	54,563	42,456	25,479
950 Bad Debt	957	2,000	2,000
970 Transfers to Other Funds	-	2,313	115,439
974 Art in Public Places Transfers	78	-	-
<i>Subtotal</i>	67,090	255,348	301,756
Capital Outlay			
440 Machinery and Equipment	-	-	4,825
475 Building and Facility Improvement	7,813	-	-
<i>Subtotal</i>	7,813	-	4,825
SERVICE TOTAL	\$ 1,720,466	\$ 1,811,619	\$ 1,937,514

SERVICE: Collection System

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Wastewater Collection System collects wastewater discharged by residences, commercial businesses and industries in the municipal service area. The Utility Operations & Maintenance Collection System personnel provide regular maintenance including manhole repair, jetting/line cleaning operations, televising of the system to determine locations of breaks and joint failures, and root control. Maintenance and repair of approximately 326 miles of sewer lines.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Utility and Streets Operations & Mtce Manager	0.40	0.30	0.30
Distribution/Collection System Mtce Supervisor	0.50	0.40	0.50
Public Works Supervisor	0.00	0.30	0.20
Instrumentation Technician	0.00	0.00	0.50
Operations and Maintenance Technician Lead	0.00	0.60	0.60
Plant Operations and Maintenance Technician III	0.60	0.00	0.00
Water Utilities Technician II	0.00	0.50	0.50
Water Utilities Technician	6.00	4.50	4.00
Service Truck Technician	0.25	0.25	0.25
Water Services Coordinator	0.25	0.00	0.00
Customer Service Representative	0.00	0.30	0.10
Administrative Analyst	0.25	0.20	0.20
Administrative Assistant	0.25	0.50	0.70
Total	8.50	7.85	7.85

SERVICE: Wastewater Collection System

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	313,863	381,899	389,878
112 Wages - Temporary	33,116	40,000	40,000
114 Skill Based Pay	10,027	40,000	28,725
121 Wages - Overtime	16,644	22,800	22,800
122 Longevity Compensation	390	498	516
123 Leave Expense	16,572	-	-
124 Skill Based Overtime Pay	1,095	-	-
126 Retirement Health Savings Plan	3,711	3,140	3,140
128 FICA	2,537	2,480	2,480
129 Medicare	5,862	5,855	6,384
131 MOPC	19,528	19,095	17,336
132 Employee Insurance	49,204	51,558	53,802
133 Employee Retirement	28,015	22,914	23,795
135 Compensation Insurance	11,928	12,199	12,082
136 Unemployment Insurance	817	956	1,167
139 Dental Insurance	1,805	1,909	2,728
141 Uniforms and Protective Clothing	2,679	4,200	3,550
142 Food Allowance	-	200	200
<i>Subtotal</i>	517,793	609,703	608,583
Operating and Maintenance			
210 Office Supplies	537	705	705
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	500	300
217 Dues and Subscriptions	1,358	1,670	1,670
218 Non-Capital Equipment and Furniture	7,095	10,400	10,400
220 Gas and Oil	-	50	50
222 Chemicals	3,516	4,000	5,000
223 Lab and Photo Supplies	-	25	-
228 Janitorial Supplies	10	200	200
229 Materials and Supplies	6,659	7,100	7,100
230 Printing and Copier Supplies	102	390	390
232 Building Repair and Maintenance	1,968	3,150	3,150
235 Station Maintenance	1,986	12,000	5,000
237 Line Repair/maintenance	79,064	60,000	70,000
239 Meter Repair and Maintenance	2,456	5,000	4,000
240 Equipment Repair and Maintenance	13,081	17,700	20,800
241 Grounds Maintenance	981	750	500
242 Street Repair/maintenance	-	1,500	1,000
243 Non-Capital Computer Equipment and Supplies	5,082	6,490	3,418
245 Mileage Allowance	177	400	400
246 Liability Insurance	79,555	69,669	76,891
247 Safety Expenses	1,746	4,000	4,000
249 Operating Leases and Rentals	214	1,000	1,000
250 Professional and Contracted Services	25,435	50,600	85,509
252 Advertising and Legal Notices	111	300	300
254 Cross Connection Repair and Maintenance	304	-	-
259 Licenses and Permits	1,025	1,738	1,695
260 Utilities	8,866	9,900	12,000
261 Telephone Charges	1,894	3,510	5,085
264 Printing and Copying	285	1,000	1,000
269 Other Services and Charges	120	250	250
273 Fleet Lease - Operating and Maintenance	75,017	75,109	92,504
274 Fleet Lease - Replacement	92,677	67,923	117,038
<i>Subtotal</i>	411,320	417,129	531,455
Non-Operating Expense			
974 Art in Public Places Transfers	1,883	-	-
<i>Subtotal</i>	1,883	-	-
Capital Outlay			
440 Machinery and Equipment	11,699	1,590	18,750
455 System Renovations and Replacement	50,534	-	-
470 Planning and Design	3,172	-	-
474 Building and Facility Development	62,859	-	-
475 Building and Facility Improvement	9,616	8,000	8,000
480 System Improvements	43,713	-	-
481 Taps	-	1,200	1,200
483 Oversizing	(44,266)	-	-
486 Meters	55,237	53,000	53,000
<i>Subtotal</i>	192,564	63,790	80,950
SERVICE TOTAL	\$ 1,123,561	\$ 1,090,622	\$ 1,220,988

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:	2010 Budget	2011 Budget	2012 Budget
Industrial Pretreatment Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	69,104	70,574	72,735
123 Leave Expense	2,048	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	898	1,023	1,055
131 MOPC	3,508	3,529	3,637
132 Employee Insurance	8,580	9,527	10,037
133 Employee Retirement	5,030	4,234	4,437
135 Compensation Insurance	286	330	411
136 Unemployment Insurance	142	176	218
139 Dental Insurance	314	353	509
141 Uniforms and Protective Clothing	-	100	100
<i>Subtotal</i>	<i>90,310</i>	<i>90,246</i>	<i>93,539</i>
Operating and Maintenance			
210 Office Supplies	48	300	300
216 Reference Books and Materials	7	500	500
217 Dues and Subscriptions	321	600	600
218 Non-Capital Equipment and Furniture	-	500	500
223 Lab and Photo Supplies	6,005	8,100	8,100
229 Materials and Supplies	5,346	12,500	12,500
240 Equipment Repair and Maintenance	-	7,000	7,000
243 Non-Capital Computer Equipment and Supplies	2,328	1,375	500
245 Mileage Allowance	-	50	50
246 Liability Insurance	320	330	398
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	5,244	10,600	10,642
252 Advertising and Legal Notices	33	200	200
259 Licenses and Permits	94	100	100
261 Telephone Charges	124	150	150
264 Printing and Copying	671	3,100	3,100
273 Fleet Lease - Operating and Maintenance	515	397	319
274 Fleet Lease - Replacement	2,260	2,260	2,260
<i>Subtotal</i>	<i>23,317</i>	<i>48,162</i>	<i>47,319</i>
SERVICE TOTAL	\$ 113,627	\$ 138,408	\$ 140,858

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:	2010 Budget	2011 Budget	2012 Budget
Water Quality Laboratory Supervisor	0.60	0.60	0.65
Water Quality Analyst	1.20	1.20	1.30
Laboratory Technician	1.80	1.80	1.95
Total	3.60	3.60	3.90

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

		2010 Actual	2011 Budget	2012 Budget
Personal Services				
111	Salaries and Wages	237,181	203,360	221,509
112	Wages - Temporary	-	6,600	6,600
121	Wages - Overtime	30,153	2,708	2,708
122	Longevity Compensation	672	1,044	1,170
123	Leave Expense	5,481	-	-
126	Retirement Health Savings Plan	1,589	1,440	1,560
128	FICA	-	409	409
129	Medicare	2,300	2,523	2,736
131	MOPC	9,222	10,169	11,075
132	Employee Insurance	24,068	27,452	30,567
133	Employee Retirement	13,222	12,202	13,514
135	Compensation Insurance	1,439	3,694	3,969
136	Unemployment Insurance	401	508	663
139	Dental Insurance	883	1,017	1,552
141	Uniforms and Protective Clothing	-	96	101
	<i>Subtotal</i>	<i>326,611</i>	<i>273,222</i>	<i>298,133</i>
Operating and Maintenance				
210	Office Supplies	412	800	910
216	Reference Books and Materials	55	500	455
217	Dues and Subscriptions	810	1,215	1,279
218	Non-Capital Equipment and Furniture	968	4,050	5,948
223	Lab and Photo Supplies	65,748	52,000	65,000
228	Janitorial Supplies	462	1,400	1,495
229	Materials and Supplies	1,191	2,000	1,950
230	Printing and Copier Supplies	678	1,300	1,495
232	Building Repair and Maintenance	927	3,000	19,500
240	Equipment Repair and Maintenance	2,132	7,060	12,933
243	Non-Capital Computer Equipment and Supplies	1,658	3,075	5,974
246	Liability Insurance	696	662	858
247	Safety Expenses	367	120	910
250	Professional and Contracted Services	44,622	56,370	56,362
259	Licenses and Permits	-	1,024	10
260	Utilities	-	5,040	5,460
261	Telephone Charges	-	117	117
263	Postage	137	192	201
264	Printing and Copying	15	640	742
269	Other Services and Charges	367	32	34
273	Fleet Lease - Operating and Maintenance	2,347	828	799
274	Fleet Lease - Replacement	1,158	1,698	1,698
	<i>Subtotal</i>	<i>124,750</i>	<i>143,123</i>	<i>184,130</i>
Non-Operating Expense				
974	Art in Public Places Transfers	301	-	-
	<i>Subtotal</i>	<i>301</i>	<i>-</i>	<i>-</i>
Capital Outlay				
440	Machinery and Equipment	5,827	48,000	71,500
475	Building and Facility Improvement	30,093	-	-
	<i>Subtotal</i>	<i>35,920</i>	<i>48,000</i>	<i>71,500</i>
	SERVICE TOTAL	\$ 487,582	\$ 464,345	\$ 553,763

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Operations Manager	0.50	0.25	0.25
Treatment Operations Supervisor	1.00	1.50	1.50
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.00	0.70	0.70
Operations and Maintenance Technician Lead	0.00	7.45	7.45
Plant Operations and Maintenance Technician III	7.00	0.00	0.00
Plant Operations and Maintenance Technician II	2.00	0.00	0.00
Facility Maintenance Worker	0.00	0.70	0.70
Administrative Assistant	0.50	0.70	0.70
Total	11.50	11.80	11.80

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	685,596	695,776	698,433
112 Wages - Temporary	15,453	-	-
114 Skill Based Pay	17,441	36,200	35,000
121 Wages - Overtime	27,358	38,000	32,000
122 Longevity Compensation	1,800	3,120	3,222
123 Leave Expense	10,958	-	-
124 Skill Based Overtime Pay	1,161	-	-
126 Retirement Health Savings Plan	4,766	4,720	4,720
128 FICA	939	-	-
129 Medicare	7,720	8,725	8,749
131 MOPC	31,890	34,792	34,926
132 Employee Insurance	79,415	93,931	96,383
133 Employee Retirement	45,726	41,746	42,605
135 Compensation Insurance	18,907	18,081	14,050
136 Unemployment Insurance	1,317	1,738	2,095
139 Dental Insurance	2,909	3,478	4,885
141 Uniforms and Protective Clothing	4,827	4,500	4,800
142 Food Allowance	150	500	500
<i>Subtotal</i>	958,334	985,307	982,368
Operating and Maintenance			
210 Office Supplies	1,979	2,200	2,400
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	373	900	900
217 Dues and Subscriptions	685	2,620	2,620
218 Non-Capital Equipment and Furniture	35,622	18,000	18,000
220 Gas and Oil	5,802	5,000	7,500
222 Chemicals	59,021	137,000	95,000
223 Lab and Photo Supplies	15,667	5,000	10,000
228 Janitorial Supplies	1,002	1,600	1,300
229 Materials and Supplies	10,490	4,000	7,000
230 Printing and Copier Supplies	986	500	1,250
232 Building Repair and Maintenance	61,646	68,000	62,000
233 Facility Repair and Maintenance	176,634	165,000	173,000
237 Line Repair and Maintenance	799	-	-
240 Equipment Repair and Maintenance	826	2,500	2,500
241 Grounds Maintenance	190	1,000	500
243 Non-Capital Computer Equipment and Supplies	20,997	6,200	7,952
245 Mileage Allowance	50	600	600
246 Liability Insurance	4,756	5,478	7,442
247 Safety Expenses	9,650	17,000	14,000
249 Operating Leases and Rentals	339	1,000	1,000
250 Professional and Contracted Services	724,122	786,000	859,668
252 Advertising and Legal Notices	499	500	500
259 Licenses and Permits	45,820	55,675	55,675
260 Utilities	396,895	425,000	450,000
261 Telephone Charges	1,202	2,400	2,715
263 Postage	213	-	-
264 Printing and Copying	110	200	200
269 Other Services and Charges	2,628	150	150
273 Fleet Lease - Operating and Maintenance	20,199	20,372	17,306
274 Fleet Lease - Replacement	20,682	29,200	21,196
<i>Subtotal</i>	1,619,883	1,763,195	1,822,474
Non-Operating Expense			
974 Art in Public Places Transfers	919	-	-
<i>Subtotal</i>	919	-	-
Capital Outlay			
432 Vehicles	4,325	-	-
440 Machinery and Equipment	-	97,000	97,500
470 Planning and Design	325,422	-	-
473 Site Improvements, Landscaping, Street Developmen	5,463	-	-
475 Building and Facility Improvement	133,936	-	-
480 System Improvements	3,657	-	-
<i>Subtotal</i>	472,803	97,000	97,500
SERVICE TOTAL	\$ 3,051,939	\$ 2,845,502	\$ 2,902,342

SERVICE: Wastewater Instrumentation and Control

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Instrumentation and Control

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Instrumentation and Control Engineer	0.50	0.00	0.00
Electrician	0.00	0.50	0.50
Instrumentation Technician	0.00	0.50	0.50
Electrical Technician	1.00	0.00	0.00
Total	1.50	1.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	50,919	57,975	57,975
114 Skill Based Pay	892	3,000	3,000
121 Wages - Overtime	1,678	4,000	6,000
123 Leave Expense	642	-	-
124 Skill Based Overtime Pay	44	-	-
126 Retirement Health Savings Plan	200	400	400
129 Medicare	537	840	840
131 MOPC	2,106	2,898	2,898
132 Employee Insurance	11,633	7,827	8,000
133 Employee Retirement	3,014	3,478	3,536
135 Compensation Insurance	57	466	378
136 Unemployment Insurance	195	145	174
139 Dental Insurance	431	289	406
141 Uniforms and Protective Clothing	219	600	1,800
142 Food Allowance	-	100	100
<i>Subtotal</i>	<i>72,566</i>	<i>82,018</i>	<i>85,507</i>
Operating and Maintenance			
216 Reference Books and Materials	-	400	400
217 Dues and Subscriptions	70	250	250
218 Non-Capital Equipment and Furniture	4,367	3,000	10,000
233 Facility Repair and Maintenance	10,461	45,000	25,000
243 Non-Capital Computer Equipment and Supplies	4,312	6,800	2,600
245 Mileage Allowance	-	100	100
246 Liability Insurance	376	272	231
247 Safety Expenses	-	1,000	1,000
250 Professional and Contracted Services	108,330	92,000	80,000
261 Telephone Charges	431	600	600
264 Printing and Copying	40	-	-
<i>Subtotal</i>	<i>128,386</i>	<i>149,422</i>	<i>120,181</i>
Capital Outlay			
440 Machinery and Equipment	544	-	5,000
<i>Subtotal</i>	<i>544</i>	<i>-</i>	<i>5,000</i>
SERVICE TOTAL	\$ 201,497	\$ 231,440	\$ 210,688

SERVICE: Wastewater Engineering and Survey Technical Services

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Technology/GIS Coordinator	0.00	0.00	0.10
Engineering and Survey Tech Supervisor	0.00	0.15	0.10
Leas GIS Analyst	0.00	0.15	0.10
Survey Party Chief	0.00	0.04	0.10
Senior Engineering Technician	0.00	0.40	0.30
Survey Technician	0.00	0.04	0.10
GIS/Mapping Technician	0.00	0.80	0.20
Total	0.00	1.58	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	88,911	58,480
112 Wages - Temporary	-	4,329	-
114 Skill Based Pay	-	119	33
121 Wages - Overtime	-	313	174
122 Longevity Compensation	-	1,398	805
126 Retirement Health Savings Plan	-	632	396
128 FICA	-	268	-
129 Medicare	-	896	592
131 MOPC	-	4,448	2,925
132 Employee Insurance	-	12,003	8,070
133 Employee Retirement	-	5,338	3,570
135 Compensation Insurance	-	229	117
136 Unemployment Insurance	-	222	175
137 Staff Training and Conferences	-	2,054	1,364
139 Dental Insurance	-	445	410
141 Uniforms and Protective Clothing	-	59	33
<i>Subtotal</i>	-	121,664	77,144
Operating and Maintenance			
216 Reference Books and Materials	-	20	11
218 Non-Capital Equipment and Furniture	-	721	907
219 Drafting Supplies	-	790	440
229 Materials and Supplies	-	316	176
240 Equipment Repair and Maintenance	-	21,846	12,872
243 Non-Capital Computer Equipment and Supplies	-	4,167	110
246 Liability Insurance	-	312	205
247 Safety Expenses	-	198	110
250 Professional and Contracted Services	-	2,647	12,914
261 Telephone Charges	-	99	87
264 Printing and Copying	-	138	77
273 Fleet Lease - Operating and Maintenance	-	950	307
274 Fleet Lease - Replacement	-	896	499
<i>Subtotal</i>	-	33,100	28,715
SERVICE TOTAL	\$ -	\$ 154,764	\$ 105,859

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

SERVICE: **Wastewater Construction Inspection**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Construction Inspection

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Construction Inspection Supervisor	0.00	0.20	0.10
Senior Construction Inspector	0.00	0.30	0.00
Construction Inspector	0.00	0.40	0.60
Service Truck Technician	0.00	0.00	0.00
Total	0.00	0.90	0.70

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	51,049	40,402
112 Wages - Temporary	-	3,150	2,800
121 Wages - Overtime	-	2,250	3,000
122 Longevity Compensation	-	365	174
126 Retirement Health Savings Plan	-	360	280
128 FICA	-	195	174
129 Medicare	-	602	536
131 MOPC	-	2,552	2,020
132 Employee Insurance	-	6,892	5,575
133 Employee Retirement	-	3,063	2,465
135 Compensation Insurance	-	19	17
136 Unemployment Insurance	-	128	121
137 Staff Training and Conferences	-	540	480
139 Dental Insurance	-	255	284
141 Uniforms and Protective Clothing	-	22	20
<i>Subtotal</i>	-	<i>71,442</i>	<i>58,348</i>
Operating and Maintenance			
210 Office Supplies	-	56	50
216 Reference Books and Materials	-	23	20
217 Dues and Subscriptions	-	141	105
218 Non-Capital Equipment and Furniture	-	394	175
222 Chemicals	-	34	30
229 Materials and Supplies	-	113	150
240 Equipment Repair and Maintenance	-	1,133	1,010
243 Non-Capital Computer Equipment and Supplies	-	529	390
246 Liability Insurance	-	673	742
247 Safety Expenses	-	79	70
250 Professional and Contracted Services	-	-	10
249 Operating Leases and Rentals	-	11	34
261 Telephone Charges	-	459	382
264 Printing and Copying	-	34	30
273 Fleet Lease - Operating and Maintenance	-	2,819	2,909
274 Fleet Lease - Replacement	-	1,947	2,178
<i>Subtotal</i>	-	<i>8,445</i>	<i>8,285</i>
SERVICE TOTAL	\$ -	\$ 79,887	\$ 66,633

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

SERVICE: Wastewater Regulatory Compliance

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

This is a shared service with the Water, Streets, Storm Drainage and Sanitation Funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Environmental Services Manager	0.00	0.35	0.25
Environmental Sustainability Coordinator	0.00	0.20	0.45
Civil Engineer	0.00	0.10	0.25
Environmental Project Specialist	0.00	0.40	0.30
Total	0.00	1.05	1.25

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	84,244	95,650
122 Longevity Compensation	-	72	810
126 Retirement Health Savings Plan	-	442	500
129 Medicare	-	670	785
131 MOPC	-	4,212	4,782
132 Employee Insurance	-	11,373	13,199
133 Employee Retirement	-	5,054	5,835
135 Compensation Insurance	-	-	31
136 Unemployment Insurance	-	211	287
137 Staff Training and Conferences	-	817	825
139 Dental Insurance	-	421	671
<i>Subtotal</i>	-	107,516	123,375
Operating and Maintenance			
216 Reference Books and Materials	-	46	50
217 Dues and Subscriptions	-	628	683
243 Non-Capital Computer Equipment and Supplies	-	36	608
246 Liability Insurance	-	-	326
247 Safety Expenses	-	138	150
250 Professional and Contracted Services	-	34,750	32,250
<i>Subtotal</i>	-	35,598	34,067
SERVICE TOTAL	\$ -	\$ 143,114	\$ 157,442

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

SERVICE: Wastewater Meter Reading

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Meter Reading

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Meter Reading Supervisor	0.00	0.12	0.12
Metering and Load Research Coordinator	0.00	0.05	0.05
Senior Meter Reader	0.00	0.12	0.12
Meter Reader	0.00	0.91	0.91
Total	0.00	1.20	1.20

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	51,520	51,524
112 Wages - Temporary	-	613	-
121 Wages - Overtime	-	306	123
122 Longevity Compensation	-	257	265
126 Retirement Health Savings Plan	-	485	485
128 FICA	-	38	-
129 Medicare	-	679	670
131 MOPC	-	2,576	2,576
132 Employee Insurance	-	6,955	7,110
133 Employee Retirement	-	3,091	3,143
135 Compensation Insurance	-	955	909
136 Unemployment Insurance	-	129	155
137 Staff Training and Conferences	-	882	882
139 Dental Insurance	-	257	361
141 Uniforms and Protective Clothing	-	166	165
<i>Subtotal</i>	-	68,909	68,368
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	270	269
229 Materials and Miscellaneous Supplies	-	184	122
240 Equipment Repair and Maintenance	-	1,874	2,113
243 Non-Capital Computer Equipment and Supplies	-	1,959	251
246 Liability Insurance	-	401	435
247 Safety Expenses	-	276	276
261 Telephone Charges	-	331	398
264 Printing and Copying	-	294	202
270 Administrative and Management Services	-	5,073	7,951
273 Fleet Lease - Operating and Maintenance	-	5,029	4,337
274 Fleet Lease - Replacement	-	2,290	1,609
<i>Subtotal</i>	-	17,981	17,963
SERVICE TOTAL	\$ -	\$ 86,890	\$ 86,331

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

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2012 Budget
MUS-53 Sanitary Sewer Rehabilitation and Improvements	\$ 313,063
MUS-148 Trunkline Evaluation	50,000
MUS-149 Wastewater Treatment Master Plan Improvements	3,000,000
MUW-151 St Vrain Creek Protection Program	20,000
PB-1 Municipal Buildings Roof Improvements	3,515
PB-192 Operations and Maintenance Building and Site Improvement	19,800
TOTAL	\$ 3,406,378

SEWER CONSTRUCTION FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	258,736	462,156	503,838
Capital	260,623	51,120	45,000
TOTAL	\$ 519,359	\$ 515,776	\$ 551,338

Fund Description

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

2012 Budget

The following capital projects are funded in the 2012. Detailed capital project descriptions for these and other projects are included in the 2012-2016 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER CONSTRUCTION FUND PROJECTS	2012 Budget
MUS-145 Sewer System Oversizing	\$ 25,000
MUW-151 St Vrain Creek Protection Program	20,000
TOTAL	\$ 45,000

SEWER CONSTRUCTION FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 1,548,469	\$ 1,394,303	\$ 1,058,043
Committed Working Capital	-	28,784	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	276,795	193,600	293,600
Developer Participation Fees	146,647	-	-
Miscellaneous	398	-	-
Interest	17,467	14,700	21,700
Adjustment for GAAP Revenue	(76,115)		
TOTAL FUNDS	365,192	208,300	315,300
EXPENSES			
Soils Testing	-	2,500	2,500
Capital Projects	519,358	513,276	548,838
TOTAL EXPENSES	519,358	515,776	551,338
ENDING WORKING CAPITAL	1,394,303	1,058,043	822,005
CONTRIBUTION TO/(FROM) RESERVES	(154,166)	(307,476)	(236,038)

STREET IMPROVEMENT FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	3,042,644	3,247,235	3,258,970
Operating and Maintenance	3,090,013	3,846,977	4,312,989
Non-Operating	451,140	235,713	592,443
Capital	6,096,194	8,974,300	8,245,588
TOTAL	\$ 12,679,991	\$ 16,304,225	\$ 16,409,990

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.

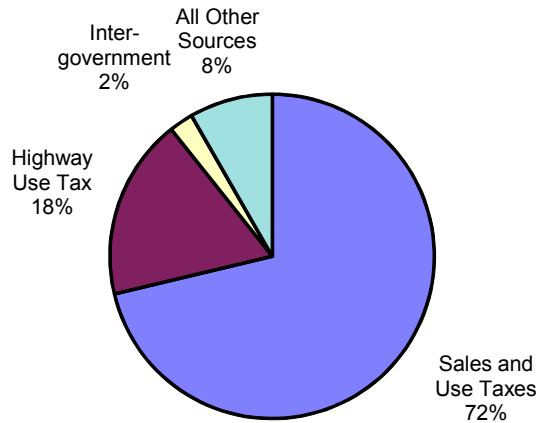
2012 Budget

There are no major changes in operations planned in 2012 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 *2012-2016 Capital Improvement Program*.

STREET IMPROVEMENT FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING FUND BALANCE	\$ 7,132,412	\$ 12,038,864	\$ 5,905,151
Committed Working Capital	-	4,714,381	-
SOURCES OF FUNDS			
REVENUES			
Taxes	13,803,587	13,962,012	14,615,004
Licenses and Permits	37,657	15,000	15,000
Intergovernmental	417,731	364,381	364,381
Developer Participation	766,436	250,000	-
Interest	99,172	195,000	59,174
Miscellaneous	120,738	98,500	86,225
Operating Transfers	730,748	-	-
Adjustment for GAAP Revenue	1,647,785	-	-
TOTAL FUNDS	17,623,854	14,884,893	15,139,784
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	111,700	163,759	259,229
Concrete Repair	296,806	301,110	283,287
Construction Inspection	554,948	284,044	337,922
Snow and Ice Removal	447,722	609,525	612,065
Street and Alley Maintenance	1,377,167	1,464,753	1,650,660
Street Cleaning	382,703	488,865	564,107
Street Improvement	1,762,335	1,620,649	1,916,289
Street Rehabilitation	29,081	162,234	169,199
Street Signing and Marking	309,357	489,372	593,029
Traffic Signals	528,508	580,491	578,823
Transportation Engineering	532,312	445,628	520,219
Transportation System Management	414,362	513,002	447,430
Regulatory Compliance	-	4,712	5,008
Engineering/Survey Tech Services	-	201,781	269,460
CIP Projects	5,932,991	8,974,300	8,203,263
Adjustment for GAAP Expenses	37,411	-	-
TOTAL EXPENSES	12,717,402	16,304,225	16,409,990
ENDING WORKING CAPITAL	12,038,864	5,905,151	4,634,945
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,906,452	\$ (1,419,332)	\$ (1,270,206)

STREET IMPROVEMENT FUND - Source of Funds



- Approximately 72% of the revenues of the Street Improvement Fund for 2012 will come from collection of the City’s .75¢ sales and use tax, which is designated to pay for street repairs and operations. Another 18% comes from the City’s portion of the state’s Highway Use Tax.
- The 2012 Budget requires a contribution of \$1,270,206 from fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2011, sales and use tax revenues are projected to increase by 3.26% from 2010 then increased by 2.34% for 2012 over the projected collections for 2011.

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	\$ 10,208,168	\$ 10,158,291	\$ 10,787,536
Automobile Tax	968,248	1,071,000	1,092,420
State Highway Use Tax	2,627,171	2,732,721	2,735,048
Federal Grants	-	-	-
State Grants	165,000	-	-
County Road/Bridge Maintenance	104,470	105,000	105,000
State Highway Maintenance	37,132	37,131	37,131
State Traffic Control Maintenance	111,130	222,250	222,250
Street Cut Permit/Inspection Fee	37,657	15,000	15,000
Street Improvement Fee	-	-	-
Developer Participation	766,436	250,000	-
Other Revenue	851,486	98,500	86,225
Interest Income	99,172	195,000	59,174
Contribution from/(to) Fund Balance	(4,906,452)	1,419,332	1,270,206
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 12,717,402	\$ 16,304,225	\$ 16,409,990

SERVICE: Public Works and Natural Resources Director

FUND: Street Fund

DEVELOPMENT: Public Works and Natural Resources

Service Description:

The Public Works and Water Utilities Director is responsible for: administering City policies; development departmental policies and procedures; and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget and effective supervision of personnel. This is a shared service with the Water, Storm Drainage and Sewer Funds.

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Public Works & Natural Resources	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.00	0.20	0.20
Customer Services & Marketing Manager	0.20	0.20	0.20
PWNR Technology & Financial Analyst	0.20	0.20	0.00
Utilities Analyst	0.20	0.20	0.20
Business Analyst	0.00	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Administrative Assistant	0.00	0.00	0.20
Total	1.00	1.40	1.40

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	69,239	114,427	109,501
121 Wages - Overtime	82	200	200
123 Leave Expense	1,531	-	-
126 Retirement Health Savings Plan	675	560	560
129 Medicare	534	1,254	1,178
131 MOPC	3,512	5,720	5,475
132 Employee Insurance	10,277	15,447	15,111
133 Employee Retirement	5,828	6,865	6,679
135 Compensation Insurance	33	32	39
136 Unemployment Insurance	167	286	329
137 Staff Training and Conferences	12,663	13,719	13,403
139 Dental Insurance	368	573	768
142 Food Allowance	50	-	240
<i>Subtotal</i>	<i>104,960</i>	<i>159,083</i>	<i>153,483</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	-	300
240 Equipment Repair and Maintenance	-	3,625	3,988
243 Noncap Computer Equi/sply	388	345	570
245 Mileage Allowance	63	480	480
246 Liability Insurance	219	226	408
250 Professional and Contracted Services	6,070	-	100,000
<i>Subtotal</i>	<i>6,740</i>	<i>4,676</i>	<i>105,746</i>
SERVICE TOTAL	\$ 111,700	\$ 163,759	\$ 259,229

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:	2010 Budget	2011 Budget	2012 Budget
Public Works Supervisor	0.50	0.50	0.50
Public Works Technician	0.00	2.15	2.15
Senior Equipment Operator	0.40	0.00	0.00
Equipment Operator II	2.00	0.00	0.00
Facility Maintenance Worker	0.50	0.30	0.00
Total	3.40	2.95	2.65

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	145,758	139,432	127,734
114 Skill Based Pay	721	-	1,400
121 Wages - Overtime	3,520	1,000	1,000
122 Longevity Compensation	1,518	1,227	216
123 Leave Expense	3,798	-	-
124 Skill Based Overtime Pay	23	-	-
126 Retirement Health Savings Plan	1,714	1,180	1,060
129 Medicare	1,638	1,546	1,852
131 MOPC	7,831	6,972	6,387
132 Employee Insurance	19,619	18,824	17,626
133 Employee Retirement	13,031	8,367	7,791
135 Compensation Insurance	5,898	5,330	4,013
136 Unemployment Insurance	318	350	383
139 Dental Insurance	703	697	894
<i>Subtotal</i>	<i>206,090</i>	<i>184,925</i>	<i>170,356</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	142	4,000	4,000
229 Materials and Supplies	12,512	15,000	12,000
240 Equipment Repair and Maintenance	111	1,000	1,000
246 Liability Insurance	5,612	8,686	7,010
247 Safety Expenses	319	500	500
249 Operating Leases and Rentals	104	500	500
250 Professional and Contracted Services	-	-	10,000
273 Fleet Lease - Operating and Maintenance	21,706	29,061	25,825
274 Fleet Lease - Replacement	50,209	57,438	52,096
<i>Subtotal</i>	<i>90,716</i>	<i>116,185</i>	<i>112,931</i>
SERVICE TOTAL	\$ 296,806	\$ 301,110	\$ 283,287

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:	2010 Budget	2011 Budget	2012 Budget
Construction Inspection Supervisor	1.00	0.30	0.50
Senior Construction Inspector	2.00	1.00	1.00
Construction Inspector	4.00	2.30	2.05
Service Truck Technician	0.00	0.60	0.00
Total	7.00	4.20	3.55

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	333,178	181,508	204,894
112 Wages - Temporary	-	11,200	14,200
121 Wages - Overtime	39,782	8,000	15,214
122 Longevity Compensation	1,620	1,296	882
123 Leave Expense	11,092	-	-
126 Retirement Health Savings Plan	2,942	1,280	1,420
128 FICA	-	694	880
129 Medicare	3,853	2,139	2,717
131 MOPC	17,154	9,075	10,245
132 Employee Insurance	49,781	24,503	28,276
133 Employee Retirement	28,502	10,890	12,499
135 Compensation Insurance	239	68	88
136 Unemployment Insurance	809	454	614
137 Staff Training and Conferences	-	1,920	2,434
139 Dental Insurance	1,785	908	1,435
141 Uniforms and Protective Clothing	114	79	101
<i>Subtotal</i>	<i>490,852</i>	<i>254,014</i>	<i>295,899</i>
Operating and Maintenance			
210 Office Supplies	406	200	254
216 Reference Books and Materials	-	80	101
217 Dues and Subscriptions	485	500	533
218 Non-Capital Equipment and Furniture	191	1,400	888
222 Chemicals	-	120	152
229 Materials and Supplies	1,096	400	761
240 Equipment Repair and Maintenance	-	4,040	5,122
243 Non-Capital Computer Equipment and Supplies	9,362	1,880	1,978
246 Liability Insurance	5,216	2,392	3,767
247 Safety Expenses	1,670	280	355
249 Operating Leases and Rentals	-	40	51
250 Professional and Contracted Services	48	-	170
261 Telephone Charges	2,199	1,633	1,935
264 Printing and Copying	822	120	152
269 Other Services and Charges	7	-	-
273 Fleet Lease - Operating and Maintenance	30,819	10,023	14,754
274 Fleet Lease - Replacement	11,776	6,922	11,050
<i>Subtotal</i>	<i>64,096</i>	<i>30,030</i>	<i>42,023</i>
SERVICE TOTAL	\$ 554,948	\$ 284,044	\$ 337,922

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:	2010 Budget	2011 Budget	2012 Budget
Public Works Technician	0.00	2.60	1.60
Senior Equipment Operator	1.60	0.00	0.00
Equipment Operator II	1.00	0.00	0.00
Total	2.60	2.60	1.60

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	49,481	116,546	72,107
112 Wages - Temporary	339	-	1,000
114 Skill Based Pay	646	-	5,000
121 Wages - Overtime	49,295	35,000	45,000
122 Longevity Compensation	2,292	828	864
123 Leave Expense	1,798	-	-
124 Skill Based Overtime Pay	917	-	-
126 Retirement Health Savings Plan	12,843	1,040	640
128 FICA	-	-	62
129 Medicare	1,044	1,689	1,060
131 MOPC	4,936	5,828	3,606
132 Employee Insurance	15,216	15,734	9,950
133 Employee Retirement	8,221	6,993	4,398
135 Compensation Insurance	1,497	1,167	1,193
136 Unemployment Insurance	247	292	216
139 Dental Insurance	546	583	504
142 Food Allowance	44	1,000	1,000
<i>Subtotal</i>	<i>149,362</i>	<i>186,700</i>	<i>146,600</i>
Operating and Maintenance			
222 Chemicals	-	200,000	200,000
229 Materials and Supplies	201,989	50,000	50,000
232 Building Repair and Maintenance	-	-	15,000
240 Equipment Repair and Maintenance	-	2,500	2,500
243 Non-Capital Computer Equipment and Supplies	-	150	150
246 Liability Insurance	6,210	9,423	10,256
249 Operating Leases and Rentals	387	1,000	1,000
250 Professional and Contracted Services	-	40,000	40,000
261 Telephone Charges	215	-	264
269 Other Services and Charges	1,791	-	-
273 Fleet Lease - Operating and Maintenance	46,066	39,195	53,821
274 Fleet Lease - Replacement	41,701	80,557	77,474
<i>Subtotal</i>	<i>298,359</i>	<i>422,825</i>	<i>450,465</i>
Capital Outlay			
475 Building and Facility Improvement	-	-	15,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>15,000</i>
SERVICE TOTAL	\$ 447,722	\$ 609,525	\$ 612,065

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.

SERVICE: Street and Alley Maintenance

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Operations Manager	0.00	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.00
Utility Operations & Maintenance Manager	0.00	0.10	0.20
Public Works Supervisor	0.00	0.30	0.30
Public Works Technician	0.00	4.75	4.25
Senior Engineering Technician	0.00	0.00	1.00
Senior Equipment Operator	1.00	0.00	0.00
Equipment Operator II	4.00	0.00	0.00
Facility Maintenance Worker	0.50	0.40	0.25
Customer Service Representative	0.00	0.70	0.40
Administrative Analyst	0.50	0.10	0.10
Administrative Assistant	0.30	0.50	0.80
Total	6.80	7.55	7.50

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	313,419	379,353	377,296
112 Wages - Temporary	16,994	20,000	-
114 Skill Based Pay	2,696	55,000	55,480
121 Wages - Overtime	19,155	35,000	19,000
122 Longevity Compensation	1,806	2,187	2,274
123 Leave Expense	8,006	-	-
124 Skill Based Overtime Pay	204	2,500	2,500
126 Retirement Health Savings Plan	3,447	3,020	3,000
128 FICA	1,410	1,240	-
129 Medicare	4,692	5,264	5,744
131 MOPC	16,630	18,968	18,888
132 Employee Insurance	40,103	51,212	52,066
133 Employee Retirement	27,644	22,760	23,046
135 Compensation Insurance	20,653	18,035	17,018
136 Unemployment Insurance	651	949	1,132
139 Dental Insurance	1,438	1,898	2,643
141 Uniforms and Protective Clothing	8,273	9,000	7,500
142 Food Allowance	16	500	300
<i>Subtotal</i>	<i>487,237</i>	<i>626,886</i>	<i>587,887</i>
Operating and Maintenance			
210 Office Supplies	823	2,000	1,500
215 Audiovisual Materials	-	250	-
216 Reference Books and Materials	11	250	250
217 Dues and Subscriptions	35	250	250
218 Non-Capital Equipment and Furniture	2,097	3,000	5,000
228 Janitorial Supplies	1,379	1,700	500
229 Materials and Supplies	21,078	25,000	25,000
230 Printing and Copier Supplies	75	1,000	750
232 Building Repair and Maintenance	7,273	15,000	20,000
240 Equipment Repair and Maintenance	2,674	10,000	11,720
241 Grounds Maintenance	244	500	500
242 Street Repair and Maintenance	124,319	175,000	225,000
243 Non-Capital Computer Equipment and Supplies	12,909	37,897	11,741
245 Mileage Allowance	-	200	200
246 Liability Insurance	23,728	21,799	22,184
247 Safety Expenses	3,820	8,000	8,000
249 Operating Leases and Rentals	232	10,000	20,000
250 Professional and Contracted Services	68,942	118,000	251,759
252 Advertising and Legal Notices	1,628	1,000	1,000
260 Utilities	10,974	34,000	34,000
261 Telephone Charges	3,627	9,500	8,500
263 Postage	-	500	500
264 Printing and Copying	727	1,000	750
269 Other Services and Charges	588	500	500
273 Fleet Lease - Operating and Maintenance	132,860	127,261	139,314
274 Fleet Lease - Replacement	319,152	234,260	251,355
<i>Subtotal</i>	<i>739,194</i>	<i>837,867</i>	<i>1,040,273</i>
Capital Outlay			
440 Machinery and Equipment	-	-	22,500
471 Land	144,375	-	-
475 Building and Facility Improvement	6,361	-	-
<i>Subtotal</i>	<i>150,736</i>	<i>-</i>	<i>22,500</i>
SERVICE TOTAL	\$ 1,377,167	\$ 1,464,753	\$ 1,650,660

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:	2010 Budget	2011 Budget	2012 Budget
Public Works Supervisor	0.50	0.50	0.50
Distribution & Collection System Mtce Supervisc	0.00	0.20	0.20
Public Works Technician	0.00	1.80	2.30
Equipment Operator II	2.00	0.00	0.00
Total	2.50	2.50	3.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	118,386	125,404	147,689
112 Wages - Temporary	2,358	2,000	2,000
114 Skill Based Pay	843	5,000	5,000
121 Wages - Overtime	890	5,000	2,000
122 Longevity Compensation	990	1,020	-
123 Leave Expense	2,322	-	-
124 Skill Based Overtime Pay	40	-	-
126 Retirement Health Savings Plan	1,307	1,000	1,200
128 FICA	-	124	124
129 Medicare	1,133	1,372	2,172
131 MOPC	5,867	6,270	7,384
132 Employee Insurance	10,500	16,930	20,379
133 Employee Retirement	9,768	7,524	9,009
135 Compensation Insurance	1,378	1,301	1,824
136 Unemployment Insurance	171	314	442
139 Dental Insurance	376	627	1,034
141 Uniforms and Protective Clothing	-	800	850
<i>Subtotal</i>	<i>156,328</i>	<i>174,686</i>	<i>201,107</i>
Operating and Maintenance			
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	-	50	50
218 Non-Capital Equipment and Furniture	6,359	3,200	3,000
229 Materials and Supplies	856	3,000	3,000
232 Building Repair and Maintenance	-	-	10,000
240 Equipment Repair and Maintenance	-	16,000	16,000
243 Non-Capital Computer Equipment and Supplies	-	4,500	500
246 Liability Insurance	8,375	7,774	8,820
247 Safety Expenses	393	1,500	1,000
249 Operating Leases and Rentals	193	400	400
250 Professional and Contracted Services	24,881	15,150	50,150
260 Utilities	458	-	4,400
261 Telephone Charges	-	1,824	1,776
269 Other Services and Charges	240	100	100
273 Fleet Lease - Operating and Maintenance	90,389	103,376	87,431
274 Fleet Lease - Replacement	94,230	157,255	176,323
<i>Subtotal</i>	<i>226,375</i>	<i>314,179</i>	<i>363,000</i>
SERVICE TOTAL	\$ 382,703	\$ 488,865	\$ 564,107

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Engineering Services Manager	0.00	0.60	0.60
PWNR Engineering Administrator	1.00	0.80	0.80
Senior Civil Engineer	0.00	1.30	1.30
Civil Engineer	2.20	1.00	1.00
Total	3.20	3.70	3.70

SERVICE: Street Improvements

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	347,137	338,973	341,041
112 Wages - Temporary	3,021	-	-
121 Wages - Overtime	745	-	-
122 Longevity Compensation	1,320	2,916	3,036
123 Leave Expense	6,761	-	-
126 Retirement Health Savings Plan	3,334	1,480	1,480
128 FICA	36	-	-
129 Medicare	4,275	3,935	3,960
131 MOPC	17,580	16,949	17,052
132 Employee Insurance	33,701	45,762	47,064
133 Employee Retirement	29,241	20,339	20,804
135 Compensation Insurance	2,943	2,564	2,669
136 Unemployment Insurance	546	848	1,023
139 Dental Insurance	1,208	1,696	2,387
142 Food Allowance	36	-	-
<i>Subtotal</i>	<i>451,884</i>	<i>435,462</i>	<i>440,516</i>
Operating and Maintenance			
210 Office Supplies	21	-	-
217 Dues and Subscriptions	-	1,200	-
229 Materials and Supplies	787	-	-
240 Equipment Repair and Maintenance	-	-	570
243 Non-Capital Computer Equipment and Supplies	-	6,193	4,925
246 Liability Insurance	929	979	1,456
247 Safety Expenses	148	-	-
250 Professional and Contracted Services	-	5,000	5,000
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	75	-	-
263 Postage	597	-	-
264 Printing and Copying	150	3,000	750
270 Administrative and Management Services	770,986	930,153	859,808
273 Fleet Lease - Operating and Maintenance	4,582	2,449	5,496
275 Building Permits To LDDA	1,814	-	-
<i>Subtotal</i>	<i>780,090</i>	<i>949,474</i>	<i>878,505</i>
Non-Operating Expense			
910 Transfer To General Fund	233,620	234,556	235,915
970 Transfers to Other Funds	217,520	1,157	356,528
<i>Subtotal</i>	<i>451,140</i>	<i>235,713</i>	<i>592,443</i>
Capital Outlay			
440 Machinery and Equipment	-	-	4,825
471 Land	39,050	-	-
472 Water Rights	27,034	-	-
480 System Improvements	13,136	-	-
<i>Subtotal</i>	<i>79,220</i>	<i>-</i>	<i>4,825</i>
SERVICE TOTAL	\$ 1,762,335	\$ 1,620,649	\$ 1,916,289

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:	2010 Budget	2011 Budget	2012 Budget
Senior Civil Engineer	1.00	0.00	0.00
Civil Engineer	0.00	1.00	1.00
Total	1.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	7,143	81,082	81,894
126 Retirement Health Savings Plan	-	400	400
129 Medicare	86	1,176	1,187
131 MOPC	358	4,054	4,095
132 Employee Insurance	11,403	10,946	11,301
133 Employee Retirement	561	4,865	4,996
135 Compensation Insurance	893	874	639
136 Unemployment Insurance	185	203	246
139 Dental Insurance	409	405	573
141 Uniforms and Protective Clothing	173	-	-
<i>Subtotal</i>	<i>21,210</i>	<i>104,005</i>	<i>105,331</i>
Operating and Maintenance			
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	600	600	650
218 Non-Capital Equipment and Furniture	714	-	-
229 Materials and Supplies	175	-	-
246 Liability Insurance	364	493	691
250 Professional and Contracted Services	35	50,000	50,000
264 Printing and Copying	-	700	700
273 Fleet Lease - Operating and Maintenance	2,841	6,336	7,244
274 Fleet Lease - Replacement	3,142	-	4,483
<i>Subtotal</i>	<i>7,871</i>	<i>58,229</i>	<i>63,868</i>
SERVICE TOTAL	\$ 29,081	\$ 162,234	\$ 169,199

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:	2010 Budget	2011 Budget	2012 Budget
Civil Engineer	0.00	1.00	0.00
PWNR Project Manager	0.00	0.00	1.00
Public Works Technician	0.00	1.00	0.50
Sign and Pavement Technician	1.00	0.00	0.00
Service Truck Technician	1.00	0.00	0.00
Total	2.00	2.00	1.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	82,604	125,097	95,204
114 Skill Based Pay	5	-	2,000
121 Wages - Overtime	325	1,433	1,433
122 Longevity Compensation	3,324	690	720
123 Leave Expense	3,548	-	-
126 Retirement Health Savings Plan	7,478	800	600
129 Medicare	8	1,814	1,380
131 MOPC	4,133	6,254	4,760
132 Employee Insurance	11,782	16,888	13,138
133 Employee Retirement	6,900	7,505	5,807
135 Compensation Insurance	1,117	758	955
136 Unemployment Insurance	191	312	286
139 Dental Insurance	422	627	666
<i>Subtotal</i>	<i>121,836</i>	<i>162,178</i>	<i>126,949</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	12	-	300
229 Materials and Supplies	17,744	55,000	50,000
240 Equipment Repair and Maintenance	-	1,500	1,500
243 Non-Capital Computer Equipment and Supplies	14	825	-
246 Liability Insurance	3,835	3,907	4,121
247 Safety Expenses	17	-	-
249 Operating Leases and Rentals	-	250	250
250 Professional and Contracted Services	165,459	245,000	390,000
261 Telephone Charges	441	100	100
264 Printing and Copying	-	100	100
273 Fleet Lease - Operating and Maintenance	-	13,021	9,104
274 Fleet Lease - Replacement	-	7,491	10,605
<i>Subtotal</i>	<i>187,522</i>	<i>327,194</i>	<i>466,080</i>
SERVICE TOTAL	\$ 309,357	\$ 489,372	\$ 593,029

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:	2010 Budget	2011 Budget	2012 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	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	100,140	103,612	104,643
121 Wages - Overtime	20,913	24,500	24,500
122 Longevity Compensation	3,420	3,540	3,660
123 Leave Expense	2,826	-	-
126 Retirement Health Savings Plan	800	800	800
131 MOPC	5,150	5,180	5,232
132 Employee Insurance	12,874	13,988	14,440
133 Employee Retirement	8,564	6,217	6,384
135 Compensation Insurance	1,621	1,454	1,503
136 Unemployment Insurance	209	259	314
139 Dental Insurance	462	518	733
141 Uniforms and Protective Clothing	1,604	-	-
<i>Subtotal</i>	<i>158,584</i>	<i>160,068</i>	<i>162,209</i>
Operating and Maintenance			
210 Office Supplies	191	-	-
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	120	250	250
218 Non-Capital Equipment and Furniture	85	1,000	1,000
228 Janitorial Supplies	-	106	106
229 Materials and Supplies	-	500	500
232 Building Repair and Maintenance	38	-	-
234 System Maintenance	159,166	130,000	150,000
240 Equipment Repair and Maintenance	8,567	6,000	19,000
243 Non-Capital Computer Equipment and Supplies	754	2,800	500
246 Liability Insurance	15,594	15,147	9,620
247 Safety Expenses	612	1,000	1,000
249 Operating Leases and Rentals	155	400	400
250 Professional and Contracted Services	93,738	153,000	136,479
260 Utilities	854	-	-
261 Telephone Charges	60,237	65,360	60,360
263 Postage	425	-	300
264 Printing and Copying	-	200	-
273 Fleet Lease - Operating and Maintenance	9,466	24,755	13,361
274 Fleet Lease - Replacement	19,923	19,655	23,488
<i>Subtotal</i>	<i>369,924</i>	<i>420,423</i>	<i>416,614</i>
SERVICE TOTAL	\$ 528,508	\$ 580,491	\$ 578,823

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Engineering Services Manager	1.00	0.00	0.00
Traffic Engineering Administrator	1.00	1.00	1.00
Civil Engineer	0.00	0.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Environmental Sustainability Coordinator	0.05	0.00	0.00
Traffic Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	5.05	4.00	5.00

SERVICE: Transportation Engineering**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	359,131	256,905	337,032
112 Wages - Temporary	3,101	-	-
121 Wages - Overtime	-	50	50
122 Longevity Compensation	1,500	-	-
123 Leave Expense	4,347	10,300	10,800
126 Retirement Health Savings Plan	3,786	1,600	2,000
129 Medicare	3,195	3,725	4,886
131 MOPC	18,245	12,846	16,852
132 Employee Insurance	44,776	34,683	46,511
133 Employee Retirement	30,390	15,415	20,559
135 Compensation Insurance	1,707	1,577	1,308
136 Unemployment Insurance	728	642	1,011
139 Dental Insurance	1,605	1,285	2,359
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	426	400	650
<i>Subtotal</i>	<i>472,937</i>	<i>339,528</i>	<i>444,118</i>
Operating and Maintenance			
210 Office Supplies	1,581	3,400	2,500
216 Reference Books and Materials	1,782	500	500
217 Dues and Subscriptions	1,893	2,550	2,550
218 Non-Capital Equipment and Furniture	6,649	3,000	3,500
219 Drafting Supplies	15	-	-
229 Materials and Supplies	1,094	900	900
230 Printing and Copier Supplies	366	3,700	2,303
240 Equipment Repair and Maintenance	120	10,940	17,665
243 Non-Capital Computer Equipment and Supplies	8,923	4,770	12,400
245 Mileage Allowance	-	300	300
246 Liability Insurance	1,351	1,547	1,472
247 Safety Expenses	293	1,100	800
249 Operating Leases and Rentals	4,796	-	-
250 Professional and Contracted Services	10,452	50,000	10,000
252 Advertising and Legal Notices	65	1,600	1,600
260 Utilities	9,738	12,000	12,000
261 Telephone Charges	3,104	2,818	2,788
263 Postage	439	1,000	750
264 Printing and Copying	1,535	2,900	2,100
273 Fleet Lease - Operating and Maintenance	1,833	3,075	1,973
274 Fleet Lease - Replacement	3,345	-	-
<i>Subtotal</i>	<i>59,375</i>	<i>106,100</i>	<i>76,101</i>
SERVICE TOTAL	\$ 532,312	\$ 445,628	\$ 520,219

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:	2010 Budget	2011 Budget	2012 Budget
Civil Engineer	2.00	1.00	0.00
Parks & Open Space Project Manager	0.00	0.50	0.50
Assistant Parks & Open Space Project Manager	0.00	0.50	0.50
Total	2.00	2.00	1.00

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	81,699	133,468	75,645
112 Wages - Temporary	97,433	117,300	117,300
123 Leave Expense	548	-	-
126 Retirement Health Savings Plan	400	720	400
128 FICA	7,442	7,273	7,273
129 Medicare	2,749	3,636	2,798
131 MOPC	3,866	6,673	3,782
132 Employee Insurance	19,560	18,019	10,439
133 Employee Retirement	6,397	8,008	4,614
135 Compensation Insurance	250	251	202
136 Unemployment Insurance	318	334	227
139 Dental Insurance	701	668	530
142 Food Allowance	-	50	-
<i>Subtotal</i>	<i>221,363</i>	<i>296,400</i>	<i>223,210</i>
Operating and Maintenance			
210 Office Supplies	27	-	-
217 Dues and Subscriptions	7,913	7,900	9,000
218 Non-Capital Equipment and Furniture	713	-	-
229 Materials and Supplies	232	350	350
246 Liability Insurance	881	1,250	1,091
247 Safety Expenses	325	500	500
250 Professional and Contracted Services	147,514	160,000	166,000
252 Advertising and Legal Notices	-	150	150
263 Postage	626	-	-
264 Printing and Copying	225	3,750	2,500
269 Other Services and Charges	33,824	35,000	39,000
273 Fleet Lease - Operating and Maintenance	-	3,868	5,629
274 Fleet Lease - Replacement	-	3,834	-
<i>Subtotal</i>	<i>192,280</i>	<i>216,602</i>	<i>224,220</i>
Capital Outlay			
470 Planning and Design	720	-	-
<i>Subtotal</i>	<i>720</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 414,362	\$ 513,002	\$ 447,430

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:	2010 Budget	2011 Budget	2012 Budget
Environmental Sustainability Coordinator	0.00	0.05	0.05
Total	0.00	0.05	0.05

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	3,663	3,827
122 Longevity Compensation	-	3	32
126 Retirement Health Savings Plan	-	19	20
129 Medicare	-	29	31
131 MOPC	-	183	191
132 Employee Insurance	-	494	528
133 Employee Retirement	-	220	233
135 Compensation Insurance	-	-	2
136 Unemployment Insurance	-	9	12
137 Staff Training and Conferences	-	37	33
139 Dental Insurance	-	18	27
<i>Subtotal</i>	-	4,675	4,936
Operating and Maintenance			
216 Reference Books and Materials	-	2	2
217 Dues and Subscriptions	-	27	27
243 Non-Capital Computer Equipment and Supplies	-	2	24
246 Liability Insurance	-	-	13
247 Safety Expenses	-	6	6
<i>Subtotal</i>	-	37	72
SERVICE TOTAL	\$ -	\$ 4,712	\$ 5,008

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

SERVICE: Engineering/Survey Technical Services

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Technology/GIS Coordinator	0.00	0.00	0.30
Engineering and Survey Tech Supervisor	0.00	0.29	0.30
Lead GIS Analyst	0.00	0.29	0.20
Sr Engineering Technician	0.00	0.00	0.20
GIS/Mapping Technician	0.00	0.44	0.70
Survey Party Chief	0.00	0.44	0.40
Survey Technician	0.00	0.60	0.40
Total	0.00	2.06	2.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	115,921	148,859
112 Wages - Temporary	-	5,644	-
114 Skill Based Pay	-	155	84
121 Wages - Overtime	-	408	443
122 Longevity Compensation	-	1,823	2,050
126 Retirement Health Savings Plan	-	824	1,008
128 FICA	-	350	-
129 Medicare	-	1,168	1,508
131 MOPC	-	5,799	7,447
132 Employee Insurance	-	15,649	20,543
133 Employee Retirement	-	6,960	9,086
135 Compensation Insurance	-	299	297
136 Unemployment Insurance	-	290	446
137 Staff Training and Conferences	-	2,678	3,472
139 Dental Insurance	-	580	1,042
141 Uniforms and Protective Clothing	-	77	84
<i>Subtotal</i>	-	158,625	196,369
Operating and Maintenance			
216 Reference Books and Materials	-	26	28
218 Non-Capital Equipment and Furniture	-	940	2,310
219 Drafting Supplies	-	1,030	1,120
229 Materials and Supplies	-	412	448
240 Equipment Repair and Maintenance	-	28,483	32,764
243 Non-Capital Computer Equipment and Supplies	-	5,433	280
246 Liability Insurance	-	407	522
247 Safety Expenses	-	258	280
250 Professional and Contracted Services	-	3,451	32,872
261 Telephone Charges	-	129	221
264 Printing and Copying	-	180	196
273 Fleet Lease - Operating and Maintenance	-	1,239	780
274 Fleet Lease - Replacement	-	1,168	1,270
<i>Subtotal</i>	-	43,156	73,091
SERVICE TOTAL	\$ -	\$ 201,781	\$ 269,460

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

SERVICE: Capital Improvement Projects**FUND:** Street Improvement Fund**DEPARTMENT:** Public Works and Natural Resources**Service Description:**

Capital projects are listed below. Detailed descriptions of each project is included in the *2012-2016 Capital Improvement Program*.

STREET FUND PROJECTS	2012 Budget
DR-8 Downtown Alley Improvements	\$ 517,500
D-28 Spring Gulch #2 Drainage and Greenway Improvements	1,032,900
PR-5B St Vrain Greenway	78,000
PR-83 Primary and Secondary Greenway Connections	231,500
PB-80 Municipal Buildings Boiler Replacement	6,363
PB-192 Operations and Maintenance Building and Site Improvement	20,000
T-1 Street Rehabilitation Program	4,092,000
T-11 Transportation System Management Program	1,000,000
T-100 3rd Avenue Bridge Deck Replacement	650,000
T-105 Missing Sidewalks	150,000
T-106 Hover Street Rehabilitation	275,000
T-109 Main Street and Ken Pratt Blvd Intersection Improvements	150,000
TOTAL	\$ 8,203,263

SANITATION FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	1,583,344	1,698,773	1,764,436
Operating and Maintenance	4,193,030	3,985,085	4,260,386
Non-Operating	23,492	21,157	131,544
Capital	23,954	137,800	43,742
TOTAL	\$ 5,823,821	\$ 5,842,815	\$ 6,200,108

Fund Description

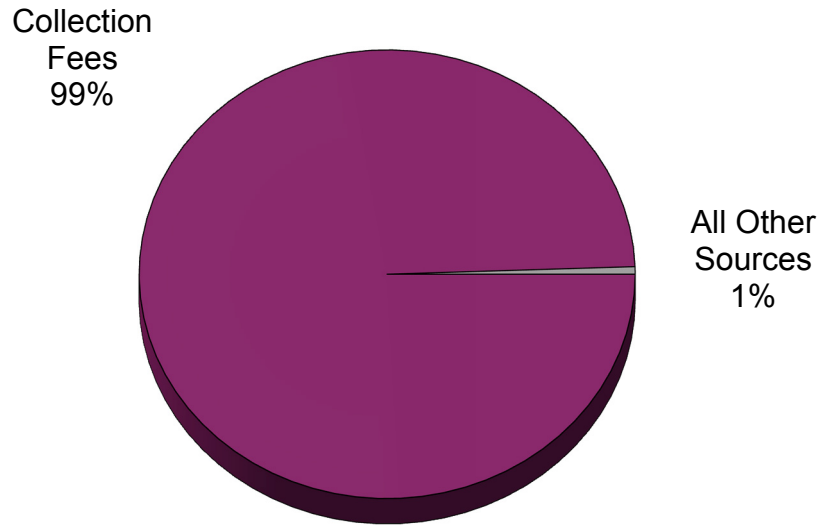
The Sanitation Fund pays for all costs associated with providing solid waste services to Longmont customers. Those services include: weekly curbside pickup of refuse and twice monthly pickup of recyclable materials; payment for contracted services to process marketable recyclable materials; payment for 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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 3,781,237	\$ 3,279,037	\$ 2,630,030
Committed Working Capital	-	143,813	-
REVENUES			
Charges for Services	5,277,302	5,286,490	5,646,600
Interest	32,866	49,631	28,424
Miscellaneous	113,400	1,500	2,000
Adjustment for GAAP Revenue	(56,987)	-	-
TOTAL FUNDS	5,366,581	5,337,621	5,677,024
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	69,075	121,148	117,929
Landfill Maintenance	4,212	8,000	8,000
Solid Waste Removal/Disposal	4,050,996	4,018,199	4,351,176
Special Trash Pickup	663,299	625,254	619,617
Curbside Recycling	1,018,814	925,895	1,072,871
Regulatory Compliance	-	39,519	26,273
CIP Projects	17,425	104,800	4,242
Total Operating Expenses	5,823,821	5,842,815	6,200,108
Adjustment for GAAP Expenses	44,960	-	-
TOTAL ADJUSTED EXPENSES	5,868,781	5,842,815	6,200,108
ENDING WORKING CAPITAL	3,279,037	2,630,030	2,106,946
CONTRIBUTION TO/(FROM) RESERVES	\$ (502,200)	\$ (505,194)	\$ (523,084)

SANITATION FUND - Source of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2012 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.

	2010 Actual	2011 Budget	2012 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,057,198	3,195,378	3,406,400
Solid Waste Collection Fees (reduced volume)	702,899	600,512	680,100
Special Trash Collection Fees	60,072	68,000	68,000
Waste Management Fees	1,206,573	1,263,000	1,264,100
Single Stream Commodity	163,232	102,000	160,000
Metal Management Revenue	53,292	48,000	40,000
Tree Limb Diversion Fee	24,238	6,000	22,000
Polycart Escrow	9,798	3,600	6,000
Other Revenue	113,400	1,500	2,000
Interest Income	32,866	49,631	28,424
Contribution from/(to) Fund Balance	502,200	505,194	523,084
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 5,868,781	\$ 5,842,815	\$ 6,200,108

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:	2010 Budget	2011 Budget	2012 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.00	0.15	0.15
Customer Services & Marketing Manager	0.15	0.15	0.15
PWNR Technology & Financial Analyst	0.15	0.15	0.00
Utilities Financial Analyst	0.15	0.15	0.15
Business Analyst	0.00	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Administrative Assistant	0.00	0.00	0.15
Total	0.75	1.05	1.05

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	51,705	85,816	82,123
121 Wages - Overtime	62	100	100
123 Leave Expense	1,157	-	-
126 Retirement Health Savings Plan	507	420	420
129 Medicare	401	940	884
131 MOPC	2,635	4,291	4,107
132 Employee Insurance	7,542	11,586	11,334
133 Employee Retirement	2,710	5,149	5,009
135 Compensation Insurance	25	24	29
136 Unemployment Insurance	125	213	246
137 Staff Training and Conferences	227	2,961	2,976
139 Dental Insurance	276	429	574
142 Food Allowance	10	-	240
<i>Subtotal</i>	<i>67,381</i>	<i>111,929</i>	<i>108,042</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	339	8,431	8,794
243 Non-Capital Computer Equipment and Supplies	269	259	428
245 Mileage Allowance	19	360	360
246 Liability Insurance	164	169	305
250 Professional and Contracted Services	904	-	-
<i>Subtotal</i>	<i>1,695</i>	<i>9,219</i>	<i>9,887</i>
SERVICE TOTAL	\$ 69,075	\$ 121,148	\$ 117,929

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Operations Manager	0.00	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.50
Public Works Supervisor	1.00	0.50	0.50
Public Works Technician	0.00	13.00	13.00
Senior Equipment Operator	1.00	0.00	0.00
Maintenance Equipment Technician	1.00	0.00	0.00
Equipment Operator II	10.00	0.00	0.00
Equipment Operator I	1.00	0.00	0.00
Facilities Maintenance Worker	0.00	0.30	0.75
Administrative Analyst	0.50	0.00	0.00
Customer Service Representative	0.00	0.30	0.00
Administrative Assistant	1.70	0.70	1.00
Total	16.70	15.50	15.95

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

		2010 Actual	2011 Budget	2012 Budget
Personal Services				
111	Salaries and Wages	780,835	727,963	746,182
112	Wages - Temporary	14,497	40,000	40,000
114	Skill Based Pay	5,297	36,200	35,720
121	Wages - Overtime	29,597	30,000	30,000
122	Longevity Compensation	3,875	3,420	4,590
123	Leave Expense	27,442	3,700	3,700
124	Skill Based Overtime Pay	344	2,500	2,500
126	Retirement Health Savings Plan	8,981	6,200	6,380
128	FICA	1,136	2,480	2,480
129	Medicare	8,275	9,746	10,072
131	MOPC	35,715	36,403	35,177
132	Employee Insurance	92,429	98,278	102,970
133	Employee Retirement	36,793	43,692	45,558
135	Compensation Insurance	32,768	39,081	30,030
136	Unemployment Insurance	1,534	1,824	2,237
139	Dental Insurance	3,388	3,639	5,219
141	Uniforms and Protective Clothing	13,894	12,600	14,000
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>1,096,801</i>	<i>1,098,226</i>	<i>1,117,315</i>
Operating and Maintenance				
210	Office Supplies	1,255	2,500	2,500
214	Pamphlets and Documents	-	4,000	-
217	Dues and Subscriptions	500	250	750
218	Non-Capital Equipment and Furniture	38,196	60,000	60,000
228	Janitorial Supplies	1,379	2,000	2,000
229	Materials and Supplies	11,343	12,000	15,500
230	Printing and Copier Supplies	-	1,000	-
232	Building Repair and Maintenance	10,009	5,000	85,000
240	Equipment Repair and Maintenance	2,087	7,000	6,240
241	Grounds Maintenance	-	2,000	500
243	Non-Capital Computer Equipment and Supplies	4,973	10,863	4,716
246	Liability Insurance	37,544	46,236	53,941
247	Safety Expenses	1,814	4,500	4,500
249	Operating Leases and Rentals	39	500	-
250	Professional and Contracted Services	505,652	496,500	569,515
252	Advertising and Legal Notices	1,268	2,000	2,000
260	Utilities	8,066	25,000	25,000
261	Telephone Charges	2,921	8,100	7,008
263	Postage	829	15,000	15,000
264	Printing and Copying	12,802	3,500	5,500
269	Other Services and Charges	22,585	6,050	20,000
270	Administrative and Management Services	796,570	549,321	529,910
273	Fleet Lease - Operating and Maintenance	720,483	879,330	997,975
274	Fleet Lease - Replacement	743,859	723,166	655,262
	<i>Subtotal</i>	<i>2,924,173</i>	<i>2,865,816</i>	<i>3,062,817</i>
Non-Operating Expense				
950	Bad Debt	21,586	19,000	19,000
970	Transfers To Other Funds	1,906	1,157	112,544
	<i>Subtotal</i>	<i>23,492</i>	<i>20,157</i>	<i>131,544</i>
Capital Outlay				
440	Machinery and Equipment	168	32,000	39,500
475	Building and Facility Improvement	6,361	2,000	-
	<i>Subtotal</i>	<i>6,529</i>	<i>34,000</i>	<i>39,500</i>
	SERVICE TOTAL	\$ 4,050,996	\$ 4,018,199	\$ 4,351,176

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:	2010 Budget	2011 Budget	2012 Budget
Public Works Supervisor	0.00	0.50	0.50
Senior Equipment Operator	1.00	0.00	0.00
Public Works Technician	0.00	4.00	4.00
Environmental Sustainability Coordinator	0.20	0.00	0.00
Equipment Operator II	3.00	0.00	0.00
Customer Service Representative	0.00	0.40	1.40
Office Assistant	1.00	0.00	0.00
Total	5.20	4.90	5.90

SERVICE: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	252,158	227,794	277,697
112	Wages - Temporary	8,308	-	-
114	Skill Based Pay	862	300	300
121	Wages - Overtime	15,319	15,000	15,000
122	Longevity Compensation	1,560	648	3,342
123	Leave Expense	8,307	-	-
124	Skill Based Overtime Pay	37	-	-
126	Retirement Health Savings Plan	2,436	1,960	2,360
129	Medicare	2,542	3,085	2,590
131	MOPC	11,458	11,390	13,886
132	Employee Insurance	27,719	30,752	38,321
133	Employee Retirement	11,817	13,669	16,939
135	Compensation Insurance	5,069	5,390	4,109
136	Unemployment Insurance	461	571	831
139	Dental Insurance	1,016	1,139	1,943
	<i>Subtotal</i>	349,069	311,698	377,318
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	-	50,000
229	Materials and Supplies	9,254	5,000	5,000
232	Building Repair and Maintenance	678	-	-
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	5,552	875	850
246	Liability Insurance	9,241	14,654	15,365
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	230,956	245,000	235,000
260	Utilities	1,508	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	3,714	3,000	4,000
273	Fleet Lease - Operating and Maintenance	212,207	141,687	183,896
274	Fleet Lease - Replacement	196,636	198,926	196,387
	<i>Subtotal</i>	669,745	614,197	695,553
	SERVICE TOTAL	\$ 1,018,814	\$ 925,895	\$ 1,072,871

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:	2010 Budget	2011 Budget	2012 Budget
Public Works Technician	0.00	2.00	2.00
Equipment Operator II	2.00	0.00	0.00
Total	2.00	2.00	2.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	10,783	88,002	88,450
112 Wages - Temporary	952	-	-
114 Skill Based Pay	86	-	-
121 Wages - Overtime	29,285	30,000	30,000
123 Leave Expense	(512)	-	-
124 Skill Based Overtime Pay	199	-	-
126 Retirement Health Savings Plan	1,225	800	800
129 Medicare	1,229	1,276	1,282
131 MOPC	4,338	4,400	4,423
132 Employee Insurance	10,502	11,881	12,206
133 Employee Retirement	4,473	5,280	5,395
135 Compensation Insurance	6,976	6,573	3,517
136 Unemployment Insurance	174	220	265
139 Dental Insurance	385	440	618
<i>Subtotal</i>	<i>70,094</i>	<i>148,872</i>	<i>146,956</i>
Operating and Maintenance			
229 Materials and Supplies	920	2,000	2,000
240 Equipment Repair and Maintenance	-	2,000	-
243 Non-Capital Computer Equipment and Supplies	2	-	-
246 Liability Insurance	3,522	3,879	5,569
247 Safety Expenses	-	500	500
249 Operating Leases and Rentals	-	4,000	-
250 Professional and Contracted Services	501,919	385,000	384,000
252 Advertising and Legal Notices	1,870	500	-
273 Fleet Lease - Operating and Maintenance	46,658	40,138	42,803
274 Fleet Lease - Replacement	38,314	38,365	37,789
<i>Subtotal</i>	<i>593,205</i>	<i>476,382</i>	<i>472,661</i>
SERVICE TOTAL	\$ 663,299	\$ 625,254	\$ 619,617

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Environmental Services Manager	0.00	0.05	0.05
Environmental Sustainability Coordinator	0.00	0.20	0.10
Total	0.00	0.25	0.15

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	21,976	11,478
122 Longevity Compensation	-	19	97
126 Retirement Health Savings Plan	-	115	60
129 Medicare	-	175	94
131 MOPC	-	1,099	574
132 Employee Insurance	-	2,967	1,584
133 Employee Retirement	-	1,319	700
135 Compensation Insurance	-	-	4
136 Unemployment Insurance	-	55	34
137 Staff Training and Conferences	-	213	99
139 Dental Insurance	-	110	81
<i>Subtotal</i>	-	28,048	14,805
Operating and Maintenance			
216 Reference Books and Materials	-	12	6
217 Dues and Subscriptions	-	164	82
243 Non-Capital Computer Equipment and Supplies	-	9	73
246 Liability Insurance	-	-	39
247 Safety Expenses	-	36	18
250 Professional and Contracted Services	-	11,250	11,250
<i>Subtotal</i>	-	11,471	11,468
SERVICE TOTAL	\$ -	\$ 39,519	\$ 26,273

NOTE: This service was previously accounted for in a variety of other services within the PWNR Department.

SERVICE: Landfill Maintenance

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides post-closure maintenance activities for the City of Longmont Municipal Landfill located off Hwy 119 approximately three miles east of Longmont. Activities include fence repair, cleaning and maintenance of drainage structures and access roads, vegetation and cover and maintenance of containment berms. The quarterly groundwater monitoring has been reduced to two times per year per approval of the State and County Department of Public Health and Environment. Explosive gas monitoring continues to be monitored quarterly.

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
Operating and Maintenance			
241 Grounds Maintenance	-	3,000	3,000
250 Professional and Contracted Services	4,059	5,000	5,000
259 Licenses and Permits	153	-	-
<i>Subtotal</i>	4,212	8,000	8,000
SERVICE TOTAL	\$ 4,212	\$ 8,000	\$ 8,000

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SANITATION FUND PROJECTS	2012 Budget
PB-80 Municipal Buildings Boiler Replacement	\$ 4,242

AFFORDABLE HOUSING FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	101,487	113,766	133,408
Operating and Maintenance	329,722	492,699	114,136
Non-Operating	-	-	690
Capital	-	-	2,000
TOTAL	\$ 431,209	\$ 606,465	\$ 250,234

Fund Description

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

AFFORDABLE HOUSING FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 1,659,839	\$ 1,446,372	\$ 712,938
Committed Working Capital	-	500,913	-
SOURCES OF FUNDS			
REVENUES			
Licenses and permits	-	33,180	-
Interest	24,928	40,000	-
Miscellaneous	68,036	161,137	97,919
Operating Transfers	139,627	139,627	152,315
Adjustment for GAAP Revenue	(14,849)	-	-
TOTAL FUNDS	217,742	373,944	250,234
EXPENDITURES			
Personal Services	101,487	113,766	133,408
Operating and Maintenance	329,722	492,699	114,136
TOTAL ADJUSTED EXPENDITURES	431,209	606,465	250,234
ENDING WORKING CAPITAL	1,446,372	712,938	712,938
CONTRIBUTION TO/(FROM) RESERVES	\$ (213,467)	\$ (232,521)	\$ -

SERVICE: Affordable Housing Administration

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
CDBG Coordinator	0.00	0.50	0.50
Housing Program Specialist	1.50	1.00	1.00
Total	1.50	1.50	1.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	73,939	85,203	99,181
114 Skill Based Pay	-	300	300
121 Wages - Overtime	1,795	3,630	3,630
123 Leave Expense	112	-	-
126 Retirement Health Savings Plan	961	600	600
129 Medicare	1,029	1,235	1,438
131 MOPC	4,102	4,260	4,959
132 Employee Insurance	10,431	11,502	13,687
133 Employee Retirement	6,822	5,113	6,050
135 Compensation Insurance	31	34	1,108
136 Unemployment Insurance	170	213	261
137 Staff Training and Conferences	1,721	1,250	1,500
139 Dental Insurance	374	426	694
<i>Subtotal</i>	<i>101,487</i>	<i>113,766</i>	<i>133,408</i>
Operating and Maintenance			
210 Office Supplies	1,427	1,120	1,200
218 Non-Capital Equipment and Furniture	240	500	500
229 Materials and Supplies	281	1,500	1,500
240 Equipment Repair and Maintenance	1,058	-	700
243 Non-Capital Computer Equipment and Supplies	151	-	-
245 Mileage Allowance	454	300	500
246 Liability Insurance	203	240	317
249 Operating Leases and Rentals	-	-	2,000
250 Professional and Contracted Services	317,907	469,285	100,419
252 Advertising and Legal Notices	3,219	13,329	3,500
263 Postage	892	2,500	1,500
264 Printing and Copying	1,652	3,000	1,000
269 Other Services and Charges	1,032	-	-
270 Administrative and Management Services	1,205	925	1,000
<i>Subtotal</i>	<i>329,722</i>	<i>492,699</i>	<i>114,136</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	690
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>690</i>
Capital Outlay			
440 Machinery and Equipment	-	-	2,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>2,000</i>
SERVICE TOTAL	\$ 431,209	\$ 606,465	\$ 250,234

AIRPORT FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	99,556	102,294	112,728
Operating and Maintenance	187,377	158,556	178,225
Non-Operating	-	-	516
Capital	76,546	40,000	20,000
TOTAL	\$ 363,479	\$ 300,850	\$ 311,469

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 386,829	\$ 300,395	\$ 214,791
COMMITTED WORKING CAPITAL	-	38,869	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	256,724	224,115	236,580
Grants	14,266	-	-
Interest	3,383	10,000	2,279
Miscellaneous	19,623	20,000	20,000
Adjustment for GAAP Revenue	8,315	-	-
TOTAL FUNDS	302,311	254,115	258,859
EXPENSES			
Airport Operations	364,711	300,850	311,469
Total Operating Expenses	364,711	300,850	311,469
Adjustment for GAAP Expenses	24,034	-	-
TOTAL ADJUSTED EXPENSES	388,745	300,850	311,469
ENDING WORKING CAPITAL	300,395	214,791	162,181
CONTRIBUTION TO/(FROM) RESERVES	\$ (86,434)	\$ (46,735)	\$ (52,610)

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

CAPITAL IMPROVEMENT PROGRAM PROJECTS

AIRPORT FUND PROJECTS

	2012 Budget
T-12 Vance Brand Airport Improvements	\$ 20,000

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

SERVICE: Airport Operations**LINE ITEM BUDGET**

		2010 Actual	2011 Budget	2012 Budget
Personal Services				
111	Salaries and Wages	74,957	78,501	85,906
121	Wages - Overtime	546	500	500
123	Leave Expense	2,363	750	750
126	Retirement Health Savings Plan	1,139	400	400
129	Medicare	998	1,138	1,246
131	MOPC	3,857	3,925	4,295
132	Employee Insurance	9,427	10,598	11,855
133	Employee Retirement	4,687	4,710	5,240
135	Compensation Insurance	34	33	27
136	Unemployment Insurance	157	196	258
137	Staff Training and Conferences	1,046	1,000	1,500
139	Dental Insurance	346	393	601
142	Food Allowance	-	150	150
	<i>Subtotal</i>	99,556	102,294	112,728
Operating and Maintenance				
210	Office Supplies	240	250	250
215	Audiovisual Materials	-	50	50
217	Dues and Subscriptions	960	1,000	1,000
218	Non-Capital Equipment and Furniture	2,079	25	25
223	Lab and Photo Supplies	-	50	50
229	Materials and Supplies	-	50	50
230	Printing and Copier Supplies	-	250	250
232	Building Repair and Maintenance	4,151	3,000	4,500
233	Facility Repair and Maintenance	1,735	3,000	3,000
240	Equipment Repair and Maintenance	84	150	150
241	Grounds Maintenance	13,727	-	-
243	Non-Capital Computer Equipment and Supplies	780	250	250
245	Mileage Allowance	13	50	50
246	Liability Insurance	620	592	647
249	Operating Leases and Rentals	39	-	-
250	Professional and Contracted Services	113,582	40,000	45,000
252	Advertising and Legal Notices	673	5,500	2,500
260	Utilities	4,249	5,500	5,500
261	Telephone Charges	698	750	750
263	Postage	156	800	800
264	Printing and Copying	65	2,000	2,000
270	Administrative and Management Services	42,874	93,648	109,106
273	Fleet Lease - Operating and Maintenance	652	1,641	2,297
	<i>Subtotal</i>	187,377	158,556	178,225
Non-Operating Expense				
970	Transfers to Other Funds	-	-	516
974	Art in Public Places Transfers	1,232	-	-
	<i>Subtotal</i>	1,232	-	516
Capital Outlay				
470	Planning and Design	14,143	-	-
475	Building and Facility Improvement	55,853	15,000	-
480	System Improvements	6,550	25,000	-
	<i>Subtotal</i>	76,546	40,000	-
	SERVICE TOTAL	\$ 364,711	\$ 300,850	\$ 291,469

ART IN PUBLIC PLACES FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	34,445	35,385	35,772
Operating and Maintenance	22,274	80,404	91,324
Non-Operating	-	-	371
Capital	-	-	-
TOTAL	\$ 56,719	\$ 115,789	\$ 127,467

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 328,576	\$ 327,463	\$ 381,316
Committed Working Capital	-	24,000	-
SOURCES OF FUNDS			
REVENUES			
Interest	3,423	-	-
Transfers from Other Funds	64,913	193,642	73,378
Adjustment for GAAP Revenue	(12,730)	-	-
TOTAL FUNDS	55,606	193,642	73,378
EXPENDITURES			
Personal Services	34,445	35,385	35,772
Operating and Maintenance	22,274	80,404	91,324
TOTAL EXPENDITURES	56,719	115,789	127,467
ENDING WORKING CAPITAL	327,463	381,316	327,227
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,113)	\$ 77,853	\$ (54,089)

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:	2010 Budget	2011 Budget	2012 Budget
Art in Public Places Coordinator	0.50	0.50	0.50
Total	0.50	0.50	0.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	26,013	26,579	26,748
123 Leave Expense	519	-	-
126 Retirement Health Savings Plan	200	200	200
129 Medicare	418	385	388
131 MOPC	1,372	1,329	1,337
132 Employee Insurance	3,291	3,588	3,691
133 Employee Retirement	2,283	1,595	1,632
135 Compensation Insurance	11	10	9
136 Unemployment Insurance	53	66	80
137 Staff Training and Conferences	-	1,500	1,500
139 Dental Insurance	118	133	187
142 Food Allowance	167	-	-
<i>Subtotal</i>	<i>34,445</i>	<i>35,385</i>	<i>35,772</i>
Operating and Maintenance			
210 Office Supplies	53	200	200
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	190	400	400
218 Non-Capital Equipment and Furniture	-	1,000	-
225 Freight	-	1,000	1,000
229 Materials and Supplies	1,299	2,500	2,500
233 Facility Repair and Maintenance	1,153	10,000	11,000
240 Equipment Repair and Maintenance	383	510	600
241 Grounds Maintenance	-	4,000	5,000
243 Non-Capital Computer Equipment and Supplies	2,092	500	500
245 Mileage Allowance	-	600	600
246 Liability Insurance	438	440	770
250 Professional and Contracted Services	15,040	54,300	64,300
252 Advertising and Legal Notices	240	600	600
261 Telephone Charges	265	300	300
263 Postage	131	600	600
264 Printing and Copying	652	1,350	850
269 Other Services and Charges	295	1,600	1,600
270 Administrative and Management Services	43	304	304
<i>Subtotal</i>	<i>22,274</i>	<i>80,404</i>	<i>91,324</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	371
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>371</i>
SERVICE TOTAL	\$ 56,719	\$ 115,789	\$ 127,467

CALLAHAN HOUSE FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	59,639	62,962	59,530
Operating and Maintenance	9,026	13,559	13,605
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 68,665	\$ 76,521	\$ 73,135

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 29,282	\$ 19,401	\$ 8,828
SOURCES OF FUNDS			
REVENUES			
Charges for Services	34,316	46,200	38,200
Interest	286	1,000	500
Miscellaneous	6,056	-	-
Transfers from Other Funds	18,748	18,748	42,748
Adjustment for GAAP Revenue	(622)	-	-
TOTAL FUNDS	58,784	65,948	81,448
EXPENDITURES			
Personal Services	59,639	62,962	59,530
Operating and Maintenance	9,026	13,559	13,605
TOTAL EXPENDITURES	68,665	76,521	73,135
ENDING WORKING CAPITAL	19,401	8,828	17,141
CONTRIBUTION TO/(FROM) RESERVES	\$ (9,881)	\$ (10,573)	\$ 8,313

SERVICE: Callahan House

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Callahan House Manager	0.85	0.85	0.85
Total	0.85	0.85	0.85

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	40,690	42,093	40,229
112 Wages - Temporary	5,597	8,500	7,100
123 Leave Expense	872	-	-
126 Retirement Health Savings Plan	300	340	340
128 FICA	347	527	440
129 Medicare	627	733	686
131 MOPC	2,092	2,105	2,011
132 Employee Insurance	5,230	5,683	5,552
133 Employee Retirement	3,479	2,526	2,454
135 Compensation Insurance	131	140	316
136 Unemployment Insurance	85	105	121
139 Dental Insurance	188	210	281
<i>Subtotal</i>	<i>59,639</i>	<i>62,962</i>	<i>59,530</i>
Operating and Maintenance			
210 Office Supplies	156	400	400
218 Non-Capital Equipment and Furniture	2,558	2,000	2,000
228 Janitorial Supplies	120	300	300
229 Materials and Supplies	1,253	2,000	2,000
230 Printing and Copier Supplies	9	200	200
232 Building Repair and Maintenance	-	750	750
240 Equipment Repair and Maintenance	-	250	250
241 Grounds Maintenance	136	-	-
243 Non-Capital Computer Equipment and Supplies	34	750	750
245 Mileage Allowance	44	500	500
246 Liability Insurance	131	134	180
250 Professional and Contracted Services	2,465	2,000	2,000
252 Advertising and Legal Notices	1,484	2,000	2,000
261 Telephone Charges	-	725	725
263 Postage	71	300	300
264 Printing and Copying	263	1,000	1,000
269 Other Services and Charges	-	250	250
270 Administrative and Management Services	301	-	-
<i>Subtotal</i>	<i>9,026</i>	<i>13,559</i>	<i>13,605</i>
SERVICE TOTAL	\$ 68,665	\$ 76,521	\$ 73,135

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	153,002	143,143	128,768
Operating and Maintenance	685,236	989,087	667,672
Non-Operating	-	-	-
Capital	-	5,000	300
TOTAL	\$ 838,238	\$ 1,137,230	\$ 796,740

Fund Description

The Community Development Block Grant and HOME Fund tracks the City’s use of federal grants from the US Department of Housing and Urban Development (HUD) and various state grants. The City staff assembles a proposed spending program for the annual grant from HUD and the Housing and Human Services Advisory Board reviews the requests for project funding. These recommendations are then presented to the City Council for formal approval. At least two public hearings are held to solicit comments from the public, as per HUD requirements. Administration of this fund is provided by the Community Services Department.

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 218,096	\$ 250,305	\$ 174,804
COMMITTED WORKING CAPITAL	-	75,501	-
SOURCES OF FUNDS			
REVENUES			
Grants	588,315	900,398	614,158
Interest	13,392	40,000	-
Miscellaneous	93,936	196,832	66,000
Adjustment for GAAP Revenue	174,804	-	-
TOTAL FUNDS	870,447	1,137,230	680,158
EXPENDITURES			
Personal Services	153,002	143,143	128,768
Operating and Maintenance	685,236	989,087	667,672
Non-Operating	-	-	-
Capital	-	5,000	300
TOTAL ADJUSTED EXPENDITURES	838,238	1,137,230	796,740
ENDING WORKING CAPITAL	250,305	174,804	58,222
CONTRIBUTION TO/(FROM) RESERVES	\$ 32,209	\$ -	\$ (116,582)

SERVICE: CDBG and HOME Grant Administration

FUND: Community Development Block Grant and HOME Grant

DEPARTMENT: Community Services

Service Description:

This service develops and administers projects using Community Development Block Grant funds, HOME Investment Partnership funds and any other federal, state and private funds solicited for the City and/or non-profit organizations. Activities include: developing project proposals; administering the monies allocated for these projects; using creative techniques to obtain additional project funding; monitoring progress of all projects; following all required procedures; maintaining accurate records of projects; and providing written documentation in accordance with the Department of Housing and Urban Development's (HUD) and other regulatory agencies' guidelines. HUD staff reviews the City's needs, plans and past performance before making its annual allocation of funds. This service provides funding for housing programs for low and moderate income households; administers the Down Payment Assistance and other homeownership programs, funds the city's major Neighborhood Revitalization Program, the city's Small Business Revolving Loan fund supporting economic and business development, and performs other duties to further the City's affordable housing and community reinvestment activities.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
CDBG Coordinator	0.50	0.50	0.50
Housing Program Specialist	1.50	1.50	1.50
Total	2.00	2.00	2.00

SERVICE: Community Development Block Grant and HOME Grant Administration**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	88,951	108,866	98,410
112 Wages - Temporary	32,256	-	-
121 Wages - Overtime	85	868	868
123 Leave Expense	1,486	-	-
126 Retirement Health Savings Plan	961	800	800
128 FICA	2,167	-	-
129 Medicare	1,444	1,578	1,427
131 MOPC	3,977	5,443	4,920
132 Employee Insurance	13,293	14,697	13,579
133 Employee Retirement	6,613	6,533	6,004
135 Compensation Insurance	50	42	38
136 Unemployment Insurance	160	272	332
137 Staff Training and Conferences	1,003	3,000	1,500
139 Dental Insurance	476	544	690
142 Food Allowance	81	500	200
<i>Subtotal</i>	<i>153,002</i>	<i>143,143</i>	<i>128,768</i>
Operating and Maintenance			
210 Office Supplies	2,487	1,505	1,200
217 Dues and Subscriptions	1,769	2,500	1,800
218 Non-Capital Equipment and Furniture	942	1,000	500
229 Materials and Supplies	6,394	500	-
240 Equipment Repair and Maintenance	223	-	700
243 Non-Capital Computer Equipment and Supplies	9,966	500	500
245 Mileage Allowance	791	750	500
246 Liability Insurance	568	294	390
250 Professional and Contracted Services	543,109	789,516	564,790
252 Advertising and Legal Notices	1,013	7,000	6,000
263 Postage	6,214	200	3,000
264 Printing and Copying	5,747	5,000	3,500
269 Other Services and Charges	105,727	180,322	84,792
270 Administrative and Management Services	287	-	-
<i>Subtotal</i>	<i>685,236</i>	<i>989,087</i>	<i>667,672</i>
Capital Outlay			
431 Furniture and Fixtures	-	2,000	-
440 Machinery and Equipment	-	3,000	300
<i>Subtotal</i>	<i>-</i>	<i>5,000</i>	<i>300</i>
SERVICE TOTAL	\$ 838,238	\$ 1,137,230	\$ 796,740

CONSERVATION TRUST FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	28,533	-	-
Non-Operating	-	-	-
Capital	1,448,174	135,000	2,922,700
TOTAL	\$ 1,476,707	\$ 135,000	\$ 2,922,700

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 4,813,001	\$ 4,104,593	\$ 4,640,785
Committed Working Capital	-	128,808	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	748,517	700,000	700,000
Interest	53,012	100,000	38,461
Adjustment for GAAP Revenue	(33,230)	-	-
TOTAL FUNDS	768,299	800,000	738,461
EXPENDITURES			
Operating and Maintenance	28,533	-	-
Capital	1,448,174	135,000	2,922,700
TOTAL EXPENDITURES	1,476,707	135,000	2,922,700
ENDING WORKING CAPITAL	4,104,593	4,640,785	2,456,546
CONTRIBUTION TO/(FROM) RESERVES	\$ (708,408)	\$ 665,000	\$ (2,184,239)

SERVICE: Conservation Trust Fund

FUND: Conservation Trust Fund

Service Description:

Capital projects are listed below and detailed in descriptions are included in the 2012-2016 *Capital Improvement Program*.

CONSERVATION TRUST FUND PROJECT	2012 BUDGET
PR-5B St Vrain Greenway	\$ 2,870,000
PR-155 Golden Ponds Improvements	52,700
TOTAL	\$ 2,922,700

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	171,561	226,347	255,897
Operating and Maintenance	360,120	185,743	376,887
Non-Operating	546,585	622,298	857,415
Capital	30,247	433,125	437,500
TOTAL	\$ 1,108,513	\$ 1,467,513	\$ 1,927,699

Fund Description

A special election of the qualified electors within the district's boundaries was held in October of 1982 and the majority of voters approved the formation of the district and the levy of a property tax of no more than 5 mills to fund the LDDA.

The property tax that is levied on all real and personal property within the LDDA boundaries is accumulated in two funds: Operations and Debt Service. A property tax of 3.31 mills is levied on all real and personal property within the LDDA boundaries and is used to finance LDDA administration out of the Operations Fund. Property Tax increment revenues for property within the LDDA boundaries is the source of funds to pay the debt service payments in the Debt Service Fund. Revenues for building permits are used for construction and maintenance projects within the LDDA district out of the Building Permit Fund.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN DEVELOPMENT AUTHORITY FUND PROJECTS 2012 BUDGET

DR-8 Downtown Alley Improvements \$ 437,500

DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 103,435	\$ 128,025	\$ 127,893
Committed Working Capital	-	132	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	145,286	143,370	139,069
Automobile Taxes	6,957	7,300	6,800
Interest Income	2,166	2,500	2,000
Transfer from GID	16,325	19,560	-
Transfer from Downtown Parking	13,500	16,137	-
Transfer from DIP	1,500	2,500	2,500
Transfer from City General Fund	22,800	22,800	22,800
Transfer from TIF Interest Revenue	20,369	29,423	16,819
Miscellaneous	9,564	-	-
Adjustment for GAAP Revenue	369	-	-
TOTAL FUNDS	238,836	243,590	189,988
EXPENSES			
Operations	214,246	243,590	189,988
TOTAL EXPENSES	214,246	243,590	189,988
ENDING WORKING CAPITAL	128,025	127,893	127,893
CONTRIBUTION TO/(FROM) RESERVES	\$ 24,590	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 92,767	\$ 426,437	\$ 24,823
COMMITTED WORKING CAPITAL	-	401,614	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	84,801	-	-
Interest Income	2,856	-	-
Proceeds from Advance	375,000	437,500	437,500
Adjustment for GAAP Revenue	3,992	-	-
TOTAL FUNDS	466,649	437,500	437,500
EXPENSES			
Capital Construction	132,979	437,500	437,500
TOTAL EXPENSES	132,979	437,500	437,500
ENDING WORKING CAPITAL	426,437	24,823	24,823
CONTRIBUTION TO/(FROM) RESERVES	\$ 333,670	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 4,655,540	\$ 5,241,482	\$ 2,727,332
COMMITTED WORKING CAPITAL	-	3,022,149	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	1,164,917	1,096,499	1,050,000
Interest Income	53,188	29,423	-
Adjustment for GAAP Revenue	(87,078)	-	-
TOTAL FUNDS	1,131,027	1,125,922	1,050,000
EXPENSES			
Principal	521,623	583,500	815,596
Interest and Fiscal Charges	3,093	5,000	5,000
Interfund Transfers	20,369	29,423	16,819
TOTAL EXPENSES	545,085	617,923	837,415
ENDING WORKING CAPITAL	5,241,482	2,727,332	2,939,917
CONTRIBUTION TO/(FROM) RESERVES	\$ 585,942	\$ (2,514,150)	\$ 212,585

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 71,919	\$ 36,675	\$ 34,175
SOURCES OF FUNDS			
REVENUES			
Building Permits	20,292	20,000	20,000
Interest Income	679	-	-
Adjustment for GAAP Revenue	(1,639)	-	-
TOTAL FUNDS	19,332	20,000	20,000
EXPENSES			
Operations	54,576	22,500	22,500
TOTAL EXPENSES	54,576	22,500	22,500
ENDING WORKING CAPITAL	36,675	34,175	31,675
CONTRIBUTION TO/(FROM) RESERVES	\$ (35,244)	\$ (2,500)	\$ (2,500)

DOWNTOWN DEVELOPMENT AUTHORITY MARKETING AND ADVERTISING

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 72,151	\$ 116,901	\$ 22,112
COMMITTED WORKING CAPITAL	-	95,412	-
SOURCES OF FUNDS			
REVENUES			
Proceeds from Advance	146,623	146,623	146,383
Intergovernmental Revenue	36,000	-	-
Interest Income	1,392	-	-
Transfer from Operating	-	-	20,000
Miscellaneous	24,589	-	15,000
Adjustment for GAAP Revenue	(2,227)	-	-
TOTAL FUNDS	206,377	146,623	181,383
EXPENSES			
Marketing	161,627	146,000	181,383
TOTAL EXPENSES	161,627	146,000	181,383
ENDING WORKING CAPITAL	116,901	22,112	22,112
CONTRIBUTION TO/(FROM) RESERVES	\$ 44,750	\$ 623	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 36,528	\$ 36,546	\$ 27,792
COMMITTED WORKING CAPITAL	-	8,754	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	18	-	-
TOTAL FUNDS	18	-	-
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	36,546	27,792	27,792
CONTRIBUTION TO/(FROM) RESERVES	\$ 18	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 1,309,474	\$ 1,351,327	\$ 51,327
COMMITTED WORKING CAPITAL	-	1,300,000	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	14,133	-	-
Adjustment for GAAP Revenue	27,720	-	-
TOTAL FUNDS	41,853	-	-
EXPENSES			
Operations	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	1,351,327	51,327	51,327
CONTRIBUTION TO/(FROM) RESERVES	\$ 41,853	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ -
SOURCES OF FUNDS			
REVENUES			
Proceeds from Advance	-	-	231,713
Transfer from City General Fund	-	-	27,200
TOTAL FUNDS	-	-	258,913
EXPENSES			
Operations	-	-	258,913
TOTAL EXPENSES	-	-	258,913
ENDING WORKING CAPITAL	-	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ -	\$ -	\$ -

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:	2010 Budget	2011 Budget	2012 Budget
LDDA Executive Director	1.00	1.00	0.45
Marketing and Development Program Coordinator	1.00	1.00	0.25
Executive Assistant	1.00	1.00	0.00
Total	3.00	3.00	0.70

SERVICE: Downtown Development Authority - Operations

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	96,128	142,228	63,915
112 Wages - Temporary	860	4,680	25,424
121 Wages - Overtime	6,298	-	-
123 Leave Expense	2,610	-	-
126 Retirement Health Savings Plan	8,266	800	280
128 FICA	53	290	1,514
129 Medicare	1,375	2,131	1,296
131 MOPC	4,717	7,111	3,196
132 Employee Insurance	16,070	19,202	8,567
133 Employee Retirement	7,847	8,534	3,963
135 Compensation Insurance	476	800	800
136 Unemployment Insurance	249	356	192
137 Staff Training and Conferences	470	3,000	3,000
139 Dental Insurance	576	711	94
142 Food Allowance	1,773	2,000	2,000
<i>Subtotal</i>	<i>147,770</i>	<i>191,843</i>	<i>114,241</i>
Operating and Maintenance			
210 Office Supplies	323	700	700
216 Reference Books and Materials	90	100	100
217 Dues and Subscriptions	979	2,632	2,632
218 Non-Capital Equipment and Furniture	-	-	500
223 Lab and Photo Supplies	-	50	50
228 Janitorial Supplies	-	-	200
229 Materials and Supplies	1,167	1,500	4,500
230 Printing and Copier Supplies	136	200	200
232 Building Repair and Maintenance	754	2,000	2,000
240 Equipment Repair and Maintenance	99	200	200
243 Non-Capital Computer Equipment and Supplies	-	-	-
245 Mileage Allowance	90	300	300
246 Liability Insurance	7,463	6,500	6,500
249 Operating Leases and Rentals	8,180	8,000	8,000
250 Professional and Contracted Services	38,343	22,800	22,800
252 Advertising and Legal Notices	2,185	1,000	1,000
260 Utilities	786	1,900	1,900
263 Postage	42	250	250
264 Printing and Copying	647	1,000	1,300
269 Other Services and Charges	4,688	1,300	1,300
270 Administrative and Management Services	504	1,315	1,315
<i>Subtotal</i>	<i>66,477</i>	<i>51,747</i>	<i>55,747</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	20,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>20,000</i>
SERVICE TOTAL	\$ 214,246	\$ 243,590	\$ 189,988

**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:	2010 Budget	2011 Budget	2012 Budget
LDDA Executive Director	0.00	0.00	0.18
Marketing and Development Program Coordinator	0.00	0.00	0.50
Total	0.00	0.00	0.68

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	-	46,479
112 Wages - Temporary	18,392	25,000	18,000
121 Wages - Overtime	2,580	-	-
126 Retirement Health Savings Plan	-	-	270
128 FICA	1,000	1,550	1,116
129 Medicare	234	4,954	935
131 MOPC	-	-	2,324
132 Employee Insurance	-	-	6,230
133 Employee Retirement	-	-	2,882
136 Unemployment Insurance	-	-	139
137 Staff Training and Conferences	-	1,000	-
139 Dental Insurance	-	-	68
142 Food Allowance	1,585	2,000	-
<i>Subtotal</i>	<i>23,791</i>	<i>34,504</i>	<i>78,443</i>
Operating and Maintenance			
210 Office Supplies	421	1,000	1,000
217 Dues and Subscriptions	924	800	800
229 Materials and Supplies	8,661	7,500	7,500
230 Printing and Copier Supplies	947	1,000	1,000
232 Building Repair and Maintenance	170	-	-
243 Non-Capital Computer Equipment and Supplies	1,995	-	-
245 Mileage Allowance	33	200	200
246 Liability Insurance	495	1,000	1,000
250 Professional and Contracted Services	51,282	33,140	55,000
252 Advertising and Legal Notices	53,535	47,856	22,440
263 Postage	114	2,000	2,000
264 Printing and Copying	5,601	10,000	7,000
269 Other Services and Charges	13,658	7,000	5,000
<i>Subtotal</i>	<i>137,836</i>	<i>111,496</i>	<i>102,940</i>
SERVICE TOTAL	\$ 161,627	\$ 146,000	\$ 181,383

**SERVICE: Downtown Development Authority
Arts and Entertainment**

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:	2010 Budget	2011 Budget	2012 Budget
LDDA Executive Director	0.00	0.00	0.25
Marketing and Development Program Coordinator	0.00	0.00	0.25
Total	0.00	0.00	0.50

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	-	41,473
112 Wages - Temporary	-	-	9,800
126 Retirement Health Savings Plan	-	-	200
128 FICA	-	-	608
129 Medicare	-	-	743
131 MOPC	-	-	2,074
132 Employee Insurance	-	-	5,559
133 Employee Retirement	-	-	2,571
136 Unemployment Insurance	-	-	124
139 Dental Insurance	-	-	61
<i>Subtotal</i>	-	-	63,213
Operating and Maintenance			
229 Materials and Supplies	-	-	27,000
249 Operating Leases and Rentals	-	-	15,000
250 Professional and Contracted Services	-	-	96,700
252 Advertising and Legal Notices	-	-	48,000
264 Printing and Copying	-	-	9,000
<i>Subtotal</i>	-	-	195,700
SERVICE TOTAL	\$ -	\$ -	\$ 258,913

DOWNTOWN PARKING FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	150	17,894
Operating and Maintenance	20,952	28,025	28,025
Non-Operating	13,572	16,937	-
Capital	975	79,200	10,000
TOTAL	\$ 35,499	\$ 124,312	\$ 55,919

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:	2010 Budget	2011 Budget	2012 Budget
LDDA Executive Director	0.00	0.00	0.05
Total	0.00	0.00	0.05

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	-	-	5,610
112 Wages - Temporary	-	-	9,872
126 Retirement Health Savings Plan	-	-	20
128 FICA	-	-	612
129 Medicare	-	-	224
131 MOPC	-	-	281
132 Employee Insurance	-	-	752
133 Employee Retirement	-	-	348
136 Unemployment Insurance	-	-	17
139 Dental Insurance	-	-	8
142 Food Allowance	-	150	150
<i>Subtotal</i>	-	150	17,894
Operating and Maintenance			
210 Office Supplies	-	250	250
229 Materials and Supplies	1,249	1,000	1,000
230 Printing and Copier Supplies	72	125	125
232 Building Repair and Maintenance	102	200	200
241 Grounds Maintenance	59	-	-
246 Liability Insurance	2,509	3,500	3,500
249 Operating Leases and Rentals	1,534	1,700	1,700
250 Professional and Contracted Services	13,371	18,000	18,000
252 Advertising and Legal Notices	1,777	2,000	2,000
260 Utilities	147	300	300
263 Postage	125	300	300
264 Printing and Copying	7	250	250
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	20,952	28,025	28,025
Non-Operating Expense			
970 Transfers to Other Funds	13,500	16,137	-
974 Art in Public Places Transfers	72	-	-
<i>Subtotal</i>	13,572	16,137	-
Capital Outlay			
473 Site Improvements, Landscaping, Street Development	975	-	-
<i>Subtotal</i>	975	-	-
SERVICE TOTAL	\$ 35,499	\$ 44,312	\$ 45,919

Downtown Parking Fund – Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 352,938	\$ 405,463	\$ 9,099
Committed Working Capital	-	360,132	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	53,141	55,400	55,400
Interest Income	4,037	6,500	5,000
Interfund Transfers	32,953	26,180	22,261
Adjustment for GAAP Revenue	(2,107)	-	-
TOTAL FUNDS	88,024	88,080	82,661
EXPENDITURES			
Personal Services	-	150	17,894
Operating and Maintenance	20,952	28,025	28,025
Non-Operating	13,572	16,937	-
Capital	975	79,200	10,000
TOTAL EXPENDITURES	35,499	124,312	55,919
ENDING WORKING CAPITAL	405,463	9,099	35,841
CONTRIBUTION TO/(FROM) RESERVES	\$ 52,525	\$ (36,232)	\$ 26,742

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	2012 Budget
DR-23 Downtown Parking Lot Improvements	\$ 10,000

FLEET FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	1,126,806	1,163,983	1,178,608
Operating and Maintenance	2,169,113	2,348,399	2,555,493
Non-Operating	794,528	1,157	5,790
Capital	3,203,768	5,158,637	3,008,835
TOTAL	\$ 7,294,215	\$ 8,672,176	\$ 6,748,726

Fund Description

The Fleet Fund pays for all expenses associated with maintaining and replacing all vehicles and related equipment in the City fleet. The revenue to the Fleet Fund is actually money transferred from all of the “user funds” in the City. Thus, the Electric Fund, the Sanitation Fund, the General Fund and others all transfer money into the Fleet Fund to pay for vehicle and equipment maintenance and replacement. Using a centralized Fleet Fund and a fleet maintenance staff provides greater efficiencies and lower costs than if each City fund maintained its own vehicles.

The Fleet Fund contains one budget service. Administration of this fund is provided by the Finance Department.

Fleet Charges for Service

The charges assessed to the City’s user funds have two components. Users are charged a maintenance fee based on actual history for the cost of routine maintenance to their vehicles, such as tune-ups, tire replacement and repairs. The Fleet Fund accumulates money for each City vehicle in order to purchase the replacement for that vehicle when it has outlived its usefulness. The total amount accumulated is based on an estimated replacement cost at the time the vehicle is initially purchased. Because of the collection of replacement funds, the Fleet Fund will usually have a very high fund balance. Most of the fund balance in the Fleet Fund represents money already accumulated for vehicles at various stages of their useful life, some very close to replacement (which means there will be a large amount of money accumulated for them) and others that are only a year or two old.

2012 Budget

Approximately \$2.7 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 17,421,009	\$ 17,647,134	\$ 15,339,679
Committed Working Capital	-	1,243,942	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	7,089,003	7,358,663	7,722,926
Interest	201,742	250,000	150,670
Miscellaneous	676,590	-	-
Adjustment for GAAP Revenue	(194,321)	-	-
TOTAL FUNDS	7,773,014	7,608,663	7,873,596
EXPENSES			
Personal Services	1,126,806	1,163,983	1,178,608
Operating and Maintenance	2,169,113	2,348,399	2,555,493
Non-Operating	794,528	1,157	5,790
Capital	3,203,768	5,158,637	3,008,835
Total Operating Expenses	7,294,215	8,672,176	6,748,726
Adjustment for GAAP Expenses	252,674	-	-
TOTAL ADJUSTED EXPENSES	7,546,889	8,672,176	6,748,726
ENDING WORKING CAPITAL	17,647,134	15,339,679	16,464,549
CONTRIBUTION TO/(FROM) RESERVES	\$ 226,125	\$ (1,063,513)	\$ 1,124,870

CAPITAL IMPROVEMENT PROGRAM PROJECTS

FLEET FUND PROJECTS	2012 BUDGET
PB-1 Municipal Buildings Roof Improvements	\$ 4,080
PB-7 Fleet Building Expansion	282,859
TOTAL	\$ 286,939

SERVICE: Fleet

FUND: Fleet Fund

DEPARTMENT: Finance and Support Services

Service Description:

Fleet is responsible for the maintenance, management and replacement of City vehicles and support equipment so that all user departments are better able to serve the public. Services provided include preventive maintenance and repairs, emergency repairs, fueling operations, vehicle specifications and replacement schedules. Provision of these services are based on economic analyses of cost, operational needs, productivity and technology.

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
Master ASE Equipment Mechanic	7.00	7.00	7.00
Senior Equipment Mechanic	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00
Administrative Analyst	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	16.00	16.00	16.00

SERVICE: Fleet**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	824,573	863,445	869,663
114 Skill Based Pay	-	900	900
121 Wages - Overtime	13,650	16,000	16,000
122 Longevity Compensation	3,840	3,960	4,080
123 Leave Expense	28,829	2,900	3,200
126 Retirement Health Savings Plan	9,231	6,400	6,400
129 Medicare	9,190	10,851	10,936
131 MOPC	42,165	43,174	43,483
132 Employee Insurance	104,107	116,565	120,011
133 Employee Retirement	51,184	51,805	53,047
135 Compensation Insurance	18,797	22,159	22,839
136 Unemployment Insurance	1,730	2,159	2,611
137 Staff Training and Conferences	8,864	12,000	12,000
139 Dental Insurance	3,817	4,315	6,088
141 Uniforms and Protective Clothing	6,702	7,200	7,200
142 Food Allowance	127	150	150
<i>Subtotal</i>	<i>1,126,806</i>	<i>1,163,983</i>	<i>1,178,608</i>
Operating and Maintenance			
210 Office Supplies	441	750	750
216 Reference Books and Materials	599	500	500
217 Dues and Subscriptions	501	980	980
218 Non-Capital Equipment and Furniture	24,710	30,700	24,000
220 Gas and Oil	911,019	1,121,233	1,320,590
221 Parts	602,005	531,000	531,000
225 Freight	47	150	150
228 Janitorial Supplies	2,873	2,850	2,850
229 Materials and Supplies	6,866	7,000	7,000
230 Printing and Copier Supplies	183	350	275
232 Building Repair and Maintenance	1,478	400	4,200
233 Facility Repair and Maintenance	7,503	9,000	9,000
240 Equipment Repair and Maintenance	11,962	16,410	21,211
243 Non-Capital Computer Equipment and Supplies	12,328	5,000	1,675
246 Liability Insurance	3,760	3,770	4,141
247 Safety Expenses	1,348	3,500	3,500
249 Operating Leases and Rentals	46,350	50,400	48,000
250 Professional and Contracted Services	253,968	251,000	251,000
259 Licenses and Permits	416	750	750
260 Utilities	13,842	13,600	13,900
261 Telephone Charges	1,343	1,500	1,400
262 Radio Repair and Maintenance	44,352	77,115	77,115
263 Postage	915	1,000	1,000
264 Printing and Copying	249	500	500
269 Other Services and Charges	480	600	540
270 Administrative and Management Services	219,575	218,341	229,466
<i>Subtotal</i>	<i>2,169,113</i>	<i>2,348,399</i>	<i>2,555,493</i>
Non-Operating Expense			
970 Transfers to Other Funds	794,450	1,157	5,790
974 Art in Public Places Transfers	78	-	-
<i>Subtotal</i>	<i>794,528</i>	<i>1,157</i>	<i>5,790</i>
Capital Outlay			
432 Vehicles	3,186,911	5,152,037	2,721,896
440 Machinery and Equipment	9,044	6,600	-
475 Building and Facility Improvement	7,813	-	-
<i>Subtotal</i>	<i>3,203,768</i>	<i>5,158,637</i>	<i>2,721,896</i>
SERVICE TOTAL	\$ 7,294,215	\$ 8,672,176	\$ 6,461,787

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	21,303
Operating and Maintenance	64,820	76,347	83,219
Non-Operating	16,325	19,560	-
Capital	-	-	-
TOTAL	\$ 81,145	\$ 95,907	\$ 104,522

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.

2012 Budget

Expenditures in the 2012 Budget are for routine maintenance of the parking lots and pedestrian breezeways located within the GID.

	2010 Budget	2011 Budget	2012 Budget
Budgeted Positions:			
LDDA Executive Director	0.00	0.00	0.07
Total	0.00	0.00	0.07

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 90,099	\$ 118,485	\$ 93,332
Committed Working Capital	-	20,132	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	86,111	78,615	85,977
Automobile Taxes	5,943	7,000	5,800
Interest Income	1,812	5,271	1,300
Miscellaneous	17,287	-	-
Adjustment for GAAP Revenue	(1,622)	-	-
TOTAL FUNDS	109,531	90,886	93,077
EXPENDITURES			
Personal Services	-	-	21,303
Operating and Maintenance	64,820	76,347	83,219
Non-Operating	16,325	19,560	-
Capital Outlay	-	-	-
TOTAL EXPENDITURES	81,145	95,907	104,522
ENDING WORKING CAPITAL	118,485	93,332	81,887
CONTRIBUTION TO/(FROM) RESERVES	\$ 28,386	\$ (5,021)	\$ (11,445)

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	-	-	8,416
112 Wages - Temporary	-	-	9,872
126 Retirement Health Savings Plan	-	-	30
128 FICA	-	-	612
129 Medicare	-	-	265
131 MOPC	-	-	421
132 Employee Insurance	-	-	1,128
133 Employee Retirement	-	-	522
136 Unemployment Insurance	-	-	25
139 Dental Insurance	-	-	12
<i>Subtotal</i>	-	-	21,303
Operating and Maintenance			
210 Office Supplies	-	200	200
229 Materials and Supplies	2,038	2,500	2,500
232 Building Repair and Maintenance	98	150	150
241 Grounds Maintenance	25	5,000	5,000
246 Liability Insurance	2,972	3,500	3,500
249 Operating Leases and Rentals	511	500	500
250 Professional and Contracted Services	51,171	50,000	60,000
260 Utilities	956	1,000	1,000
263 Postage	9	200	200
264 Printing and Copying	21	200	200
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	7,020	12,097	8,969
<i>Subtotal</i>	64,820	76,347	83,219
Non-Operating Expense			
970 Transfers to Other Funds	16,325	19,560	-
<i>Subtotal</i>	16,325	19,560	-
SERVICE TOTAL	\$ 81,145	\$ 95,907	\$ 104,522

GOLF FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	953,792	1,006,346	1,033,715
Operating and Maintenance	977,780	1,107,593	1,044,835
Non-Operating	116,499	71,907	206,212
Capital	23,387	335,400	-
TOTAL	\$ 2,071,458	\$ 2,521,246	\$ 2,284,762

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 12,142	\$ 252,193	\$ 314,742
Committed Working Capital	-	26,452	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,305,502	2,341,500	2,341,500
Developer Participation Fee	10,108	-	-
Interest	6,478	347	3,584
Loan Proceeds	-	260,400	-
Miscellaneous	6,674	8,000	8,000
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	(27,419)	-	-
TOTAL FUNDS	2,301,343	2,610,247	2,353,084
EXPENSES BY BUDGET SERVICE			
Golf Administration	369,968	379,814	490,871
Sunset Golf Course	361,429	354,048	355,702
Twin Peaks Golf Course	580,262	670,049	647,682
Ute Creek Golf Course	759,799	1,041,585	790,507
CIP Projects	-	75,750	-
Total Operating Expenses	2,071,458	2,521,246	2,284,762
Adjustment for GAAP Expenses	(10,166)	-	-
TOTAL EXPENDITURES	2,061,292	2,521,246	2,284,762
ENDING WORKING CAPITAL	252,193	314,742	383,064
CONTRIBUTION TO/(FROM) RESERVES	\$ 240,051	\$ 89,001	\$ 68,322

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:	2010 Budget	2011 Budget	2012 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		2010 Actual	2011 Budget	2012 Budget
111	Salaries and Wages	75,120	84,107	84,735
112	Wages - Temporary	-	-	21,840
122	Longevity Compensation	1,302	1,344	1,386
123	Leave Expense	2,785	3,500	3,900
126	Retirement Health Savings Plan	682	480	480
128	FICA	-	-	1,354
129	Medicare	270	304	621
131	MOPC	4,157	4,205	4,237
132	Employee Insurance	10,124	11,354	11,693
133	Employee Retirement	5,054	5,047	5,169
135	Compensation Insurance	34	33	29
136	Unemployment Insurance	168	210	254
137	Staff Training and Conferences	515	2,400	2,400
139	Dental Insurance	371	421	594
142	Food Allowance	142	400	400
	<i>Subtotal</i>	<i>100,723</i>	<i>113,805</i>	<i>139,092</i>
Operating and Maintenance				
210	Office Supplies	398	400	400
216	Reference Books and Materials	-	-	100
217	Dues and Subscriptions	3,144	3,110	3,470
229	Materials and Supplies	533	2,400	2,400
230	Printing and Copier Supplies	316	300	500
240	Equipment Repair and Maintenance	123	300	300
243	Non-Capital Computer Equipment and Supplies	1,780	1,275	700
245	Mileage Allowance	-	50	100
246	Liability Insurance	224	227	299
249	Operating Leases and Rentals	109	300	-
250	Professional and Contracted Services	1,957	8,000	8,000
252	Advertising and Legal Notices	13,482	14,000	14,000
261	Telephone Charges	1,051	1,200	1,200
263	Postage	226	500	500
264	Printing and Copying	1,972	1,800	2,000
270	Administrative and Management Services	127,665	160,990	111,598
	<i>Subtotal</i>	<i>152,979</i>	<i>194,852</i>	<i>145,567</i>
Non-Operating Expense				
924	Interest Expense on Leases	91,174	-	-
925	Amortization of Bond Issue Expenses	21,181	-	-
927	Principal on Notes and Contracts	-	70,000	199,739
928	Interest Expense on Notes and Contracts	2,004	-	-
970	Transfers to Other Funds	1,906	1,157	6,473
	<i>Subtotal</i>	<i>116,265</i>	<i>71,157</i>	<i>206,212</i>
	SERVICE TOTAL	\$ 369,968	\$ 379,814	\$ 490,871

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:	2010 Budget	2011 Budget	2012 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.20	0.25	0.25
Golf Course Equipment Mechanic	0.20	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	2.50	2.60	2.60

SERVICE: Sunset Golf Course**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	115,233	124,432	124,570
112 Wages - Temporary	26,040	27,320	26,880
114 Skill Based Pay	15	-	-
121 Wages - Overtime	1,223	3,066	3,066
122 Longevity Compensation	186	192	198
123 Leave Expense	4,317	-	-
126 Retirement Health Savings Plan	1,119	1,040	1,040
128 FICA	1,555	1,694	1,667
129 Medicare	1,666	2,037	2,063
131 MOPC	5,440	6,222	6,228
132 Employee Insurance	14,059	16,797	17,191
133 Employee Retirement	6,614	7,466	7,599
135 Compensation Insurance	428	1,018	943
136 Unemployment Insurance	234	312	374
139 Dental Insurance	514	622	873
141 Uniforms and Protective Clothing	216	396	500
<i>Subtotal</i>	<i>178,858</i>	<i>192,614</i>	<i>193,192</i>
Operating and Maintenance			
210 Office Supplies	-	100	100
218 Non-Capital Equipment and Furniture	1,972	1,600	2,000
222 Chemicals	6,135	8,000	8,000
228 Janitorial Supplies	600	1,100	1,000
229 Materials and Supplies	310	1,000	800
230 Printing and Copier Supplies	-	-	300
232 Building Repair and Maintenance	9,930	7,100	7,450
240 Equipment Repair and Maintenance	2,390	21,400	9,400
241 Grounds Maintenance	13,804	10,000	10,000
243 Non-Capital Computer Equipment and Supplies	8,258	1,700	1,700
246 Liability Insurance	4,280	5,216	3,330
247 Safety Expenses	280	600	600
249 Operating Leases and Rentals	3,027	3,900	3,900
250 Professional and Contracted Services	49,278	48,100	48,100
259 Licenses and Permits	-	200	200
260 Utilities	8,150	9,000	9,000
261 Telephone Charges	1,583	1,860	1,860
262 Radio Repair and Maintenance	-	100	100
264 Printing and Copying	1,809	2,500	2,500
269 Other Services and Charges	6,459	5,800	6,500
273 Fleet Lease - Operating and Maintenance	10,663	5,941	5,038
274 Fleet Lease - Replacement	53,643	26,217	40,632
<i>Subtotal</i>	<i>182,571</i>	<i>161,434</i>	<i>162,510</i>
SERVICE TOTAL	\$ 361,429	\$ 354,048	\$ 355,702

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:	2010 Budget	2011 Budget	2012 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.80	0.75	0.75
Golf Course Equipment Mechanic	0.80	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	3.70	3.60	3.60

SERVICE: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	170,571	181,001	181,237
112 Wages - Temporary	49,410	54,120	53,421
121 Wages - Overtime	1,561	6,321	6,321
122 Longevity Compensation	186	192	198
123 Leave Expense	4,609	-	-
126 Retirement Health Savings Plan	1,867	1,440	1,440
128 FICA	3,130	3,355	3,312
129 Medicare	2,828	3,278	3,270
131 MOPC	8,885	9,051	9,062
132 Employee Insurance	22,188	24,434	25,011
133 Employee Retirement	10,804	10,860	11,056
135 Compensation Insurance	777	811	2,017
136 Unemployment Insurance	369	453	544
139 Dental Insurance	814	905	1,269
141 Uniforms and Protective Clothing	1,068	824	1,100
<i>Subtotal</i>	<i>279,069</i>	<i>297,045</i>	<i>299,258</i>
Operating and Maintenance			
210 Office Supplies	84	200	200
218 Non-Capital Equipment and Furniture	1,400	4,000	3,000
222 Chemicals	13,932	20,000	20,000
228 Janitorial Supplies	2,160	2,500	2,500
229 Materials and Supplies	1,273	8,400	8,400
230 Printing and Copier Supplies	-	-	500
232 Building Repair and Maintenance	7,446	16,000	16,420
240 Equipment Repair and Maintenance	14,938	57,000	33,000
241 Grounds Maintenance	12,389	21,000	21,000
243 Non-Capital Computer Equipment and Supplies	4,175	2,000	2,000
246 Liability Insurance	5,632	6,194	5,688
247 Safety Expenses	434	1,600	1,600
249 Operating Leases and Rentals	11,286	12,300	12,300
250 Professional and Contracted Services	64,092	68,900	69,001
259 Licenses and Permits	100	200	200
260 Utilities	38,913	36,000	39,000
261 Telephone Charges	1,688	1,800	1,800
262 Radio Repair and Maintenance	-	200	200
263 Postage	126	-	-
264 Printing and Copying	1,524	3,500	2,500
269 Other Services and Charges	11,319	12,500	12,500
273 Fleet Lease - Operating and Maintenance	25,253	12,678	21,662
274 Fleet Lease - Replacement	76,954	86,032	74,953
<i>Subtotal</i>	<i>295,120</i>	<i>373,004</i>	<i>348,424</i>
Non-Operating Expense			
974 Art in Public Places Transfers	60	-	-
<i>Subtotal</i>	<i>60</i>	<i>-</i>	<i>-</i>
Capital Outlay			
473 Site Improvements, Landscaping, Street Developmen	6,013	-	-
<i>Subtotal</i>	<i>6,013</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 580,262	\$ 670,049	\$ 647,682

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:	2010 Budget	2011 Budget	2012 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**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	195,008	201,349	201,899
112 Wages - Temporary	117,612	119,960	119,520
114 Skill Based Pay	-	900	900
121 Wages - Overtime	4,121	10,926	8,091
122 Longevity Compensation	3,846	3,972	4,098
123 Leave Expense	6,642	-	-
126 Retirement Health Savings Plan	2,289	1,640	1,640
128 FICA	7,410	7,348	7,410
129 Medicare	2,703	2,956	2,885
131 MOPC	9,774	10,068	10,095
132 Employee Insurance	24,083	27,181	27,862
133 Employee Retirement	11,885	12,081	12,316
135 Compensation Insurance	7,523	1,814	2,037
136 Unemployment Insurance	400	504	606
139 Dental Insurance	883	1,007	1,414
141 Uniforms and Protective Clothing	963	1,176	1,400
<i>Subtotal</i>	<i>395,142</i>	<i>402,882</i>	<i>402,173</i>
Operating and Maintenance			
210 Office Supplies	34	200	200
218 Non-Capital Equipment and Furniture	3,974	6,000	7,000
222 Chemicals	17,009	28,000	28,000
228 Janitorial Supplies	2,506	2,500	2,500
229 Materials and Supplies	7,372	7,120	7,120
230 Printing and Copier Supplies	-	-	500
232 Building Repair and Maintenance	3,164	8,600	9,020
240 Equipment Repair and Maintenance	18,257	28,000	28,000
241 Grounds Maintenance	18,181	23,500	23,500
243 Non-Capital Computer Equipment and Supplies	3,985	2,000	2,000
246 Liability Insurance	7,552	7,525	8,440
247 Safety Expenses	1,267	1,500	1,500
249 Operating Leases and Rentals	12,283	14,000	14,000
250 Professional and Contracted Services	71,292	76,700	76,700
259 Licenses and Permits	200	200	200
260 Utilities	43,805	43,000	43,000
261 Telephone Charges	1,570	2,540	2,060
262 Radio Repair and Maintenance	-	200	200
264 Printing and Copying	1,382	4,000	3,500
269 Other Services and Charges	15,522	17,500	17,500
273 Fleet Lease - Operating and Maintenance	34,436	24,655	30,408
274 Fleet Lease - Replacement	83,318	80,563	82,986
<i>Subtotal</i>	<i>347,109</i>	<i>378,303</i>	<i>388,334</i>
Non-Operating Expense			
974 Art in Public Places Transfers	174	-	-
<i>Subtotal</i>	<i>174</i>	<i>-</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	-	260,400	-
473 Site Improvements, Landscaping, Street Development	17,374	-	-
<i>Subtotal</i>	<i>17,374</i>	<i>260,400</i>	<i>-</i>
SERVICE TOTAL	\$ 759,799	\$ 1,041,585	\$ 790,507

LIBRARY SERVICES FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	246	-	-
Operating and Maintenance	62,183	50,500	50,500
Non-Operating	37,798	20,500	20,500
Capital	16,100	-	-
TOTAL	\$ 116,327	\$ 71,000	\$ 71,000

Fund Description

The Library Services Fund was created for the purpose of receiving funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are primarily used to supplement book purchases in the General Fund and for special library programming.

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
112 Wages - Temporary	125	-	-
142 Food Allowance	121	-	-
<i>Subtotal</i>	246	-	-
Operating and Maintenance			
210 Office Supplies	38	-	-
211 Adult Books	1,428	20,000	20,000
212 Children's Books	3,437	2,000	2,000
215 Audiovisual Materials	12,350	5,500	5,500
216 Reference Books and Materials	3,982	11,000	11,000
218 Non-Capital Equipment and Furniture	9,712	-	-
229 Materials and Supplies	7,785	-	-
240 Equipment Repair and Maintenance	4,896	-	-
243 Non-Capital Computer Equipment and Supplies	8,677	-	-
250 Professional and Contracted Services	8,057	12,000	12,000
263 Postage	613	-	-
264 Printing and Copying	759	-	-
269 Other Services and Charges	449	-	-
<i>Subtotal</i>	62,183	50,500	50,500
Non-Operating Expense			
970 Transfers to Other Funds	37,798	20,500	20,500
<i>Subtotal</i>	37,798	20,500	20,500
Capital Outlay			
440 Machinery and Equipment	16,100	-	-
<i>Subtotal</i>	16,100	-	-
SERVICE TOTAL	\$ 116,327	\$ 71,000	\$ 71,000

LIBRARY SERVICES FUND – Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 99,805	\$ 102,320	\$ 102,320
SOURCES OF FUNDS			
REVENUES			
Interest	829	1,000	1,000
Grants and Donations	95,836	53,000	53,000
Miscellaneous	22,474	17,000	17,000
Adjustment for GAAP Revenue	(297)	-	-
TOTAL FUNDS	118,842	71,000	71,000
EXPENSES BY BUDGET SERVICE			
Personal Services	246	-	-
Operating and Maintenance	62,183	50,500	50,500
Non-Operating	37,798	20,500	20,500
TOTAL EXPENDITURES	116,327	71,000	71,000
ENDING WORKING CAPITAL	102,320	102,320	102,320
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,515	\$ -	\$ -

LODGERS' TAX SERVICES FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	296,514	258,699	249,639
Non-Operating	3,000	-	-
Capital	-	-	-
TOTAL	\$ 299,514	\$ 258,699	\$ 249,639

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

	2010 Actual	2011 Budget	2012 Budget
Operating and Maintenance			
250 Professional and Contracted Services	294,064	258,699	249,639
252 Advertising and Legal Notices	2,450		
<i>Subtotal</i>	296,514	258,699	249,639
Non-Operating Expense			
970 Transfers to Other Funds	3,000	-	-
<i>Subtotal</i>	3,000	-	-
SERVICE TOTAL	\$ 299,514	\$ 258,699	\$ 249,639

LODGERS' TAX SERVICES FUND – Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 139,305	\$ 103,471	\$ 76,091
Committed Working Capital	-	29,380	-
SOURCES OF FUNDS			
REVENUES			
Taxes	263,041	258,699	249,639
Interest	730	2,000	1,000
Adjustment for GAAP Revenue	(91)	-	-
TOTAL FUNDS	263,680	260,699	250,639
EXPENDITURES			
Operating and Maintenance	296,514	258,699	249,639
Non-Operating	3,000	-	-
TOTAL EXPENDITURES	299,514	258,699	249,639
ENDING WORKING CAPITAL	103,471	76,091	77,091
CONTRIBUTION TO/(FROM) RESERVES	\$ (35,834)	\$ 2,000	\$ 1,000

MUSEUM SERVICES FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	28,836	31,866	33,487
Operating and Maintenance	67,289	56,985	57,590
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 96,125	\$ 88,851	\$ 91,077

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
112 Wages - Temporary	26,629	28,745	28,745
121 Wages - Overtime	149	857	857
128 FICA	1,668	1,835	1,782
129 Medicare	390	429	2,093
135 Compensation Insurance	-	-	10
<i>Subtotal</i>	28,836	31,866	33,487
Operating and Maintenance			
210 Office Supplies	64	50	50
216 Reference Books and Materials	240	400	400
218 Non-Capital Equipment and Furniture	10,216	800	800
223 Lab and Photo Supplies	20	300	300
225 Freight	-	200	200
229 Materials and Supplies	12,604	11,375	11,875
243 Non-Capital Computer Equipment and Supplies	1,173	1,400	1,400
245 Mileage Allowance	205	-	-
246 Liability Insurance	-	-	105
249 Operating Leases and Rentals	13,957	9,250	9,250
250 Professional and Contracted Services	24,005	29,060	29,060
263 Postage	324	700	700
264 Printing and Copying	4,093	3,150	3,150
269 Other Services and Charges	388	300	300
<i>Subtotal</i>	67,289	56,985	57,590
SERVICE TOTAL	\$ 96,125	\$ 88,851	\$ 91,077

MUSEUM SERVICES FUND – Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 56,023	\$ 44,550	\$ 36,415
Committed Working Capital	-	8,135	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	43,029	49,258	54,258
Grants and Donations	40,158	37,943	37,943
Interest	632	-	-
Miscellaneous	1,233	1,650	1,650
Adjustment for GAAP Revenue	(400)	-	-
TOTAL FUNDS	84,652	88,851	93,851
EXPENSES BY BUDGET SERVICE			
Personal Services	28,836	31,866	33,487
Operating and Maintenance	67,289	56,985	57,590
TOTAL EXPENDITURES	96,125	88,851	91,077
ENDING WORKING CAPITAL	44,550	36,415	39,189
CONTRIBUTION TO/(FROM) RESERVES	\$ (11,473)	\$ -	\$ 2,774

MUSEUM TRUST FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	19,706	19,000	19,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 19,706	\$ 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

	2010 Actual	2011 Budget	2012 Budget
Operating and Maintenance			
216 Reference Books and Materials	-	750	750
224 Resale Merchandise	8,890	9,600	9,600
229 Materials and Supplies	429	1,350	1,350
249 Operating Leases and Rentals	5,500	-	-
250 Professional and Contracted Services	600	600	600
252 Advertising and Legal Notices	3,949	6,400	6,400
269 Other Services and Charges	338	300	300
SERVICE TOTAL	\$ 19,706	\$ 19,000	\$ 19,000

MUSEUM TRUST FUND – Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 89,601	\$ 87,830	\$ 87,880
Committed Working Capital	-	3,000	-
SOURCES OF FUNDS			
REVENUES			
Sales	14,570	16,000	16,000
Interest	949	3,000	2,000
Miscellaneous	3,648	3,050	3,005
Adjustment for GAAP Revenue	(1,232)	-	-
TOTAL FUNDS	17,935	22,050	21,005
EXPENSES BY BUDGET SERVICE			
Operating and Maintenance	19,706	19,000	19,000
TOTAL EXPENDITURES	19,706	19,000	19,000
ENDING WORKING CAPITAL	87,830	87,880	89,885
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,771)	\$ 3,050	\$ 2,005

OPEN SPACE FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	136,556	182,276	261,698
Operating and Maintenance	6,000,464	334,225	459,394
Non-Operating	15,110,770	2,345,212	2,236,908
Capital	1,251,220	2,673,697	2,677,413
TOTAL	\$ 22,499,009	\$ 5,535,410	\$ 5,635,413

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 487,913	\$ 10,761,222	\$ 7,964,405
Committed Working Capital	-	361,514	-
SOURCES OF FUNDS			
REVENUES			
Taxes	2,722,179	2,708,878	2,876,676
Intergovernmental Revenue	-	237,429	194,914
Interest	50,189	116,800	58,608
Miscellaneous	74,582	37,000	40,000
Estimated Bond Proceeds	29,947,173	-	-
Adjustment for GAAP Revenue	(21,805)	-	-
TOTAL FUNDS	32,772,318	3,100,107	3,170,198
EXPENDITURES			
Personal Services	136,556	182,276	261,698
Operating and Maintenance	6,000,464	334,225	459,394
Non-Operating	15,110,770	2,345,212	2,236,908
Capital Projects	1,251,220	2,673,697	2,677,413
TOTAL EXPENDITURES	22,499,009	5,535,410	5,635,413
ENDING WORKING CAPITAL	10,761,222	7,964,405	5,499,190
CONTRIBUTION TO/(FROM) RESERVES	\$ 10,273,309	\$ (2,435,303)	\$ (2,465,215)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2012 Budget
D-28 Spring Gulch #2 Drainage and Greenway Improvements	\$ 1,080,000
PR-10 Union Reservoir Land Acquisition & Development	752,500
PR-77 McIntosh Lake District Park	22,000
PR-101 Jim Hamm's Pond District Park	424,400
PR-164 District Park and Trails Acquisition Program	398,513
TOTAL	\$ 2,677,413

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Natural Resources Manager	0.00	0.00	0.50
Parks, Open Space and Greenways Manager	1.00	1.00	1.00
Natural Resources Specialist	0.00	0.50	0.50
Total	1.00	1.50	2.00

SERVICE: Open Space and Trails

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	92,050	123,011	177,550
112 Wages - Temporary	16,006	21,220	28,520
121 Wages - Overtime	282	500	500
123 Leave Expense	177	-	-
126 Retirement Health Savings Plan	1,245	600	800
128 FICA	949	1,316	1,768
129 Medicare	1,377	1,784	2,989
131 MOPC	4,567	6,151	8,878
132 Employee Insurance	11,027	16,606	24,501
133 Employee Retirement	7,594	7,381	10,831
135 Compensation Insurance	415	384	385
136 Unemployment Insurance	179	308	532
137 Staff Training and Conferences	120	900	1,700
139 Dental Insurance	395	615	1,244
141 Uniforms and Protective Clothing	70	900	900
142 Food Allowance	103	600	600
<i>Subtotal</i>	<i>136,556</i>	<i>182,276</i>	<i>261,698</i>
Operating and Maintenance			
210 Office Supplies	286	2,000	2,000
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	24	550	550
217 Dues and Subscriptions	1,221	350	350
218 Non-Capital Equipment and Furniture	1,210	1,750	1,750
221 Parts	-	500	500
222 Chemicals	9,684	3,000	3,000
223 Lab and Photo Supplies	197	500	500
228 Janitorial Supplies	-	200	200
229 Materials and Supplies	1,123	4,500	4,500
232 Building Repair and Maintenance	-	2,000	2,000
240 Equipment Repair and Maintenance	416	2,000	2,000
241 Grounds Maintenance	73,213	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	1,126	3,145	1,250
245 Mileage Allowance	55	300	300
246 Liability Insurance	1,165	963	3,124
247 Safety Expenses	15	300	300
248 Lease Purchase Installment	5,268,732	-	-
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	49,423	40,000	40,000
252 Advertising and Legal Notices	-	100	100
261 Telephone Charges	1,067	2,000	2,000
263 Postage	110	500	500
264 Printing and Copying	1,397	1,500	1,500
269 Other Services and Charges	409,769	2,150	2,150
270 Administrative and Management Services	171,443	183,855	308,343
273 Fleet Lease - Operating and Maintenance	3,109	8,220	8,531
274 Fleet Lease - Replacement	5,195	6,542	6,646
275 Building Permits to LDDA	484	-	-
<i>Subtotal</i>	<i>6,000,464</i>	<i>334,225</i>	<i>459,394</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	332,136	1,243,489	1,091,214
923 Principal - Current Bond Issues	-	1,100,000	1,145,000
926 Payment to Escrow Agent	14,732,432	-	-
928 Interest - Notes and Contracts	46,203	-	-
970 Transfers to Other Funds	-	-	694
<i>Subtotal</i>	<i>15,110,770</i>	<i>2,343,489</i>	<i>2,236,908</i>
Capital Outlay			
470 Planning and Design	34,789	-	-
471 Land	547,123	-	-
472 Water Rights	366,465	-	-
<i>Subtotal</i>	<i>948,377</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$ 22,196,166	\$ 2,859,990	\$ 2,958,000

PARK IMPROVEMENT FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	89,315	-	-
Operating and Maintenance	19,041	-	-
Non-Operating	39	6,337	-
Capital	275,407	633,663	52,600
TOTAL	\$ 448,358	\$ 640,000	\$ 52,600

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).

2012 Budget

The following capital projects are funded in 2012. Detailed descriptions for these projects are included in the 2012-2016 Capital Improvement Program.

PARK IMPROVEMENT FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 3,827,298	\$ 3,937,576	\$ 862,774
Committed Working Capital	-	2,820,080	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	460,944	349,278	516,324
Interest	43,043	36,000	19,786
Miscellaneous	31,571	-	-
Adjustment for GAAP Revenue	(41,479)	-	-
TOTAL FUNDS	494,079	385,278	536,110
EXPENDITURES			
Personal Services	89,315	-	-
Operating and Maintenance	19,041	-	-
Non-Operating	39	6,337	-
Capital Projects	275,407	633,663	52,600
TOTAL EXPENDITURES	383,801	640,000	52,600
ENDING WORKING CAPITAL	3,937,576	862,774	1,346,284
CONTRIBUTION TO/(FROM) RESERVES	\$ 110,278	\$ (254,722)	\$ 483,510

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2012 BUDGET
PR-150 Quail Campus Master Planned Improvements	\$ 22,600
MUW-173 Raw Water Irrigation Planning and Construction	30,000
TOTAL	\$ 52,600

SERVICE: Park Improvement

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Parks and Open Space Project Manager	0.50	0.00	0.00
PWNR Project Manager	0.50	0.00	0.00
Total	1.00	0.00	0.00

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	67,737	-	-
123 Leave Expense	1,244	-	-
126 Retirement Health Savings Plan	1,072	-	-
129 Medicare	814	-	-
131 MOPC	3,440	-	-
132 Employee Insurance	8,770	-	-
133 Employee Retirement	5,752	-	-
135 Compensation Insurance	29	-	-
136 Unemployment Insurance	143	-	-
139 Dental Insurance	314	-	-
<i>Subtotal</i>	<i>89,315</i>	-	-
Operating and Maintenance			
229 Materials and Supplies	176	-	-
246 Liability Insurance	190	-	-
264 Printing and Copying	22	-	-
270 Administrative and Management Services	85	-	-
<i>Subtotal</i>	<i>473</i>	-	-
SERVICE TOTAL	\$ 89,787	\$ -	\$ -

Note: This budget service was moved to the Street Fund in 2011.

PROBATION SERVICES FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	71,233	71,104	72,174
Operating and Maintenance	114	8,648	12,622
Non-Operating	-	-	417
Capital	1,321	-	35,000
TOTAL	\$ 72,668	\$ 79,752	\$ 120,213

PROBATION SERVICES FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 39,515	\$ 76,360	\$ 103,908
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	108,564	106,000	106,000
Interest	599	1,300	1,300
Adjustment for GAAP Revenue	350	-	-
TOTAL FUNDS	109,513	107,300	107,300
EXPENDITURES			
Personal Services	71,233	71,104	72,174
Operating and Maintenance	114	8,648	12,622
Non-Operating	-	-	417
Capital	1,321	-	35,000
TOTAL EXPENDITURES	72,668	79,752	120,213
ENDING WORKING CAPITAL	76,360	103,908	90,995
CONTRIBUTION TO/(FROM) RESERVES	\$ 36,845	\$ 27,548	\$ (12,913)

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

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	53,433	55,788	56,345
123 Leave Expense	2,018	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	686	809	817
131 MOPC	2,773	2,789	2,817
132 Employee Insurance	6,932	7,531	7,776
133 Employee Retirement	4,611	3,347	3,437
135 Compensation Insurance	17	22	19
136 Unemployment Insurance	113	139	169
139 Dental Insurance	249	279	394
<i>Subtotal</i>	<i>71,233</i>	<i>71,104</i>	<i>72,174</i>
Operating and Maintenance			
243 Non-Capital Computer Equipment and Supplies	-	-	2,675
246 Liability Insurance	114	152	198
249 Operating Leases and Rentals	-	-	1,253
250 Professional and Contracted Services	-	7,851	7,851
270 Administrative and Management Services	-	645	645
<i>Subtotal</i>	<i>114</i>	<i>8,648</i>	<i>12,622</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	417
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>417</i>
Capital Outlay			
440 Machinery and Equipment	1,321	-	20,000
475 Building and Facility Improvement	-	-	15,000
<i>Subtotal</i>	<i>1,321</i>	<i>-</i>	<i>35,000</i>
SERVICE TOTAL	\$ 72,668	\$ 79,752	\$ 120,213

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	2,490	5,100
Capital	150,486	273,854	544,900
TOTAL	\$ 150,486	\$ 276,344	\$ 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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 532,232	\$ 555,463	\$ 147,541
Committed Working Capital	-	217,328	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	168,766	77,853	111,149
Interest	6,556	7,897	4,426
Donations	-	-	450,000
Adjustment for GAAP Revenue	(1,605)	-	-
TOTAL FUNDS	173,717	85,750	565,575
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	2,490	5,100
Capital	150,486	273,854	544,900
TOTAL EXPENDITURES	150,486	276,344	550,000
ENDING WORKING CAPITAL	555,463	147,541	163,116
CONTRIBUTION TO/(FROM) RESERVES	\$ 23,231	\$ (190,594)	\$ 15,575

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	2012 BUDGET
PB-146 Former Fire Station #3 Renovation	\$ 550,000

PUBLIC IMPROVEMENT FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	519,603	54,550	54,550
Non-Operating	2,680,089	2,693,203	2,679,241
Capital	373,718	1,585,915	2,030,496
TOTAL	\$ 3,573,410	\$ 4,333,668	\$ 4,764,287

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 624,254	\$ 701,846	\$ 1,175,697
SOURCES OF FUNDS			
REVENUES			
Taxes	3,581,111	3,169,387	3,365,711
Intergovernmental Revenue	32,587	-	-
Interest	61,817	105,129	20,000
Miscellaneous	24,615	-	-
Operating Transfers	-	850,000	266,300
Lease Purchase Proceeds	-	-	-
Estimated Revenue Adjustment	-	683,003	-
Adjustment for GAAP Revenue	(49,128)	-	-
TOTAL FUNDS	3,651,002	4,807,519	3,652,011
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	519,603	54,550	54,550
Non-Operating	2,680,089	2,693,203	2,679,241
Capital	373,718	1,585,915	2,030,496
TOTAL EXPENDITURES	3,573,410	4,333,668	4,764,287
ENDING WORKING CAPITAL	701,846	1,175,697	63,421
CONTRIBUTION TO/(FROM) RESERVES	\$ 77,592	\$ 473,851	\$ (1,112,276)

SERVICE: Public Improvement Fund**FUND:** Public Improvement Fund**Service Description:**

Capital projects for 2012 are listed below and detailed descriptions of each project are included in the *2012-2016 Capital Improvement Program*.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2012 BUDGET
Debt Service on Bonds	\$ 2,670,675
Neighborhood Improvement Program	50,000
PB-1 Municipal Buildings Roof Improvements	483,915
PB-2 Municipal Buildings ADA Improvements	10,000
PB-37 Fire Stations Improvements	64,500
PB-80 Municipal Buildings Boiler Replacement	44,945
PB-82 Muni Buildings HVAC Replacement	189,072
PB-109 Municipal Facilities Parking Lot Rehabilitation	70,700
PB-119 Muni Buildings Flooring Replacement	194,400
PB-145 Community Services Specialized Equipment	171,405
PB-153 Museum Auditorium Addition	125,000
PB-160 Municipal Buildings Auto Door and Gate Replacement	10,000
PB-163 Municipal Buildings Keyless Entry	20,000
PB-165 Municipal Buildings Emergency Generators	68,800
PB-189 Municipal Buildings Exterior Maintenance	36,800
PB-190 Municipal Buildings Interior Maintenance	31,000
PR-56 Park Buildings Rehabilitation and Replacement	25,000
PR-83 Primary and Secondary Greenway Connections	15,640
PR-85 Sport Court Reconstruction	13,000
PR-102 Swimming and Wading Pools Maintenance	225,489
PR-113 Park Irrigation Pump Systems Rehabilitation	10,746
PR-136 Park Bridge Replacement Program	35,000
PR-162 Sports Field Lighting and Scoreboards	83,200
PR-165 Neighborhood Parks Master Planning	60,000
PR-174 Playground Rehabilitation Program	45,000
PR-182 Skate Park Component Repair and Replacement	10,000
TOTAL	\$ 4,764,287

SENIOR SERVICES FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	16,896	19,385	21,580
Operating and Maintenance	139,019	143,730	149,154
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 155,915	\$ 163,115	\$ 170,734

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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 153,273	\$ 171,700	\$ 173,835
COMMITTED WORKING CAPITAL	-	1,750	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	166,895	152,000	164,000
Interest	1,834	-	-
Miscellaneous	8,316	15,000	12,500
Adjustment for GAAP Revenue	(834)		
TOTAL FUNDS	176,211	167,000	176,500
EXPENDITURES			
Personal Services	16,896	19,385	21,580
Operating and Maintenance	139,019	143,730	149,154
Total Operating Expenses	155,915	163,115	170,734
Adjustment for GAAP Expenses	1,869	-	-
TOTAL EXPENDITURES	157,784	163,115	170,734
ENDING WORKING CAPITAL	171,700	173,835	179,601
CONTRIBUTION TO/(FROM) RESERVES	\$ 18,427	\$ 3,885	\$ 5,766

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
112 Wages - Temporary	15,440	15,000	16,000
121 Wages - Overtime	-	300	500
128 FICA	432	930	992
129 Medicare	101	2,155	3,083
135 Compensation Insurance	-	-	5
137 Staff Training and Conferences	200	1,000	1,000
142 Food Allowance	723	-	-
<i>Subtotal</i>	<i>16,896</i>	<i>19,385</i>	<i>21,580</i>
Operating and Maintenance			
210 Office Supplies	97	650	450
217 Dues and Subscriptions	227	400	500
218 Non-Capital Equipment and Furniture	303	1,000	1,000
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	23,292	20,000	25,000
230 Printing and Copier Supplies	-	200	200
243 Non-Capital Computer Equipment and Supplies	266	480	300
245 Mileage Allowance	380	250	400
246 Liability Insurance	-	-	54
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	109,174	115,000	115,000
261 Telephone Charges	215	100	100
264 Printing and Copying	3,439	3,500	4,000
269 Other Services and Charges	1,627	2,000	2,000
<i>Subtotal</i>	<i>139,019</i>	<i>143,730</i>	<i>149,154</i>
SERVICE TOTAL	\$ 155,915	\$ 163,115	\$ 170,734

STORM DRAINAGE FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	868,386	1,253,162	1,194,872
Operating and Maintenance	1,088,024	1,349,324	1,174,367
Non-Operating	1,467,148	1,107,998	1,111,501
Capital	5,314,727	478,790	201,214
TOTAL	\$ 8,738,286	\$ 4,189,274	\$ 3,681,954

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.

2012 Budget

The 2012 Budget includes \$186,389 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2012-2016 Capital Improvement Program. The following capital projects are funded in 2012.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2012 Budget
DR-8 Downtown Alley Improvements	\$ 186,000
PB-1 Municipal Buildings Roof Improvements	389
TOTAL	\$ 186,389

STORM DRAINAGE FUND - Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 12,611,352	\$ 8,065,605	\$ 719,624
Committed Working Capital	-	6,814,707	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,459,232	3,465,000	3,777,458
Capital Investment Fee	120,618	39,500	37,187
Interest	55,579	148,500	34,739
Miscellaneous	13,486	5,000	5,100
Adjustment for GAAP Revenue	(28,615)	-	-
TOTAL FUNDS	3,620,300	3,658,000	3,854,484
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	666,616	1,225,412	1,211,996
Storm Drainage Engineering	2,434,392	1,057,633	876,176
Storm Drainage Maintenance	1,053,833	911,876	851,137
Storm Drainage Construction Inspection	-	159,775	128,505
Storm Drainage Regulatory Compliance	-	227,405	206,409
Storm Drainage Engineering/Survey Tech Services	-	135,173	221,342
CIP Projects	4,583,443	472,000	186,389
Total Operating Expenses	8,738,285	4,189,274	3,681,954
Adjustment for GAAP Expenses	(572,238)	-	-
TOTAL EXPENDITURES	8,166,047	4,189,274	3,681,954
ENDING WORKING CAPITAL	8,065,605	719,624	892,154
CONTRIBUTION TO/(FROM) RESERVES	\$ (4,545,747)	\$ (531,274)	\$ 172,530

SERVICE: Public Works and Natural Resources Director

FUND: Storm Drainage Fund

DEVELOPMENT: Public Works and Natural Resources

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

SERVICE: Public Works and Natural Resources Director

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
Director of Public Works & Natural Resources	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.00	0.15	0.15
Customer Services & Marketing Manager	0.15	0.15	0.15
PWNR Technology & Financial Analyst	0.15	0.15	0.00
Utilities Analyst	0.15	0.15	0.15
Business Analyst	0.00	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Administrative Assistant	0.00	0.00	0.15
Total	0.75	1.05	1.05

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	51,705	85,816	82,123
121 Wages - Overtime	62	100	100
123 Leave Expense	1,157	-	-
126 Retirement Health Savings Plan	507	420	420
129 Medicare	401	940	884
131 MOPC	2,635	4,291	4,107
132 Employee Insurance	7,543	11,586	11,334
133 Employee Retirement	3,590	5,149	5,009
135 Compensation Insurance	-	24	29
136 Unemployment Insurance	125	213	246
137 Staff Training and Conferences	11,258	8,804	8,029
139 Dental Insurance	276	429	574
142 Food Allowance	-	-	240
<i>Subtotal</i>	<i>79,258</i>	<i>117,772</i>	<i>113,095</i>
Operating and Maintenance			
217 Dues and Subscriptions	150	-	-
240 Equipment Repair and Maintenance	169	6,256	6,401
243 Non-Capital Computer Equipment and Supplies	298	259	428
245 Mileage Allowance	-	360	360
246 Liability Insurance	164	169	306
250 Professional and Contracted Services	15,121	16,965	5,000
<i>Subtotal</i>	<i>15,902</i>	<i>24,009</i>	<i>12,495</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	567,931	553,631	536,406
923 Bond Principal - Current	-	530,000	550,000
925 Amortization of Bond Issue Expenses	6,653	-	-
928 Interest - Notes and Contracts	(3,129)	-	-
<i>Subtotal</i>	<i>571,456</i>	<i>1,083,631</i>	<i>1,086,406</i>
SERVICE TOTAL	\$ 666,616	\$ 1,225,412	\$ 1,211,996

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Business & Strategic Planning Manager	0.20	0.00	0.00
PWNR Environmental Services Manager	0.20	0.00	0.00
PWNR Engineering Administrator	0.00	0.10	0.10
Senior Civil Engineer	1.00	1.00	1.00
Civil Engineer	1.80	1.00	1.00
Environmental Sustainability Coordinator	0.20	0.00	0.00
Environmental Project Specialist	0.20	0.00	0.00
Total	3.60	2.10	2.10

SERVICE: Storm Drainage Engineering**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	303,839	178,850	180,645
122 Longevity Compensation	600	-	-
123 Leave Expense	5,863	-	-
126 Retirement Health Savings Plan	2,706	840	840
129 Medicare	3,505	2,594	2,620
131 MOPC	15,501	8,942	9,032
132 Employee Insurance	36,496	24,145	24,929
133 Employee Retirement	21,089	10,731	11,020
135 Compensation Insurance	123	118	61
136 Unemployment Insurance	607	447	543
139 Dental Insurance	1,338	894	1,265
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	20	300	200
<i>Subtotal</i>	391,686	227,961	231,255
Operating and Maintenance			
210 Office Supplies	-	100	100
216 Reference Books and Materials	227	300	200
217 Dues and Subscriptions	220	395	395
218 Non-Capital Equipment and Furniture	14,388	21,500	21,500
229 Materials and Supplies	4	50	50
240 Equipment Repair and Maintenance	-	2,500	3,070
243 Non-Capital Computer Equipment and Supplies	22	2,850	17,243
245 Mileage Allowance	15	50	50
246 Liability Insurance	907	982	803
247 Safety Expenses	161	100	100
250 Professional and Contracted Services	179,957	326,000	160,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	2,020	4,000	3,000
260 Utilities	325	-	-
261 Telephone Charges	519	300	300
263 Postage	11	200	200
264 Printing and Copying	337	375	375
269 Other Services and Charges	340	-	-
270 Administrative and Management Services	517,728	463,110	421,171
273 Fleet Lease - Operating and Maintenance	803	780	1,521
274 Fleet Lease - Replacement	2,439	4,623	4,623
<i>Subtotal</i>	720,424	828,515	635,001
Non-Operating Expense			
970 Transfers to Other Funds	845,388	1,157	5,095
974 Art in Public Places Transfers	2,740	-	-
<i>Subtotal</i>	848,128	1,157	5,095
Capital Outlay			
440 Machinery and Equipment	192	-	4,825
456 System Renovation and Replacement Planning and Design	4,421	-	-
470 Planning and Design	155,624	-	-
474 Building and Facility Development	716	-	-
480 System Improvements	313,201	-	-
<i>Subtotal</i>	474,154	-	4,825
SERVICE TOTAL	\$ 2,434,392	\$ 1,057,633	\$ 876,176

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:	2010 Budget	2011 Budget	2012 Budget
PWNR Operations Manager	0.00	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.10	0.10	0.05
Distribution/Collection System Mtce Supervisor	0.50	0.50	0.50
Public Works Supervisor	0.00	0.20	0.20
Senior Equipment Operator	1.00	0.00	0.00
Water Utilities Technician II	0.00	0.50	0.50
Water Utilities Technician	2.00	1.85	1.35
Public Works Technician	0.00	1.00	1.00
Storm Drainage Utility Technician	0.75	0.75	0.75
Plant Operations and Maintenance Technician III	1.00	0.00	0.00
Arborist Technician II	0.25	0.25	0.25
Administrative Analyst	0.25	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	6.10	5.65	5.10

SERVICE: Storm Drainage Maintenance**LINE ITEM BUDGET**

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
111 Salaries and Wages	262,244	294,287	267,914
112 Wages - Temporary	38,215	39,240	39,240
114 Skill Based Pay	3,764	39,690	10,450
121 Wages - Overtime	5,453	9,375	7,000
122 Longevity Compensation	810	336	348
123 Leave Expense	8,268	3,000	4,800
124 Skill Based Overtime Pay	236	-	-
126 Retirement Health Savings Plan	2,497	2,260	2,040
128 FICA	793	2,433	2,433
129 Medicare	2,853	4,632	4,397
131 MOPC	12,129	14,725	13,406
132 Employee Insurance	36,213	39,728	36,975
133 Employee Retirement	16,550	17,672	16,357
135 Compensation Insurance	4,135	4,089	3,401
136 Unemployment Insurance	599	736	803
139 Dental Insurance	1,326	1,470	1,876
141 Uniforms and Protective Clothing	1,358	2,100	2,200
142 Food Allowance	-	200	200
<i>Subtotal</i>	<i>397,442</i>	<i>475,973</i>	<i>413,840</i>
Operating and Maintenance			
210 Office Supplies	360	470	470
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	128	400	200
218 Non-Capital Equipment and Furniture	2,184	4,300	3,000
223 Lab and Photo Supplies	-	25	-
228 Janitorial Supplies	7	100	100
229 Materials and Supplies	2,466	5,400	5,000
230 Printing and Copier Supplies	71	260	260
232 Building Repair and Maintenance	2,338	2,100	2,500
235 Station Maintenance	-	1,000	1,000
237 Line Repair/maintenance	85,539	85,000	85,000
240 Equipment Repair and Maintenance	5,537	8,638	8,638
241 Grounds Maintenance	356	500	300
243 Non-Capital Computer Equipment and Supplies	3,082	4,325	2,236
245 Mileage Allowance	-	200	200
246 Liability Insurance	13,378	14,791	15,063
247 Safety Expenses	274	2,000	4,000
249 Operating Leases and Rentals	-	1,000	500
250 Professional and Contracted Services	49,892	87,450	87,752
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	859	1,180	1,180
260 Utilities	2,596	6,049	7,167
261 Telephone Charges	969	2,370	3,504
264 Printing and Copying	100	200	200
269 Other Services and Charges	12,169	7,500	13,400
273 Fleet Lease - Operating and Maintenance	71,215	70,760	104,640
274 Fleet Lease - Replacement	98,180	99,435	60,537
<i>Subtotal</i>	<i>351,698</i>	<i>405,903</i>	<i>407,297</i>
Non-Operating Expense			
950 Bad Debt	14,430	20,000	20,000
<i>Subtotal</i>	<i>14,430</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
440 Machinery and Equipment	1,514	-	-
471 Land	288,750	-	-
475 Building and Facility Improvement	-	10,000	10,000
<i>Subtotal</i>	<i>290,264</i>	<i>10,000</i>	<i>10,000</i>
SERVICE TOTAL	\$ 1,053,833	\$ 911,876	\$ 851,137

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:	2010 Budget	2011 Budget	2012 Budget
Construction Inspection Supervisor	0.00	0.20	0.20
Senior Construction Inspector	0.00	0.40	0.40
Construction Inspector	0.00	1.20	0.75
Total	0.00	1.80	1.35

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	102,098	77,917
112 Wages - Temporary	-	6,300	5,400
121 Wages - Overtime	-	4,500	5,786
122 Longevity Compensation	-	729	336
126 Retirement Health Savings Plan	-	720	540
128 FICA	-	391	335
129 Medicare	-	1,203	1,033
131 MOPC	-	5,105	3,896
132 Employee Insurance	-	13,783	10,752
133 Employee Retirement	-	6,125	4,753
135 Compensation Insurance	-	38	33
136 Unemployment Insurance	-	255	234
137 Staff Training and Conferences	-	1,080	926
139 Dental Insurance	-	511	545
141 Uniforms and Protective Clothing	-	46	39
<i>Subtotal</i>	-	142,884	112,525
Operating and Maintenance			
210 Office Supplies	-	113	96
216 Reference Books and Materials	-	45	39
217 Dues and Subscriptions	-	281	202
218 Non-Capital Equipment and Furniture	-	788	337
222 Chemicals	-	68	58
229 Materials and Supplies	-	225	289
240 Equipment Repair and Maintenance	-	2,273	1,948
243 Non-Capital Computer Equipment and Supplies	-	1,054	752
246 Liability Insurance	-	1,345	1,433
247 Safety Expenses	-	158	135
249 Operating Leases and Rentals	-	23	19
250 Professional and Contracted Services	-	-	65
261 Telephone Charges	-	918	736
264 Printing and Copying	-	68	58
273 Fleet Lease - Operating and Maintenance	-	5,638	5,611
274 Fleet Lease - Replacement	-	3,894	4,202
<i>Subtotal</i>	-	16,891	15,980
SERVICE TOTAL	\$ -	\$ 159,775	\$ 128,505

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

SERVICE: Regulatory Compliance

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

This is a shared service with the Water, Street, Sewer and Sanitation Funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Environmental Services Manager	0.00	0.30	0.30
Environmental Sustainability Coordinator	0.00	0.15	0.20
Civil Engineer	0.00	0.80	0.65
Environmental Project Specialist	0.00	0.60	0.50
Total	0.00	1.85	1.65

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	142,849	126,255
122 Longevity Compensation	-	122	1,069
126 Retirement Health Savings Plan	-	749	660
129 Medicare	-	1,136	1,037
131 MOPC	-	7,142	6,313
132 Employee Insurance	-	19,285	17,424
133 Employee Retirement	-	8,571	7,702
135 Compensation Insurance	-	-	41
136 Unemployment Insurance	-	357	379
137 Staff Training and Conferences	-	1,384	1,089
139 Dental Insurance	-	714	884
<i>Subtotal</i>	-	182,309	162,853
Operating and Maintenance			
216 Reference Books and Materials	-	78	66
217 Dues and Subscriptions	-	1,064	901
243 Non-Capital Computer Equipment and Supplies	-	62	803
246 Liability Insurance	-	-	430
247 Safety Expenses	-	234	198
250 Professional and Contracted Services	-	43,658	41,158
<i>Subtotal</i>	-	45,096	43,556
SERVICE TOTAL	\$ -	\$ 227,405	\$ 206,409

NOTE: This service was previously accounted for in a variety of other services in the PWNR Department.

SERVICE: Engineering/Survey Technical Services

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works & Utilities Department. Surveying services are also provided to other City departments. Activities also include staffing, supervision and evaluation of employees. This service coordinates the sale of maps to the public and provides technical information to the public. This is a shared service in the Water, Street, Sewer and General funds.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2010 Budget	2011 Budget	2012 Budget
PWNR Technology/GIS Coordinator	0.00	0.00	0.20
Engineering and Survey Tech Supervisor	0.00	0.21	0.20
Lead GIS Analyst	0.00	0.21	0.30
Survey Party Chief	0.00	0.28	0.10
Survey Technician	0.00	0.28	0.10
GIS/Mapping Technician	0.00	0.40	1.20
Total	0.00	1.38	2.10

LINE ITEM BUDGET

Personal Services	2010 Actual	2011 Budget	2012 Budget
111 Salaries and Wages	-	77,656	122,277
112 Wages - Temporary	-	3,781	-
114 Skill Based Pay	-	104	69
121 Wages - Overtime	-	273	364
122 Longevity Compensation	-	1,221	1,684
126 Retirement Health Savings Plan	-	552	828
128 FICA	-	234	-
129 Medicare	-	782	1,239
131 MOPC	-	3,885	6,117
132 Employee Insurance	-	10,484	16,875
133 Employee Retirement	-	4,663	7,463
135 Compensation Insurance	-	200	244
136 Unemployment Insurance	-	194	367
137 Staff Training and Conferences	-	1,794	2,852
139 Dental Insurance	-	388	856
141 Uniforms and Protective Clothing	-	52	69
<i>Subtotal</i>	-	106,263	161,304
Operating and Maintenance			
216 Reference Books and Materials	-	17	23
218 Non-Capital Equipment and Furniture	-	630	1,897
219 Drafting Supplies	-	690	920
229 Materials and Supplies	-	276	368
240 Equipment Repair and Maintenance	-	19,080	26,913
243 Non-Capital Computer Equipment and Supplies	-	3,640	230
246 Liability Insurance	-	273	429
247 Safety Expenses	-	173	230
250 Professional and Contracted Services	-	2,312	27,002
261 Telephone Charges	-	86	181
264 Printing and Copying	-	121	161
273 Fleet Lease - Operating and Maintenance	-	830	641
274 Fleet Lease - Replacement	-	782	1,043
<i>Subtotal</i>	-	28,910	60,038
SERVICE TOTAL	\$ -	\$ 135,173	\$ 221,342

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

TRANSPORTATION CIF FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,061,259	850,000	-
TOTAL	\$ 1,061,259	\$ 850,000	\$ -

Fund Description

The Transportation Community Investment Fee (CIF) Fund was created in 1993 to provide funding for oversizing of arterial street construction and improvements, landscaping and arterial intersection improvements. Transportation community investment fees are levied on all new construction (residential, commercial and industrial) within the City to provide a portion of the capital to meet the demand that new development creates for arterial street and intersection improvements.

The TCIF technical documentation provides information on the specific oversizing projects that are included in CIP as Arterial Improvements. Prioritization of projects will be determined as development and traffic necessitate. Administration of this fund is provided by the Public Works and Natural Resources Department.

TRANSPORTATION CIF FUND - Fund Summary

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 1,827,145	\$ 1,502,039	\$ 664,866
Committed Working Capital	-	155,000	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	734,902	122,364	158,323
Interest	20,065	45,463	9,944
Adjustment for GAAP Revenue	(18,814)		
TOTAL FUNDS	736,153	167,827	168,267
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,061,259	850,000	-
TOTAL EXPENDITURES	1,061,259	850,000	-
ENDING WORKING CAPITAL	1,502,039	664,866	833,133
CONTRIBUTION TO/(FROM) RESERVES	\$ (325,106)	\$ (682,173)	\$ 168,267

YOUTH SERVICES FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	4,863	-	-
Operating and Maintenance	25,636	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 30,499	\$ 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

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 78,719	\$ 118,545	\$ 87,714
COMMITTED WORKING CAPITAL	-	30,831	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	12,903	-	-
Grants and Donations	55,608	6,000	6,000
Interest	1,119	-	-
Miscellaneous	2,210	-	-
Adjustment for GAAP Revenue	(550)	-	-
TOTAL FUNDS	71,290	6,000	6,000
EXPENDITURES			
Personal Services	4,863	-	-
Operating and Maintenance	25,636	6,000	6,000
Capital	-	-	-
Total Operating Expenses	30,499	6,000	6,000
Adjustment for GAAP Expenses	965	-	-
TOTAL EXPENDITURES	31,464	6,000	6,000
ENDING WORKING CAPITAL	118,545	87,714	87,714
CONTRIBUTION TO/(FROM) RESERVES	\$ 39,826	\$ -	\$ -

SERVICE: Youth Services

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
112 Wages - Temporary	4,692	-	-
128 FICA	120	-	-
129 Medicare	28	-	-
142 Food Allowance	23	-	-
<i>Subtotal</i>	4,863	-	-
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	5,825	-	-
229 Materials and Supplies	16,092	5,000	5,000
243 Non-Capital Computer Equipment and Supplies	111	-	-
250 Professional and Contracted Services	-	1,000	1,000
252 Advertising and Legal Notices	2,325	-	-
264 Printing and Copying	1,283	-	-
<i>Subtotal</i>	25,636	6,000	6,000
SERVICE TOTAL	\$ 30,499	\$ 6,000	\$ 6,000

JUDICIAL WEDDING FEE FUND – Fund Summary

	2010 Actual	2011 Budget	2012 Budget
Personal Services	740	1,000	1,000
Operating and Maintenance	-	-	-
Non-Operating	1,283	1,319	1,322
Capital	-	-	-
TOTAL	\$ 2,023	\$ 2,319	\$ 2,322

JUDICIAL WEDDING FEE FUND – Fund Statement

	2010 Actual	2011 Budget	2012 Budget
BEGINNING WORKING CAPITAL	\$ 28,184	\$ 27,375	\$ 27,856
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,150	2,000	2,000
Interest	306	800	500
Adjustment for GAAP Revenue	(242)	-	-
TOTAL FUNDS	1,214	2,800	2,500
EXPENDITURES			
Personal Services	740	1,000	1,000
Non-Operating	1,283	1,319	1,322
TOTAL EXPENDITURES	2,023	2,319	2,322
ENDING WORKING CAPITAL	27,375	27,856	28,034
CONTRIBUTION TO/(FROM) RESERVES	\$ (809)	\$ 481	\$ 178

SERVICE: Judicial Wedding Fee Fund

LINE ITEM BUDGET

	2010 Actual	2011 Budget	2012 Budget
Personal Services			
137 Staff Training and Conferences	740	1,000	1,000
<i>Subtotal</i>	740	1,000	1,000
Non-Operating Expense			
970 Transfers to Other Funds	1,283	1,319	1,322
<i>Subtotal</i>	1,283	1,319	1,322
SERVICE TOTAL	\$ 2,023	\$ 2,319	\$ 2,322

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.

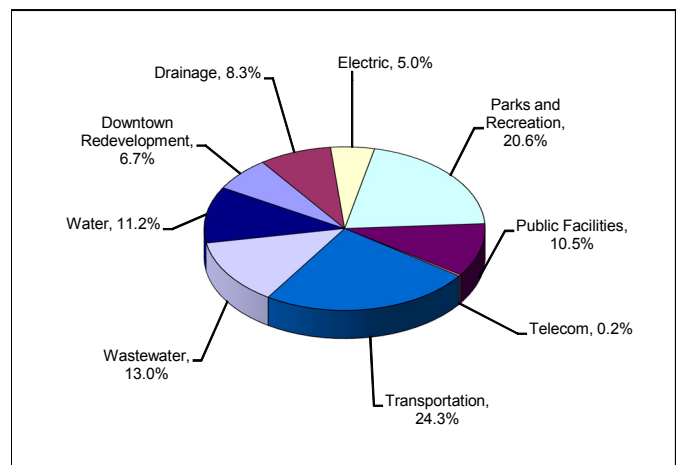
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City's CIP contains all capital projects that staff have identified and groups 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 2012 are included in the City's 2012 Operating Budget and a 2012-2016 Capital Improvement Program document is also created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Public Buildings and Facilities
- Drainage
- Telecommunications
- Electric
- Transportation
- Parks and Recreation
- Water
- Wastewater

2012 Projects by Category

Downtown Redevelopment	1,755,000
Drainage	2,172,900
Electric	1,314,200
Parks and Recreation	5,375,288
Public Facilities	2,741,225
Telecommunications	80,000
Transportation	6,337,000
Wastewater	3,388,063
Water	2,918,290
Total	26,081,966



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 2012 capital projects can be found below, and in the accompanying table titled 2012-2016 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 2012.

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 2013. 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 2012 is \$1,086,407 which will be paid from the Storm Drainage Fund.

Electric Projects: Of the six funded Electric projects four are not expected to generate additional operating needs, the ongoing costs for the Residential Street Lighting program will be borne by the electric rate payers and the Electric Aid to Construction project is revenue neutral.

Parks and Recreation Projects: This category of projects has several that are ongoing maintenance of existing infrastructure that will not impact the operating budget for 2012. 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 2013. In 2010, revenue bonds were issued for the purchase of additional Open Space and the annual principle and interest payment for 2012 is \$2,236,214 and will be paid for from the Open Space Fund.

Public Buildings and Facilities Projects: This category also has several projects that are ongoing maintenance of existing facilities that are not expected to impact the operating budget, but may, in fact, decrease the operational needs. These projects are replacement of HVAC and boiler systems, and

upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. The "maintenance" budget was, however, reduced for PB-187, Outdoor Warning System Replacement. 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, (2012 payment is \$175,970) 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 2012 is \$1,439,650. GO bonds were issued for the remodel of the Civic Center, Library and Safety and Justice Center. Debt service for 2012 is \$1,226,476. This debt is paid for from the Public Improvement Fund.

Telecommunications Projects: There were two minor projects planned for 2012 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 2012. One project, T-105, Missing Sidewalks will add \$1,000 to the operation and maintenance budget for 2012.

Wastewater Projects: No operating impacts are expected from three of the projects in this category in 2012 since they are maintenance of current infrastructure. The fourth project, MUS-149 Wastewater Treatment Plant Master Plan Improvements added over \$69,000 to the Sewer Fund ongoing operation and maintenance budget for 2012. In 1992, the City borrowed money from the Colorado Water Resources and Power Authority to build and ammonia removal system at the wastewater treatment plant. Loan payment for 2012 is \$184,317. In 2010, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payments on these bonds for 2012 is \$884,158.

Water Projects: 2012 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 2012 costs for this loan is \$1,429,028.

Funded Projects by Category

	2012	2013	2014	2015	2016	2012-2016 Total
Downtown Redevelopment	1,755,000	10,000	30,000	30,000	30,000	1,855,000
Drainage	2,172,900	2,324,100	201,600	70,000	166,650	4,935,250
Electric	1,314,200	1,012,000	1,015,000	1,025,000	1,025,000	5,391,200
Parks and Recreation	5,375,288	2,187,490	3,238,636	1,037,799	1,503,126	13,342,339
Public Facilities	2,741,225	4,440,466	1,487,864	2,226,242	1,585,493	12,481,290
Telecommunications	80,000	102,400	214,872	137,418	190,041	724,731
Transportation	6,337,000	8,588,000	7,101,000	14,893,000	6,966,000	43,885,000
Wastewater	3,388,063	3,323,576	490,575	266,116	302,929	7,771,259
Water	2,918,290	2,926,870	22,152,650	877,270	877,650	29,752,730
Total	26,081,966	24,914,902	35,932,197	20,562,845	12,646,889	120,138,799

Funded Projects by Fund

	2012	2013	2014	2015	2016	2012-2016 Total
Airport	20,000	-	-	-	-	20,000
Conservation Trust	2,922,700	1,488,800	411,700	80,000	800,000	5,703,200
Downtown Parking	10,000	10,000	30,000	30,000	30,000	110,000
Electric	1,818,935	887,000	900,000	1,197,101	910,000	5,713,036
Electric CIF	115,000	125,000	115,000	115,000	115,000	585,000
Fleet	286,939	2,317,244	-	222,701	23,230	2,850,114
Golf	-	154,500	-	-	21,062	175,562
LDDA	437,500	-	-	-	-	437,500
Open Space	-	-	-	-	-	-
Open Space Bonds	2,677,413	2,056,900	-	-	-	4,734,313
Park Improvement	52,600	442,600	2,028,200	30,000	30,000	2,583,400
Public Buildings CIF	550,000	-	-	-	-	550,000
Public Improvement	2,043,612	1,688,373	1,651,626	1,543,277	2,044,327	8,971,215
Public Safety	290,000	-	-	-	-	290,000
Sanitation	4,242	86,455	-	-	-	90,697
Sewer	406,378	532,546	522,034	574,994	312,929	2,348,881
Sewer Bonds	3,000,000	3,000,000	200,000	-	-	6,200,000
Sewer Construction	45,000	30,000	30,000	30,000	30,000	165,000
Storm Drainage	186,389	-	-	-	-	186,389
Storm Drainage Bonds	-	-	-	-	-	-
Street	8,203,263	8,656,444	7,320,250	15,411,960	7,166,000	46,757,917
Telecommunications	80,000	102,400	214,872	137,418	190,041	724,731
Transportation CIF	-	400,000	-	-	-	400,000
Water Acquisition	-	-	2,350,000	-	-	2,350,000
Water	2,235,495	2,336,390	11,162,265	994,144	778,050	17,506,344
Water Construction	696,500	600,250	8,696,250	196,250	196,250	10,385,500
Water Storage Fund	-	-	300,000	-	-	300,000
Total	26,081,966	24,914,902	35,932,197	20,562,845	12,646,889	120,138,799

2012-2016 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total
Downtown Redevelopment projects							
DR-8	Downtown Alley Improvements	Improve, upgrade and beautify Longmont's alleys.	1,745,000	-	-	-	1,745,000
DR-23	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area.	10,000	10,000	30,000	30,000	110,000
Total			1,755,000	10,000	30,000	30,000	1,855,000
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.	2,112,900	2,243,300	-	-	4,356,200
D-37	Oligarchy Ditch Improvements	Improvements to include access for maintenance, increased capacity, greenway connections and stream degradation.	60,000	80,800	201,600	70,000	166,650
Total			2,172,900	2,324,100	201,600	70,000	4,935,250
Electric projects							
MJE-14	Electric Main Feeder Extensions	New main feeder extensions built as development generates a need to expand.	115,000	125,000	115,000	115,000	115,000
MJE-17	Electric Substation Upgrades	Perimeter block walls and security gates for Terry Street substation.	323,200	-	-	-	-
MJE-44	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	100,000	100,000	100,000	100,000	100,000
MJE-91	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	50,000	50,000	50,000	50,000	50,000
MJE-97	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	626,000	637,000	650,000	660,000	660,000
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
Total			1,314,200	1,012,000	1,015,000	1,025,000	1,025,000
Total			1,314,200	1,012,000	1,015,000	1,025,000	1,025,000

2012-2016 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total	
Parks and Recreation projects								
PR-5B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	2,948,000	788,800	411,700	80,000	800,000	5,028,500
PR-10	Union Reservoir Master Planned Improvements	Phased recreational development of a full District Park facility.	752,500	-	-	-	-	752,500
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.	22,000	313,600	-	-	-	335,600
PR-83	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	247,140	261,000	302,300	350,000	326,000	1,486,440
PR-85	Sport Court Reconstruction	Rehabilitation of tennis, basketball, volleyball and roller hockey courts.	13,000	28,500	13,000	28,500	13,000	96,000
PR-90	Sunset Irrigation System	Replacement of field controllers and central control system	-	154,500	-	-	-	154,500
PR-101	Jim Hamm's Pond District Park	Completion of the path around the pond and improvements to the facility.	424,400	-	-	-	-	424,400
PR-102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	225,489	86,144	173,990	248,173	250,900	984,696
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-136	Park Bridge Replacement Program	Restoration of pedestrian bridges in City parks.	35,000	10,000	10,000	10,000	10,000	75,000
PR-139	Wertman Neighborhood Park	Design and construction of phase 1 of a new neighborhood park.	-	92,800	1,041,700	-	-	1,134,500
PR-147	Kensington Park Rehabilitation	Rehabilitation of Kensington Park.	-	-	217,900	217,900	-	435,800
PR-150	Quail Campus Master Planned Improvements	Construction of additional parking and a 10 court tennis facility.	22,600	319,800	956,500	-	-	1,298,900
PR-155	Golden Ponds Improvements	Rehabilitation and relandscaping.	52,700	-	-	-	-	52,700
PR-162	Sports Field Lighting and Scoreboards	Replacement of aging field lights and scoreboards.	83,200	41,600	20,800	12,480	12,480	170,560
PR-164	District Park/Trails Acquisition and Development	Acquisition and / or development of district park properties.	398,513	-	-	-	-	398,513
PR-165	Neighborhood Parks Master Planning	Provide inventory, condition rating and cost estimates for rehabilitation and replacement of park amenities.	60,000	-	-	-	-	60,000
PR-174	Playground Rehabilitation Program	Replacement of aging playground equipment.	45,000	45,000	45,000	45,000	45,000	225,000
PR-182	Skate Park Component Repair and Replacement	Replacement of aging skate park components.	10,000	10,000	10,000	10,000	10,000	50,000
Total			5,375,288	2,187,490	3,238,636	1,037,799	1,503,126	13,342,339

2012-2016 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total
Public Buildings and Facilities projects							
PB-1	Municipal Buildings Roof Improvements	511,539	440,048	55,000	580,308	924,186	2,511,081
PB-2	Municipal Buildings ADA Improvements	10,000	-	-	-	-	10,000
PB-7	Fleet Building Expansion	282,859	2,317,244	-	-	-	2,600,103
PB-37	Fire Stations Improvements	64,500	40,000	40,000	40,000	40,000	224,500
PB-80	Municipal Buildings Boiler Replacement	55,550	61,034	38,150	180,992	127,765	463,491
PB-82	Municipal Buildings HVAC Replacement	189,072	342,056	261,409	511,190	278,760	1,582,487
PB-109	Municipal Facilities Parking Lot Rehabilitation	70,700	70,700	70,700	70,700	70,700	353,500
PB-119	Municipal Buildings Flooring Replacement	194,400	103,000	83,750	25,000	-	406,150
PB-145	Community Services Specialized Equipment	171,405	104,815	152,470	227,525	134,082	790,297
PB-146	Former Fire Station #3 Renovation	550,000	-	-	-	-	550,000
PB-153	Museum Auditorium Addition	125,000	125,000	-	-	-	250,000
PB-160	Municipal Buildings Auto Door and Gate Replacement	10,000	10,000	10,000	10,000	10,000	50,000
PB-163	Municipal Buildings Keyless Entry	20,000	-	-	-	-	20,000
PB-165	Municipal Buildings Emergency Generators	68,800	68,800	-	-	-	137,600
PB-181	Municipal Buildings UPS Repair and Replacement	-	59,829	-	65,268	-	125,097
PB-187	Outdoor Emergency Warning System Replacement	290,000	-	-	-	-	290,000
PB-189	Municipal Buildings Exterior Maintenance	36,800	30,000	-	-	-	66,800
PB-190	Municipal Buildings Interior Maintenance	31,000	13,000	-	5,000	-	49,000
PB-191	Civic Center CEPTED and Grounds Enhancements	-	60,000	303,000	-	-	363,000
PB-192	Operations & Maintenance Building/Site Improvements	59,600	594,940	473,385	510,259	-	1,638,184
Total		2,741,225	4,440,466	1,487,864	2,226,242	1,585,493	12,481,290

2012-2016 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total	
Telecommunications projects								
TEL-1	Fiber Optic Network	Expansion of existing fiber optic network to provide better communication throughout the City.	-	20,000	130,000	50,000	100,000	300,000
TEL-2	Aid to Construction	Addition to the telecom infrastructure for customers.	80,000	82,400	84,872	87,418	90,041	424,731
Total			80,000	102,400	214,872	137,418	190,041	724,731
Transportation projects								
T-1	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	4,092,000	4,135,000	4,178,000	4,222,000	4,266,000	20,893,000
T-11	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	1,000,000	1,000,000	1,100,000	1,130,000	800,000	5,030,000
T-12	Vance Brand Airport Improvements	Improvements and maintenances of existing airport infrastructure.	20,000	-	-	-	-	20,000
T-76	South Pratt Parkway Bridge over St Vrain River	Design and construction of bridge widening and replacement.	-	-	275,000	-	1,750,000	2,025,000
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.	-	10,000	35,000	1,701,000	-	1,746,000
T-92	Boston Avenue Connection - Price to Martin	Construction of a new portion of roadway.	-	-	995,000	3,000,000	-	3,995,000
T-100	3rd Avenue Bridge Deck Replacement	Replacement of bridge deck for the east bound direction of traffic.	650,000	-	-	-	-	650,000
T-105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	150,000	150,000	150,000	150,000	150,000	750,000
T-106	Hover Street Rehabilitation	Improvements to the structural condition of the concrete pavement.	275,000	-	-	-	-	275,000
T-109	Main St & Ken Pratt Blvd Intersection Improvements	Capacity improvements including auxiliary turn lanes and construction of additional eastbound lane.	150,000	2,975,000	-	-	-	3,125,000
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.	-	318,000	192,000	3,250,000	-	3,760,000
Total			6,337,000	8,588,000	7,101,000	14,893,000	6,966,000	43,885,000

2012-2016 Capital Improvement Funded Projects - Capital Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total	
Wastewater projects								
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	313,063	313,576	280,575	256,116	292,929	1,456,259
MUS-145	Sewer System Oversizing	Developer reimbursements for oversizing sewer lines ahead of City's schedule.	25,000	10,000	10,000	10,000	10,000	65,000
MUS-148	Trunkline Evaluation	Identification of deterioration in the collection system trunklines.	50,000	-	-	-	-	50,000
MUS-149	Wastewater Treatment Master Plan Improvements	Improvements, additions and rehabilitation of the wastewater treatment plant.	3,000,000	3,000,000	200,000	-	-	6,200,000
Total		3,388,063	3,323,576	490,575	266,116	302,929	7,771,259	
Water projects								
MUW-66	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	758,900	539,500	686,400	538,800	561,400	3,085,000
MUW-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
MUW-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	80,000	400,000
MUW-155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	736,800	1,285,000	-	-	-	2,021,800
MUW-172	Windy Gap Firing Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply	950,000	400,000	21,150,000	-	-	22,500,000
MUW-173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	60,000	434,000	60,000	60,000	60,000	674,000
MUW-179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	151,500	126,250	126,250	126,250	126,250	656,500
MUW-180	Longmont Reservoir Outlet Gates Repair	Repair to outlet gates and safety improvements of walkways to the operating stems.	122,000	-	-	-	-	122,000
MUW-181	Water Resources Infrastructure Improvements/ Rehabilitation	Rehabilitation and improvements to raw water infrastructure and facilities.	9,090	12,120	-	22,220	-	43,430
Total		2,918,290	2,926,870	22,152,650	877,270	877,650	29,752,730	
2012-2016 Funded Projects Totals		26,081,966	24,914,902	35,932,197	20,562,845	12,646,889	120,138,799	

2012-2016 Capital Improvement Funded Projects - Operating Costs

Project Category	Operating Description	2012	2013	2014	2015	2016	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.	1,086,407	1,083,532	1,083,757	1,083,282	1,084,082	5,421,060
Total			1,086,407	1,110,032	1,111,052	1,111,396	1,113,039	5,531,926
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			-	-	-	-	-	

2012-2016 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2012	2013	2014	2015	2016	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-10	Union Reservoir Master Planned Improvements	Staff and operating supplies to maintain park.	-	62,902	64,789	66,733	68,735	263,159
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.	-	28,428	29,281	30,159	31,064	118,932
PR-83	Primary and Secondary Greenw ay Connection	Staff and operating supplies to maintain greenw ay.	-	52,500	54,075	55,697	57,368	219,640
PR-85	Sport Court Reconstruction	No impact to operating budget.	-	-	-	-	-	-
PR-90	Sunset Irrigation System	No impact to operating budget.	-	-	-	-	-	-
PR-101	Jim Hamm's Pond District Park	Staff and operating supplies to maintain park.	-	26,500	27,295	28,114	28,957	110,866
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	38,670	112,663
PR-147	Kensington Park Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
PR-150	Quail Campus Master Planned Improvements	Staff and operating supplies to maintain park.	-	-	36,450	38,273	40,186	114,909
PR-155	Golden Ponds Improvements	No impact to operating budget.	-	-	-	-	-	-
PR-162	Sports Field Lighting and Scoreboards	No impact to operating budget.	-	-	-	-	-	-
PR-164	District Park/Trails Acquisition and Development	No impact to operating budget.	-	-	-	-	-	-
PR-165	Neighborhood Parks Master Planning	No impact to operating budget.	-	-	-	-	-	-
PR-174	Playground Rehabilitation Program	No impact to operating budget.	-	-	-	-	-	-
PR-182	Skate Park Component Repair and Replacement	No impact to operating budget.	-	-	-	-	-	-
Debt		Debt payments for prior year's projects.	2,236,214	2,218,314	2,205,314	2,187,114	2,168,814	11,015,770
Total			2,236,214	2,416,244	2,482,082	2,472,914	2,463,953	12,071,407

2012-2016 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total	
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-7	Fleet Building Expansion	Mechanic staff and operating supplies.	-	123,446	127,149	130,964	134,893	516,452
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.	-	-	-	-	-	
PB-146	Former Fire Station #3 Renovation	Staff and operating supplies to provide recreational programming.	-	47,796	49,230	50,707	52,228	199,961
PB-153	Museum Auditorium Addition	Revenue from programming.	-	(50,000)	(50,000)	(50,000)	(50,000)	(200,000)
		Staff and operating supplies to maintain auditorium.	-	-	46,600	47,998	49,438	144,036
PB-160	Municipal Buildings Auto Door and Gate Replacement	Revenue from programming.	-	-	(23,500)	(23,500)	(23,500)	(70,500)
		No impact to operating budget.	-	-	-	-	-	-
PB-163	Municipal Buildings Keyless Entry	No impact to operating budget.	-	-	-	-	-	
PB-165	Municipal Buildings Emergency Generators	Annual maintenance.	-	3,000	3,000	3,000	3,000	12,000
PB-181	Municipal Buildings UPS Repair and Replacement	No impact to operating budget.	-	-	-	-	-	
PB-187	Outdoor Emergency Warning System Replacement	Reduction in maintenance costs.	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(75,000)
PB-189	Municipal Buildings Exterior Maintenance	No impact to operating budget.	-	-	-	-	-	
PB-190	Municipal Buildings Interior Maintenance	No impact to operating budget.	-	-	-	-	-	
PB-191	Civic Center CEPTED and Grounds Enhancements	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.	2,666,126	2,718,925	2,723,025	2,728,625	2,740,425	13,577,126	
Lease	Fire Station lease payment.	348,507	348,507	348,507	348,507	348,507	1,742,535	
Lease	Energy performance contract lease payment.	175,970	183,568	186,044	207,226	220,156	972,964	
Savings	Energy performance contract savings.	(198,577)	(203,530)	(215,530)	(228,273)	(241,773)	(1,087,683)	
Total		2,977,026	3,156,712	3,179,525	3,200,254	3,218,374	14,104,075	

2012-2016 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2012	2013	2014	2015	2016	5 Year Total
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-12	Vance Brand Airport Improvements	No impact to operating budget.	-	-	-	-	-
T-76	South Pratt Parkway Bridge over St Vrain River	No impact to operating budget.	-	-	-	-	-
T-78	Hover Street Bridge over Dry Creek	No impact to operating budget.	-	-	-	-	-
T-91	State Highway 119 Pedestrian Underpass	No impact to operating budget.	-	-	-	-	-
T-92	Boston Avenue Connection - Price to Martin	Minimal impact to operating budget.	-	-	5,000	5,000	10,000
T-100	3rd Avenue Bridge Deck Replacement	No impact to operating budget.	-	-	-	-	-
T-105	Missing Sidewalks	Minimal impact to operating budget.	1,000	1,000	1,000	1,000	5,000
T-106	Hover Street Rehabilitation	Potential impact to operating budget if NOT funded.	-	-	-	-	-
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	6,000	6,000	15,000
Wastewater projects							
MUS-53	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-
MUS-145	Sewer System Oversizing	No impact to operating budget.	-	-	-	-	-
MUS-148	Trunkline Evaluation	No impact to operating budget.	-	-	-	-	-
MUS-149	Wastewater Treatment Master Plan Improvements	Maintenance increase	69,128	66,248	66,248	66,248	334,120
Debt		Debt payments for prior year's projects.	884,158	1,082,258	1,081,258	1,080,058	1,088,658
Debt		Estimated debt payments for current and future projects.	523,582	526,755	524,968	527,205	528,245
Total		1,476,868	1,675,261	1,672,474	1,673,511	1,683,151	8,181,265

2012-2016 Capital Improvement Funded Projects - Operating Costs

Project Category	Project Description	2012	2013	2014	2015	2016	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	20,000
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-2011- 72

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2012

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2012 (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 \$216,688,843, and expenses in the amount of \$216,688,843, is hereby adopted as the official budget for the year 2012.

Section 2

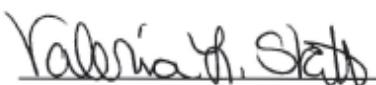
To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 11th day of October, 2011.

Passed and adopted this 25th day of October, 2011.


MAYOR

ATTEST:


CITY CLERK



L:\YOSSES\Ordinance adopting 2012 budget.docx 10/5/2011

1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
 2 7:00 P.M. ON THE 25th DAY OF October, 2011, IN THE
 3 LONGMONT COUNCIL CHAMBERS.

4
 5
 6 APPROVED AS TO FORM:

7
 8  10-5-11
 9 _____ DATE
 10 ASSISTANT CITY ATTORNEY

11
 12  10-5-2011
 13 _____ DATE
 14 PROOFREAD

15
 16
 17 APPROVED AS TO FORM AND SUBSTANCE:

18
 19  10/5/11
 20 _____ DATE
 21 BUDGET MANAGER

22 File: 8632
 23

1 electric utility capital improvement projects related to growth, as designated by the City Council
2 of the City of Longmont.

3 TELECOMMUNICATIONS FUND: \$445,989, for the maintenance, improvement and
4 expansion of the telecommunications enterprise system of the City of Longmont and for all other
5 expenses, including compensation, of the telecommunications enterprise system.

6 WATER FUND: \$16,304,966, for the maintenance, improvement and expansion of the
7 water enterprise system of the City of Longmont and for all other expenses, including
8 compensation, of the water enterprise system.

9 WATER CONSTRUCTION FUND: \$699,000, for the purpose of making improvements
10 to the City's water enterprise system.

11 WATER ACQUISITION FUND: \$200,000, for the purpose of acquiring additional water
12 rights for the City as needed to support its water enterprise system.

13 RAW WATER STORAGE FUND: \$10,000, for the purpose of developing the City's
14 winter water supply as part of the City's water enterprise system.

15 SEWER FUND: \$11,884,867, for the maintenance, improvement and expansion of the
16 sewer enterprise system of the City of Longmont and for the compensation paid to employees of
17 the Sewer Department and for all other expenses of said department.

18 SEWER CONSTRUCTION FUND: \$551,338, for the maintenance, improvement and
19 expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
20 including compensation, of the sewer enterprise system.

21 STORM DRAINAGE FUND: \$3,681,954, for the maintenance, improvement and
22 expansion of the storm drainage enterprise system of the City of Longmont and for all other
23 expenses, including compensation, of the storm drainage enterprise system.

24 AIRPORT FUND: \$311,469, for the purpose of paying any authorized expenditures for

1 the Vance Brand Municipal Airport as designated by the City Council of the City of Longmont,
2 including compensation.

3 PUBLIC IMPROVEMENT FUND: \$4,764,287, for the purpose of paying the cost of any
4 public improvements as designated by the City Council of the City of Longmont.

5 PROBATION SERVICES FUND: \$120,213, for the purposes of paying any authorized
6 expenditures for municipal court probation services as designated by the City Council of the City
7 of Longmont, including compensation.

8 JUDICIAL WEDDING FUND: \$2,322, for the purposes of paying any authorized
9 expenditures for municipal court services as designated by the City Council of the City of
10 Longmont.

11 COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$796,740, for the
12 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the
13 City Council of the City of Longmont, including compensation.

14 AFFORDABLE HOUSING FUND: \$250,234, for the purposes of paying any authorized
15 expenditures for affordable housing as designated by the City Council of the City of Longmont,
16 including compensation.

17 DOWNTOWN PARKING FUND: \$55,919, for the purpose of paying any authorized
18 expenditures for downtown parking as designated by the City Council of the City of Longmont.

19 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$16,409,990, for
20 the purpose of paying any authorized expenditures for street system maintenance or
21 improvements as designated by the City Council of the City of Longmont, including
22 compensation.

23 YOUTH SERVICES FUND: \$6,000, for the purposes of paying any authorized
24 expenditures for youth services as designated by the City Council of the City of Longmont.

1 LIBRARY SERVICES FUND: \$71,000, for the purposes of paying any authorized
2 expenditures for library services as designated by the City Council of the City of Longmont.

3 MUSEUM SERVICES FUND: \$91,077, for the purposes of paying any authorized
4 expenditures for museum services as designated by the City Council of the City of Longmont.

5 CALLAHAN HOUSE FUND: \$73,135, for the purpose of paying any authorized
6 expenditures for the Callahan House as designated by the City Council of the City of Longmont.

7 SENIOR SERVICES FUND: \$170,734, for the purposes of paying any authorized
8 expenditures for senior services as designated by the City Council of the City of Longmont.

9 ART IN PUBLIC PLACES FUND: \$127,467, for the purpose of paying any authorized
10 expenditures for art in public places as designated by the City Council of the City of Longmont.

11 PARK IMPROVEMENT FUND: \$52,600, for the acquisition and development of
12 additional parks in the City of Longmont as designated by the City Council of the City of
13 Longmont.

14 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$0, for the purpose
15 of transportation capital improvement projects related to growth, as designated by the City
16 Council of the City of Longmont.

17 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$550,000, for the
18 purpose of acquiring, constructing and making capital improvements to public buildings and
19 public building sites, as designated by the City Council of the City of Longmont.

20 OPEN SPACE FUND: \$5,635,413, for the purposes of paying any authorized
21 expenditures for open space as designated by the City Council of the City of Longmont,
22 including compensation.

23 PUBLIC SAFETY FUND: \$5,690,043, for the purposes of paying any authorized
24 expenditures for public safety as designated by the City Council of the City of Longmont,

1 including compensation.

2 LODGERS TAX FUND: \$249,639 for the purposes of paying any authorized
3 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

4 CONSERVATION TRUST FUND: \$2,922,700, for the acquisition, development and
5 maintenance of new conservation sites as designated by the City Council of the City of
6 Longmont.

7 MUSEUM TRUST FUND: \$19,000, for the purposes of paying any authorized
8 expenditures for museum services as designated by the City Council of the City of Longmont.

9 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$104,522, for the purpose of
10 paying any authorized expenditures for the General Improvement District # 1 as designated by
11 the City Council of the City of Longmont.

12 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,927,699, for the purpose of
13 paying any authorized expenditures for the Downtown Development Authority as designated by
14 the City Council of the City of Longmont, including compensation.

15 FLEET SERVICE FUND: \$6,748,726, for the maintenance, operation and replacement
16 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

17 Section 2

18 The Council finds that every contract funded in this ordinance for charitable, industrial,
19 education, or benevolent purposes or with any denominational or sectarian institution or
20 association serves a public purpose.

21 Section 3

22 To the extent only that they conflict with this ordinance, the Council repeals any
23 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
24 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

1

2 Introduced this 11th day of October, 2011.

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4 Passed and adopted this 25th day of October, 2011.

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10 ATTEST:

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Valeria H. Skott
CITY CLERK



[Signature]
MAYOR

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NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 25th DAY OF October, 2011, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

[Signature]
ASSISTANT CITY ATTORNEY

11-5-11
DATE

[Signature]
PROOFREAD

10-5-2011
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

10/5/11
DATE

File: 8633

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ORDINANCE O-2011-74

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2011, TO
PAY BUDGETED CITY EXPENSES FOR THE 2012 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 2011, 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, 2012.

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 11th day of October, 2011.

Passed and adopted this 25th day of October, 2011.

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[Signature]
MAYOR

ATTEST:

[Signature]
CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 25th DAY OF October, 2011, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

[Signature]
ASSISTANT CITY ATTORNEY

10-5-11
DATE

[Signature]
PROOFREAD

10-5-2011
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Signature]
BUDGET MANAGER

10/5/11
DATE

CA file: 8630

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ORDINANCE-O-2011- 75

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
DISTRICT FOR THE YEAR 2011 TO PAY BUDGETED EXPENSES OF THE LONGMONT
DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2012 FISCAL YEAR

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

Pursuant to Section 31-25-817, C.R.S., as amended, the Council does hereby fix and levy upon the taxable real and personal property within the Longmont Downtown Development District, according to the assessed valuation thereof for the fiscal year 2011, a tax of 3.310 mills on each dollar of said valuation for the purposes of paying and providing for the payment of the budgeted expenses of the Longmont Downtown Development Authority (Authority) for the fiscal year beginning January 1, 2012.

Section 2

All prior actions by the officers and staff of the City and the Authority relating to the authorization and certification of the Authority'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.

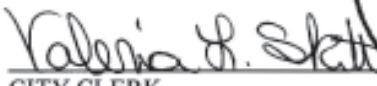
1 Introduced this 11 day of October, 2011.

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3 Passed and adopted this 25 day of October, 2011.

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MAYOR



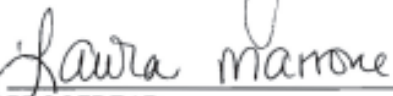
ATTEST:

CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 25th DAY OF October, 2011, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:


ASSISTANT CITY ATTORNEY

10-5-11
DATE


PROOFREAD

10-5-2011
DATE

APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/5/11
DATE

CA file: 8631

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RESOLUTION R-2011- 75A
A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
LONGMONT FOR 2012

WHEREAS the City Council has adopted the Financial Policies of the City of Longmont and periodically reviews the operational implementation of these policies; and

WHEREAS it is now deemed advisable to amend the existing Financial Policies;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY RESOLVES:


Section 1

The Financial Policies of the City of Longmont shall be as set forth in the City of Longmont Financial Policies dated OCTOBER 25, 2011, now before the Council. The Financial Policies adopted by this resolution shall become effective January 1, 2012.

Section 2

The Financial Policies of the City of Longmont adopted by this resolution shall replace all prior Financial Policies adopted by the Council.


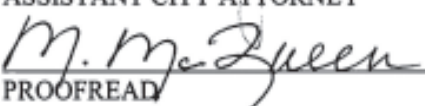
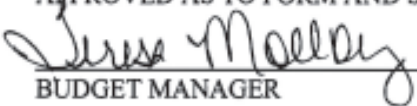
Passed and adopted this 25th day of October, 2011.


MAYOR

ATTEST:


CITY CLERK



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 14 C.A. File: 8652

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RESOLUTION R-2011-76A

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE
2012 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 2012 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 2012 Classification and Pay Plan now before the Council, effective as to each respective employee, on the beginning of the employee's work week that includes January 1, 2012.

Section 3

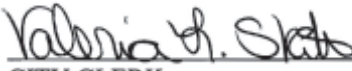
To the extent only that they conflict with this resolution, the Council repeals any conflicting resolutions or parts of resolutions. The provisions of this resolution are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this resolution.

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Passed and adopted this 25th day of October, 2011.


MAYOR

ATTEST:


CITY CLERK



APPROVED AS TO FORM


ASSISTANT CITY ATTORNEY

10-3-11
DATE


PROOFREAD

9/29/11
DATE

APPROVED AS TO FORM AND SUBSTANCE:


ORIGINATING DEPARTMENT

10/13/11
DATE

File: 8628


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RESOLUTION LGID 2011-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONGMONT GENERAL
IMPROVEMENT DISTRICT NO. 1 ADOPTING THE ANNUAL BUDGET FOR THE
DISTRICT FOR THE FISCAL YEAR 2012

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 2012
(edition 1) showing the: estimated beginning fund balance in the amount of \$93,332; estimated
revenues in the amount of \$93,077; and estimated expenses in the amount of \$104,522.

Passed and adopted this 25th day of October, 2011.


MAYOR



ATTEST:


CITY CLERK

APPROVED AS TO FORM


ASSISTANT CITY ATTORNEY

10-19-11
DATE


PROOFREAD

10/19/11
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APPROVED AS TO FORM AND SUBSTANCE:


BUDGET MANAGER

10/19/11
DATE

CA file: 8653

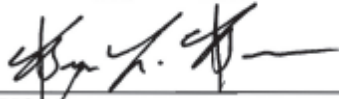
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RESOLUTION LGID -2011-04

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL
PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1
FOR THE YEAR 2011 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE
2012 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 2011, 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, 2012. 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 25th day of October, 2011.



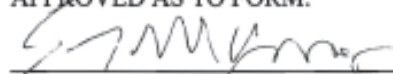
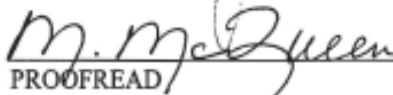
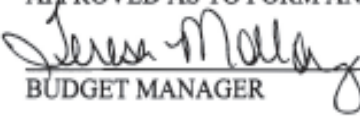
MAYOR

ATTEST:



CITY CLERK



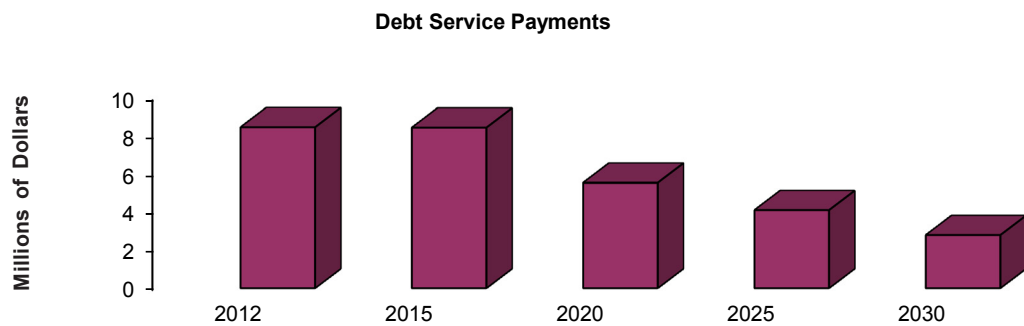
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14 CA file: 8654

2012 Debt Service

The City's 2012 debt service payments total \$8.5 million, which is 3.9% 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 2010 was approximately \$8.82 billion. The 3% limitation equaled \$264,574,063. The City had a total of \$2,325,000 in outstanding debt applicable to the debt limitation at the end of 2010. 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.



2012 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
1992 Loan	158,838	25,479	184,317	2012
Series 2010A & 2010 B Revenue Bonds	345,000	539,158	884,158	2030
WATER FUND				
2003 Series A Loan	972,966	456,062	1,429,028	2023
PUBLIC IMPROVEMENT FUND				
Series 2002 GO Refunding Bonds	1,185,000	41,476	1,226,476	2012
Series 2006 Rev Refunding Bonds	645,000	794,650	1,439,650	2019
OPEN SPACE FUND				
Revenue Bonds	1,145,000	1,091,214	2,236,214	2033
STORM DRAINAGE FUND				
2008 Revenue Bonds	550,000	536,407	1,086,407	2028
TOTAL ALL FUNDS	5,001,804	3,484,445	8,486,249	

Debt Service Schedules to Maturity

SEWER FUND:

1992 Series B Loan (Maturity 2012)			
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2012	158,838	25,479	184,317

A \$3.5 million loan from the Colorado Water Resources and Power Authority for an ammonia removal system at the wastewater treatment plant. The loan is to be repaid from the revenues of the Sewer Fund.

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2012	345,000	539,158	884,158
2013	550,000	532,258	1,082,258
2014	560,000	521,258	1,081,258
2015	570,000	510,058	1,080,058
2016	590,000	498,658	1,088,658
2017	605,000	480,368	1,085,368
2018	620,000	459,495	1,079,495
2019	640,000	436,245	1,076,245
2020	655,000	410,645	1,065,645
2021	680,000	383,135	1,063,135
2022	700,000	353,895	1,053,895
2023	725,000	323,095	1,048,095
2024	750,000	290,470	1,040,470
2025	780,000	255,970	1,035,970
2026	805,000	219,310	1,024,310
2027	835,000	180,670	1,015,670
2028	870,000	138,920	1,008,920
2029	900,000	95,420	995,420
2030	935,000	48,620	983,620

The Series 2010A and 2010B Sewer Revenue Bonds for the amount of \$13,390,000 will be used for improvements at the Wastewater Treatment Plant. The debt service will be paid from the Sewer Fund. The Series 2010A are non-callable Tax Exempt Bonds. The Series 2010B are Taxable Building America Bonds callable on 11-01-2020 and as part of the 2009 American Recovery and Reinvestment Act, the City's eligible to receive an 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>
2012	972,966	456,062	1,429,028
2013	989,550	427,462	1,417,012
2014	1,006,134	398,376	1,404,510
2015	1,017,192	368,800	1,385,992
2016	1,039,304	332,000	1,371,304
2017	1,061,418	294,400	1,355,818
2018	1,083,530	256,000	1,339,530
2019	1,105,642	216,800	1,322,442
2020	1,127,756	176,800	1,304,556
2021	1,155,396	133,450	1,288,846
2022	1,210,678	91,650	1,302,328
2023	1,282,546	47,850	1,330,396

The Series A is a \$14,998,044 loan from the Colorado Water Resources and Power Authority for the construction of a new water treatment plant. This loan is to be repaid from the revenues of the Water Fund.

STORM DRAINAGE FUND***Series 2008 Revenue Bonds (Maturity 2028)***

Year	Principal	Interest	Total Payment
2012	550,000	536,407	1,086,407
2013	565,000	518,532	1,083,532
2014	585,000	498,757	1,083,757
2015	605,000	478,282	1,083,282
2016	630,000	454,082	1,084,082
2017	655,000	430,457	1,085,457
2018	680,000	404,257	1,084,257
2019	710,000	377,057	1,087,057
2020	740,000	348,657	1,088,657
2021	770,000	317,207	1,087,207
2022	805,000	284,482	1,089,482
2023	840,000	250,269	1,090,269
2024	880,000	214,569	1,094,569
2025	920,000	176,069	1,096,069
2026	965,000	135,819	1,100,819
2027	1,015,000	93,600	1,108,600
2028	1,065,000	47,925	1,112,925

\$14.54 million revenue bonds will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund.

OPEN SPACE FUND:***Series 2010A & 2010B Revenue Bonds (Maturity 2033)***

Year	Principal	Interest	Total Payment
2012	1,145,000	1,091,214	2,236,214
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>
2012	645,000	794,650	1,439,650
2013	1,980,000	738,925	2,718,925
2014	2,065,000	658,025	2,723,025
2015	2,155,000	573,625	2,728,625
2016	2,255,000	485,425	2,740,425
2017	2,370,000	378,113	2,748,113
2018	2,560,000	239,100	2,799,100
2019	2,705,000	81,150	2,786,150

Series 2002 GO Refunding Bonds (Maturity 2012)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2012	1,185,000	41,476	1,226,476

The Series 2006 sales and use tax revenue refunding bonds were of \$19.2 million were from the construction of a Recreation Center, new Museum and Cultural Center and the remodel of the Roosevelt Campus. The 2002 General Obligation refunding bonds of \$9,335,000 were from the remodel of the Civic Center and the Safety and Justice Center. These bonds are paid for from the Public Improvement Fund

2012 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment 255,000

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 605,000

BUDGET GLOSSARY

ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

ADMINISTRATIVE TRANSFER FEE: A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

APPROPRIATION: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

AIPP: Art in Public Places

APPROPRIATION ORDINANCE: The official, legal authorization by City Council for the expenditure of funds.

ASSESSED VALUATION: A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder or Weld County Assessor's Office. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government which are referred to as Generally Accepted Accounting Principles (GAAP).

BALANCED BUDGET: A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

BONDED DEBT: The portion of an issuer's total indebtedness represented by outstanding bonds.

BUDGET: The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

BUDGET CALENDAR: The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

BUDGET MESSAGE: A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

BUDGETARY CONTROL: The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.

CAFR: Comprehensive Annual Financial Report.

CAMP: Capital Assets Maintenance Plan.

CAPITAL IMPROVEMENT PROGRAM (CIP): A planning document that presents the City's capital infrastructure needs for a five year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

CAPITAL ITEM: Any single item that the City purchases with a value of \$5,000 or greater and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to existing infrastructure which has a minimum life expectancy of five years and a minimum expense of \$10,000.

CAPITAL PROJECT FUND: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

CASH BASIS OF ACCOUNTING: A method of accounting in which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

COMMUNITY INVESTMENT FEE (CIF): A fee on new construction which is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

DEPARTMENT: A major administrative section of the City government. Longmont has nine departments: City Manager, City Attorney, 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.