



City of Longmont
2017

Operating

Budget





2017
Adopted
OPERATING BUDGET

City of Longmont, Colorado

August 30, 2016



City of Longmont, Colorado
2017 PROPOSED OPERATING BUDGET



Dennis L. Coombs
Mayor



Brian Bagley
Mayor Pro Tem
Council Member, Ward I



Jeff Moore
Council Member,
Ward II



Bonnie Finley
Council Member,
Ward III



Gabe Santos
Council Member At-Large



Joan Peck
Council Member At-Large



Polly Christensen
Council Member At-Large

Harold Dominguez
City Manager

Sandra Seader
Assistant City Manager

Shawn Lewis
Assistant City Manager

Eugene Mei
City Attorney

Jim Golden
Director of Finance

Valeria Skitt
City Clerk

Dale Rademacher
General Manager, Public Works
and Natural Resources

Mike Butler
Public Safety Chief

Karen Roney
Director of Community
Services

Tom Roiniotis
General Manager, Power &
Communications

Joni Marsh
Director of Planning &
Development Services

BUDGET STAFF

Teresa Molloy, Budget Manager

Melody Pallaoro, Senior Budget Analyst

Sally Helms, Business Analyst

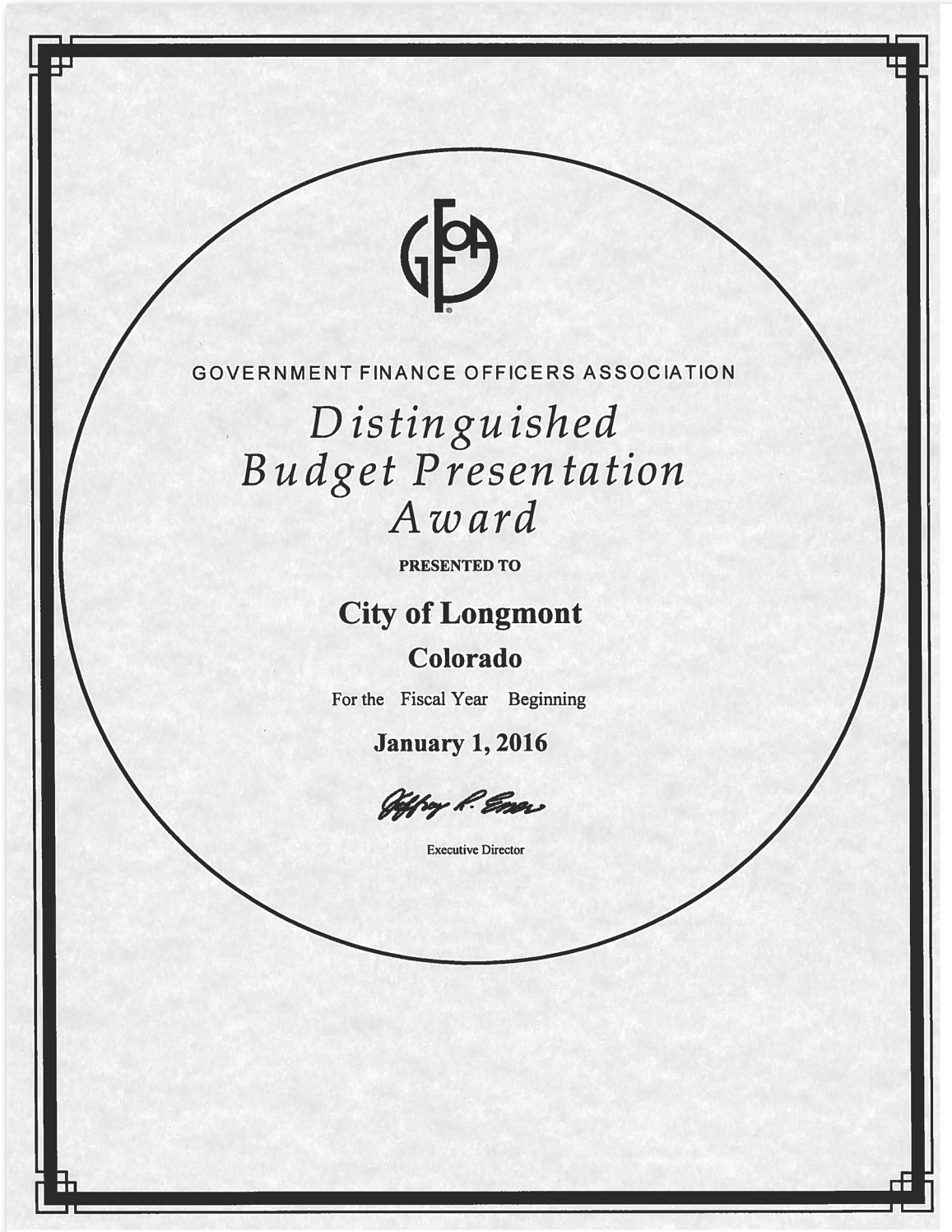


TABLE OF CONTENTS

BUDGET MESSAGE	M-1
COMMUNITY INFORMATION	13
BUDGET PROCESS AND POLICIES	
Overview	19
City’s Fund Structure	20
Budget Preparation Process	22
2017 Budget Calendar	24
2017 Financial Policies.....	25
REVENUE AND EXPENDITURE SUMMARY	
Sources of Funds	43
Uses of Funds	48
2013-2017 FTE by Department.....	49
Longmont Population 1980 – 2016	49
Summary of Financing Sources and Uses	50
2017 Consolidated Fund Statement	50
PERFORMANCE MEASURES	PM1
GENERAL FUND	
Fund Summary	61
Fund Statement	63
Sources of Funds	66
Estimate of Revenue Needed from Property Tax.....	67
Estimate of Available Fund Balance.....	68
Mayor and City Council Budget Prioritization	75
Mayor and City Council Overview	77
Mayor and City Council	78
City Manager Budget Prioritization	81
City Manager Overview	83
City Manager	84
Non-departmental.....	86
Human Resources Budget Prioritization.....	87
Human Resources Overview.....	89
Human Resources.....	90
City Attorney Budget Prioritization.....	93
City Attorney Overview	95
City Attorney.....	96
Municipal Court Budget Prioritization.....	99
Municipal Court Overview.....	101
Municipal Court.....	102
Probation Division	104

Community Services Department

Community Services Department Organizational Chart..... 107

Community Services Department Budget Prioritization..... 108

Community Services Department Overview 111

Community Services Director Overview..... 113

 Community Services Director 114

 Human Service Agencies 116

Community and Neighborhood Resources Overview 117

 Community and Neighborhood Response..... 118

 Community and Neighborhood Support Services 120

 Graffiti Removal..... 122

 Parking Enforcement 124

Library Division Overview..... 127

 Library Administration 128

 Adult Services 130

 Children’s and Teen Services 132

 Circulation 134

 Technical Services 136

Museum Division Overview..... 139

 Museum 140

 Museum Auditorium 142

Recreation and Golf Division Overview 145

 Recreation Administration..... 146

 Recreation Center 148

 Athletics and Sports Teams..... 150

 Aquatics 152

 Concessions 154

 General Programs and Facilities 156

 Outdoor Recreation 158

 Recreation for Special Needs..... 160

 Community Events..... 162

 Seasonal Ice Rink 164

 Youth Recreation Programs 166

 Sports Field Maintenance..... 168

Senior Services Division Overview..... 171

 Senior Services 172

Children, Youth and Families Division Overview 175

 Children, Youth and Families 176

Planning & Development Services Department

Planning & Development Services Department Organizational Chart 179

Planning & Development Services Department Budget Prioritization 180

Planning & Development Services Depart Department Overview 181

 Planning & Development Services Overview..... 183

 Planning & Development Services..... 184

 Building Inspection and Permitting..... 186

Code Enforcement Overview..... 189

 Code Enforcement..... 190

External Services Department

External Services Department Organizational Chart 193
 External Services Department Budget Prioritization 194
 External Services Department Overview 195
 Redevelopment Services Overview 197
 Redevelopment Services 198
 Economic Development Programs 200

Shared Services Department

Shared Services Department Organizational Chart 203
 Shared Services Department Budget Prioritization 204
 Shared Services Department Overview 207
 City Clerk Overview 209
 City Clerk 210
 Elections and Voter Registration 212
 Enterprise Technology Services Division Overview 215
 Enterprise Technology Services Operations 216
 Enterprise Technology Services Applications 218
 Enterprise Technology Services Telephone System 220
 Purchasing and Contracts Division Overview 223
 Purchasing and Contracts 224
 Recovery Office Overview 227
 Recovery Office 228
 Finance Department Budget Prioritization 230
 Finance Department Overview 231
 Finance Administration Overview 233
 Finance Administration 234
 Sales Tax 236
 Treasury 238
 Information Desk 240
 Accounting Division Overview 243
 Accounting 244
 Budget and Fiscal Analysis Division Overview 247
 Budget and Fiscal Analysis 248
 Risk Management Division Overview 251
 Risk Management 252
 Safety 254
 Wellness 256
 Utility Billing Division Overview 259
 Utility Billing 260
 Mail Delivery 262

Public Safety Department

Public Safety Department Organizational Chart 265
 Public Safety Budget Prioritization 266
 Public Safety Department Overview 269
 Public Safety Administration Overview 271
 Public Safety Chief 272
 Office of Emergency Management 274
 Fire Services Overview 277
 Fire Codes and Planning 278
 Fire Suppression 280

Police Services Overview 283

 Police Patrol Operations 284

 Detective Operations..... 286

 Animal Control..... 288

 Special Enforcement Unit 290

 School Resource Officers 292

 Police Special Operations 294

 Traffic Unit 296

 SWAT Team 298

Support Services Division Overview 301

 Support Services..... 302

 Training & Personnel..... 304

Information Services Overview 307

 Longmont Emergency Communications Center 308

 Public Safety Information & Technology Services..... 310

 Public Safety Information Services 312

 Public Safety Outreach 314

 Volunteer Programs..... 316

 Public Safety Records Unit..... 318

Public Works and Natural Resources Department

Public Works and Natural Resources Department Organizational Chart..... 321

Public Works and Natural Resources Department Budget Prioritization..... 322

Public Works and Natural Resources Overview 327

Parks and Forestry Overview 329

 Natural Resources Administration 330

 Forestry Maintenance 332

 Municipal Grounds Maintenance 334

 Parks Development and Improvement..... 336

 Parks Maintenance 338

 Right-of-way Maintenance 340

 Union Reservoir 342

 Parks Resources Management..... 344

 Engineering/Survey Technical Services..... 346

Public Facilities Overview 349

 Facilities Maintenance Services..... 350

 Facilities Operations Services 352

PUBLIC SAFETY FUND

Public Safety Fund – Fund Summary 355

Public Safety Fund – Fund Statement..... 356

Public Safety Administration Overview 357

 Public Safety Chief 358

 Office of Emergency Management..... 360

Fire Services Division Overview 363

 Fire Suppression 364

Police Services Division Overview 367

 Police Patrol Operations 368

 Detective Operations..... 370

 Special Enforcement Unit 372

 School Resource Officers 374

 Special Operations..... 376

SWAT Team	378
Gang and Crime Suppression Unit.....	380
Victim Services.....	382
Support Services Division Overview	385
Support Services.....	386
Training & Personnel.....	388
Firing Range	390
Information Services Overview	393
Longmont Emergency Communications Center	394
Public Safety Information & Technology	396
Public Safety Information Services	398
Public Safety Outreach	400
Volunteer Programs.....	402
Children, Youth and Families Overview	405
Children, Youth and Families	406
Community and Neighborhood Resources Division Overview.....	409
Graffiti Eradication.....	410

ELECTRIC AND BROADBAND FUNDS

Power & Communications Department Organizational Chart.....	413
Power & Communications Department Budget Prioritization.....	414
Electric and Broadband Fund – Fund Summary	415
Electric and Broadband Fund – Fund Statement.....	416
Electric and Broadband Fund - Sources of Funds	417
Electric and Broadband Fund – Budget Services	
Power & Communications Administration	418
Marketing	420
Electric Operations	422
Electric Engineering.....	424
Meter Reading.....	426
Utilities Warehouse	429
Customer and Energy Services	430
Capital Improvement Projects	432
Broadband Administration	433
Broadband Operations	435
Broadband Engineering.....	437
Electric Community Investment Fee Fund – Fund Summary.....	439
Electric Community Investment Fee Fund – Fund Statement	440

WATER AND SEWER FUNDS

Water Fund - Fund Summary	441
Water Fund - Fund Statement	442
Water Fund - Sources of Funds.....	443
Water Fund - Budget Services	
Public Works and Natural Resources General Manager	444
Water Administration/Engineering.....	446
Water Quality Laboratory	448
Water Resources.....	450
Water Treatment Plants.....	452
Water Distribution	454
Engineering/Survey Technical Services.....	456
Water Construction Inspection.....	458

Water Regulatory Compliance	460
Meter Reading	462
Water Fund – Capital Improvement Program Projects	464
Water Construction Fund - Fund Summary	465
Water Construction Fund - Capital Improvement Program Projects	465
Water Construction Fund - Fund Statement.....	466
Raw Water Storage Fund - Fund Summary.....	467
Raw Water Storage Fund - Fund Statement	467
Water Cash Acquisition Fund - Fund Summary	468
Water Acquisition Fund - Fund Statement	468
Sewer Fund - Fund Summary	469
Sewer Fund - Fund Statement	470
Sewer Fund - Sources of Funds.....	471
Sewer Fund - Budget Services	
Public Works and Natural Resources General Manager	472
Wastewater Administration/Engineering	474
Wastewater Collection System	476
Industrial Pretreatment	478
Wastewater Quality Laboratory.....	480
Wastewater Treatment Plant.....	482
Wastewater Engineering and Survey Technical Services	484
Wastewater Construction Inspection	486
Wastewater Regulatory Compliance	488
Wastewater Meter Reading.....	490
Capital Improvement Projects	492
Sewer Construction Fund - Fund Summary	493
Sewer Construction Fund - Fund Statement.....	494

STREET IMPROVEMENT FUND

Street Improvement Fund - Fund Summary	495
Street Improvement Fund - Fund Statement	496
Street Improvement Fund - Sources of Funds	497
Street Improvement Fund - Budget Services	
Public Works and Natural Resources General Manager	498
Concrete Repair	500
Construction Inspection	502
Snow and Ice Removal.....	504
Street and Alley Maintenance	506
Street Cleaning	508
Street Improvements.....	510
Street Rehabilitation.....	512
Street Signing and Marking	514
Traffic Signals	516
Transportation Engineering	518
Transportation System Management	520
Regulatory Compliance.....	522
Engineering/Survey Technical Services.....	524
Capital Improvement Projects	526

SANITATION FUND

Sanitation Fund - Fund Summary 527
 Sanitation Fund - Fund Statement..... 528
 Sanitation Fund - Sources of Funds 529
 Sanitation Fund - Budget Services
 Public Works and Natural Resources General Manager 530
 Solid Waste Removal/Disposal 532
 Curbside Recycling..... 534
 Curbside Compost Collection 536
 Special Trash Pickup..... 538
 Regulatory Compliance..... 540
 Landfill Maintenance 542
 Capital Improvement Projects 542

OTHER FUNDS

Affordable Housing Fund 543
 Airport Fund 547
 Art in Public Places Fund 551
 Callahan House Fund..... 555
 Community Development Block Grant and HOME Fund..... 558
 Conservation Trust Fund..... 562
 Downtown Development Authority 564
 Downtown Parking Fund 572
 Fleet Fund..... 574
 General Improvement District No. 1 Fund 578
 Golf Fund 580
 Library Services Fund..... 590
 Lodgers' Tax Fund 592
 Longmont Urban Renewal Fund..... 594
 Museum Services Fund 595
 Museum Trust Fund..... 598
 Open Space Fund..... 600
 Park and Greenway Maintenance Fund 606
 Park Improvement Fund..... 608
 Probation Services Fund..... 610
 Public Buildings Community Investment Fee Fund 613
 Public Improvement Fund 615
 Senior Services Fund 618
 Storm Drainage Fund..... 620
 Transportation Community Investment Fee Fund 636
 Village at the Peaks Fund..... 638
 Youth Services Fund 639
 Judicial Wedding Fee 641

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program 643
 Operating Budget Impact 644
 Funded Projects by Category..... 646
 Funded Projects by Fund 646
 2017-2021 Capital Improvement Funded Projects - Capital Costs 647
 2017-2021 Capital Improvement Funded Projects - Operating Costs 653

EXHIBITS

Ordinance O-2016-67 Adopting the 2017 Budget..... 657
Ordinance O-2016-68 Making Appropriations for 2017..... 359
Ordinance O-2016-65 Fixing and Levying Taxes within the City of Longmont..... 666
Ordinance O-2016-66 Fixing and Levying Taxes withing the LDDA..... 668
Resolution R-2016-102 Amending Financial Policies for 2017 670
Resolution LGID-2016-05 Adopting the 2017 GID Budget..... 672
Resolution LGID-2016-04 Fixing and Levying Taxes within the GID #1 674
Resolution R-2016-103 Approving the 2017 Classification and Pay Plan 677
2017 Debt Service 678
2017 Lease-Purchase Payments by Fund 682
Budget Glossary 683

CITY MANAGER'S OFFICE

Civic Center Complex
Longmont, Colorado 80501
(303) 651-8601
LongmontColorado.gov



TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

A handwritten signature in blue ink that reads "Harold Dominguez".

DATE: January 1, 2017

SUBJECT: 2017 Operating Budget Summary

I hereby present to you the 2017 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 2017, including all funds, is \$282.69 million, which is \$18.80 million less than the budget adopted for 2016. This is a 6.24% decrease from the 2016 budget of \$301.49 million. All funds are balanced with sources of revenue identified to meet all projected expenses. There is an average increase of 3.34% in the electric rate; 3% in the sewer rates; and an average increase of 9% in water rates included as a part of this budget. Both the sewer and water rate increases have been approved in separate ordinances previously adopted by the City Council, including the sewer rate in 2012 and the water rate in 2015. The Parks & Greenway maintenance fee will drop from \$4 per month to \$2 per month. Sanitation rates will change as of April 1, 2017, to include a new composting service as well as a rebalancing of sanitation rates. Approximately \$8.91 million in accumulated fund balances will be drawn down in 2017, primarily to meet capital improvement needs.

While this budget is challenged to fund all of our needs for ongoing resources, it is one that continues to make progress in key areas. Growth in both sales and use tax and development revenue in this budget allows our operating funds to continue to maintain service levels and provide market pay to our employees. Previous debt financing in our major enterprises is funding continued expansion or improvements to our utility infrastructure. Longmont is experiencing very strong growth in both the residential and commercial areas, and this budget strives to position the organization to respond to that growth.

Once again, the sales and use tax and the property tax are the two key drivers of resources in our budget. While sales and use tax has shown continued growth since the 2008-09 economic downturn, property tax was slow to return to the peak it experienced in 2009 at \$14.4 million. That changed significantly with the reassessment year of 2015 resulting in a projected property tax in 2016 of \$16.3 million. Property tax assessment timing captures market adjustments every other year with, typically, only new construction being captured in non-reassessment years. Thus, there is limited property tax growth projected for 2017. Since preliminary assessed valuation information is not received from the counties until late August, this budget is based on informal feedback from the Boulder County Assessor's Office. This budget for 2017 includes \$16.39 million of property tax, which is 0.21% more than was budgeted for 2016. This budget also includes some property tax increment from the Twin Peaks Urban Renewal Authority projected at \$693,472 in 2017.

Sales and use tax growth in 2016 was rather strong compared to 2015, and after six months of collections it is now 7.0% greater than it was for the same period in 2015. The sales tax is showing growth of 5.5% in 2016 while the use tax activity is up 14.0% after six months. The sales tax growth has been due somewhat to the activity at the Village at the Peaks but also to Amazon signing a voluntary collection agreement with the City. Significant delinquent sales tax also has been a factor in the growth. We have only recently begun to receive sales tax from Sam's Club and will soon see tax from Whole Foods, which opened in December. Those are both



considerations in projecting sales tax for 2017 while still taking into consideration projected cannibalization of existing sales tax revenues.

Construction activity in 2016 has been strong and is on track to meet or exceed budget projections. New commercial construction value is well above 2015 after seven months as it has been boosted by the new UC Health hospital. The total valuation of building permit activity through July is 39% greater in 2016 than it was for the same period in 2015. In the first half of 2016 there has been a net loss of two primary jobs.

Revenue activity in 2016 through July has been on target to meet or exceed budget in the major areas of sales and use tax, building permits and most charges for services. It is below budget in the areas of franchise revenue from Xcel, cigarette taxes, and fines and forfeits. Sales and use tax is the largest source of revenue for five major operating funds of the City: the General Fund, the Public Improvement Fund, the Street Fund, the Open Space Fund, and the Public Safety Fund. After six months of sales activity the combined sales and use tax has increased 7.0% from the 2015 level of collections. Of this amount, sales tax has increased 5.5% while use tax has increased 14%. Our budgeted projection of sales and use tax growth for 2016 turned out to be 4.48% above the actual level of 2015 collections. We have analyzed the year-to-date results carefully and project to end 2016 with a combined increase in sales and use tax of 6.26%. We expect both the sales tax and the use tax growth to slow slightly in the second half of 2016. There are still a few areas of weakness in the sales tax including utilities, manufacturers and computer companies. Use tax from primary employers has been weak, down 11.6% in 2016, and we are showing only 3.6% growth from auto sales outside of the City, so the one strong source of use tax growth has been from building permits. Thus, we have been conservative in our projections for the second half of 2016.

Development revenue in the General Fund is exceeding 2016 budget projections. The number of building permits issued for dwelling units is actually 40% above 2015 levels. The 2016 budget was based on a building permit projection of 153 single-family units, 55 townhouse/condo units, and 279 multifamily units. Through July there have been 188 single-family units, 45 townhouse/condo units, and 117 multifamily units. The valuation on commercial building permits in 2016 is \$135.3 million as compared to \$59.8 million in 2015.

Revenue estimates included in this 2017 budget are based on the actual revenue activity through July 2016 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 projected 0.21% increase in budgeted property tax revenues based on estimated property valuations from the County Assessor;
- A projected 5.94% increase in sales and use tax revenue in 2017 over the projected collections for 2016; and
- A projected 1,009 building permits for dwelling units in 2017, including 152 single-family units, 50 townhouse/condo units, and 807 multifamily units.

The overall sales and use tax increase for 2017 is projected to be 5.94%. Sales tax alone is expected to increase 7.21% in 2017. Our general approach to retail was a 2.7% population growth and 2.4% economic or inflationary growth. We also anticipate some additional increases from the impacts of Amazon and the Village at the Peaks. No gain or loss of primary jobs or the loss of any other key businesses is considered in this sales tax projection. We are projecting a decline in use tax for 2017 from construction activity due mainly to the exceptionally high valuations in 2016, which were boosted by the new hospital. We also anticipate an increase in primary employer use tax of 2.4% due to economic or inflationary growth. Auto sales outside the City are projected to continue to increase as well. These assumptions combine to our projecting overall use tax to increase 0.4% in 2017. Together these projections combine to form the overall increase in sales and use tax of 5.94% that we are using for this 2017 budget.

Sales tax revenue from the Village at the Peaks (VATP) is a budgeting challenge while VATP continues to ramp up toward full development. Under the covenants of the Certificates of Participation (COP) it is projected that \$1,277,869 of the 2017 VATP sales tax TIF will need to go to the reserve for paying the annual COP payment. Projected sales from VATP in 2017 should generate sales tax of almost \$4 million. The 2% non-earmarked portion of this sales tax is \$2,430,658 and the amount of that expected to go toward base sales tax (before the TIF) is \$605,130. That leaves \$1,825,528 of potential TIF sales tax, so after the payment to the COP reserve of approximately \$1,277,869 there is effectively only \$547,659 of net new surplus sales tax that is available to the

General Fund and the Public Improvement Fund. This calculation likely will change significantly in 2018 when the VATP property tax TIF is expected to grow considerably.

Recent General Fund budgets have included efforts to reset the General Fund to ensure that ongoing expenses can be sustained into the future with ongoing revenues. This 2017 budget includes two more changes that will reduce the reset further. Those two changes are an adjustment to the methodology of the utilities expense portion of the facilities maintenance administrative transfer fee and the funding of annual PC replacements as an ongoing expense instead of as a one-time expense.

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 ensure the City's financial integrity during the economic decline we have endured in recent years. Revenue estimates for this 2017 budget are derived by using the same process.

The allocation of the 2% sales and use tax between the General Fund and the PIF has changed over the years, but the allocation in place from 2010 through 2014 was the highest percentage ever directed to the General Fund. With the 2016 budget, the allocation returned to 85% General Fund and 15% Public Improvement Fund. This allocation helps to assure that the PIF is in the long-term position of being able to meet bonded debt requirements of over \$2.7 million annually while having an equal or greater amount available for capital projects and capital maintenance that is a key responsibility that has been met by this fund in the past.

Use tax revenue is historically volatile, and given that uncertainty, 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 first 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 85% and 15% 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 use of this approach in the past has been integral in the ability of the General Fund to withstand revenue reductions in the economic downturn. In recent years the use tax growth from building permits has resulted in the Public Improvement Fund benefitting from excess revenues. In this 2017 Budget the allocation of the 2.0 cents of sales and use tax revenue is 00% of the sales tax and 14.76% of the use tax to the General Fund with the Public Improvement Fund to receive 85.24% of the use tax.

Another financial policy incorporated in 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%). The unrestricted fund balance at the end of 2015 is 18.1% of 2016 budgeted operating expenditures and 16.9% of 2017 operating expenditures. Within this overall reserve financial policy, General Fund reserves are separated into three components. First is reserve Restricted for Emergencies to meet the TABOR requirements. Next is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures. Third is a City Council-imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would be from \$11.8 million to \$15.5 million. It is a goal to reach this over time, but this 2017 budget would raise the reserve balance to \$8.97 million, which would be at about 7.2% of the reserve Committed to Emergencies.

This budget complies with the financial policy of the City that requires operating/ongoing revenues to be used to pay for operating/ongoing expenses. This policy has always been the primary step to maintaining financial stability in times of either increasing or decreasing revenues. This 2017 budget uses General Fund fund balance as one-time revenue to support one-time expenditures only.

The financial policy regarding the use of Incremental Development Revenues prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. The policy established 120 dwelling units as the target above which budgeted revenues generated from development would be considered to be "incremental development revenue" that would be available only for development-related expenses that are either one-time or else subject to reduction in the event that this level of revenue is not sustained in the future. With 2017 development revenues based on 1,009 dwelling units there is \$803,513 of incremental development revenue included as a part of the 2017 budget.

Beginning in 2013 the City Council made a commitment toward using priority based budgeting to make future decisions regarding resource allocations. As one of the first key pieces in the priority based budgeting process,

in 2013 the City Council began the process of identifying the results that we are in business to achieve. Previously the City was using the Focus on Longmont strategic policy directions to serve this purpose. In order to ensure that the desired results reflected those of the current leadership Council identified the following five results, which were vetted and weighted by the community:

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

Beginning in 2014, all of the programs of the City were identified, costed and scored based on how they influence these desired results as well as the key priority based budgeting attributes: mandate to provide the program, reliance on the City to provide the program, cost recovery of the program, and portion of the community served by the program. Each individual program has an overall score based on its influence on these results and attributes that places it in one of four quartiles. Since 2014, in our annual budget processes staff has used this information to evaluate budget requests. As there are limited resources available the intent is to ensure that our new resources are going toward programs in the higher quartiles. With limited exceptions most new resources that go toward fourth quartile programs are for salary and benefit increases for employees that are part of existing programs.

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. Following is how the resources in this 2017 budget are allocated to support the desired outcomes that were identified by the City Council:

Safe Community

The City Council has always placed public safety expenditures in a high priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to propose to the voters an increase of 0.325 cent in the city sales and use tax rate to fund additional resources to increase the level of public safety in Longmont. The approval of the tax has allowed for the addition of a total of 44 FTE through 2016, including 5 FTE in Communications, 1 FTE in Emergency Management, 25 FTE in the Police Department, 11 FTE in the Fire Department, and 2 Gang Intervention FTE in Children, Youth and Families. It has also provided the financing for Fire Station #1, which opened in 2009, and the Firing Range, which opened in 2012. The public safety tax will provide over \$6.47 million of funding for public safety in this 2017 budget, including new ongoing resources of 2 FTE police officers, \$18,864 of ongoing expenses to support the two new positions, \$132,533 for overtime expense, \$52,000 for temporary wages for Range Safety Officers, \$9,972 for Master Police Officer appointments, \$30,250 academy tuition for Police and Fire staff, \$5,700 for outdoor warning system maintenance, \$6,000 for Public Safety credentialing maintenance contract, \$15,000 for utility services, and \$3,000 for the victim advocate program. It is also providing one-time expenses of \$101,230 for a vehicle and equipment to support the two new police officers, \$71,600 for expansion of the radio frequency site, \$7,500 for a Hurst strong arm, \$7,200 for LED flashlights, and \$350,000 for the annual lease payment for Fire Station #1.

The 2017 General Fund budget includes over \$33 million of funding for Public Safety services, which includes 257.5 FTE. New resources for Public Safety from the General Fund include 3 new police officer positions, ongoing resources of \$93,148 for police overtime, \$20,000 for fire training overtime, \$18,807 for Public Safety training expense, \$13,500 for staff psychologist contract, \$9,972 for Master Police Officer appointments, \$5,000 for ammunition, \$7,000 for traffic unit investigative expenses, \$6,600 for maintenance and repair of pole camera equipment, \$5,000 for tech rescue equipment, \$4,000 for property and evidence conex box, and \$9,537 for various other supplies and equipment. There is also an ongoing increase to a contract for service from the Longmont Emergency Unit of \$2,600. The 2017 budget includes one-time resources from the General Fund for public safety totaling \$453,250. Those one-time expenses include for Police: \$101,500 for bullet proof vests, helmets and bomb squad suits; \$12,250 for Taser replacements; \$22,000 for night vision attachments for SWAT rifles; \$27,000 for animal control vehicle replacement upgrade; \$45,000 for jail van replacement upgrade; \$6,500 for armor; and \$5,000 for training. For Fire it includes \$150,000 for an in-mask communications system, \$31,000 for thermal imaging cameras, and \$5,500 for tech rescue personal protective equipment. There is also \$47,500 for gear lockers for both police and fire and \$270,000 for a Public Safety records management system with \$15,000 of this cost coming from ongoing funding.

The budget includes funding for CIP project PB-207, the Museum and Public Safety Storage Facility, from the Public Improvement Fund and the Public Buildings CIF Fund. This facility will provide storage for police evidence and seized property as the storage capacity at the Safety & Justice Center has been exceeded, and state laws have changed to require longer retention of evidence than in the past.

Due to a new state law requiring that the City provide access to a court appointed defense attorney there is \$20,000 included in the 2017 General Fund budget for the Municipal Court for this purpose. There is also a one-time expense of \$4,874 for replacement of a printer/copier in the Municipal Court.

Thriving Economic Climate

One of the identified desired outcomes has long been a strategic policy direction of Longmont City Councils as they have focused on promoting a healthy economic climate recognizing that a balanced, thriving economy is essential for ensuring long-term quality of life. Over the past several years Longmont has developed a strategic plan for economic development – the Advance Longmont Plan – and revamped operational capabilities to ensure that the City can meet the new challenges of the changing economic landscape locally and beyond. As the economy has recovered, the City of Longmont has organizationally repositioned itself, focusing on business climate initiatives including an efficient and effective development review process, high quality infrastructure, affordable and reliable utilities, and access to excellent community amenities citywide. At the same time, the City transitioned many business recruitment, retention and expansion efforts to the City's nonprofit economic development partner, Longmont Economic Development Partnership.

The one-stop Development Services Center (DSC) at 4th Avenue and Kimbark Street continues to provide a convenient single location for residents, builders, contractors and developers to be served by City staff in the processing of development applications. By consolidating the City's economic development functions with similar functions at the Longmont Economic Development Partnership (Longmont EDP) the City has created a one-stop shop at Longmont EDP that serves businesses and site selectors just as the DSC serves developers, contractors, etc.

In recent years, the Planning & Development Services Department has developed a renewed focus on long-range planning as seen by the high level of support for Envision Longmont, the City's newly adopted Comprehensive Plan. Though development activity has increased dramatically, development-related complaints have continued to decline as the department has worked to streamline processes, thanks in part to additional staffing and the new Accela software implementation. The department continues to provide permitting, building inspections, transportation planning, and development review services.

Vance Brand Municipal Airport continues to be a focus with the adoption of FAA-recommended Minimum Operating Standards and a rewrite of the airport Rules & Regulations. Lease revenue has increased significantly, and the airport was able to design and implement a way-finding signage system to aid in locating airport businesses and attractions. Also, this year airport staff initiated a utility master plan for the largely undeveloped south side of the property.

A coalition of economic agencies known as the Advance Longmont Partners, which includes the City of Longmont, the Longmont Downtown Development Authority (LDDA), Visit Longmont, Small Business Development Center (SBDC), Latino Chamber of Commerce, Front Range Community College, St. Vrain Valley School District (Innovation Center), TinkerMill, Longmont Community Foundation and the Longmont Area Chamber of Commerce, meets monthly to ensure implementation of the Advance Longmont economic development strategy.

The City of Longmont's focus on attracting and retaining businesses is demonstrated by ongoing funding and support for various economic development programs and initiatives. Specific funding requests for economic development programs and partner agency funding continue for the 2017 budget. The budget includes \$60,000 for the Small Business Grant program, \$32,500 for the Small Business Development Center, \$30,000 for the Latino Chamber contract and scholarships, \$2,500 for the Colorado Enterprise Fund, and \$362,500 to contract with Longmont EDP to provide economic development services including administering the aforementioned programs through grant administration, training, loan program facilitation and individualized business assistance, as well as continuing to provide efforts to retain and attract primary employers.

The Planning & Development Services Department will make improvements in service delivery by adding 3 total FTE to be funded with incremental development revenues. The 3 FTE all were needed to respond to an increased workload from renewed construction activity. Given that the need was immediate the request was made to add the positions in 2016, and the City Council approved the funding in late August. The FTE include a Building Inspection Supervisor, an Application Support Analyst, a 0.5 FTE Historic Preservation Planner, and a 0.5 FTE Administrative Assistant. Ongoing resources in the budget include \$11,800 for credit card fees and \$3,715 for increases in licenses and maintenance fees for SIRE and Accela. This budget for 2017 also includes one-time expenses of \$80,000 for a contract with a landscape architect to review landscape plans, \$75,000 for temporary wages for administrative support and building inspection resources, \$25,000 for consulting assistance for an update to the Southeast Longmont Urban Renewal Plan, and \$20,000 for US36 transportation lobbying. The Lodgers' Tax will provide \$381,549 to Visit Longmont to fund operations and to support tourism and visitor-related programs.

The Longmont Downtown Development Authority derives its funding from two primary sources of revenue. First is an operating mill levy of 5 mills, which generates approximately \$150,000 annually, and the second is through tax increment financing (TIF). Under state statute, the LDDA TIF was reduced in 2014, its 31st year, from its high in 2013 of \$1,050,000 to \$483,324. Growth in the TIF has resumed with revenue exceeding \$675,000 in 2016. The TIF revenue for 2017 is projected to be about \$688,000.

The LDDA Operating Fund is its General Fund and is used to fund most general operating costs including salary and benefits. Some DDA staffing costs are also charged to the DDA Arts & Entertainment Fund, the Downtown Parking Fund, and the Longmont General Improvement District. The LDDA TIF has funded capital projects, incentive programs, the façade improvement program, and arts and entertainment programs in the past. In this 2017 budget it will provide funding of \$100,265 for DR-28 downtown crosswalks and \$100,000 for DR-29 downtown irrigation as well as \$29,997 for the downtown infrastructure replacement program. The Street Fund will provide funding of \$100,265 toward DR-28. The LDDA is also receiving City funding of \$5,000 to support the holiday lighting program.

The Resilient St. Vrain Project, in addition to improving the resiliency of City infrastructure, will also support redevelopment in core business areas of the city. The area potentially impacted by flooding will be greatly reduced at the successful completion of the project, allowing the redevelopment of properties in the vicinity of St. Vrain Creek into thriving residential and commercial centers. This will further the efforts on existing City renewal projects such as the 1st and Main Plan and the Southeast Urban Renewal Area.

Vibrant Amenities and Opportunities for All

Another desired outcome focuses broadly on efforts that contribute to having a vibrant community and a high quality of life for all residents of Longmont. This 2017 budget adds a Visitor Services Manager position for the Stewart Auditorium at the Longmont Museum. The Museum is also receiving ongoing funding of \$30,612 for ticket revenue sharing. As indicated above, the budget includes funding for CIP project PB-207, the Museum and Public Safety Storage Facility, from the Public Improvement Fund and the Public Buildings CIF Fund. This facility will provide storage for the museum collection of artifacts that has been stored in leased space since Cheese Importers moved into the facility at 103 Main Street in 2012.

Other ongoing resources in this budget include \$15,000 for Library courier costs, \$15,000 for the Library for collection agency expenses, \$5,550 for library catalog software support, and \$4,300 for overtime funds for the Library. The Library also will receive one-time funding of \$46,376 for an unarmed guard and \$18,000 for a DVD/CD disc polisher. Children, Youth & Families is receiving funding of \$36,800 for the purchase of a van. The Longmont Senior Center is allocated one-time funding of \$2,000 for refinishing the gym floor. The budget includes \$2,231 for an increase in the Genesis contract.

This 2017 budget includes \$136,198 of one-time funding to address the increasing occurrence and severity of problem behaviors in City facilities and on City property. In addition to the unarmed guard for the Library, identified above, this funding will provide a campus supervisor for the Civic Center, Roosevelt campus and downtown areas; a number of indoor and outdoor security cameras; facility signage; training for staff; and waste disposal. Other one-time funding included in this budget is \$28,130 for Community Services marketing materials, \$25,000 for support of organizational culture change efforts, and \$15,000 for support of additional mental health community conversations. There also is \$204,630 of specialized equipment replacements for Recreation and other Community Services' facilities funded from the Public Improvement Fund.

The ongoing transfer to the Callahan House Fund to subsidize operations is being increased by \$2,450 to bring the total to \$84,056 in 2017. The budget also includes \$2,150 of one-time expense for an ice machine and audiovisual equipment for the Callahan House.

One of the financial policies of the City Council is that 2.05% of General Fund budgeted ongoing tax revenues will be allocated to funding for human service agencies. This 2017 budget will provide funding of \$1,171,982 for human service agencies, which is \$46,990 more than in 2016. This policy was changed beginning in 2016 to tie the funding exclusively to tax revenue so that program revenues do not effectively get directed toward this funding. The impact is positive for HSA funding as tax revenues grow more regularly than most other General Fund revenues.

This budget includes \$540,000 from the General Fund (ongoing) to continue efforts to recapitalize the City's Affordable Housing Fund, as recommended by both the Workforce Housing Task Force and City Council. This is an increase of \$115,000 over the amount of ongoing funds budgeted in 2016. These capital funds will be made available to for-profit and nonprofit developers to provide a total of approximately 50 new affordable homes (primarily rental units affordable at or below 50% of the area median income - AMI) annually and will help move the City toward its goal of allocating \$1 million each year to support the acquisition of affordable housing in Longmont. As City Council contemplates a future funding source to increase funding for affordable housing development, the Longmont Housing and Human Services Advisory Board will also consider setting aside some 2017 funding on a one-time basis for affordable housing. Finally, ongoing support of \$152,315 from the General Fund is provided to supplement staffing and administration costs associated with the City's Affordable Housing Fund, CDBG and HOME programs that support and provide affordable housing and community reinvestment efforts throughout the city.

Due to a variety of reasons, including the economic downturn and changing demographics at the local and national levels, as well as inclement weather, the Golf Fund has seen limited growth in revenues in recent years. Growth in the fund balance of the fund will allow it to address some minor capital needs including cart path improvements (PR-169) for \$90,900, golf buildings rehabilitation (PR-191) for \$57,800, and golf irrigation rehabilitation and replacement (PR-197) at a cost of \$46,500. The Golf Fund does have major capital needs for irrigation system replacements and maintenance facility improvements or replacements that are addressed in the 2017-2021 CIP.

The Resilient St. Vrain Project – the primary project for protecting the city's creek-adjacent infrastructure and amenities from future flooding – includes reconstruction of the St. Vrain Greenway. The Sandstone Reach of the project will begin construction in late 2016 and continue into 2017, realigning the greenway in that area with the new course of St. Vrain Creek. Select sections of the greenway have been rebuilt as temporary trails until the permanent trail is rebuilt in conjunction with the Resilient St. Vrain Project, and most sections are now available for use. The section from Martin Street to Main Street, which remains closed, will be reconstructed in early 2017 as part of the second phase of the Resilient St. Vrain Project and the beginning of construction of Dickens Farm Park. Dickens Farm Park will move to the construction phase in 2017 as the RSVP City Reach 1 project advances adjacent to the park site and will provide community access to the renewed and enhanced St. Vrain Creek, as well as other recreation opportunities.

The Spring Gulch #2 Trail, an important trail connection on the east side of the city, will begin construction in 2017. The renewal of Garden Acres Park, which began in 2015, will continue into 2017. The Wertman Neighborhood Park is under design in 2016 with construction currently scheduled for 2017. Design will begin in 2017 for a planned expansion of the Sandstone Ranch Nature Area, including additional sports facilities. Construction of this addition will begin in 2018.

During 2016, the Emerald Ash Borer was found within the City of Longmont. The arrival of this devastating insect had been expected, but the reality requires action to protect the City's urban forest. In 2016, efforts were accelerated to remove unhealthy ash trees and treat high value trees to resist the infestation. This increased focus on the replacement and treatment of ash trees will be required in the years to come as the Emerald Ash Borer reaches all areas of the city.

Reliable, Innovative and Resilient Infrastructure

Strong infrastructure is another desired outcome identified by the City Council. Along with this 2017 budget you will receive a copy of the 2017-2021 CIP. The CIP is divided into major categories of capital projects. For the year 2017, those categories are to be funded with the following dollar levels of capital projects. A listing of the projects to be funded from the 2017 Public Improvement Fund can be found under the *Other Funds* section of this budget. Some highlights on specific infrastructure projects are included below. For detail on individual projects please refer to the 2017-2021 CIP.

Downtown Redevelopment projects	\$ 310,530
Drainage projects	9,509,788
Electric projects	2,445,500
Parks, Recreation & Open Space projects	5,700,535
Public Buildings & Facilities projects	5,523,939
Broadband projects	3,100,000
Transportation projects	11,610,000
Wastewater projects	2,508,100
Water projects	3,589,728

Phase II of the planned improvements to the Wastewater Treatment Plant, funded through voter-approved bonds issued in 2015, are continuing. The design-build project is currently in the construction and final design phase for a new dewatering facility and secondary process improvements. The City agreed to a guaranteed maximum price with the contractor, and construction will continue through mid-2017. These improvements will maintain the plant's ability to meet increasing water quality standards and protect public health and the aquatic environment of St. Vrain Creek.

Capital work planned for 2017 in the transportation area includes the annual street rehabilitation program. Other annual work includes the Transportation System Management program, which helps improve the safety of the street system. Construction of the Boston Avenue connection will be completed in early 2017. Replacement of the bridge on South Pratt Parkway will begin construction after the Main Street Bridge Replacement at St. Vrain Creek is completed. These bridge replacements, along with reconstruction of the Sunset Street Bridge completed in 2016, are the first in a series of replacements that will work in concert with the channel capacity improvements made in the Resilient St. Vrain project to pass 100-year flood flows safely through the city.

Replacement of core building infrastructure such as roofs, HVAC equipment, and boilers continues at several locations in 2017. An in-depth evaluation of the Civic Center building was completed in 2014, and it identified the need to spend several million dollars over the next few years to address issues with this facility. The phase II structural evaluation of the post tensioned slab is currently underway and the final results will be available at year's end. In-depth evaluations also were completed in 2015 for the Library and the Safety & Justice Center that also call for expenditures of several million dollars. Several other City buildings are in need of in-depth evaluations due to their age and functional requirements.

The Resilient St. Vrain Project continues with construction expected to begin on both the City Reach and the Sandstone Reach in late 2016. 2017 will include final design of City Reach 2 (Main Street to S. Pratt Parkway) and the beginning of construction on that reach. The remainder of the project will be constructed in phases and is anticipated to take 5 to 7 years to complete depending on funding availability.

Final design has commenced on the Windy Gap Firming Project. The City of Longmont is participating in this water storage project that will provide 10,000 acre-feet of storage, further enhancing the value and resiliency of the City's water supply. Construction of the reservoir is tentatively scheduled to begin in 2019.

The Public Works and Natural Resources Department presented the final Sustainability Plan to Council in the fall of 2016. Implementation of several key strategies will be initiated in 2017. This effort will influence many aspects of City services with the intent of improving the sustainability and resiliency of the City as an organization and service provider.

A new composting program approved by City Council in 2016 will be implemented beginning in April 2017. A truck for curbside compost collection has been ordered, and staff will be hired to meet the implementation date. Simultaneously, rates for trash collection will be realigned to better reflect the cost of disposing of waste by

volume. These changes to the City's sanitation programs align with service expectations in the region and are part of an array of services that make Longmont a desirable place to live and work.

In November 2011 Longmont voters approved Ballot Question 2A, overturning Senate Bill 05-152. This approval restored the City's right to provide broadband services to the community. Construction of the City's fiber to the premises (FTTP) network is funded with voter-approved revenue bonds issued in 2014 and uses the existing fiber optic backbone installed in 1997. Construction began in August 2014 and due to high customer demand the construction schedule has been accelerated. Network construction is projected to be complete near year end 2016. Customer premise installation will continue into 2017 as will network installation for areas with new development or redevelopment. Once complete, the network will be available to every home and business in Longmont. Internet speeds of 1 gigabit per second are available to residential customers, and custom services with speeds of up to 10 gigabits per second and beyond are available to commercial customers. Digital voice services are also provided. Longmont is the first city in Colorado to deploy a citywide, community-owned, fiber-to-the-premise system.

Longmont Power & Communications' continued focus for the Electric utility is to provide innovative service that keeps electric rates low while providing best-in-class reliability and service for Longmont businesses and residents. Several of the Electric CIP projects directly contribute to this goal. The largest Electric project is Aid to Construction funded at \$1.4 million in 2017, which is offset by developer payments. LPC staff design and construct the electric infrastructure associated with the development. By performing both the design and construction internally LPC confirms that the high standards are maintained, thus ensuring the reliability and resilience of the new infrastructure. The Electric System Reliability Improvements project has allowed LPC to significantly increase reliability by deploying animal protection devices, installing fault indication equipment, and completing area capacity and switching improvements. The Electric Feeder Underground Conversion project also contributes to improved reliability and overall system backup capabilities by converting main feeder overhead lines to underground.

Responsive Internal Operations and Governance

The final desired result identified by the City Council is responsive internal operations and governance. One major project in this regard during 2017 is the HATS project, but it is not part of this budget as funds for the effort were originally budgeted in 2012 and 2013. HATS is the Human Resources and Accounting Technology Solution project. Staff project that additional funding of up to \$550,000 will be needed in 2018 to complete the original scope of the project. The HATS system, MUNIS from Tyler, is currently being implemented with extensive staff efforts on business practice improvement, training and change management. The implementation efforts are expected to continue throughout 2016 and 2017 and into 2018. The HATS project is expected to provide significant efficiencies throughout the organization by automating processes and providing easy access to needed data, eliminating the need for or use of numerous shadow financial systems.

Ongoing resources added to this 2017 budget in the area of governance include 0.5 FTE Senior Accountant in Accounting, 0.5 FTE Purchasing Card Administrator in Purchasing, \$40,178 to cover staffing costs for maintenance of the Utility Billing CIS at Platte River Power Authority, \$74,953 for increased costs for outsourcing of producing and mailing utility bills, \$200,000 for outsourcing of utility billing non-pay disconnects, \$34,160 for flood recovery administrative expenses, \$6,600 for increased costs for Origami software maintenance, \$5,607 for online Priority Based Budgeting, \$3,150 for PCI compliance testing, \$4,183 for increased CML dues, and \$1,113 for increased costs for Westlaw Online.

This 2017 budget includes funding of technology support, including \$115,249 for data security protection, with \$57,614 of this cost coming from one-time funding, and \$10,828 for ESRI geo event software licenses, with \$4,500 of this cost coming from one-time funding. There are ongoing expenses of \$50,500 for Office 365 licenses and \$89,600 for connectivity maintenance. This budget includes one-time funding of \$70,000 for an enterprise data backup hardware replacement program. There also is \$143,160 of PC replacements and \$32,000 for a contracted PC Specialist budgeted as ongoing expenses for the first time. A portion of these technology enhancements will be offset by transfers to the General Fund from operating funds.

Within this budget there are one-time expenses for funding of the Utility Billing CIS at Platte River Power Authority and with the City of Fort Collins including \$2,300 for a server and hard drive replacement, \$1,200 for an application server replacement, \$23,000 for additional Oracle licenses, \$5,000 for additional Banner licenses,

and \$20,000 for a security assessment of the CIS. The budget also includes a one-time expense of \$125,000 for a billing functionality analysis to help us determine our future direction for a CIS system.

Other one-time expenses in the governance area include \$37,000 for the Council Chambers sound system, \$42,000 for Accela programming for Use of Public Places special event tracking, \$25,000 for a new agenda management system, \$20,000 for an online engagement tool, \$38,500 for City of Longmont University training funds, \$33,500 for Matter Management software for the City Attorney's Office, \$8,000 for Lean program training, and \$7,500 for consulting services to rewrite General Conditions in the purchasing code.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$690,578 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$8.97 million.

Other Expenses

While the categories of desired results identified above reflect much of the City's budget, this budget for 2017 is an accumulation of a variety of expenses and a significant portion is in salaries and benefits.

Employee Compensation

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

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

Each year the Human Resources Department uses various salary surveys conducted by Mountain States Employers Council, the Colorado Municipal League, and other market/department-specific surveys to assess the City's competitive position with regard to comparable labor markets within defined recruiting areas. Surveys also provide information on salary structure projections as well as overall pay increase projections. Both private and public employers in the Denver/Boulder and Northern Colorado areas are included in these surveys as well as fire districts, parks and recreation districts, public and private utility associations, and rural electric authorities. There were 255 valid job matches derived from these surveys. The results of these comparisons indicate that, on average, our salary ranges are 0.40% above the defined labor market for open range positions, while our actual rates of pay are 0.80% below market salaries for 2016.

The City's Financial Policy related to compensation states that "The City will strive to establish prevailing market ranges of pay for City positions." One compensation guideline within that policy is that the City's financial ability to pay is always a primary consideration. Mountain States Employers Council is projecting that pay ranges in 2017 will increase by 2.25% and actual salaries will increase by 2.81%. It should be noted that the projection includes public safety positions that may be subject to pre-existing collective bargaining agreements.

Considering the projected market range movement of 2.25% in the coming year, we are recommending a 2.25% increase to pay ranges. In doing so, the City's pay ranges would remain competitive at 100% of market. For employees being paid at the market midpoint, a 2.25% increase in the pay range will result in a 2.25% increase in their pay.

Within this budget we are adjusting the market midpoints for 13 positions that have experienced market fluctuation of plus or minus 2% in the last two years to the current market midpoint of those positions. This includes funding to implement eight job audits that reclassified employees to a new job classification based on a change in the duties they are or will be performing.

Given that approximately 19.9% of our non-collective bargained open range employees have a current salary that is either equal to or exceeds the 2017 position midpoint, we are recommending a one-time lump sum payment in lieu of increasing their base pay further above their established market. The one-time payment is 2.25% of their base salary up to \$1,500 for each open range non-collective bargaining full-time benefited employee with a salary that is equal to or exceeds the position midpoint established in the 2017 pay plan. The payment will be pro-rated for part-time regular benefited employees.

In order to align actual salaries with the City's compensation philosophy to strive to pay employees meeting or exceeding expectations at market level pay, this 2017 budget includes funding for up to a 5% increase to base pay for open range employees that are below the 2017 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to the 2017 position midpoint.

This 2017 budget also includes funding of 1% of pay in each department budget to allow for employees who meet certain criteria in delivering extraordinary performance to be compensated between 100% and 107% of the range midpoint. This is a component of our compensation program that is designed to both reward exceptional performance and provide an opportunity for employees to be compensated beyond the range midpoint.

Three-year contracts for the Police and the Fire collective bargaining units were negotiated and approved by the City Council in 2015. This 2017 budget includes the increases that were negotiated in those contracts, which were 3% for the Police bargaining unit and 2.5% for the Fire bargaining unit.

There are 12 positions in LPC that are step positions, and they will be adjusted by 2.25% to stay competitive with the existing labor market.

The 2017 pay plan includes \$84,524 to continue the bilingual pay compensation program. This program is designed to recognize regular employees who provide translation and interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

This 2017 budget also includes funding of \$118,817 to raise temporary pay rates as the ballot question on the minimum wage increase was approved in November. In the General Fund this is budgeted as a one-time expense of \$117,500 for 2017.

Health and Dental Benefits

From the early 1980s through 2006 the City operated a self-insured employee health and dental benefit program. When health care costs began to skyrocket in the early 2000s the City's cost to maintain the program became excessive. Since the beginning of 2007 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 uses a nationwide PPO network along with an out-of-network option. The City continued its self-insured employee dental benefit program through 2012 but went to a fully insured approach contracting with Delta Dental beginning in 2013. The City still maintains a Health Benefits Fund which is used to pay premiums for health, dental, vision, long-term disability, and life insurance coverage and EAP services.

When the self-insured health program was terminated at the end of 2006, the fund balance of the Health Benefits Fund was \$6.8 million. Ongoing annual City contributions to the fund to cover the cost of the annual benefits were budgeted at 17% of budgeted salary in 2016, and the Health Benefits Fund is expected to finish 2016 with a balance of approximately \$6.3 million. There will be no increase in either the Kaiser health premium cost or our dental costs in 2017. Thus, this budget for 2017 includes the budgeted contributions at 16.7% of budgeted salary. Besides employee insurance benefits there are two additional ongoing uses for the Health Benefits Fund: up to \$87,000 for a health benefits premium discount as an incentive for participation in the wellness program and an estimated \$475,000 to fund the City's OPEB (other post-employment benefits) liability. The OPEB liability came about from the practice of offering retirees the opportunity to enroll in the health insurance plan up to age 65 at a blended rate that is essentially a subsidized premium cost. In the past we simply expended that subsidized cost on a pay-as-you-go basis. GASB 43 and 45 required governments to begin to account for these costs on an accrual basis, like pensions, so that the costs are being recognized as the benefits are being earned. This OPEB liability was only first determined and recorded in 2007 as required by GASB 43 and 45. The OPEB cost is the annual cost to amortize the unfunded actuarial accrued liability of \$4,745,968 over 30 years. Our exposure is limited to the implicit subsidy that retirees receive in the cost they

pay for health coverage. Both the OPEB liability amortization and the wellness incentive will come from this fund again in 2017.

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 to these funds to help stabilize future increases in the cost of health benefits including possible unanticipated impacts of health care reform or the possible implementation of Colorado Care if passed.

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. The overall contribution requirement is actuarially determined. Historically the plan was essentially fully funded, and the contributions were maintained at 6% of compensation from the City and 4.5% from employees. In 2001 the City created a defined contribution Retirement Health Savings (RHS) plan for employees to which the City annually contributes \$400 for each regular full-time employee. In 2001 the City reduced its funding to the GERP from 6% to 5% to create funding for the Retirement Health Savings (RHS) plan. The combined contributions of 9.5% (5% city, 4.5% employee) were sufficient to meet the annual actuarially required contribution to the GERP for a number of years.

The economic downturn in the fall of 2008 had a significant impact on the investment returns of the GERP, which, in turn, affected the full contribution requirement, which rose to as high as 13.4% of pay. The funded ratio of the plan dropped from 105.9% to 86.7%. Since that time the contributions have been adjusted annually based on the actuarial study resulting in the current split of 6.7% City and 5.7% employee.

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

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

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

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

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

In August the City received the 2016 actuary study, and the actuarially required contribution increased from 11.5% to 11.8% while the funded ratio decreased from 93.1% to 92.5%. There are deferred losses that will lead to increases in future contribution requirements. Additionally, the GERP Board is changing the funding policy to amortize the unfunded liability over a closed rather than open period, which will assure eventual full funding of the plan and amortization of the unfunded liability. This change will also affect future contribution requirements. In order to continue to move the GERP toward a fully funded status this budget increases the total required contributions to 7.2% City and 5.8% employee.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only 10 participants remaining in the police plan and 11 in the fire plan. The 2016 actuary studies for these plans find the fire plan to be more than fully funded at 108% while the police plan

dropped to 93.9% funding. The police plan now requires an annual contribution of \$13,810 to amortize its unfunded liability. This contribution amount is included as a part of this 2017 budget.

2017 Operating Budget Overview

The General Fund for 2016 is balanced with \$77.14 million in sources of revenue and expenses. This is an increase of 5.64% or \$4,117,299 above the adopted 2016 budget. Growth in ongoing expenses is responsible for almost all of that increase as there is \$74.9 million of ongoing in the 2017 General Fund budget compared to \$70.9 million in 2016. There is \$2,222,800 for capital and other one-time expenses in the 2017 budget compared to \$2,063,655 of such expenses in 2016.

Net ongoing expenses in the General Fund are increasing \$3,884,103 in this 2017 budget. Major sources of the increase include level 1 increases of \$945,366, level 2 increases of \$353,156, \$66,020 of ongoing expense associated with new one-time expenses, \$115,000 to be transferred to the Affordable Housing Fund, workers' compensation cost increases of \$81,780, and Human Service agency increases of \$46,990. There is \$627,104 of increases in pay for the Police and Fire bargaining units along with \$61,485 of step pay increases. Pay increases for other General Fund employees require \$697,239 of additional budget. For 2017 there is an increase in fleet leases charges of \$249,903.

In order to increase ongoing expenses in the General Fund by \$3,884,103, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$2,099,808 from sales and use tax. Other sources of increased revenue are \$35,293 from property tax, \$201,640 from net franchise revenues, \$269,892 of intergovernmental revenue, \$702,821 from building permits, \$245,775 from plan check fees, \$20,714 from recreation revenues, \$51,266 of Union Reservoir fees, \$80,801 from museum auditorium revenue, \$250,000 from shutoff reconnect fees, \$50,000 from disconnect tag fees, \$37,000 from parking fines, \$50,000 from interest revenue, and \$117,841 from administrative transfer fees. Sources of ongoing revenue that decreased include \$201,200 from court fines and fees, \$119,027 from natural gas franchise revenue, \$10,000 from cigarette tax, and \$8,861 from telephone franchise.

There are a total of 16.25 new FTE being added in this budget: 5.5 in the General Fund, 2.0 in the Public Safety Fund, 2.3 in the Sanitation Fund, 1.2 in the Electric and Broadband Fund, 1.42 in the Water Fund, 2.05 in the Sewer Fund, 0.40 in the Storm Drainage Fund, 0.21 in the Street Fund, 0.17 in the Open Space Fund, and 1.0 in the Fleet Fund. New positions included in this budget are:

- Five FTE Police Officers - These positions are needed to staff the Patrol section of Police Services, which lost four FTE to budget cutbacks in 2009 and has lost four other FTE reassigned to Forensics, Detectives and Training/Personnel in recent years. Understaffing on Patrol leads to more officers responding to calls without cover or delayed cover and increased wait time for non-priority calls. The positions will improve efficiency and reduce call wait times and cover shortages on patrol shifts thereby reducing overtime spending and burnout.
- One FTE Visitor Services Manager in the Museum - This is an increase in an existing part-time position that was funded in 2016 from salary savings. The position is needed to provide oversight of front line staff; oversee RecTrac and ticketing operations at the Museum; oversee revenue generating functions such as membership sales, gift shop sales, exhibition admissions, bar and concessions, and the box office; and oversee alcohol license compliance.
- 0.5 FTE Senior Accountant in Accounting - This position is needed to increase resources devoted to fixed asset recordkeeping, grant accounting and internal controls all of which have fallen short recently due to increased activity and significant staff turnover.
- 0.5 FTE Purchasing Card Administrator in Purchasing – This is an increase in an existing position from 0.5 FTE to a full FTE. This position is needed due to growth in the Pcard program. The role of this position has grown from basic card administration to management of the program including training, monitoring, compliance reviews, fraud management, spend analytics, and program growth. The cost of this position is more than offset by the rebate revenue generated by Pcard spending.
- 0.5 FTE Parks Superintendent in Public Works and Natural Resources Operations – This is a change made as part of a reorganization plan in PWNR. Currently, a full FTE is funded and used for a Parks Maintenance & Solid Waste Operations Manager. The reorganization moves the Manager to Solid Waste full time, and this 0.5 FTE increases Parks Maintenance management to full time as well. The increase in Parks Maintenance management is needed to address increasing management and project workload.

- 0.5 FTE Administrative Assistant in Public Works and Natural Resources Engineering – This is the other half of the position that was added mid-year 2016 for Development Services. This position is needed to help support PWNR Engineering.
- 1.0 FTE Broadband System Administrator in Power & Communications – This position is needed to manage, maintain, update and backup all broadband infrastructure.
- 1.0 FTE Customer Service Rep in Public Works and Natural Resources Operations – This position is needed to support the curbside composting program.
- 1.0 FTE Public Works Technician II in Public Works and Natural Resources Operations – This position is needed to support the curbside composting program.
- 1.0 FTE Operations and Maintenance Tech Lead in Public Works and Natural Resources Operations – This position is needed to support the dewatering system that will no longer be outsourced.
- 1.0 FTE Sr. Electric/Control System Engineer in Public Works and Natural Resources Operations – This position is needed to support the SCADA system that will no longer be outsourced.
- 0.5 FTE Laboratory Tech in Public Works and Natural Resources Environmental Services – This position is needed because of increased workload due to regulatory requirements and testing.
- 1.0 FTE Sustainability Coordinator in Public Works and Natural Resources Environmental Services – This position is needed to implement the recommendations of the City's sustainability plan that was updated in 2016.
- 0.75 FTE Weed Technician in Public Works and Natural Resources Natural Resources Division – This position is needed to meet state statutes and City of Longmont ordinance requiring appropriate weed control.
- 1.0 FTE Parts and Service Support Technician in Fleet – This position is needed to pick up and deliver vehicles to outside vendors and pick up parts. This position will assist in keeping one Technician on site at all times.

Position reductions included in this budget are the following:

- 0.20 FTE Public Information Assistant in Treasury – This portion of FTE was converted to temporary wages.
- 0.50 FTE in Public Works and Natural Resources Operations – This is a net reduction due to the conversion of the 0.50 Parks and Solid Waste Operations Manager position into a Solid Waste Manager and the elimination of 1.0 FTE Solid Waste Supervisor.
- 2.0 FTE reduction in Purchasing for flood backfill.

The overall net impact of all changes to FTE in this budget is an increase of 13.55 FTE, which brings the total budgeted positions to 918.74.

Looking beyond 2017, our ability to fund adequate service levels will continue to be a concern. Providing services is a labor-intensive effort. In 2016, 74.4% of the General Fund budget is devoted to employee-related expenses. While this 2017 budget includes market pay adjustments, funds our level 1 operating requests, funds 16.25 new FTE, and provides more funding for affordable housing there are many other identified needs that go unfunded. Between the General Fund and the Public Safety Fund there are requests for 30 FTE and over \$1.2 million of ongoing expenses that we are unable to fund. There is also \$2.86 million of unfunded one-time requests from those two funds. Expenses for health benefits held steady for 2017, but claims cost for workers' compensation continue to rise. Fund balances available for one-time expenses in the annual General Fund budget is dependent on savings from earlier years. As our budgets have been tighter from year to year we find that the availability of such savings is limited.

Most of our General Fund expenses grow with normal inflationary factors, but General Fund revenues do not always grow at similar rates. Property tax experienced a decline in 2011 through 2013 from a decline in property values reflecting the slowdown in the local real estate market. In 2014 and 2015 there was very minimal growth from this source due to the lag in the appraisal process. The 2016 budget benefited from the appraisal process finally recognizing growth in market values, but the assessment cycle is biennial so there is very limited property tax growth for the 2017 budget. Sales tax growth is very dependent on growth in retail sales, but the greater impact of new retail lasts only one year. Use tax is always volatile and subject to quick declines. We are currently experiencing peak levels of construction activity and cannot rely on it to continue indefinitely.

We believe a number of uncertainties at the local, state, national and international levels provide challenges to predicting future revenue sources. Competition for retail sales tax dollars among local jurisdictions is always intense. The loss of sales tax on internet sales has been a challenge for local government, and our recent experience with Amazon has essentially confirmed our previous speculation that the leakage is significant. The continued development of Village at the Peaks has brought growth in sales tax, particularly for the Street Fund, the Open Space Fund and the Public Safety Fund as these earmarked taxes are not subject to the tax increment generated for the Longmont Urban Renewal Authority. Growth in sales tax from the Village at the Peaks development is less certain for the General Fund and the Public Improvement Fund since that sales tax is subject to the tax increment and must first go to repay the Certificates of Participation issued to finance public improvements at the development. Cannibalization is a dynamic that impacts the eventual amount of sales tax dollars for these two funds. Any redistribution of sales from elsewhere in Longmont to within the Village at the Peaks development reduces the base sales tax to the two funds while adding instead to the tax increment revenue. It is a concern that cannot be avoided, and it is almost impossible to measure. The tenant mix at the Village at the Peaks is also a concern with the relocation of existing businesses and the addition of service businesses instead of retail establishments. Cable franchising revenues are often threatened at the federal level and could also be impacted by alternative methods to secure video services. Gas franchise revenues are volatile and have been dropping. Revenues from telephone occupation taxes continue to decrease as landlines are eliminated. The economic environment can also be volatile for primary employers. Job losses at Amgen, DigitalGlobe and Seagate in recent years have had an impact on the local economy. The continued globalization of the economy and the ease with which major employers can move jobs offshore provides ample reasons to continue to be concerned about local jobs for our residents. 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 has also been volatile in recent years.

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

We began our efforts toward addressing these concerns with a renewed commitment to using priority based budgeting to make future funding decisions. City Council took the initial step in this process by identifying desired outcomes to use to evaluate the impact of services. Staff completed the next steps in the first half of 2014 as all City services went through identification and costing of services evaluations followed by evaluation and scoring of how each service influences the desired results. Both of those steps have been given minor adjustments since. The Resource Alignment Diagnostics tool from the Center for Priority Based Budgeting gives us the ability to view our services in a different perspective to evaluate how each service supports the desired results of the City Council and the attributes of the prioritization process.

The \$3 million gap that was estimated to be reset has been reduced to about \$600,000 through the 2016 budget. The 2014 budget reduced the gap about \$500,000 due to the termination of the parks and greenway maintenance fee and refinements to administrative transfer fees. The 2015 budget further reduced the gap by funding the ongoing type expenses that were funded with fund balance in previous budgets with ongoing revenues, further refinements to administrative transfer fees of over \$370,000, and a \$216,869 reduction in the imbalance of the sales and use tax between the General Fund and the Public Improvement Fund. The 2016 budget reduced the gap by over \$930,000 by resetting the sales tax allocation between the two funds and also reduced it by \$296,200 by funding council one-time expenses on an ongoing basis. This 2017 budget further reduces the gap by funding PC replacements on an ongoing basis and by making adjustments in the administrative transfer fees to better allocate internal costs. Revenue growth primarily from sales and use tax has effectively funded the reduction in this budget. Staff projects the remaining reset gap to be about \$300,000 and expects it will take one more year to reach a full reset of the General Fund.

This budget is predicated on some positive growth in the local retail economy. The revenue projections in this budget are believed to be conservative, but they do assume some growth from the local economy during 2017 with some impact from sales tax to be generated by sales through Amazon and the two retail anchors at Village

at the Peaks. They also assume that there will be a slight decrease in the use tax from construction but offset by minor growth from some of our primary employers. While there has been strong growth in sales and use tax in 2016 to date it is still possible that our local economy may suffer additional declines in the future with the loss of primary jobs. We have been able to identify the revenue declines and react swiftly with adjustments in our past budgets. We will continue to monitor major revenue sources and economic indicators into the future. If our revenue projections do not come to fruition we will be prepared to make adjustments in 2017.

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 2017. This is one of the most important tasks that is undertaken each year by Longmont's City Council.

Preparation of the 2017 Operating Budget and the 2017-2021 Capital Improvement Program was made possible through 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 by email at teresa.molloy@longmontcolorado.gov.

COMMUNITY INFORMATION

HISTORY OF LONGMONT, COLORADO

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

One of the great achievements of the Chicago-Colorado Colony was building large irrigation ditches to bring water from the creeks to the fields of wheat, fruit trees, and peas that farmers planted. As the



town grew, large-scale agricultural industries arrived, first flour mills in 1872, then the J. Empson and Daughter vegetable cannery in 1887. Several leading citizens of Longmont worked together to build a beet sugar factory, finally developing enough support in 1903 to build what soon became the Great Western Sugar Company.

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

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

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

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

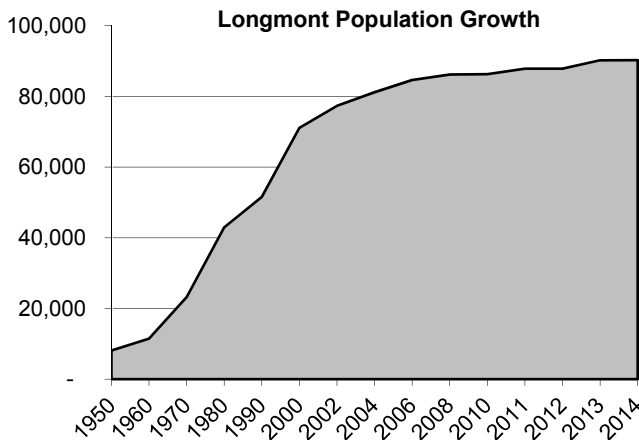
(Text and photo courtesy Longmont Museum)

DEMOGRAPHICS

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

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



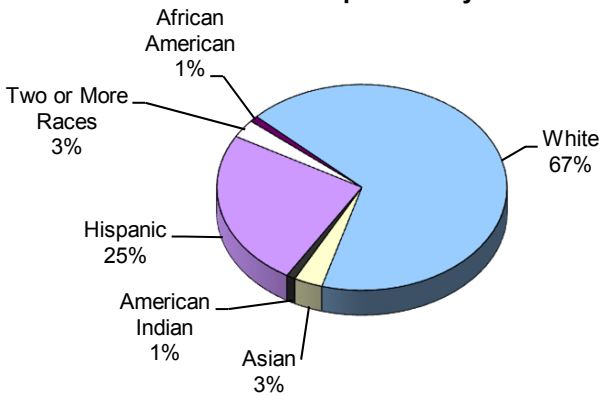
Longmont lies along the Front Range where populations have steadily increased since the 1980s. In 2010, the Bureau of the Census estimated that more than 4.33 million people live along the Front Range. Longmont has seen a large population increase during this time, as have other Front Range cities. (Source: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

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

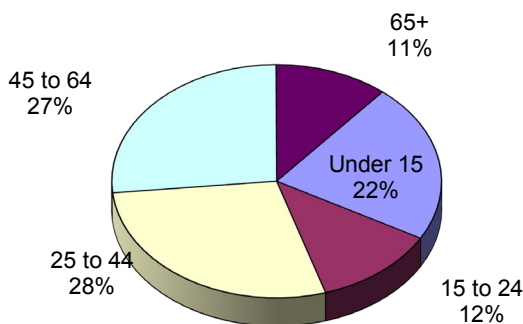
According to the 2010 Census, the majority of Longmont’s population is white and between the ages of 25 and 44. In 2010, 49.3 % of the total population was male and 50.7% female. With a median age of 36.6 years, Longmont’s residents are slightly older than residents of Boulder County (35.8 years) and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

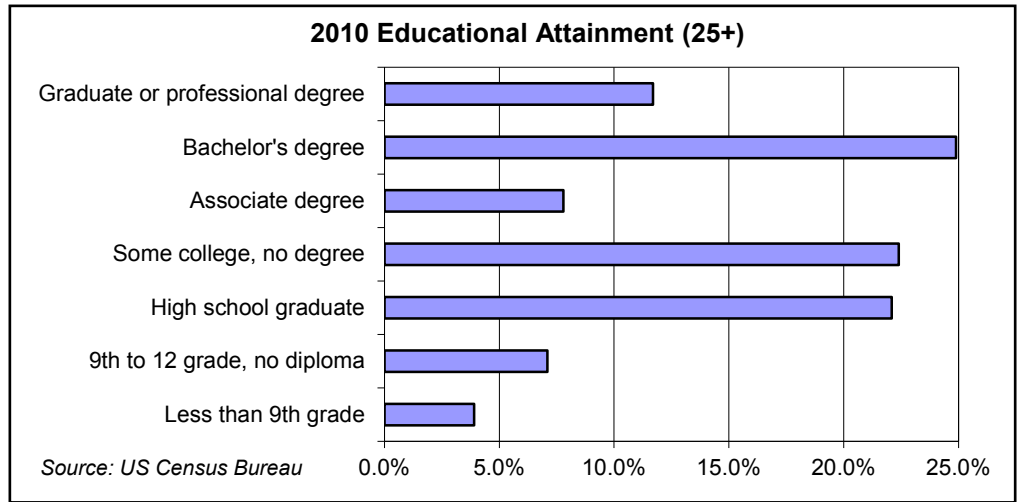
Longmont has an educated population, with more than 66% of those over 25 years of age having some level of college education and over 36% having obtained a bachelor’s degree or higher. The average annual wages in Boulder County are typically higher than those in Larimer and Weld counties. Jobs in professional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

2010 Population by Race



2010 Population by Age

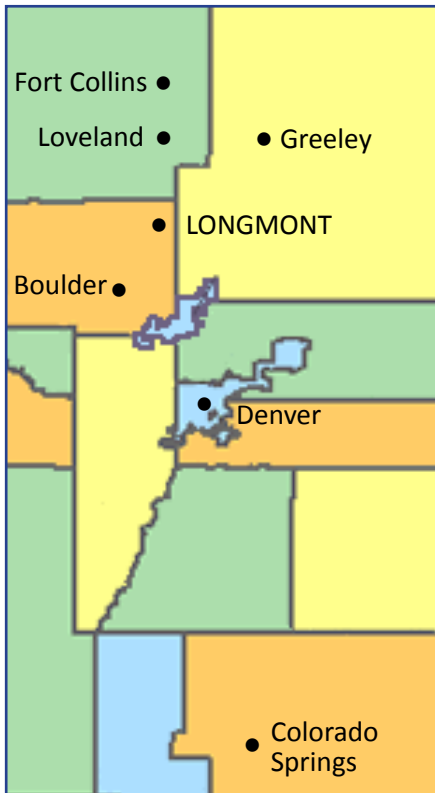




Average Annual Wage

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boulder County	\$49,140	\$50,946	\$52,745	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968	\$61,048	\$62,140
Broomfield County	\$51,688	\$55,892	\$60,434	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224	\$71,084	\$93,080
Larimer County	\$36,608	\$37,941	\$39,340	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124	\$46,800	\$47,112
Weld County	\$33,644	\$35,144	\$37,066	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212	\$45,292	\$48,464
Colorado	\$41,600	\$43,506	\$45,396	\$46,614	\$50,180	\$46,696	\$50,700	\$53,664	\$53,196	\$55,692

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



LOCATION AND CLIMATE

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

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

FORM OF GOVERNMENT AND CITY SERVICES

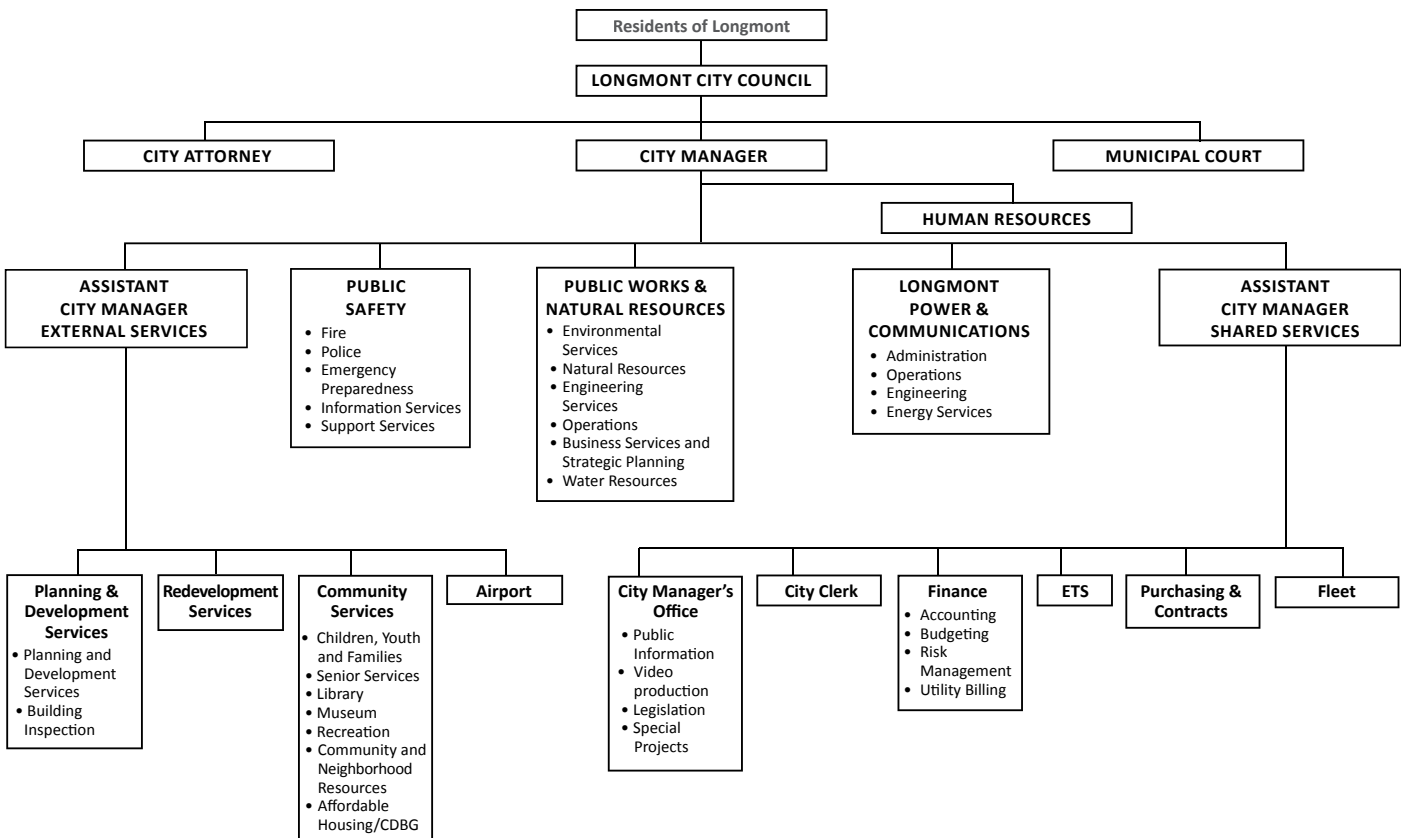
The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the



State of Colorado (Home Rule City Act). The City is a full-service municipality operating under a council-manager form of government. The Council consists of a mayor and six council members. The mayor is elected at-large to a two-year term. One council member is elected from each of the three wards, and three council members are elected at-large to four-year terms. The council members' terms are staggered.

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

CITY OF LONGMONT



ECONOMIC DATA

The City has launched a citywide budget prioritization process to help the Longmont City Council develop policies and make key funding 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. The following goals have come out of the budget prioritization process:

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

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

Longmont Area Primary Employers by Industry

as of August 2014

<u>Industry</u>	<u># of Companies</u>	<u># of Employees</u>
Computers/Peripherals/Interface Products	18	2,183
Computer Software	16	1,232
Aerospace	6	1,086
Transportation Equipment Manufacturing	6	1,040
Business Services	12	663
Semiconductor and Other Electronic Component Mfg	11	603
Printing and Publishing	4	538
Contract Manufacturing	8	463
Food Processing	11	463
Apparel/Accessories/Finished Products	6	448
Professional, Scientific and Technical Services	21	429
Biotech	6	403
Electrical Equipment, Appliances & Component Mfg	10	378
Energy	5	369
Plastics and Misc Rubber Products	8	300
Construction	4	244
Measurement Instruments/Controlling Devices	9	192
Wood Products and Furniture	3	173
Medical/Electromedical Instruments & Apparatus	5	141
Consumer Products	6	130
Machining, Tool and Die, Prototype Development	6	102
Photonics	7	94
Chemical Manufacturing	2	92
Fabricated Metal Products and Services	6	90
Machinery Manufacturing & Robotics	5	74
Communications Equipment	9	70

Source: Longmont Area Economic Council

Note: This list includes only industries with 75+ employees.

In August of each year, the county assessor certifies the total assessed value of all properties located within the boundaries of each taxing authority. By state statutes, assessed values are calculated by multiplying the actual value by 29% for all property except residential. The residential assessment percentage is subject to change by the Colorado Legislature each odd-numbered year. By Constitutional mandate, the change in percentage maintains the present balance of the tax burden between residential and all other properties. The residential assessment rate for taxes collected in 1992 and 1993 was 14.34%, for 1994 and 1995 it was 12.86%, for 1996 and 1997 it was 10.36%, for 1997 through 2000 it was 9.74%, for 2001 through 2003 it was 9.15%, and for 2004 through 2014 it was 7.96%.

The total assessed valuation for the City of Longmont increased annually from 2003 to 2010, decreased from 2011 - 2013, then increased again in 2014. This table represents the assessed valuation for real and personal property for the City only and does not include the assessments for the Downtown Development Authority or the General Improvement District.

Assessed Valuation of Taxable Property

Collection Year	Real Property	Personal Property	Total
2003	754,586,011	113,028,041	867,614,052
2004	829,839,702	110,490,969	940,330,671
2005	849,146,110	114,171,000	963,317,110
2006	873,339,140	109,129,260	982,468,400
2007	893,196,710	108,692,820	1,001,889,530
2008	964,428,140	112,164,150	1,076,592,290
2009	977,820,570	107,780,920	1,085,601,490
2010	981,685,090	113,251,910	1,094,937,000
2011	989,539,009	103,235,812	1,092,774,821
2012	940,806,179	108,516,810	1,049,322,989
2013	940,906,285	103,245,570	1,044,151,855
2014	937,926,761	111,470,713	1,049,397,474

BUDGET PROCESS AND POLICIES

OVERVIEW

This operating budget is the City of Longmont's comprehensive financial and operational plan for 2017. 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 2017 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 (2015 actual, 2016 budget and 2017 budget).

The 2017-2021 Capital Improvement Program details the City's capital infrastructure needs for the five-year period. A capital project is defined as new, replacement of, or improvements to infrastructure (buildings, roads, parks, water and sewer lines, etc.) that has a minimum life expectancy of five years and a minimum cost of \$10,000. Staff complete four detailed worksheets on each submitted project. Project information includes project description, location map, benefits of the project, cost, source(s) of funding, current and future operating budget impacts, project timeline, impact on other agencies, and evaluation based on the prioritization criteria. By fund, all projects are prioritized, and then based on each fund's five-year financial forecast, projects are scheduled during the five-year period. Only the capital projects that are scheduled in 2017 are included in the 2017 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 as well as expenditure data for the City's major funds
- Capital Assets Maintenance Plan, which includes condition ratings of the City's infrastructure and 20-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 services that the City provides
- City Council's annual work plan
- Multimodal Transportation Plan

The underlying theme is the City's mission statement:

To enhance the quality of life for those who live in, work in or visit our community.

CITY'S FUND STRUCTURE

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

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

The City uses fund accounting by establishing separate funds, by fund category, in its accounting system. The three categories of funds are governmental, proprietary and fiduciary. Governmental funds, which include general, government-type services and are financed primarily with taxes, are the general fund, special revenue funds, debt service funds, and capital projects funds. Proprietary funds, which include business-type activities that receive a significant portion of their funding from user charges, include enterprise and internal service funds. Fiduciary funds are used to account for assets held by the City in a trustee capacity. Each source of revenue is recorded in one of those funds and expenses are reported against the revenues in that fund. The City reports on each fund separately in its Comprehensive Annual Financial Report (CAFR). The City of Longmont has been awarded the GFOA Certificate of Achievement for Excellence in Financial reporting every 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. While a private company can move money from a healthy enterprise to one that is not doing well, a city is more restricted in making such transfers. Those restrictions work to assure that the public is paying the true cost of the service that they are receiving and not subsidizing other services.

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

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

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

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

BUDGET PREPARATION PROCESS

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

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

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

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

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

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

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

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

The CIP is a planning document that details the City's capital infrastructure needs for the budget year and the following four years. Only the capital projects scheduled in the first year are funded in the operating budget. A more detailed description of the CIP process and each capital project are included in the 2017-2021 Capital Improvement Program document.

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

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

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

2017 BUDGET CALENDAR

DATE	EVENT
Week of April 11.....	2017 Budget preparation begins
June 3	Budgets turned into Budget Office
June/July	2017 Budget Review Meetings; 2017 revenue estimates completed by Finance staff
Mid-July.....	2017 Proposed Pay Plan completed by Human Resources
July	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	2017 Operating Budget and 2017-2021 CIP presented to City Council.
September	2017 Budget presentations to City Council
October 13 and 27	City Council Regular Meetings: introduction, public hearing and passage of the 2016 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, on final reading, to adopt the Budget and appropriation ordinances and to certify mill levy to the Board of County Commissioners.

2017 FINANCIAL POLICIES

Adopted by Resolution R-2016-102

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 Division. Staff in that division are 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 85% to the General Fund and 15% 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 85% and 15% 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 2017 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 100% of the sales tax and 14.76% of the use tax to the General Fund and 85.24% of the use tax to the Public Improvement Fund.

Fees for Licenses, Permits, Fines and Other Miscellaneous Items

All fees for licenses, permits, fines and other miscellaneous charges shall be reviewed annually and set to recover the City's expense in providing the service. In addition, these fees may be adjusted annually 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 2017 Operating Budget includes fee increases for Electric, Sewer, Water and Sanitation. The Parks and Greenway Maintenance Fee is decreasing beginning in 2017 with the sunset of the flood-related portion of that fee.

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 and the Longmont Urban Renewal Authority 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 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 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 CDBG nor 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 be available only 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 2017 Budget there is a projection of 1,009 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2017 budget includes incremental development revenue of \$803,513 from 889 dwelling permits. This incremental development revenue is used to cover ongoing expenses in the 2017 Operating Budget associated with development-related activities.

OPERATING POLICIES

Balanced Budget

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

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

Budget Control

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

The City's Munis Financial System has security and budgetary controls that define who can charge expenses to accounts and will not let departments overspend available budgets. 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 strives to prepare such a report monthly from April through December.

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 include responsiveness to specific accountability issues, citizen needs, and balancing the administrative burden between the alternatives of a separate fund and tracking restricted revenues within an existing fund.

The City currently follows this policy.

Annual Financial Audit

The City of Longmont shall have an annual financial audit conducted by an independent auditor in accordance with the Colorado local government audit law. The firm awarded the City's contract will be selected every five years via competitive solicitation 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 2014 for 2014-2018.

Pension Funding

The City will follow a policy of striving toward full funding of the City of Longmont defined benefit retirement plans, which include the General Employees' Retirement Plan, Police Pension Plan, and Fire Pension Plan.

The budget shows the contributions to the General 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 General Employees' 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 will strive to establish sinking funds to renew all capital assets.

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.

Resilient St. Vrain Project

The City shall at all times operate the project properly and in a sound and economical manner; and the City shall maintain, preserve and keep the project properly or cause the same to be maintained, preserved, and kept, with the appurtenances and every part and parcel thereof in good repair, working order and condition, and shall from time to time make or cause to be made all necessary and proper repairs, replacements and renewals so that at all times the operation of the project may be properly and advantageously conducted.

The City currently follows this policy.

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, 2.05% of the General Fund's budgeted ongoing tax revenues (to include property tax, sales and use tax, cigarette tax, and all franchises) revenues will be allocated for this purpose.

The 2017 Operating Budget includes \$1,171,982 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 2017 Operating Budget includes \$222,500 for a contract for service with the Longmont Cable Trust.

Downtown Parking Funding

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

The City currently follows this policy.

General Improvement District Fund

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

The City currently follows this policy.

Employee Pay

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

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

Property and Liability Self Insurance Fund

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

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

Health 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 medical care costs, the fund will continue for the purpose of dental, 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. The City switched to a fully insured dental plan at 1/1/13.

Workers' Compensation

The City will maintain a Workers' Compensation Fund for the payment of workers' 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 cost effective.

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

Obsolete and Surplus Items

Items in the Warehouse inventory that have not moved in five years, unless designated for use by departments, will be declared obsolete and either sold, recycled or auctioned.

Supplies and equipment that are no longer needed or being used by a department will be offered for use to other departments. If the City no longer has any need or use for these items, they will be declared surplus and either sold at auction, donated, recycled or disposed of.

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. However, when the City is using state or federal grant funds that prohibit the application of local preference, the local and small local preference will not apply. The City will strive to increase the amount of purchasing it does from local and small businesses over the prior fiscal year.

The City applies the appropriate percentage preferences when applicable.

FEES FOR SERVICE

Recreation Fees

Recreation fees will be established to obtain at least 80% self-support, excluding capital expenditures in excess of \$5,000, community events that are free to the public, sports field maintenance, Sandstone Ranch Visitors Center, and youth enrichment programs that offer recreation activities as part of an overall effort to strengthen and improve life development skills as well as provide supervised leisure activities during critical high-risk hours and 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: youth scholarships up to \$100 annually, family pricing, 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 assistance of Public Safety's Fire Service's assistance is required to deal with the situation, the City will require reimbursement for expenses incurred.

The City currently follows this policy.

INVESTMENT AND DEBT POLICIES

Investment Policy

The City of Longmont adopted an investment policy by resolution in 1992, with updates by resolution in 2002, 2006, 2009, 2011 and 2012. The purpose of this investment policy is to establish the City's investment scope, objectives, delegation of authority, and standards of prudence. Reporting requirements, internal controls, eligible investments, diversification, risk, and safekeeping and custody are requirements.

The City currently follows this policy.

Banking Relationship

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

The City opened its banking relationship for bid in 2009 and signed a three-year contract for banking services, through June 2012, with the option of up to four additional annual renewals. The contract has been renewed for four of the four additional periods. The current renewal expires on June 30, 2016. A Request for Proposal was issued in the fourth quarter of 2016.

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 use long-term debt only 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 2015, the actual value of taxable property within the City totaled \$8.665 billion. The 3% limitation equaled \$259,936,901. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 30 of the City's 2015 Comprehensive Annual Financial Report.

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

The City currently follows this policy.

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

The City currently follows this policy. The City issued Sales and Use Tax Revenue Refunding bonds totaling \$17,375,000 in 2006; Open Space Sales and Use Tax Refunding Bonds totaling \$19,330,000 in 2010; and Storm Drainage Refunding Bonds totaling \$8,530,000 in 2016.

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 be either purchased or placed on a straight lease.

The City currently follows this policy.

Subdivider’s Escrow

The monies contributed to the Subdivider’s Escrow 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 be used only for “emergencies” as allowed under Article X Section 20 of the Colorado Constitution.

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

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

General Fund budgeted operating expenditures for 2016 are \$70,961,965. The unrestricted fund balance in the General Fund at the beginning of 2016 is \$12,692,930 which is 17.9% 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>Status</u>	<u>Funded Amount</u>
TABOR component	\$3,559,526	fully funded	\$3,559,526
Emergency reserve	8% \$5,624,958	funded at 6.35%	\$4,467,836
Stabilization Reserve	at 3% \$2,009,351	unfunded	\$ 0
Stabilization Reserve	at 8% \$5,358,268	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 2017 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 2017.

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 2017.

Electric Utility Reserve

The Electric Utility will maintain an unappropriated reserve 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 current projections, the Electric Utility will not meet the reserve requirement through 2017 due to the need for additional funding for NextLight. Council was updated September 27, 2015.

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 2017.

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 2017.

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 not meet the reserve requirement through 2017 due to the direction from Council to fund the Longmont Ride Free program.

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 2017.

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 be used only 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 Utility

The City of Longmont Electric Utility will pay the General Fund an 8.64% franchise fee. The fee will be 8.64% of actual annual revenues, excluding franchise fee revenue, General Fund revenue, Electric Community Investment Fee revenues, Aid to Construction revenue, contributions from the Electric Utility fund balance, transfers from other funds, loans and grants from other governmental agencies, and interest earnings.

The City currently follows this policy. The Electric Utility Franchise Fee for 2017 is \$5,385,936.

Franchise Fee - Sewer Fund

The City of Longmont Sewer Utility Fund will pay the General Fund a 4.16% franchise fee. The fee will be 4.16% of the budget year's projected gross revenues, excluding contributions from the Sewer Fund fund balance, franchise fee revenue, 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 2017 is \$570,164.

Franchise Fee - Water Fund

The City of Longmont Water Utility will pay the General Fund a 2.04% franchise fee in addition to providing the City water service. The fee will be 2.04% of the budget year's gross revenues, excluding contributions from the Water Fund fund balance, franchise fee revenue, 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 2017 is \$323,906. Including the water service results in a net fee of approximately 7.83%.

Franchise Fee - Broadband Utility

The City of Longmont Broadband Utility will pay the General Fund a 5% franchise fee of the revenues received from dark fiber and co-location leases and 5% of revenues received from those services that the City of Longmont charges a franchise fee to all telecommunications providers in Longmont, including video services.

The City currently follows this policy. The Broadband Utility Fee for 2017 is \$7,812.

ENTERPRISE FUNDS

Utility Rates

Utility user charges (water, sewer, storm drainage, electric and broadband) 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 is 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. A comprehensive rate study for the Water Fund was completed in 2014. A comprehensive rate study for the Sewer Fund was completed in 2012. A comprehensive rate study was completed for the Electric Utility in 2016. The Electric Community Investment Fee Fund rate study was completed in 2016. The most recent rate study for the Broadband Utility was in 2014. The most recent rate study for the Storm Drainage Fund was completed in 2013. A comprehensive rate study was completed in 2016 for the Sanitation Fund.

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), unmetered park path lighting, and traffic signals shall be considered an expense of the City Electric utility 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, including system development fees, to City of Longmont facilities shall be considered an expense of the Water Fund. This expense shall be recovered through the water rates. Water conservation efforts should be used where service is provided by the Water Fund.

The City currently follows this policy. The value of water provided to City facilities in 2015 was \$944,663.

Sewer Service to City Facilities

The cost of providing sewer service, including system development fees, 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. However, the charge to General Fund facilities for electric service will be for only the wholesale cost of electricity. 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 Longmont Power & Communications 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.

Broadband Service to City Facilities

The cost of providing broadband services to City of Longmont facilities shall be billed to and considered an expense of the facilities receiving broadband service. The rates charged are in accordance with the 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 Citywide 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, including system development fees, 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 be used only 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 follows 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 that 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 2017 in the 2017-2021 Capital Improvement Program are included in the 2017 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 that 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 parks and trails.

The City currently follows this policy.

Park and Greenway Maintenance Fund

The Park and Greenway Maintenance Fund will receive revenue from payments of the Park and Greenway Maintenance Fee. These revenues will be used to maintain, operate, repair and renew City-owned parks, greenways and pools.

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. This fee was discontinued on May 23, 2016. Any project submitted after this date will not be charged this fee. Applications submitted prior to this date will pay the fee in place at the time of application. Once all fees from projects submitted prior to this date have been collected this policy will no longer be needed.

Recreation Building Impact Fee

The Recreation Building Impact Fee will receive revenue from payments of the Recreation Building Impact Fee on new residential construction. Revenues in this fund will be used only to fund capital improvements needed to address demand for recreation buildings attributable to new residential development.

The City currently follows this policy.

Transportation Community Investment Fee Fund

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

The City currently follows this policy.

Water System Construction Reserve Fund

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

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 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 or to new regulatory requirements.

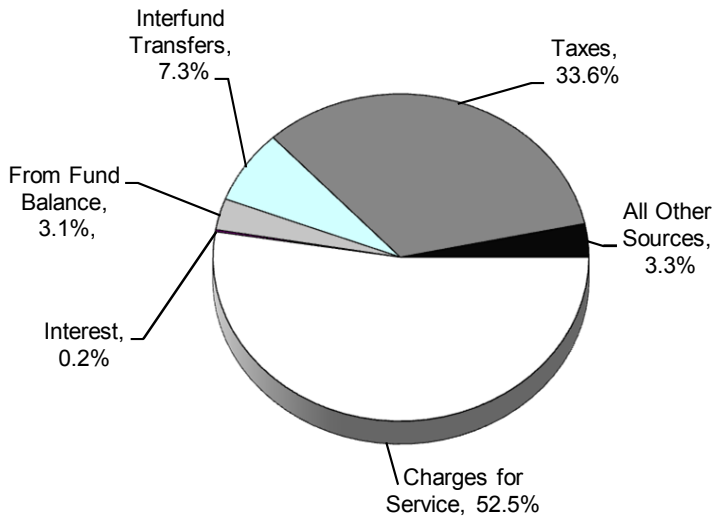
The City currently follows this policy.

Relocation of Existing Utility Facilities in ROW

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

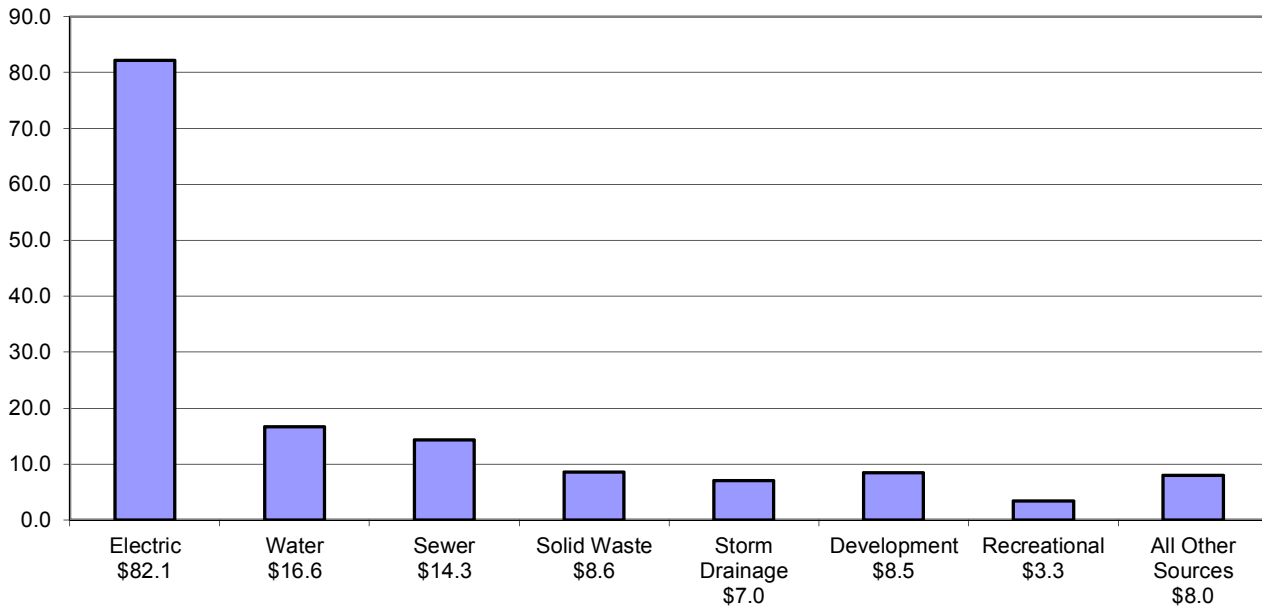
The City currently follows this policy.

2017 OPERATING BUDGET: Sources of Funds



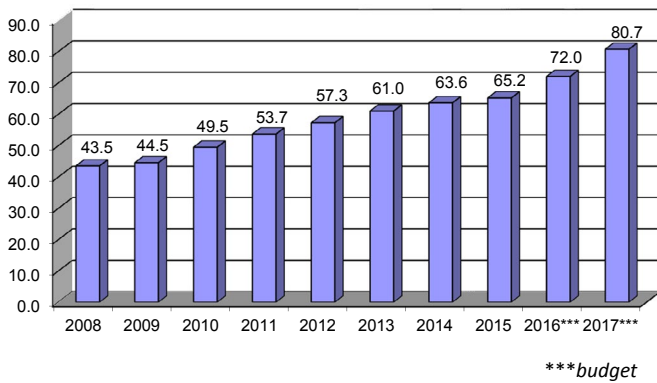
Revenue and other sources used to support the City’s programs and projects in 2017 will come from a variety of sources and total \$282,687,946. This is 6.2% below the total revenues in the 2016 budget of \$301.49 million

Charges for Services, Licenses and Permits represent 52.5% or \$144.5 million of the City’s budgeted resources. These are charges for electric, water, sewer, solid waste and storm drainage utility fees; development-related services; recreational activities, including swimming, athletic leagues, golf, etc.; and various other fees for service.



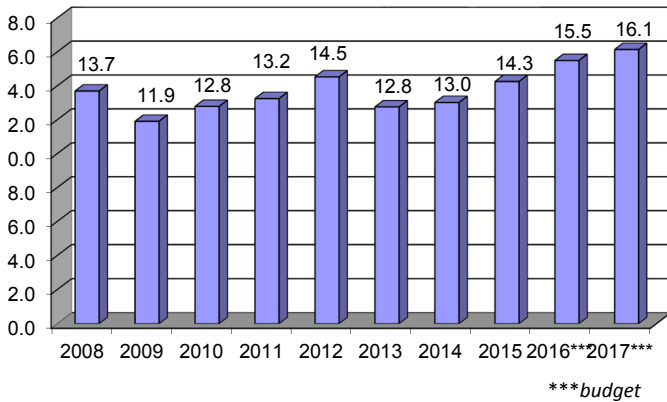
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening years, staff review historical and projected revenues and expenses to determine if a comprehensive rate study is needed. Development-related fees include building permits, right-of-way permits, plan review fees, and engineering plan check fees. Estimates are based on the anticipated number of single family, multifamily and commercial building permits and the estimated valuation of these units. The 2017 budget is based on 152 single-family permits, 50 townhouse/condo permits, 807 multifamily permits, and various other remodels and miscellaneous permits. Recreational fees are established by financial policy to be 80% self-supporting with several activity fees set to recover 100% of expenditures.

Electric



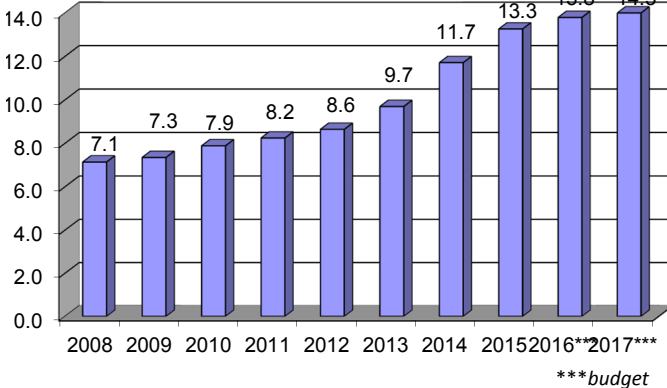
In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2017, electric and broadband utility revenues equal 99.3% of all electric and broadband revenues. Included is an estimated 3.34% average rate increase that will go to Council in September.

Water



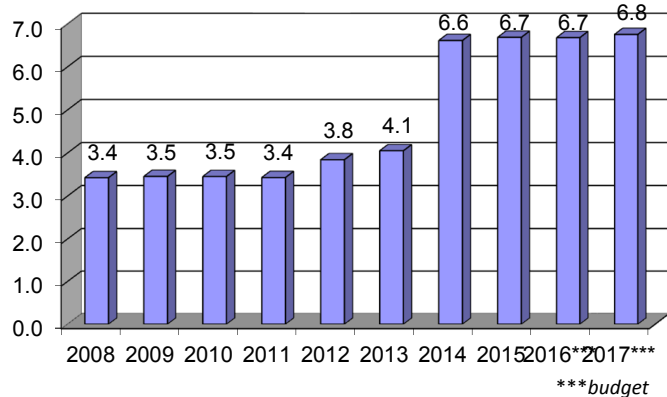
In 2017, charges for water services represent 95.6% of all water revenues. There is an average rate increase of 9% included for 2017 that was previously adopted by Council in 2015.

Sewer



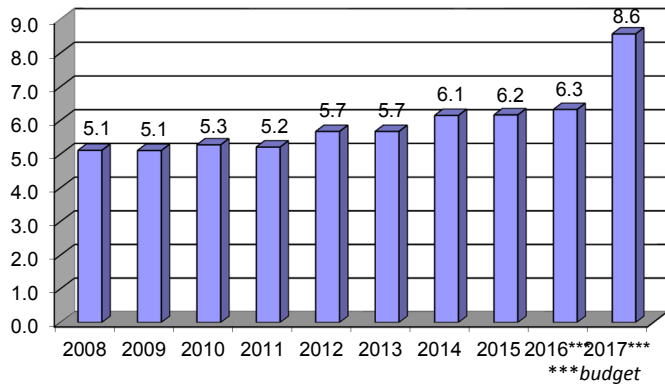
The sewer utility will receive 95.2% of its revenue from charges for services in 2017. An ordinance approving a fee increase in sewer rates was previously approved by Council in 2012. The proposed budget currently includes an average rate increase of 3%.

Storm Drainage



In 2017, Storm Drainage will receive 99.7% of its revenue from charges for services. There is no rate increase.

Sanitation

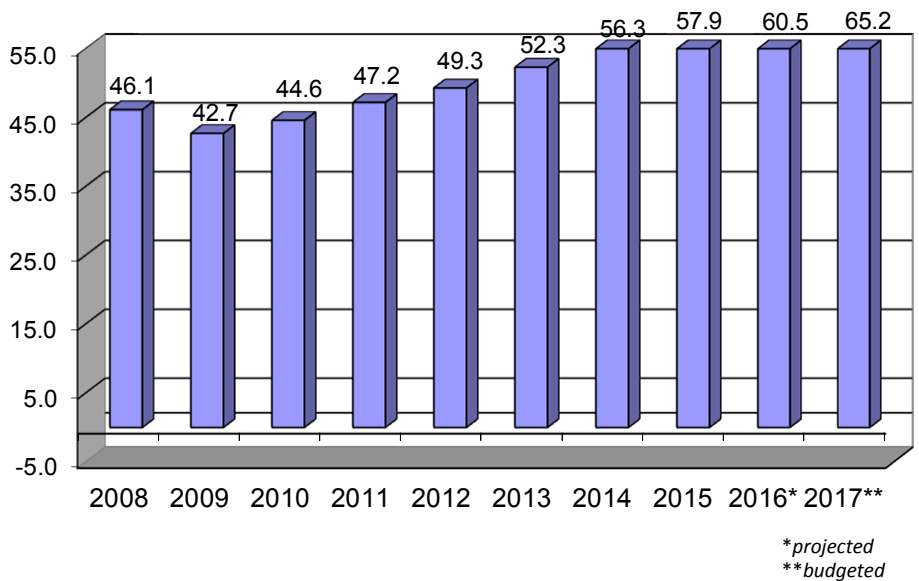


Sanitation will receive 99.3% of its 2017 revenues from charges for service. Sanitation rates will change April 1, 2017, to include a new composting service as well as a rebalancing of sanitation rates.

Taxes represent 33.6% or \$95.0 million and include citywide sales and use, property, cigarette, and franchise taxes.

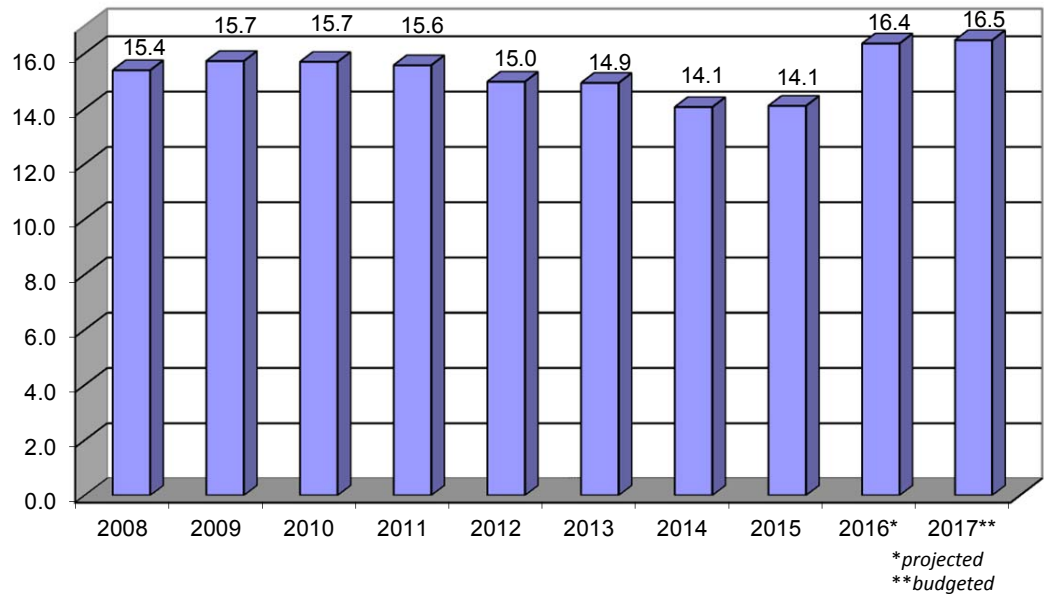
Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open space. In November 2006, voters approved an increase of 0.325% to fund additional public safety needs. Sales and use tax, the City’s largest single revenue source, accounts for 42.2% of the General Fund’s total sources of funds. Sales and use tax is projected based on historical collection trends and knowledge of economic development-related activities.

Sales and Use Tax History Citywide



Property Tax accounts for 21.2% of the General Fund’s revenue. In 1991 the City increased the property tax mill levy to fund additional public safety positions. This mill levy increase temporarily reversed the trend of declining or flat property tax revenue. From 1995 to 2009 there was a real increase in property tax receipts each year peaking at \$14.4 million in 2009. However, since 2010 those receipts decreased annually until 2015 and reversed the declining trend. Property tax is projected to reach \$16.3 million in 2016. The mill levy has remained at 13.42 mills since 1991. Property tax also goes into the Downtown Development Authority Fund (5.000 mills) and the General Improvement District Fund (6.798 mills). The 2017 budget is based on preliminary assessed valuations from the county assessor’s office.

Property Tax History Citywide



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

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

Fund Balance is a source of funds that is used primarily for funding capital and one-time purchases. In 2017, \$8,908,200, or 3.2%, of the total sources of funds will come from the use of fund balance.

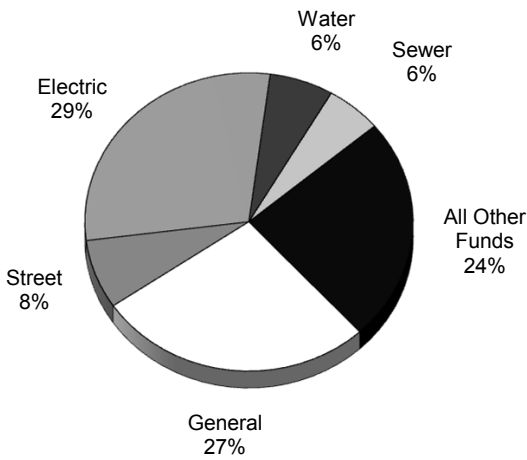
Interfund Transfers are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions, and city attorney services. This revenue is based on an estimate of time spent by General Fund services in support of the City's enterprise funds. That estimated time is then converted into a dollar figure and charged to the enterprise funds on the theory that the enterprise funds would have to pay someone to provide those services if they did not have the General Fund departments to assist them. This revenue is 7.5% of the General Fund's total revenues.

Interest and Other Sources are 3.6% of the City's sources of funds. Interest earnings are estimated at \$543,966 for 2017 and all other sources are \$9.4 million and include intergovernmental funds from Boulder County, state and federal governments, fines, and miscellaneous sources.

2017 OPERATING BUDGET: Uses of Funds

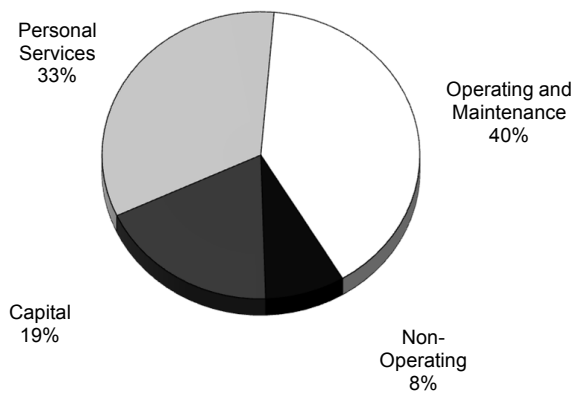
The City of Longmont’s 2017 Operating Budget totals \$282,687,946.

Expenditures by Fund



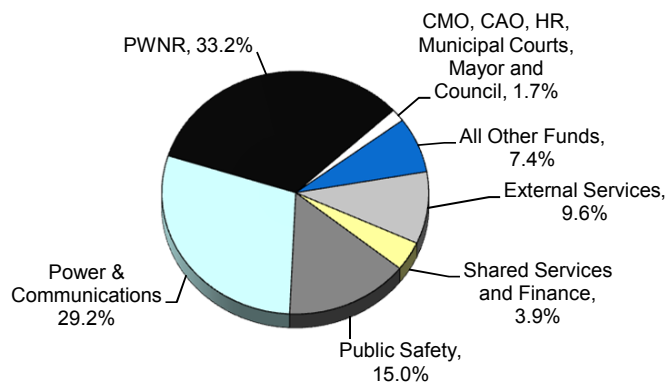
Expenditures in the largest funds include General Fund, \$77.1 million; Electric Fund, \$82.1 million; Water Fund, \$17.7 million; and Street Fund, \$21.5 million. These funds will account for 70.3% of all City expenditures in 2017. Other funds include Sewer, \$15.6 million; Storm Drainage, \$11.5 million; Open Space, \$6.9 million; Public Improvement, \$9.5 million; Sanitation, \$6.9 million; Fleet, \$6.8 million; Public Safety, \$7.5 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, \$94.0 million, which includes salaries, wages and benefits; operating and maintenance, \$113.4 million, which includes routine operating expenditures; non-operating, \$22.9 million, which includes interfund transfers and interest payments; and capital, \$52.4 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, \$94.1 million (which includes Water, Sewer, Sanitation, Storm Drainage, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Park & Greenway Maintenance, Conservation Trust, Parks and Facilities); Power & Communications, \$82.6 million; Public Safety Department, \$42.3 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$11.0 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility Billing, Recovery Office, City Clerk’s Office and Fleet); External Services Department, \$27.1 million (services include Community Relations, Library, Museum, Youth Services, Senior Services, Recreation, Neighborhood Resources, CDBG/HOME Grants

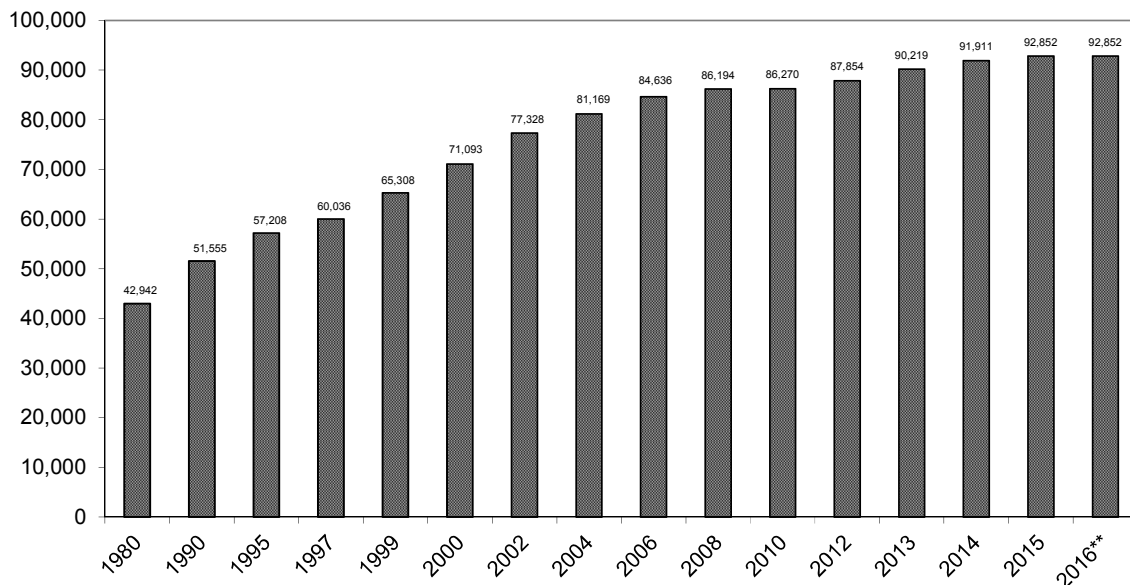
Administration, Affordable Housing, Human Services Agency Funding, Callahan House, Art In Public Places, Airport, Redevelopment, Economic Development Programs and Planning & Development Services); City Manager’s Office, \$1.3 million; City Attorney’s Office, \$1.1 million; Municipal Courts, \$828,752; Mayor and Council, \$478,897; and Human Resources, \$1.0 million. The remaining funds total \$20.9 million and include the Public Improvement Fund, Public Building Community Investment Fee Fund, Longmont Downtown Development Authority, General Improvement District, Downtown Parking, Longmont Urban Renewal, and Village at the Peaks.

2013 - 2017 Budgeted FTE Positions by Department

Department	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2016-2017 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	5.00	5.50	6.50	6.50	6.50	0.00
City Attorney	7.50	7.50	7.50	7.50	7.50	0.00
City Clerk	4.00	4.00	4.00	0.00	0.00	0.00
Human Resources	8.00	8.00	8.00	8.00	8.00	0.00
Municipal Court	8.50	8.50	8.50	8.50	8.50	0.00
Shared Services and Finance	81.20	81.45	80.20	84.83	90.88	6.05
External Services	116.30	121.03	138.78	145.18	153.06	7.88
Power and Communications	72.75	72.75	91.90	98.90	100.10	1.20
Public Safety	293.50	293.50	297.50	295.50	301.50	6.00
Public Works and Natural Resources	226.50	223.75	220.44	224.35	232.90	8.55
Downtown Development Authority	2.00	2.75	2.85	3.00	2.80	-0.20
TOTAL	832.25	835.73	873.17	889.26	918.74	29.48

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.

Longmont Population 1980 - 2016



Summary of Financing Sources and Uses

	2015 Actual	2016 Budget	2017 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	32,325,601	89,923,789	94,950,022
Licenses and Permits	1,670,877	3,275,494	3,842,701
Intergovernmental Revenue	12,367,599	25,193,816	3,634,529
Charges for Service	121,233,723	132,052,301	144,531,088
Fines and Forfeits	66,519	1,289,200	1,094,250
Interest Earnings	952,838	481,359	543,966
Interfund Transfers	17,009,181	19,238,455	20,493,031
Miscellaneous	3,705,184	1,504,197	3,971,232
Proceeds from Advance	33,835,292	368,987	718,927
Proceeds from Bonds	-	-	-
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	5,788,805	28,162,838	8,908,200
TOTAL SOURCES	\$ 228,955,619	\$ 301,490,436	\$ 282,687,946

Expenditures and Other Financing Uses

Personal Services	31,684,720	88,867,588	93,992,466
Operating and Maintenance	100,442,772	107,477,992	113,383,575
Non-Operating	22,990,342	19,625,543	22,945,044
Capital	73,837,785	85,519,313	52,366,863
TOTAL USES	\$ 228,955,619	\$ 301,490,436	\$ 282,687,946

2017 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2017 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2017 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.

2017 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 11,092,579	\$ 13,983,796	\$ 15,529,245	\$ 5,585,640
 SOURCES OF FUNDS				
Taxes	57,115,461	-	-	-
Licenses and Permits	1,871,351	-	-	-
Intergovernmental Revenue	634,841	-	-	162,076
Charges for Service	6,783,914	82,126,624	16,619,196	14,254,100
Fines and Forfeits	1,094,250	-	-	-
Interest Earnings	-	65,000	87,600	30,600
Interfund Transfers	7,383,230	236,423	626,696	527,276
Miscellaneous	203,463	287,938	45,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 75,086,510	 82,715,985	 17,378,492	 14,974,052
 EXPENSES BY CATEGORY				
Personal Services	57,412,683	9,748,712	5,396,311	3,938,949
Operating and Maintenance	18,122,347	62,369,018	7,513,764	5,003,674
Non-Operating	991,961	4,226,318	1,252,632	3,674,128
Capital	615,928	5,777,069	3,516,152	2,977,094
 TOTAL EXPENSES	 77,142,919	 82,121,115	 17,678,859	 15,593,845
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 9,036,170	\$ 14,578,666	\$ 15,228,878	\$ 4,965,847
Contribution to/(from) Fund Balance	(2,056,409)	594,870	(300,367)	(619,793)

2017 CONSOLIDATED FUND STATEMENT

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 2,829,581	\$ 1,176,635	\$ 1,044,965	\$ 5,667,573
 SOURCES OF FUNDS				
Taxes	18,570,327	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	472,171	-	-	-
Charges for Service	-	8,567,000	2,559,300	6,987,829
Fines and Forfeits	-	-	-	-
Interest Earnings	13,318	11,363	3,300	15,526
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	47,000	1,000	5,630
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 19,080,816	 8,625,363	 2,563,600	 7,008,985
 EXPENSES BY CATEGORY				
Personal Services	3,724,503	2,185,355	1,169,465	1,939,747
Operating and Maintenance	5,881,980	4,490,350	1,153,427	1,482,609
Non-Operating	247,158	42,624	202,995	2,575,358
Capital	11,625,156	218,698	195,200	5,481,562
 TOTAL EXPENSES	 21,478,797	 6,937,027	 2,721,087	 11,479,276
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 431,600	\$ 2,864,971	\$ 887,478	\$ 1,197,282
Contribution to/(from) Fund Balance	(2,397,981)	1,688,336	(157,487)	(4,470,291)

2017 CONSOLIDATED FUND STATEMENT

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 15,512,411	\$ 94,499	\$ 1,387,373	\$ 306,012
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	5,973,839	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	603,900
Charges for Service	-	413,937	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	106,229	-	2,000	-
Interfund Transfers	9,196,835	-	-	-
Miscellaneous	450,000	-	2,317,250	25,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 9,753,064	 413,937	 8,293,089	 628,900
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,567,379	129,644	-	164,249
Operating and Maintenance	2,238,191	267,908	44,550	552,064
Non-Operating	9,171	-	2,748,113	-
Capital	2,989,963	8,700	6,730,603	-
 TOTAL EXPENSES	 6,804,704	 406,252	 9,523,266	 716,313
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 18,460,771	\$ 102,184	\$ 157,196	\$ 218,599
Contribution to/(from) Fund Balance	2,948,360	7,685	(1,230,177)	(87,413)

2017 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 5,485,507	\$ 2,735,118	\$ 2,640,421	\$ 263,670
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	1,846,350	-	-	-
Intergovernmental Revenue	-	800,000	-	-
Charges for Service	-	-	388,000	663,250
Fines and Forfeits	-	-	-	-
Interest Earnings	26,704	10,680	15,000	2,984
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,873,054	 810,680	 403,000	 666,234
 EXPENSES BY CATEGORY				
Personal Services	-	-	-	-
Operating and Maintenance	-	50,000	-	-
Non-Operating	-	-	-	-
Capital	2,161,030	800,000	460,000	-
 TOTAL EXPENSES	 2,161,030	 850,000	 460,000	 -
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 5,197,531	\$ 2,695,798	\$ 2,583,421	\$ 929,904
Contribution to/(from) Fund Balance	(287,976)	(39,320)	(57,000)	666,234

2017 CONSOLIDATED FUND STATEMENT

	Public Buildings CIF Fund	Art in Public Places Fund	Sewer Construction Fund	Water Construction Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 2,181,441	\$ 586,757	\$ 1,510,810	\$ 19,782,096
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	1,529,900	2,143,100
Fines and Forfeits	-	-	-	-
Interest Earnings	-	-	10,200	92,100
Interfund Transfers	-	226,303	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 -	 226,303	 1,540,100	 2,235,200
 EXPENSES BY CATEGORY				
Personal Services	-	40,107	-	-
Operating and Maintenance	-	274,594	2,500	2,500
Non-Operating	-	-	527,276	626,696
Capital	1,882,920	-	-	994,678
 TOTAL EXPENSES	 1,882,920	 314,701	 529,776	 1,623,874
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 298,521	\$ 498,359	\$ 2,521,134	\$ 20,393,422
Contribution to/(from) Fund Balance	(1,882,920)	(88,398)	1,010,324	611,326

2017 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 412,672	\$ 5,090,175	\$ 12,147	\$ 4,111,637
 SOURCES OF FUNDS				
Taxes	-	-	-	877,391
Licenses and Permits	-	-	-	30,000
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	5,000	47,900	10,000
Fines and Forfeits	-	-	-	-
Interest Earnings	1,500	25,200	200	2,700
Interfund Transfers	-	-	84,056	45,660
Miscellaneous	-	-	-	25,000
Proceeds from Advance	-	-	-	268,422
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	1,500	30,200	132,156	1,259,173
 EXPENSES BY CATEGORY				
Personal Services	-	-	95,766	250,871
Operating and Maintenance	-	100,000	39,437	288,225
Non-Operating	-	-	-	268,854
Capital	-	50,000	-	230,262
TOTAL EXPENSES	-	150,000	135,203	1,038,212
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 414,172	\$ 4,970,375	\$ 9,100	\$ 4,332,598
Contribution to/(from) Fund Balance	1,500	(119,800)	(3,047)	220,961

2017 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 79,904	\$ 143,506	\$ 5,732,732	\$ 2,861,939
 SOURCES OF FUNDS				
Taxes	108,000	-	-	3,982,559
Licenses and Permits	-	80,000	-	-
Intergovernmental Revenue	-	-	-	177,957
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	600	500	-	6,953
Interfund Transfers	-	5,000	692,315	-
Miscellaneous	-	-	125,000	220,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	108,600	85,500	817,315	4,387,469
 EXPENSES BY CATEGORY				
Personal Services	28,851	33,001	125,495	380,434
Operating and Maintenance	88,979	27,450	563,233	506,299
Non-Operating	-	-	29,918	2,145,778
Capital	-	10,000	-	3,820,698
TOTAL EXPENSES	117,830	70,451	718,646	6,853,209
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 70,674	\$ 158,555	\$ 5,831,401	\$ 396,199
Contribution to/(from) Fund Balance	(9,230)	15,049	98,669	(2,465,740)

2017 CONSOLIDATED FUND STATEMENT

	Youth Services Fund	Senior Services Fund	Public Safety Fund	Library Services Fund	Museum Services Fund
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 162,248	\$ 320,271	\$ 1,158,037	\$ 193,101	\$ 68,081
 SOURCES OF FUNDS					
Taxes	-	-	6,471,659	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	316,773	-	30,000
Charges for Service	-	307,500	69,300	-	81,000
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	11,634	450	-
Interfund Transfers	-	-	-	-	-
Miscellaneous	6,000	5,500	-	111,451	50,000
Proceeds from Advance	-	-	450,505	-	-
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	6,000	313,000	7,319,871	111,901	161,000
 EXPENSES BY CATEGORY					
Personal Services	-	29,008	5,461,964	2,000	91,032
Operating and Maintenance	6,000	259,806	1,472,732	46,500	89,399
Non-Operating	-	5,769	8,103	20,500	-
Capital	-	-	579,605	-	-
TOTAL EXPENSES	6,000	294,583	7,522,404	69,000	180,431
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 162,248	\$ 338,688	\$ 955,504	\$ 236,002	\$ 48,650
Contribution to/(from) Fund Balance	-	18,417	(202,533)	42,901	(19,431)

2017 CONSOLIDATED FUND STATEMENT

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park and Greenway Maintenance Fund	Lodgers Tax Fund	Village at the Peaks Fund
<i>BEGINNING</i>						
<i>FUND BALANCE</i>	\$ 56,208	\$ 62,871	\$ 11,409	\$ 494,258	\$ 45,683	\$ 16,899
SOURCES OF FUNDS						
Taxes	-	-	-	-	381,549	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	436,811
Charges for Service	-	50,000	800	923,438	-	-
Fines and Forfeits	-	-	-	-	-	-
Interest Earnings	-	400	-	1,225	-	-
Interfund Transfers	-	-	-	-	-	1,469,237
Miscellaneous	36,000	-	-	-	-	-
Proceeds from Advance	-	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	36,000	50,400	800	924,663	381,549	1,906,048
EXPENSES BY CATEGORY						
Personal Services	-	75,440	1,500	-	-	-
Operating and Maintenance	36,000	8,240	-	20,000	381,549	250
Non-Operating	-	-	-	5,000	-	1,867,455
Capital	-	-	-	1,241,545	-	-
TOTAL EXPENSES	36,000	83,680	1,500	1,266,545	381,549	1,867,705
<i>ENDING</i>						
<i>FUND BALANCE</i>	\$ 56,208	\$ 29,591	\$ 10,709	\$ 152,376	\$ 45,683	\$ 55,242
Contribution to/(from) Fund Balance	-	(33,280)	(700)	(341,882)	-	38,343

2017 CONSOLIDATED FUND STATEMENT

	Longmont Urban Renewal Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>		
<i>FUND BALANCE</i>	\$ -	\$ 130,429,907
 SOURCES OF FUNDS		
Taxes	1,469,237	94,950,022
Licenses and Permits	-	3,842,701
Intergovernmental Revenue	-	3,634,529
Charges for Service	-	144,531,088
Fines and Forfeits	-	1,094,250
Interest Earnings	-	543,966
Interfund Transfers	-	20,493,031
Miscellaneous	-	3,971,232
Proceeds from Advance	-	718,927
Proceeds from Bonds	-	-
 TOTAL SOURCES OF FUNDS	 1,469,237	 273,779,746
 EXPENSES BY CATEGORY		
Personal Services	-	93,992,466
Operating and Maintenance	-	113,383,575
Non-Operating	1,469,237	22,945,044
Capital	-	52,366,863
 TOTAL EXPENSES	 1,469,237	 282,687,946
 <i>ENDING</i>		
<i>FUND BALANCE</i>	\$ -	\$ 121,521,707
Contribution to/(from) Fund Balance	-	(8,908,200)



2017 PERFORMANCE MEASURES



Table of Contents

Desired Result of Government

Envision Longmont Goal

THRIVING ECONOMIC CLIMATE

Envision Longmont Guiding Principle 6: JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION

- 6-1 Recruit, support, incentivize and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity.....PM8
- 6-2 Promote and increase opportunities for collaboration, innovation and entrepreneurshipPM8
- 6-3 Address building space, infrastructure needs, and other considerations of target industries and the workforcePM 8
- 6-4 Foster an educated and skilled workforce that meets the needs of local businesses and increases economic opportunities for residents.....PM9
- 6-5 Ensure that Longmont is a desirable place to live, work, play, learn and start a businessPM9

Envision Longmont Guiding Principle 1: LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

- 1-2 Promote a sustainable mix of land usesPM10
- 1-3 Maintain and enhance the character of established neighborhoods.....PM10
- 1-5 Support the continued revitalization of downtown as a community and regional destinationPM11

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Envision Longmont Guiding Principle 3: HOUSING, SERVICES, AMENITIES AND OPPORTUNITIES FOR ALL

- 3-1 Ensure there are affordable and accessible housing options that meet the needs of residents of all ages, abilities, and income levelsPM14
- 3-2 Provide residents in all parts of the city with access to a range of community amenities, including parks, open spaces and recreational opportunitiesPM14
- 3-3 Ensure that social, health and human services are accessible to and contribute to the well-being of all residents.....PM15
- 3-4 Ensure that all Longmont residents have access to arts, cultural and learning opportunities they need to thrive and prosper.....PM15
- 3-5 Protect civil liberties and ensure that all residents have equitable access to resources and opportunities to participate in the community and enjoy lifePM17
- 3-6 Recognize and celebrate the cultural diversity of Longmont’s residents.....PM17

Table of Contents

Desired Result of Government

Envision Longmont Goal

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL *cont.*

Envision Longmont Guiding Principle 4: A SAFE, HEALTHY AND ADAPTABLE COMMUNITY

4-1 Support health and active lifestyles among residents of all ages.....PM18

Envision Longmont Guiding Principle 1: LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

1-7 Reinforce Longmont’s unique identity and sense of community ...PM18

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Envision Longmont Guiding Principle 1: LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

1-6 Provide, maintain and enhance public infrastructure, facilities and services to meet the changing needs of the communityPM20

1-8 Create an integrated and quality parks, recreation, greenway, and open space systemPM23

Envision Longmont Guiding Principle 2: A COMPLETE, BALANCED AND CONNECTED TRANSPORTATION SYSTEM

2-1 Integrate land use and transportation planning to enhance the overall quality of life in the cityPM24

2-3 Enhance the transportation system in a manner that improves the economic vitality of the city while being responsible stewards of limited resourcesPM24

Envision Longmont Guiding Principle 5: RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

5-1 Protect and conserve Longmont’s natural resources and environment.....PM25

5-3 Preserve Longmont’s historic and cultural resources.....PM25

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Envision Longmont Guiding Principle 5: RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

5-6 Strive to be as efficient and effective as possible as a City organizationPM28

SAFE COMMUNITY

Envision Longmont Guiding Principle 4: A SAFE, HEALTHY AND ADAPTABLE COMMUNITY

4-4 Partner with our community to ensure the best level of proactive, reactive and coactive public safety services are available.....PM34

4-5 Minimize risks to property, infrastructure and lives due to natural disasters and other natural or manmade hazardsPM36



About Envision Longmont



On June 28, 2016, the Longmont City Council adopted the Envision Longmont Multimodal & Comprehensive Plan, which provides strategic direction and policy guidance for the City. Moving forward, the intention is that this high-level planning document be closely aligned with the City’s operating budget. The City’s operating budget is based on a budget prioritization process and organized around five desired results of government; Envision Longmont’s Policy Framework is centered on six guiding principles that form the vision for the community. Analysis prepared by City staff shows that there is close alignment between the desired budget results and the goals included with each Envision Longmont guiding principle. There also is a relationship between the performance measures included in the budget and the indicators identified in Envision Longmont.

While full alignment of the budget and Envision Longmont will be a relatively large undertaking with several steps, an initial step in the process being implemented with the 2017 budget is aligning the budget performance measures under the Envision Longmont Guiding Principles, Goals and Policies. In addition, some new measures have been added to reflect Envision Longmont indicators that were not included in previous budget performance measures. It is anticipated that these measures will continue to evolve over time as the budget moves closer to full alignment with Envision Longmont. Each current performance measure is presented here under the most closely related Envision Longmont goal; they are grouped under the budget result and further grouped by Envision Longmont Guiding Principle.

To learn more about the budget prioritization process, visit bit.ly/budgetoffice.
To learn more about Envision Longmont, visit bit.ly/EnvisionLongmont.



Desired Result of Government: **THRIVING ECONOMIC CLIMATE**



ENVISION LONGMONT
Guiding Principle 6:
**Job Growth and Economic
Vitality through Innovation and
Collaboration**



ENVISION LONGMONT
Guiding Principle 1:
**Livable Centers, Corridors and
Neighborhoods**

Since this budget result encompasses planning for the built environment, neighborhoods, and housing, as well as support for business and other economic development issues, there are several Envision Longmont Guiding Principles and Goals that are related to the performance measures under this result. They include Job Growth and Economic Vitality through Innovation and Collaboration as well as Livable Centers, Corridors and Neighborhoods.

THRIVING ECONOMIC CLIMATE

Envision Longmont Guiding Principle 6: JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
6-1 Recruit, support, incentivize and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity.					
Planning & Development	Planning & Development Services	Annual unemployment rate, compared regionally - Longmont - Boulder County MSA - Colorado - U.S.	3.9% 3.4% 3.4% 5.5%	3.2% 2.3% 3.6% 5.0%	3.2% 2.3% 3.6% 5.0%
Longmont Economic Development Partnership		Net change in the number of jobs with primary employers	-6	300	0
Finance	Accounting	Total sales and use tax revenues	\$57,932,405	\$61,556,758	\$65,214,403

6-3 Address building space, infrastructure needs, and other considerations of target industries and the workforce.

Longmont Economic Development Partnership		Number of businesses within the Advance Longmont Target Industries	N/A	312	300
---	--	--	-----	-----	-----

THRIVING ECONOMIC CLIMATE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
6-4 Foster an educated and skilled workforce that meets the needs of local businesses and increases economic opportunities for residents.					
Planning & Development Services		Jobs-to-resident measure between 0.5:1 and 1:1	0.37:1	0.37:1	0.37:1
		Jobs-to-housing measure between 1:1 and 2:1	1:1	1:1	1:1
6-5 Ensure that Longmont is a desirable place to live, work, play, learn and start a business.					
Planning & Development Services		Average annual wage – Boulder County MSA	\$58,040	\$58,040	\$58,040
		Residents living and working in Longmont as a percentage of all residents age 16 and older	---	45%	45%
City Manager’s Office		Overall quality of life as measured in biennial survey - percent rating “excellent” or “good”	N/A	84%	N/A



THRIVING ECONOMIC CLIMATE

Envision Longmont Guiding Principle 1: LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
1-2 Promote a sustainable mix of land uses.					
Planning & Development Services		Number of new dwelling units	373	990	1,000
		Other residential (non-single-family detached) units as a percentage of total units permitted	51.6%	66%	50%
1-3 Maintain and enhance the character of established neighborhoods.					
Planning & Development Services		Number of neighborhood revitalization plans developed and implemented	0	0	0



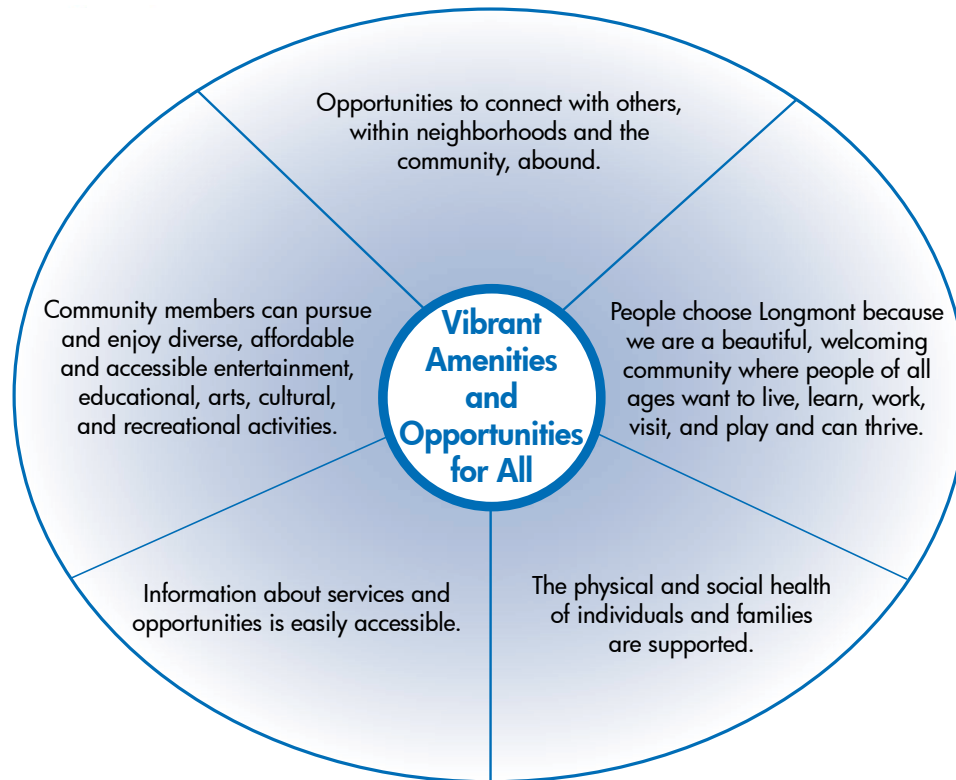
THRIVING ECONOMIC CLIMATE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
Planning & Development Services	Planning	Development Incentive Program permits	119	80	80
		Facade Improvement Program applications	0	0	1
		Number of historically designated structures in the downtown area (cumulative)	29	29	30
		Number of historic landmarks (cumulative)	128	131	134
		Building permits issued in the downtown for remodels	22	20	20
Community Services	Museum	Number of Art in Public Places projects in the downtown	6	6	6
	Parking Enforcement	Number of overtime parking tickets in the downtown area	183	121	125
Finance	Sales Tax	Percent change in Central Business District sales tax	13.5%	7.2%	5.1%





Desired Result of Government:
VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL



ENVISION LONGMONT
 Guiding Principle 3:
**Housing, Services, Amenities
 and Opportunities for All**



ENVISION LONGMONT
 Guiding Principle 4:
**A Safe, Healthy and Adaptable
 Community**



ENVISION LONGMONT
 Guiding Principle 1:
**Livable Centers, Corridors and
 Neighborhoods**

The budget definition of this result includes a variety of topics such as diverse, affordable and accessible entertainment, education, arts, cultural and recreational activities; support for physical and mental health; connecting with the community; accessible information; and being a welcoming community where people of all ages want to live, work, play and thrive. This budget result is closely aligned with the Housing, Services, Amenities and Opportunities for All guiding principle of Envision Longmont. In addition, there are several goals from the Safe, Healthy, and Adaptable Community guiding principle related to health that support this budget result. There also is a goal related to community identity under the Livable Centers, Corridors and Neighborhoods principle that fits with this result.

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Envision Longmont Guiding Principle 3: HOUSING, SERVICES, AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
3-1 Ensure there are affordable and accessible housing options that meet the needs of residents of all ages, abilities, and income levels.					
Community Services	CDBG	Percentage of affordable housing units	5.02%	4.9%	5.5%
		Affordable housing units added annually	5	64	207
		Affordable housing units lost annually	4	0	0
		Net gain (loss) in affordable housing units	1	64	207
3-2 Provide residents in all parts of the city with access to a range of community amenities, including parks, open spaces and recreational opportunities.					
Community Services	Community and Neighborhood Resources	Number of neighborhood groups accessing activity funds	36	35	38
	Recreation & Golf Services	Number of recreation center visitors and recreation program participants	814,281	815,000	815,000
Public Works & Natural Resources	Natural Resources	Number of neighborhood parks/1,000 population	2.07	2.09	2.18
		Number of community parks/1,000 population	2.73	2.79	2.79

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
3-3 Ensure that social, health and human services are accessible to and contribute to the well-being of all residents.					
Community Services	Senior Services	Number of annual visits by older persons to Senior Center programs	56,000	66,000	66,000
		Number of senior wellness activities available each quarter	80	75	75
		Number of unduplicated clients seen by Senior Services resource staff/number of visits	472/2,961	500/3,000	500/3,000
3-4 Ensure that all Longmont residents have access to arts, cultural and learning opportunities they need to thrive and prosper.					
Community Services	Children, Youth & Families	Percent of youth and families showing improvement with counseling/parent education	71%	70%	70%
		Number of preschool children enrolled in Mayor's Book Club	1,169	1,004	1,312
	Library	Total library visitation	508,424	500,000	500,000
		Total visits to library website	179,863	200,000	250,000
		Unique visitors to library website	68,818	70,000	75,000
		Total library circulation	1,281,199	1,000,000	1,000,000
		Library circulation rate per capita	14.2	11.1	11.1
		Library reference transactions per 1,000 population	965	970	970
		Library program attendance per 1,000 population	546	550	550
		Number of child/teen internet sessions in the PC Lab	29,030	29,000	29,000
		Library patron internet sessions	95,511	100,000	100,000
		Child/teen summer reading program participants	2,906	2,900	2,900

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
3-4 Ensure that all Longmont residents have access to arts, cultural and learning opportunities they need to thrive and prosper, <i>continued</i>					
Community Services	Museum	Number of child participants in Discovery Days, summer camps and school tours	8,116	8,500	8,500
	Children, Youth & Families	Community education level			
		- Percent age 25+ with a high school diploma	87.5	87.5	87.5
		- Percent age 25+ with a bachelor's degree	37.1	37.1	37.1
		Percent high school dropout rate			
	- Male	1.9	1.9	1.9	
	- Female	1.9	1.9	1.9	
		Attendance at middle school after-school programs/events	8,227	8,500	8,500
	Museum	Total museum attendance	60,818	55,000	60,000
		Total museum operating expenses	\$1,115,882	\$1,200,000	\$1,250,000
	Percentage of museum operating expenses funded from non-general fund sources	25	25	25	
Senior Services	Number of Senior Services programs offered with respect to resource education and support	58	50	50	

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
3-5 Protect civil liberties and ensure that all residents have equitable access to resources and opportunities to participate in the community and enjoy life.					
Community Services	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	3,500	3,700	3,500
		Mediation/facilitation services provided	700	750	750
Human Resources		Percentage of City staff who speak a language in addition to English, including American Sign Language	N/A	9.30%	9.73%
Community Services and City Manager's Office		Number of substantial community involvement processes	14	8	8
Shared Services	City Clerk	Number of Use of Public Places Permits issued:			
		- Special events	111	123	125
		- Block parties	20	19	20
		- Alcohol on public places	11	15	15

3-6 Recognize and celebrate the cultural diversity of Longmont's residents.

Community Services	Community & Neighborhood Resources	Translation access/service provided	327	300	300
	Recreation & Golf Services	Attendance at Rhythm on the River (est.)	25,000	20,000	20,000
		Attendance at Longmont Lights (est.)	10,000	10,000	10,000
		Attendance at Inclusive Communities Celebration (est.)	300	300	300
		Multicultural events cosponsored by the Multicultural Action Committee	5	7	7
		Attendance at events cosponsored by the Multicultural Action Committee (est.)	7,800	7,500	7,500
	Museum	Attendance at Dia de los Muertos exhibition and celebration	6,535	6,500	6,500

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Envision Longmont Guiding Principle 4: A SAFE, HEALTHY AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
4-1 Support healthy and active lifestyles among residents of all ages.					
Community Services	Children, Youth & Families	Number of meals served in afterschool and summer meal programs	927	9,500	10,000

Envision Longmont Guiding Principle 1: LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

1-7 Reinforce Longmont's unique identity and sense of community.

Community Services	Museum	Number of permanent and temporary public art projects	16	16	19
--------------------	--------	---	----	----	----



Desired Result of Government:
RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE



ENVISION LONGMONT
Guiding Principle 1:
**Livable Centers, Corridors
and Neighborhoods**



ENVISION LONGMONT
Guiding Principle 2:
**A Complete, Balanced and
Connected Transportation
System**



ENVISION LONGMONT
Guiding Principle 5:
**Responsible Stewardship of
Our Resources**

The definition for this budget result encompasses a number of services, including utilities, the transportation system, the natural environment, and conservation and recycling. As this is a diverse topic it spans many of the Envision Longmont Guiding Principles, including Livable Centers, Corridors and Neighborhoods; A Complete, Balanced and Connected Transportation System; and Responsible Stewardship of Our Resources.

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Envision Longmont Guiding Principle 1: LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
1-6 Provide, maintain and enhance public infrastructure, facilities and services to meet the changing needs of the community.					
Power & Communications	Energy Services	Electric consumption in City facilities (in million kWh)	20.7	21	21
		Natural gas consumption in City facilities (in therms)	766,296	790,000	815,000
	Engineering Services	Electric system average interruption frequency index - not more than 1 event per year	0.37	0.50	0.50
		Electric system average interruption duration index - not more than 80 minutes per customer per event	23.8	30	30
	Administration	NextLight network uptime percentage	99.971%	99.999%	99.999%
	Customer Services & Marketing	Electric residential reliability rating (% somewhat/very satisfied)	97%	95%	95%
		Electric residential overall satisfaction (10-point scale)	9.2	9.1	9.1
		Electric residential value rating (% good/excellent)	93%	95%	95%
		Electric residential environmental rating (right amount of emphasis on energy efficiency/conservation)	72%	80%	80%
		Electric key account reliability rating (% good/excellent)	100%	100%	100%
		Electric key account overall satisfaction (10-point scale)	8.9	9	9
		Electric key account value rating (% good/excellent)	96%	100%	100%
		Electric key account environmental rating (% somewhat/very satisfied with energy services)	71%	90%	90%
		Electric customer contact overall satisfaction rating (% satisfied)	96%	97%	97%

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected	
1-6 Provide, maintain and enhance public infrastructure, facilities and services to meet the changing needs of the community, <i>continued.</i>						
Power & Communications	Customer Services & Marketing	Electric construction project satisfaction rating (% acceptable/very effective)	100%	97%	97%	
	Administration	NextLight initial sales order experience satisfaction (10-point scale)	9.2	9.2	9.2	
		NextLight service installation satisfaction (10-point scale)	9.0	9.0	9.0	
		NextLight internet speed and reliability satisfaction (10-point scale)	8.8	9.0	9.0	
		NextLight digital voice quality satisfaction (10-point scale)	9.0	9.0	9.0	
		Energy Services	Clothes washer rebates	445	398	N/A
			kWh reductions	176,665	159,006	N/A
			CO ₂ reductions in lbs.	297,504	266,082	N/A
			Energy-efficient lighting*	19,842	16,000	27,000*
			kWh reductions	265,909	263,000	657,500*
			CO ₂ reductions in lbs.	447,791	442,892	1,107,230*
		Commercial Efficiency Works		219	143	259
			kW demand reductions	373	566	600
			kWh reductions	2,291,000	4,032,000	5,534,000
			CO ₂ reductions in lbs	3,858,044	6,789,888	9,319,256
		Residential Efficiency Works		102	107	110
			kWh reductions	52,855	52,855	53,000
			CO ₂ reductions in lbs.	89,008	89,008	89,252
			Percentage of renewable energy in LPC's energy mix	18.6% large hydro, 10% wind	18.5% large hydro, 10.4% wind, 0.4% solar	18% large hydro, 10.1% wind, 2% solar

* Changing to energy-efficient consumer products in 2017

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
Public Works & Natural Resources	Engineering Services	Road rehab expenditures per paved lane mile	\$4,480	\$5,018	\$5,387
		NFIP community rating	8	8	6
		Meet peak water demands (min. peak day pressure of 55 psi, min. peak hour pressure of 40 psi) by peak hour/peak day			
		Mountain View Ave. & Huntington Ct.	52 psi/55 psi	50 psi/55 psi	50 psi/55 psi
		Pike Rd. & Airport Rd.	59 psi/67 psi	55 psi/65 psi	55 psi/65 psi
		3rd Ave. & Pratt St.	57 psi/59 psi	50 psi/56 psi	50 psi/56 psi
		Price Park playground	51 psi/55 psi	50 psi/54 psi	50 psi/54 psi
		9th Ave. & Pace St.	56 psi/62 psi	55 psi/60 psi	55 psi/60 psi
		Meet peak sewer demands (flow depth to pipe diameter ratio less than 1 indicates capacity in the sewer line)			
		Trunk 1	0.54	0.50	0.50
Trunk 2	0.41	0.33	0.33		
Trunk 3	0.35	0.35	0.35		
Trunk 4	0.36	0.29	0.30		
Trunk 5	0.37	0.38	0.38		
Trunk 6	0.39	0.37	0.40		
Trunk 7	N/A	0.33	0.35		
Trunk 8	0.36	0.36	0.36		
Trunk 9	0.60	0.60	0.60		



RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
1-6 Provide, maintain and enhance public infrastructure, facilities and services to meet the changing needs of the community, <i>continued.</i>					
Power & Communications	Administration	Residential electric rates (state ranking)	4th lowest	3rd lowest	3rd lowest
		Small commercial electric rates (state ranking)	3rd lowest	5th lowest	5th lowest
		Large commercial electric rates (state ranking)	4th lowest	5th lowest	5th lowest
		Industrial electric rates (state ranking)	lowest	4th lowest	4th lowest
Public Works & Natural Resources	Business Services	Residential water rates (state ranking)	lowest	lowest	lowest
		Sewer rates (state ranking)	9th lowest	9th lowest	9th lowest
		Storm drainage rates (state ranking)	9th lowest	9th lowest	9th lowest
		Sanitation rates (state ranking)	7th lowest	7th lowest	7th lowest
		Water consumption per capita per day	156 gallons	156 gallons	156 gallons

1-8 Create an integrated and quality parks, recreation, greenway, and open space system.

Public Works & Natural Resources	Natural Resources	Total acres of parks (community, neighborhood and district)	2,353.3	3,324.3	3,324.3
----------------------------------	-------------------	---	---------	---------	---------

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Envision Longmont Guiding Principle 2: A COMPLETE, BALANCED AND CONNECTED TRANSPORTATION SYSTEM

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
2-1 Integrate land use and transportation planning to enhance the overall quality of life in the city.					
Public Works & Natural Resources	Engineering Services	Number of intersections exceeding the congestion benchmark level-of-service and volume-to-capacity ratio	2	1	1
		Total vehicle miles per capita traveled on arterial and collector roadways	3,827	3,867	3,908
2-3 Enhance the transportation system in a manner that improves the economic vitality of the city while being responsible stewards of limited resources.					
Public Works & Natural Resources	Engineering Services	Road rehab expenditures per paved lane mile	4,480	5,018	5,387
		Road rehab expenditures per capita	55	61	65
		Resurfacing expenditures	\$3,531,000	\$4,083,000	\$4 050 000
		Street sweeping expenditures per capita	\$5.68	\$7.16	\$6.10
		Snow and ice expenditures per capita	\$10.09	\$8.88	\$9.42

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

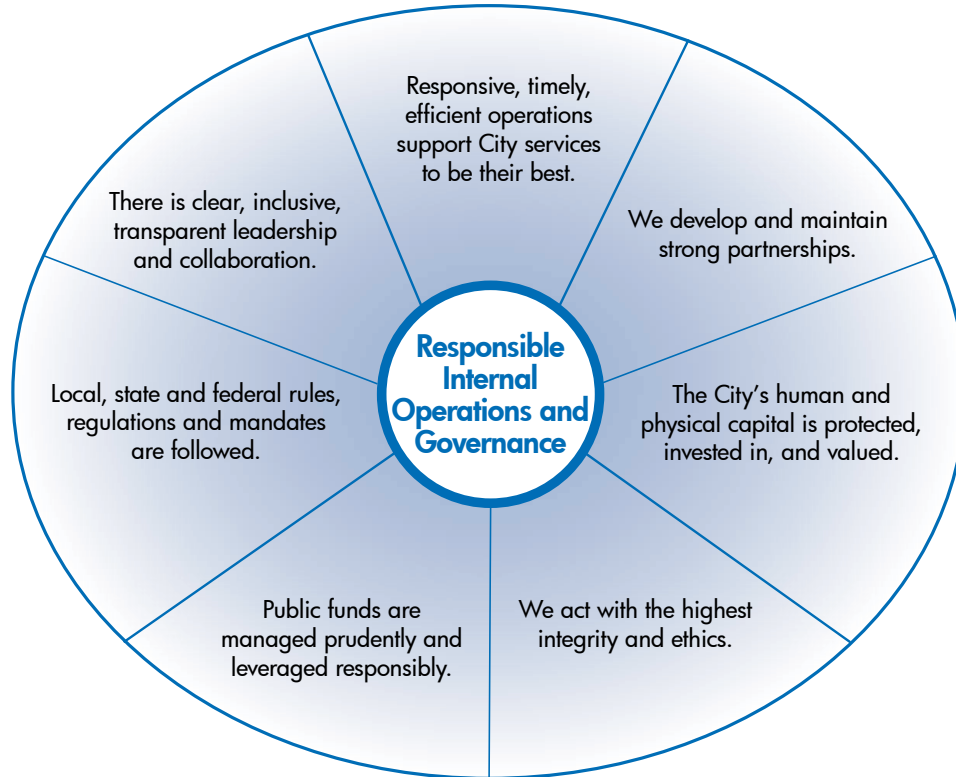
Envision Longmont Guiding Principle 5: RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
Public Works & Natural Resources	Natural Resources	Number of public trees planted	352	317	300
		Supplemental trees given to the community through grants/donations	14	20	10
		Trim cycle in years (standard is 7)	15	16	16





Desired Result of Government:
RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE



ENVISION LONGMONT
Guiding Principle 5:
**Responsible Stewardship of
Our Resources**

This budget result primarily deals with internal operations. As such, nearly all the performance measures tied to this result are grouped under a single Envision Longmont goal, which is under the Responsible Stewardship of Our Resources guiding principle.

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Envision Longmont Guiding Principle 5: RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
Finance	Sales Tax	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	\$523,090	\$695,792	\$400,000
		- Tax collections resulting from field audits	\$143,897	\$759,672	\$500,000
		- Audit collections as a percentage of audit costs	74%	327%	325%
		- Sales tax workshops held	4	4	4
		- Sales/use tax report issued within 10 days of month end	100%	100%	100%
Shared Services	City Clerk	Total number of liquor licenses and permits issued	180	200	200
Finance	Administration	Protect the public trust through financial accountability and stewardship			
		- 2006 Revenue Bonds: Standard and Poor's	AA+	AA+	AA+
		- 2008 Storm Drainage Revenue Bonds: Standard and Poor's	AA	AA	AA
		- 2010 Wastewater Revenue Bonds: Standard and Poor's	AA	AA	AA
		- 2010 Sales Tax Revenue Bonds: Standard and Poor's	A	A	A
		- 2010 Sales Tax Revenue Bonds: Moody's	A2	A2	A2
		- 2013 Wastewater Revenue Bonds: Standard and Poor's	AA	AA	AA
		- 2014 Certificates of Participation: Standard and Poor's	AA	AA	AA
		- 2014 Electric and Broadband Revenue Bonds: Standard and Poor's	AA insured	AA insured	AA insured
		- 2014 Storm Drainage Revenue Bonds: Standard and Poor's	AA	AA	AA
		- 2015 Wastewater Revenue Bonds: Standard and Poor's	AA	AA	AA
		- 2016 Storm Drainage Revenue Refunding Bonds: Standard and Poor's	AA	AA	AA

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
5-6 Strive to be as efficient and effective as possible as a City organization, continued.					
Public Works & Natural Resources	Business Services and Strategic Planning	Total square footage of all facilities/buildings	763,383	764,283	764,283
		Facilities Maintenance Services operating expenditures per square foot	\$2.0015	\$2.1442	\$2.1404
		Facilities Operations Services operating expenditures per square foot	\$1.8276	\$1.9629	\$1.9314
		Utility expenditures per square foot - electricity	\$0.6687	\$0.6813	\$0.7017
		Utility expenditures per square foot - natural gas	\$0.2229	\$0.2271	\$0.2339
		Percentage of maintenance hours spent on preventive maintenance	0.11	0.12	0.13
Shared Services	Fleet Services	Hours billed per vehicle/piece of equipment	19.78	20.21	20.55
		Percentage of contracted maintenance expenditures	16.7%	19.6%	21%
		Fleet availability percentage to users	92.76%	93.43%	95%
		Downtime percentage	7.24%	6.57%	5%
		Work orders completed in less than one day	70.85%	68.15%	72%
		Work orders completed in 1-2 days	9.49%	10.17%	15.00%
		Work orders completed in more than 2 days	19.66%	21.68%	13%
		Total number of work orders per year	2,007	2,011	2,200

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
5-6 Strive to be as efficient and effective as possible as a City organization, continued.					
Human Resources		Number of appeal-eligible disciplinary actions	7	11	10
		Percentage of disciplinary actions upheld following appeal	100%	100%	100%
		Percentage of grievances resolved before passing from management control	100%	100%	100%
		Turnover rate	7.1%	7%	8%
Shared Services	Enterprise Technology Services	Ratio of total workstations to total employees	0.98	0.99	0.99
		Percent availability for systems	99.9%	99.48%	99.95%
	Purchasing	Purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$133,630,000	\$135,000,000	\$135,000,000
		Number of protests filed and sustained	0	0	0
		Percentage of purchases on purchasing cards	5%	7%	7%
Finance	Accounting	Monthly financial reports issued by 15th of the following month	91%	91%	100%
		Audit completed and CAFR to city council by May	June	June	June
		Audit opinion	Unmodified	Unmodified	Unmodified
		GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
		Investments comply with investment policies	100%	100%	100%
		Monthly investment reports to finance director within 3 weeks of month end	100%	100%	100%
		Quarterly investment reports, including policy compliance data and market valuation, to council within 1 month of quarter end	100%	100%	100%

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
Finance	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
		Additional appropriations/CIP amendments completed annually	12	14	12
	Utility Billing	Overall customer satisfaction with Utility Billing (scale of 1-5 with 5 the highest, % of respondents rating 4 or 5)	N/A	97%	95%
Shared Services	City Manager	Percentage of residents who rate City services as excellent or good	N/A	91%	N/A

5-6 Strive to be as efficient and effective as possible as a City organization, continued.





Desired Result of Government: **SAFE COMMUNITY**



ENVISION LONGMONT Guiding Principle 4: **A Safe, Healthy and Adaptable Community**

The Safe Community budget result is defined as enforcing laws, codes and regulations; administering justice; providing response and assistance; ensuring that safety net services are available; supporting safe neighborhoods, and partnering with the community to avoid/mitigate crime, hazards and disaster. There is a direct correlation between this result and the Envision Longmont Guiding Principle of A Safe, Healthy, and Adaptable Community. Most of the performance measures supporting this budget result are grouped under the Envision Longmont goals that support this guiding principle.

SAFE COMMUNITY

Envision Longmont Guiding Principle 4: A SAFE, HEALTHY AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected	
Public Safety	Fire	Median emergency response time (tone to arrival)	4:25	4:52	4:52	
		Cardiac arrest survival rate (national avg. = 9.4%)	25%	38%	47.6%	
		Cardiac arrest survival rate if CPR is initiated prior to Fire arrival (national avg. = 33.3%)	52%	50.9%	50%	
		On-scene time for trauma (national avg. = 10:00)	12:22	12:11	12:00	
		Total outreach and education contacts	8,740	8,860	9,724	
		Total internal training hours instructed	2,485	2,500	2,500	
		Police	Violent crimes reported per 1,000 population	2	2	2
	Property crimes reported per 1,000 population		23	24	24	
	Moving violation citations per capita		0.58	0.60	0.65	
	Injury-producing traffic accidents per 1,000 population		0.20	0.20	0.25	
	DUI arrests per 1,000 population		0.28	0.40	0.50	
	Total traffic accidents		2,582	2,500	2,500	
	Part 1 crimes reported		2,542	2,421	2,423	
	No more than 5% of residents believe their personal safety is unsafe or very unsafe		2.91%	3%	3%	
	No more than 10% of residents believe that their property is unsafe or very unsafe		10.7%	11%	11%	
	85% of residents believe disorder related to crime is not a major or moderate problem		89.9%	89%	88%	

SAFE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
4-4 Partner with our community to ensure the best level of proactive, reactive and coactive public safety services are available <i>continued.</i>					
Judicial	Municipal Court	Percent of warrants issued within 7 days	95%	100%	100%
Judicial	Probation	Recidivism rate	5%	4%	5%
		Caseload per probation officer	280	200	200
		Community service compliance	85%	90%	90%
Community Services	Parking Enforcement	Number of tickets written for illegal parking in disability parking spaces	183	121	125



SAFE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2015 Actual	2016 Estimated	2017 Projected
4-5 Minimize risks to property, infrastructure and lives due to natural disasters and other natural or manmade hazards.					
Public Safety	Police	Number of apartment complexes certified as crime free through the Crime Free Multi-Housing Program	52	52	55
	Fire	Value of property damage due to fire	\$268,307	\$900,000	\$1,000,000
		Value of property saved	\$10,627,018	\$25,000,000	\$27,000,000
		Number of fires	139	200	250
		Percent of structure fires in urban area confined to building of origin	100%	100%	100%
		Percent of all fire interceded before extending beyond room of origin	92%	90%	90%
		Number of civilian deaths related to fire	0	0	0
		Number of civilian injuries related to fire	4	0	0
		Number of on-duty firefighter deaths	0	0	0
		Number of on-duty firefighter injuries	10	10	10
Finance	Risk Management	National Council on Compensation Insurance Workers' Compensation claims modifier	0.85	0.85	0.80
		Workers' Compensation claims per FTE	0.09	0.10	0.09
		General liability claims per FTE	0.04	0.03	0.03
		Auto liability claims per FTE	0.03	0.02	0.02
		Property claims per capita	0.002	0.002	0.002

GENERAL FUND - Fund Summary

Fund Description

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

Revenues

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

A portion of the City's sales and use tax receipts also goes to the General Fund. The City's sales and use tax rate is 3.275% split as follows: Street Fund, 0.75 cents; Open Space, 0.20 cents; Public Safety Fund, 0.325 cents; and 2.0 cents split between the General Fund (85%) and the Public Improvement Fund (15%) 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

2017 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 2017 budget, that amount is \$8,282,495 (11.1%).

The General Fund budget includes a net increase of 5.50 FTEs and brings the total FTEs in the General Fund to 547.31. These changes are detailed on the following page.

Department/Division	Position	FTE
<i>FTE Additions</i>		
<i>Shared Services</i>		
<i>Accounting</i>	Senior Accountant	0.50
<i>Purchasing</i>	Purchasing Card Administrator	0.50
<i>Planning and Development Services</i>		
<i>Building Permits and Inspection</i>	**Building Inspection Supervisor	1.00
	**Administrative Assistant	0.50
	**Application Support Analyst	1.00
	**Historic Preservation Planner	0.50
<i>Public Safety</i>		
<i>Patrol</i>	Police Officer	3.00
<i>Community Services</i>		
<i>Museum</i>	Visitor Services Manager	1.00
<i>Public Works and Natural Resources</i>		
<i>Parks Maintenance</i>	Parks Superintendent	0.50
<i>FTE Reductions</i>		
Net FTE Change to the General Fund		8.50

***These positions were approved by City Council late August of 2016 due to the immediate need*

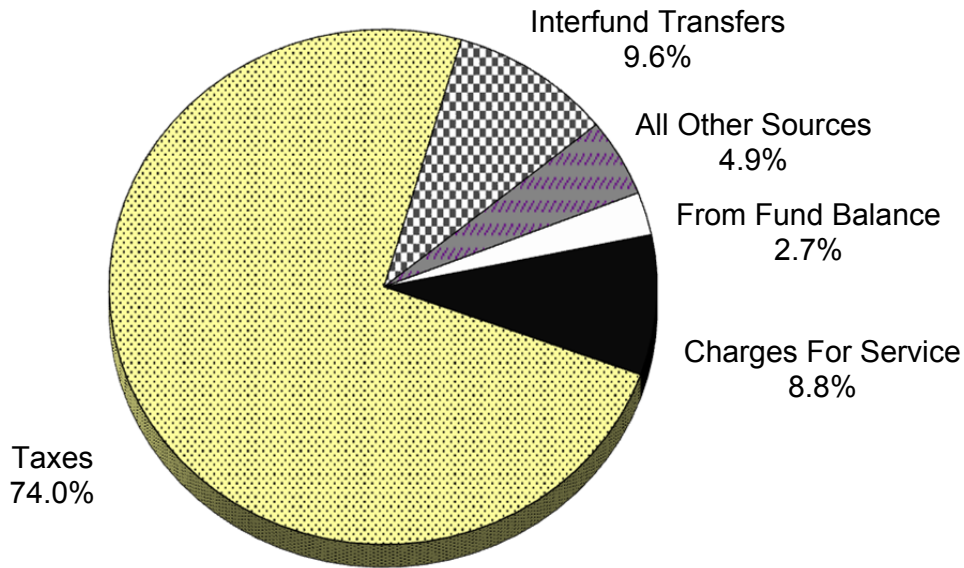
GENERAL FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	52,593,764	54,907,608	57,115,461
Licenses and Permits	2,059,074	1,745,450	1,871,351
Intergovernmental	1,880,127	394,848	634,841
Charges for Service	7,041,647	6,043,952	6,783,914
Fines and Forfeits	1,058,103	1,289,200	1,094,250
Interest and Miscellaneous	511,243	135,400	203,463
Interfund Transfers	6,689,079	7,095,975	7,383,230
Lease Purchase Proceeds	-	-	-
TOTAL REVENUES	\$71,833,036	\$71,612,433	\$75,086,510
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	248,384	255,761	256,049
Accounting	1,508,655	783,283	920,969
Sales Tax	319,278	388,414	362,674
Treasury	205,531	241,650	213,166
Information Desk	84,492	72,099	65,562
Utility Billing	1,404,853	1,361,976	1,828,313
Mail Delivery	65,313	64,497	65,632
Enterprise Technology Services Operations	1,990,817	1,810,343	2,084,441
Enterprise Technology Services Applications	1,250,379	1,333,246	1,454,659
Enterprise Technology Services Telephone System	275,093	353,249	338,376
Risk Management	284,361	272,378	293,332
Safety	115,393	130,154	137,528
Wellness	82,260	85,687	77,094
Purchasing and Contracts	576,934	705,547	556,174
Budget	231,334	311,142	327,912
Human Resources	974,403	1,026,236	1,039,191
Community Services Director	644,310	1,061,007	1,290,859
Neighborhood Resources	298,233	371,011	370,594
Community Relations	72,428	86,718	88,225
Graffiti Eradication	32,527	39,336	42,946
Parking Enforcement	108,984	146,645	100,571
Youth Services	662,201	747,460	798,768
Library Administration	423,152	415,086	412,075

	2015 Actual	2016 Budget	2017 Budget
Adult Services	1,071,754	1,078,048	1,042,900
Children's and Teen Services	487,794	491,134	511,102
Technical Services	581,570	732,006	702,534
Circulation	630,852	675,496	726,343
Museum	788,760	754,381	843,784
Museum Auditorium	67,216	118,561	151,166
Recreation Administration	338,497	398,396	407,879
Recreation Center	1,553,518	1,535,239	1,617,483
Athletics and Team Sports	452,485	482,484	488,720
Recreation for Special Needs	62,061	51,777	36,676
General Programs and Facilities	741,601	792,232	809,088
Outdoor Recreation	46,903	39,123	49,202
Aquatics	861,742	993,079	1,029,355
Concessions	228,076	170,647	63,606
Community Events	166,775	139,703	164,395
Seasonal Ice Rink	175,128	153,895	155,453
Youth Recreation Programs	44,406	53,138	68,397
Sports Field Maintenance	203,221	225,530	247,396
Senior Services	702,849	756,624	816,772
Human Service Agencies	1,075,000	1,124,992	1,171,982
Public Safety Director	533,971	713,747	709,177
Communication Center	1,711,484	1,744,795	1,807,912
Public Safety Information and Technology Services	428,857	530,757	541,406
Emergency Management	109,591	119,990	122,147
Support Services	681,443	636,370	720,828
Training and Personnel	1,232,111	1,248,120	1,087,092
Information Services	450,738	473,026	472,432
Outreach	154,546	172,803	159,420
Volunteer Programs	14,941	37,075	61,238
Records Unit	510,618	569,206	586,819
Patrol	9,696,731	9,638,500	10,234,593
Investigations	2,552,812	2,714,511	2,987,976
Animal Control	583,818	630,064	660,291
Special Enforcement Unit	878,678	892,821	1,017,098
School Resource Officers	579,613	580,413	619,042
Records Unit	510,618	569,206	586,819
Patrol	9,696,731	9,638,500	10,160,541
Investigations	2,552,812	2,714,511	2,987,976
Animal Control	583,818	630,064	660,291
Special Enforcement Unit	878,678	892,821	1,017,098
School Resource Officers	579,613	580,413	619,042

	2015 Actual	2016 Budget	2017 Budget
Special Operations	488,103	475,738	504,322
Traffic Unit	1,073,203	1,039,924	1,089,873
SWAT Team	361,972	360,147	427,068
Fire Operations	9,968,719	9,848,933	10,586,259
Fire Prevention	417,447	388,345	404,144
Redevelopment	172,971	478,231	223,198
Economic Development Programs	-	-	245,833
Development and Planning Services	1,176,429	1,483,013	1,347,685
Building Permits and Inspections	1,110,067	1,109,617	1,460,982
Code Enforcement	483,075	516,481	532,585
Facility Maintenance	1,824,835	1,893,809	1,945,134
Facility Operations	1,380,877	1,530,205	1,594,130
Parks Administration	166,758	180,251	187,991
Parks Maintenance	2,591,240	2,044,683	2,194,026
Parks Development and Improvement	185,130	223,516	226,847
Forestry Maintenance	670,443	625,708	647,394
Municipal Grounds Maintenance	207,648	278,227	292,136
Right of Way Maintenance	345,669	532,489	627,133
Union Reservoir	259,181	258,281	283,542
Parks Resource Management	195,785	211,793	234,132
Engineering/Survey Technical Services	144,518	146,114	161,012
Mayor and City Council	693,833	500,112	478,897
City Manager	1,198,447	1,235,626	1,281,562
Non-Departmental	1,815,312	1,614,111	1,064,205
Recovery Office	185,651	-	372,409
City Clerk	460,496	505,168	625,369
Elections and Voter Registration	133,889	113,777	113,930
City Attorney	1,055,150	1,095,246	1,145,555
Municipal Court	480,890	516,926	538,344
Probation	274,756	287,540	290,408
TOTAL EXPENDITURES	\$71,781,970	\$73,025,620	\$77,142,919
CONTRIBUTION TO/(FROM)	\$51,066	\$(1,413,187)	\$(2,056,409)
FUND BALANCE			

GENERAL FUND - Sources of Funds



The General Fund will receive 78.3% (\$49.0 million) of its total sources of funds from taxes in 2017. Sales and use tax collections will total \$32.6 million, or 57.0% of all taxes collected.

- Interfund transfers will account for 9.6% of the General Fund’s sources of funds. The General Fund charges an administrative transfer fee to other City operating funds for administrative services it provides to these funds, such as personnel, legal, accounting, information services, purchasing, risk management and general administrative assistance.
- There is a contribution from the General Fund’s fund balance of \$2.1 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2016, sales and use tax collections are 7.0% greater than for the same period in 2015. Sales tax is showing growth of 5.5% in 2016 while use tax activity is up 14.0% after six months.

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

Building Permits: The 2017 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 152 single-family dwelling units, 50 townhouse/condo units, and 807 multifamily units.

Estimate of Revenue Needed from Property Taxes

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

Total General Fund ongoing budgeted expenses for 2017	\$	74,846,068
2017 estimated revenues other than property taxes	\$	58,454,307
Total revenue needed from property taxes	\$	16,391,761
Mill levy to raise revenue needed from property taxes		13.420

Estimated assessed valuation for the tax year 2016, collected in 2017:

Boulder County	\$	1,227,719,700
Weld County	\$	12,323,680

Average collection rate of property taxes:

2017 est	98.5%
2016 est	98.5%
2015	98.5%
2014	98.5%
2013	98.7%
2012	98.5%
2011	98.3%
2010	98.5%
2009	98.9%
2008	98.6%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2017 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 TABOR and emergency reserves, as specified in the City’s Financial Policies, from 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 2016 and the projected General Fund cash surplus for 2017.

	2016 Adopted Budget	2016 Projected Actual
Beginning Available Fund Balance	\$ 11,975,986	\$ 11,975,986
Revenues		
Sales Tax	30,037,798	29,944,008
Use Tax	436,276	523,582
Property Tax	16,356,468	16,300,269
All Other	24,781,891	25,244,574
TOTAL REVENUES	\$ 71,612,433	\$ 72,012,433
 TOTAL EXPENSES	 \$ 73,025,620	 \$ 72,895,840
 Ending Available Fund Balance	 \$ 10,562,799	 \$ 11,092,579

Projected 2017 Ending Available Fund Balance

2017 General Operating Expenditures	\$ 74,846,068	
TABOR Reserve		\$ 3,559,526
Emergency Reserve		4,467,836
2016 Additional Emergency Reserve Increase		255,133
 Fund Balance used in 2017 budget		 2,056,409
2017 Addition to Emergency Reserve		690,578
 <i>Projected ending available fund balance</i>		 \$ 63,097

TAXES	2015 Actual	2016 Budget	2017 Budget
Property Taxes-Current	14,112,717	16,356,468	16,391,761
Property Taxes-Delinquent	(11,567)	-	-
Sales Taxes	28,838,045	30,037,798	31,539,249
Use Taxes	1,717,558	436,276	1,034,633
Cigarette Taxes	156,536	160,000	150,000
Natural Gas Franchise	696,019	759,027	640,000
Cable Television Franchise	891,478	880,000	890,000
Telephone Franchise	216,079	190,861	182,000
Electric Franchise	5,155,460	5,217,664	5,385,936
Telecommunications Franchise	9,271	7,812	7,812
Water Franchise	283,690	309,930	323,906
Wastewater Franchise	528,480	551,772	570,164
<i>Taxes Subtotal</i>	<i>52,593,764</i>	<i>54,907,608</i>	<i>57,115,461</i>
LICENSES AND PERMITS			
Liquor Application Fee	23,925	32,000	29,000
Liquor Licenses	7,894	9,000	8,000
Sales Tax Business Permits	25,350	25,000	28,000
Business Licenses	4,690	4,700	4,700
Building Permits	1,866,122	967,870	1,670,691
Wood Burning Exemption Permits	543	-	-
Contractor Licenses	122,950	119,440	122,560
Parade Licenses	200	100	100
Use of Public Places Permit	6,150	7,000	7,000
Alcohol in Public Places Permits	1,250	900	1,300
<i>Licenses and Permits Subtotal</i>	<i>2,059,074</i>	<i>1,166,010</i>	<i>1,871,351</i>
INTERGOVERNMENTAL			
Federal Grants	396,601	98,127	376,286
Nongrant Federal Revenue	356,274	-	-
Federal Mineral Lease Distribution	95,035	-	-
State Grants	326,590	-	-
Nongrant State Revenue	1,192	14,099	-
State Severance Tax	276,880	40,000	40,000
Local Government Grants	1,500	-	-
Nongrant Local Revenue	154,843	-	-
Boulder County	11,685	-	-
St. Vrain Valley School District	110,785	137,723	141,555

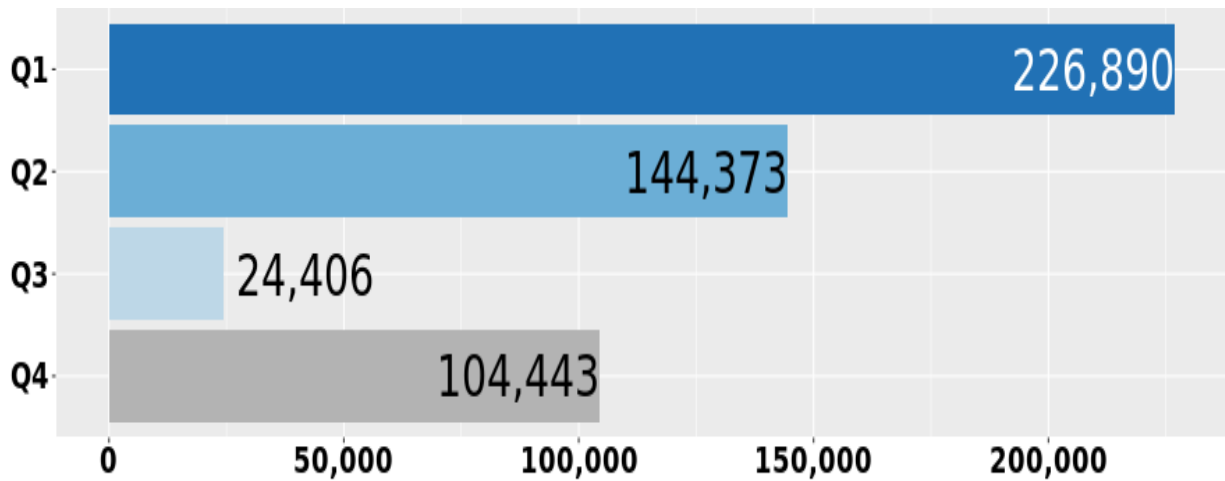
INTERGOVERNMENTAL, cont.	2015 Actual	2016 Budget	2017 Budget
Town of Frederick	-	-	-
City of Lafayette	24,453	-	-
Boulder County Fire IGA	46,399	29,899	-
Boulder County Shared Fines	77,708	75,000	77,000
Weld County Shared Fines	181	-	-
<i>Intergovernmental Subtotal</i>	<i>1,880,127</i>	<i>394,848</i>	<i>634,841</i>
CHARGES FOR SERVICE			
Zoning and Hearings	157,744	100,000	100,000
Parks Maintenance Fee	-	-	-
Maps and Publications	786	800	800
Print Shop Revenue	-	-	-
Sales Tax Commission	86,677	60,000	65,000
Purchasing Card Rebates	-	85,000	105,000
Criminal Justice Records	23,092	20,000	23,000
Extra Duty Police Officer Reimbursement	30,066	-	-
Sex Offender Registration Fees	11,777	10,000	9,500
Vehicle Impound Fees	1,256	2,200	2,350
Fingerprinting	9,415	14,000	10,500
Fireworks Stand Fees	7,175	6,000	7,000
Fire Inspection Fees	75,873	57,000	70,000
Emergency Dispatching	220,373	220,173	220,173
Unbilled Utility Revenue	-	-	-
Work in R-O-W Permits	7,394	-	-
Plan Check Fees	931,163	353,447	599,222
Variance and Appeals Board	-	1,575	1,300
Elevator Inspection Fees	28,140	54,400	43,700
Right of Way Maintenance	240,138	239,592	235,623
GID Maintenance	26,191	21,300	25,000
Shutoff Reconnect Fees	27,120	-	250,000
Disconnect Tag Fees	407,868	350,000	400,000
Recreation Center - Admission/Passes	1,546,286	1,444,780	1,500,494
Recreation Center - Athletic Fees	589	-	-
Recreation Center - Aquatic Fees	102,139	89,500	101,500
Recreation Center - Activity Fees	105,080	100,000	102,500
Recreation Center - Rentals	40,501	40,000	40,000
Recreation Center - Concessions	43,406	40,500	-
Recreation Center - Resale Merchandise	15,954	15,000	16,000
Silver Sneakers Program	98,576	73,000	93,000

CHARGES FOR SERVICE, cont.	2015 Actual	2016 Budget	2017 Budget
Pool Fees/Passes/Lessons	506,606	520,000	520,000
Recreation Non-Resident Fees	37,290	32,000	36,000
Recreation Community Events	92,962	44,426	68,044
Union Reservoir Fees	353,714	308,734	360,000
Ice Rink Program Fees	141,420	125,636	135,636
Mobile Stage Setup	6,900	7,000	3,500
Athletic Program Fees	324,334	311,272	315,272
Recreation Activity Fees	573,398	600,460	579,960
Senior Services Subscriptions	575	500	500
Outdoor Recreation Activity Fees	84,409	65,000	75,000
Special Recreation Activity Fees	26,676	23,500	25,500
Concessions-Sandstone Ranch #2	14,417	12,500	-
Concessions-Sandstone Ranch #1	11,395	13,000	-
Concessions-Centennial Pool	3,349	2,500	-
Concession-Clark Park	16,772	15,000	-
Concessions-Roosevelt Park	255	300	-
Concessions-Sunset Pool	44,875	38,000	45,000
Concessions-Memorial Building	2,253	1,600	-
Concessions-Garden Acres	45,373	43,918	-
Concessions-Union Reservoir	55	-	-
Concessions-Ice Rink	3,690	3,000	3,200
Ice Rink Rentals	40,701	34,500	38,500
Memorial Building Rentals	48,714	47,000	47,500
Willow Barn Rental	24,044	15,300	19,300
Senior Center Rentals	28,446	21,000	28,000
Swimming Pool Rentals	59,244	60,000	60,000
Other Facility Rentals	144,925	120,340	130,340
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	38,878	40,500	44,000
Museum Special Events Fee	97,372	50,000	90,000
Museum Auditorium ticket sales	8,681	20,024	65,000
Museum Auditorium rental fees	9,169	39,874	40,000
Museum Auditorium beverage sales	3,978	26,801	30,000
Museum sponsorships	-	-	-
Friends of the Museum	-	-	-
<i>Charges for Service Subtotal</i>	<i>7,041,647</i>	<i>6,043,952</i>	<i>6,783,914</i>

FINES AND FORFEITS	2015 Actual	2016 Budget	2017 Budget
Parking Fines	111,607	142,000	142,000
Court Fines	550,247	700,000	550,000
Jury Fees	50	-	-
Bond Forfeitures	29,043	28,000	20,000
Court Education Fees	29,480	32,000	25,000
Probation Monitoring Fees	26,220	28,000	26,000
Substance Abuse Group	1,750	1,500	1,500
Surcharge on Violations	62,507	76,000	60,000
Court Costs	106,503	117,500	100,000
Outside Judgments/Warrants-City	4,410	4,700	4,000
Library Fines/Penalties	87,618	100,000	110,000
Miscellaneous Penalties	710	1,500	750
Code Enforcement Admin Penalty			5,000
False Alarm Fines	32,780	40,000	32,000
Weed Cutting	15,178	18,000	18,000
<i>Fines and Forfeits Subtotal</i>	<i>1,058,103</i>	<i>1,289,200</i>	<i>1,094,250</i>
INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	241,735	25,000	25,593
Miscellaneous Revenue-Police	11,788	20,000	17,000
Miscellaneous Revenue-Library	80	100	100
Miscellaneous Revenue-Court	1,374	1,000	1,300
Miscellaneous Revenue-City Clerk	906	500	600
Miscellaneous Revenue-Fire	5,059	500	1,000
Sale of Equipment	18,353	2,500	4,000
Prior Years Revenue/Expenses	(6,214)	-	-
Interest Income	122,880	75,000	125,000
Unrealized Gain/Loss	-	-	-
Lease of Real Property	38,664	-	-
Oil and Gas Lease Royalties	7,110	-	-
Fire Community Room Rental Fee	3,834	3,300	3,300
Private Grant/Donations	54,153	-	25,570
Developer Participation	11,521	-	-
Lease Purchase Proceeds	-	-	-
Museum Sponsorships	-	2,500	-
Friends of the Museum	-	5,000	-
<i>Miscellaneous Revenue Subtotal</i>	<i>511,243</i>	<i>135,400</i>	<i>203,463</i>

INTERFUND TRANSFERS	2015 Actual	2016 Budget	2017 Budget
Transfer from Sanitation Fund	563,152	601,254	585,762
Transfer from Golf Fund	142,774	160,862	139,334
Transfer from Electric Fund	1,499,163	1,545,519	1,649,830
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	1,000	10,400	-
Transfer from Broadband Fund	165,405	184,808	205,451
Transfer from Water Fund	1,234,880	1,417,185	1,536,776
Transfer from Sewer Fund	799,181	740,067	879,370
Transfer from Storm Drainage Fund	403,838	546,335	455,968
Transfer from Airport Fund	112,744	129,001	173,755
Transfer from Judicial Wedding Fund	1,351	4,987	-
Transfer from Street Fund	878,597	976,593	787,315
Transfer from Library Services Fund	79,641	20,500	20,500
Transfer from Senior Services Fund	19,769	5,769	5,769
Transfer from Open Space Fund	159,716	134,978	151,049
Transfer from Self Insurance Fund	112,206	112,206	112,206
Transfer from Workers Comp Fund	129,421	129,421	129,421
Transfer from General Imprvmnt District	9,784	6,764	7,829
Transfer from Fleet Fund	268,446	275,298	279,453
<i>Interfund Transfers Subtotal</i>	<i>6,604,068</i>	<i>7,024,947</i>	<i>7,142,788</i>
TOTAL ONGOING REVENUES	71,748,025	70,961,965	74,846,068
ONE TIME REVENUES			
Incremental Development Revenue	-	579,440	-
Other One Time Revenue	-	-	-
One Time Transfers from Other Funds	85,011	71,028	240,442
Fund Balance Reserved for Council One Time	-	-	-
Lease Purchase Proceeds	-	-	-
Contribution from/(to) Fund Balance	(51,066)	1,413,187	2,056,409
TOTAL ONE TIME REVENUES	33,945	2,063,655	2,296,851
TOTAL FUNDS NEEDED TO MEET EXPENSES	71,781,970	73,025,620	77,142,919

BUDGET PRIORITIZATION Mayor and City Council



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Council Meeting Administration
2	Council Administrative Support
3	LDDA Support
3	Public Information Event Sponsorship and Support
3	Restorative Justice (LCJP)
4	Longmont Council for Arts
4	Longmont Symphony Orchestra
4	LSO 4th of July Concert
4	Old Firehouse Arts Studio
4	Regional Air Quality Council
4	Sister Cities
4	Citywide Projects Support

Mayor and City Council Overview

	2015 Actual		2016 Budget		2017 Budget
Personal Services	136,980		156,755		151,751
Operating and Maintenance	531,853		278,357		262,146
Non-Operating	25,000		65,000		65,000
Capital	-		-		-
TOTAL	\$ 693,833		\$ 500,112		\$ 478,897

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.

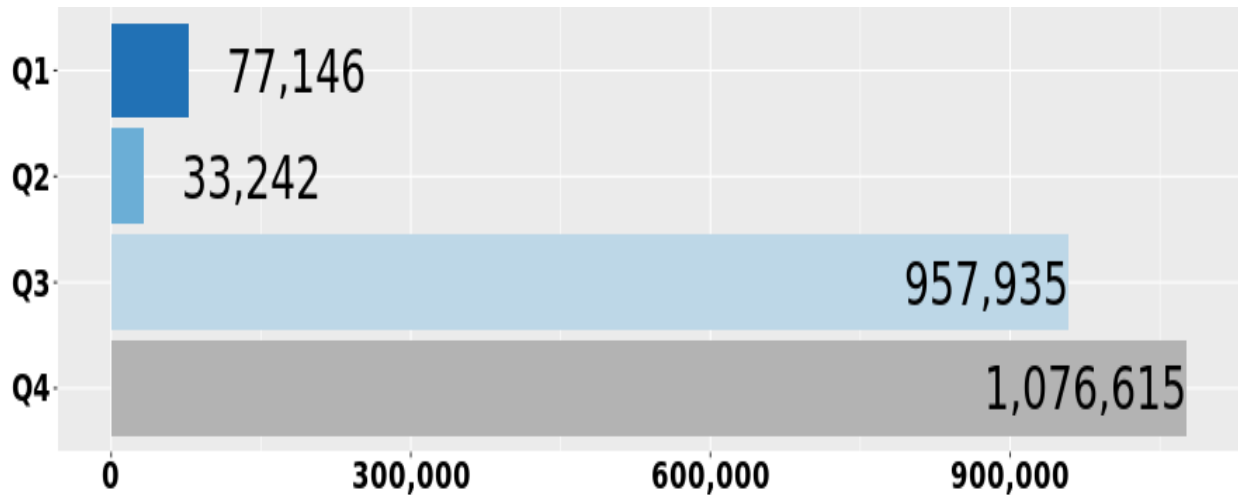
SERVICE: Mayor and City Council

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
Total	7.00	7.00	7.00

Service: Mayor and City Council**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	90,033	90,000	90,000
128	FICA	5,001	-	-
129	Medicare	1,170	1,305	1,305
135	Compensation Insurance	66	70	66
137	Staff Training and Conferences	35,931	56,880	51,880
142	Food Allowance	4,779	8,500	8,500
	<i>Subtotal</i>	<i>136,980</i>	<i>156,755</i>	<i>151,751</i>
Operating and Maintenance				
210	Office Supplies	10,397	350	350
216	Reference Books and Materials	40	300	300
217	Dues and Subscriptions	81,231	82,693	82,693
218	Non-Capital Equipment and Furniture	40	-	-
229	Materials and Supplies	-	5,573	5,573
240	Equipment Repair and Maintenance	2,541	4,410	4,410
243	Non-Capital Computer Equipment and Supplies		-	-
245	Mileage Allowance	389	600	600
246	Liability Insurance	56,561	45,733	39,522
250	Professional and Contracted Services	376,515	130,426	100,426
261	Telephone Charges	4,224	4,600	4,600
263	Postage	39	500	500
264	Printing and Copying	209	3,172	3,172
269	Other Services and Charges	(334)	-	20,000
	<i>Subtotal</i>	<i>531,853</i>	<i>278,357</i>	<i>262,146</i>
Non-Operating Expense				
970	Transfers To Other Funds	25,000	5,000	5,000
971	Contingency	-	60,000	60,000
	<i>Subtotal</i>	<i>25,000</i>	<i>65,000</i>	<i>65,000</i>
Capital Outlay				
440	Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$693,833	\$500,112	\$478,897

BUDGET PRIORITIZATION City Manager



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Council Meeting Administration
2	Oil and Gas Coordination
3	Proactive Public Information, Education and Marketing
3	Reactive Public Information Media Relations
3	Video Services/Channel 8 Cable Trust
3	Customer Request Tracking
3	Council Administrative Support
3	Leadership & Supervision
4	Public Information Event Sponsorship and Support
4	Senior Refunds
4	Bad Debt
4	Citywide Projects Support
4	Employee Activities
4	Employee Recognition
4	Sick Conversion
4	Customer Satisfaction Survey
4	Legislative Affairs

City Manager Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,029,478	1,047,942	1,074,890
Operating and Maintenance	168,969	187,684	206,672
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,198,447	\$ 1,235,626	\$ 1,281,562

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

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

Service: **City Manager**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Manager

Budgeted Positions:	2015 Budget	2016 Budget	2016 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Public Information Officer	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
Special Projects Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	6.50	6.50	6.50

Service: City Manager**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	748,349	777,125	797,523
112	Wages - Temporary	5,891	3,303	6,303
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	6,860	7,126	5,688
121	Wages - Overtime	607	7,841	4,841
123	Leave Expense	15,391	-	-
124	Skill Based Overtime Pay	13	-	-
126	Retirement Health Savings Plan	3,617	2,600	2,600
128	FICA	350	205	391
129	Medicare	9,849	11,132	11,471
131	MOPC	37,570	38,221	39,241
132	Employee Insurance	122,088	124,406	125,380
133	Employee Retirement	50,343	51,217	56,507
135	Compensation Insurance	482	599	583
136	Unemployment Insurance	1,497	1,436	1,489
137	Staff Training and Conferences	18,190	13,488	13,488
139	Dental Insurance	5,242	5,343	5,485
142	Food Allowance	1,934	2,700	2,700
	<i>Subtotal</i>	<i>1,029,478</i>	<i>1,047,942</i>	<i>1,074,890</i>
Operating and Maintenance				
210	Office Supplies	16,608	1,500	1,500
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	5,917	4,764	10,307
218	Non-Capital Equipment and Furniture	1,029	300	300
229	Materials and Supplies	-	2,000	2,000
230	Printing/copier Supplies	-	-	-
245	Mileage Allowance	5,317	5,430	5,430
246	Liability Insurance	2,273	1,270	1,215
250	Professional and Contracted Services	67,123	99,200	113,700
252	Advertising and Legal Notices	17,838	22,630	22,630
261	Telephone Charges	2,397	2,080	2,080
263	Postage	1,485	1,360	1,360
264	Printing and Copying	48,769	39,000	38,000
269	Other Services and Charges	213	8,000	8,000
	<i>Subtotal</i>	<i>168,969</i>	<i>187,684</i>	<i>206,672</i>
	SERVICE TOTAL	\$1,198,447	\$1,235,626	\$1,281,562

Service: Non-departmental

FUND: General Fund

Service Description:

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

LINE ITEM BUDGET

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	-	392,530	215,039
112	Temporary Wages	-	-	117,500
123	Leave Expense	-	178,000	178,000
134	Police and Fire Retirement	-	-	13,810
142	Food Allowance	12,936	-	-
	<i>Subtotal</i>	<i>12,936</i>	<i>570,530</i>	<i>524,349</i>
Operating and Maintenance				
210	Office Supplies	-	-	-
217	Dues and Subscriptions	5,120	5,550	5,550
229	Materials and Miscellaneous Supplies	330	-	-
250	Professional and Contracted Services	1,075,137	272,027	353,566
256	Refunds	6,077	10,000	10,000
263	Postage	-	-	-
264	Printing Copying and Binding	537	-	-
269	Other Services and Charges	91,506	163,425	20,150
275	Building Permits To LDDA	53,529	-	-
	<i>Subtotal</i>	<i>1,232,236</i>	<i>451,002</i>	<i>389,266</i>
Non-Operating Expense				
927	Principal	-	130,000	130,000
950	Bad Debt	12,755	9,400	9,400
970	Transfers To Other Funds	557,385	453,179	11,190
	<i>Subtotal</i>	<i>570,140</i>	<i>592,579</i>	<i>150,590</i>
	SERVICE TOTAL	\$1,815,312	\$1,614,111	\$1,064,205

Line Item Notes:

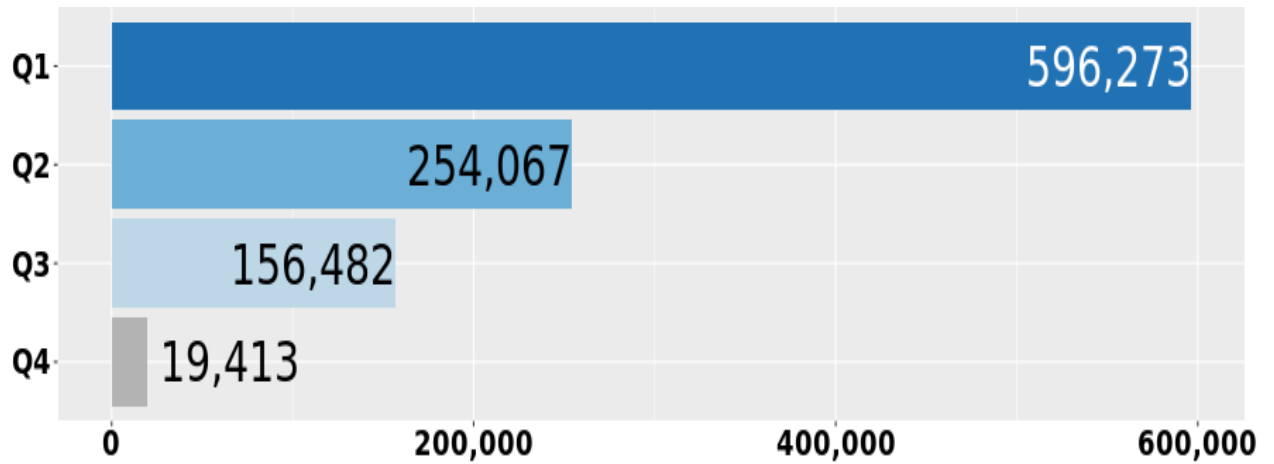
#111 - Annual allocation for all General Fund employees for exceptional pay.

#112 - Includes estimated increase for minimum wage.

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

#970 - Includes transfer to Parking Fund and Public Improvement Fund.

BUDGET PRIORITIZATION Human Resources



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Benefits Administration
1	Compensation Administration
1	Employee / Labor Relations
1	Regulatory Compliance
2	Records Management
2	Staffing and Recruitment
3	Collective Bargaining
3	Training and Development/Organizational Development
3	Tuition Reimbursement
3	Volunteer Management
4	Recognition Program

Human Resources Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	766,331	819,109	823,966
Operating and Maintenance	208,072	207,127	215,225
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 974,403	\$ 1,026,236	\$ 1,039,191

The Human Resources Division includes one budget service.

Service: Human Resources

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

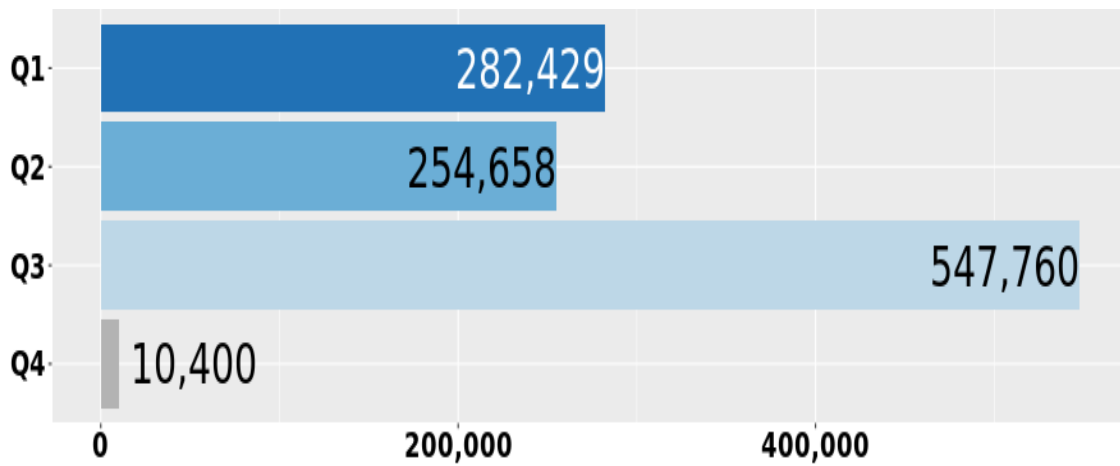
SERVICE: Human Resources

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Human Resources Officer	1.00	1.00	1.00
Compensation & Benefits Assistant	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00
Human Resources Partner	3.00	3.00	3.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	8.00	8.00	8.00

Service: Human Resources**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	502,090	564,786	576,000
112	Wages - Temporary	23,493	24,560	24,560
115	One Time Payment	3,696	2,124	-
121	Wages - Overtime	202	300	300
123	Leave Expense	14,075	-	-
126	Retirement Health Savings Plan	21,410	3,200	3,200
128	FICA	1,349	1,523	1,523
129	Medicare	6,731	8,969	8,708
131	MOPC	25,470	29,705	28,800
132	Employee Insurance	93,835	96,840	92,160
133	Employee Retirement	34,130	39,804	41,472
135	Compensation Insurance	1,923	2,621	2,717
136	Unemployment Insurance	1,149	1,118	1,094
137	Staff Training and Conferences	9,456	9,000	9,000
138	Tuition Reimbursement	22,301	30,000	30,000
139	Dental Insurance	4,030	4,159	4,032
142	Food Allowance	989	400	400
	<i>Subtotal</i>	<i>766,331</i>	<i>819,109</i>	<i>823,966</i>
Operating and Maintenance				
210	Office Supplies	8,999	3,000	3,000
215	Audiovisual Materials	-	1,500	1,500
216	Reference Books and Materials	46	1,500	1,500
217	Dues and Subscriptions	7,967	8,140	8,140
218	Non-Capital Equipment and Furniture	4,499	1,600	1,600
229	Materials and Supplies	-	200	200
230	Printing and Copier Supplies	-	2,500	2,500
240	Equipment Repair and Maintenance	1,430	3,773	3,773
243	Non-Capital Computer Equipment and Supplies	-	1,820	1,820
245	Mileage Allowance	-	500	500
246	Liability Insurance	1,991	960	908
250	Professional and Contracted Services	152,386	142,634	150,784
252	Advertising and Legal Notices	6,470	15,000	15,000
263	Postage	2,655	3,000	3,000
264	Printing and Copying	1,709	5,000	5,000
269	Other Services and Charges	19,920	16,000	16,000
	<i>Subtotal</i>	<i>208,072</i>	<i>207,127</i>	<i>215,225</i>
	SERVICE TOTAL	\$974,403	\$1,026,236	\$1,039,191

BUDGET PRIORITIZATION City Attorney



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Legal Advice and Support
2	Contracts
2	Ordinances
3	Liquor License Violations
3	Non-Traffic Violations
3	Traffic Violations
3	Citywide Projects Support
3	Collective Bargaining
3	Council Administrative Support
3	Litigation
3	Oil and Gas Coordination
4	Bankruptcy
4	Collections

City Attorney Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	905,012	998,292	1,013,404
Operating and Maintenance	150,138	96,954	126,651
Non-Operating	-	-	-
Capital	-	-	5,500
TOTAL	\$ 1,055,150	\$ 1,095,246	\$ 1,145,555

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

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

Service: **City Attorney**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

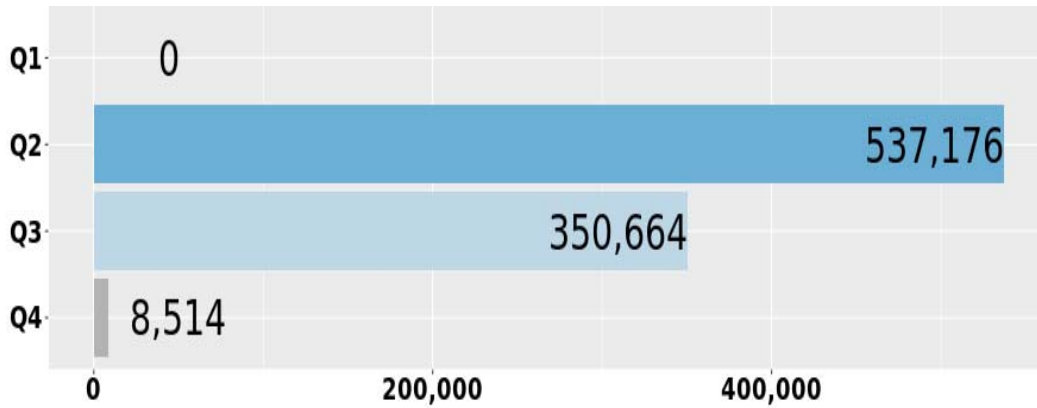
SERVICE: City Attorney

Budgeted Positions:	2015 Budget	2016 Budget	2017 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	2.00
Prosecuting Attorney II	0.00	0.00	1.00
Legal Secretary	1.00	1.00	1.00
Administrative Assistant	1.50	1.50	1.50
Total	7.50	7.50	7.50

Service: City Attorney**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	654,130	749,439	759,839
112	Wages - Temporary	2,597	6,190	6,190
114	Skill Based Pay	903	900	900
115	One Time Payment	1,116	4,625	4,646
121	Wages - Overtime	0	150	150
123	Leave Expense	15,263	-	0
126	Retirement Health Savings Plan	21,445	3,000	3,000
128	FICA	161	384	384
129	Medicare	8,420	10,837	10,988
131	MOPC	32,759	37,061	37,581
132	Employee Insurance	112,712	120,671	120,115
133	Employee Retirement	43,897	49,660	54,117
135	Compensation Insurance	533	605	618
136	Unemployment Insurance	1,384	1,393	1,426
137	Staff Training and Conferences	4,817	7,895	7,895
139	Dental Insurance	4,841	5,182	5,255
142	Food Allowance	36	300	300
	<i>Subtotal</i>	<i>905,012</i>	<i>998,292</i>	<i>1,013,404</i>
Operating and Maintenance				
210	Office Supplies	3,994	2,209	2,209
216	Reference Books and Materials	895	3,688	2,463
217	Dues and Subscriptions	4,326	3,930	3,955
218	Non-Capital Equipment and Furniture	998	600	600
240	Equipment Repair and Maintenance	3,813	6,775	8,935
243	Non-Capital Computer Equipment and Supplies	-	2,644	2,644
245	Mileage Allowance	3,883	2,800	4,000
246	Liability Insurance	14,256	10,868	9,552
250	Professional and Contracted Services	81,536	22,522	50,522
255	Jury and Witness Fees	265	550	550
261	Telephone Charges	401	617	617
263	Postage	570	1,484	1,224
264	Printing and Copying	123	1,180	1,180
269	Other Services and Charges	35,078	37,087	38,200
	<i>Subtotal</i>	<i>150,138</i>	<i>96,954</i>	<i>126,651</i>
Capital Outlay				
440	Machinery and Equipment	-	-	5,500
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,500</i>
	SERVICE TOTAL	\$1,055,150	\$1,095,246	\$1,145,555

BUDGET PRIORITIZATION Municipal Court



FY 2016- Program Budget by Quartile	
Quartile	Program Name
2	Judge Trials
2	Jury Trials
2	Juvenile Probation Supervision and Monitoring
2	Liquor Board
2	No Trials
2	Trials - Do Not Pay
3	Adult Probation Supervision and Monitoring
3	Court Security
3	Juvenile Probation Supervision and Monitoring
3	Pre-sentence investigations
3	Supervised community service work program
4	Court-Ordered Education
4	Weddings

Municipal Court Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	640,532	674,358	671,787
Operating and Maintenance	115,114	130,108	156,965
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 755,646	\$ 804,466	\$ 828,752

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

Service: **Municipal Court**

FUND: General Fund

DEPARTMENT: Longmont Municipal Court

Service Description:

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

SERVICE: Municipal Court

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Municipal Judge	1.00	1.00	1.00
Municipal Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	4.00	4.00	4.00

Service: Municipal Court**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	264,299	297,183	294,144
112	Wages - Temporary	150	2,408	1,408
114	Skill Based Pay	2,109	2,100	3,000
115	One Time Payment	3,540	1,224	-
121	Wages - Overtime	317	1,200	600
122	Longevity Compensation	1,740	1,800	-
123	Leave Expense	21,898	-	-
124	Skill Based Overtime Pay	9	-	-
126	Retirement Health Savings Plan	1,600	1,600	1,600
128	FICA	103	149	87
129	Medicare	1,915	2,393	4,328
131	MOPC	14,415	14,964	14,857
132	Employee Insurance	45,803	48,441	47,063
133	Employee Retirement	19,317	20,052	21,394
135	Compensation Insurance	207	222	224
136	Unemployment Insurance	562	559	559
137	Staff Training and Conferences	(7)	-	-
139	Dental Insurance	1,966	2,080	2,059
142	Food Allowance	165	-	-
	<i>Subtotal</i>	<i>380,107</i>	<i>396,375</i>	<i>391,323</i>
Operating and Maintenance				
210	Office Supplies	2,892	3,150	7,311
216	Reference Books and Materials	158	5,000	2,000
217	Dues and Subscriptions	982	800	800
218	Non-Capital Equipment and Furniture	9,543	9,328	12,472
229	Materials and Supplies	-	2,000	1
230	Printing and Copier Supplies	-	1	1
240	Equipment Repair and Maintenance	2,894	1,903	1,903
243	Non-Capital Computer Equipment and Supplies	-	2,163	1
246	Liability Insurance	975	470	466
250	Professional and Contracted Services	75,056	85,550	111,880
255	Jury and Witness Fees	169	200	200
263	Postage	2,762	2,500	2,500
264	Printing and Copying	-	1,486	1,486
269	Other Services and Charges	5,352	6,000	6,000
	<i>Subtotal</i>	<i>100,783</i>	<i>120,551</i>	<i>147,021</i>
	SERVICE TOTAL	\$480,890	\$516,926	\$538,344

Service: **Probation Division**

FUND: General Fund

DEPARTMENT: Longmont Municipal Court

Service Description:

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

SERVICE: Probation Division

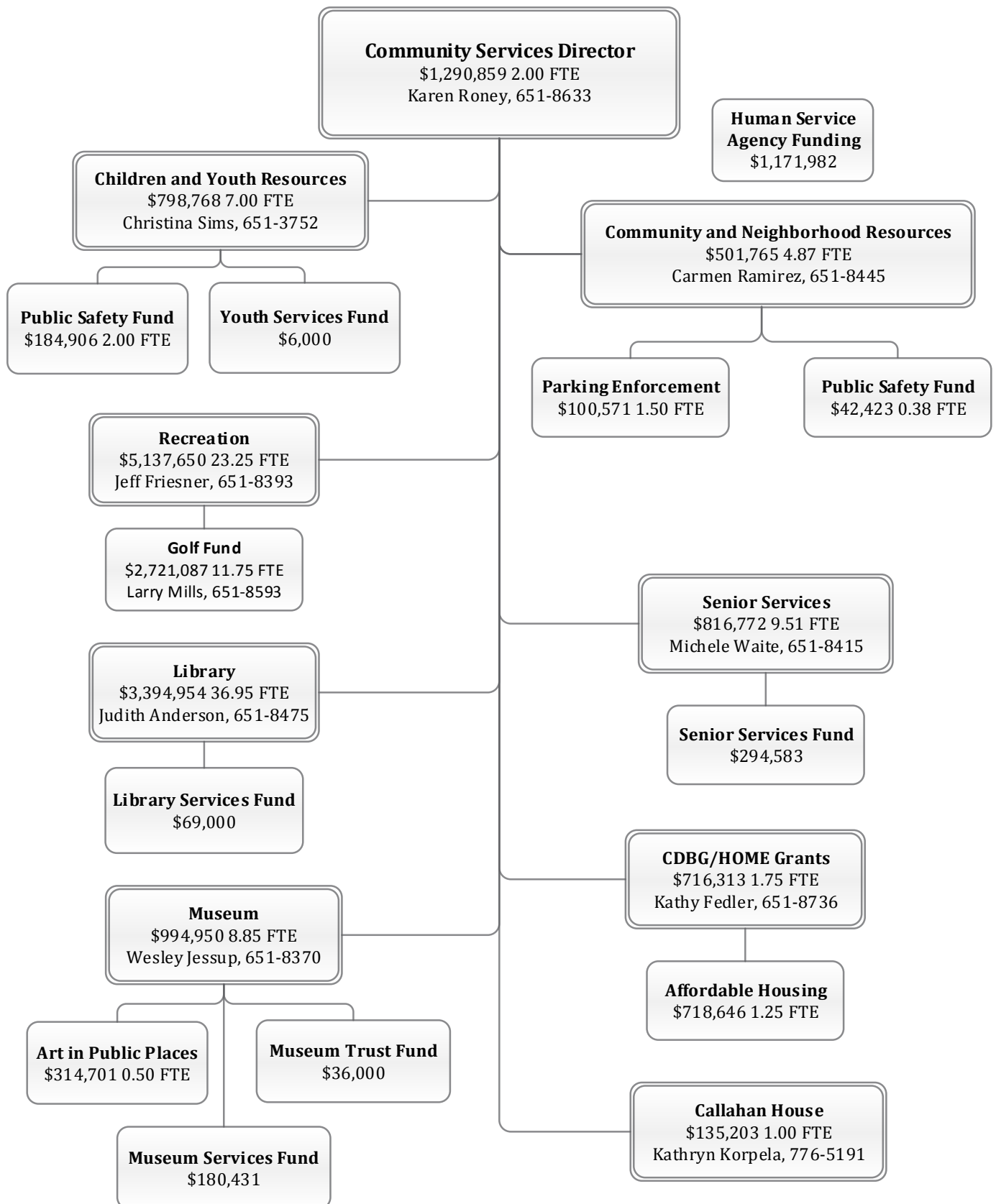
Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

Service: Probation Division**LINE ITEM BUDGET**

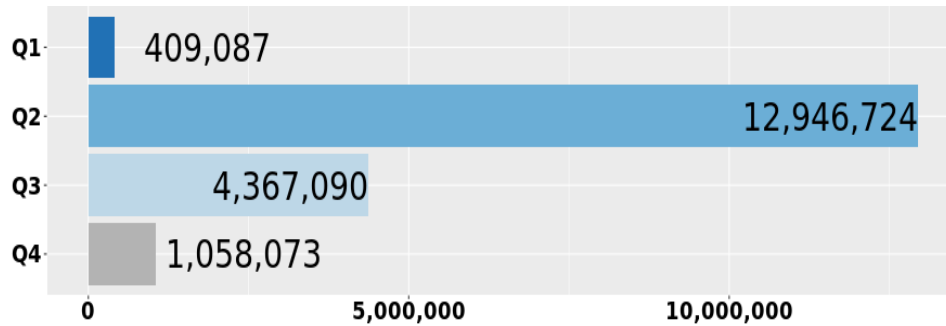
Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	183,442	202,260	205,458
112	Wages - Temporary	1,515	2,205	2,205
114	Skill Based Pay	1,807	1,800	1,350
115	One Time Payment	2,100	2,112	1,357
121	Wages - Overtime	285	800	800
122	Longevity Compensation	1,860	1,920	-
123	Leave Expense	7,389	-	-
124	Skill Based Overtime Pay	6	-	-
126	Retirement Health Savings Plan	1,387	1,400	1,400
128	FICA	129	137	137
129	Medicare	1,582	1,926	3,031
131	MOPC	9,608	10,203	10,341
132	Employee Insurance	32,514	32,969	32,873
133	Employee Retirement	12,875	13,672	14,890
135	Compensation Insurance	439	483	494
136	Unemployment Insurance	399	380	390
137	Staff Training and Conferences	1,694	4,300	4,300
139	Dental Insurance	1,395	1,416	1,438
	<i>Subtotal</i>	<i>260,425</i>	<i>277,983</i>	<i>280,464</i>
Operating and Maintenance				
210	Office Supplies	1,369	1,000	2,177
216	Reference Books and Materials	0	150	150
217	Dues and Subscriptions	100	150	150
218	Non-Capital Equipment and Furniture	549	1,000	1,000
229	Materials and Supplies	-	580	1
230	Printing and Copier Supplies	-	500	1
240	Equipment Repair and Maintenance	82	80	80
243	Non-Capital Computer Equipment and Supplies	-	100	1
245	Mileage Allowance	45	200	200
246	Liability Insurance	1,502	1,385	1,742
247	Safety Expenses	202	400	400
250	Professional and Contracted Services	850	1,000	1,000
261	Telephone Charges	450	550	550
263	Postage	439	500	500
264	Printing and Copying	787	800	800
273	Fleet Lease - Operating and Maintenance	7,956	1,162	1,192
	<i>Subtotal</i>	<i>14,330</i>	<i>9,557</i>	<i>9,944</i>
	SERVICE TOTAL	\$274,756	\$287,540	\$290,408

Community Services Department

\$19,627,564 112.56 FTE



BUDGET PRIORITIZATION Community Services - All Funds



FY 2016- Program Budget by Quartile

Quartile	Program Name
1	Community Investment - Neighborhood Revitalization
1	Community Problem Solving (Gang Response & Intervention) and Violence Reduction
1	Home Ownership - Emergency Grant Program
1	Leadership & Supervision
2	Adult Collection
2	Adult Programs
2	Adult Reference Assistance.
2	Aquatics - Centennial Pool - Operation/Repair and Maintenance
2	Aquatics - Centennial Pool - Programs and Services
2	Aquatics - Centennial Pool - Rentals
2	Aquatics - Kanemoto Pool - Operation/Repair and Maintenance
2	Aquatics - Kanemoto Pool - Programs, Events and Services
2	Aquatics - Roosevelt Pool - Operation//Repair and Maintenance
2	Aquatics - Roosevelt Pool - Programs, Events and Services
2	Aquatics - Sunset Pool - Operation/Repair and Maintenance
2	Aquatics - Sunset Pool - Programs, Events and Services
2	Athletics - Rentals
2	Athletics - Youth
2	Basic Needs Information, Referral, & Assistance
2	Children/Teen Collection
2	Children/Teen Outreach
2	Children/Teen Programs
2	Children/Teen Reference Assistance
2	City Produced Special Events
2	Collaborative Service Coordination-Community
2	Community Investment - Poverty Reduction - Circles Campaign
2	Community Investment - Poverty Reduction - RISE Program
2	Community Investment - Public Services "Assistance to Non-profits
2	Counseling
2	Cultural Competency
2	CYR Administration / Youth Center / Meeker Center Management
2	Dia de los Muertos
2	Early Childhood Collaboration and Alignment
2	Economic Development - Business Revolving Loan Fund
2	Economic Development - Commercial Revitalization Program
2	Economic Development - Micro-Business Development Program
2	Educational Programs
2	Family Success and Parenting
2	Health & Physical Wellbeing
2	Home Buyer - Individual Development Accounts (IDA) Program
2	Home Buyer - Support of the New Construction of Affordable For-Sale Housing
2	Home Ownership - Architectural Barrier Removal Program
2	Home Ownership - General Homeowner Rehab Program
2	Homeless Assistance - Longmont Housing Opportunity Team (LHOT) Partnership with Homeless Advocates
2	Homeless Assistance - Management of Homeless Service Contract
2	Homeless Assistance - Management of Mental Health Contract
2	Homeless Assistance - Rent Deposit Program for Persons who are Homeless
2	Homeownership - General Homeowner Rehab Program
2	Human Service Agency Contracts

continued

Community Services Budget by Quartile, cont.

3	Adult Computer Lab
3	Adult Outreach
3	Aquatics - Centennial Pool - Special Events
3	Aquatics - Sunset Pool - Rentals
3	Art Maintenance and Conservation
3	Art on the Move
3	Athletics - Adults
3	Caregiver Information, Education, & Support
3	Children's and Teen's Computer Lab
3	City Produced Special Events
3	City Produced Special Events Public Information Sponsorship and Support
3	Clubs
3	Collaborative Service Coordination-Internal
3	Community Special Events
3	Community-based Artwork
3	Conflict Resolution Facilitation Direct services to the Community
3	Cultural Competency Cultural Event Grants
3	Discover Neighbor, Discover Home Grants
3	Discovery Days
3	Facility and Grounds Maintenance
3	Facility Event Rentals
3	Field Maintenance - Clark Park
3	Field Maintenance - Garden Acres
3	Field Maintenance - Neighborhood Parks - Athletic Activity Preparations
3	Field Maintenance - Off Season
3	Field Maintenance - Sandstone Ranch
3	Genesis
3	Home Buyer - Down Payment Assistance Program
3	Home Buyer - Fee Waiver/Fee Offset Program
3	Home Buyer - Habitat for Humanity Land Acquisition
3	Home Buyer - Homeownership Training Program
3	Home Ownership - Community Housing Program
3	Home Ownership - Foreclosure Prevention Program
3	Home Ownership - Post Purchase Education
3	Homebound Service
3	Leadership & Homeowners Association Training
3	Memorial Building - General Programs - Rentals
3	Memorial Building - General Programs - Contracted
3	Memorial Building - General Programs - In-house
3	Museum Archives
3	Museum Permanent Collection
3	Neighborhood Activity Grants
3	Outdoor Program
3	Outdoor Programs - Outdoor Programs and Adventure Camps
3	Outreach and Education
3	Parking Enforcement
3	Permanent Exhibition
3	Private Special Events
3	Proactive Public Information, Education and Marketing
3	Reactive Public Information Media Relations
3	Recreation Center - Rentals
3	Recreation Center - Support of Union Reservoir Swim Beach and Events
3	Rental Housing - Acquisition Program
3	Rental Housing - Fee Waiver/Fee Offset Program
3	Rental Housing - Private Property Loans
3	Rental Housing - Support of and New Construction of Affordable Rental Housing
3	Rental Housing - Support of the New Construction of Affordable Rental Housing
3	Senior Led Activities
3	Special Projects
3	Summer Camps
3	Summer Concert Series
3	Sunset Golf Course - Turf Maintenance and Irrigation
3	Therapeutics - Recreation Programs
3	Twin Peaks Golf Course - Turf Maintenance and Irrigation
3	Ute Creek Golf Course - Turf Maintenance and Irrigation
3	Volunteer Parking Patrol
3	Youth Programs - After School Program - Longs Peak Middle School
3	Youth Programs - After School Program - Sunset Middle School
3	Youth Programs - Intramurals
3	Boards & Commissions Support

continued

Community Services Budget by Quartile, cont.

4	City Meetings Special events
4	Concessions - Clark Park
4	Concessions - Garden Acres
4	Concessions - Recreation Center
4	Concessions - Sandstone Ranch - Phases I and II
4	Concessions - Sunset Pool
4	Meeting Rooms
4	Portal Gallery Exhibitions
4	Proactive Public Information, Education and Marketing
4	Museum Store
4	Flood Related Work

Community Services Department Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	8,397,480	8,816,588	9,195,579
Operating and Maintenance	3,852,107	3,992,299	4,181,521
Non-Operating	221,667	658,921	776,371
Capital	50,791	165,940	54,800
TOTAL	\$ 12,522,045	\$ 13,633,748	\$ 14,208,271

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

The divisions in this department are:

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

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

Community Services Director Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	266,073	253,332	260,441
Operating and Maintenance	1,231,570	1,273,746	1,426,029
Non-Operating	221,667	658,921	776,371
Capital	-	-	-
TOTAL	\$ 1,719,310	\$ 2,185,999	\$ 2,462,841

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

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

Service: **Community Services Director**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Community Services Director

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Director of Community Services	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

Service: Community Services Director**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	186,986	187,600	194,584
115	One Time Payment	3,000	2,376	-
121	Wages - Overtime	1,191	2,589	2,589
123	Leave Expense	963	-	-
126	Retirement Health Savings Plan	2,585	800	800
129	Medicare	2,477	2,702	2,803
131	MOPC	9,321	9,315	9,664
132	Employee Insurance	30,266	30,367	30,925
133	Employee Retirement	12,490	12,482	13,916
135	Compensation Insurance	148	147	140
136	Unemployment Insurance	371	350	367
137	Staff Training and Conferences	14,330	2,500	2,500
139	Dental Insurance	1,299	1,304	1,353
142	Food Allowance	647	800	800
	<i>Subtotal</i>	<i>266,073</i>	<i>253,332</i>	<i>260,441</i>
Operating and Maintenance				
210	Office Supplies	1,107	650	650
216	Reference Books and Materials	-	184	159
217	Dues and Subscriptions	25	25	50
218	Non-Capital Equipment and Furniture	8	800	57,750
229	Materials and Supplies	-	100	10,420
240	Equipment Repair and Maintenance	2,362	5,140	5,140
245	Mileage Allowance	2,460	2,400	2,400
246	Liability Insurance	699	310	293
249	Operating Leases and Rentals	-	670	670
250	Professional and Contracted Services	99,296	79,000	111,860
252	Ads and Legal Notices	-	-	630
263	Postage	357	853	853
264	Printing and Copying	785	872	4,872
269	Other Services and Charges	49,472	57,750	58,300
	<i>Subtotal</i>	<i>156,570</i>	<i>148,754</i>	<i>254,047</i>
Non-Operating Expense				
970	Transfers To Other Funds	221,667	658,921	776,371
	<i>Subtotal</i>	<i>221,667</i>	<i>658,921</i>	<i>776,371</i>
	SERVICE TOTAL	\$644,310	\$1,061,007	\$1,290,859

Service: **Human Service Agencies**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

LINE ITEM BUDGET

Operating and Maintenance		2015 Actual	2016 Budget	2017 Budget
250	Professional and Contracted Services	1,075,000	1,124,992	1,171,982
	SERVICE TOTAL	\$1,075,000	\$1,124,992	\$1,171,982

Community and Neighborhood Resources Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	451,852	518,567	524,196
Operating and Maintenance	60,320	89,643	78,140
Non-Operating	-	-	-
Capital	-	35,500	-
TOTAL	\$ 512,172	\$ 643,710	\$ 602,336

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

Service: **Community and Neighborhood Response**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

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

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

SERVICE: Community and Neighborhood Response

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Community & Neighborhood Resources Manager	1.00	1.00	1.00
Community Relations Program Coordinator	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00
Neighborhood Revitalization/Resource Specialist	0.50	0.50	0.50
Total	3.50	3.50	3.50

Service: Community and Neighborhood Response**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	190,486	256,813	256,329
112 Wages - Temporary	106	1,000	1,000
114 Skill Based Pay	2,638	2,400	2,100
123 Leave Expense	5,871	-	-
126 Retirement Health Savings Plan	11,676	1,400	1,400
128 FICA	9	62	62
129 Medicare	2,509	3,774	3,762
131 MOPC	9,726	12,961	12,921
132 Employee Insurance	38,474	41,861	41,013
133 Employee Retirement	13,033	17,368	18,607
135 Compensation Insurance	166	183	1,265
136 Unemployment Insurance	472	483	487
137 Staff Training and Conferences	1,599	900	900
139 Dental Insurance	1,653	1,798	1,794
<i>Subtotal</i>	<i>278,418</i>	<i>341,003</i>	<i>341,640</i>
Operating and Maintenance			
210 Office Supplies	11,915	-	-
217 Dues and Subscriptions	50	-	-
218 Non-Capital Equipment and Furniture	2,083	350	350
229 Materials and Supplies	-	21,600	21,600
245 Mileage Allowance	567	1,850	1,850
246 Liability Insurance	3,135	2,708	1,654
249 Operating Leases and Rentals	234	-	-
250 Professional and Contracted Services	236	3,500	3,500
263 Postage	722	-	-
264 Printing Copying and Binding	874	-	-
<i>Subtotal</i>	<i>19,816</i>	<i>30,008</i>	<i>28,954</i>
SERVICE TOTAL	\$298,233	\$371,011	\$370,594

Service: **Community and Neighborhood Support Services**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Community and Neighborhood Support Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Community and Neighborhood Support Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	40,047	44,809	45,816
112	Wages - Temporary	368	1,930	1,930
114	Skill Based Pay	1,205	1,200	1,200
123	Leave Expense	2,580	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	120	120
129	Medicare	497	695	709
131	MOPC	2,192	2,300	2,351
132	Employee Insurance	7,160	7,304	7,331
133	Employee Retirement	2,937	3,082	3,385
135	Compensation Insurance	1,830	2,022	2,125
136	Unemployment Insurance	88	84	87
137	Staff Training and Conferences	-	1,400	1,400
139	Dental Insurance	307	314	321
142	Food Allowance	1,224	2,000	2,100
	<i>Subtotal</i>	60,835	67,660	69,275
Operating and Maintenance				
210	Office Supplies	1,664	2,500	2,500
216	Reference Books and Materials	-	1,300	1,300
217	Dues and Subscriptions	277	911	911
218	Non-Capital Equipment and Furniture	629	248	248
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	150	150
243	Non-Capital Computer Equipment and Supplies	-	600	600
245	Mileage Allowance	198	-	-
246	Liability Insurance	159	589	581
249	Operating Leases and Rentals	5,443	4,765	4,765
250	Professional Contracted Services	969	-	-
252	Advertising and Legal Notices	-	332	332
261	Telephone Charges	-	100	-
263	<i>Postage</i>	185	3,215	3,215
264	Printing and Copying	1,268	4,248	4,248
269	Other Services and Charges	800	-	-
	<i>Subtotal</i>	11,593	19,058	18,950
	SERVICE TOTAL	\$72,428	\$86,718	\$88,225

Service: **Graffiti Removal**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Graffiti Removal

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Graffiti Removal Specialist	0.37	0.37	0.37
Total	0.37	0.37	0.37

Service: Graffiti Removal**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	12,743	15,784	16,139
112	Wages - Temporary	-	1,963	2,007
121	Wages - Overtime	62	250	250
123	Leave Expense	52	-	-
126	Retirement Health Savings Plan	-	148	148
128	FICA	-	122	124
129	Medicare	158	257	263
131	MOPC	647	789	807
132	Employee Insurance	2,224	2,573	2,582
133	Employee Retirement	868	1,058	1,162
135	Compensation Insurance	199	282	727
136	Unemployment Insurance	27	30	31
139	Dental Insurance	96	110	113
141	Uniforms and Protective Clothing	413	425	425
	<i>Subtotal</i>	<i>17,489</i>	<i>23,791</i>	<i>24,778</i>
Operating and Maintenance				
210	Office Supplies	4,824	100	100
218	Non-Capital Equipment and Furniture	349	500	500
223	Lab and Photo Supplies	-	300	300
229	Materials and Supplies	-	4,705	4,705
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	248	283	907
247	Safety Expenses	50	1,036	1,036
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	240	600	600
273	Fleet Lease - Operating and Maintenance	5,093	5,421	5,810
274	Fleet Lease - Replacement	4,234	-	1,610
	<i>Subtotal</i>	<i>15,037</i>	<i>15,545</i>	<i>18,168</i>
	SERVICE TOTAL	\$32,527	\$39,336	\$42,946

Service: **Parking Enforcement**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Parking Enforcement

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Parking Enforcement Officer	1.50	1.50	1.50
Total	1.50	1.50	1.50

Service: Parking Enforcement**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	56,972	63,594	65,016
115	One Time Payment	-	-	243
123	Leave Expense	2,297	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	684	922	943
131	MOPC	2,963	3,180	3,251
132	Employee Insurance	9,796	10,366	10,403
133	Employee Retirement	3,970	4,260	4,681
135	Compensation Insurance	15,730	926	937
136	Unemployment Insurance	120	120	124
137	Staff Training and Conferences	-	300	300
139	Dental Insurance	420	445	455
141	Uniforms and Protective Clothing	1,228	1,100	1,100
142	Food Allowance	331	300	450
	<i>Subtotal</i>	<i>95,110</i>	<i>86,113</i>	<i>88,503</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	4,549	3,800	3,800
229	Materials and Supplies	4,774	2,620	2,620
240	Equipment Repair and Maintenance	-	1,900	1,900
243	Non-Capital Computer Equipment and Supplies	-	7,000	-
245	Mileage Allowance	1,072	1,600	1,600
246	Liability Insurance	198	412	98
250	Professional and Contracted Services	-	5,500	-
259	Licenses and Permits	1,500	-	-
261	Telephone Charges	532	-	-
263	Postage	926	1,300	1,150
264	Printing and Copying	324	900	900
	<i>Subtotal</i>	<i>13,874</i>	<i>25,032</i>	<i>12,068</i>
Capital Outlay				
432	Vehicles	-	25,000	-
440	Machinery and Equipment	-	10,500	-
	<i>Subtotal</i>	<i>-</i>	<i>35,500</i>	<i>-</i>
	SERVICE TOTAL	\$108,984	\$146,645	\$100,571

Library Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,508,957	2,601,468	2,654,545
Operating and Maintenance	670,635	684,862	722,409
Non-Operating	-	-	-
Capital	15,530	105,440	18,000
TOTAL	\$ 3,195,122	\$ 3,391,770	\$ 3,394,954

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

Service: **Library Administration**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Library Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Library Director	1.00	1.00	1.00
Administrative Analyst	1.00	0.00	0.00
Customer Services Assistant	0.50	0.50	0.50
Library Marketing Generalist	0.00	0.75	0.75
Administrative Assistant	0.75	1.00	1.00
Office Assistant	0.50	0.50	0.50
Total	3.75	3.75	3.75

Service: Library Administration**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	224,158	243,864	249,348
112	Wages - Temporary	195	1,458	1,458
115	One Time Payment	1,738	612	501
121	Wages - Overtime	3,431	700	5,000
122	Longevity Compensation	2,220	2,280	2,340
123	Leave Expense	2,505	-	-
126	Retirement Health Savings Plan	2,046	1,500	1,500
128	FICA	-	90	90
129	Medicare	2,443	2,907	2,972
131	MOPC	11,563	12,193	12,467
132	Employee Insurance	38,377	39,750	39,896
133	Employee Retirement	15,495	16,339	17,953
135	Compensation Insurance	167	480	494
136	Unemployment Insurance	471	459	474
137	Staff Training and Conferences	1,869	6,369	6,369
139	Dental Insurance	1,649	1,707	1,745
141	Uniforms and Protective Clothing	-	100	100
	<i>Subtotal</i>	<i>308,328</i>	<i>330,808</i>	<i>342,707</i>
Operating and Maintenance				
210	Office Supplies	38,543	5,857	29,857
217	Dues and Subscriptions	743	700	700
218	Non-Capital Equipment and Furniture	11,753	12,900	1,000
229	Materials and Supplies	-	7,000	-
232	Building Repair and Maintenance	-	-	-
240	Equipment Repair and Maintenance	9,171	6,000	6,000
243	Non-Capital Computer Equipment and Supplies	-	21,000	-
245	Mileage Allowance	10,880	32	32
246	Liability Insurance	2,583	389	379
247	Safety Expenses	2,883	2,500	2,500
250	Professional and Contracted Services	35,863	11,650	26,650
261	Telephone Charges	735	900	900
263	Postage	395	350	350
264	Printing and Copying	1,045	500	500
269	Other Services and Charges	230	500	500
	<i>Subtotal</i>	<i>114,824</i>	<i>70,278</i>	<i>69,368</i>
Capital Outlay				
440	Machinery and Equipment	-	14,000	-
	<i>Subtotal</i>	<i>-</i>	<i>14,000</i>	<i>-</i>
	SERVICE TOTAL	\$423,152	\$415,086	\$412,075

Service: **Adult Services**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Adult Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Senior Library Technician	1.25	1.25	1.25
Library Technician	1.75	1.75	1.75
Library Assistant	0.55	0.55	0.00
Total	8.80	8.80	8.25

Service: Adult Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	464,031	471,016	463,344
112	Wages - Temporary	42,772	58,689	60,010
114	Skill Based Pay	227	225	225
115	One Time Payment	9,045	3,141	2,506
122	Longevity Compensation	3,117	3,210	2,280
123	Leave Expense	14,566	-	-
126	Retirement Health Savings Plan	4,109	3,520	3,300
128	FICA	2,678	3,570	3,721
129	Medicare	5,667	6,905	6,828
131	MOPC	23,542	23,562	23,178
132	Employee Insurance	75,226	76,778	74,135
133	Employee Retirement	31,546	31,576	33,377
135	Compensation Insurance	377	723	731
136	Unemployment Insurance	922	886	880
139	Dental Insurance	3,232	3,297	3,243
	<i>Subtotal</i>	681,056	687,098	677,758
Operating and Maintenance				
209	Ebooks/Eaudiobooks	-	-	12,000
211	Adult Books	173,810	181,000	181,000
213	Periodicals	31,739	26,805	28,255
214	Pamphlets and Documents	652	250	250
215	Audiovisual Materials	48,560	52,074	52,074
216	Reference Books and Materials	20,731	22,000	22,000
217	Dues and Subscriptions	5,250	-	-
245	Mileage Allowance	226	450	450
246	Liability Insurance	1,778	849	816
250	Professional and Contracted Services	1,391	6,450	6,450
263	Postage	5	-	-
269	Other Services and Charges	106,558	101,072	61,847
	<i>Subtotal</i>	390,698	390,950	365,142
	SERVICE TOTAL	\$1,071,754	\$1,078,048	\$1,042,900

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

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Children’s and Teen Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Librarian II	1.00	1.00	1.00
Librarian I	3.25	3.25	3.25
Library Technician	0.60	0.60	0.60
Total	4.85	4.85	4.85

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	274,381	279,189	287,978
112	Wages - Temporary	27,128	27,027	27,635
114	Skill Based Pay	999	900	900
115	One Time Payment	3,300	720	620
123	Leave Expense	5,846	-	-
126	Retirement Health Savings Plan	1,916	1,940	1,940
128	FICA	1,463	1,654	1,713
129	Medicare	3,702	4,448	4,590
131	MOPC	13,693	14,004	14,444
132	Employee Insurance	44,393	45,509	46,077
133	Employee Retirement	18,348	18,766	20,799
135	Compensation Insurance	469	511	530
136	Unemployment Insurance	545	525	547
139	Dental Insurance	1,908	1,954	2,016
	<i>Subtotal</i>	<i>398,090</i>	<i>397,147</i>	<i>409,789</i>
Operating and Maintenance				
209	Ebooks/Eaudiobooks	-	-	6,325
212	Children's Books	61,485	62,857	62,857
213	Periodicals	2,901	2,000	2,000
215	Audiovisual Materials	11,521	13,165	13,165
218	Non-Capital Equipment and Furniture	-	433	433
229	Materials and Supplies	8,367	7,000	7,000
245	Mileage Allowance	-	230	230
246	Liability Insurance	982	472	473
250	Professional Contracted Services	4,374	-	-
264	Printing and Copying	73	1,700	1,700
269	Other Services and Charges	-	6,130	7,130
	<i>Subtotal</i>	<i>89,704</i>	<i>93,987</i>	<i>101,313</i>
	SERVICE TOTAL	\$487,794	\$491,134	\$511,102

Service: **Circulation**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Circulation

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Assistant	4.85	4.85	5.90
Library Page	5.00	4.50	4.50
Total	11.85	11.35	12.40

Service: Circulation**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	359,487	409,966	438,464
112 Wages - Temporary	86,871	108,519	110,961
114 Skill Based Pay	1,689	1,650	2,100
115 One Time Payment	15,171	6,798	2,321
121 Wages - Overtime	553	-	-
122 Longevity Compensation	2,763	2,850	2,100
123 Leave Expense	16,706	-	-
126 Retirement Health Savings Plan	12,790	4,740	4,960
128 FICA	5,872	6,536	6,880
129 Medicare	5,379	6,696	7,174
131 MOPC	19,587	20,580	22,028
132 Employee Insurance	64,621	66,826	70,154
133 Employee Retirement	26,245	27,577	31,720
135 Compensation Insurance	3,478	1,255	746
136 Unemployment Insurance	792	771	833
139 Dental Insurance	2,778	2,870	3,069
<i>Subtotal</i>	624,781	667,634	703,510
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	1,000	1,000
229 Materials and Supplies	2,733	2,400	2,400
243 Non-Capital Computer Equipment and Supplies	-	800	800
245 Mileage Allowance	-	32	32
246 Liability Insurance	1,703	830	801
250 Professional Contracted Services	-	-	15,000
263 <i>Postage</i>	<i>1,635</i>	<i>2,800</i>	<i>2,800</i>
Subtotal	6,071	7,862	22,833
SERVICE TOTAL	\$630,852	\$675,496	\$726,343

Service: **Technical Services**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Technical Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Librarian II	1.00	1.00	1.00
PC Specialist	1.00	1.00	1.00
Senior Library Tech	0.75	0.75	0.75
Library Technician	3.10	3.10	3.10
Library Assistant	1.60	1.60	1.35
Library Page	0.50	0.50	0.50
Total	7.95	7.95	7.70

Service: Technical Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	349,618	374,623	375,993
112	Wages - Temporary	14,749	22,348	22,851
114	Skill Based Pay	1,199	900	900
115	One Time Payment	3,279	2,025	964
123	Leave Expense	15,070	-	-
126	Retirement Health Savings Plan	2,537	3,180	3,080
128	FICA	-	1,321	1,417
129	Medicare	4,512	5,752	5,796
131	MOPC	17,876	18,776	18,845
132	Employee Insurance	59,599	61,066	60,159
133	Employee Retirement	23,953	25,159	27,136
135	Compensation Insurance	1,018	304	294
136	Unemployment Insurance	732	705	714
139	Dental Insurance	2,560	2,622	2,632
	<i>Subtotal</i>	<i>496,702</i>	<i>518,781</i>	<i>520,781</i>
Operating and Maintenance				
229	Materials and Supplies	19,050	20,000	20,000
240	Equipment Repair and Maintenance	30,996	76,101	105,101
243	Non-Capital Computer Equipment and Supplies	-	4,540	4,540
246	Liability Insurance	1,348	644	612
263	Postage	3,918	5,000	5,000
264	Printing and Copying	2,874	4,500	4,000
269	Other Services and Charges	11,152	11,000	24,500
	<i>Subtotal</i>	<i>69,338</i>	<i>121,785</i>	<i>163,753</i>
Capital Outlay				
440	Machinery and Equipment	15,530	91,440	18,000
	<i>Subtotal</i>	<i>15,530</i>	<i>91,440</i>	<i>18,000</i>
SERVICE TOTAL		\$581,570	\$732,006	\$702,534

Museum Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	639,441	688,077	773,720
Operating and Maintenance	181,275	184,865	221,230
Non-Operating	-	-	-
Capital	35,261	-	-
TOTAL	\$ 855,977	\$ 872,942	\$ 994,950

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

Service: **Museum Division**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Museum Division

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Museum Manager	1.00	1.00	1.00
Museum Curator	4.00	3.00	3.00
Assistant Museum Curator	0.60	0.60	0.60
Executive Assistant	1.00	1.00	1.00
Registrar	0.00	0.50	0.50
Fund Dev & Marketing Spec	0.00	0.75	0.75
Visitor Services Manager	0.00	0.00	1.00
Total	6.60	6.85	7.85

Service: Museum Division**LINE ITEM BUDGET**

	2015 Actual	2017 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	371,711	407,000	469,159
112 Wages - Temporary	61,983	43,544	44,524
115 One Time Payment	5,592	5,316	4,105
121 Wages - Overtime	1,797	1,185	1,185
123 Leave Expense	3,120	-	-
126 Retirement Health Savings Plan	3,366	2,740	3,140
128 FICA	3,817	2,700	2,760
129 Medicare	5,641	6,532	7,449
131 MOPC	18,739	20,350	23,458
132 Employee Insurance	63,791	66,340	75,065
133 Employee Retirement	25,056	27,271	33,779
135 Compensation Insurance	21,076	19,973	21,542
136 Unemployment Insurance	782	766	891
137 Staff Training and Conferences	42	4,000	4,000
139 Dental Insurance	2,740	2,849	3,284
<i>Subtotal</i>	589,253	610,566	694,341
Operating and Maintenance			
210 Office Supplies	42,615	2,200	2,200
216 Reference Books and Materials	347	500	500
217 Dues and Subscriptions	1,872	2,324	2,324
218 Non-Capital Equipment and Furniture	2,013	800	5,800
225 Freight	12,916	7,750	7,750
229 Materials and Supplies	-	13,911	13,911
230 Printing and Copier Supplies	-	780	780
240 Equipment Repair and Maintenance	2,614	2,102	2,102
243 Non-Capital Computer Equipment and Supplies	-	2,608	2,608
245 Mileage Allowance	107	1,068	1,068
246 Liability Insurance	1,782	997	980
249 Operating Leases and Rentals	67,372	95,082	95,082
250 Professional and Contracted Services	17,821	4,010	4,655
261 Telephone Charges	45	240	240
263 Postage	2,430	3,195	3,195
264 Printing and Copying	12,131	6,098	6,098
269 Other Services and Charges	182	150	150
<i>Subtotal</i>	164,247	143,815	149,443
Capital Outlay			
440 Machinery and Equipment	35,261	-	-
<i>Subtotal</i>	35,261	-	-
SERVICE TOTAL	\$788,760	\$754,381	\$843,784

Service: **Museum Auditorium**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The 250-seat Stewart Auditorium provides space for concerts, lectures, symposia and other gatherings.

SERVICE: Museum Auditorium

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Auditorium and Event Manager	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Museum Auditorium**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	38,074	59,137	60,468
126	Retirement Health Savings Plan	-	400	400
129	Medicare	493	857	877
131	MOPC	1,771	2,957	3,023
132	Employee Insurance	7,087	9,639	9,675
133	Employee Retirement	2,373	3,962	4,354
135	Compensation Insurance	-	34	44
136	Unemployment Insurance	87	111	115
139	Dental Insurance	304	414	423
	<i>Subtotal</i>	<i>50,188</i>	<i>77,511</i>	<i>79,379</i>
Operating and Maintenance				
217	Dues and Subscriptions	301	3,180	1
243	Non-Capital Computer Equipment and Supplies	7,973	2,090	1,540
249	Operating Leases and Rentals	-	-	5,220
250	Professional and Contracted Services	8,577	26,780	22,281
256	Refunds	-	-	30,612
259	Licenses and Permits	-	-	675
264	Printing and Copying	177	9,000	9,000
269	Other Services and Charges	-	-	2,458
	<i>Subtotal</i>	<i>17,028</i>	<i>41,050</i>	<i>71,787</i>
	SERVICE TOTAL	\$67,216	\$118,561	\$151,166

Recreation and Golf Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	3,367,642	3,499,909	3,617,916
Operating and Maintenance	1,506,771	1,535,334	1,519,734
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 4,874,413	\$ 5,035,243	\$ 5,137,650

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

Service: **Recreation Administration**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Recreation Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Recreation Administration**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	127,274	133,693	142,032
112	Wages - Temporary	23,523	26,071	27,457
115	One Time Payment	1,854	-	-
121	Wages - Overtime	-	200	200
123	Leave Expense	3,800	-	-
126	Retirement Health Savings Plan	1,813	600	600
128	FICA	1,465	1,603	1,702
129	Medicare	1,925	2,313	2,457
131	MOPC	6,524	6,685	7,102
132	Employee Insurance	21,165	21,792	22,725
133	Employee Retirement	8,742	8,957	10,226
135	Compensation Insurance	110	120	118
136	Unemployment Insurance	260	251	270
137	Staff Training and Conferences	3,824	4,600	4,600
139	Dental Insurance	1,188	936	994
141	Uniforms and Protective Clothing	553	850	850
142	Food Allowance	186	500	500
	<i>Subtotal</i>	<i>204,207</i>	<i>209,171</i>	<i>221,833</i>
Operating and Maintenance				
210	Office Supplies	7,846	4,950	4,950
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	480	660	660
218	Non-Capital Equipment and Furniture	501	300	300
229	Materials and Supplies	-	3,264	3,264
230	Printing and Copier Supplies	-	1,000	1,000
240	Equipment Repair and Maintenance	10,514	21,086	21,315
243	Non-Capital Computer Equipment and Supplies	-	17,148	13,748
245	Mileage Allowance	695	2,937	2,937
246	Liability Insurance	519	254	246
247	Safety Expenses	-	296	296
249	Operating Leases and Rentals	4,694	1,900	1,900
250	Professional and Contracted Services	6,325	3,000	3,000
252	Advertising and Legal Notices	213	2,000	2,000
261	Telephone Charges	3,298	3,540	3,540
263	Postage	1	39,125	39,125
264	Printing and Copying	17,418	28,774	28,774
269	Other Services and Charges	81,786	58,941	58,941
	<i>Subtotal</i>	<i>134,290</i>	<i>189,225</i>	<i>186,046</i>
	SERVICE TOTAL	\$338,497	\$398,396	\$407,879

Service: **Recreation Center**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Recreation Center

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Center Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.40	0.40	0.35
Recreation Coordinator	0.00	0.00	1.00
Recreation Specialist	0.10	0.10	0.20
Aquatics Specialist	1.00	1.00	0.00
Pool Technician	0.00	0.00	0.35
Fitness Coordinator	0.75	0.75	0.75
Swim Lesson Coordinator	0.75	0.75	0.75
Head Lifeguard	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	2.50	2.50	2.50
Total	8.50	8.50	8.90

Service: Recreation Center**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	362,700	385,963	424,631
112 Wages - Temporary	647,808	592,756	624,276
114 Skill Based Pay	301	300	300
115 One Time Payment	5,325	4,465	748
121 Wages - Overtime	902	1,000	1,000
123 Leave Expense	11,577	-	-
126 Retirement Health Savings Plan	3,700	3,400	3,560
128 FICA	38,437	35,415	38,705
129 Medicare	13,725	13,882	15,213
131 MOPC	18,760	19,313	21,247
132 Employee Insurance	59,829	62,910	67,941
133 Employee Retirement	25,138	25,881	30,595
135 Compensation Insurance	25,524	46,236	43,695
136 Unemployment Insurance	736	726	807
139 Dental Insurance	2,570	2,702	2,972
141 Uniforms and Protective Clothing	3,847	3,800	3,800
<i>Subtotal</i>	<i>1,220,880</i>	<i>1,198,749</i>	<i>1,279,490</i>
Operating and Maintenance			
210 Office Supplies	31,318	3,000	3,000
217 Dues and Subscriptions	5,063	1,315	1,315
218 Non-Capital Equipment and Furniture	4,442	9,000	9,000
222 Chemicals	23,706	29,605	29,605
224 Resale Merchandise	6,509	8,000	8,000
228 Janitorial Supplies	-	500	500
229 Materials and Supplies	-	19,237	19,237
230 Printing and Copier Supplies	-	3,000	3,000
232 Building Repair and Maintenance	32,831	4,666	4,666
233 Facility Repair and Maintenance	-	7,482	7,482
240 Equipment Repair and Maintenance	-	17,586	17,586
243 Non-Capital Computer Equipment and Supplies	-	10,000	1,000
245 Mileage Allowance	422	600	600
246 Liability Insurance	5,356	4,052	3,855
247 Safety Expenses	1,736	1,500	3,500
249 Operating Leases and Rentals	888	1,700	1,700
250 Professional and Contracted Services	22,746	22,950	31,650
252 Advertising and Legal Notices	1,154	2,000	2,000
260 Utilities	165,831	173,116	173,116
263 Postage	21,241	6,500	6,500
264 Printing and Copying	9,394	9,481	9,481
269 Other Services and Charges	-	1,200	1,200
<i>Subtotal</i>	<i>332,638</i>	<i>336,490</i>	<i>337,993</i>
SERVICE TOTAL	\$1,553,518	\$1,535,239	\$1,617,483

Service: **Athletics and Team Sports**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Athletics and Team Sports

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Program Supervisor	0.80	0.80	0.60
Recreation Specialist	0.70	0.70	0.80
Total	1.50	1.50	1.40

Service: Athletics and Team Sports**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	83,732	88,236	83,083
112	Wages - Temporary	149,142	171,752	180,885
115	One Time Payment	192	344	3
121	Wages - Overtime	42	-	-
123	Leave Expense	1,888	-	-
126	Retirement Health Savings Plan	985	600	560
128	FICA	11,454	10,308	11,215
129	Medicare	3,733	3,690	3,828
131	MOPC	4,244	4,412	4,154
132	Employee Insurance	13,761	14,382	13,293
133	Employee Retirement	5,687	5,912	5,982
135	Compensation Insurance	28,871	34,277	35,896
136	Unemployment Insurance	168	166	158
139	Dental Insurance	591	618	582
141	Uniforms and Protective Clothing	296	900	900
	<i>Subtotal</i>	<i>304,787</i>	<i>335,597</i>	<i>340,539</i>
Operating and Maintenance				
210	Office Supplies	28,712	500	500
217	Dues and Subscriptions	180	345	345
218	Non-Capital Equipment and Furniture	-	700	700
229	Materials and Supplies		25,906	25,906
233	Facility Repair and Maintenance	5	-	-
240	Equipment Repair and Maintenance		500	500
245	Mileage Allowance	816	500	500
246	Liability Insurance	1,338	937	2,231
247	Safety Expenses	419	500	500
250	Professional and Contracted Services	42,888	30,650	30,650
260	Utilities	73,340	79,599	79,599
263	Postage	-	850	850
264	Printing and Copying	-	900	900
269	Other Services and Charges	-	5,000	5,000
	<i>Subtotal</i>	<i>147,698</i>	<i>146,887</i>	<i>148,181</i>
	SERVICE TOTAL	\$452,485	\$482,484	\$488,720

Service: **Aquatics**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Aquatics

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Aquatics Supervisor	1.00	1.00	0.00
Recreation Center Supervisor	0.00	0.00	1.00
Recreation Coordinator	0.00	0.00	0.90
Recreation Program Supervisor	0.10	1.10	1.10
Recreation Specialist	1.00	0.00	0.00
Aquatics Specialist	1.00	1.00	0.00
Head Lifeguard	0.00	0.25	0.25
Pool Technician	1.00	1.00	0.65
Administrative Assistant	1.00	1.00	1.00
Total	5.10	5.35	4.90

Service: Aquatics**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	264,039	296,110	284,607
112 Wages - Temporary	237,801	327,020	344,410
114 Skill-based Pay	1,204	1,200	1,200
115 One Time Payment	1,650	3,612	-
121 Wages - Overtime	1,309	200	200
122 Longevity Compensation	1,680	1,740	1,800
123 Leave Expense	7,340	-	-
126 Retirement Health Savings Plan	1,985	2,140	1,960
128 FICA	16,514	19,658	21,353
129 Medicare	7,254	8,907	9,138
131 MOPC	13,591	14,865	14,290
132 Employee Insurance	47,122	48,265	45,537
133 Employee Retirement	18,212	19,919	20,578
135 Compensation Insurance	36,547	22,436	27,196
136 Unemployment Insurance	579	557	541
139 Dental Insurance	2,023	2,073	1,992
141 Uniforms and Protective Clothing	572	700	700
142 Food Allowance	-	-	-
<i>Subtotal</i>	659,423	769,402	775,502
Operating and Maintenance			
210 Office Supplies	16,031	1,100	1,100
217 Dues and Subscriptions	2,641	2,990	2,990
218 Non-Capital Equipment and Furniture	1,575	1,900	1,900
222 Chemicals	28,678	36,655	43,675
224 Resale Merchandise	3,744	2,000	2,000
228 Janitorial Supplies	-	1,500	1,500
229 Materials and Supplies	-	25,050	28,050
230 Printing and Copier Supplies	-	1,311	1,311
232 Building Repair and Maintenance	19,957	11,872	11,872
233 Facility Repair and Maintenance	-	10,000	10,000
240 Equipment Repair and Maintenance	-	6,920	6,920
243 Non-Capital Computer Equipment and Supplies	-	4,050	4,050
245 Mileage Allowance	33	-	-
246 Liability Insurance	26,726	20,977	24,195
247 Safety Expenses	1,143	1,180	1,180
249 Operating Leases and Rentals	2,491	-	-
250 Professional and Contracted Services	9,457	5,000	15,000
260 Utilities	87,849	88,017	88,017
263 Postage	27	240	240
264 Printing and Copying	70	1,000	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	1,898	1,165	2,993
274 Fleet Lease - Replacement	-	-	5,110
<i>Subtotal</i>	202,319	223,677	253,853
SERVICE TOTAL	\$861,742	\$993,079	\$1,029,355

Service: **Concessions**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Concessions

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Specialist	0.20	0.20	0.00
Total	0.20	0.20	0.00

Service: Concessions**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	10,409	10,381	-
112	Wages - Temporary	69,845	47,925	23,229
115	One Time Payment	-	98	-
121	Wages - Overtime	30	400	400
126	Retirement Health Savings Plan	173	80	-
128	FICA	5,780	2,813	1,440
129	Medicare	1,478	809	337
131	MOPC	511	519	-
132	Employee Insurance	1,659	1,692	-
133	Employee Retirement	685	696	-
135	Compensation Insurance	697	793	820
136	Unemployment Insurance	20	20	-
139	Dental Insurance	71	73	-
141	Uniforms and Protective Clothing	73	600	100
	<i>Subtotal</i>	<i>91,433</i>	<i>66,899</i>	<i>26,326</i>
Operating and Maintenance				
210	Office Supplies	2,009	225	225
217	Dues and Subscriptions	37	-	-
218	Non-Capital Equipment and Furniture	533	1,425	250
224	Resale Merchandise	99,974	66,230	18,920
228	Janitorial Supplies	-	600	600
229	Materials and Supplies	-	300	300
232	Building Repair and Maintenance	2,614	705	705
233	Facility Repair and Maintenance	-	735	735
240	Equipment Repair and Maintenance	-	750	400
245	Mileage Allowance	-	500	-
246	Liability Insurance	2,131	1,545	1,009
247	Safety Expenses	-	300	300
250	Professional Contracted Services	500	-	-
260	Utilities	25,026	28,458	6,000
263	Postage	-	100	-
273	Fleet Lease - Operating and Maintenance	3,821	1,875	7,836
	<i>Subtotal</i>	<i>136,644</i>	<i>103,748</i>	<i>37,280</i>
	SERVICE TOTAL	\$228,076	\$170,647	\$63,606

Service: **General Programs and Facilities**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: General Programs and Facilities

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Center Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.10	0.20	0.20
Recreation Specialist	1.00	1.90	1.90
Administrative Assistant	1.00	1.00	1.00
Total	3.70	3.70	3.70

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	198,221	199,566	204,323
112 Wages - Temporary	152,881	186,176	207,834
115 One Time Payment	1,200	443	7
121 Wages - Overtime	946	1,000	1,000
123 Leave Expense	3,991	-	-
126 Retirement Health Savings Plan	1,711	1,480	1,480
128 FICA	10,357	11,205	12,886
129 Medicare	4,862	5,514	5,977
131 MOPC	10,139	9,978	10,216
132 Employee Insurance	33,268	32,529	32,692
133 Employee Retirement	13,586	13,370	14,711
135 Compensation Insurance	34,439	38,603	33,959
136 Unemployment Insurance	408	375	388
139 Dental Insurance	1,428	1,397	1,430
141 Uniforms and Protective Clothing	469	500	500
<i>Subtotal</i>	<i>467,906</i>	<i>502,136</i>	<i>527,403</i>
Operating and Maintenance			
210 Office Supplies	8,835	-	-
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	100	100
218 Non-Capital Equipment and Furniture	3,090	1,605	1,605
224 Resale Merchandise	-	500	500
229 Materials and Supplies	-	9,116	9,116
230 Printing and Copier Supplies	-	3,000	3,000
240 Equipment Repair and Maintenance	92	1,990	1,990
243 Non-Capital Computer Equipment and Supplies	-	-	-
246 Liability Insurance	2,887	2,098	1,762
247 Safety Expenses	724	1,005	1,005
249 Operating Leases and Rentals	-	3,150	3,150
250 Professional and Contracted Services	189,702	169,500	166,000
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	1,098	1,775	1,775
260 Utilities	36,856	54,018	54,018
261 Telephone Charges	253	84	84
263 Postage	80	2,595	2,595
264 Printing and Copying	221	1,300	1,300
269 Other Services and Charges	-	1,200	1,200
273 Fleet Lease - Operating and Maintenance	3,428	10,181	6,851
274 Fleet Lease - Replacement	26,429	26,429	25,184
<i>Subtotal</i>	<i>273,695</i>	<i>290,096</i>	<i>281,685</i>
SERVICE TOTAL	\$741,601	\$792,232	\$809,088

Service: **Outdoor Recreation**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Service: Outdoor Recreation**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
112	Wages - Temporary	1,178	1,386	1,417
121	Wages - Overtime	-	69	69
128	FICA	25	88	88
129	Medicare	6	20	21
135	Compensation Insurance	856	949	996
	<i>Subtotal</i>	<i>2,065</i>	<i>2,512</i>	<i>2,591</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	105	105
229	Materials and Supplies	26,569	19,000	25,000
246	Liability Insurance	5	2	2
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	17,882	14,500	18,500
252	Advertising and Legal Notices	285	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	3	380	380
264	Printing and Copying	93	500	500
	<i>Subtotal</i>	<i>44,838</i>	<i>36,611</i>	<i>46,611</i>
	SERVICE TOTAL	\$46,903	\$39,123	\$49,202

Service: **Recreation for Special Needs**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Recreation for Special Needs

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Program Supervisor	0.10	0.10	0.10
Total	0.10	0.10	0.10

Service: Recreation for Special Needs**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	5,898	5,191	5,308
112 Wages - Temporary	35,713	24,802	26,121
115 One Time Payment	-	49	1
121 Wages - Overtime	31	-	-
123 Leave Expense	23	-	-
126 Retirement Health Savings Plan	97	40	40
128 FICA	1,281	1,568	1,619
129 Medicare	374	442	456
131 MOPC	300	260	265
132 Employee Insurance	994	846	849
133 Employee Retirement	402	348	382
135 Compensation Insurance	15,464	17,124	532
136 Unemployment Insurance	12	10	10
139 Dental Insurance	43	36	37
<i>Subtotal</i>	<i>60,632</i>	<i>50,716</i>	<i>35,620</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	75	75
218 Non-Capital Equipment and Furniture	-	400	400
229 Materials and Supplies	965	300	300
246 Liability Insurance	106	51	46
250 Professional and Contracted Services	234	100	100
263 Postage	1	75	75
264 Printing and Copying	123	60	60
<i>Subtotal</i>	<i>1,429</i>	<i>1,061</i>	<i>1,056</i>
SERVICE TOTAL	\$62,061	\$51,777	\$36,676

Service: **Community Events**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Community Events

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Center Supervisor	0.30	0.30	0.30
Total	0.30	0.30	0.30

Service: Community Events**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	20,223	21,573	22,061
112	Wages - Temporary	98	820	838
115	One Time Payment	450	-	-
121	Wages - Overtime	-	500	500
123	Leave Expense	809	-	-
126	Retirement Health Savings Plan	120	120	120
128	FICA	-	52	52
129	Medicare	262	325	332
131	MOPC	1,059	1,079	1,103
132	Employee Insurance	3,436	3,517	3,530
133	Employee Retirement	1,419	1,446	1,588
135	Compensation Insurance	346	416	406
136	Unemployment Insurance	42	41	42
139	Dental Insurance	148	151	154
141	Uniforms and Protective Clothing	1,318	911	911
142	Food Allowance	54	100	100
	<i>Subtotal</i>	<i>29,785</i>	<i>31,051</i>	<i>31,737</i>
Operating and Maintenance				
210	Office Supplies	9,450	40	40
218	Non-Capital Equipment and Furniture	814	1,097	1,097
229	Materials and Supplies		3,925	3,925
246	Liability Insurance	584	1,515	1,903
249	Operating Leases and Rentals	4,665	35,152	35,152
250	Professional and Contracted Services	119,733	59,840	83,458
252	Advertising and Legal Notices	948	4,309	4,309
261	Telephone Charges	127	-	-
263	Postage	11	600	600
264	Printing and Copying	660	2,174	2,174
	<i>Subtotal</i>	<i>136,991</i>	<i>108,652</i>	<i>132,658</i>
	SERVICE TOTAL	\$166,775	\$139,703	\$164,395

Service: **Seasonal Ice Rink**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Seasonal Ice Rink

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Program Supervisor	0.10	0.10	0.00
Recreation Center Supervisor	0.00	0.00	0.10
Total	0.10	0.10	0.10

Service: Seasonal Ice Rink**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	7,257	7,191	7,354
112 Wages - Temporary	95,540	75,179	79,176
115 One Time Payment	150	-	-
121 Wages - Overtime	4,325	1,210	1,210
123 Leave Expense	270	-	-
126 Retirement Health Savings Plan	40	40	40
128 FICA	5,881	4,448	4,909
129 Medicare	1,463	1,144	1,255
131 MOPC	353	360	368
132 Employee Insurance	1,145	1,172	1,177
133 Employee Retirement	473	482	529
135 Compensation Insurance	4,679	5,610	5,044
136 Unemployment Insurance	14	14	14
139 Dental Insurance	49	50	51
<i>Subtotal</i>	<i>121,640</i>	<i>96,900</i>	<i>101,127</i>
Operating and Maintenance			
210 Office Supplies	8,809	-	-
217 Dues and Subscriptions	796	2,200	2,200
218 Non-Capital Equipment and Furniture	169	2,800	2,800
229 Materials and Supplies	-	5,000	5,000
232 Building Repair and Maintenance	2,568	1,587	1,587
233 Facility Repair and Maintenance	-	4,030	4,030
246 Liability Insurance	19,709	19,748	17,079
247 Safety Expenses	161	150	150
249 Operating Leases and Rentals	1,328	1,600	1,600
250 Professional and Contracted Services	17,277	17,270	17,270
252 Advertising and Legal Notices	2,000	2,000	2,000
259 Licenses and Permits	-	110	110
261 Telephone Charges	223	200	200
264 Printing and Copying	448	300	300
<i>Subtotal</i>	<i>53,488</i>	<i>56,995</i>	<i>54,326</i>
SERVICE TOTAL	\$175,128	\$153,895	\$155,453

Service: Youth Recreation Programs

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Youth Recreation Programs

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Coordinator	0.00	0.00	0.10
Aquatics Supervisor	0.00	0.00	0.00
Children and Youth Program Leader	1.00	0.00	0.00
Total	1.00	0.00	0.10

Service: Youth Recreation Programs**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	(661)	-	5,308
112 Wages - Temporary	22,165	20,096	24,232
126 Retirement Health Savings Plan	-	-	40
128 FICA	2,016	1,246	1,502
129 Medicare	471	291	428
131 MOPC	-	-	265
132 Employee Insurance	-	-	849
133 Employee Retirement	-	-	382
135 Compensation Insurance	-	15,918	16,724
136 Unemployment Insurance	-	-	10
139 Dental Insurance	-	-	37
<i>Subtotal</i>	<i>23,991</i>	<i>37,551</i>	<i>49,777</i>
Operating and Maintenance			
210 Office Supplies	-	-	-
229 Materials and Miscellaneous Supplies	2,691	3,260	3,260
246 Liability Insurance	-	2,937	3,442
250 Professional and Contracted Services	260	-	-
264 Printing and Copying	-	-	-
273 Fleet Lease - Operating and Maintenance	6,985	9,390	5,445
274 Fleet Lease - Replacement	10,479	-	6,473
<i>Subtotal</i>	<i>20,415</i>	<i>15,587</i>	<i>18,620</i>
SERVICE TOTAL	\$44,406	\$53,138	\$68,397

Service: **Sports Field Maintenance**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Sports Field Maintenance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Recreation Program Supervisor	0.00	0.00	0.25
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Total	2.00	2.00	2.25

Service: Sports Field Maintenance**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	90,922	98,196	117,198
112	Wages - Temporary	39,311	47,824	50,367
115	One Time Payment	2,664	2,040	134
121	Wages - Overtime	10,473	12,000	12,000
122	Longevity Compensation	2,040	2,100	2,160
123	Leave Expense	1,104	-	-
126	Retirement Health Savings Plan	1,273	800	900
128	FICA	1,503	2,889	3,123
129	Medicare	1,012	1,387	1,702
131	MOPC	4,882	4,910	5,860
132	Employee Insurance	15,850	16,006	18,752
133	Employee Retirement	6,542	6,579	8,438
135	Compensation Insurance	1,962	3,372	4,044
136	Unemployment Insurance	194	185	223
137	Staff Training and Conferences	270	-	-
139	Dental Insurance	681	687	820
141	Uniforms and Protective Clothing	212	250	250
	<i>Subtotal</i>	<i>180,894</i>	<i>199,225</i>	<i>225,971</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	4,900	-
229	Materials and Miscellaneous Supplies	18,218	20,000	20,000
240	Equipment Repair and Maintenance	2,548	-	-
241	Grounds Maintenance		-	-
246	Liability Insurance	537	1,005	1,025
261	Telephone Charges	1,024	400	400
	<i>Subtotal</i>	<i>22,327</i>	<i>26,305</i>	<i>21,425</i>
	SERVICE TOTAL	\$203,221	\$225,530	\$247,396

Senior Services Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	622,488	639,713	723,582
Operating and Maintenance	80,362	91,911	93,190
Non-Operating	-	-	-
Capital	-	25,000	-
TOTAL	\$ 702,849	\$ 756,624	\$ 816,772

The Senior Services Division includes one budget service.

Service: **Senior Services Division**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

SERVICE: Senior Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Seniors Services Manager	1.00	1.00	1.00
Sr Counseling & Resource Education Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	1.75	1.75	2.63
Seniors Recreation Specialist	0.00	1.00	1.00
Seniors Program Leader	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.63	1.63	1.88
Total	8.38	8.38	9.51

Service: Senior Services**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	423,085	448,950	513,740
112 Wages - Temporary	10,715	12,733	13,293
114 Skill Based Pay	2,409	2,400	2,400
115 One Time Payment	7,137	5,256	2,424
121 Wages - Overtime	3,764	6,250	6,250
122 Longevity Compensation	1,980	2,040	2,100
123 Leave Expense	17,460	-	-
124 Skill Based Overtime Pay	124	-	-
126 Retirement Health Savings Plan	4,613	3,352	3,804
128 FICA	398	789	824
129 Medicare	4,462	5,617	6,555
131 MOPC	22,109	22,568	25,807
132 Employee Insurance	71,892	73,179	82,198
133 Employee Retirement	29,627	30,241	37,162
135 Compensation Insurance	17,064	18,850	18,953
136 Unemployment Insurance	882	845	976
137 Staff Training and Conferences	1,680	3,500	3,500
139 Dental Insurance	3,087	3,143	3,596
<i>Subtotal</i>	<i>622,488</i>	<i>639,713</i>	<i>723,582</i>
Operating and Maintenance			
210 Office Supplies	16,950	2,250	2,250
216 Reference Books and Materials	380	200	200
217 Dues and Subscriptions	375	525	525
218 Non-Capital Equipment and Furniture	4,003	950	2,950
229 Materials and Supplies	-	9,889	9,692
230 Printing and Copier Supplies	-	3,300	3,300
232 Building Repair and Maintenance	1,434	250	250
240 Equipment Repair and Maintenance	-	570	2,570
243 Non-Capital Computer Equipment and Supplies	-	4,306	2,576
245 Mileage Allowance	130	150	150
246 Liability Insurance	7,616	6,565	4,357
247 Safety Expenses	42	150	150
249 Operating Leases and Rentals	4,484	4,500	4,500
250 Professional and Contracted Services	12,530	15,920	15,400
252 Advertising and Legal Notices	526	500	500
261 Telephone Charges	-	150	150
263 Postage	2,171	2,700	2,500
264 Printing and Copying	14,590	16,300	18,000
269 Other Services and Charges	-	80	80
273 Fleet Lease - Operating and Maintenance	4,702	12,228	10,887
274 Fleet Lease - Replacement	10,428	10,428	12,203
<i>Subtotal</i>	<i>80,362</i>	<i>91,911</i>	<i>93,190</i>
Capital Outlay			
440 Machinery and Equipment	-	25,000	-
<i>Subtotal</i>	<i>-</i>	<i>25,000</i>	<i>-</i>
SERVICE TOTAL	\$702,849	\$756,624	\$816,772

Children, Youth and Families Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	541,028	615,522	626,179
Operating and Maintenance	121,174	131,938	135,789
Non-Operating	-	-	-
Capital	-	-	36,800
TOTAL	\$ 662,201	\$ 747,460	\$ 798,768

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

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

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Children, Youth and Families Division

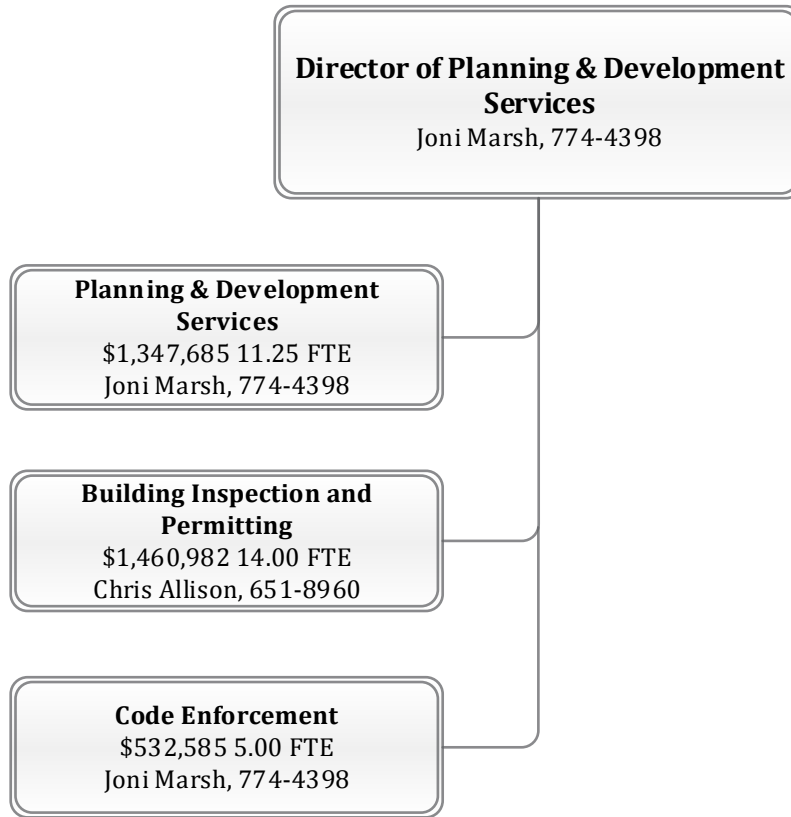
Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Children and Youth Family Resources Manager	1.00	1.00	1.00
Children and Youth Family Counselor	2.00	2.00	2.00
Children and Youth Family Resource Community Coordinator	2.00	2.00	2.00
Children and Youth Family Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	7.00	7.00	7.00

Service: Children, Youth and Families Division**LINE ITEM BUDGET**

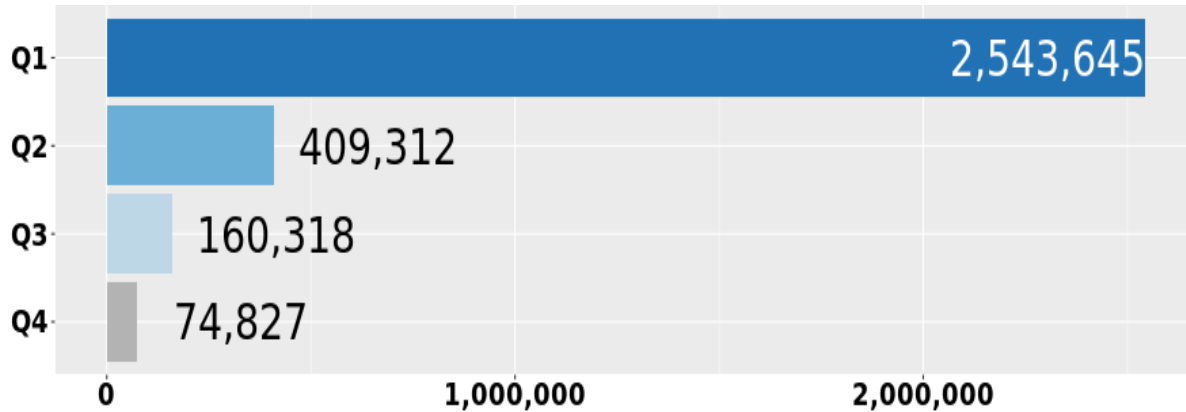
Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	341,436	406,738	414,528
112	Wages - Temporary	42,608	56,164	57,428
114	Skill Based Pay	5,370	5,700	4,500
115	One Time Payment	5,100	2,112	1,500
121	Wages - Overtime	5,010	4,232	4,232
123	Leave Expense	13,446	-	-
124	Skill Based Overtime Pay	77	-	-
126	Retirement Health Savings Plan	2,586	2,800	2,800
128	FICA	2,404	3,482	3,561
129	Medicare	5,137	6,796	6,909
131	MOPC	17,932	20,622	20,951
132	Employee Insurance	64,979	66,298	66,324
133	Employee Retirement	24,027	27,634	30,170
135	Compensation Insurance	5,215	5,332	5,586
136	Unemployment Insurance	797	765	788
137	Staff Training and Conferences	2,116	4,000	4,000
139	Dental Insurance	2,789	2,847	2,902
	<i>Subtotal</i>	541,028	615,522	626,179
Operating and Maintenance				
210	Office Supplies	60,151	6,233	6,233
215	Audiovisual Materials	-	344	344
216	Reference Books and Materials	-	700	700
217	Dues and Subscriptions	1,675	866	866
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Supplies	-	38,089	38,089
230	Printing and Copier Supplies	-	1,638	1,638
240	Equipment Repair and Maintenance	581	7,608	7,608
243	Non-Capital Computer Equipment and Supplies	-	6,343	6,343
245	Mileage Allowance	467	500	500
246	Liability Insurance	2,178	1,300	1,176
250	Professional and Contracted Services	36,118	44,552	46,783
261	Telephone Charges	638	-	-
263	Postage	4,131	4,047	4,047
264	Printing and Copying	3,506	1,335	1,335
269	Other Services and Charges	171	3,945	3,945
273	Fleet Lease - Operating and Maintenance	3,577	5,457	7,201
274	<i>Fleet Lease - Replacement</i>	7,981	7,981	7,981
	<i>Subtotal</i>	121,174	131,938	135,789
Capital Outlay				
432	Vehicles	-	-	36,800
	<i>Subtotal</i>	-	-	36,800
	SERVICE TOTAL	\$662,201	\$747,460	\$798,768

Planning & Development Services Department

\$3,341,252 30.25 FTE



BUDGET PRIORITIZATION Planning & Development Services



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Building Inspection
1	Building Permit Issuance
1	Code Amendments
1	Comprehensive Planning
1	Data and report Generation
1	Development Review
1	Development Services
1	Environmental Codes Enforcement
1	Nuisance Codes Enforcement
1	Plan Review
1	Transportation Planning
1	Zoning Ordinances Codes Enforcement
2	Contractor Licensing
2	Elevator Inspections
2	Health and Safety Codes Enforcement
2	Historic Preservation
2	Intergovernmental Activities
2	Boards & Commissions Support
3	Graffiti Removal and Abatement
3	Housing Inspection
3	LDDA Support
3	Liquor Licensing Inspections
3	Project Management of Capital Projects
4	Floor Duty

Planning & Development Services Department Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,209,814	2,550,869	2,935,979
Operating and Maintenance	511,197	558,242	405,273
Non-Operating	-	-	-
Capital	48,560	-	-
TOTAL	\$ 2,769,571	\$ 3,109,111	\$ 3,341,252

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

Planning & Development Services Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,810,903	2,118,786	2,495,547
Operating and Maintenance	427,033	473,844	313,120
Non-Operating	-	-	-
Capital	48,560	-	-
TOTAL	\$ 2,286,495	\$ 2,592,630	\$ 2,808,667

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

Service: **Planning & Development Services**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

SERVICE: Planning & Development Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Director of Planning and Development	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00
Senior Planner	3.00	5.00	5.00
Planning Technician	0.75	0.75	0.75
Planner	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50
Total	9.25	11.25	11.25

Service: Planning & Development Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	688,504	879,244	895,245
112	Temporary Wages	15,575	-	-
115	One Time Payment	4,662	3,000	3,799
121	Wages - Overtime	-	600	600
123	Leave Expense	11,747	-	-
126	Retirement Health Savings Plan	5,420	4,500	4,500
128	FICA	966	-	-
129	Medicare	8,863	12,749	12,981
131	MOPC	34,738	43,962	44,762
132	Employee Insurance	115,462	143,315	143,239
133	Employee Retirement	46,549	58,908	64,458
135	Compensation Insurance	637	3,858	2,896
136	Unemployment Insurance	1,418	1,654	1,701
137	Staff Training and Conferences	14,577	6,519	11,519
139	Dental Insurance	4,959	6,154	6,267
142	Food Allowance	613	700	700
	<i>Subtotal</i>	954,690	1,165,163	1,192,667
Operating and Maintenance				
210	Office Supplies	12,367	1,975	1,975
216	Reference Books and Materials	65	600	600
217	Dues and Subscriptions	5,077	12,025	5,795
218	Non-Capital Equipment and Furniture	537	1,300	2,530
219	Drafting Supplies	-	350	350
229	Materials and Supplies	-	1,462	1,462
230	Printing and Copier Supplies	-	3,280	3,280
240	Equipment Repair and Maintenance	14,481	14,535	15,660
243	Non-Capital Computer Equipment and Supplies	-	3,428	4,278
245	Mileage Allowance	35	550	550
246	Liability Insurance	17,984	1,161	1,354
247	Safety Expenses	40	25	25
250	Professional and Contracted Services	117,996	266,427	106,427
252	Advertising and Legal Notices	1,590	1,875	1,875
261	Telephone Charges	1,327	2,125	2,125
263	Postage	1,156	2,507	2,507
264	Printing and Copying	1,118	2,950	2,950
269	Other Services and Charges	47,966	1,275	1,275
	<i>Subtotal</i>	221,739	317,850	155,018
	SERVICE TOTAL	\$1,176,429	\$1,483,013	\$1,347,685

Service: **Building Inspection and Permitting**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

SERVICE: Building Inspection and Permitting

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	1.00	1.00	1.00
Building Inspection Supervisor	0.00	0.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	1.00	1.00	1.00
Application Support Analyst	0.00	0.00	1.00
Plans Examiner	1.00	2.00	2.00
Historic Preservation Planner	0.00	0.00	0.50
Electrical Inspector	1.00	1.00	1.00
Building Permit Technician	1.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.50
Total	9.00	11.00	14.00

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

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	545,811	712,573	921,435
112 Wages - Temporary	76,531	3,898	78,898
114 Skill Based Pay	758	-	-
115 One Time Payment	5,484	2,160	859
121 Wages - Overtime	4,947	3,584	3,584
123 Leave Expense	14,922	-	-
124 Skill Based Overtime Pay	42	-	-
126 Retirement Health Savings Plan	15,361	4,400	5,600
128 FICA	4,570	242	242
129 Medicare	8,054	10,389	13,418
131 MOPC	27,772	35,629	46,072
132 Employee Insurance	95,480	116,151	147,430
133 Employee Retirement	37,214	47,741	66,343
135 Compensation Insurance	3,751	4,182	4,452
136 Unemployment Insurance	1,170	1,341	1,751
137 Staff Training and Conferences	8,578	4,677	4,677
139 Dental Insurance	4,101	4,987	6,450
141 Uniforms and Protective Clothing	1,430	1,500	1,500
142 Food Allowance	238	169	169
<i>Subtotal</i>	<i>856,213</i>	<i>953,623</i>	<i>1,302,880</i>
Operating and Maintenance			
210 Office Supplies	6,899	1,584	1,584
216 Reference Books and Materials	3,393	7,674	2,174
217 Dues and Subscriptions	340	1,090	1,090
218 Non-Capital Equipment and Furniture	20,598	1,280	1,280
229 Materials and Supplies	567	524	524
230 Printing and Copier Supplies	-	1,000	1,000
240 Equipment Repair and Maintenance	15,813	19,249	19,249
243 Non-Capital Computer Equipment and Supplies	-	2,000	2,000
245 Mileage Allowance	96	100	100
246 Liability Insurance	15,614	1,894	1,774
247 Safety Expenses	-	497	497
250 Professional and Contracted Services	85,951	63,700	63,700
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	3,474	4,500	4,500
263 Postage	1,176	2,276	2,276
264 Printing and Copying	473	2,262	2,262
269 <i>Other Services and Charges</i>	<i>15,838</i>	<i>8,200</i>	<i>20,000</i>
273 Fleet Lease - Operating and Maintenance	17,736	19,195	15,123
274 Fleet Lease - Replacement	17,327	18,769	18,769
<i>Subtotal</i>	<i>205,293</i>	<i>155,994</i>	<i>158,102</i>
Capital Outlay			
440 Machinery and Equipment	48,560	-	-
<i>Subtotal</i>	<i>48,560</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,110,067	\$1,109,617	\$1,460,982

Code Enforcement Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	398,911	432,083	440,432
Operating and Maintenance	84,164	84,398	92,153
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 483,075	\$ 516,481	\$ 532,585

Code Enforcement officers issue summonses to municipal court and levy administrative fines for violations of the Longmont Municipal Code.

Service: **Code Enforcement**

FUND: General Fund

DEPARTMENT: Planning & Development Services

Service Description:

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

The four main areas of focus are:

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

SERVICE: Code Enforcement

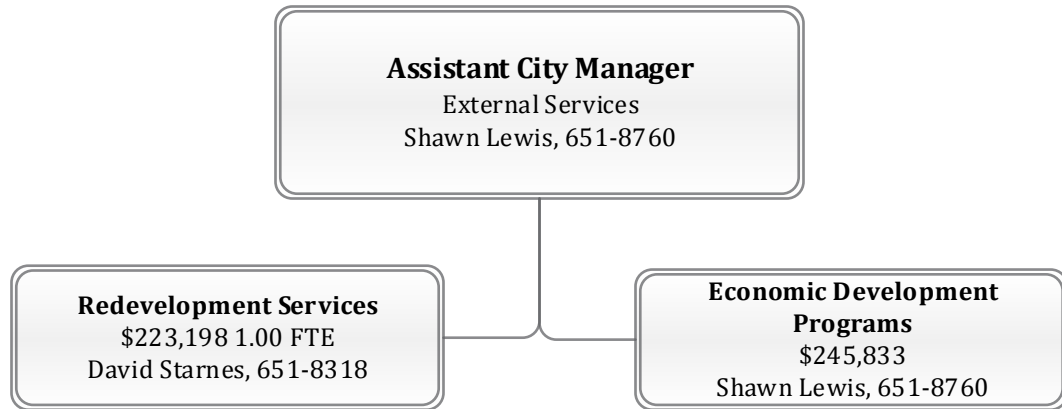
Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Code Enforcement Manager	1.00	1.00	1.00
Senior Code Enforcement/Housing Inspector	1.00	1.00	1.00
Code Enforcement Inspector	3.00	3.00	3.00
Total	5.00	5.00	5.00

Service: Code Enforcement**LINE ITEM BUDGET**

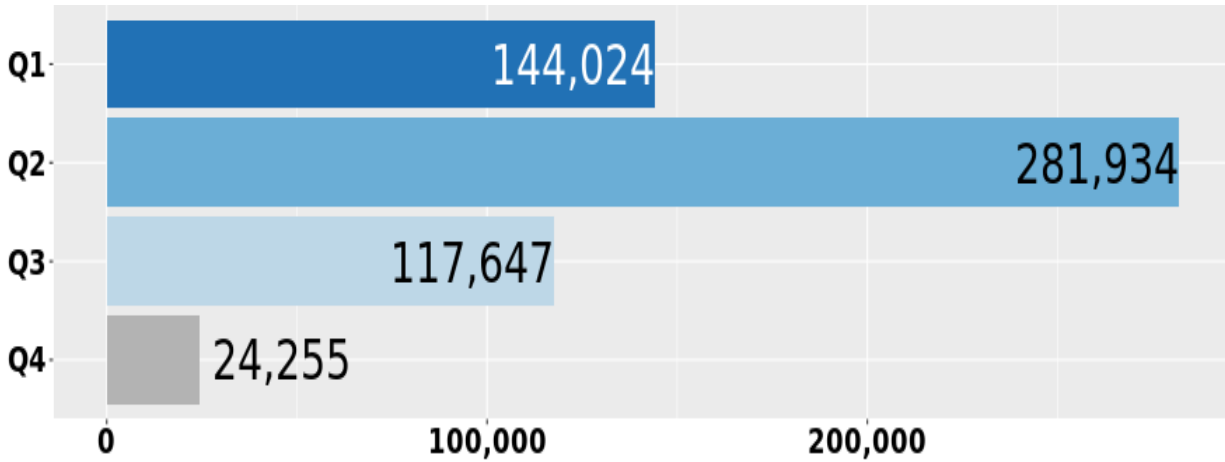
Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	261,250	289,153	295,440
112	Wages - Temporary	32,307	36,084	36,896
114	Skill Based Pay	1,228	1,200	1,200
115	One Time Payment	1,572	1,500	224
121	Wages - Overtime	132	1,587	1,587
123	Leave Expense	7,825	-	-
126	Retirement Health Savings Plan	3,037	2,000	2,000
128	FICA	2,011	2,237	2,288
129	Medicare	3,850	4,732	4,836
131	MOPC	13,450	14,518	14,832
132	Employee Insurance	45,362	47,132	47,270
133	Employee Retirement	18,024	19,453	21,358
135	Compensation Insurance	4,194	4,879	4,832
136	Unemployment Insurance	557	544	561
137	Staff Training and Conferences	-	2,500	2,500
139	Dental Insurance	1,948	2,024	2,068
141	Uniforms and Protective Clothing	2,089	2,500	2,500
142	Food Allowance	76	40	40
	<i>Subtotal</i>	398,911	432,083	440,432
Operating and Maintenance				
210	Office Supplies	2,183	1,466	1,466
216	Reference Books and Materials	37	200	200
217	Dues and Subscriptions	1,304	1,201	1,201
218	Non-Capital Equipment and Furniture	-	280	280
223	Lab and Photo Supplies	-	600	600
229	Materials and Supplies	-	636	636
230	Printing and Copier Supplies	-	1,620	1,620
240	Equipment Repair and Maintenance	9,354	13,572	15,312
243	Non-Capital Computer Equipment and Supplies	-	598	598
246	Liability Insurance	4,206	3,006	1,807
247	Safety Expenses	1,911	2,094	2,094
250	Professional and Contracted Services	19,452	27,069	27,069
261	Telephone Charges	4,223	3,840	3,840
263	Postage	1,901	1,577	1,577
264	Printing and Copying	201	1,822	1,822
273	Fleet Lease - Operating and Maintenance	30,290	15,714	22,928
274	Fleet Lease - Replacement	9,103	9,103	9,103
	<i>Subtotal</i>	84,164	84,398	92,153
	SERVICE TOTAL	\$483,075	\$516,481	\$532,585

External Services Department

\$469,031 1.00 FTE



BUDGET PRIORITIZATION External Services



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Development Services
1	Major Maintenance
1	Public Airport Development
1	Urban Renewal Projects
2	Airport Management
2	Development and Redevelopment Projects
2	Primary Employment Incentives
2	Regulatory Compliance
2	Routine Maintenance
3	Business Grants and Loan Program
3	LDDA Support
3	Private Airport Development
3	Reactive Public Info Media Relations
3	Visit Longmont Contract
3	Boards & Commissions Support
4	City Produced Special Events
4	Other Events
4	Private Special Events
4	Proactive Public Education and Marketing
4	Public Information Sponsorship and Support

External Services Department Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	146,059	147,076	150,438
Operating and Maintenance	26,912	331,155	318,593
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 172,971	\$ 478,231	\$ 469,031

Redevelopment Services Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	146,059	147,076	150,438
Operating and Maintenance	26,912	331,155	72,760
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 172,971	\$ 478,231	\$ 223,198

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

Service: **Redevelopment Services**

FUND: General Fund

DEPARTMENT: External Services

Service Description:

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

SERVICE: Redevelopment Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Redevelopment and Revitalization Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Redevelopment Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	104,473	107,066	109,476
112	Wages - Temporary	1,620	-	-
123	Leave Expense	959	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	100	-	-
129	Medicare	1,242	1,552	1,587
131	MOPC	5,272	5,353	5,474
132	Employee Insurance	17,109	17,451	17,516
133	Employee Retirement	7,065	7,173	7,882
135	Compensation Insurance	155	81	79
136	Unemployment Insurance	210	201	208
137	Staff Training and Conferences	6,438	6,500	6,500
139	Dental Insurance	735	749	766
142	Food Allowance	281	550	550
	<i>Subtotal</i>	<i>146,059</i>	<i>147,076</i>	<i>150,438</i>
Operating and Maintenance				
210	Office Supplies	1,068	200	200
217	Dues and Subscriptions	3,872	3,500	3,500
243	Non-Capital Computer Equipment and Supplies	-	500	500
245	Mileage Allowance	731	200	200
246	Liability Insurance	21,241	15,272	13,210
250	Professional and Contracted Services	-	260,833	40,000
261	Telephone Charges	-	150	150
264	Printing and Copying	-	500	500
269	Other Services and Charges	-	50,000	14,500
	<i>Subtotal</i>	<i>26,912</i>	<i>331,155</i>	<i>72,760</i>
	SERVICE TOTAL	\$172,971	\$478,231	\$223,198

Service: **Economic Development Programs**

FUND: General Fund

DEPARTMENT: External Services

Service Description:

This budget service supports the contracts for Longmont EDP, SBDC, the Latino Chamber and the Colorado Enterprise Fund.

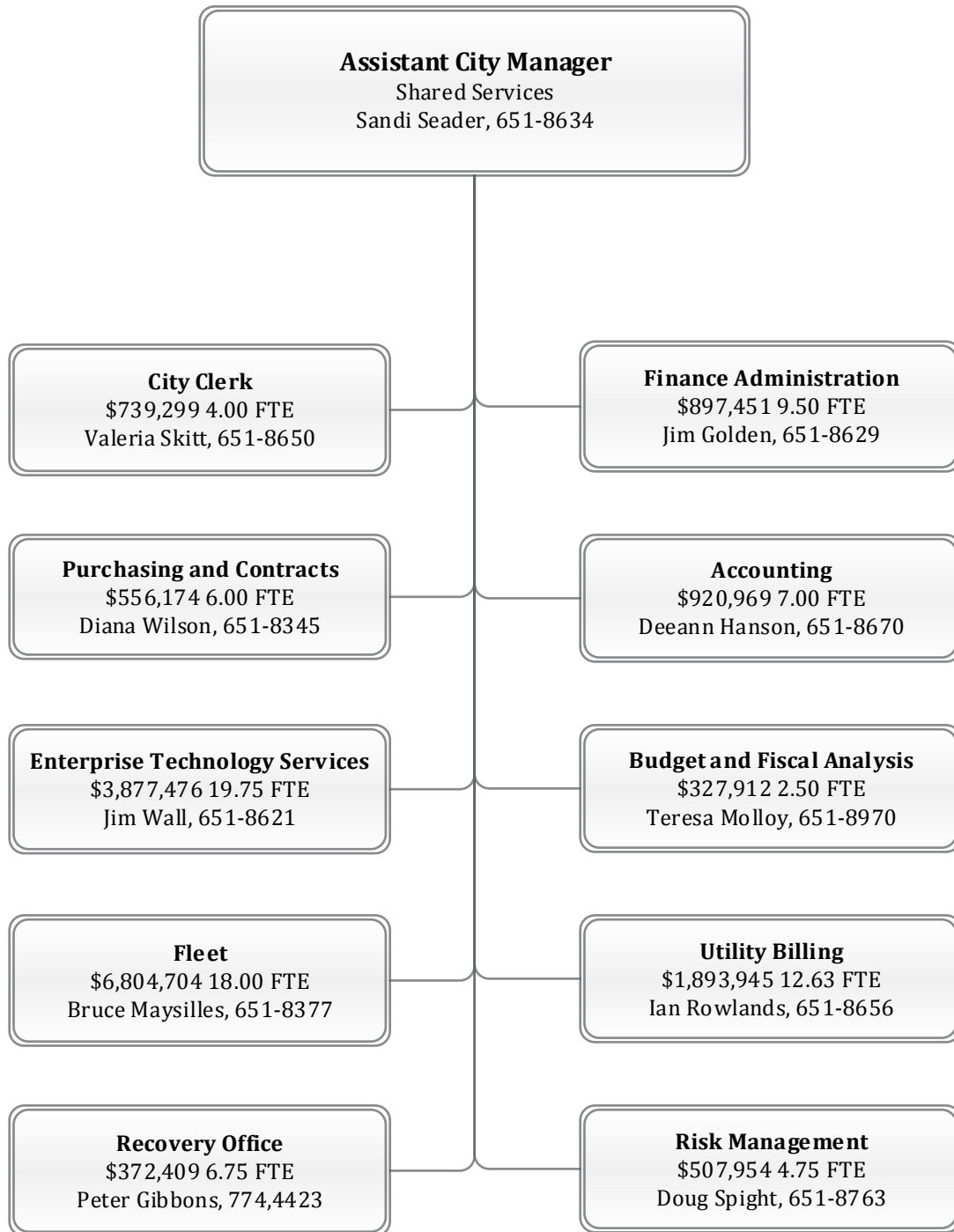
Service: Economic Development Programs

LINE ITEM BUDGET

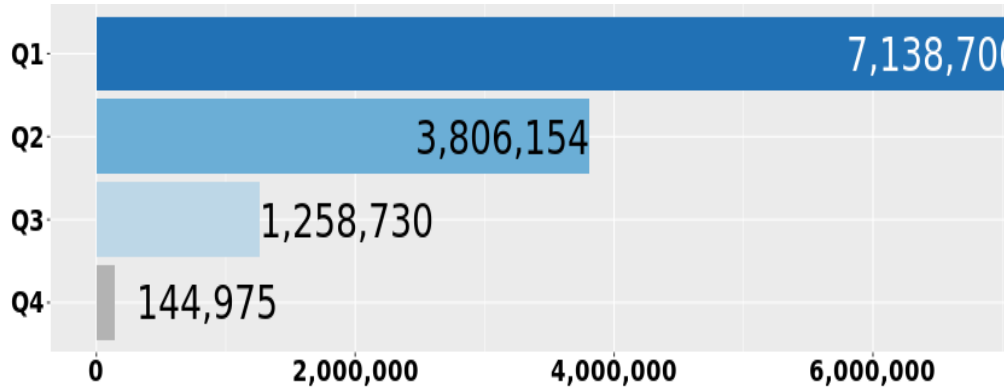
Operating and Maintenance		2015 Actual	2016 Budget	2017 Budget
250	Professional and Contracted Services	-	-	245,833
	<i>Subtotal</i>	-	-	245,833
	SERVICE TOTAL	\$-	\$-	\$245,833

Shared Services Department

\$16,898,293 90.88FTE



BUDGET PRIORITIZATION Shared Services - All Funds



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Contract Administration
1	Council Agenda Management
1	Enterprise Application support
1	Enterprise Mandates
1	Enterprise Network Security management
1	Enterprise Network Storage management
1	Fuel Infrastructure Management
1	Purchasing Services
1	Records Management--Central Records and File Management
1	Vehicle Purchases/ Vehicle Salvage
1	Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance
2	Airport Management
2	Accidents
2	Budget and Fleet Lease Rates
2	Building and infrastructure Management
2	Database Management
2	Divisional Application support
2	Divisional Printing services
2	Enterprise Data Backup Administration
2	Enterprise Database Administration
2	Enterprise Disaster Recovery Server management
2	Enterprise Disaster Recovery site management
2	Enterprise Disaster Recovery Storage management
2	Enterprise Network Connectivity management
2	Enterprise Network remote access management
2	Enterprise Network Server management
2	Enterprise Phone system Administration
2	Enterprise Web presence Administration
2	Fuel Management
2	Multi-divisional Application support
2	Multi-divisional Hardware support
2	Parts Management
2	Parts Purchase and Inventory
2	Procurement Card Program
2	Records Management--Citywide Records Program Administration
2	Records Management--Open Records Research Requests
2	User support
2	Vehicle Infrastructure Management

continued

Shared Services Budget by Quartile, cont.

3	City Produced Special Events
3	Elections
3	Licensing and Permitting--Liquor Licensing
3	Licensing and Permitting--Specialty Business Licenses
3	Private Special Events
3	Customer Request Tracking
3	Boards & Commissions Support
3	Compressed Natural Gas (CNG) Fueling Management
3	Council Support
3	Federal and State Regulatory Reporting
3	Organizational Empowerment
3	Radio and Radio Infrastructure Management
3	Records Management--Recording
3	Leadership & Supervision
4	Elections--LFCPA
4	Cell Phones and Pagers
4	Legislative Affairs
4	Pension Elections
4	Vendor Outreach
4	Citywide Projects Support
4	Surplus Equipment Disposal

Shared Services Department Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	3,240,078	3,267,558	3,504,047
Operating and Maintenance	1,487,954	1,542,972	1,672,483
Non-Operating	-	-	-
Capital	145,227	10,800	368,828
TOTAL	\$ 4,873,259	\$ 4,821,330	\$ 5,545,358

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

City Clerk Overview

	2015 Actual		2016 Budget		2017 Budget
Personal Services	407,204		416,889		433,259
Operating and Maintenance	187,181		202,056		239,040
Non-Operating	-		-		-
Capital	-		-		67,000
TOTAL	\$ 594,385		\$ 618,945		\$ 739,299

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

Service: **City Clerk**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: City Clerk

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
City Clerk	0.75	0.85	0.85
Deputy City Clerk	0.98	0.98	0.98
Records Manager/Assistant City Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	3.73	3.83	3.83

Service: City Clerk**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	254,287	287,982	299,327
112 Wages - Temporary	4,608	2,500	2,500
114 Skill Based Pay	1,143	1,176	1,140
115 One Time Payment	2,237	2,019	2,745
121 Wages - Overtime	158	500	500
123 Leave Expense	6,429	-	-
126 Retirement Health Savings Plan	2,270	1,532	1,532
128 FICA	-	155	155
129 Medicare	3,303	4,210	4,374
131 MOPC	13,029	14,393	14,958
132 Employee Insurance	43,375	46,730	47,684
133 Employee Retirement	17,458	19,288	21,540
135 Compensation Insurance	463	2,173	2,293
136 Unemployment Insurance	532	539	566
137 Staff Training and Conferences	4,893	4,960	4,960
139 Dental Insurance	1,862	2,007	2,086
142 Food Allowance	56	300	300
<i>Subtotal</i>	<i>356,104</i>	<i>390,464</i>	<i>406,660</i>
Operating and Maintenance			
210 Office Supplies	2,280	1,500	1,500
216 Reference Books and Materials	-	200	-
217 Dues and Subscriptions	1,909	1,895	2,000
218 Non-Capital Equipment and Furniture	6,611	-	37,000
229 Materials and Supplies	-	1,000	789
240 Equipment Repair and Maintenance	20,283	30,700	27,000
243 Non-Capital Computer Equipment and Supplies	-	1,945	850
245 Mileage Allowance	199	300	300
246 Liability Insurance	15,885	445	450
249 Operating Leases and Rentals	3,197	3,780	7,800
250 Professional and Contracted Services	20,786	36,529	36,600
252 Advertising and Legal Notices	26,187	25,000	27,000
261 Telephone Charges	843	840	850
263 Postage	704	1,000	1,000
264 Printing and Copying	57	2,000	1,000
269 Other Services and Charges	5,450	7,570	7,570
<i>Subtotal</i>	<i>104,392</i>	<i>114,704</i>	<i>151,709</i>
Capital Outlay			
440 Machinery and Equipment	-	-	67,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>67,000</i>
SERVICE TOTAL	\$460,496	\$505,168	\$625,369

Service: Elections and Voter Registration

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Elections and Voter Registration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
City Clerk	0.25	0.15	0.15
Deputy City Clerk	0.02	0.02	0.02
Total	0.27	0.17	0.17

Service: Elections and Voter Registration**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	39,388	19,471	19,529
114	Skill Based Pay	60	24	60
115	One Time Payment	511	225	255
121	Wages - Overtime	-	600	600
123	Leave Expense	85	-	-
126	Retirement Health Savings Plan	487	68	68
129	Medicare	513	283	284
131	MOPC	1,978	975	979
132	Employee Insurance	5,115	3,174	3,125
133	Employee Retirement	2,650	1,307	1,410
135	Compensation Insurance	29	25	15
136	Unemployment Insurance	63	37	37
139	Dental Insurance	220	136	137
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>51,100</i>	<i>26,425</i>	<i>26,599</i>
Operating and Maintenance				
245	Mileage Allowance	-	200	200
246	Liability Insurance	138	52	31
250	Professional and Contracted Services	81,275	35,000	35,000
252	Advertising and Legal Notices	1,377	11,000	11,000
263	Postage	-	18,100	18,100
264	Printing and Copying	-	23,000	23,000
	<i>Subtotal</i>	<i>82,789</i>	<i>87,352</i>	<i>87,331</i>
	SERVICE TOTAL	\$133,889	\$113,777	\$113,930

Enterprise Technology Services Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,094,670	2,155,843	2,194,122
Operating and Maintenance	1,276,392	1,330,195	1,381,526
Non-Operating	-	-	-
Capital	145,227	10,800	301,828
TOTAL	\$ 3,516,289	\$ 3,496,838	\$ 3,877,476

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

Service: Enterprise Technology Services Operations

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Enterprise Technology Services Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Information Officer	0.60	0.60	0.50
Manager of Ent Tech Services	0.20	0.20	0.60
Lead Network Architect	0.00	1.00	1.00
Lead Info Security Analyst	0.00	1.00	1.00
Senior Network Analyst	2.00	0.00	0.00
Network Analyst	1.00	1.00	1.00
Systems Administrator/Analyst	1.00	1.00	1.00
PC Specialist	2.00	2.00	2.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Analyst	0.38	0.38	0.38
Total	7.68	7.68	7.98

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	546,372	597,201	647,490
112	Temporary Wages	27,219	-	-
115	One Time Payment	5,598	4,775	378
121	Wages - Overtime	-	200	200
122	Longevity Compensation	2,910	3,000	3,090
123	Leave Expense	12,368	-	-
126	Retirement Health Savings Plan	6,050	3,072	3,192
128	FICA	1,731	-	-
129	Medicare	6,040	6,895	7,592
131	MOPC	27,790	29,859	32,374
132	Employee Insurance	94,066	97,344	103,598
133	Employee Retirement	37,238	40,013	46,619
135	Compensation Insurance	4,799	5,092	896
136	Unemployment Insurance	1,155	1,123	1,230
137	Staff Training and Conferences	6,138	10,000	10,000
139	Dental Insurance	4,039	4,180	4,532
	<i>Subtotal</i>	<i>783,511</i>	<i>802,754</i>	<i>861,191</i>
Operating and Maintenance				
210	Office Supplies	105,673	650	650
216	Reference Books and Materials	41	200	200
217	Dues and Subscriptions	1,520	1,565	1,565
218	Non-Capital Equipment and Furniture	147,398	67,000	122,249
225	Freight	-	120	120
229	Materials and Supplies	-	163	163
232	Building Repair and Maintenance	493,748	-	-
240	Equipment Repair and Maintenance	1,430	556,751	611,669
243	Non-Capital Computer Equipment and Supplies	71,084	202,320	232,935
245	Mileage Allowance	48	500	500
246	Liability Insurance	17,085	16,201	14,087
249	Operating Leases and Rentals	22,736	21,700	21,700
250	Professional and Contracted Services	190,927	123,986	91,986
261	Telephone Charges	4,716	3,750	3,750
263	Postage	1	90	90
269	Other Services and Charges	3,044	550	550
273	Fleet Lease - Operating and Maintenance	2,630	1,243	536
	<i>Subtotal</i>	<i>1,062,079</i>	<i>996,789</i>	<i>1,102,750</i>
Capital Outlay				
440	Machinery and Equipment	145,227	10,800	120,500
	<i>Subtotal</i>	<i>145,227</i>	<i>10,800</i>	<i>120,500</i>
	SERVICE TOTAL	\$1,990,817	\$1,810,343	\$2,084,441

Service: Enterprise Technology Services Applications

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

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

SERVICE: Enterprise Technology Services Applications

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Information Officer	0.30	0.30	0.30
Manager of Ent Tech Services	0.80	0.80	0.30
Lead ERP Systems Analyst	0.00	1.00	1.00
Lead Systems Integ Analyst	0.00	1.00	1.00
Senior Programmer Analyst	2.00	0.00	0.00
Programmer Analyst	5.00	3.00	3.00
Database Administrator	0.00	1.00	1.00
GIS Analyst	0.00	0.00	0.00
GIS Coordinator	1.00	1.00	1.00
Systems Analyst/DBA	0.00	1.00	1.00
Website Coordinator	1.00	1.00	1.00
Computer Operations Specialist	0.50	0.50	0.50
Administrative Analyst	0.37	0.37	0.37
Total	10.97	10.97	10.47

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	887,531	918,494	880,088
112	Wages - Temporary	-	9,765	9,765
115	One Time Payment	12,588	8,548	1,721
122	Longevity Compensation	1,110	1,140	1,170
123	Leave Expense	12,903	-	-
126	Retirement Health Savings Plan	8,462	4,388	4,188
128	FICA	-	605	605
129	Medicare	11,165	13,064	12,502
131	MOPC	44,830	45,925	44,004
132	Employee Insurance	142,869	149,714	140,814
133	Employee Retirement	60,072	61,540	63,366
135	Compensation Insurance	644	685	686
136	Unemployment Insurance	1,754	1,728	1,672
137	Staff Training and Conferences	9,815	11,000	11,000
139	Dental Insurance	6,135	6,430	6,161
	<i>Subtotal</i>	<i>1,199,879</i>	<i>1,233,026</i>	<i>1,177,742</i>
Operating and Maintenance				
210	Office Supplies	4,373	475	475
216	Reference Books and Materials	1,043	650	650
217	Dues and Subscriptions	8,912	8,748	7,071
218	Non-Capital Equipment and Furniture	1,621	400	400
229	Materials and Supplies	-	135	135
240	Equipment Repair and Maintenance	16,594	43,001	33,892
243	Non-Capital Computer Equipment and Supplies	-	2,475	4,152
246	Liability Insurance	3,033	1,451	1,429
250	Professional and Contracted Services	14,166	42,500	47,000
261	Telephone Charges	759	300	300
263	Postage	-	35	35
264	Printing and Copying	-	50	50
	<i>Subtotal</i>	<i>50,500</i>	<i>100,220</i>	<i>95,589</i>
Capital Outlay				
440	Machinery and Equipment	-	-	181,328
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>181,328</i>
	SERVICE TOTAL	\$1,250,379	\$1,333,246	\$1,454,659

Service: **Enterprise Technology Services Telephone System**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Enterprise Technology Services Telephone System

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Information Officer	0.10	0.10	0.20
Manager of Enterprise Tech Services	0.00	0.00	0.10
Systems Admin/Analyst	1.00	1.00	1.00
Total	1.10	1.10	1.30

Service: Enterprise Technology Services Telephone System**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	81,441	90,342	117,049
123	Leave Expense	3,729	-	-
126	Retirement Health Savings Plan	551	440	520
129	Medicare	1,013	1,310	1,697
131	MOPC	4,251	4,518	5,852
132	Employee Insurance	13,781	14,726	18,728
133	Employee Retirement	5,696	6,053	8,428
135	Compensation Insurance	58	65	67
136	Unemployment Insurance	169	170	222
137	Staff Training and Conferences	-	1,807	1,807
139	Dental Insurance	592	632	819
	<i>Subtotal</i>	<i>111,281</i>	<i>120,063</i>	<i>155,189</i>
Operating and Maintenance				
210	Office Supplies	5,926	50	50
218	Non-Capital Equipment and Furniture	13,419	100	100
229	Materials and Supplies	-	100	100
240	Equipment Repair and Maintenance	21,640	66,957	16,957
243	Non-Capital Computer Equipment and Supplies	-	6,000	6,000
246	Liability Insurance	271	138	139
250	Professional and Contracted Services	34,689	47,000	47,000
261	Telephone Charges	87,836	112,841	112,841
263	Postage	31	-	-
	<i>Subtotal</i>	<i>163,812</i>	<i>233,186</i>	<i>183,187</i>
	SERVICE TOTAL	\$275,093	\$353,249	\$338,376

Purchasing and Contracts Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	567,179	694,826	536,417
Operating and Maintenance	9,756	10,721	19,757
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 576,934	\$ 705,547	\$ 556,174

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

Service: **Purchasing and Contracts**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Purchasing and Contracts

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.25	4.75	3.00
Purchasing Technician	1.00	1.00	1.00
Purchasing Card Administrator	0.50	0.50	1.00
Buyer I	0.75	0.00	0.00
Administrative Assistant	0.00	0.75	0.00
Total	6.50	8.00	6.00

Service: Purchasing and Contracts**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	386,579	524,111	403,164
112	Temporary Wages	24,865	-	-
115	One Time Payment	45	870	-
123	Leave Expense	10,790	-	-
126	Retirement Health Savings Plan	2,417	3,200	2,400
128	FICA	1,632	-	-
129	Medicare	5,741	7,598	5,846
131	MOPC	21,259	26,205	20,158
132	Employee Insurance	73,025	85,428	64,506
133	Employee Retirement	28,487	35,113	29,028
135	Compensation Insurance	346	488	569
136	Unemployment Insurance	1,792	986	766
137	Staff Training and Conferences	6,909	7,030	7,030
139	Dental Insurance	3,239	3,669	2,822
142	Food Allowance	53	128	128
	<i>Subtotal</i>	<i>567,179</i>	<i>694,826</i>	<i>536,417</i>
Operating and Maintenance				
210	Office Supplies	1,727	700	700
217	Dues and Subscriptions	1,169	1,305	1,715
218	Non-Capital Equipment and Furniture	2,039	415	415
229	Materials and Supplies	-	250	250
230	Printing and Copier Supplies	-	200	200
232	Building Repair and Maintenance	537	-	-
240	Equipment Repair and Maintenance	-	325	325
243	Non-Capital Computer Equipment and Supplies	-	2,200	2,200
246	Liability Insurance	1,168	681	807
249	Operating Leases and Rentals	1,396	1,000	3,500
250	Professional and Contracted Services	-	1,950	7,950
252	Advertising and Legal Notices	1,156	975	975
261	Telephone Charges	422	420	420
263	Postage	82	200	200
264	Printing and Copying	60	100	100
	<i>Subtotal</i>	<i>9,756</i>	<i>10,721</i>	<i>19,757</i>
	SERVICE TOTAL	\$576,934	\$705,547	\$556,174

Recovery Office Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	171,025	-	340,249
Operating and Maintenance	14,626	-	32,160
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 185,651	\$ -	\$ 372,409

Service: **Recovery Office**

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

The Recovery Office is a division of the City Manager’s Office and is tasked with managing over \$55 million in FEMA and state disaster grant funds following the 2013 and 2015 floods. Its duties are to:

- Maximize recovery of eligible grant money from FEMA and state and other federal grants for all flood-related projects and place into City funds for the reimbursement process
- Minimize OIG and FEMA deobligation potential through precise recordkeeping, documentation and audit preparation
- Close out City disaster-related projects as they are completed and reimbursed
- Capture and build back lessons learned into City systems to increase resilience in future disasters and to increase organization resilience
- Serve as a regional expert and partner to other cities and departments with respect to flood and disaster recovery

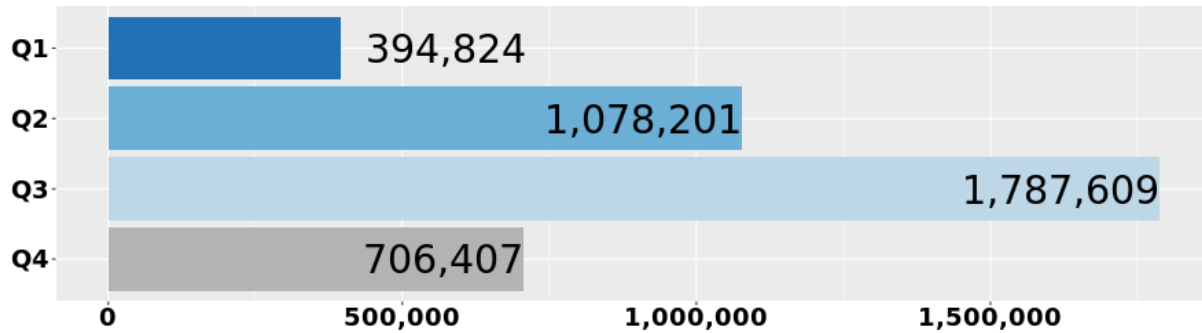
SERVICE: Recovery Office

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Flood Recovery Manager	0.00	0.00	1.00
Flood Recovery Program Specialist	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	0.75
Administrative Analyst	0.00	0.00	2.00
Volunteer Coordinator	0.00	0.00	1.00
Sr Accountant	0.00	0.00	1.00
Total	0.00	0.00	6.75

Service: Recovery Office**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	121,923	-	257,466
112 Wages - Temporary	15,460	-	-
115 One Time Payment	-	-	252
121 Wages - Overtime	-	-	-
123 Leave Expense	3,035	-	-
126 Retirement Health Savings Plan	-	-	1,900
128 FICA	1,030	-	-
129 Medicare	1,856	-	3,733
131 MOPC	6,358	-	12,874
132 Employee Insurance	9,748	-	41,195
133 Employee Retirement	8,518	-	18,538
135 Compensation Insurance	294	-	-
136 Unemployment Insurance	1,794	-	489
137 Staff Training and Conferences	27	-	2,000
139 Dental Insurance	982	-	1,802
<i>Subtotal</i>	<i>171,025</i>	<i>-</i>	<i>340,249</i>
Operating and Maintenance			
210 Office Supplies	9,017	-	1,500
217 Dues and Subscriptions	-	-	-
218 Non-Capital Equipment and Furniture	5,609	-	2,000
245 Mileage Allowance	-	-	500
250 Professional and Contracted Services	-	-	27,960
263 Postage	-	-	200
<i>Subtotal</i>	<i>14,626</i>	<i>-</i>	<i>32,160</i>
SERVICE TOTAL	\$185,651	\$-	\$372,409

BUDGET PRIORITIZATION Finance



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Urban Renewal Projects
1	Budgeting
1	CIP Development
1	Payroll Processing
1	Pension Administration
2	Development & Redevelopment Projects
2	Additional Appropriations
2	Calculating and Producing Monthly Bills
2	CIP Amendments
2	Daily deposit/Balancing/Banking
2	Debt Management/Capital Funding
2	Financial Reporting
2	LDDA Support
2	Loss Control (Claims)
2	Loss Prevention
3	Accounts Payable
3	Accounts Receivable/Collections
3	Audit Coordination
3	Cashiering/cash receipts
3	Collective Bargaining
3	Connecting and Disconnecting Service (direct contact, phone contact) and all associated billing work
3	Emergency Management
3	Environmental Response
3	GID Support
3	Internal Controls
3	Investments
3	Leadership & Supervision
3	Licensing
3	Payments, payment arrangements and collections.
3	Risk Management
4	Auditing
4	Collections
4	Customer Service
4	Fiscal Analysis
4	Information Desk
4	Pick up and deliver mail to city departments
4	Processing Returns
4	Reporting
4	Wellness
4	Pool Cars

Finance Department Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,962,917	2,911,394	3,035,977
Operating and Maintenance	1,316,190	1,003,647	1,509,954
Non-Operating	-	-	-
Capital	270,746	52,000	2,300
TOTAL	\$ 4,549,854	\$ 3,967,041	\$ 4,548,231

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

Finance Administration Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	792,691	879,387	850,142
Operating and Maintenance	51,363	63,537	47,309
Non-Operating	-	-	-
Capital	13,631	15,000	-
TOTAL	\$ 857,685	\$ 957,924	\$ 897,451

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

Service: **Finance Administration**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Finance Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Director of Finance	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Finance Administration**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	170,589	168,765	169,480
115	One Time Payment	1,884	1,626	1,859
123	Leave Expense	45	-	-
126	Retirement Health Savings Plan	1,904	600	600
129	Medicare	396	462	472
131	MOPC	8,375	8,373	8,409
132	Employee Insurance	27,196	27,297	26,909
133	Employee Retirement	11,223	11,221	12,109
135	Compensation Insurance	122	130	125
136	Unemployment Insurance	333	315	320
137	Staff Training and Conferences	3,023	7,000	7,000
139	Dental Insurance	1,167	1,172	1,177
142	Food Allowance	-	125	125
	<i>Subtotal</i>	<i>226,257</i>	<i>227,086</i>	<i>228,585</i>
Operating and Maintenance				
210	Office Supplies	2,353	180	230
216	Reference Books and Materials	-	150	100
217	Dues and Subscriptions	685	690	690
218	Non-Capital Equipment and Furniture	-	150	150
230	Printing and Copier Supplies	-	1,890	1,600
240	Equipment Repair and Maintenance	2,980	3,180	1,560
243	Non-Capital Computer Equipment and Supplies	-	275	435
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	951	626	538
249	Operating Leases and Rentals	875	-	1,750
250	Professional and Contracted Services	375	5,000	5,000
252	Ads and Legal Notices	115	-	-
263	Postage	206	125	225
264	Printing and Copying	-	200	100
269	Other Services and Charges	914	1,580	890
273	Fleet Lease - Operating and Maintenance	2,442	4,407	3,974
274	Fleet Lease - Replacement	7,822	7,822	7,822
	<i>Subtotal</i>	<i>22,127</i>	<i>28,675</i>	<i>27,464</i>
	SERVICE TOTAL	\$248,384	\$255,761	\$256,049

Service: **Sales Tax**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Sales Tax

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Assistant Director of Finance	0.20	0.00	0.00
Sales Tax Administrator	1.00	1.00	1.00
Sales Tax Auditor	1.00	1.00	1.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Assistant	1.00	1.00	1.00
Total	4.20	4.00	4.00

Service: Sales Tax**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	215,170	275,510	259,452
112	Wages - Temporary	3,311	5,250	5,250
114	Skill Based Pay	903	900	900
115	One Time Payment	-	288	-
121	Wages - Overtime	80	115	115
123	Leave Expense	5,164	-	-
126	Retirement Health Savings Plan	2,710	1,680	1,600
128	FICA	-	326	326
129	Medicare	2,731	4,083	3,851
131	MOPC	10,981	13,820	13,018
132	Employee Insurance	44,025	44,907	41,512
133	Employee Retirement	14,714	18,519	18,746
135	Compensation Insurance	655	791	816
136	Unemployment Insurance	541	518	493
137	Staff Training and Conferences	785	1,500	2,000
139	<i>Dental Insurance</i>	<i>1,890</i>	<i>1,929</i>	<i>1,816</i>
	<i>Subtotal</i>	<i>303,661</i>	<i>370,136</i>	<i>349,895</i>
Operating and Maintenance				
210	Office Supplies	4,289	1,000	1,000
217	Dues and Subscriptions	160	135	135
218	Non-Capital Equipment and Furniture	-	700	700
229	Materials and Supplies	-	460	1,460
240	Equipment Repair and Maintenance	512	5,080	3,100
243	Non-Capital Computer Equipment and Supplies	-	700	1,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	626	453	434
252	Advertising and Legal Notices	-	100	100
263	Postage	5,946	6,400	4,000
264	Printing and Copying	4,084	3,150	750
	<i>Subtotal</i>	<i>15,617</i>	<i>18,278</i>	<i>12,779</i>
	SERVICE TOTAL	\$319,278	\$388,414	\$362,674

Service: **Treasury**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Treasury

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Assistant Director of Finance	0.10	0.00	0.00
Treasury Supervisor	0.80	0.80	0.90
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.90	2.80	2.90

Service: Treasury**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	96,522	137,787	134,884
112 Wages - Temporary	34,790	19,679	19,679
114 Skill Based Pay	-	-	900
115 One Time Payment	1,914	2,040	1,263
121 Wages - Overtime	-	300	300
123 Leave Expense	3,450	-	-
126 Retirement Health Savings Plan	1,602	1,160	1,160
128 FICA	2,476	1,220	1,220
129 Medicare	1,855	2,283	2,254
131 MOPC	4,971	6,889	6,789
132 Employee Insurance	22,360	22,458	21,581
133 Employee Retirement	6,662	9,232	9,777
135 Compensation Insurance	769	6,282	5,576
136 Unemployment Insurance	274	259	256
137 <i>Staff Training and Conferences</i>	485	400	400
139 Dental Insurance	961	964	944
<i>Subtotal</i>	<i>179,090</i>	<i>210,953</i>	<i>206,983</i>
Operating and Maintenance			
210 Office Supplies	3,386	1,015	1,515
217 Dues and Subscriptions	-	45	45
218 Non-Capital Equipment and Furniture	-	200	200
240 Equipment Repair and Maintenance	8,962	13,430	3,430
243 Non-Capital Computer Equipment and Supplies	-	750	750
246 Liability Insurance	462	257	243
<i>Subtotal</i>	<i>12,810</i>	<i>15,697</i>	<i>6,183</i>
Capital Outlay			
440 Machinery and Equipment	13,631	15,000	-
<i>Subtotal</i>	<i>13,631</i>	<i>15,000</i>	<i>-</i>
SERVICE TOTAL	\$205,531	\$241,650	\$213,166

Service: Information Desk

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Information Desk

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Treasury Supervisor	0.20	0.20	0.10
Public Information Assistant	1.20	1.20	1.00
Total	1.40	1.40	1.10

Service: Information Desk**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	61,994	53,945	41,576
112 Temporary Wages	317	-	9,089
115 One Time Payment	414	300	140
123 Leave Expense	2,760	-	-
126 Retirement Health Savings Plan	600	560	440
128 FICA	-	-	564
129 Medicare	770	783	735
131 MOPC	3,266	2,697	2,079
132 Employee Insurance	8,660	8,793	6,652
133 Employee Retirement	4,376	3,614	2,994
135 Compensation Insurance	49	41	40
136 Unemployment Insurance	104	101	79
139 Dental Insurance	372	378	291
<i>Subtotal</i>	83,683	71,212	64,679
Operating and Maintenance			
210 Office Supplies	64	100	100
218 Non-Capital Equipment and Furniture	513	200	200
243 Non-Capital Computer Equipment and Supplies	-	500	500
246 Liability Insurance	232	87	83
<i>Subtotal</i>	809	887	883
SERVICE TOTAL	\$84,492	\$72,099	\$65,562

Accounting Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	789,606	541,899	663,380
Operating and Maintenance	490,529	241,384	257,589
Non-Operating	-	-	-
Capital	228,520	-	-
TOTAL	\$ 1,508,655	\$ 783,283	\$ 920,969

The Accounting Division maintains the financial accounts and records for the City of Longmont.

Service: **Accounting**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Accounting

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Assistant Director of Finance	0.70	0.00	0.00
Accounting Manager	0.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Senior Accountant	1.00	1.50	2.00
Accountant	0.00	0.00	1.00
Accounting/Budget Analyst	0.50	0.00	0.00
Accounting Technician	1.00	1.00	0.00
Payroll Technician	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	1.00
Total	6.20	6.50	7.00

Service: Accounting**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	516,740	403,476	496,140
112	Wages - Temporary	106,848	5,250	5,250
115	One Time Payment	2,208	1,116	-
121	Wages - Overtime	3,786	465	465
123	Leave Expense	6,423	-	-
126	Retirement Health Savings Plan	11,461	2,480	2,800
128	FICA	6,499	326	326
129	Medicare	7,772	5,926	7,270
131	MOPC	24,199	20,174	24,807
132	Employee Insurance	63,027	65,767	79,382
133	Employee Retirement	32,427	27,033	35,722
135	Compensation Insurance	268	303	302
136	Unemployment Insurance	773	759	943
137	Staff Training and Conferences	4,439	6,000	6,500
139	Dental Insurance	2,707	2,824	3,473
143	Food Allowance	29	-	-
	<i>Subtotal</i>	<i>789,606</i>	<i>541,899</i>	<i>663,380</i>
Operating and Maintenance				
210	Office Supplies	7,367	1,600	2,800
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	285	375	375
218	Non-Capital Equipment and Furniture	1,647	500	1,200
229	Materials and Supplies	6,611	1,300	1,300
240	Equipment Repair and Maintenance	145,856	146,837	159,465
243	Non-Capital Computer Equipment and Supplies	-	1,265	1,765
246	Liability Insurance	1,262	643	630
250	Professional and Contracted Services	239,130	50	50
251	Auditing	74,605	80,000	80,000
263	Postage	9,221	8,304	8,804
264	Printing and Copying	3,894	350	350
269	Other Services and Charges	652	10	700
	<i>Subtotal</i>	<i>490,529</i>	<i>241,384</i>	<i>257,589</i>
Capital Outlay				
440	Machinery and Equipment	228,520	-	-
	<i>Subtotal</i>	<i>228,520</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,508,655	\$783,283	\$920,969

Budget and Fiscal Analysis Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	223,509	291,449	298,212
Operating and Maintenance	7,825	19,693	29,700
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 231,334	\$ 311,142	\$ 327,912

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

Service: **Budget and Fiscal Analysis**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Budget and Fiscal Analysis

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	1.00	1.00	1.00
Budget Analyst	0.50	0.50	0.50
Total	2.50	2.50	2.50

Service: Budget and Fiscal Analysis**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	162,982	219,431	224,370
115 One Time Payment	-	132	-
123 Leave Expense	936	-	-
126 Retirement Health Savings Plan	1,671	1,000	1,000
129 Medicare	2,025	3,182	3,253
131 MOPC	8,157	10,972	11,219
132 Employee Insurance	32,984	35,768	35,899
133 Employee Retirement	10,930	14,702	16,155
135 Compensation Insurance	89	156	162
136 Unemployment Insurance	405	413	426
137 Staff Training and Conferences	1,913	4,157	4,157
139 Dental Insurance	1,416	1,536	1,571
<i>Subtotal</i>	<i>223,509</i>	<i>291,449</i>	<i>298,212</i>
Operating and Maintenance			
210 Office Supplies	3,278	100	700
217 Dues and Subscriptions	450	10,425	425
218 Non-Capital Equipment and Furniture	1,857	-	-
240 Equipment Repair and Maintenance	-	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	-	600	-
246 Liability Insurance	422	331	338
250 Professional and Contracted Services	-	-	20,000
252 Ads and Legal Notices	31	-	-
263 Postage	-	50	50
264 Printing and Copying	1,236	4,587	4,587
269 Other Services and Charges	550	600	600
<i>Subtotal</i>	<i>7,825</i>	<i>19,693</i>	<i>29,700</i>
SERVICE TOTAL	\$231,334	\$311,142	\$327,912

Risk Management Division Overview

	2015 Actual		2016 Budget		2017 Budget
Personal Services	399,053		403,642		415,490
Operating and Maintenance	82,961		84,577		92,464
Non-Operating	-		-		-
Capital	-		-		-
TOTAL	\$ 482,014		\$ 488,219		\$ 507,954

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

Service: Risk Management

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Risk Management

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Risk Manager	0.71	0.71	0.71
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.20	0.20	0.20
Administrative Analyst	0.00	0.00	0.17
Administrative Assistant	0.77	0.77	0.72
Total	2.68	2.68	2.80

Service: Risk Management**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	172,630	179,113	189,643
115	One Time Payment	1,962	31	244
123	Leave Expense	801	-	-
126	Retirement Health Savings Plan	17,957	1,072	1,120
129	Medicare	2,192	2,596	2,750
131	MOPC	8,609	8,956	9,482
132	Employee Insurance	28,551	29,195	30,343
133	Employee Retirement	11,536	12,001	13,654
135	Compensation Insurance	129	135	132
136	Unemployment Insurance	350	337	360
137	Staff Training and Conferences	5,828	3,700	3,700
139	Dental Insurance	1,225	1,254	1,327
	<i>Subtotal</i>	<i>251,770</i>	<i>238,390</i>	<i>252,755</i>
Operating and Maintenance				
210	Office Supplies	2,786	600	600
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	785	825	825
218	Non-Capital Equipment and Furniture	1,370	1,000	1,000
240	Equipment Repair and Maintenance	22,942	25,000	31,600
243	Non-Capital Computer Equipment and Supplies	-	2,626	2,526
246	Liability Insurance	607	287	276
250	Professional and Contracted Services	1,919	1,500	1,500
263	Postage	1,492	1,400	1,500
264	Printing and Copying	692	700	700
	<i>Subtotal</i>	<i>32,591</i>	<i>33,988</i>	<i>40,577</i>
	SERVICE TOTAL	\$284,361	\$272,378	\$293,332

Service: **Safety**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Safety

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Risk Manager	0.19	0.19	0.22
Safety Officer	0.80	0.80	0.80
Administrative Analyst	0.00	0.00	0.01
Administrative Assistant	0.04	0.04	0.03
Total	1.03	1.03	1.06

Service: Safety**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	53,216	72,704	77,231
115	One Time Payment	24	6	10
123	Leave Expense	610	-	-
126	Retirement Health Savings Plan	1,914	412	424
129	Medicare	640	1,054	1,120
131	MOPC	2,712	3,635	3,862
132	Employee Insurance	11,945	11,850	12,357
133	Employee Retirement	3,634	4,871	5,561
135	Compensation Insurance	41	57	54
136	Unemployment Insurance	147	137	147
139	Dental Insurance	512	509	541
	<i>Subtotal</i>	<i>75,395</i>	<i>95,235</i>	<i>101,307</i>
Operating and Maintenance				
210	Office Supplies	1,510	50	50
215	Audiovisual Materials	2,990	3,000	3,000
216	Reference Books and Materials	373	100	100
217	Dues and Subscriptions	599	599	599
218	Non-Capital Equipment and Furniture	14,196	8,470	8,470
229	Materials and Supplies	-	50	50
240	Equipment Repair and Maintenance	802	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	250	250
246	Liability Insurance	531	434	112
247	Safety Expenses	303	200	200
250	Professional and Contracted Services	12,981	18,827	18,827
261	Telephone Charges	323	710	710
263	Postage	-	50	50
264	Printing and Copying	30	-	-
273	Fleet Lease - Operating and Maintenance	5,359	1,179	2,803
	<i>Subtotal</i>	<i>39,998</i>	<i>34,919</i>	<i>36,221</i>
	SERVICE TOTAL	\$115,393	\$130,154	\$137,528

Service: **Wellness**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Wellness

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Risk Manager	0.10	0.10	0.07
Risk Management Technician	0.75	0.75	0.75
Administrative Analyst	0.00	0.00	0.07
Administrative Assistant	0.19	0.19	0.00
Total	1.04	1.04	0.89

Service: Wellness**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	46,691	52,896	46,171
112	Temporary Wages	(203)	-	-
115	One Time Payment	114	116	262
123	Leave Expense	5,187	-	-
126	Retirement Health Savings Plan	3,933	416	356
129	Medicare	548	767	669
131	MOPC	2,644	2,645	2,309
132	Employee Insurance	8,453	8,623	7,387
133	Employee Retirement	3,543	3,544	3,324
135	Compensation Insurance	41	40	39
136	Unemployment Insurance	104	100	88
139	Dental Insurance	362	370	323
142	Food Allowance	470	500	500
	<i>Subtotal</i>	<i>71,888</i>	<i>70,017</i>	<i>61,428</i>
Operating and Maintenance				
210	Office Supplies	-	50	50
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	633	695	695
229	Materials and Supplies	-	300	200
243	Non-Capital Computer Equipment and Supplies	-	250	250
246	Liability Insurance	195	85	81
250	Professional and Contracted Services	9,187	12,740	12,740
264	Printing and Copying	-	500	500
269	Other Services and Charges	357	1,000	1,100
	<i>Subtotal</i>	<i>10,372</i>	<i>15,670</i>	<i>15,666</i>
	SERVICE TOTAL	\$82,260	\$85,687	\$77,094

Utility Billing Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	758,059	795,017	808,753
Operating and Maintenance	683,512	594,456	1,082,892
Non-Operating	-	-	-
Capital	28,595	37,000	2,300
TOTAL	\$ 1,470,166	\$ 1,426,473	\$ 1,893,945

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

Service: **Utility Billing**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

This service is responsible for maintaining positive customer relations during connection, disconnection, billing and payment of utility services. Utility services include electric, water, wastewater, solid waste and storm drainage. Customer service representatives work with customers to provide service information, schedule service, solve billing problems, and secure payments on accounts. These services also are available to customers through the Internet.

SERVICE: Utility Billing

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Utility Billing Manager	0.98	0.98	0.98
Information Systems Administrator	1.00	0.00	0.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	9.00	7.58	7.55
Billing Specialist	0.00	2.00	2.00
Office Assistant	0.42	0.00	0.00
Total	12.40	11.56	11.53

Service: Utility Billing**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	501,144	559,147	570,385
112	Temporary Wages	1,637		
114	Skill Based Pay	3,816	3,600	3,600
115	One Time Payment	9,623	4,359	308
121	Wages - Overtime	779	750	750
123	Leave Expense	16,140	-	-
124	Skill Based Overtime Pay	10	-	-
126	Retirement Health Savings Plan	5,170	4,624	4,612
128	FICA	102	-	-
129	Medicare	6,571	8,161	8,323
131	MOPC	25,959	28,137	28,699
132	Employee Insurance	92,359	91,141	91,262
133	Employee Retirement	34,784	37,704	41,327
135	Compensation Insurance	563	624	608
136	Unemployment Insurance	1,134	1,052	1,084
137	Staff Training and Conferences	1,335	1,500	1,500
139	Dental Insurance	3,967	3,914	3,993
141	Uniforms and Protective Clothing	289	-	-
	<i>Subtotal</i>	<i>705,382</i>	<i>744,713</i>	<i>756,451</i>
Operating and Maintenance				
210	Office Supplies	17,947	2,000	2,000
218	Non-Capital Equipment and Furniture	5,311	1,600	1,600
229	Materials and Supplies		5,000	17,453
240	Equipment Repair and Maintenance	176,461	138,800	186,450
243	Non-Capital Computer Equipment and Supplies		6,400	6,400
246	Liability Insurance	3,074	1,860	1,828
249	Operating Leases and Rentals	17,653	-	-
250	Professional and Contracted Services	224,390	179,403	613,231
261	Telephone Charges	21	-	-
263	Postage	221,361	219,900	233,300
264	Printing and Copying	2,814	5,000	5,000
269	Other Services and Charges	1,846	20,300	2,300
	<i>Subtotal</i>	<i>670,876</i>	<i>580,263</i>	<i>1,069,562</i>
Capital Outlay				
440	Machinery and Equipment	28,595	37,000	2,300
	<i>Subtotal</i>	<i>28,595</i>	<i>37,000</i>	<i>2,300</i>
	SERVICE TOTAL	\$1,404,853	\$1,361,976	\$1,828,313

Service: **Mail Delivery**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Mail Delivery

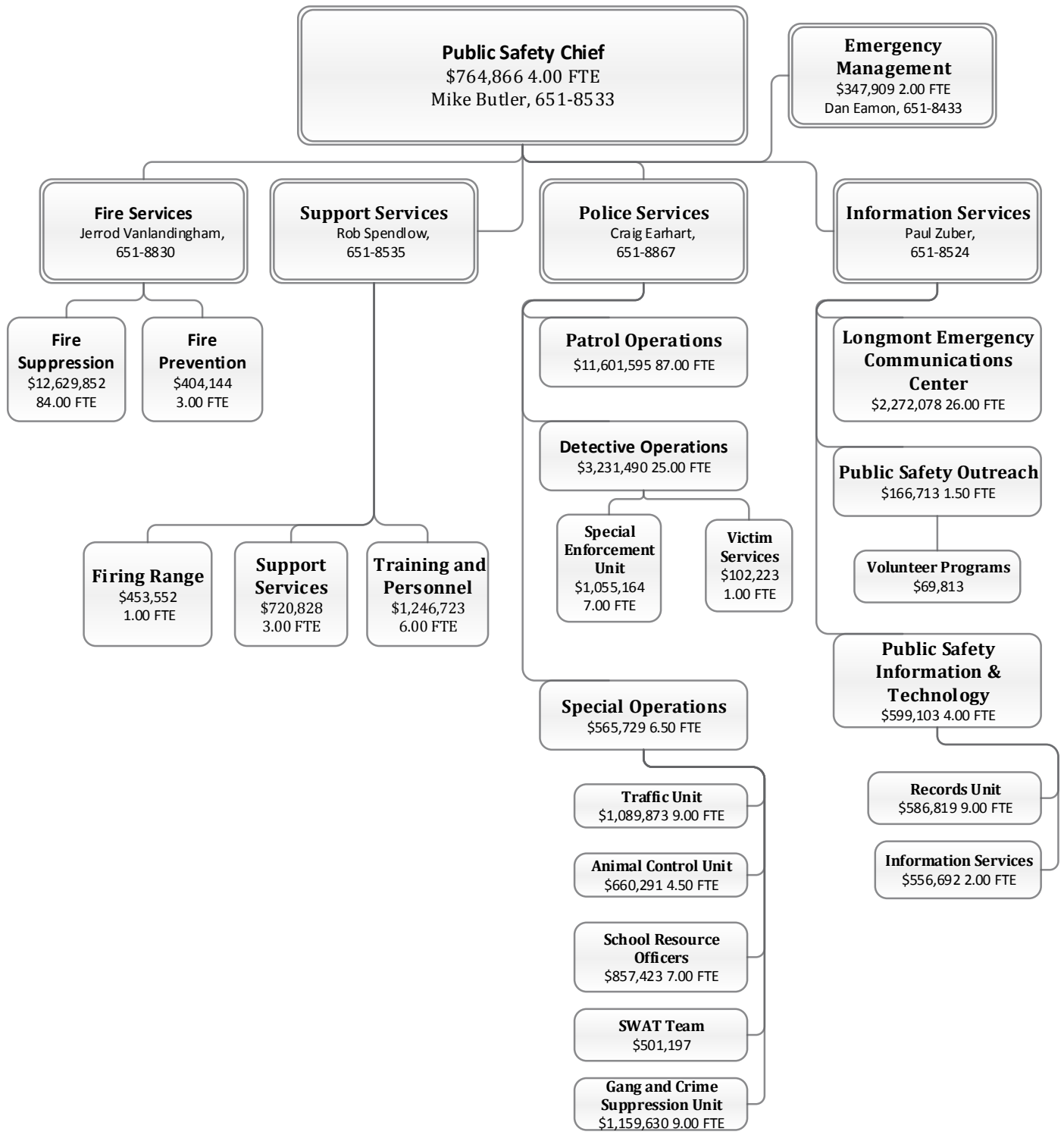
Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Customer Service Representative	0.00	0.05	0.08
Office Assistant	0.08	0.00	0.00
Total	1.10	1.07	1.10

Service: Mail Delivery**LINE ITEM BUDGET**

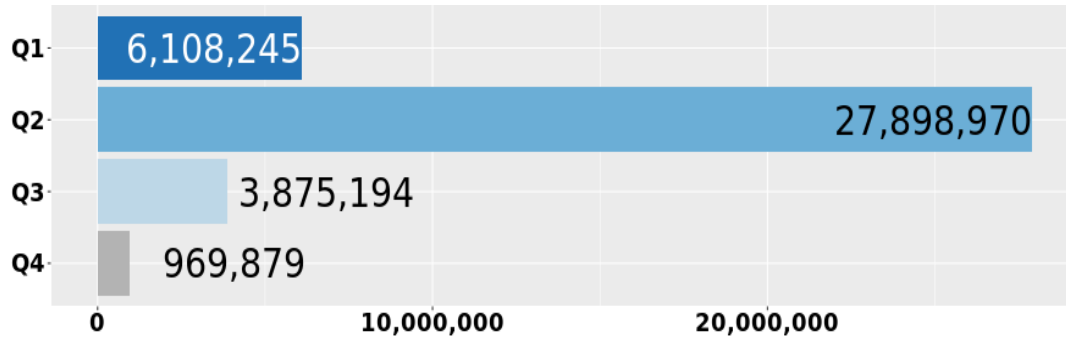
Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	39,684	37,073	39,222
115	One Time Payment	168	921	42
121	Wages - Overtime	-	100	100
123	Leave Expense	192	-	-
126	Retirement Health Savings Plan	767	428	440
129	Medicare	520	538	569
131	MOPC	1,972	1,854	1,961
132	Employee Insurance	6,161	6,043	6,276
133	Employee Retirement	2,642	2,484	2,824
135	Compensation Insurance	187	233	218
136	Unemployment Insurance	76	70	75
139	Dental Insurance	264	260	275
141	Uniform and Protective Clothing	45	300	300
	<i>Subtotal</i>	<i>52,677</i>	<i>50,304</i>	<i>52,302</i>
Operating and Maintenance				
229	Materials and Supplies	2,566	2,500	2,500
240	Equipment Repair and Maintenance	1,120	2,500	2,500
246	Liability Insurance	294	218	181
249	Operating Leases and Rentals	783	1,100	1,100
263	Postage	100	-	-
273	Fleet Lease - Operating and Maintenance	4,301	4,403	7,049
274	Fleet Lease - Replacement	3,472	3,472	-
	<i>Subtotal</i>	<i>12,636</i>	<i>14,193</i>	<i>13,330</i>
	SERVICE TOTAL	\$65,313	\$64,497	\$65,632

Public Safety Department

\$41,643,707 301.50 FTE



BUDGET PRIORITIZATION Public Safety - All Funds



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Boulder Regional Emergency Telephone Service Authority (BRETSA)
1	Codes and Planning
1	Development Review
1	Emergency Calls for Service
1	Hazardous Material Inspection and Compliance
1	New Construction Codes and Planning
1	Person Crimes
1	Private Special Events
1	Proactive Patrol
1	School Safety and Enforcement
1	Sex Offender Registration/Tracking/Compliance
2	Animal Control Safety and Enforcement
2	Bomb Squad
2	City Produced Special Events
2	Colorado Bureau of Investigation - Colorado Crime Information Computer System Coordinator
2	Colorado Crime Information and National Crime Information Center Records
2	Community Safety Education
2	Community Service Assists
2	Crime Free Multi-Housing
2	Crime Suppression
2	Cyber Crimes
2	Domestic Violence Crimes
2	Emergency Alarm Response
2	Emergency Calls for Service
2	Emergency Management
2	Emergency Medical Response and Patient Care
2	Emergency Medical Services - Medical Director
2	Emergency Notification System
2	Field Training and Evaluation
2	Financial Crimes
2	Fire Response and Suppression
2	Fire Safety Education
2	Gang Intervention and Prevention
2	Gang Suppression
2	Hazardous Materials Response
2	Leadership & Supervision
2	Longmont Ending Violence Initiative
2	Management of Firing Range for Public Use

continued

Public Safety Budget by Quartile, cont.

2	Management of Public Safety Contracts & IGAs
2	Neighborhood Watch
2	Non-Emergency Calls for Service
2	Pre Plans
2	Private Special Events
2	Proactive Public Information, Education and Marketing
2	Professional Standards
2	Property Crimes
2	Public Safety Applications System Administration
2	Radio Programming and Maintenance
2	Restorative Justice
2	Routine Calls for Service
2	School Intervention and Prevention
2	Sex Offender Registration/Tracking/Compliance
2	Special Enforcement Unit
2	Staff Training
2	SWAT Tactical Services
2	Technical Rescue Response
2	Technical Support
2	Traffic Coactive Services
2	Traffic Proactive Services
2	Traffic Reactive Services
2	Victim Services
2	Volunteer Management
2	Wildland Fire Response
2	User support
3	Animal Control Education and Pet Licensing
3	Car Seat Program
3	Child Sex Assault Prevention Project
3	Citizen Academies
3	Commercial Vehicle Safety
3	Community Health Network
3	Comply with Court Orders for Criminal Justice Records
3	Coordination of Smart Devices
3	Crime Analysis
3	Disaster Assessment and Response Team (DART)
3	Existing Moderate/Low Risk Building Inspections
3	Extra Duty Employment Program
3	False Alarm Services
3	Fire Cause Investigations
3	Fire Services Maintenance
3	July 4th Fireworks Display
3	Juvenile Fire Setter Intervention
3	Management and Maintenance of Public Safety Facilities
3	Management of Firing Range Facility of Law Enforcement Use
3	Management of Firing Range for Public Use
3	Management of Public Safety Vehicles
3	Property and Evidence
3	Public Information Event Sponsorship and Support
3	Reactive Public Information Media Relations
3	Records Accuracy and Release
3	Recruitment
3	Report Taker Unit

continued

Public Safety Budget by Quartile, cont.

3	Research and Development
3	Ride-A-Long
3	Self Inspections
3	Smoke Alarm Campaign
3	SWAT Educational Services
3	Target Hazards
3	Traffic Safety Class
3	Uniform Crime Reports, National Incident Based Reports, and National Fire Information System Reports
3	Utilities Calls for Services
3	Pawn Broker Cases
4	Animal Emergency Contract
4	Behind the Badge
4	Commander Apprenticeship Program (NOTE: this program has been approved but not yet implemented)
4	Community and Staff Emergency Medical Training
4	Fingerprinting Services
4	Honor Guard
4	Jail/Court Prisoner Transport
4	K-9
4	License Investigation
4	Parking Enforcement
4	Public Safety Records Retention
4	Sergeant Apprenticeship
4	Specialized Assignment Apprenticeship Program
4	SWAT Tactical Medic Services
4	Training Sponsorship

Public Safety Department Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	28,180,349	28,630,103	29,993,573
Operating and Maintenance	3,841,572	4,171,182	4,627,064
Non-Operating	-	-	-
Capital	407,475	14,000	178,500
TOTAL	\$ 32,429,396	\$ 32,815,285	\$ 34,799,137

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

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

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

Public Safety Administration Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	557,539	571,459	574,030
Operating and Maintenance	86,024	262,278	257,294
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 643,563	\$ 833,737	\$ 831,324

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

Service: **Public Safety Chief**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

SERVICE: Public Safety Chief

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief of Public Safety	1.00	1.00	1.00
Research and Development Manager	1.00	1.00	1.00
Crime and Data Analyst	1.00	0.00	0.00
Marketing Analyst	1.00	1.00	1.00
PS Data/Statistical Analyst	0.00	1.00	1.00
Total	4.00	4.00	4.00

Service: Public Safety Chief**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	355,716	363,255	373,168
115	One Time Payment	3,912	4,500	1,176
123	Leave Expense	5,113	-	-
126	Retirement Health Savings Plan	4,385	1,600	1,600
129	Medicare	4,593	5,249	5,392
131	MOPC	10,131	10,092	10,408
132	Employee Insurance	57,623	58,998	59,499
133	Employee Retirement	13,575	13,524	14,987
134	Police and Fire Retirement	15,671	16,012	16,372
135	Compensation Insurance	3,433	16,087	6,383
136	Unemployment Insurance	707	681	707
137	Staff Training and Conferences	-	-	1,000
139	Dental Insurance	2,475	2,534	2,603
141	Uniforms and Protective Clothing	654	600	600
142	Food Allowance	1,163	1,248	1,248
	<i>Subtotal</i>	<i>479,151</i>	<i>494,380</i>	<i>495,143</i>
Operating and Maintenance				
210	Office Supplies	6,103	400	400
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	2,321	3,943	3,943
218	Non-Capital Equipment and Furniture	219	600	600
229	Materials and Supplies	-	2,055	2,055
243	Non-Capital Computer Equipment and Supplies	-	1,300	1,300
246	Liability Insurance	5,949	5,256	5,382
250	Professional and Contracted Services	7,170	169,394	169,394
263	Postage	12,899	12,663	12,663
264	Printing and Copying	3,040	2,549	2,549
269	Other Services and Charges	12,812	8,530	-
273	Fleet Lease - Operating and Maintenance	4,306	4,447	8,956
274	Fleet Lease - Replacement	-	8,030	6,592
	<i>Subtotal</i>	<i>54,820</i>	<i>219,367</i>	<i>214,034</i>
	SERVICE TOTAL	\$533,971	\$713,747	\$709,177

Service: **Office of Emergency Management**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
OEM Management Analyst	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Office of Emergency Management**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	55,060	57,456	58,752
115	One Time Payment	720	-	-
121	Overtime Wages	1,705	-	-
123	Leave Expense	211	-	-
124	Skill Based Overtime Pay	13	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	711	833	852
131	MOPC	2,764	2,873	2,938
132	Employee Insurance	8,961	9,365	9,400
133	Employee Retirement	3,703	3,850	4,230
135	Compensation Insurance	403	42	42
136	Unemployment Insurance	110	108	112
137	<i>Staff Training and Conferences</i>	<i>1,156</i>	<i>1,250</i>	<i>1,250</i>
139	Dental Insurance	385	402	411
141	Uniforms and Protective Clothing	1,578	-	-
142	Food Allowance	507	500	500
	<i>Subtotal</i>	<i>78,387</i>	<i>77,079</i>	<i>78,887</i>
Operating and Maintenance				
210	Office Supplies	3,547	750	750
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	740	700	700
218	Non-Capital Equipment and Furniture	32	3,000	3,000
240	Equipment Repair and Maintenance	(5,174)	2,000	2,000
245	Mileage Allowance	322	400	400
246	Liability Insurance	8,719	3,715	5,419
269	Other Services and Charges	8,166	14,934	14,934
273	Fleet Lease - Operating and Maintenance	1,126	3,226	1,871
274	Fleet Lease - Replacement	13,726	13,686	13,686
	<i>Subtotal</i>	<i>31,204</i>	<i>42,911</i>	<i>43,260</i>
	SERVICE TOTAL	\$109,591	\$119,990	\$122,147

Fire Services Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	8,732,169	8,930,671	9,586,300
Operating and Maintenance	1,314,893	1,306,607	1,373,103
Non-Operating	-	-	-
Capital	339,103	-	31,000
TOTAL	\$ 10,386,166	\$ 10,237,278	\$ 10,990,403

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

Service: Fire Codes and Planning

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

Investigations is a collateral service function of the Fire Codes & Planning Unit. Fire investigators are composed of three primary shift investigators and three technician-level investigators. One primary and one technician-level investigator are assigned to each of the three battalions and fill this role in a collateral capacity. One volunteer investigator responds as needed to assist or as requested by one of the shift investigators. This group of investigators is tasked with investigating every fire or ignition in the city, seeking out trends, and identifying causes. Fire investigators work in conjunction with police detectives and maintain participation with MAFIT (Multi-Agency Fire Investigation Team).

SERVICE: Fire Codes and Planning

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Assistant Fire Chief	0.00	0.00	0.00
Assistant Fire Marshal	0.00	0.00	1.00
Fire Captain	1.00	1.00	1.00
Sr Fire Code Inspector	0.00	0.00	1.00
Hazardous Materials Inspector	1.00	1.00	0.00
Fire Protection Engineer	1.00	1.00	0.00
Total	3.00	3.00	3.00

Service: Fire Codes and Planning**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	241,734	254,880	261,288
115	One Time Payment	3,000	1,500	1,500
121	Wages - Overtime	1,093	-	5,963
122	Longevity Compensation	2,220	2,280	-
123	Leave Expense	1,224	-	-
126	Retirement Health Savings Plan	4,032	1,796	1,821
127	FPPA Death and Disability	1,217	1,294	1,378
129	Medicare	2,205	2,676	3,789
131	MOPC	7,412	7,765	7,961
132	Employee Insurance	39,185	41,545	41,806
133	Employee Retirement	9,932	10,406	11,464
134	Police and Fire Retirement	9,360	9,958	10,206
135	Compensation Insurance	3,556	4,498	4,557
136	Unemployment Insurance	481	479	497
139	Dental Insurance	1,683	1,784	1,829
141	Uniforms and Protective Clothing	1,453	1,000	1,000
142	Food Allowance	-	-	300
	<i>Subtotal</i>	329,786	341,861	355,359
Operating and Maintenance				
214	Pamphlets and Documents	189	500	500
217	Dues and Subscriptions	2,355	1,500	1,575
218	Non-Capital Equipment and Furniture	30	500	850
229	Materials and Supplies	908	500	1,500
240	Equipment Repair and Maintenance	-	1,500	1,900
246	Liability Insurance	1,706	1,236	1,332
250	Professional and Contracted Services	39,118	27,000	27,000
264	Printing Copying and Binding	33	-	-
273	Fleet Lease - Operating and Maintenance	5,470	8,735	7,168
274	Fleet Lease - Replacement	3,883	5,013	6,960
	<i>Subtotal</i>	53,691	46,484	48,785
Capital Outlay				
432	Vehicles	33,969	-	-
	<i>Subtotal</i>	33,969	-	-
	SERVICE TOTAL	\$417,447	\$388,345	\$404,144

Service: Fire Suppression

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
EMS Lieutenant	0.00	0.00	1.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant	16.00	16.00	16.00
Firefighter/Engineer/Paramedic	5.00	4.00	7.00
Firefighter/Engineer	13.00	14.00	12.00
Firefighter/Paramedic	11.00	12.00	14.00
Firefighter	20.00	19.00	16.00
Administrative Analyst	1.00	1.00	1.00
Total	72.00	72.00	73.00

Service: Fire Suppression**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	5,255,640	5,789,183	6,211,349
112 Temporary Wages	26,469	-	-
114 Skill Based Pay	25,228	3,600	3,600
115 One Time Payment	7,500	2,040	-
121 Wages - Overtime	868,323	698,873	746,980
122 Longevity Compensation	26,030	25,620	22,140
123 Leave Expense	179,360	-	-
124 Skill Based Overtime Pay	5,262	-	-
126 Retirement Health Savings Plan	74,229	54,409	58,617
127 FPPA Death and Disability	42,939	42,118	53,378
128 FICA	639	-	-
129 Medicare	73,811	81,704	80,507
131 MOPC	2,298	2,289	2,587
132 Employee Insurance	943,709	981,409	1,035,196
133 Employee Retirement	3,079	3,067	3,725
134 Police and Fire Retirement	544,631	569,934	613,721
135 Compensation Insurance	186,101	212,328	239,096
136 Unemployment Insurance	11,025	10,794	11,752
137 Staff Training and Conferences	15,601	-	38,995
139 Dental Insurance	38,575	40,192	43,298
141 Uniforms and Protective Clothing	71,612	69,250	64,000
142 Food Allowance	322	2,000	2,000
<i>Subtotal</i>	8,402,383	8,588,810	9,230,941
Operating and Maintenance			
210 Office Supplies	44,816	-	5,350
214 Pamphlets and Documents	100	-	-
216 Reference Books and Materials	-	500	500
217 Membership Dues and Subscriptions	631	-	6,500
218 Non-Capital Equipment and Furniture	95,709	133,375	198,175
228 Janitorial Supplies	-	34,000	34,000
229 Materials and Supplies	9,217	9,450	7,750
230 Printing and Copier Supplies	-	-	-
232 Building Repair and Maintenance	77,723	49,000	49,000
240 Equipment Repair and Maintenance	4,093	39,000	39,000
241 Grounds Maintenance	-	4,000	4,000
245 Mileage Allowance	95	200	200
246 Liability Insurance	88,612	86,138	83,600
247 Safety Expenses	62,716	55,200	59,500
250 Professional and Contracted Services	2,436	8,000	8,000
262 Radio Repair and Maintenance	-	2,000	2,000
263 Postage	9	-	-
269 Other Services and Charges	9,304	700	700
273 Fleet Lease - Operating and Maintenance	284,623	309,907	269,572
274 Fleet Lease - Replacement	581,118	528,653	556,471
<i>Subtotal</i>	1,261,202	1,260,123	1,324,318
Capital Outlay			
440 Machinery and Equipment	305,134	-	31,000
<i>Subtotal</i>	305,134	-	31,000
SERVICE TOTAL	\$9,968,719	\$9,848,933	\$10,586,259

Police Services Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	14,356,779	14,482,143	15,279,626
Operating and Maintenance	1,789,779	1,835,975	2,113,137
Non-Operating	-	-	-
Capital	68,372	14,000	147,500
TOTAL	\$ 16,214,930	\$ 16,332,118	\$ 17,540,263

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

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

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

Service: **Police Patrol Operations**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	11.00	11.00	10.00
Master Police Officer	17.00	17.00	19.00
Police Officer	45.00	45.00	42.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	78.00	78.00	76.00

Service: Police Patrol Operations**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	5,760,989	6,080,745	6,139,220
114 Skill Based Pay	11,285	9,600	9,300
115 One Time Payment	7,404	4,500	2,687
121 Wages - Overtime	347,489	283,564	316,071
122 Longevity Compensation	23,900	15,540	11,940
123 Leave Expense	176,270	-	-
124 Skill Based Overtime Pay	938	-	-
126 Retirement Health Savings Plan	149,251	58,146	58,784
127 FPPA Death and Disability	60,817	-	68,594
129 Medicare	72,182	84,422	82,512
131 MOPC	4,971	4,952	4,952
132 Employee Insurance	1,000,406	1,018,738	1,014,585
133 Employee Retirement	6,661	6,635	7,131
134 Police and Fire Retirement	582,495	596,226	604,948
135 Compensation Insurance	417,509	472,716	511,151
136 Unemployment Insurance	11,886	11,377	11,664
137 Staf Training and Conferences	-	-	84,750
139 Dental Insurance	41,584	42,362	42,975
141 Uniforms and Protective Clothing	85,447	112,875	110,655
142 Food Allowance	1,129	1,000	1,000
<i>Subtotal</i>	<i>8,762,612</i>	<i>8,803,398</i>	<i>9,082,919</i>
Operating and Maintenance			
210 Office Supplies	18,982	3,050	3,200
216 Reference Books and Materials	3,060	2,600	2,720
217 Dues and Subscriptions	590	1,000	1,000
218 Non-Capital Equipment and Furniture	10,203	6,150	39,070
229 Materials and Supplies	-	7,700	10,160
240 Equipment Repair and Maintenance	5,085	600	1,656
243 Non-Capital Computer Equipment and Supplies	-	6,775	21,670
246 Liability Insurance	146,904	128,226	143,851
247 Safety Expenses	3,804	11,235	11,340
250 Professional and Contracted Services	46,106	5,450	82,022
258 Investigative Expenses	670	500	500
261 Telephone Charges	-	-	2,400
263 Postage	21	-	-
264 Printing and Copying	6,056	6,700	6,835
269 Other Services and Charges	7,835	-	-
273 Fleet Lease - Operating and Maintenance	422,873	350,214	411,893
274 Fleet Lease - Replacement	216,894	290,902	318,357
<i>Subtotal</i>	<i>889,083</i>	<i>821,102</i>	<i>1,056,674</i>
Capital Outlay			
432 Vehicles	33,037	-	95,000
440 Machinery and Equipment	12,000	14,000	-
<i>Subtotal</i>	<i>45,037</i>	<i>14,000</i>	<i>95,000</i>
SERVICE TOTAL	\$9,696,731	\$9,638,500	\$10,234,593

Service: **Detective Operations**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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.

The **Property Crimes Unit** is responsible for investigating crimes committed against property, including burglary, trespass, auto theft, criminal mischief, theft, arson, and computer crime. The unit also provides computer forensic services, crime scene investigation services, and property and evidence management. Fraud and forgery cases are investigated out of this unit, as well.

The **Special Enforcement Unit** is responsible primarily for investigating vice and narcotic crimes and any other covert investigations as assigned by the department.

SERVICE: Detective Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	3.00
Master Police Officer	14.00	14.00	14.00
Police Officer	1.00	2.00	2.00
Evidence/Crime Scene Technician	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	21.00	22.00	23.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	1,606,665	1,762,466	1,922,136
114	Skill Based Pay	1,839	1,800	3,600
115	One Time Payment	6,000	4,248	1,051
121	Wages - Overtime	138,938	144,806	149,150
122	Longevity Compensation	9,660	9,960	12,180
123	Leave Expense	46,213	-	-
124	Skill Based Overtime Pay	178	-	-
126	Retirement Health Savings Plan	27,607	16,571	18,055
127	FPPA Death and Disability	18,078	-	22,166
129	Medicare	20,260	24,911	22,810
131	MOPC	7,826	7,883	8,008
132	Employee Insurance	268,098	287,282	307,542
133	Employee Retirement	10,487	10,563	11,532
134	Police and Fire Retirement	150,299	160,659	176,557
135	Compensation Insurance	32,458	44,428	79,991
136	Unemployment Insurance	3,287	3,313	3,652
139	Dental Insurance	11,519	12,337	13,454
141	Uniforms and Protective Clothing	13,929	12,550	12,550
142	Food Allowance	2,054	3,550	3,550
	<i>Subtotal</i>	2,375,396	2,507,327	2,767,984
Operating and Maintenance				
210	Office Supplies	19,495	3,925	3,925
216	Reference Books and Materials	1,176	975	975
217	Dues and Subscriptions	1,638	1,825	1,825
218	Non-Capital Equipment and Furniture	3,879	7,425	7,425
229	Materials and Supplies	-	4,525	7,025
240	Equipment Repair and Maintenance	259	3,000	3,000
243	Non-Capital Computer Equipment and Supplies	-	5,100	5,100
246	Liability Insurance	14,670	24,188	31,123
249	Operating Leases and Rentals	1,936	-	-
250	Professional and Contracted Services	12,878	3,200	7,200
252	Advertising and Legal Notices	2,719	1,000	1,000
258	Investigative Expenses	12,720	20,450	20,450
264	Printing and Copying	59	2,350	2,350
269	Other Services and Charges	513	-	-
273	Fleet Lease - Operating and Maintenance	66,040	51,928	56,977
274	Fleet Lease - Replacement	39,435	77,293	71,617
	<i>Subtotal</i>	177,417	207,184	219,992
	SERVICE TOTAL	\$2,552,812	\$2,714,511	\$2,987,976

Service: **Animal Control**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Animal Control

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Sergeant	0.50	0.50	0.50
Community Service Officer	4.00	4.00	4.00
Total	4.50	4.50	4.50

Service: Animal Control**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	222,980	245,512	254,818
114	Skill Based Pay	607	600	1,500
121	Wages - Overtime	5,081	2,096	2,159
123	Leave Expense	9,169	-	-
126	Retirement Health Savings Plan	3,224	2,455	2,560
129	Medicare	3,025	3,560	3,712
131	MOPC	9,107	9,806	10,197
132	Employee Insurance	47,206	40,019	40,771
133	Employee Retirement	12,204	13,140	14,684
134	Police and Fire Retirement	4,879	4,939	5,207
135	Compensation Insurance	17,617	35,400	40,534
136	Unemployment Insurance	579	462	484
139	Dental Insurance	2,027	1,719	1,784
141	Uniforms and Protective Clothing	3,814	2,875	2,875
	<i>Subtotal</i>	<i>341,518</i>	<i>362,583</i>	<i>381,285</i>
Operating and Maintenance				
217	Dues and Subscriptions	15	225	225
218	Non-Capital Equipment and Furniture	705	900	900
229	Materials and Supplies	290	800	800
246	Liability Insurance	1,613	1,395	1,588
250	Professional and Contracted Services	184,692	194,146	194,146
273	Fleet Lease - Operating and Maintenance	23,981	36,341	32,053
274	Fleet Lease - Replacement	31,004	33,674	22,294
	<i>Subtotal</i>	<i>242,300</i>	<i>267,481</i>	<i>252,006</i>
Capital Outlay				
432	Vehicles	-	-	27,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>27,000</i>
	SERVICE TOTAL	\$583,818	\$630,064	\$660,291

Service: **Special Enforcement Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Special Enforcement Unit

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	5.00	5.00
Police Officer	1.00	0.00	1.00
Total	6.00	6.00	7.00

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	484,798	509,004	601,080
114	Skill Based Pay	903	900	900
121	Wages - Overtime	61,823	56,400	58,092
122	Longevity Compensation	1,620	1,680	1,740
123	Leave Expense	10,703	-	-
124	Skill Based Overtime Pay	115	-	-
126	Retirement Health Savings Plan	8,160	5,099	6,020
127	FPPA Death and Disability	7,732	-	9,488
129	Medicare	7,477	7,394	8,729
132	Employee Insurance	79,371	82,968	96,173
134	Police and Fire Retirement	49,907	50,990	60,198
135	Compensation Insurance	15,447	18,209	12,506
136	Unemployment Insurance	973	957	1,142
139	Dental Insurance	3,410	3,563	4,208
141	Uniforms and Protective Clothing	3,943	4,200	4,200
142	Food Allowance	1,598	500	500
	<i>Subtotal</i>	<i>737,979</i>	<i>741,864</i>	<i>864,976</i>
Operating and Maintenance				
210	Office Supplies	2,702	-	-
217	Dues and Subscriptions	18	500	500
218	Non-Capital Equipment and Furniture	5,876	4,475	4,475
229	Materials and Supplies	-	925	2,925
240	Equipment Repair and Maintenance	-	200	6,800
246	Liability Insurance	4,540	5,256	7,369
247	Safety Expenses	365	4,000	4,000
250	Professional and Contracted Services	2,922	100	100
258	Investigative Expenses	13,288	22,475	22,475
273	Fleet Lease - Operating and Maintenance	100,692	102,761	93,213
274	Fleet Lease - Replacement	10,295	10,265	10,265
	<i>Subtotal</i>	<i>140,699</i>	<i>150,957</i>	<i>152,122</i>
	SERVICE TOTAL	\$878,678	\$892,821	\$1,017,098

Service: **School Resource Officers**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: School Resource Officers

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	2.00	3.00
Police Officer	1.00	2.00	1.00
Total	5.00	5.00	5.00

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	400,642	412,033	442,044
121 Wages - Overtime	21,537	23,463	24,167
123 Leave Expense	1,934	-	-
126 Retirement Health Savings Plan	7,840	4,120	4,321
127 FPPA Death and Disability	3,966	-	4,252
129 Medicare	5,621	5,974	6,265
132 Employee Insurance	66,387	67,161	69,132
134 Police and Fire Retirement	40,128	41,203	43,207
135 Compensation Insurance	22,054	14,017	13,613
136 Unemployment Insurance	814	775	821
139 Dental Insurance	2,852	2,884	3,025
141 Uniforms and Protective Clothing	2,966	3,150	3,150
142 Food Allowance	-	425	425
<i>Subtotal</i>	<i>576,739</i>	<i>575,205</i>	<i>614,422</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	513	1,150	1,150
229 Materials and Supplies	100	2,800	2,800
246 Liability Insurance	2,028	1,258	670
258 Investigative Expenses	71	-	-
261 Telephone Charges	141	-	-
264 Printing Copying and Binding	20	-	-
<i>Subtotal</i>	<i>2,873</i>	<i>5,208</i>	<i>4,620</i>
SERVICE TOTAL	\$579,613	\$580,413	\$619,042

Service: **Police Special Operations**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Police Special Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	0.50	0.50	0.50
Police Services Technician	4.00	4.00	4.00
Total	5.50	5.50	5.50

Service: Police Special Operations**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	321,203	326,654	342,506
114	Skill Based Pay	1,508	1,500	1,500
115	One Time Payment	1,404	-	-
121	Wages - Overtime	1,755	2,678	2,758
123	Leave Expense	3,411	-	-
124	Skill Based Overtime Pay	28	-	-
126	Retirement Health Savings Plan	4,428	2,575	2,637
127	FPPA Death and Disability	1,401	-	-
129	Medicare	4,315	4,753	4,984
131	MOPC	8,322	8,435	8,624
132	Employee Insurance	59,963	53,245	54,801
133	Employee Retirement	11,151	11,243	12,419
134	Police and Fire Retirement	15,658	15,974	17,122
135	Compensation Insurance	6,161	7,829	7,088
136	Unemployment Insurance	735	614	651
139	Dental Insurance	2,575	2,286	2,397
141	Uniforms and Protective Clothing	2,299	3,275	3,275
142	Food Allowance	82	-	-
	<i>Subtotal</i>	<i>446,400</i>	<i>441,061</i>	<i>460,762</i>
Operating and Maintenance				
216	Reference Books and Materials	12	-	-
218	Non-Capital Equipment and Furniture	255	2,350	2,350
229	Materials and Supplies	426	500	500
246	Liability Insurance	3,559	2,938	2,667
250	Professional and Contracted Services	70	300	300
273	Fleet Lease - Operating and Maintenance	22,356	21,384	24,901
274	Fleet Lease - Replacement	15,025	7,205	6,342
	<i>Subtotal</i>	<i>41,703</i>	<i>34,677</i>	<i>37,060</i>
Capital Outlay				
475	Building and Facility Improvement	-	-	6,500
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,500</i>
	SERVICE TOTAL	\$488,103	\$475,738	\$504,322

Service: **Traffic Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Traffic Unit

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	3.00	3.00
Police Officer	1.00	2.00	2.00
CSO Field Investigator	3.00	3.00	3.00
Total	9.00	9.00	9.00

Service: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	619,757	654,781	674,409
114	Skill Based Pay	1,815	1,800	1,800
121	Wages - Overtime	76,505	15,378	15,839
123	Leave Expense	12,848	-	-
124	Skill Based Overtime Pay	346	-	-
126	Retirement Health Savings Plan	8,832	6,566	6,762
127	FPPA Death and Disability	6,090	-	6,637
129	Medicare	8,790	9,520	9,805
131	MOPC	7,386	8,035	8,276
132	Employee Insurance	104,319	106,729	107,905
133	Employee Retirement	9,897	10,767	11,918
134	Police and Fire Retirement	48,390	49,588	51,068
135	Compensation Insurance	38,018	58,401	79,728
136	Unemployment Insurance	1,279	1,231	1,281
139	Dental Insurance	4,482	4,583	4,721
141	Uniforms and Protective Clothing	5,087	6,000	6,000
142	Food Allowance	344	-	-
	<i>Subtotal</i>	<i>954,186</i>	<i>933,379</i>	<i>986,149</i>
Operating and Maintenance				
210	Office Supplies	3,111	-	-
217	Dues and Subscriptions	50	50	50
218	Non-Capital Equipment and Furniture	542	1,700	1,700
229	Materials and Supplies		350	350
240	Equipment Repair and Maintenance	1,872	1,600	1,600
243	Non-Capital Computer Equipment and Supplies		3,000	3,000
246	Liability Insurance	4,889	3,916	7,787
250	Professional and Contracted Services	975	1,000	1,000
258	Investigative Expenses	16,573	13,300	20,300
273	Fleet Lease - Operating and Maintenance	37,018	27,653	31,365
274	Fleet Lease - Replacement	53,988	53,976	36,572
	<i>Subtotal</i>	<i>119,018</i>	<i>106,545</i>	<i>103,724</i>
	SERVICE TOTAL	\$1,073,203	\$1,039,924	\$1,089,873

Service: **SWAT Team**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Service: SWAT Team**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
121 Wages - Overtime	155,575	109,832	113,127
124 Skill Based Overtime Pay	178	-	-
135 Compensation Insurance	2,004	1,644	2,152
141 Uniforms and Protective Clothing	3,403	5,450	5,450
142 Food Allowance	790	400	400
<i>Subtotal</i>	<i>161,950</i>	<i>117,326</i>	<i>121,129</i>
Operating and Maintenance			
210 Office Supplies	26,686	-	-
216 Reference Books and Materials	17	150	150
217 Dues and Subscriptions	350	775	775
218 Non-Capital Equipment and Furniture	28,832	75,930	24,350
229 Materials and Supplies	-	27,250	28,950
240 Equipment Repair and Maintenance	15,502	18,997	21,247
243 Non-Capital Computer Equipment and Supplies	-	200	200
246 Liability Insurance	3,678	5,022	13,670
247 Safety Expenses	6,885	9,750	71,500
250 Professional and Contracted Services	-	225	225
262 Radio Repair and Maintenance	-	500	500
264 Printing and Copying	72	100	100
273 Fleet Lease - Operating and Maintenance	18,763	24,611	48,791
274 Fleet Lease - Replacement	75,902	79,311	76,481
<i>Subtotal</i>	<i>176,687</i>	<i>242,821</i>	<i>286,939</i>
Capital Outlay			
432 Vehicles	23,335	-	-
440 Machinery and Equipment	-	-	19,000
<i>Subtotal</i>	<i>23,335</i>	<i>-</i>	<i>19,000</i>
SERVICE TOTAL	\$361,972	\$360,147	\$427,068

Support Services Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,681,792	1,598,353	1,427,140
Operating and Maintenance	231,762	286,137	380,780
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,913,554	\$ 1,884,490	\$ 1,807,920

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

Service: **Support Services**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

Support Services provides support to the administrative and operational components of the Public Safety Department. Recruitment, hiring, promotion, training, personnel and training records, and special program oversight are managed through its Training & Personnel Unit. The Logistics Unit facilitates and coordinates the management, maintenance, and construction of all Public Safety facilities and management of the Public Safety fleet; conducts research; acquires and facilitates repair of certain types of department equipment; and manages Public Safety contracts and intergovernmental agreements. This unit also serves as liaison with multiple external vendors and other City departments including Facility Operations and Fleet Services.

Support Services also provides liaison with Front Range Community College, Longmont Campus; the chaplains group; and several community support organizations.

SERVICE: Support Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Total	4.00	3.00	3.00

Service: Support Services**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	320,506	286,104	291,636
115 One Time Payment	4,554	2,112	-
121 Wages - Overtime	15,600	5,665	5,835
122 Longevity Compensation	3,780	3,900	4,020
123 Leave Expense	10,028	-	-
124 Skill Based Overtime Pay	70	-	-
126 Retirement Health Savings Plan	3,892	1,200	1,200
129 Medicare	2,813	2,507	2,563
131 MOPC	4,610	2,240	2,291
132 Employee Insurance	54,106	46,635	46,662
133 Employee Retirement	6,177	3,002	3,299
134 Police and Fire Retirement	24,321	24,130	24,582
135 Compensation Insurance	63,809	73,102	58,302
136 Unemployment Insurance	663	538	554
139 Dental Insurance	2,322	2,003	2,041
141 Uniforms and Protective Clothing	2,823	525	525
142 Food Allowance	757	700	700
<i>Subtotal</i>	<i>520,832</i>	<i>454,363</i>	<i>444,210</i>
Operating and Maintenance			
210 Office Supplies	8,938	2,000	2,000
216 Reference Books and Materials	1,252	1,450	1,450
217 Dues and Subscriptions	3,637	3,185	1,685
218 Non-Capital Equipment and Furniture	8,522	5,772	53,272
229 Materials and Supplies	-	4,965	3,315
230 Printing and Copier Supplies	-	1,000	1,888
232 Building Repair and Maintenance	3,629	2,500	2,500
240 Equipment Repair and Maintenance	-	12,156	14,805
243 Non-Capital Computer Equipment and Supplies	-	5,307	5,307
245 Mileage Allowance	8	500	500
246 Liability Insurance	5,043	3,943	3,804
247 Safety Expenses	1,086	-	-
250 Professional and Contracted Services	102,472	107,021	123,121
252 Advertising and Legal Notices	-	100	200
258 Investigative Expenses	-	100	-
264 Printing and Copying	1,009	4,164	1,664
269 Other Services and Charges	612	-	8,530
273 Fleet Lease - Operating and Maintenance	19,173	27,844	37,206
274 Fleet Lease - Replacement	5,230	-	15,371
<i>Subtotal</i>	<i>160,611</i>	<i>182,007</i>	<i>276,618</i>
SERVICE TOTAL	\$681,443	\$636,370	\$720,828

Service: **Training & Personnel**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Training & Personnel

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	1.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	2.00	2.00
Administrative Analyst	0.00	1.00	1.00
Total	6.00	7.00	6.00

Service: Training & Personnel**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	474,086	590,065	515,268
115	One Time Payment	-	504	-
121	Wages - Overtime	347,438	196,925	230,369
122	Longevity Compensation	1,620	1,680	3,480
123	Leave Expense	8,816	-	-
124	Skill Based Overtime Pay	1,384	-	-
126	Retirement Health Savings Plan	20,040	5,795	5,035
127	FPPA Death and Disability	6,226	3,450	3,739
129	Medicare	6,583	8,556	7,471
131	MOPC	88	2,530	2,587
132	Employee Insurance	83,712	96,180	82,443
133	Employee Retirement	117	3,390	3,725
134	Police and Fire Retirement	47,742	53,947	46,354
135	Compensation Insurance	15,483	17,091	17,123
136	Unemployment Insurance	1,026	1,109	979
137	Staff Training and Conferences	134,663	153,138	55,250
139	Dental Insurance	3,596	4,130	3,607
141	Uniforms and Protective Clothing	4,685	3,300	3,300
142	Food Allowance	3,656	2,200	2,200
	<i>Subtotal</i>	<i>1,160,960</i>	<i>1,143,990</i>	<i>982,930</i>
Operating and Maintenance				
215	Audiovisual Materials	-	200	200
216	Reference Books and Materials	92	-	-
217	Dues and Subscriptions	964	850	850
218	Non-Capital Equipment and Furniture	826	1,500	1,500
229	Materials and Supplies	42,595	55,275	60,275
246	Liability Insurance	2,985	1,746	2,184
250	Professional and Contracted Services	4,545	5,000	5,000
269	Other Services and Charges	2,248	8,000	8,000
273	Fleet Lease - Operating and Maintenance	16,895	19,374	26,153
274	Fleet Lease - Replacement	-	12,185	-
	<i>Subtotal</i>	<i>71,150</i>	<i>104,130</i>	<i>104,162</i>
	SERVICE TOTAL	\$1,232,111	\$1,248,120	\$1,087,092

Information Services Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,852,070	3,047,477	3,126,477
Operating and Maintenance	419,114	480,185	502,750
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,271,184	\$ 3,527,662	\$ 3,629,227

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

Service: Longmont Emergency Communications Center

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	16.00	15.00	15.00
Emergency Comm Tech Systems Specialist	1.00	1.00	1.00
Emergency Comm Tech Systems Administrator	0.00	1.00	1.00
Total	21.00	21.00	21.00

Service: Longmont Emergency Communications Center**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	1,117,299	1,235,351	1,270,527
112	Wages - Temporary	513	-	-
114	Skill Based Pay	2,999	2,700	2,700
115	One Time Payment	1,500	1,500	1,500
121	Wages - Overtime	138,285	79,094	81,467
122	Longevity Compensation	1,980	2,040	-
123	Leave Expense	33,992	-	-
124	Skill Based Overtime Pay	315	-	-
126	Retirement Health Savings Plan	13,347	11,115	11,454
129	Medicare	15,096	17,913	18,462
131	MOPC	57,560	61,768	63,661
132	Employee Insurance	199,852	201,362	203,285
133	Employee Retirement	77,160	82,769	91,672
135	Compensation Insurance	2,832	1,309	1,354
136	Unemployment Insurance	2,457	2,323	2,414
137	Staff Training and Conferences	13,955	15,500	15,500
139	Dental Insurance	8,586	8,647	8,894
142	Food Allowance	375	400	400
	<i>Subtotal</i>	<i>1,688,104</i>	<i>1,723,791</i>	<i>1,773,290</i>
Operating and Maintenance				
217	Dues and Subscriptions	1,620	1,200	1,200
218	Non-Capital Equipment and Furniture	5,571	5,100	5,100
229	Materials and Supplies	1,497	1,850	4,350
232	Building Repair and Maintenance	-	700	700
240	Equipment Repair and Maintenance	4,161	7,000	7,000
245	Mileage Allowance	76	200	200
246	Liability Insurance	4,258	2,124	2,372
250	Professional Contracted Services	4,289	-	-
262	Radio Repair and Maintenance		500	500
263	Postage	26	-	-
269	Other Services and Charges	1,882	2,000	2,000
273	Fleet Lease - Operating and Maintenance	-	330	11,200
	<i>Subtotal</i>	<i>23,380</i>	<i>21,004</i>	<i>34,622</i>
	SERVICE TOTAL	\$1,711,484	\$1,744,795	\$1,807,912

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

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Information & Technology Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Public Safety Info/Technology Manager	1.00	1.00	1.00
Mobile Data Communications Specialist	2.00	2.00	2.00
PS IT Application Support Analyst	0.00	1.00	1.00
Total	3.00	4.00	4.00

Service: Public Safety Information & Technology Services**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	200,196	263,472	269,388
115 One Time Payment	1,500	768	1
121 Wages - Overtime	9,157	12,360	12,731
123 Leave Expense	5,714	-	-
126 Retirement Health Savings Plan	2,081	1,600	1,600
129 Medicare	2,952	3,820	3,906
131 MOPC	10,234	13,173	13,469
132 Employee Insurance	33,198	42,947	43,102
133 Employee Retirement	13,713	17,653	19,396
135 Compensation Insurance	154	167	204
136 Unemployment Insurance	407	496	512
139 Dental Insurance	1,426	1,845	1,886
<i>Subtotal</i>	<i>280,732</i>	<i>358,301</i>	<i>366,195</i>
Operating and Maintenance			
217 Dues and Subscriptions	603	600	600
218 Non-Capital Equipment and Furniture	363	600	600
229 Materials and Supplies	-	425	425
240 Equipment Repair and Maintenance	132,325	134,844	134,844
243 Non-Capital Computer Equipment and Supplies	11,401	30,500	30,500
246 Liability Insurance	897	632	610
250 Professional and Contracted Services	1,318	3,000	3,000
273 Fleet Lease - Operating and Maintenance	1,219	1,855	4,632
<i>Subtotal</i>	<i>148,126</i>	<i>172,456</i>	<i>175,211</i>
SERVICE TOTAL	\$428,857	\$530,757	\$541,406

Service: **Public Safety Information Services**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

Through its various sections, units and programs, Information Services provides a wide range of information-sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, Information Services is responsible for public outreach, including community prevention and education efforts and recruiting volunteers needed throughout the department. This division also is responsible for creating and managing personnel orders, liaison and collateral assignment lists, organizational charts and employee status forms; managing the department’s Smart Device program; and the general oversight, administration and tracking of the department’s 50 budget services.

SERVICE: Public Safety Information Services

Budgeted Positions:	2014 Budget	2015 Budget	2016 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Total	2.00	2.00	2.00

Service: Public Safety Information Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	182,078	180,973	183,228
115	One Time Payment	3,000	3,000	1,176
121	Wages - Overtime	-	773	796
122	Longevity Compensation	2,280	2,340	2,400
123	Leave Expense	1,621	-	-
126	Retirement Health Savings Plan	2,196	800	800
129	Medicare	666	758	758
131	MOPC	2,623	2,613	2,613
132	Employee Insurance	29,498	29,498	29,316
133	Employee Retirement	3,515	3,501	3,763
134	Police and Fire Retirement	13,149	12,871	13,097
135	Compensation Insurance	459	3,441	2,423
136	Unemployment Insurance	362	340	348
139	Dental Insurance	-	1,267	9,000
137	Staff Training and Conferences	1,267	-	1,283
141	Uniforms and Protective Clothing	654	1,000	1,000
142	Food Allowance	135	250	250
	<i>Subtotal</i>	<i>243,503</i>	<i>243,425</i>	<i>252,251</i>
Operating and Maintenance				
210	Office Supplies	11,060	5,775	5,775
216	Reference Books and Materials	667	1,525	1,525
217	Dues and Subscriptions	513	750	750
218	Non-Capital Equipment and Furniture	554	1,000	1,000
229	Materials and Supplies	-	1,000	1,000
230	Printing and Copier Supplies	-	6,500	6,500
240	Equipment Repair and Maintenance	328	250	250
246	Liability Insurance	1,086	716	611
249	Operating Leases and Rentals	22,619	24,850	24,850
250	Professional and Contracted Services	838	1,000	1,000
261	Telephone Charges	159,672	160,871	160,871
264	Printing and Copying	2,882	6,100	6,100
269	Other Services and Charges	121	-	-
273	Fleet Lease - Operating and Maintenance	6,896	19,264	9,949
	<i>Subtotal</i>	<i>207,235</i>	<i>229,601</i>	<i>220,181</i>
	SERVICE TOTAL	\$450,738	\$473,026	\$472,432

Service: **Public Safety Outreach**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant amount of safety and educational programs and presentations to the public either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, classroom and public presentations, and print and social media. Outreach efforts include, but are not limited to, Neighborhood Watch; safety education to schools, businesses, and retirement facilities; the Citizen Police Academy; career fairs; and Safety and Justice Center tours. The Outreach Unit also is responsible for the City’s False Alarm Reduction Program and the department’s volunteer program. Additionally, the Outreach Unit is involved in community engagement and self-sufficiency efforts such as mental health and homelessness.

SERVICE: Public Safety Outreach

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Public Safety Outreach Manager	1.00	1.00	1.00
Safety Education Coordinator	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Public Safety Outreach**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	94,240	100,716	101,424
112	Wages - Temporary	-	14,000	14,000
115	One Time Payment	1,500	1,500	1,500
121	Wages - Overtime	3,329	5,789	-
123	Leave Expense	3,129	-	-
124	Skill Based Pay	9	-	-
126	Retirement Health Savings Plan	1,114	600	600
128	FICA	-	868	868
129	Medicare	1,230	1,664	1,674
131	MOPC	4,797	5,036	5,071
132	Employee Insurance	16,424	16,416	16,228
133	Employee Retirement	6,428	6,748	7,303
135	Compensation Insurance	87	93	89
136	Unemployment Insurance	201	189	193
139	Dental Insurance	705	705	710
142	Food Allowance	268	1,125	825
	<i>Subtotal</i>	<i>133,459</i>	<i>155,449</i>	<i>150,485</i>
Operating and Maintenance				
214	Pamphlets and Documents	322	500	500
217	Dues and Subscriptions	306	75	-
218	Non-Capital Equipment and Furniture	448	6,200	5,850
229	Materials and Supplies	9,955	3,100	2,100
240	Equipment Repair and Maintenance	-	400	-
246	Liability Insurance	1,233	599	185
269	Other Services and Charges	150	300	300
273	Fleet Lease - Operating and Maintenance	8,673	6,180	-
	<i>Subtotal</i>	<i>21,087</i>	<i>17,354</i>	<i>8,935</i>
	SERVICE TOTAL	\$154,546	\$172,803	\$159,420

Service: **Volunteer Programs**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- **Citizen Volunteer Patrol (CVP):** CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional “eyes and ears” for the Patrol Operations Section. Duties include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- **Range Safety Volunteers (RSV):** RSVs assist with supervision of shooting activities as prescribed by the Range Standard Operation Procedures (SOPs). RSVs have knowledge of Range Standard Operation Procedures as well as Range Safety Rules. Range Safety Volunteers assist Range Safety Officers in preventing problems on the range through their diligence in performing the following duties: educating users on the range safety rules, providing direct range supervision, enforcing range safety rules, and enforcing policies and procedures established by the City of Longmont Firearms Training Facility. They also assist in emergency safety protocols to be used in the event of a life-threatening injury or incident at the facility.
- **Student Intern Officers (SIO):** SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department’s officers are past graduates of the SIO program.
- **Explorers:** The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. It prepares young people ages 16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- **Front Range Chaplains:** Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either onsite at emergency scenes or through one-to-one counseling.
- **Fire Corps Volunteers:** These volunteers provide support to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, Fire Flag Team, car seat installation, and administrative support. These volunteers often provide assistance and support with a variety of special projects and events.

continued

Service: Volunteer Programs**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
137	Staff Training and Conferences	-	1,000	1,000
142	Food Allowance	602	2,700	2,700
	<i>Subtotal</i>	<i>602</i>	<i>3,700</i>	<i>3,700</i>
Operating and Maintenance				
217	Dues and Subscriptions	-	70	70
229	Materials and Supplies	698	1,030	1,030
246	Liability Insurance	1,006	1,083	697
250	Professional Contracted Services	936	-	-
273	Fleet Lease - Operating and Maintenance	11,699	12,204	36,125
274	Fleet Lease - Replacement	-	18,988	19,616
	<i>Subtotal</i>	<i>14,339</i>	<i>33,375</i>	<i>57,538</i>
	SERVICE TOTAL	\$14,941	\$37,075	\$61,238

- **Fire Student Interns:** Fire Interns typically are fire science majors from area colleges and universities who wish to participate in an internship in order to gain experience with municipal fire services. If accepted into the program, they are assigned to a Fire staff mentor while learning about fire prevention, EMT basics, fire codes and laws, rescue procedures, fire investigation, fire control, fire chemistry and physics, hazardous materials management, wildland fire management, and other pertinent fire training while also leaning the profession and considering a career in fire services.
- **Community Emergency Response Team (CERT) and BeReady Volunteers:** Team members provide nonemergency public safety assistance through disaster mitigation activities, support for emergency planning (neighborhoods, schools, community), emergency preparedness, fire safety, terrorism awareness, and home/safety prevention assistance to others (winterizing homes, fire safety actions, crime prevention steps, etc.). Team members are trained to take care of themselves and to help others in their communities until first responders arrive. Some team members go out into the community to teach disaster preparedness and how to survive hazards.

Service: **Public Safety Records Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Records Unit

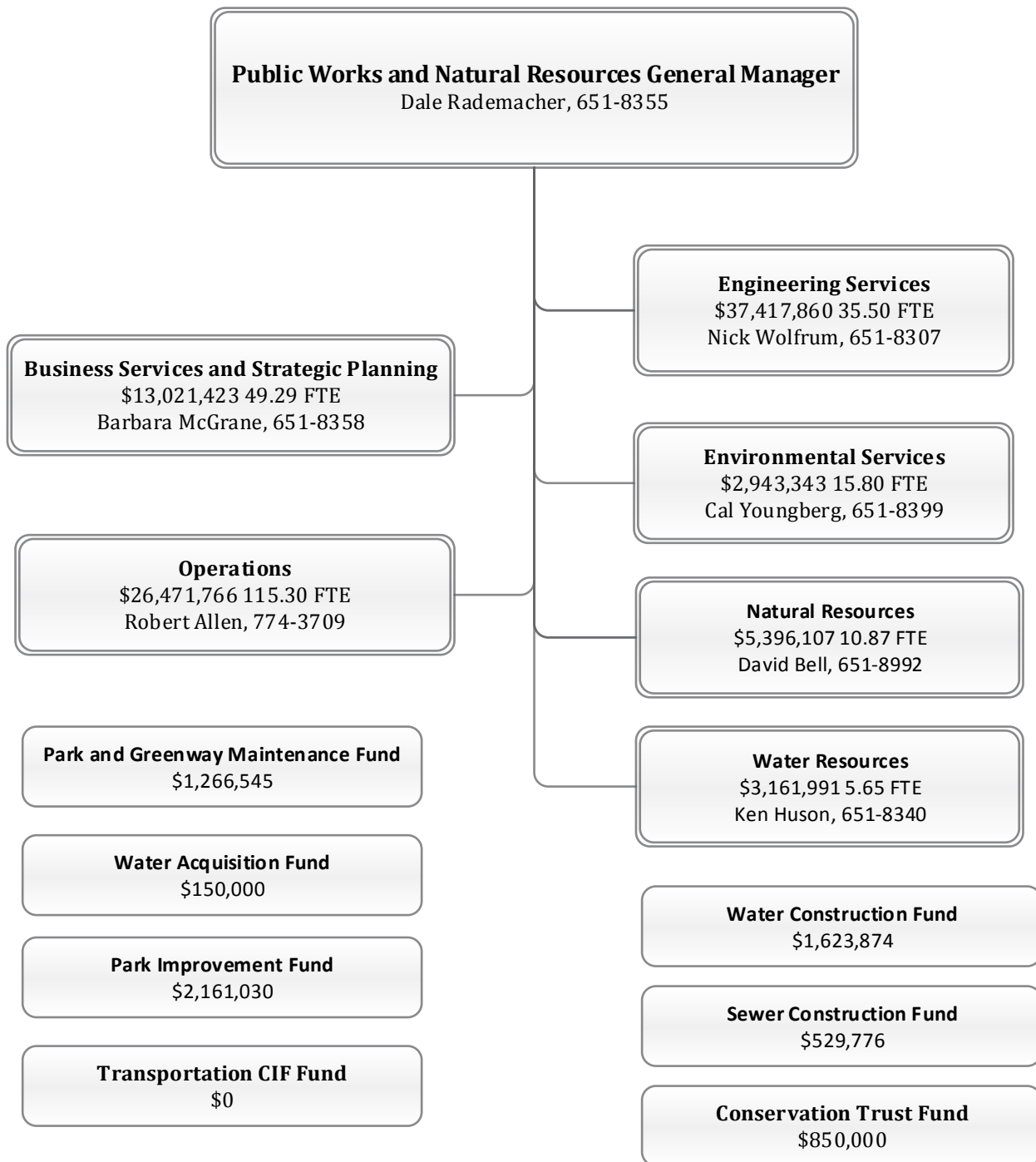
Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Records Supervisor	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	6.00	5.00	5.00
Total	10.00	9.00	9.00

Service: Public Safety Records Unit**LINE ITEM BUDGET**

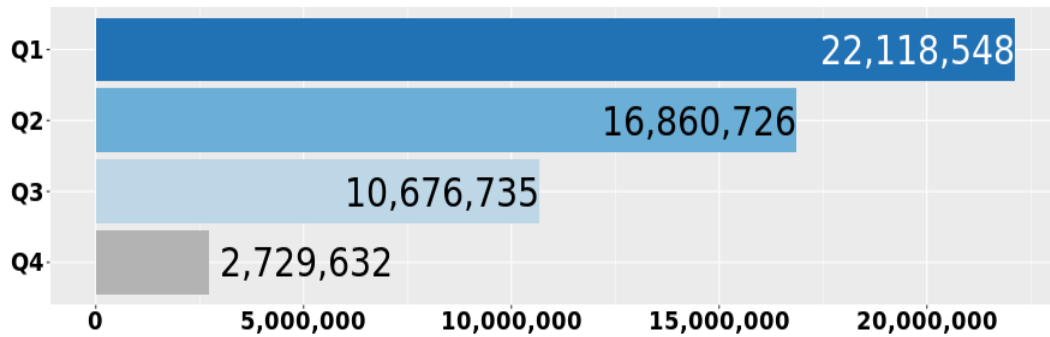
Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	345,272	417,431	427,122
112	Wages - Temporary	-	1,723	1,723
115	One Time Payment	1,500	-	-
121	Wages - Overtime	10,649	11,330	16,670
123	Leave Expense	10,746	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	12,925	3,972	4,036
128	FICA	-	995	107
129	Medicare	4,521	6,286	6,219
131	MOPC	17,547	20,871	21,356
132	Employee Insurance	74,516	68,042	68,339
133	Employee Retirement	23,513	27,968	30,753
135	Compensation Insurance	365	375	318
136	Unemployment Insurance	913	785	812
139	Dental Insurance	3,202	2,922	2,990
142	Food Allowance	-	111	111
	<i>Subtotal</i>	<i>505,670</i>	<i>562,811</i>	<i>580,556</i>
Operating and Maintenance				
217	Dues and Subscriptions	80	200	200
218	Non-Capital Equipment and Furniture	-	1,000	1,000
229	Materials and Supplies	386	300	300
245	Mileage Allowance	-	100	100
246	Liability Insurance	1,719	795	663
250	Professional and Contracted Services	2,762	4,000	4,000
	<i>Subtotal</i>	<i>4,947</i>	<i>6,395</i>	<i>6,263</i>
	SERVICE TOTAL	\$510,618	\$569,206	\$586,819

Public Works and Natural Resources Department

\$94,995,715 232.41 FTE



BUDGET PRIORITIZATION Public Works and Natural Resources - All Funds



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Assets Management Planning
1	Button Rock Dam and Raw Water Regulating
1	CIP Development
1	Construction Inspection of Public Improvements for CIP Projects
1	Construction Inspection of Public Improvements for Development
1	Development Review
1	Drainage and Culvert Maintenance
1	Electric Service Provision
1	Flood Plain Management and Permitting
1	Instrumentation
1	Land Development & Infrastructure Permits Review
1	Maintenance of Design Standards
1	Manage large scale future water supply projects
1	Master Planning Utilities
1	Park Planning and Development and Improvement
1	Potable Water Service
1	Project Management of Capital Projects
1	Project Management of Public Improvement Construction for Developments
1	Raw Water System Administration
1	Raw Water System Operations
1	Regulatory compliance - drinking water
1	Regulatory compliance - wastewater
1	Sewer Collection and Wastewater Treatment
1	Short Line Markings
1	Union Reservoir Grounds Maintenance
1	Water quality laboratory
1	Winter Storm Operations
1	Utilities

continued

Public Works and Natural Resources Budget by Quartile, cont.

2	Asphalt & Concrete Pavement Maintenance & Repair
2	Biosolids Management
2	Button Rock Dam and Raw Water Regulating
2	Closed Landfill operations
2	Construction Inspection of Public Improvements for CIP Projects
2	Cost of Service Studies and Rate and Impact Fee Development
2	Crack Sealing
2	Curbside Recycle Collection
2	Curbside Trash Collection
2	Develop and manage the City's Annual Water Supply and Drought Management Plan
2	Develop CIP
2	Develop, update and manage system Master Planning Efforts
2	Development Acceptance of Public Improvements
2	Ditch Maintenance
2	Forestry - Integrated Pest Management
2	Forestry - Safety, Risk and Code Enforcement
2	Fully Landscaped Arterials & Secondary Greenway Maintenance
2	General Land Management
2	Guardrail and Handrail Maintenance
2	Household Hazardous Waste Program
2	Industrial pretreatment
2	Inspections/Condition Assessments of Street infrastructure
2	Irrigation
2	Land Acquisition
2	Long Line Striping
2	Maintenance of Design Standards
2	Pavement Maint. - Maintain & Repair Alleys
2	Primary Greenways, District Parks, Native-Dryland ROW Area Maintenance
2	Proactive Public Information, Education and Marketing
2	Ranger Patrol
2	Raw Water System Administration
2	Regulatory compliance - air quality
2	Regulatory compliance - stormwater
2	Regulatory compliance - wastewater
2	Residuals Management
2	Right of Way Trimming/Line of Sight
2	Road Maintenance Intergovernmental Agreements
2	Sewer Collection and Wastewater Treatment
2	Sidewalk, Curb and Gutter Repair/Maintenance
2	Sign Installation
2	Sign Manufacturing
2	Snow Removal
2	Stormwater management permits
2	Stormwater Operations & Maintenance
2	Street Sign Maintenance
2	Street Sweeping
2	Sustainability
2	Traffic Control
2	Traffic Signal Timing, Operation and Maintenance
2	Traffic Studies and Data
2	Tree Maintenance and Tree Planting
2	Underground Utility Locates
2	Union Reservoir Grounds Maintenance
2	Union Reservoir Swim Beach
2	Water Rights Accounting
2	Water Rights Administration
2	Watershed sampling
2	City Wide Building Safety
2	Facility Predictive Maintenance/CIP Identification & Management
2	Facility Proactive Maintenance & Analysis/CIP Identification & Management
2	Facility Repair Services/Facility Analysis

continued

Public Works and Natural Resources Budget by Quartile, cont.

2	Asphalt & Concrete Pavement Maintenance & Repair
2	Biosolids Management
2	Button Rock Dam and Raw Water Regulating
2	Closed Landfill operations
2	Construction Inspection of Public Improvements for CIP Projects
2	Cost of Service Studies and Rate and Impact Fee Development
2	Crack Sealing
2	Curbside Recycle Collection
2	Curbside Trash Collection
2	Develop and manage the City's Annual Water Supply and Drought Management Plan
2	Develop CIP
2	Develop, update and manage system Master Planning Efforts
2	Development Acceptance of Public Improvements
2	Ditch Maintenance
2	Forestry - Integrated Pest Management
2	Forestry - Safety, Risk and Code Enforcement
2	Fully Landscaped Arterials & Secondary Greenway Maintenance
2	General Land Management
2	Guardrail and Handrail Maintenance
2	Household Hazardous Waste Program
2	Industrial pretreatment
2	Inspections/Condition Assessments of Street infrastructure
2	Irrigation
2	Land Acquisition
2	Long Line Striping
2	Maintenance of Design Standards
2	Pavement Maint. - Maintain & Repair Alleys
2	Primary Greenways, District Parks, Native-Dryland ROW Area Maintenance
2	Proactive Public Information, Education and Marketing
2	Ranger Patrol
2	Raw Water System Administration
2	Regulatory compliance - air quality
2	Regulatory compliance - stormwater
2	Regulatory compliance - wastewater
2	Residuals Management
2	Right of Way Trimming/Line of Sight
2	Road Maintenance Intergovernmental Agreements
2	Sewer Collection and Wastewater Treatment
2	Sidewalk, Curb and Gutter Repair/Maintenance
2	Sign Installation
2	Sign Manufacturing
2	Snow Removal
2	Stormwater management permits
2	Stormwater Operations & Maintenance
2	Street Sign Maintenance
2	Street Sweeping
2	Sustainability
2	Traffic Control
2	Traffic Signal Timing, Operation and Maintenance
2	Traffic Studies and Data
2	Tree Maintenance and Tree Planting
2	Underground Utility Locates
2	Union Reservoir Grounds Maintenance
2	Union Reservoir Swim Beach
2	Water Rights Accounting
2	Water Rights Administration
2	Watershed sampling
2	City Wide Building Safety
2	Facility Predictive Maintenance/CIP Identification & Management
2	Facility Proactive Maintenance & Analysis/CIP Identification & Management
2	Facility Repair Services/Facility Analysis

continued

Public Works and Natural Resources Budget by Quartile, cont.

3	Asset Management
3	Boat Inspection
3	Bridge Project Planning & Management
3	Budgeting - Public Works & Natural Resources
3	Button Rock Coordination (community relations an outside agency relations)
3	Button Rock Forest Stewardship
3	Button Rock Preserve maintenance
3	Button Rock Preserve Ralph Price Reservoir Fishing Permits
3	Button Rock Preserve recreation management
3	City Facility Disposal Services
3	City Produced Special Events
3	Collection and Disposal of Trash from Parks
3	Computer Modeling & Monitoring
3	Cost of Service Studies and Rate and Impact Fee Development
3	Curbside Recycle Collection
3	Curbside Trash Collection
3	Customer Contact Center
3	Database, Application and Reporting Management for Hansen, Geoknx and AVL Systems
3	Dumpster Rental Program
3	Engineering Support for Operations - Streets
3	Engineering Support for Operations - Utilities
3	Financial Monitoring and Analysis
3	Forestry - Integrated Pest Management
3	GIS Development, Mapping, Routing and Field Services
3	Graffiti Vandalism
3	Hard to Recycle Events (Three Annual)
3	Household Hazardous Waste Program
3	Illegal Trash Pick Up
3	Inspection of Work for Right-of-Way Permits
3	Land Use, Utilities, and Floodplain Customer Service
3	Landscape Maintenance
3	Large Item Pickup Program
3	Longmont Area Economic Council (LAEC) Membership/Economic Development
3	Maintenance, Repair and Preparation of Sport Fields, Courts, Playgrounds
3	Mosquito Control
3	Muni Irrigation & Irrigation Maintenance
3	Municipal Facility Grounds Maintenance
3	Neighborhood Traffic Mitigation Program (NTMP)
3	Oil and Gas Coordination
3	Outreach & Education Programs
3	Park Facility Maintenance and Repair
3	Park Mowing
3	Park Turf Care
3	Parking Lot Maintenance & Rehabilitation
3	Parks Irrigation & Irrigation Maintenance
3	Parks Responses to Customer Inquiries
3	Pavement Maint. - Grade Gravel Streets
3	Pavement Management Plan
3	Permit Review and Approval
3	Private Special Events
3	Proactive Public Information, Education and Marketing
3	PWNR Technology Deployment and Asset Analysis & Training
3	Raw Water Rental Programs
3	Reactive Public Information Media Relations
3	Engineering & Construction - Response to Inquiries
3	Road Maintenance Intergovernmental Agreements
3	School Safety
3	Signs and Pavement Markings
3	State Access Permits
3	Technical Support to other City divisions/departments
3	Traffic Safety
3	Traffic Signal Upgrades and Installations

continued

Public Works and Natural Resources Budget by Quartile, cont.

3	Tree Care & Landscaping
3	Tree Contractor Licensing
3	Tree Preservation and Protection Support
3	Union Reservoir Admissions, Shelter Rental and Camping
3	Union Reservoir Water Management
3	Vegetation Restoration and Monitoring
3	VIA Special Transit Programs
3	Volunteer Management
3	Waste Diversion Center Operations
3	Water Conservation Programs
3	Weed Control
3	Wildlife and Fisheries Management
3	Boards & Commissions Support
3	City Wide Building Security
3	Custodial Maintenance Services
4	Airport Lighting
4	Analysis and Coordination with Other Entities
4	Assist members of the public on raw water system and water rights inquiries
4	Christmas Tree Disposal
4	City Produced Special Events
4	Contractor Management
4	Curbside leaf and limb program
4	Customer Billing Assistance for Water, Sewer, Storm Drainage, Trash, Parks
4	Downtown Services
4	Free Landfill Drop Events
4	General Lease Management
4	Grounds & Buildings
4	Labor Tracking
4	Legislative Tracking
4	Manage City property acquired as part of the Raw Water System
4	No Charge Collection Events for Community Services
4	Oil and Gas Coordination
4	Paper Shredding Program
4	Private Special Events
4	Records Management
4	RTD EcoPass Program
4	Serve as City's Liaison to outside agencies
4	Serve on the Board of Directors for Ditch and Reservoir Companies
4	Strategic Planning & Efficiency Studies
4	Surveying/GPS Management
4	Technical support to operations, engineering, natural resources
4	Underdrain Permitting
4	Union Reservoir Lease Management
4	Regulatory Compliance - Sanatation
4	City Produced Special Events
4	Lease of Employee Parking Downtown

Public Works and Natural Resources Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	3,810,515	4,186,686	4,351,943
Operating and Maintenance	3,757,621	3,708,390	4,035,534
Non-Operating	-	-	-
Capital	403,948	30,000	6,000
TOTAL	\$ 7,972,084	\$ 7,925,076	\$ 8,393,477

The Public Works and Natural Resources Department includes:

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

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

Parks and Forestry Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,464,113	2,714,610	2,848,581
Operating and Maintenance	1,898,310	1,786,452	1,999,632
Non-Operating	-	-	-
Capital	403,948	-	6,000
TOTAL	\$ 4,766,372	\$ 4,501,062	\$ 4,854,213

Parks and Forestry includes nine budget services:

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

Service: **Natural Resources Administration**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Natural Resources Manager	0.50	0.50	0.50
Executive Assistant	1.00	0.90	0.90
Project Manager II	0.15	0.15	0.15
Total	1.65	1.55	1.55

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	79,393	111,958	121,339
115 One Time Payment	1,932	972	45
121 Wages - Overtime	-	800	800
123 Leave Expense	2,886	-	-
126 Retirement Health Savings Plan	2,008	620	620
129 Medicare	1,057	1,721	1,759
131 MOPC	4,053	5,933	6,067
132 Employee Insurance	12,969	19,343	19,414
133 Employee Retirement	5,431	7,951	8,736
135 Compensation Insurance	58	82	83
136 Unemployment Insurance	159	223	231
137 Staff Training and Conferences	1,126	5,862	4,070
139 Dental Insurance	557	831	849
141 Uniforms and Protective Clothing	97	-	-
142 Food Allowance	221	500	500
<i>Subtotal</i>	<i>111,946</i>	<i>156,796</i>	<i>164,513</i>
Operating and Maintenance			
210 Office Supplies	3,111	3,300	3,300
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	521	478	478
218 Non-Capital Equipment and Furniture	582	179	179
229 Materials and Supplies	-	1,600	1,600
230 Printing and Copier Supplies	-	780	780
232 Building Repair and Maintenance	1,746	-	-
240 Equipment Repair and Maintenance	-	-	2,940
241 Grounds Maintenance	-	2,940	-
243 Non-Capital Computer Equipment and Supplies	423	1,150	825
245 Mileage Allowance	-	100	100
246 Liability Insurance	275	392	347
249 Operating Leases and Rentals	-	1,491	1,491
250 Professional and Contracted Services	42,307	1,166	1,166
252 Advertising and Legal Notices	-	550	550
261 Telephone Charges	544	1,200	1,200
263 Postage	136	600	600
264 Printing and Copying	193	220	220
269 Other Services and Charges	642	-	-
273 Fleet Lease - Operating and Maintenance	-	2,189	2,582
274 Fleet Lease - Replacement	-	4,870	4,870
<i>Subtotal</i>	<i>50,479</i>	<i>23,455</i>	<i>23,478</i>
Capital Outlay			
440 Machinery and Equipment	4,333	-	-
<i>Subtotal</i>	<i>4,333</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$166,758	\$180,251	\$187,991

Service: **Forestry Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Forestry Maintenance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
City Forester	1.00	1.00	1.00
Senior Arborist Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	2.25	2.25	2.25

Service: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	140,220	140,915	142,983
112	Wages - Temporary	79,836	113,669	136,136
115	One Time Payment	3,249	2,232	975
121	Wages - Overtime	135	1,000	1,000
122	Longevity Compensation	1,920	-	-
123	Leave Expense	651	-	-
126	Retirement Health Savings Plan	1,863	900	900
128	FICA	4,986	7,047	8,440
129	Medicare	2,038	2,642	2,990
131	MOPC	7,018	7,046	7,149
132	Employee Insurance	22,784	22,970	22,877
133	Employee Retirement	9,404	9,441	10,295
135	Compensation Insurance	4,209	3,611	8,788
136	Unemployment Insurance	279	265	272
139	Dental Insurance	979	986	1,001
141	Uniforms and Protective Clothing	60	610	610
142	Food Allowance	169	150	150
	<i>Subtotal</i>	<i>279,798</i>	<i>313,484</i>	<i>344,566</i>
Operating and Maintenance				
210	Office Supplies	5,236	-	-
216	Reference Books and Materials	40	150	150
217	Dues and Subscriptions	2,431	856	856
218	Non-Capital Equipment and Furniture	11,457	4,000	4,564
222	Chemicals	531	3,000	3,000
240	Equipment Repair and Maintenance	47,985	2,000	2,000
241	Grounds Maintenance		20,000	20,000
246	Liability Insurance	25,864	21,221	9,162
247	Safety Expenses	1,158	1,000	1,000
250	Professional and Contracted Services	195,387	159,381	142,089
261	Telephone Charges	1,670	1,668	3,396
263	Postage	4	-	-
264	Printing and Copying	(1,253)	500	500
273	Fleet Lease - Operating and Maintenance	46,125	59,083	44,420
274	Fleet Lease - Replacement	54,010	39,365	71,691
	<i>Subtotal</i>	<i>390,645</i>	<i>312,224</i>	<i>302,828</i>
	SERVICE TOTAL	\$670,443	\$625,708	\$647,394

Service: **Municipal Grounds Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Municipal Grounds Maintenance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Parks Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	3.30	3.30	3.30
Total	3.55	3.55	3.55

Service: Municipal Grounds Maintenance**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	114,016	179,772	177,983
112	Wages - Temporary	-	225	230
114	Skill Based Pay	216	225	225
115	One Time Payment	3,825	3,525	18
121	Wages - Overtime	2,743	-	-
122	Longevity Compensation	870	900	930
123	Leave Expense	3,359	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	700	1,420	1,420
128	FICA	-	14	14
129	Medicare	1,610	2,613	2,587
131	MOPC	6,209	8,999	8,910
132	Employee Insurance	29,096	29,301	28,477
133	Employee Retirement	8,320	12,059	12,831
135	Compensation Insurance	2,711	3,039	3,426
136	Unemployment Insurance	357	338	338
139	Dental Insurance	1,250	1,258	1,246
	<i>Subtotal</i>	<i>175,285</i>	<i>243,688</i>	<i>238,635</i>
Operating and Maintenance				
222	Chemicals	1,500	1,500	1,500
229	Materials and Supplies	896	300	300
232	Building Repair and Maintenance	2,457	100	100
240	Equipment Repair and Maintenance	-	50	50
246	Liability Insurance	2,048	1,236	1,667
250	Professional and Contracted Services	-	21,068	21,809
273	Fleet Lease - Operating and Maintenance	9,494	3,461	5,705
274	Fleet Lease - Replacement	15,968	6,824	22,370
	<i>Subtotal</i>	<i>32,363</i>	<i>34,539</i>	<i>53,501</i>
	SERVICE TOTAL	\$207,648	\$278,227	\$292,136

Service: Parks Development and Improvement

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

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

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

SERVICE: Parks Development and Improvement

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Sr Project Manager	1.00	1.60	1.60
Project Manager	0.50	0.00	0.00
Total	1.50	1.60	1.60

Service: Parks Development and Improvement**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	113,026	140,544	143,712
112	Wages - Temporary	26,030	34,000	34,000
115	One Time Payment	750	-	-
123	Leave Expense	2,420	-	-
126	Retirement Health Savings Plan	1,302	640	640
128	FICA	1,620	-	-
129	Medicare	1,797	2,038	2,084
131	MOPC	5,843	7,027	7,186
132	Employee Insurance	19,417	22,909	22,994
133	Employee Retirement	7,829	9,416	10,347
135	Compensation Insurance	87	494	129
136	Unemployment Insurance	238	264	273
139	Dental Insurance	834	984	1,006
142	Food Allowance	39	400	400
	<i>Subtotal</i>	<i>181,231</i>	<i>218,716</i>	<i>222,771</i>
Operating and Maintenance				
217	Dues and Subscriptions	660	770	770
218	Non-Capital Equipment and Furniture	-	230	230
229	Materials and Supplies	236	500	500
243	Non-Capital Computer Equipment and Supplies	-	950	300
246	Liability Insurance	1,295	950	876
247	Safety Expenses	-	150	150
261	Telephone Charges	824	850	850
263	Postage	-	200	200
264	Printing and Copying	-	200	200
273	Fleet Lease - Operating and Maintenance	884	-	-
	<i>Subtotal</i>	<i>3,899</i>	<i>4,800</i>	<i>4,076</i>
	SERVICE TOTAL	\$185,130	\$223,516	\$226,847

Service: Parks Maintenance

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Parks Maintenance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Project Manager	0.50	0.00	0.00
Parks Mtce and Solid Waste Ops Manager	0.50	0.50	0.00
Parks Superintendant	0.00	0.00	1.00
Parks Supervisor	1.25	1.25	1.50
Sr Project Manager	0.00	0.40	0.40
Senior Grounds Maintenance Technician	9.50	9.50	10.25
Grounds Maintenance Technician II	1.75	1.75	0.75
Natural Resources Technician	0.85	0.85	0.85
Graffiti Removal Specialist	0.25	0.25	0.25
Administrative Assistant	0.68	0.68	0.68
Total	15.28	15.18	15.68

Service: Parks Maintenance**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	690,788	803,220	876,028
112 Wages - Temporary	72,157	57,406	58,569
114 Skill Based Pay	1,879	1,875	1,875
115 One Time Payment	13,875	13,999	306
121 Wages - Overtime	22,519	7,500	7,500
122 Longevity Compensation	870	900	930
123 Leave Expense	14,574	-	-
124 Skill Based Overtime Pay	51	-	-
126 Retirement Health Savings Plan	7,237	6,072	6,272
128 FICA	4,536	3,559	3,559
129 Medicare	9,997	12,504	13,561
131 MOPC	34,524	40,255	43,895
132 Employee Insurance	128,812	130,923	140,165
133 Employee Retirement	46,262	53,942	63,209
135 Compensation Insurance	21,885	27,776	28,251
136 Unemployment Insurance	1,579	1,511	1,664
137 Staff Training and Conferences	2,315	8,500	8,500
139 Dental Insurance	5,532	5,623	6,132
141 Uniforms and Protective Clothing	5,887	4,000	4,000
142 Food Allowance	803	249	249
<i>Subtotal</i>	<i>1,086,082</i>	<i>1,179,814</i>	<i>1,264,665</i>
Operating and Maintenance			
210 Office Supplies	20,000	1,000	1,000
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	290	530	530
218 Non-Capital Equipment and Furniture	752	750	3,522
220 Gas and Oil	22	-	-
222 Chemicals	19,873	18,000	18,000
228 Janitorial Supplies	-	3,000	3,000
232 Building Repair and Maintenance	128,445	-	-
240 Equipment Repair and Maintenance	130	6,210	6,210
241 Grounds Maintenance	-	45,000	45,000
243 Non-Capital Computer Equipment and Supplies	-	2,000	5,400
246 Liability Insurance	68,396	63,931	57,043
247 Safety Expenses	3,863	5,000	5,000
249 Operating Leases and Rentals	4,298	2,500	2,500
250 Professional and Contracted Services	542,497	338,681	358,219
260 Utilities	272	-	-
261 Telephone Charges	5,116	4,400	12,464
263 Postage	-	200	200
264 Printing and Copying	457	500	500
269 Other Services and Charges	9,000	10,500	10,500
273 Fleet Lease - Operating and Maintenance	135,909	174,377	154,581
274 Fleet Lease - Replacement	174,584	188,240	245,642
<i>Subtotal</i>	<i>1,113,904</i>	<i>864,869</i>	<i>929,361</i>
Capital Outlay			
440 Machinery and Equipment	1,951	-	-
470 Planning and Design	365,017	-	-
475 Building and Facility Improvements	24,286	-	-
<i>Subtotal</i>	<i>391,254</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$2,591,240	\$2,044,683	\$2,194,026

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

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Right-of-way Maintenance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Parks Supervisor	0.50	0.50	0.50
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Administrative Assistant	0.07	0.07	0.07
Total	2.57	2.57	2.57

Service: Right-of-way Maintenance**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	131,462	138,677	139,953
112	Wages - Temporary	-	10,000	10,129
115	One Time Payment	3,750	3,150	-
121	Wages - Overtime	4,183	-	-
123	Leave Expense	4,018	-	-
126	Retirement Health Savings Plan	1,360	1,028	1,028
129	Medicare	1,771	2,010	2,029
131	MOPC	6,774	6,934	6,998
132	Employee Insurance	22,711	22,604	22,392
133	Employee Retirement	9,077	9,291	10,077
135	Compensation Insurance	6,320	7,281	6,391
136	Unemployment Insurance	278	261	266
139	Dental Insurance	975	971	980
	<i>Subtotal</i>	<i>192,680</i>	<i>202,207</i>	<i>200,243</i>
Operating and Maintenance				
210	Office Supplies	1,761	250	250
222	Chemicals	3,330	3,000	3,000
229	Materials and Supplies		2,950	2,950
232	Building Repair and Maintenance	6,494	900	900
240	Equipment Repair and Maintenance		2,920	2,920
246	Liability Insurance	14,857	12,834	11,409
247	Safety Expenses	29	-	-
249	Operating Leases and Rentals	260	260	260
250	Professional and Contracted Services	120	158,161	225,402
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	76,379	91,535	87,712
274	Fleet Lease - Replacement	49,760	57,372	91,987
	<i>Subtotal</i>	<i>152,989</i>	<i>330,282</i>	<i>426,890</i>
	SERVICE TOTAL	\$345,669	\$532,489	\$627,133

Service: **Union Reservoir**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Union Reservoir

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.70	0.60	0.60
Total	1.70	1.60	1.60

Service: Union Reservoir**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	89,817	86,545	87,648
112 Wages - Temporary	60,879	65,389	66,860
115 One Time Payment	2,550	2,136	845
121 Wages - Overtime	487	700	700
123 Leave Expense	2,872	-	-
126 Retirement Health Savings Plan	680	640	640
128 FICA	2,871	4,054	4,054
129 Medicare	1,897	2,202	2,219
131 MOPC	4,634	4,327	4,382
132 Employee Insurance	15,083	14,106	14,024
133 Employee Retirement	6,210	5,799	6,311
135 Compensation Insurance	2,115	2,888	2,480
136 Unemployment Insurance	185	163	167
139 Dental Insurance	648	606	614
141 Uniforms and Protective Clothing	693	1,275	1,275
142 Food Allowance	-	140	140
<i>Subtotal</i>	<i>191,622</i>	<i>190,970</i>	<i>192,359</i>
Operating and Maintenance			
210 Office Supplies	7,187	-	-
214 Pamphlets and Documents	-	1	1
218 Non-Capital Equipment and Furniture	634	1,000	1,297
220 Gas and Oil	-	100	100
222 Chemicals	-	400	400
223 Lab and Photo Supplies	-	50	50
224 Resale Merchandise	555	1,500	1,500
228 Janitorial Supplies	-	800	800
229 Materials and Supplies	-	1,801	1,801
232 Building Repair and Maintenance	8,599	4,500	4,500
240 Equipment Repair and Maintenance	-	900	900
241 Grounds Maintenance	-	6,889	6,889
243 Non-Capital Computer Equipment and Supplies	-	1,492	1,492
246 Liability Insurance	3,436	3,391	3,263
247 Safety Expenses	1,238	2,500	2,500
249 Operating Leases and Rentals	-	1,185	1,185
250 Professional and Contracted Services	3,565	-	9,000
252 Advertising and Legal Notices	499	50	50
260 Utilities	2,986	-	-
261 Telephone Charges	126	900	1,764
263 Postage	-	20	20
264 Printing and Copying	1,305	1,900	1,900
269 Other Services and Charges	1,307	135	135
273 Fleet Lease - Operating and Maintenance	23,563	25,605	24,053
274 Fleet Lease - Replacement	12,560	12,192	27,583
<i>Subtotal</i>	<i>67,559</i>	<i>67,311</i>	<i>91,183</i>
SERVICE TOTAL	\$259,181	\$258,281	\$283,542

Service: **Parks Resources Management**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Parks Resources Management

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Senior Parks Ranger Technician	1.00	1.00	1.00
Natural Resources Specialist	0.00	0.05	0.05
Parks/Open Space Ranger	0.30	0.30	0.30
Total	1.30	1.35	1.35

Service: Parks Resources Management**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	93,200	70,830	71,984
115	One Time Payment	2,268	1,761	488
123	Leave Expense	3,388	-	-
126	Retirement Health Savings Plan	2,357	540	540
129	Medicare	1,241	1,026	1,044
131	MOPC	4,758	3,542	3,599
132	Employee Insurance	15,224	11,545	11,517
133	Employee Retirement	6,376	4,746	5,183
135	Compensation Insurance	68	52	52
136	Unemployment Insurance	186	133	137
137	Staff Training and Conferences	1,321	-	-
139	Dental Insurance	653	496	504
141	Uniforms and Protective Clothing	113	600	600
142	Food Allowance	260	-	-
	<i>Subtotal</i>	<i>131,413</i>	<i>95,271</i>	<i>95,648</i>
Operating and Maintenance				
210	Supplies	3,652	-	-
217	Dues and Subscriptions	611	-	-
218	Non-Capital Equipment and Furniture	1,179	200	200
229	Materials and Supplies	-	600	600
240	Equipment Repair and Maintenance	2,050	-	-
241	Grounds Maintenance	-	5,300	5,300
246	Liability Insurance	322	111	109
250	Professional and Contracted Services	49,693	108,242	121,299
261	Telephone Charges	639	800	800
263	Postage	159	-	-
264	Printing Copying and Binding	227	-	-
269	Other Services and Charges	753	1,269	1,269
274	Fleet Lease - Replacement	-	-	2,907
	<i>Subtotal</i>	<i>59,285</i>	<i>116,522</i>	<i>132,484</i>
Capital Outlay				
440	Machinery and Equipment	5,087	-	6,000
	<i>Subtotal</i>	<i>5,087</i>	<i>-</i>	<i>6,000</i>
	SERVICE TOTAL	\$195,785	\$211,793	\$234,132

Service: **Engineering/Survey Technical Services**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Technology/GIS Coordinator	0.15	0.15	0.15
Engineering and Survey Tech Supervisor	0.15	0.15	0.15
PWNR Applications Support Analyst	0.15	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
Senior GIS/Mapping Technician	0.15	0.15	0.15
GIS/Mapping Technician	0.15	0.15	0.15
Senior Engineering Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Total	1.35	1.35	1.35

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

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	114,057	83,990	92,763
114 Skill Based Pay	-	43	-
115 One Time Payment	-	459	422
121 Wages - Overtime	-	233	250
126 Retirement Health Savings Plan	-	518	540
129 Medicare	-	1,224	1,345
131 MOPC	-	4,219	4,638
132 Employee Insurance	-	13,748	14,842
133 Employee Retirement	-	5,654	6,678
135 Compensation Insurance	-	65	-
136 Unemployment Insurance	-	159	176
137 Staff Training and Conferences	-	2,719	2,832
139 Dental Insurance	-	590	650
141 Uniforms and Protective Clothing	-	43	45
<i>Subtotal</i>	<i>114,057</i>	<i>113,664</i>	<i>125,181</i>
Operating and Maintenance			
216 Reference Books and Materials	-	14	15
217 Dues and Subscriptions	-	3,303	3,435
218 Non-Capital Equipment and Furniture	-	489	1,770
219 Drafting Supplies	-	431	450
229 Materials and Supplies	-	144	150
240 Equipment Repair and Maintenance	27,187	22,923	24,533
243 Non-Capital Computer Equipment and Supplies	-	2,176	225
246 Liability Insurance	-	166	-
247 Safety Expenses	-	144	150
250 Professional and Contracted Services	-	2,156	4,913
261 Telephone Charges	-	111	115
264 Printing and Copying	-	72	75
273 Fleet Lease - Operating and Maintenance	-	321	-
<i>Subtotal</i>	<i>27,187</i>	<i>32,450</i>	<i>35,831</i>
Capital Outlay			
440 Machinery and Equipment	3,274	-	-
<i>Subtotal</i>	<i>3,274</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$144,518	\$146,114	\$161,012

Public Facilities Overview

	2014 Actual	2015 Budget	2016 Budget
Personal Services	1,346,401	1,472,076	1,503,362
Operating and Maintenance	1,859,312	1,921,938	2,035,902
Non-Operating	-	-	-
Capital	-	30,000	-
TOTAL	\$ 3,205,713	\$ 3,424,014	\$ 3,539,264

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

Service: **Facilities Maintenance Services**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Facilities Maintenance Services provides core building system maintenance and core building system repair services for general City facilities with limited support for specifically funded facilities and outlying locations. Primary duties are within each facility’s envelope and include general core building occupancy HVAC and BAS repair and maintenance, electrical repair and maintenance, plumbing repair and maintenance, roof system repair, preventive maintenance for core building equipment, construction-related repairs, access hardware repair, 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 that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for general fund sites and a staff parking lot lease

SERVICE: Facilities Maintenance Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Facilities Maintenance Supervisor	1.00	0.00	0.00
Facilities Maintenance and CIP Manager	0.00	0.00	1.00
Facilities Manager	0.00	1.00	0.00
Lead Facilities Maint Tech	0.00	1.00	0.00
Facilities Maintenance Tech II	5.00	4.00	5.00
Total	6.00	6.00	6.00

Service: Facilities Maintenance Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	309,639	345,052	361,968
115	One Time Payment	6,540	792	1,500
121	Wages - Overtime	19,095	22,463	23,275
123	Leave Expense	12,363	-	-
126	Retirement Health Savings Plan	3,501	2,400	2,400
129	Medicare	4,463	5,002	5,249
131	MOPC	16,099	17,252	18,098
132	Employee Insurance	47,888	56,242	57,915
133	Employee Retirement	21,573	23,117	26,062
135	Compensation Insurance	4,871	5,817	6,514
136	Unemployment Insurance	590	649	688
137	Staff Training and Conferences	990	2,400	2,400
139	Dental Insurance	2,055	2,415	2,534
141	Uniforms and Protective Clothing	851	1,800	1,800
	<i>Subtotal</i>	<i>450,517</i>	<i>485,401</i>	<i>510,403</i>
Operating and Maintenance				
210	Office Supplies	9,779	568	1,086
217	Dues and Subscriptions	368	368	456
218	Non-Capital Equipment and Furniture	2,571	5,800	5,000
229	Materials and Supplies	-	4,889	7,956
232	Building Repair and Maintenance	165,183	57,540	94,512
233	Facility Repair and Maintenance	-	60,000	1
240	Equipment Repair and Maintenance	-	30,293	33,942
246	Liability Insurance	19,834	8,243	7,585
247	Safety Expenses	1,250	1,325	1,125
248	Lease Purchase Installment	258,373	255,000	280,439
249	Operating Leases and Rentals	18,270	22,786	23,016
250	Professional and Contracted Services	196,661	205,329	218,248
260	Utilities	680,653	711,359	711,359
261	Telephone Charges	3,697	4,824	4,152
273	Fleet Lease - Operating and Maintenance	17,679	19,462	25,523
274	Fleet Lease - Replacement	-	20,622	20,331
	<i>Subtotal</i>	<i>1,374,318</i>	<i>1,408,408</i>	<i>1,434,731</i>
	SERVICE TOTAL	\$1,824,835	\$1,893,809	\$1,945,134

Service: **Facilities Operations Services**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Facilities Operations Services provides custodial services and contracted custodial services, and manages building operational systems and contracted services related to non-core building operating systems for general City facilities with limited support for specifically funded facilities and outlying locations. Primary duties involve custodial cleaning, including set up and light maintenance, of the buildings; inspection and maintenance of critical operating systems, i.e., fire and burglar alarm systems, fire sprinkler systems, fire extinguisher, ADA and automatic doors, keyless entry and security gates, etc.; and contracted services such as divided wall partition preventative maintenance, automated motorized window treatment preventive maintenance and repairs, painting, gym wood floor yearly maintenance, carpet cleaning, window cleaning, door lock and hardware repairs, pest control, tile and carpet repairs, rag cleaning, custodial equipment repairs, etc. Facilities Operations Services also serves as a construction expert liaison for other divisions when remodel projects affect building operating systems that FOS supports and is a building contact for vendors who need access to complete scheduled FOS/FMS repairs, inspections, etc.

SERVICE: Facilities Operations Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Facilities Operations Supervisor	1.00	0.00	0.00
Facilities Operations and CIP Manager	0.00	0.00	1.00
Project Manager II	0.00	1.00	0.00
Custodian	18.75	18.75	18.75
Total	19.75	19.75	19.75

Service: Facilities Operations Services**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	578,503	692,401	705,678
114 Skill Based Pay	3,007	3,000	3,000
115 One Time Payment	22,092	21,996	10,053
121 Wages - Overtime	28,969	24,000	24,000
122 Longevity Compensation	1,740	1,800	1,860
123 Leave Expense	31,030	-	-
124 Skill Based Overtime Pay	283	-	-
126 Retirement Health Savings Plan	6,667	7,900	7,900
129 Medicare	7,891	10,085	10,275
131 MOPC	30,598	34,770	35,434
132 Employee Insurance	112,644	112,864	112,908
133 Employee Retirement	40,994	46,590	51,025
135 Compensation Insurance	24,214	22,620	22,545
136 Unemployment Insurance	1,384	1,302	1,341
137 Staff Training and Conferences	7	500	-
139 Dental Insurance	4,835	4,847	4,940
141 Uniforms and Protective Clothing	1,026	2,000	2,000
<i>Subtotal</i>	895,884	986,675	992,959
Operating and Maintenance			
210 Office Supplies	62,692	500	869
217 Dues and Subscriptions	326	370	370
218 Non-Capital Equipment and Furniture	17,491	17,100	16,000
228 Janitorial Supplies	-	100,000	100,000
229 Materials and Supplies	-	11,000	9,000
232 Building Repair and Maintenance	11,368	14,773	13,000
240 Equipment Repair and Maintenance	-	10,000	10,000
243 Non-Capital Computer Equipment and Supplies	-	-	-
246 Liability Insurance	5,053	1,329	1,228
247 Safety Expenses	-	500	-
250 Professional and Contracted Services	383,742	353,096	445,566
261 Telephone Charges	2,384	3,200	3,400
264 Printing and Copying	379	-	-
273 Fleet Lease - Operating and Maintenance	1,558	1,662	1,738
<i>Subtotal</i>	484,993	513,530	601,171
Capital Outlay			
440 Machinery and Equipment	-	30,000	-
<i>Subtotal</i>	-	30,000	-
SERVICE TOTAL	\$1,380,878	\$1,530,205	\$1,594,130

PUBLIC SAFETY FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	4,886,395	5,039,648	5,461,964
Operating and Maintenance	1,429,044	1,417,489	1,472,732
Non-Operating	9,809	2,057	8,103
Capital	402,630	50,940	579,605
TOTAL	\$ 6,727,878	\$ 6,510,134	\$ 7,522,404

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

PUBLIC SAFETY FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 1,970,226	\$ 1,418,739	\$ 1,163,427
Committed Working Capital	-	266,418	-
SOURCES OF FUNDS			
REVENUES			
Taxes	5,749,017	6,006,613	6,471,659
Intergovernmental revenue	243,317	271,413	316,773
Charges for Service	65,525	50,000	69,300
Grants and Donations	171,550	-	-
Interest	7,983	12,929	11,634
Miscellaneous	13,622	-	-
Proceeds from Advance	-	-	450,505
Adjustment for GAAP Revenue	12,438	-	-
TOTAL FUNDS	6,263,452	6,340,955	7,319,871
EXPENDITURES			
Personal Services	4,886,395	5,039,648	5,461,964
Operating and Maintenance	1,429,044	1,417,489	1,472,732
Non- Operating	9,809	2,057	8,103
Capital	489,691	50,940	579,605
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	6,814,939	6,510,134	7,522,404
Estimated Revisions	-	180,285	-
ENDING WORKING CAPITAL	1,418,739	1,163,427	960,894
CONTRIBUTION TO/(FROM) RESERVES	\$ (551,487)	\$ 11,106	\$ (202,533)

Public Safety Administration Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	308,628	259,265	198,535
Operating and Maintenance	54,407	55,286	74,813
Non-Operating	9,809	2,057	8,103
Capital	333,200	-	-
TOTAL	\$ 706,043	\$ 316,608	\$ 281,451

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

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

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

Service: **Public Safety Chief**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Service: Public Safety Chief**LINE ITEM BUDGET**

		2015 Actual	2016 Budget	2017 Budget
Personal Services				
111	Salaries and Wages	-	5,093	7,836
123	Leave Expense	-	15,000	19,000
137	Staff Training and Conferences	-	-	750
	<i>Subtotal</i>	-	20,093	27,586
Operating and Maintenance				
250	Professional and Contracted Services	20,000	20,000	20,000
	<i>Subtotal</i>	20,000	20,000	20,000
Non-Operating Expense				
970	Transfers to Other Funds	9,809	2,057	8,103
	<i>Subtotal</i>	9,809	2,057	8,103
Capital Outlay				
471	Land	333,200	-	-
	<i>Subtotal</i>	333,200	-	-
	SERVICE TOTAL	\$363,009	\$42,150	\$55,689

Service: **Office of Emergency Management**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Assistant to Public Safety Chief	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Office of Emergency Management**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	240,582	98,508	106,296
112	Wages - Temporary	1,310	85,000	-
115	One Time Payment	2,100	1,164	-
121	Wages - Overtime	9,105	6,907	10,114
123	Leave Expense	2,862	-	-
126	Retirement Health Savings Plan	2,144	400	400
129	Medicare	2,915	1,428	1,541
131	MOPC	11,696	4,925	5,315
132	Employee Insurance	16,002	16,057	17,007
133	Employee Retirement	15,673	6,600	7,653
135	Compensation Insurance	76	15,308	19,677
136	Unemployment Insurance	196	185	202
137	Staff Training and Conferences	3,279	2,000	2,000
139	Dental Insurance	687	690	744
	<i>Subtotal</i>	308,628	239,172	170,949
Operating and Maintenance				
217	Dues and Subscriptions	1,841	-	-
218	Non-Capital Equipment and Furniture	1,282	-	-
229	Materials and Supplies	13,159	2,500	2,500
240	Equipment Repair and Maintenance	2,230	24,400	33,100
243	Non-Capital Computer Equipment and Supplies	-	3,000	3,000
245	Mileage Allowance	-	-	-
246	Liability Insurance	552	570	8,679
247	Safety Expenses	20	-	-
249	Operating Leases and Rentals	8,400	-	-
250	Professional Contracted Services	1,796	-	-
260	Utilities	1,933	-	-
273	Fleet Lease - Operating and Maintenance	3,193	4,816	2,498
274	Fleet Lease - Replacement	-	-	5,036
	<i>Subtotal</i>	34,407	35,286	54,813
	SERVICE TOTAL	\$343,034	\$274,458	\$225,762

Fire Services Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,290,368	1,299,906	1,439,230
Operating and Maintenance	607,280	611,568	596,863
Non-Operating	-	-	-
Capital	24,201	45,550	7,500
TOTAL	\$ 1,921,849	\$ 1,957,024	\$ 2,043,593

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

Service: Fire Suppression

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	1.00	2.00
Firefighter/Paramedic	2.00	1.00	1.00
Firefighter/Engineer	1.00	2.00	1.00
Firefighter	3.00	4.00	4.00
Total	11.00	11.00	11.00

Service: Fire Suppression**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	800,477	893,917	924,588
114 Skill Based Pay	4,819	1,200	1,200
121 Wages - Overtime	102,839	36,114	127,585
123 Leave Expense	35,991	-	-
124 Skill Based Overtime Pay	1,094	-	-
126 Retirement Health Savings Plan	10,568	8,951	9,258
127 FPPA Death and Disability	10,193	10,542	11,206
129 Medicare	12,660	12,979	13,424
132 Employee Insurance	134,202	145,709	147,934
133 Employee Retirement	-	120	-
134 Police and Fire Retirement	85,851	89,392	92,579
135 Compensation Insurance	34,192	34,644	35,377
136 Unemployment Insurance	1,647	1,681	1,757
137 Staff Training and Conferences	-	-	9,450
139 Dental Insurance	5,764	6,257	6,472
141 Uniforms and Protective Clothing	49,494	57,400	57,400
142 Food Allowance	577	1,000	1,000
<i>Subtotal</i>	<i>1,290,368</i>	<i>1,299,906</i>	<i>1,439,230</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	29,256	15,000	27,700
228 Janitorial Supplies	9,905	14,450	19,450
229 Materials and Supplies	-	5,000	-
240 Equipment Repair and Maintenance	19,829	22,262	22,262
246 Liability Insurance	14,578	12,981	11,512
247 Safety Expenses	35,816	38,000	-
248 Lease Purchase Installment	347,834	350,000	350,000
250 Professional and Contracted Services	-	2,000	2,000
269 Other Services and Charges	512	-	-
273 Fleet Lease - Operating and Maintenance	30,246	32,786	44,851
274 Fleet Lease - Replacement	119,304	119,089	119,088
<i>Subtotal</i>	<i>607,280</i>	<i>611,568</i>	<i>596,863</i>
Capital Outlay			
432 Vehicles	-	45,550	-
440 Machinery and Equipment	24,201	-	7,500
<i>Subtotal</i>	<i>24,201</i>	<i>45,550</i>	<i>7,500</i>
SERVICE TOTAL	\$1,921,849	\$1,957,024	\$2,043,593

Police Services Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,565,989	2,642,739	2,873,787
Operating and Maintenance	310,719	334,364	360,565
Non-Operating	-	-	-
Capital	45,229	-	50,000
TOTAL	\$ 2,921,936	\$ 2,977,103	\$ 3,284,352

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

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

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

Service: **Police Patrol Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Sergeant	1.00	1.00	1.00
Police Officer	8.00	8.00	10.00
Total	9.00	9.00	11.00

Service: Police Patrol Operations**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	632,405	649,293	787,888
114	Skill Based Pay	676	1,200	-
121	Wages - Overtime	35,297	30,900	41,827
123	Leave Expense	9,783	-	-
124	Skill Based Overtime Pay	44	-	-
126	Retirement Health Savings Plan	14,129	6,505	7,779
127	FPPA Death and Disability	8,214	8,201	8,677
129	Medicare	8,823	9,432	11,280
132	Employee Insurance	107,231	105,835	124,467
133	Employee Retirement	-	120	-
134	Police and Fire Retirement	63,298	64,929	77,792
135	Compensation Insurance	52,262	66,137	39,823
136	Unemployment Insurance	1,317	1,221	1,478
137	Staff Training and Conferences	-	-	22,200
139	Dental Insurance	4,606	4,545	5,445
141	Uniforms and Protective Clothing	5,542	4,950	13,070
	<i>Subtotal</i>	<i>943,627</i>	<i>953,268</i>	<i>1,141,726</i>
Operating and Maintenance				
210	Office Supplies	6,433	1,000	1,100
216	Reference Books and Materials	-	500	580
218	Non-Capital Equipment and Furniture	251	200	24,580
229	Materials and Supplies	-	500	2,140
240	Grounds Maintenance	124	-	704
243	Non-Capital Computer Equipment and Supplies	-	550	10,480
246	Liability Insurance	8,174	6,227	6,640
247	Safety Expenses	-	-	70
250	Professional Contracted Services	161	-	1,680
258	Investigative Expenses	340	-	-
261	<i>Telephone Charges</i>	-	-	<i>1,800</i>
264	Printing and Copying	1,089	850	940
273	Fleet Lease - Operating and Maintenance	87,320	68,344	68,862
274	Fleet Lease - Replacement	56,099	89,027	55,700
	<i>Subtotal</i>	<i>159,991</i>	<i>167,198</i>	<i>175,276</i>
Capital Outlay				
432	Vehicles	45,229	-	50,000
	<i>Subtotal</i>	<i>45,229</i>	<i>-</i>	<i>50,000</i>
	SERVICE TOTAL	\$1,148,847	\$1,120,466	\$1,367,002

Service: **Detective Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

The **Person Crimes Unit** is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations.

The **Property Crimes Unit** is responsible for investigating crimes committed against property, including burglary, trespass, auto theft, criminal mischief, theft, arson, and computer crime. The unit also provides computer forensic services, crime scene investigation services, and property and evidence management. Fraud and forgery cases are also investigated out of this unit, as well.

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

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

SERVICE: Detective Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
CSO Detectives	1.00	1.00	1.00
Property & Evidence Custodian	1.00	1.00	1.00
Total	2.00	2.00	2.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	100,411	103,152	107,519
114	Skill Based Pay	-	900	-
115	One Time Payment	1,152	528	-
121	Wages - Overtime	19,474	11,330	21,670
123	Leave Expense	1,990	-	-
126	Retirement Health Savings Plan	938	945	968
127	Police and Fire Death and Disability	-	1,939	-
129	Medicare	1,360	1,509	1,559
131	MOPC	5,132	5,157	5,376
132	Employee Insurance	16,653	16,814	17,203
133	Employee Retirement	6,878	7,001	7,741
135	Compensation Insurance	1,428	5,157	5,362
136	Unemployment Insurance	204	194	204
137	Staff Training and Conferences	8,000	-	-
139	Dental Insurance	715	722	753
141	Uniforms and Protective Clothing	1,100	2,100	2,100
142	Food Allowance	184	-	-
	<i>Subtotal</i>	<i>165,618</i>	<i>157,448</i>	<i>170,455</i>
Operating and Maintenance				
210	Office Supplies	9,293	500	500
216	Reference Books and Materials	918	100	100
217	Dues and Subscriptions	575	300	300
218	Non-Capital Equipment and Furniture	4,038	5,650	5,650
229	Materials and Supplies	-	425	425
240	Equipment Repair and Maintenance Contracts	-	10,000	10,000
243	Non-Capital Computer Equipment and Supplies	-	7,500	7,500
246	Liability Insurance	1,894	1,890	1,352
250	Professional and Contracted Services	9,484	8,000	8,000
258	Investigative Expenses	2,248	-	-
273	Fleet Lease - Operating and Maintenance	14,874	16,998	17,420
274	Fleet Lease - Replacement	8,314	16,100	21,812
	<i>Subtotal</i>	<i>51,637</i>	<i>67,463</i>	<i>73,059</i>
	SERVICE TOTAL	\$217,255	\$224,911	\$243,514

Service: **Special Enforcement Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
121 Wages - Overtime	20,880	20,291	20,900
124 Skill Based Overtime Pay	38	-	-
135 Compensation Insurance	254	304	299
<i>Subtotal</i>	<i>21,172</i>	<i>20,595</i>	<i>21,199</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance Contracts	-	-	-
246 Liability Insurance	1,053	953	761
273 Fleet Lease - Operating and Maintenance	705	245	476
274 Fleet Lease - Replacement	15,936	15,630	15,630
<i>Subtotal</i>	<i>17,694</i>	<i>16,828</i>	<i>16,867</i>
SERVICE TOTAL	\$38,866	\$37,423	\$38,066

Service: **School Resource Officers**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: School Resource Officers

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Master Police Officer	2.00	2.00	2.00
Total	2.00	2.00	2.00

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	159,986	164,088	169,008
121	Wages - Overtime	6,063	6,180	6,365
122	Longevity Compensation	1,800	1,860	1,920
123	Leave Expense	957	-	-
126	Retirement Health Savings Plan	3,118	1,641	1,690
127	FPPA Death and Disability	2,081	2,133	2,282
129	Medicare	1,110	2,379	1,225
132	Employee Insurance	25,968	26,746	27,041
134	Police and Fire Retirement	16,189	16,409	16,901
135	Compensation Insurance	1,990	2,549	2,508
136	Unemployment Insurance	318	308	321
139	Dental Insurance	1,116	1,149	1,183
141	Uniforms and Protective Clothing	1,322	1,750	1,750
	<i>Subtotal</i>	<i>222,017</i>	<i>227,192</i>	<i>232,194</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	124	600	600
229	Materials and Supplies	-	1,500	1,500
246	Liability Insurance	531	271	4,087
262	Radio Repair and Maintenance	-	-	-
	<i>Subtotal</i>	<i>655</i>	<i>2,371</i>	<i>6,187</i>
	SERVICE TOTAL	\$222,672	\$229,563	\$238,381

Service: **Special Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Special Operations Section is a primary service function of the Police Services Division. Special Operations consists of both primary and collateral service functions. Within the Public Safety Tax Fund, the primary service functions are Special Operations, the School Resource Officer Unit and the Gang and Crime Suppression Unit. The collateral service functions are the SWAT Team and the Bomb Squad. All functions within the section have their own independent budgets with specific service descriptions.

SERVICE: Special Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Administrative Assistant	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Special Operations**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	42,283	44,809	45,816
121	Wages - Overtime	-	515	530
123	Leave Expense	667	-	-
126	Retirement Health Savings Plan	-	400	400
129	Medicare	464	650	664
131	MOPC	1,921	2,240	2,291
132	Employee Insurance	6,963	7,304	7,331
133	Employee Retirement	2,574	3,002	3,299
135	Compensation Insurance	-	665	668
136	Unemployment Insurance	85	84	87
139	Dental Insurance	299	314	321
	<i>Subtotal</i>	<i>55,256</i>	<i>59,983</i>	<i>61,407</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	1,301	-	-
243	Non-Capital Computer Equipment and Supplies	1,605	-	-
	<i>Subtotal</i>	<i>2,906</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$58,162	\$59,983	\$61,407

Service: **SWAT Team**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Service: SWAT Team**LINE ITEM BUDGET**

		2015 Actual	2016 Budget	2017 Budget
Personal Services				
121	Wages - Overtime	42,610	41,200	42,436
124	Skill Based Overtime Pay	85	-	-
135	Compensation Insurance	516	617	607
141	Uniforms and Protective Clothing	135	600	600
142	Food Allowance	10	-	-
	<i>Subtotal</i>	<i>43,357</i>	<i>42,417</i>	<i>43,643</i>
Operating and Maintenance				
217	Dues and Subscriptions	150	-	-
218	Non-Capital Equipment and Furniture	1,235	5,000	5,000
229	Materials and Supplies	1,486	5,100	5,100
240	Equipment Repair and Maintenance	16	-	-
246	Liability Insurance	953	828	674
247	Safety Expenses	-	3,200	3,200
273	Fleet Lease - Operating and Maintenance	2,322	3,869	4,547
274	Fleet Lease - Replacement	11,967	11,965	11,965
	<i>Subtotal</i>	<i>18,129</i>	<i>29,962</i>	<i>30,486</i>
	SERVICE TOTAL	\$61,486	\$72,379	\$74,129

Service: **Gang and Crime Suppression Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

The Crime Free Multi-Housing Program also is administered through the GCSU. This program is a partnership between Longmont’s multi-family housing units and the police. The partnership fosters open communication between our multi-family communities, management and the police to maintain a safer community through environment design, information sharing and education.

SERVICE: Gang and Crime Suppression Unit

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	7.00	8.00
Police Officer	3.00	1.00	0.00
Total	9.00	9.00	9.00

Service: Gang and Crime Suppression Unit**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	722,365	747,672	770,088
114	Skill Based Pay	904	900	900
121	Wages - Overtime	29,215	42,230	43,497
123	Leave Expense	7,717	-	-
124	Skill Based Overtime Pay	74	-	-
126	Retirement Health Savings Plan	11,637	7,486	7,710
127	FPPA Death and Disability	8,241	8,435	9,023
129	Medicare	10,367	10,854	11,179
131	MOPC	-	-	-
132	Employee Insurance	115,961	121,871	123,214
133	Employee Retirement	-	90	-
134	Police and Fire Retirement	73,024	74,767	77,099
135	Compensation Insurance	37,649	65,909	55,594
136	Unemployment Insurance	1,422	1,406	1,463
139	Dental Insurance	4,982	5,234	5,391
141	Uniforms and Protective Clothing	5,680	6,675	6,675
142	Food Allowance	310	-	-
	<i>Subtotal</i>	<i>1,029,548</i>	<i>1,093,529</i>	<i>1,111,833</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	428	1,100	1,100
229	Materials and Supplies	1,477	2,850	2,850
246	Liability Insurance	4,386	3,509	7,249
250	Professional Contracted Services	200	-	-
264	Printing and Copying	717	-	-
273	Fleet Lease - Operating and Maintenance	26,324	14,608	23,081
274	Fleet Lease - Replacement	20,393	21,120	13,517
	<i>Subtotal</i>	<i>53,925</i>	<i>43,187</i>	<i>47,797</i>
	SERVICE TOTAL	\$1,083,473	\$1,136,716	\$1,159,630

Service: **Victim Services**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Victim Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Victim Services Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Victim Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	60,532	65,619	67,092
114	Skill Based Pay	1,205	1,200	1,200
123	Leave Expense	3,017	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	782	968	990
131	MOPC	3,238	3,341	3,415
132	Employee Insurance	10,485	10,695	10,735
133	Employee Retirement	4,339	4,476	4,917
135	Compensation Insurance	817	1,026	984
136	Unemployment Insurance	129	123	127
139	Dental Insurance	450	459	470
141	Uniforms and Protective Clothing	-	-	1,000
	<i>Subtotal</i>	85,393	88,307	91,330
Operating and Maintenance				
210	Office Supplies	162	-	-
217	Dues and Subscriptions	350	1,000	1,000
246	Liability Insurance	390	270	230
264	Printing and Copying	20	-	2,000
273	Fleet Lease - Operating and Maintenance	1,277	2,503	4,081
274	Fleet Lease - Replacement	3,582	3,582	3,582
	<i>Subtotal</i>	5,781	7,355	10,893
	SERVICE TOTAL	\$91,174	\$95,662	\$102,223

Support Services Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	274,124	260,921	351,007
Operating and Maintenance	219,241	236,907	262,176
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 493,365	\$ 497,828	\$ 613,183

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

Service: **Support Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Support Services provides support to the administrative and operational components of the Public Safety Department. Recruitment, hiring, promotion, training, personnel and training records, and special program oversight are managed through its Training & Personnel Unit. The Logistics Unit facilitates and coordinates the management, maintenance, and construction of all Public Safety facilities and management of the Public Safety fleet; conducts research; acquires and facilitates repair of certain types of department equipment; and manages Public Safety contracts and intergovernmental agreements. This unit also serves as liaison with multiple external vendors and other City departments including Facility Operations and Fleet Services.

Support Services also provides liaison with Front Range Community College, Longmont Campus; the chaplains group; and several community support organizations.

Service: Support Services

LINE ITEM BUDGET

Operating and Maintenance	2015 Actual	2016 Budget	2017 Budget
218 Non-Capital Equipment and Furniture	-	-	-
229 Materials and Supplies	-	-	-
240 Equipment Repair and Maintenance	-	-	-
247 Safety Expenses	-	725	-
250 Professional and Contracted Services	1,052	2,000	-
269 Other Services and Charges	-	400	-
<i>Subtotal</i>	<i>1,052</i>	<i>3,125</i>	<i>-</i>
SERVICE TOTAL	\$1,052	\$3,125	\$-

Service: **Training & Personnel**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

Service: Training & Personnel**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
121	Wages - Overtime	68,649	65,637	91,728
124	Skill Based Overtime Pay	257	-	0
135	Compensation Insurance	286	314	327
137	Staff Training and Conferences	34,825	48,900	56,850
	<i>Subtotal</i>	<i>104,017</i>	<i>114,851</i>	<i>148,905</i>
Operating and Maintenance				
229	Materials and Supplies	5,975	7,500	7,500
246	Liability Insurance	219	104	101
247	Safety Expenses	-	-	725
250	Professional Contracted Services	-	-	2,000
269	Other Services and Charges	-	-	400
	<i>Subtotal</i>	<i>6,194</i>	<i>7,604</i>	<i>10,726</i>
	SERVICE TOTAL	\$110,211	\$122,455	\$159,631

Service: **Firing Range**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Firing Range

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Range Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Firing Range**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	63,993	66,276	67,764
112	Wages - Temporary	72,910	28,000	80,000
115	One Time Payment	-	-	3
121	Wages - Overtime	4,362	24,720	25,462
123	Leave Expense	246	-	-
124	Skill Based Overtime Pay	15	-	-
126	Retirement Health Savings Plan	-	400	400
128	FICA	4,576	1,736	1,736
129	Medicare	1,878	1,367	1,389
131	MOPC	3,212	3,314	3,388
132	Employee Insurance	10,821	10,803	10,842
133	Employee Retirement	4,304	4,440	4,879
135	Compensation Insurance	1,499	1,825	2,136
136	Unemployment Insurance	133	125	129
139	Dental Insurance	465	464	474
141	Uniforms and Protective Clothing	1,532	1,600	2,500
142	Food Allowance	161	1,000	1,000
	<i>Subtotal</i>	<i>170,107</i>	<i>146,070</i>	<i>202,102</i>
Operating and Maintenance				
210	Office Supplies	9,539	200	200
217	Dues and Subscriptions	-	500	500
218	Non-Capital Equipment and Furniture	28,115	3,000	6,000
224	Resale Merchandise	792	-	-
228	Janitorial Supplies	-	1,000	1,000
229	Materials and Supplies	-	1,500	2,300
232	Building Repair and Maintenance	69,163	10,250	10,250
240	Equipment Repair and Maintenance	-	73,950	45,105
243	Non-Capital Computer Equipment and Supply	-	500	500
245	Mileage Allowance	410	-	-
246	Liability Insurance	442	325	429
247	Safety Expenses	2,750	2,000	3,000
250	Professional and Contracted Services	61,583	105,825	136,670
260	Utilities	36,434	22,075	37,075
269	Other Services and Charges	967	2,500	2,500
273	Fleet Lease - Operating and Maintenance	919	1,672	5,040
274	Fleet Lease - Replacement	881	881	881
	<i>Subtotal</i>	<i>211,995</i>	<i>226,178</i>	<i>251,450</i>
	SERVICE TOTAL	\$382,102	\$372,248	\$453,552

Information Services Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	307,662	403,477	410,986
Operating and Maintenance	207,980	142,688	139,405
Non-Operating	-	-	-
Capital	-	-	71,600
TOTAL	\$ 515,642	\$ 546,165	\$ 621,991

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

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

Service: Longmont Emergency Communications Center

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Communications Specialist	4.00	5.00	5.00
Total	4.00	5.00	5.00

Service: Longmont Emergency Communications Center**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	189,627	262,593	270,083
112	Wages - Temporary	1,869	-	
121	Wages - Overtime	24,408	27,866	28,702
123	Leave Expense	3,258	-	-
126	Retirement Health Savings Plan	2,719	2,626	2,701
129	Medicare	2,738	3,808	3,916
131	MOPC	9,535	13,129	13,504
132	Employee Insurance	33,771	42,802	43,213
133	Employee Retirement	12,776	17,593	19,446
135	Compensation Insurance	114	170	1,330
136	Unemployment Insurance	415	493	513
137	Staff Training and Conferences	1,920	4,450	4,450
139	Dental Insurance	1,451	1,838	1,891
	<i>Subtotal</i>	<i>284,600</i>	<i>377,368</i>	<i>389,749</i>
Operating and Maintenance				
217	Dues and Subscriptions	50	150	150
218	Non-Capital Equipment and Furniture	1,361	7,420	2,120
229	Materials and Miscellaneous Supplies	-	50	50
240	Equipment Repair and Maintenance	-	-	-
246	Liability Insurance	539	359	447
250	Professional Contracted Services	1,970	-	-
269	Other Services and Charges	-	50	50
	<i>Subtotal</i>	<i>3,920</i>	<i>8,029</i>	<i>2,817</i>
Capital Outlay				
475	Building and Facility Development	-	-	71,600
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>71,600</i>
	SERVICE TOTAL	\$288,520	\$385,397	\$464,166

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

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

Service: Information & Technology**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
121 Overtime Wages	14,706	14,935	15,383
135 Compensation Insurance	11	11	11
<i>Subtotal</i>	<i>14,717</i>	<i>14,946</i>	<i>15,394</i>
Operating and Maintenance			
218 Non Capital Equipment and Furniture	-	-	5,000
240 Equipment Repair and Maintenance	41,085	32,435	35,135
243 Non-Capital Computer Equipment and Supplies	46,327	6,915	2,145
246 Liability Insurance	50	24	23
250 Professional and Contracted Services	60,631	-	-
<i>Subtotal</i>	<i>148,093</i>	<i>39,374</i>	<i>42,303</i>
Capital Outlay			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$162,810	\$54,320	\$57,697

Service: **Public Safety Information Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

Through its various sections, units and programs, Information Services provides a wide range of information-sharing and technology-related support to the administrative and operational components of the Public Safety Department. In addition, Information Services is responsible for public outreach, including community prevention and education efforts and recruiting volunteers needed throughout the department. This division also is responsible for creating and managing personnel orders, liaison and collateral assignment lists, organizational charts and employee status forms; managing the department's Smart Device program; and the general oversight, administration and tracking of the department's 50 budget services.

Service: Information Services**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
137 Staff Training and Conferences	-	-	1,000
<i>Subtotal</i>	-	-	1,000
Operating and Maintenance			
216 Reference Books and Materials	-	-	-
218 Non-Capital Equipment and Furniture	360	421	421
229 Materials and Miscellaneous Supplies	-	-	-
240 Equipment Repair and Maintenance	2,141	4,500	4,500
243 Non-Capital Computer Equipment and Supplies	599	930	930
249 Operating Leases and Rentals	1,800	1,800	1,800
261 Telephone Charges	46,825	75,609	75,609
<i>Subtotal</i>	51,725	83,260	83,260
SERVICE TOTAL	\$51,725	\$83,260	\$84,260

Service: **Public Safety Outreach**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of the Information Services Division. Public Safety Outreach is the liaison between department programs and citizen audiences. This unit is instrumental in providing a significant number of safety and educational programs and presentations to the public, either directly or working through other divisions, sections and units. Safety and educational materials are disseminated via brochures, flyers, classroom and public presentations, and print and social media. Outreach efforts include Neighborhood Watch and National Night Out; education to schools, businesses, and retirement facilities; Citizen Police Academy; career fairs; and Safety and Justice Center tours. The Outreach Unit also is responsible for the City's False Alarm Reduction Program and the department's volunteer program. Additionally, the Outreach Unit is involved in community engagement and self-sufficiency efforts such as for mental health and homelessness.

Service: Public Safety Outreach**LINE ITEM BUDGET**

		2015 Actual	2016 Budget	2017 Budget
Personal Services				
121	Wages - Overtime	3,980	6,341	-
124	Skill Base Overtime Pay	33	-	-
135	Compensation Insurance	-	72	93
	<i>Subtotal</i>	<i>4,013</i>	<i>6,413</i>	<i>93</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	1,150	5,500	1,500
229	Materials and Miscellaneous Supplies	287	-	-
250	Professional and Contracted Services	605	1,700	1,700
252	Advertising and Legal Notices	1,675	4,000	4,000
	<i>Subtotal</i>	<i>3,717</i>	<i>11,200</i>	<i>7,200</i>
	SERVICE TOTAL	\$7,730	\$17,613	\$7,293

Service: **Volunteer Programs**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

- **S&J Volunteers:** Volunteers who provide a wide variety of assistance and support throughout the Safety & Justice Center complex that can include receptionist duties, administrative functions, investigative assistance, crime and data analysis, and equipment and vehicle maintenance. In addition, they often provide assistance and support with a variety of special projects and special events.
- **Citizen Volunteer Patrol (CVP):** CVP members are highly trained, uniformed volunteers who patrol Longmont in specially marked and unmarked cars. They serve as additional “eyes and ears” for the Patrol Operations Section. Duties include neighborhood patrol, park patrol, business patrol, downtown patrol, surveillance details, and traffic control.
- **Range Safety Volunteers (RSV):** The RSVs assist with supervision of shooting activities as prescribed by the Range Standard Operation Procedures (SOPs). RSVs have knowledge of the Range Standard Operation Procedures as well as the Range Safety Rules. Range Safety Volunteers assist Range Safety Officers in preventing problems on the range through their diligence in performing the following duties: educating users on the range safety rules, providing direct range supervision, enforcing range safety rules, and enforcing policies and procedures established by the City of Longmont Firearms Training Facility. They also assist in emergency safety protocols to be used in the event of a life-threatening injury or incident at the facility.
- **Student Intern Officers (SIO):** SIOs typically are criminal justice majors from area colleges and universities who wish to participate in an internship in order to experience municipal law enforcement. If accepted into the program, they are provided with over 40 hours of training and then become short-term, uniformed volunteers. SIOs provide direct assistance to their assigned mentors (patrol officers, detectives, school resource officers, etc.) while learning the profession and considering a career in law enforcement. Some of the department’s officers are past graduates of the SIO program.
- **Explorers:** The Explorer program is a law enforcement orientation program sponsored by the Police Services Division under the auspices of Exploring Learning for Life. It prepares young people ages 16 to 21 to become mature, responsible and caring adults and provides them with opportunities to contribute to their community while exploring a prospective career. Explorers are trained, uniformed volunteers who provide assistance and support throughout the department while gaining practical experience in law enforcement. The program has a rank structure that provides opportunities for Explorers to take on leadership roles.
- **Front Range Chaplains:** Chaplains are a dedicated group of clergy who provide assistance and support to the Public Safety departments and to community members who are victims of crime or tragedy, either onsite at emergency scenes or through one-to-one counseling.

continued

Service: Volunteer Programs**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
137 Staff Training and Conferences	413	500	500
141 Uniforms and Protective Clothing	3,454	3,750	3,750
142 Food Allowance	465	500	500
<i>Subtotal</i>	<i>4,332</i>	<i>4,750</i>	<i>4,750</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	-	300	300
229 Materials and Supplies	490	525	3,525
250 Professional Contracted Services	35	-	-
<i>Subtotal</i>	<i>525</i>	<i>825</i>	<i>3,825</i>
SERVICE TOTAL	\$4,857	\$5,575	\$8,575

- Fire Corps Volunteers: These volunteers provide support to the Fire Services Division that can include the Business Self Inspection Program, Hazmat Team support, the smoke alarm community campaign, Fire Flag Team, car seat installation, and administrative support. These volunteers often provide assistance and support with a variety of special projects and events.
- Fire Student Interns: Fire Interns typically are fire science majors from area colleges and universities who wish to participate in an internship in order to gain experience with municipal fire services. If accepted into the program, they are assigned to a Fire staff mentor while learning about fire prevention, EMT basics, fire codes and laws, rescue procedures, fire investigation, fire control, fire chemistry and physics, hazardous materials management, wildland fire management, and other pertinent fire training while also leaning the profession and considering a career in fire services.
- Community Emergency Response Team (CERT) and BeReady Volunteers: Team members provide nonemergency public safety assistance through disaster mitigation activities, support for emergency planning (neighborhoods, schools, community), emergency preparedness, fire safety, terrorism awareness, and home/safety prevention assistance to others (winterizing homes, fire safety actions, crime prevention steps, etc.). Team members are trained to take care of themselves and to help others in their communities until first responders arrive. Some team members go out into the community to teach disaster preparedness and how to survive hazards.

Children, Youth and Families Division Overview

	2015 Actual		2016 Budget		2017 Budget
Personal Services	122,114		149,487		164,037
Operating and Maintenance	18,961		20,873		20,869
Non-Operating	-		-		-
Capital	-		-		-
TOTAL	\$ 141,075	\$	170,360	\$	\$ 184,906

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

Service: **Children, Youth and Families**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Children, Youth and Families

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Children/Youth/Family Prog Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

Service: Children, Youth and Families**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	83,345	107,423	119,448
112	Wages - Temporary	579	-	-
114	Skill Based Pay	1,546	2,400	1,200
123	Leave Expense	640	-	-
126	Retirement Health Savings Plan	6,101	800	800
129	Medicare	1,060	1,593	1,749
131	MOPC	4,086	5,491	6,032
132	Employee Insurance	16,816	17,510	19,112
133	Employee Retirement	5,475	7,358	8,686
135	Compensation Insurance	1,538	1,958	1,947
136	Unemployment Insurance	206	202	227
137	Staff Training and Conferences	-	4,000	4,000
139	Dental Insurance	722	752	836
	<i>Subtotal</i>	<i>122,114</i>	<i>149,487</i>	<i>164,037</i>
Operating and Maintenance				
210	Office Supplies	-	1,000	1,000
217	Dues and Subscriptions	526	-	-
229	Materials and Supplies	14,840	14,700	14,700
230	Printing and Copier Supplies	-	1,000	1,000
245	Mileage Allowance	516	2,000	2,000
246	Liability Insurance	763	173	169
263	Postage	-	1,000	1,000
264	Printing and Copying	2,316	1,000	1,000
	<i>Subtotal</i>	<i>18,961</i>	<i>20,873</i>	<i>20,869</i>
	SERVICE TOTAL	\$141,075	\$170,360	\$184,906

Community and Neighborhood Resources Division Overview

	2015 Actual	2016 Budget	2017 Budget
Personal Services	17,511	23,853	24,382
Operating and Maintenance	10,457	15,803	18,041
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 27,968	\$ 39,656	\$ 42,423

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

Service: **Graffiti Eradication**

FUND: Public Safety Fund
DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Graffiti Eradication

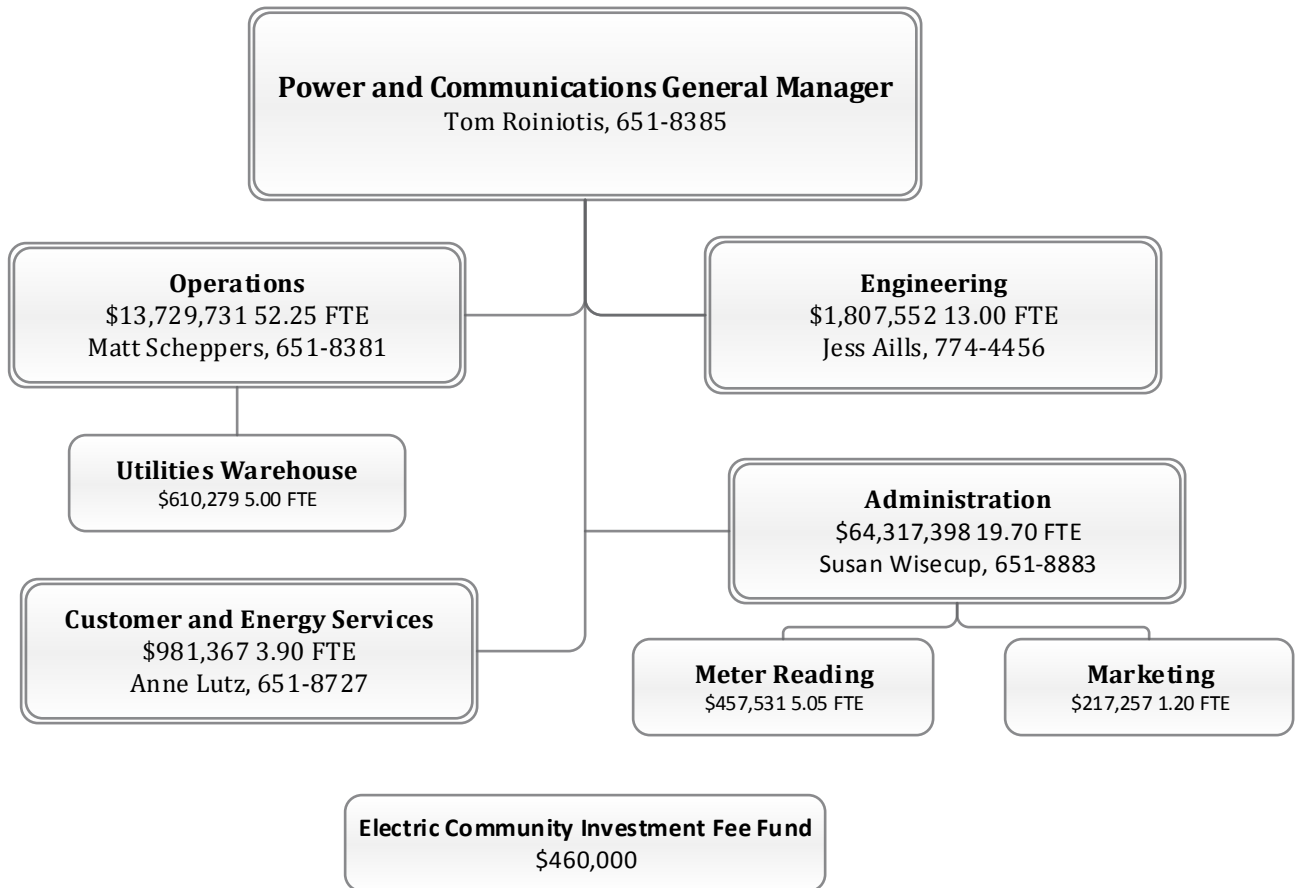
Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

Service: Graffiti Eradication**LINE ITEM BUDGET**

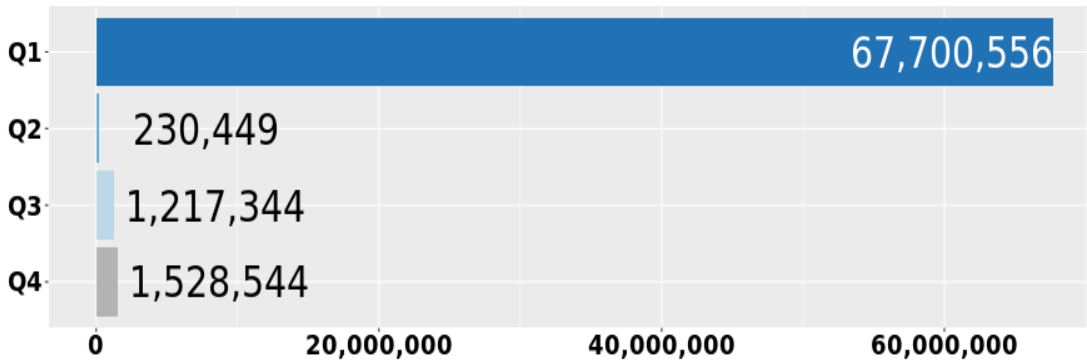
Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	13,057	16,212	16,576
112	Wages - Temporary	-	1,925	1,925
121	Wages - Overtime	64	250	250
123	Leave Expense	53	-	-
126	Retirement Health Savings Plan	-	152	152
128	FICA	-	119	119
129	Medicare	162	263	268
131	MOPC	665	811	829
132	Employee Insurance	2,284	2,642	2,652
133	Employee Retirement	891	1,086	1,193
135	Compensation Insurance	209	250	271
136	Unemployment Insurance	28	30	31
139	Dental Insurance	98	113	116
141	Uniforms and Protective Clothing	-	-	-
	<i>Subtotal</i>	<i>17,511</i>	<i>23,853</i>	<i>24,382</i>
Operating and Maintenance				
210	Office Supplies	3,899	100	100
223	Lab and Photo Supplies	-	300	300
229	Materials and Supplies	-	5,661	5,661
230	Printing and Copier Supplies	-	100	100
240	Equipment Repair and Maintenance	555	1,000	1,000
246	Liability Insurance	109	52	162
247	Safety Expenses	40	1,000	1,000
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	150	180	180
273	Fleet Lease - Operating and Maintenance	5,093	5,910	6,428
274	Fleet Lease - Replacement	611	-	1,610
	<i>Subtotal</i>	<i>10,457</i>	<i>15,803</i>	<i>18,041</i>
	SERVICE TOTAL	\$27,968	\$39,656	\$42,423

Power and Communications Department

\$82,121,115 100.10 FTE



BUDGET PRIORITIZATION Power & Communications



FY 2016- Program Budget by Quartile	
Quartile	Program Name
1	Broadband Service Provision
1	Development Review
1	Electric Service Provision
1	Street Lighting
1	Traffic Lights/Sign Lighting/Radar Feedback Signs
2	Budgeting - Power and Communications
2	Cost-of-service Studies and Rate and Impact Fee Development
3	City Produced Special Events Public Information Sponsorship and Support
3	Financial Monitoring and Analysis
3	Internet Service Provider Provision
3	Longmont Area Economic Council (LAEC) Membership/Economic Development
3	Proactive Public Education and Marketing
3	Wi-Fi in Parks, at Events and at Select Customer Locations
4	Analysis and Coordination with Other Entities
4	Commercial Assessments
4	Commercial Business Efficiency Grants
4	Commercial Rebates
4	Commercial Tune Ups
4	Contract and Legal Coordination
4	Department Performance Goal Tracking and Reporting
4	Electric Rate Discount Programs
4	Electric Vehicle Infrastructure
4	Government Reporting
4	Main Street Banner Program
4	Project Analysis
4	Reactive Public Information Media Relations
4	Renewable Energy Services
4	Residential "Efficiency Works" Program
4	Residential Rebates
4	Residential Sustainability Matching Grant
4	Tree Planting

ELECTRIC and BROADBAND FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	7,972,361	9,026,071	9,748,712
Operating and Maintenance	55,641,732	59,272,055	62,369,018
Non-Operating	2,917,148	1,813,591	4,226,318
Capital	16,079,083	19,316,251	5,777,069
TOTAL	\$ 82,610,323	\$ 89,427,969	\$ 82,121,117

Fund Description

The Electric and Broadband Fund pays for all costs associated with delivering electricity and broadband services to Longmont customers. The primary duties of the Power & Communications Department are purchasing wholesale power from the Platte River Power Authority, delivering electricity, maintaining the City's electrical transformers and distribution lines, and providing broadband services. Included in the Electric and Broadband Fund's total 2017 Budget is \$50.0 million for the purchase of wholesale power.

The Broadband Utility was created in 1997 to provide a full range of high quality, advanced broadband services for municipal, business, and residential needs and included the installation of a fiber backbone throughout the City. In 2005, legislation was enacted that required a vote of citizens for a municipality to provide its community with broadband services. Longmont citizens voted in 2011 to allow municipally provided broadband services, and in 2013 to fund a citywide fiber-to-the-premise build. The build began in 2014 and is planned to be complete in approximately three years. Both Internet and voice-over-Internet services will be provided in phases as the build takes place. Current broadband services include those for municipal needs, a small number of business and residential customers for pilot testing prior to the citywide build, wireless, and a limited amount of dark fiber, collocation, and conduit leases.

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

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

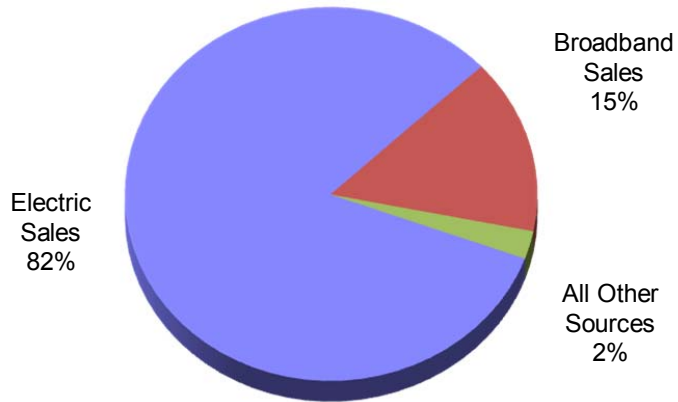
2017-2021 Capital Improvement Program

Capital projects total \$5.4 million and include underground conversion, substation upgrades, system reliability improvements, residential street lighting, aid to construction, S. Pratt Parkway bridge over the St. Vrain River, Smart Grid advanced metering infrastructure projects, and citywide fiber-to-premise build. Detailed capital project descriptions are included in the 2017-2021 Capital Improvement Program.

ELECTRIC and BROADBAND FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 48,791,085	\$ 36,137,239	\$ 13,983,796
Committed Working Capital	-	6,693,551	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	63,828,889	65,617,500	68,222,870
Electric Aid to Underground Construction	1,775,200	1,400,000	1,400,000
Electric Intergovernmental Revenue	84,096	-	-
Electric Interest	54,532	50,000	65,000
Electric Miscellaneous	1,377,988	311,300	282,938
Electric Operating Transfers	40,090	127,246	236,423
Broadband Charges for Services	1,342,452	6,422,033	12,503,754
Broadband Aid to Underground Construction	-	35,000	-
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest	96,198	-	-
Broadband Miscellaneous	(4,269)	5,000	5,000
Bond Proceeds	-	-	-
Broadband Operating Transfers	1,408,630	-	-
Adjustment for GAAP Revenue	(47,624)	-	-
TOTAL FUNDS	69,956,182	73,968,079	82,715,985
EXPENSES BY BUDGET SERVICE			
Electric Distribution	5,241,991	4,925,039	5,100,420
Electric Engineering	1,193,529	1,182,035	1,375,757
Electric Administration	52,497,532	55,991,230	58,486,885
Electric Meter Reading	345,599	411,463	457,531
Electric Warehouse	492,348	547,168	610,279
Electric Customer Services and Marketing	154,689	170,748	236,971
Electric Energy Services	800,615	939,289	961,653
Electric CIP Projects	2,425,558	1,794,970	2,331,500
Broadband Administration	3,984,204	3,420,222	5,830,513
Broadband Operations	1,967,192	2,371,570	3,193,811
Broadband Engineering	167,614	353,237	431,795
Broadband CIP Projects	13,339,453	17,321,000	3,104,000
Total Operating Expenses	82,610,323	89,427,971	82,121,115
Adjustment for GAAP Expenses	(295)	-	-
TOTAL ADJUSTED EXPENSES	82,610,028	89,427,971	82,121,115
ENDING WORKING CAPITAL	36,137,239	13,983,796	14,578,666
CONTRIBUTION TO/(FROM) RESERVES	\$ (12,653,846)	\$ (15,459,892)	\$ 594,870

ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 97% of its operating revenues from the sale of electricity and broadband services in 2017.
- The 2017 Budget will make a contribution to fund balance of \$594,870.

Estimating Major Sources of Funds

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

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

	2015 Actual	2016 Budget	2017 Budget
OPERATING REVENUE			
Electricity Sales	\$ 63,828,889	\$ 65,617,500	\$ 68,222,870
Electric Aid to Underground Construction	1,775,200	1,400,000	1,400,000
Electric Other Revenue	1,377,988	311,300	282,938
Electric Operating Transfers	40,090	127,246	236,423
Electric Intergovernmental Revenue	84,096	-	-
Electric Interest Income	54,532	50,000	65,000
Broadband Sales	1,342,452	6,422,033	12,503,754
Broadband Aid to Underground Construction	-	35,000	-
Broadband Other Revenue	(4,279)	5,000	5,000
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest Income	96,198	-	-
Bond Proceeds	-	-	-
Broadband Operating Transfers	1,408,630	-	-
Contribution from/(to) Fund Balance	12,653,846	15,459,892	(594,870)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 82,610,028	\$ 89,427,971	\$ 82,121,115

Service: **Power & Communications Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Administration manages all divisions and funds of the Power & Communications Department and is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service provides internal customer service, administrative support and radio dispatch support and evaluates and implements advanced metering programs.

This service coordinates activities with Platte River Power Authority, the City’s wholesale power provider in which the City is part owner, and provides a representative on its board of directors. Staff work closely 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.

SERVICE: Power & Communications Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Gen Manager Longmont Power & Comm	0.70	0.70	0.75
Power & Comm Business Manager	0.70	0.70	0.75
Utilities Rate Analyst	1.20	1.60	1.60
Metering & Application Support Coor	0.60	0.30	0.30
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	3.00	3.00	3.00
Total	7.20	7.30	7.40

Service: Power & Communications Administration**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	578,039	635,975	642,743
114 Skill Based Pay	885	900	-
115 One Time Payment	2,151	3,174	2,964
121 Wages - Overtime	49	500	500
122 Longevity Compensation	1,860	1,920	1,980
123 Leave Expense	29,406	16,600	16,600
126 Retirement Health Savings Plan	5,831	3,120	2,960
129 Medicare	6,441	7,963	8,033
131 MOPC	27,500	29,698	29,992
132 Employee Insurance	85,015	96,669	95,973
133 Employee Retirement	35,327	39,795	43,188
135 Compensation Insurance	442	418	471
136 Unemployment Insurance	1,049	1,116	1,140
137 Staff Training and Conferences	5,774	19,733	21,300
139 Dental Insurance	3,673	4,152	4,199
142 Food Allowance	140	400	300
<i>Subtotal</i>	<i>783,582</i>	<i>862,133</i>	<i>872,343</i>
Operating and Maintenance			
210 Office Supplies	12,218	3,200	7,700
216 Reference Books and Materials	200	100	100
217 Dues and Subscriptions	45,181	43,025	42,575
218 Non-Capital Equipment and Furniture	980	900	900
229 Materials and Miscellaneous Supplies	-	2,680	-
230 Printing and Copier Supplies	-	2,000	-
232 Building Repair and Maintenance	20,244	1,600	18,970
240 Equipment Repair and Maintenance	-	17,593	-
243 Non-Capital Computer Equipment and Supplies	-	8,305	-
245 Mileage Allowance	5,019	5,400	5,400
246 Liability Insurance	3,863	1,193	1,529
250 Professional and Contracted Services	144,639	158,033	161,633
261 Telephone Charges	2,606	2,760	2,760
263 Postage	840	2,000	1,250
264 Printing and Copying	320	1,250	500
266 Interest On Deposits	3,504	3,000	3,000
269 Other Services and Charges	296,414	250,000	275,000
270 Administrative and Management Services	1,345,375	1,415,010	1,435,002
271 Franchise Equivalency	5,155,460	5,217,664	5,385,936
273 Fleet Lease - Operating and Maintenance	3,831	-	1,081
274 Fleet Lease - Replacement	1,379	-	651
275 Building Permits to DDA	70	-	-
280 Purchased Power - General	44,003,394	47,094,132	49,486,398
281 Purchased Power - Renewable	519,337	720,000	540,975
282 Power Wheeling	13,918	15,000	15,000
<i>Subtotal</i>	<i>51,578,791</i>	<i>54,964,845</i>	<i>57,386,360</i>
Non-Operating Expense			
950 Bad Debt	104,863	144,000	144,000
970 Transfers to Other Funds	30,296	20,252	84,184
<i>Subtotal</i>	<i>135,159</i>	<i>164,252</i>	<i>228,184</i>
SERVICE TOTAL	\$52,497,532	\$55,991,230	\$58,486,887

Service: **Marketing**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Marketing is responsible for developing and implementing marketing plans for all customer segments. This service conducts and analyzes customer feedback on department services, creates printed education and marketing tools, coordinates community and public relations, and manages web and social media.

SERVICE: Marketing

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Branding & Digital Manager	0.60	0.40	0.60
Public Relations & Marketing Speacialist	0.70	0.40	0.60
Total	1.30	0.80	1.20

Service: Marketing**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	73,573	58,431	89,618
115	One Time Payment	738	-	-
121	Wages - Overtime	33	-	-
123	Leave Expense	6,668	-	-
126	Retirement Health Savings Plan	200	320	480
129	Medicare	982	848	1,299
131	MOPC	3,831	2,921	4,481
132	Employee Insurance	12,796	9,524	14,339
133	Employee Retirement	4,739	3,915	6,453
135	Compensation Insurance	90	3,373	5,243
136	Unemployment Insurance	161	110	170
137	Staff Training and Conferences	3,528	5,500	5,200
139	Dental Insurance	566	409	627
142	Food Allowance	-	300	150
	<i>Subtotal</i>	<i>107,904</i>	<i>85,651</i>	<i>128,060</i>
Operating and Maintenance				
214	Pamphlets and Documents	-	-	-
217	Dues and Subscriptions	424	-	260
218	Non-Capital Equipment and Furniture	-	501	500
229	Materials and Miscellaneous Supplies	-	-	-
240	Equipment Repair and Maintenance	-	1,200	2,616
243	Non-Capital Computer Equipment and Supplies	748	2,021	1,062
246	Liability Insurance	474	191	640
250	Professional and Contracted Services	3,226	14,800	14,800
252	Advertising and Legal Notices	5,008	13,523	16,040
261	Telephone Charges	422	840	840
263	Postage	6,193	14,100	11,600
264	Printing and Copying	11,083	16,600	16,600
269	Other Services and Charges	15,166	15,400	21,675
273	Fleet Lease - Operating and Maintenance	2,899	-	196
274	Fleet Lease - Replacement	643	521	118
	<i>Subtotal</i>	<i>46,285</i>	<i>79,697</i>	<i>86,947</i>
Non-Operating Expense				
970	Transfers to Other Funds	500	5,400	2,250
	<i>Subtotal</i>	<i>500</i>	<i>5,400</i>	<i>2,250</i>
	SERVICE TOTAL	\$154,689	\$170,748	\$217,257

Service: Electric Operations

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Operations is responsible for the construction, operation and maintenance of electric service facilities that provide electricity to all residential, commercial and industrial customers. Facilities in the distribution system include underground and overhead distribution feeders, circuits, transformers and meters. This service operates and maintains the Supervisory Control and Data Acquisition System (SCADA) and associated communication systems, and performs equipment testing and maintenance. Personnel are cross-trained to install fiber optic infrastructure and respond to and assist with fiber optic installation and maintenance.

SERVICE: Electric Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Electric Operations Manager	0.70	0.70	0.70
Electric Construction Coordinator	0.90	0.90	1.00
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	1.00	1.00	1.00
Meter Shop Supervisor	1.00	1.00	1.00
Electric Operations Support and Training Specialist	1.00	1.00	1.00
Journey Lineworker	10.00	10.00	10.00
Apprentice Lineworker	0.00	0.00	1.00
Journey Substation Worker	3.00	3.00	3.00
Electric Meter Technician	3.00	3.00	3.00
Groundworker	3.00	3.00	2.00
Street Light Technician	1.00	1.00	1.00
Arborist Technician II	0.25	0.25	0.25
Total	29.85	29.85	29.95

Service: Electric Operations**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	1,868,354	1,735,372	1,828,694
112 Wages - Temporary	2,551	6,000	11,120
114 Skill Based Pay	298	300	300
115 One Time Payment	1,851	1,482	2,550
121 Wages - Overtime	227,572	200,000	200,000
122 Longevity Compensation	3,660	3,780	3,900
123 Leave Expense	92,727	-	-
124 Skill Based Overtime Pay	51	-	-
126 Retirement Health Savings Plan	14,340	11,940	11,980
128 FICA	155	372	689
129 Medicare	28,236	32,386	33,892
131 MOPC	109,478	120,757	125,699
132 Employee Insurance	388,843	393,619	402,195
133 Employee Retirement	129,449	161,814	181,000
135 Compensation Insurance	25,160	26,485	23,616
136 Unemployment Insurance	4,747	4,542	4,778
137 Staff Training and Conferences	19,698	18,800	25,800
139 Dental Insurance	16,623	16,904	17,595
141 Uniforms and Protective Clothing	26,657	20,000	20,000
142 Food Allowance	1,211	1,000	1,000
<i>Subtotal</i>	2,961,661	2,755,553	2,894,808
Operating and Maintenance			
216 Reference Books and Materials	1,920	3,000	5,000
217 Dues and Subscriptions	620	175	175
218 Non-Capital Equipment and Furniture	32,464	24,750	25,000
229 Materials and Miscellaneous Supplies	141,629	100,000	114,050
232 Building Repair and Maintenance	329,924	3,000	402,540
235 Station Maintenance	1,100	-	-
239 Meter Repair and Maintenance	-	7,000	-
240 Equipment Repair and Maintenance	-	15,800	-
243 Non-Capital Computer Equipment and Supplies	-	4,990	-
246 Liability Insurance	154,111	172,896	166,705
247 Safety Expenses	61,717	37,600	35,800
249 Operating Leases and Rentals	5,686	14,760	20,000
250 Professional and Contracted Services	922,129	617,225	681,325
259 Licenses and Permits	502	2,000	2,000
260 Utilities	1,285	1,200	1,345
261 Telephone Charges	10,784	16,080	16,080
263 Postage	2,655	1,000	2,500
264 Printing and Copying	176	1,000	1,000
269 Other Services and Charges	518	1,000	1,000
273 Fleet Lease - Operating and Maintenance	190,978	224,675	207,354
274 Fleet Lease - Replacement	300,520	362,687	420,561
330 System Maintenance - Substation Equipment	-	20,000	-
331 System Maintenance - Overhead	-	30,000	-
332 System Maintenance- Underground	-	70,000	-
333 System Maintenance - Transformers	-	3,000	-
334 System Maintenance - Street Lights	-	300,000	-
<i>Subtotal</i>	2,158,719	2,033,838	2,102,435
Non-Operating Expense			
970 Transfers to Other Funds	23,148	23,148	23,177
<i>Subtotal</i>	23,148	23,148	23,177
Capital Outlay			
440 Machinery and Equipment	21,258	7,500	-
480 System Improvements	-	25,000	-
486 Meters	77,206	80,000	80,000
<i>Subtotal</i>	98,464	112,500	80,000
SERVICE TOTAL	\$5,241,991	\$4,925,039	\$5,100,420

Service: **Electric Engineering**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Engineering is responsible for the overall electric system planning and design, including substation and feeder capacity. This service is responsible for new electric distribution development design and coordination, upgrading existing electric facilities, electric infrastructure protection and maintenance practices, monitoring and addressing general system power quality issues, street lighting design, and support of other City departments and divisions including Design Review Committee, Building Permits, and CIP.

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

SERVICE: Electric Engineering

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Electrical Engineer	0.80	0.60	0.60
Senior Electrical Engineer	3.00	2.80	2.40
Elect Distr Field Engineer II	1.70	3.10	2.40
Engineering Project Coordinator	0.50	0.50	1.60
Electric Tech Services Coordinator	1.00	1.00	0.80
Sr Programmer Analyst	0.80	0.60	0.80
Senior GIS/Mapping Technician	0.90	1.60	1.00
Total	8.70	10.20	9.60

Service: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	716,539	733,622	878,582
114	Skill Based Pay	296	300	900
115	One Time Payment	6,000	2,442	1,534
121	Wages - Overtime	10,282	5,000	5,000
123	Leave Expense	39,135	-	-
124	Skill Base Overtime Pay	6	-	-
126	Retirement Health Savings Plan	3,910	3,680	3,840
128	FICA	(63)	-	-
129	Medicare	9,424	10,642	12,752
131	MOPC	36,656	36,697	43,974
132	Employee Insurance	116,103	119,580	140,573
133	Employee Retirement	51,029	49,173	63,323
135	Compensation Insurance	538	565	546
136	Unemployment Insurance	1,454	1,380	1,669
137	Staff Training and Conferences	9,691	23,400	16,400
139	Dental Insurance	5,082	5,136	6,150
141	Uniforms and Protective Cloth	-	760	760
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>1,006,083</i>	<i>992,877</i>	<i>1,176,503</i>
Operating and Maintenance				
216	Reference Books and Materials	151	500	500
217	Dues and Subscriptions	485	1,123	824
218	Non-Capital Equipment and Furniture	2,584	2,000	2,000
219	Drafting Supplies	21,174	1,000	-
229	Materials and Miscellaneous Supplies	-	5,000	5,000
240	Equipment Repair and Maintenance	113,385	75,625	77,300
243	Non-Capital Computer Equipment and Supplies	-	4,175	-
246	Liability Insurance	3,555	2,049	2,322
247	Safety Expenses	505	800	500
250	Professional and Contracted Services	25,250	20,000	80,000
261	Telephone Charges	3,613	3,780	3,780
263	Postage	8	-	-
264	Printing and Copying	30	-	-
269	Other Services and Charges	82	200	200
273	Fleet Lease - Operating and Maintenance	6,895	4,268	9,593
274	Fleet Lease - Replacement	9,728	4,170	17,235
	<i>Subtotal</i>	<i>187,446</i>	<i>124,690</i>	<i>199,254</i>
Capital Outlay				
432	Vehicles	-	64,468	-
	<i>Subtotal</i>	<i>-</i>	<i>64,468</i>	<i>-</i>
	SERVICE TOTAL	\$1,193,529	\$1,182,035	\$1,375,757

Service: **Meter Reading**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

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

SERVICE: Meter Reading

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Meter Reading Supervisor	0.51	0.51	0.51
Metering & Application Support Coord	0.20	0.20	0.20
Senior Meter Reader	0.51	0.51	0.51
Meter Reader	3.83	3.83	3.83
Total	5.05	5.05	5.05

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	170,005	236,015	248,733
112	Wages - Temporary	14,992	-	-
115	One Time Payment	305	306	270
121	Wages - Overtime	445	-	-
123	Leave Expense	5,998	-	-
126	Retirement Health Savings Plan	1,469	2,020	2,020
128	FICA	951	-	-
129	Medicare	2,456	3,515	3,607
131	MOPC	8,844	12,119	12,437
132	Employee Insurance	37,407	39,507	39,797
133	Employee Retirement	11,524	16,239	17,909
135	Compensation Insurance	5,419	4,842	10,143
136	Unemployment Insurance	456	456	473
137	Staff Training and Conferences	1,721	4,513	4,514
139	Dental Insurance	1,601	1,697	1,741
141	Uniforms and Protective Clothing	679	918	917
142	Food Allowance	14	-	-
	<i>Subtotal</i>	<i>264,287</i>	<i>322,147</i>	<i>342,561</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	6,334	331	1,795
229	Materials and Miscellaneous Supplies	1,186	331	1,923
230	Copier and Printing Supplies	-	510	-
240	Equipment Repair and Maintenance	8,689	10,401	10,709
243	Non-Capital Computer Equipment and Supplies	-	785	-
246	Liability Insurance	2,197	1,819	3,681
247	Safety Expenses	594	1,147	1,147
250	Professional and Contracted Services	92	4,335	4,335
261	Telephone Charges	271	1,928	1,377
263	Postage	55	-	-
264	Printing and Copying	192	255	255
270	Administrative and Management Services	41,065	33,589	44,689
273	Fleet Lease - Operating and Maintenance	16,468	24,601	36,054
274	Fleet Lease - Replacement	4,168	5,969	5,436
	<i>Subtotal</i>	<i>81,312</i>	<i>86,001</i>	<i>111,401</i>
Capital Outlay				
440	Machinery and Equipment	-	3,315	3,569
	<i>Subtotal</i>	<i>-</i>	<i>3,315</i>	<i>3,569</i>
	SERVICE TOTAL	\$345,599	\$411,463	\$457,531

Service: **Utilities Warehouse**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

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

SERVICE: Warehouse

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	3.00	3.00	3.00
Total	5.00	5.00	5.00

Service: Utilities Warehouse**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	200,002	233,736	238,992
112 Wages - Temporary	3,339	50,000	50,000
114 Skill Based Pay	1,204	1,200	1,200
115 One Time Payment	2,940	1,716	1,187
121 Wages - Overtime	8,075	8,000	8,000
122 Longevity Compensation	1,860	1,920	1,980
123 Leave Expense	6,616	-	-
124 Skill Based Overtime Pay	37	-	-
126 Retirement Health Savings Plan	4,986	2,000	2,000
128 FICA	207	3,100	3,100
129 Medicare	1,955	3,167	3,222
131 MOPC	9,907	11,747	12,010
132 Employee Insurance	37,007	38,099	38,239
133 Employee Retirement	11,898	15,740	17,293
135 Compensation Insurance	3,655	5,129	5,158
136 Unemployment Insurance	450	440	454
137 Staff Training and Conferences	605	3,200	3,200
139 Dental Insurance	1,573	1,636	1,673
141 Uniforms and Protective Clothing	879	2,125	2,125
142 Food Allowance	-	125	125
<i>Subtotal</i>	<i>297,196</i>	<i>383,080</i>	<i>389,958</i>
Operating and Maintenance			
210 Office Supplies	8,758	400	-
217 Dues and Subscriptions	-	100	100
218 Non-Capital Equipment and Furniture	3,888	3,000	11,310
225 Freight	1,887	3,500	3,500
228 Janitorial Supplies	-	50	-
229 Materials and Miscellaneous Supplies	-	3,000	5,570
230 Printing and Copier Supplies	-	200	-
232 Building Repair and Maintenance	5,274	5,000	7,700
233 Facility Repair and Maintenance	-	100	-
240 Equipment Repair and Maintenance	-	2,000	-
241 Grounds Maintenance	-	600	-
243 Non-Capital Computer Equipment and Supplies	-	9,860	-
246 Liability Insurance	2,503	2,266	2,422
247 Safety Expenses	790	600	800
250 Professional and Contracted Services	28,389	25,492	25,492
261 Telephone Charges	571	650	850
263 Postage	262	-	-
265 Loss on Obsolete Items	2,421	3,000	3,000
269 Other Services and Charges	5	-	-
270 Administrative and Management Services	72,942	64,649	127,202
273 Fleet Lease - Operating and Maintenance	7,645	7,697	12,333
274 Fleet Lease - Replacement	11,924	11,924	12,042
<i>Subtotal</i>	<i>147,260</i>	<i>144,088</i>	<i>212,321</i>
Capital Outlay			
431 Furniture and Fixtures	14,998	-	-
432 Vehicles	-	-	8,000
475 Building and Facility Improvement	32,893	20,000	-
<i>Subtotal</i>	<i>47,891</i>	<i>20,000</i>	<i>8,000</i>
SERVICE TOTAL	\$492,348	\$547,168	\$610,279

Service: **Customer and Energy Services**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

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

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

SERVICE: Customer and Energy Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Director of Customer Service LPC	0.50	0.50	0.50
Key Account Manager	1.00	1.00	1.80
Energy Services Specialist	2.00	2.00	0.90
Sustainability Coordinator	0.00	0.00	0.20
Customer Services Energy Specialist	1.00	0.50	0.50
Total	4.50	4.00	3.90

Service: Customer and Energy Services**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	192,527	311,448	333,969
115	One Time Payment	1,200	750	-
123	Leave Expense	14,237	-	-
126	Retirement Health Savings Plan	1,520	1,600	1,560
129	Medicare	3,653	4,516	4,842
131	MOPC	14,573	15,572	16,698
132	Employee Insurance	76,426	50,766	53,434
133	Employee Retirement	21,525	20,867	24,046
135	Compensation Insurance	303	360	230
136	Unemployment Insurance	933	586	635
137	Staff Training and Conferences	5,668	8,000	9,250
139	Dental Insurance	3,260	2,180	2,337
142	Food Allowance	-	500	500
	<i>Subtotal</i>	335,825	417,145	447,501
Operating and Maintenance				
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	53	11,750	11,750
218	Non-Capital Equipment and Furniture	1,808	3,000	3,000
229	Materials and Miscellaneous Supplies	3,958	2,000	2,000
240	Equipment Repair and Maintenance	15,554	22,935	18,150
243	Non-Capital Computer Equipment and Supplies		3,050	-
246	Liability Insurance	1,484	947	1,029
250	Professional and Contracted Services	30,049	62,000	43,000
252	Ads and Legal Notices	1,352	3,500	3,500
260	Utilities	-	-	
261	Telephone Charges	2,646	3,540	2,640
263	Postage	6,449	210	750
264	Printing and Copying	4,211	13,000	10,000
269	Other Services and Charges	2,625	26,000	11,000
273	Fleet Lease - Operating and Maintenance	3,015	-	1,277
274	Fleet Lease - Replacement	735	212	770
290	Rebates	26,350	40,000	40,000
291	Residential Energy Efficiency Rebates	100,000	100,000	110,000
292	Commercial Energy Efficiency Rebates	264,500	224,500	274,500
	<i>Subtotal</i>	464,790	517,144	533,866
Non-Operating Expense				
970	Transfers to Other Funds	-	5,000	-
	<i>Subtotal</i>	-	5,000	-
	SERVICE TOTAL	\$800,615	\$939,289	\$981,367

Service: **Capital Improvement Projects**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Capital projects are listed below. Detailed descriptions of each project are included in the 2017-2021 Capital Improvement Program.

ELECTRIC PROJECTS	2017 Budget
ELE009 Electric Feeder Underground Conversion	\$ 292,500
ELE017 Electric Substation Upgrades	139,000
ELE044 Electric System Reliability Improvements	100,000
ELE091 Street Lighting Program	50,000
ELE097 Electric Aid to Construction	1,400,000
TRP076 South Pratt Parkway Bridge over St Vrain River	350,000
TOTAL	\$ 2,331,500

BROADBAND PROJECTS	2017 Budget
ELE009 Electric Feeder Underground Conversion	\$ 4,000
BRB003 Citywide Fiber to Premise Build	3,100,000
TOTAL	\$ 3,104,000

Service: **Broadband Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Administration works under the strategic direction of the Power & Communications General Manager. This service assesses residential and business customer needs; implements policy; is responsible for strategic planning, performance management, budgeting, financial and customer usage analysis; develops rates and regulations; works proactively with key accounts for needs assessments; provides customer service and marketing; and is responsible for federal, state and industry reporting.

This service coordinates activities with the City's Enterprise Technology Services (ETS) division. Staff work with the American Public Power Association (APPA) and various broadband organizations to keep abreast of industry standards and developments and to monitor state and federal legislation in order to promote the community's economic development and the interests of Longmont's business and residential broadband customers.

SERVICE: Broadband Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
General Manager Longmont Power & Comm	0.30	0.30	0.25
Power & Comm Business Manager	0.30	0.30	0.25
Director of Customer Service LPC	0.50	0.50	0.50
Energy Services Specialist	0.00	0.00	0.10
Field Service Supervisor	0.00	0.00	1.00
Key Account Manager	1.00	0.00	0.20
Utility Rate Analyst	0.80	0.40	0.40
MDU & Commercial Sales Eng	1.00	2.00	1.00
Branding & Digital Manager	0.40	0.60	0.40
Metering & Application Support Coor	0.00	0.30	0.30
Public Relations & Marketing Specialist	0.30	0.60	0.40
Customer Service Energy Specialist	0.00	0.50	0.50
Commercial Broadband Sales Coordinator	0.00	0.00	1.00
Broadband Sr Customer Service Rep	1.00	1.00	1.00
Broadband Customer Service Rep	3.00	5.00	5.00
Total	8.60	11.50	12.30

Service: Broadband Administration**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	533,081	779,678	858,296
112 Temporary Wages	155	-	-
114 Skill Based Pay	1,960	900	3,000
115 One Time Payment	1,132	2,820	1,840
121 Wages - Overtime	2,001	2,500	3,480
123 Leave Expense	5,468	3,000	3,100
124 Skill Based Overtime Pay	10	-	-
126 Retirement Health Savings Plan	1,980	4,600	4,920
129 Medicare	5,973	11,062	12,233
131 MOPC	23,382	38,147	42,184
132 Employee Insurance	73,676	124,215	134,508
133 Employee Retirement	39,794	51,118	60,745
135 Compensation Insurance	259	344	578
136 Unemployment Insurance	901	1,433	1,597
137 Staff Training and Conferences	11,787	14,350	18,600
139 Dental Insurance	3,152	5,335	5,885
142 Food Allowance	276	700	700
<i>Subtotal</i>	704,986	1,040,202	1,151,666
Operating and Maintenance			
210 Office Supplies	12,962	500	12,308
217 Dues and Subscriptions	2,007	12,410	5,658
218 Non-Capital Equipment and Furniture	1,409	2,500	1,500
229 Materials and Miscellaneous Supplies	-	435	-
240 Equipment Repair and Maintenance	51,533	43,400	60,450
243 Non-Capital Computer Equipment and Supplies	-	3,310	-
246 Liability Insurance	-	4,987	1,755
247 Safety Expenses	-	250	250
250 Professional and Contracted Services	153,832	186,278	105,400
252 Ads and Legal Notices	37,692	188,800	151,000
260 Utilities	423	400	425
261 Telephone Charges	740	1,800	2,700
263 Postage	4,196	14,000	12,500
264 Printing and Copying	26,819	58,000	57,200
269 Other Services and Charges	47,347	54,325	78,109
270 Administrative and Management Services	165,405	184,808	205,451
271 Franchise Equivalency	9,271	7,812	7,812
273 Fleet Lease - Operating and Maintenance	4,881	-	2,260
274 Fleet Lease - Replacement	2,205	214	1,362
<i>Subtotal</i>	520,723	764,229	706,140
Non-Operating Expense			
922 Interest - Current Bond Issue	1,325,343	1,472,013	1,472,013
923 Principal - Current Bond Issue	-	-	2,245,000
950 Bad Debt	28	30,000	30,000
970 Transfers to Other Funds	1,432,970	113,778	225,694
<i>Subtotal</i>	2,758,341	1,615,791	3,972,707
Capital Outlay			
470 Planning and Design	154	-	-
<i>Subtotal</i>	154	-	-
SERVICE TOTAL	\$3,984,204	\$3,420,222	\$5,830,513

Service: **Broadband Operations**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Operations is responsible for the installation, operation, testing, provisioning and maintenance of the network.

SERVICE: Broadband Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Electric Operations Manager	0.30	0.30	0.30
Electric Construction Coordinator	0.10	0.10	0.00
Network Engineer	2.00	2.00	2.00
Field Service Supervisor	0.00	1.00	0.00
Broadband Network Operations Manager	1.00	1.00	1.00
Broadband System Administrator	0.00	0.00	1.00
Fiber Optic Technician	3.00	2.00	2.00
Broadband Service Technician	3.00	3.00	3.00
Broadband Install Tech	7.00	7.00	7.00
Broadband Technical Service Representative	4.00	6.00	6.00
Total	20.40	22.40	22.30

Service: Broadband Operations**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	914,859	1,374,130	1,414,373
112	Temporary Wages	5,682	-	-
114	Skill Based Pay	22	-	-
115	One Time Payment	822	1,986	4,685
121	Wages - Overtime	96,737	6,084	50,000
123	Leave Expense	28,893	-	-
126	Retirement Health Savings Plan	1,334	9,160	8,920
128	FICA	1,874	-	-
129	Medicare	12,429	19,838	20,426
131	MOPC	44,048	68,408	70,434
132	Employee Insurance	186,344	223,011	225,389
133	Employee Retirement	34,458	91,668	101,426
135	Compensation Insurance	-	365	6,042
136	Unemployment Insurance	2,291	2,574	2,677
137	Staff Training and Conferences	10,487	20,000	16,000
139	Dental Insurance	8,016	9,578	9,861
141	Uniforms and Protective Cloth	10,057	3,900	5,000
142	Food Allowance	47	200	200
	<i>Subtotal</i>	<i>1,358,400</i>	<i>1,830,902</i>	<i>1,935,433</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	50,433	25,000	15,670
229	Materials and Miscellaneous Supplies	22,529	2,000	2,900
234	System Maintenance	-	20,000	-
240	Equipment Repair and Maintenance	209,391	337,865	754,962
243	Non-Capital Computer Equipment and Supplies	-	18,525	5,375
246	Liability Insurance	-	2,182	4,817
247	Safety Expenses	5,741	4,000	4,000
249	Operating Leases and Rentals	248	-	-
250	Professional and Contracted Services	136,799	54,067	120,000
260	Utilities	41	300	-
261	Telephone Charges	7,749	10,260	10,680
263	Postage	1,267	-	-
273	Fleet Lease - Operating and Maintenance	1,212	21,596	37,290
274	Fleet Lease - Replacement	5,818	44,873	52,684
	<i>Subtotal</i>	<i>441,228</i>	<i>540,668</i>	<i>1,008,378</i>
Capital Outlay				
432	Vehicles	163,302	-	-
440	Machinery and Equipment	4,261	-	250,000
	<i>Subtotal</i>	<i>167,563</i>	<i>-</i>	<i>250,000</i>
	SERVICE TOTAL	\$1,967,192	\$2,371,570	\$3,193,811

Service: **Broadband Engineering**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Engineering is responsible for network planning, designing, mapping and estimating.

SERVICE: Broadband Engineering

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Chief Electrical Engineer	0.20	0.40	0.40
Elect Engineering Proj Coordinator	0.50	0.50	0.40
Electric Tech Services Coordinator	0.00	0.00	0.20
Sr Programmer Analyst	0.20	0.40	0.20
Elect Distr Field Engineer II	0.30	0.90	0.60
Sr GIS/Mapping Technician	0.10	0.40	1.00
Sr Electrical Engineer	0.00	0.20	0.60
Total	1.30	2.80	3.40

Service: Broadband Engineering**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	121,484	233,326	299,710
112 Wages - Temporary	24,314	24,000	10,000
114 Skill Based Pay	2	-	-
115 One Time Payment	1,500	798	1,233
121 Overtime Wages	461	-	-
123 Leave Expense	9,518	-	-
126 Retirement Health Savings Plan	1,059	1,120	1,360
128 FICA	-	1,488	620
129 Medicare	1,477	3,731	4,491
131 MOPC	5,770	11,666	14,985
132 Employee Insurance	18,027	38,032	47,954
133 Employee Retirement	(32,169)	15,633	21,579
135 Compensation Insurance	-	1,015	1,780
136 Unemployment Insurance	222	439	569
137 Staff Training and Conferences	-	3,500	3,500
139 Dental Insurance	772	1,633	2,098
<i>Subtotal</i>	<i>152,436</i>	<i>336,381</i>	<i>409,879</i>
Operating and Maintenance			
210 Office Supplies	211	-	100
240 Equipment Repair and Maintenance	14,883	15,750	15,750
246 Liability Insurance	-	436	396
247 Safety Expenses	-	250	250
250 Professional Contracted Services	-	-	5,000
261 Telephone Charges	84	420	420
<i>Subtotal</i>	<i>15,178</i>	<i>16,856</i>	<i>21,916</i>
SERVICE TOTAL	\$167,614	\$353,237	\$431,795

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	4,820	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	7,429	450,000	460,000
TOTAL	\$ 12,249	\$ 450,000	\$ 460,000

Fund Description

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

2017 Budget

The following capital project is funded in 2017. Detailed capital project descriptions are included in the 2017-2021 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2017 Budget
ELECTRIC CIF FUND PROJECTS	
ELE014 Electric Main Feeder Extensions	\$ 460,000
TOTAL	\$ 460,000

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 2,525,153	\$ 3,127,609	\$ 2,640,421
Committed Working Capital	-	374,688	-
SOURCES OF FUNDS			
Fees	594,344	325,500	388,000
Interest	12,986	12,000	15,000
Adjustment for GAAP Revenue	7,375	-	-
TOTAL FUNDS	614,705	337,500	403,000
EXPENSES			
Personal Services	12,249	-	-
Capital Projects	-	450,000	460,000
TOTAL EXPENSES	12,249	450,000	460,000
ENDING WORKING CAPITAL	3,127,609	2,640,421	2,583,421
CONTRIBUTION TO/(FROM) RESERVES	\$ 602,456	\$ (112,500)	\$ (57,000)

WATER FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	4,616,709	4,929,998	5,396,311
Operating and Maintenance	5,274,279	7,205,610	7,513,764
Non-Operating	1,400,868	1,231,712	1,252,632
Capital	8,599,341	4,572,316	3,516,152
TOTAL	\$ 19,891,198	\$ 17,939,636	\$ 17,678,859

Fund Description

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

The Water Fund includes eleven budget services:

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

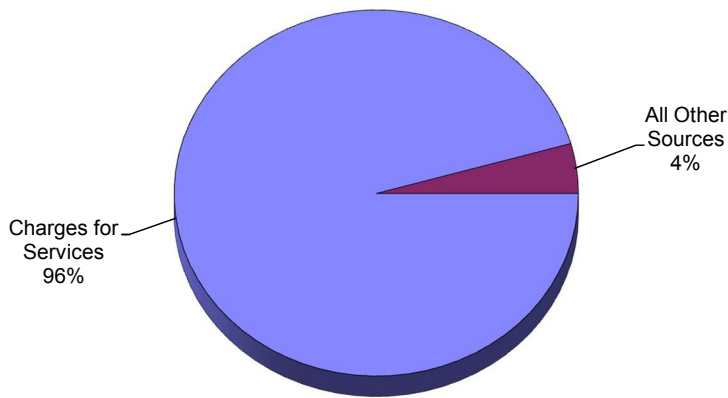
Water System

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

WATER FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 24,432,068	\$ 23,977,601	\$ 15,529,245
Committed Working Capital	-	10,131,316	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	14,255,317	15,496,496	16,145,296
System Development Fees	1,527,260	958,100	473,900
Interest - Operating	105,926	60,500	87,600
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	2,143,580	-	-
Miscellaneous	551,354	45,000	45,000
Operating Transfers	746,192	-	626,696
Estimated Revenue Adjustment	-	3,062,500	-
Adjustment for GAAP Revenue	(68,750)	-	-
TOTAL FUNDS	19,260,879	19,622,596	17,378,492
EXPENSES BY BUDGET SERVICE			
Water Utility Director	390,884	432,632	515,938
Water Administration/Engineering	3,676,363	3,841,077	4,046,483
Water Resources	3,740,545	4,744,395	3,163,991
Water Treatment Plants	2,353,880	2,578,784	2,563,758
Water Distribution	2,423,119	2,782,073	2,967,472
Water Quality Laboratory	347,799	404,940	452,523
Water Engineering/Survey Tech Services	295,134	306,529	331,228
Water Construction Inspection	111,322	121,818	145,775
Water Regulatory Compliance	256,142	282,307	310,250
Water Meter Reading	249,826	296,091	296,212
CIP Projects	6,046,182	2,148,990	2,885,229
Total Operating Expenses	19,891,198	17,939,636	17,678,859
Adjustment for GAAP Expenses	(175,852)	-	-
TOTAL ADJUSTED EXPENSES	19,715,346	17,939,636	17,678,859
ENDING WORKING CAPITAL	23,977,601	15,529,245	15,228,878
CONTRIBUTION TO/(FROM) RESERVES	\$ (454,467)	\$ 1,682,960	\$ (300,367)

WATER FUND - Sources of Funds



- The Water Fund will receive 95% of its operating revenues from charges for services to the City’s water customers in 2017.
- The 2017 Budget requires a contribution of \$300,367 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.

	2015 Actual	2016 Budget	2017 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 13,125,560	\$ 14,656,496	\$ 15,905,296
Sale of Raw Water	969,509	800,000	200,000
Construction Inspection Fees	30,924	-	-
Water Meters	113,948	25,000	25,000
Lab Testing Fees	15,376	15,000	15,000
System Development Fees	1,527,260	958,100	473,900
Intergovernmental Revenue	2,143,580	-	-
Interest Income	105,926	60,500	87,600
Other Revenue	551,354	45,000	45,000
Operating Transfers	746,192	-	626,696
Contribution from/(to) Fund Balance	454,467	(1,682,960)	300,367
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 19,715,346	\$ 17,939,636	\$ 17,678,859

Service: **Public Works and Natural Resources General Manager**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
General Manager PW&NR	0.30	0.30	0.30
PWNR Business & Strategic Planning Manager	0.30	0.30	0.30
PWNR Communications Coordinator	0.00	0.30	0.30
Multi Media/Marketing Specialist	0.30	0.00	0.00
PWNR Rate Analyst	0.30	0.30	0.30
Business Analyst	0.30	0.30	0.30
Executive Assistant	0.30	0.30	0.30
Customer Services Representative	0.00	0.30	0.30
Weed Technician	0.00	0.00	0.40
Administrative Supervisor	0.25	0.30	0.30
Administrative Assistant	0.50	0.30	0.30
Total	2.55	2.70	3.10

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	191,146	251,513	302,282
112 Wages - Temporary	9,897	9,000	9,600
115 One Time Payment	2,248	1,768	1,901
121 Wages - Overtime	127	350	350
122 Longevity Compensation	-	576	542
123 Leave Expense	16,346	-	-
126 Retirement Health Savings Plan	1,959	1,080	1,360
128 FICA	614	558	595
129 Medicare	1,928	2,204	2,965
131 MOPC	9,724	10,336	13,158
132 Employee Insurance	34,702	33,694	42,107
133 Employee Retirement	12,583	13,850	18,949
135 Compensation Insurance	247	3,461	3,003
136 Unemployment Insurance	1,002	389	499
137 Staff Training and Conferences	13,508	1,741	1,816
139 Dental Insurance	1,678	1,447	1,843
142 Food Allowance	149	425	425
<i>Subtotal</i>	<i>297,856</i>	<i>332,392</i>	<i>401,395</i>
Operating and Maintenance			
216 Reference Books and Materials	457	200	200
217 Dues and Subscriptions	649	748	799
218 Non-Capital Equipment and Furniture	96	825	905
222 Chemicals	-	-	3,180
229 Materials and Supplies	-	900	3,525
240 Equipment Repair and Maintenance	11,916	12,610	13,370
243 Non-Capital Computer Equipment and Supplies	1,986	3,030	2,286
245 Mileage Allowance	723	820	820
246 Liability Insurance	1,395	1,140	1,494
250 Professional and Contracted Services	68,499	68,007	71,277
252 Advertising and Legal Notices	-	600	2,125
261 Telephone Charges	422	800	800
263 Postage	318	-	1,875
264 Printing and Copying	139	1,045	2,420
269 Other Services and Charges	98	-	-
273 Fleet Lease Operating and Maintenance	-	305	71
274 Fleet Lease Replacement	-	2,879	2,879
<i>Subtotal</i>	<i>86,697</i>	<i>93,909</i>	<i>108,026</i>
Non-Operating Expense			
970 Transfers to Other Funds	6,331	6,331	6,517
<i>Subtotal</i>	<i>6,331</i>	<i>6,331</i>	<i>6,517</i>
SERVICE TOTAL	\$390,884	\$432,632	\$515,938

Service: **Water Administration/Engineering**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Administration/Engineering

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Engineering Services	0.20	0.15	0.15
PWNR Engineering Administrator	0.60	0.70	0.95
Senior Civil Engineer	1.90	1.84	1.90
Civil Engineer II	0.00	1.25	0.90
Civil Engineer	0.50	0.00	0.00
Project Manager II	0.16	0.36	0.66
Construction Inspector	0.00	0.00	0.15
Planning Tech	0.13	0.13	0.13
Natural Resources Specialist	0.35	0.35	0.35
Administrative Assistant	0.10	0.30	0.42
Total	3.94	5.08	5.61

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	357,146	456,764	510,045
112 Wages - Temporary	-	5,000	6,500
115 One Time Payment	1,829	525	1,210
121 Wages - Overtime	49	-	-
122 Longevity Compensation	882	459	430
123 Leave Expense	18,307	16,750	18,000
126 Retirement Health Savings Plan	3,450	2,032	2,244
128 FICA	-	310	403
129 Medicare	4,162	6,398	7,185
131 MOPC	17,677	22,838	25,502
132 Employee Insurance	55,553	74,452	81,607
133 Employee Retirement	6,715	30,604	36,723
135 Compensation Insurance	249	268	341
136 Unemployment Insurance	686	859	969
137 Staff Training and Conferences	450	2,701	2,700
139 Dental Insurance	2,397	3,197	3,570
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	5	300	300
<i>Subtotal</i>	<i>469,556</i>	<i>623,557</i>	<i>697,829</i>
Operating and Maintenance			
210 Office Supplies	7,228	800	800
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	2,865	1,129	1,129
218 Non-Capital Equipment and Furniture	1,141	900	2,421
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	-	800	800
230 Printing and Copier Supplies	-	1,000	1,000
232 Building Repair and Maintenance	19,682	300	300
235 Station Maintenance	-	16,000	-
240 Equipment Repair and Maintenance	-	9,285	9,785
243 Non-Capital Computer Equipment and Supplies	-	7,372	5,170
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,809	1,300	1,232
247 Safety Expenses	107	500	500
250 Professional and Contracted Services	39,534	25,300	25,300
252 Advertising and Legal Notices	544	400	400
256 Refunds	1,237	3,000	3,000
259 Licenses and Permits	1,478	1,400	1,400
261 Telephone Charges	1,413	762	762
263 Postage	9,325	5,000	5,000
264 Printing and Copying	4,078	1,000	1,000
269 Other Services and Charges	175,511	172,004	172,004
270 Administrative and Management Services	1,228,549	1,417,185	1,536,776
271 Franchise Equivalency	283,690	309,930	323,806
273 Fleet Lease - Operating and Maintenance	4,401	6,223	2,980
274 Fleet Lease - Replacement	12,882	6,374	6,374
275 Building Permits To LDDA	216	-	-
<i>Subtotal</i>	<i>1,795,690</i>	<i>1,988,564</i>	<i>2,102,539</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	1,017,191	1,039,305	1,061,418
928 Interest on Notes and Contracts	347,753	145,405	122,195
950 Bad Debt	1,743	2,500	2,500
970 Transfers to Other Funds	27,850	38,171	60,002
<i>Subtotal</i>	<i>1,394,537</i>	<i>1,225,381</i>	<i>1,246,115</i>
Capital Outlay			
432 Vehicles	16,580	-	-
440 Machinery and Equipment	-	3,575	-
<i>Subtotal</i>	<i>16,580</i>	<i>3,575</i>	<i>-</i>
SERVICE TOTAL	\$3,676,363	\$3,841,077	\$4,046,483

Service: **Water Quality Laboratory**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Quality Laboratory

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Water Quality Laboratory Supervisor	0.25	0.35	0.40
Water Quality Analyst	0.75	1.05	1.20
Water Quality Lab Tech	0.00	0.00	0.20
Laboratory Technician	0.75	1.05	1.20
Office Assistant	0.50	0.20	0.20
Total	2.25	2.65	3.20

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	125,329	161,519	201,493
112 Wages - Temporary	9,164	14,000	14,000
115 One Time Payment	1,196	344	243
121 Wages - Overtime	7,541	1,732	1,732
122 Longevity Compensation	2,454	768	396
123 Leave Expense	(2,161)	-	-
126 Retirement Health Savings Plan	4,914	1,060	1,280
128 FICA	586	868	868
129 Medicare	1,516	2,443	3,020
131 MOPC	6,338	8,076	10,075
132 Employee Insurance	17,172	26,328	32,239
133 Employee Retirement	6,833	10,822	14,507
135 Compensation Insurance	2,107	2,605	2,626
136 Unemployment Insurance	212	304	383
137 Staff Training and Conferences	-	-	3,200
139 Dental Insurance	747	1,131	1,410
141 Uniforms and Protective Clothing	-	54	54
142 Food Allowance	273	-	-
<i>Subtotal</i>	<i>184,222</i>	<i>232,054</i>	<i>287,526</i>
Operating and Maintenance			
210 Office Supplies	39,213	525	600
216 Reference Books and Materials	54	300	500
217 Dues and Subscriptions	203	790	900
218 Non-Capital Equipment and Furniture	2,756	3,375	11,800
223 Lab and Photo Supplies	-	38,000	44,200
228 Janitorial Supplies	-	805	805
229 Materials and Supplies	-	1,050	1,050
230 Printing and Copier Supplies	-	1,000	1,000
232 Building Repair and Maintenance	20,507	11,000	11,000
240 Equipment Repair and Maintenance	-	16,180	19,550
243 Non-Capital Computer Equipment and Supplies	-	3,543	4,897
246 Liability Insurance	606	301	393
247 Safety Expenses	447	640	736
250 Professional and Contracted Services	53,281	65,700	59,200
259 Licenses and Permits	1,042	2,500	2,500
261 Telephone Charges	455	400	400
263 Postage	3	50	50
264 Printing and Copying	46	1,150	1,150
269 Other Services and Charges	-	18	40
273 Fleet Lease - Operating and Maintenance	1,465	1,559	726
274 Fleet Lease - Replacement	1,685	-	-
<i>Subtotal</i>	<i>121,763</i>	<i>148,886</i>	<i>161,497</i>
Capital Outlay			
440 Machinery and Equipment	41,814	24,000	3,500
<i>Subtotal</i>	<i>41,814</i>	<i>24,000</i>	<i>3,500</i>
SERVICE TOTAL	\$347,799	\$404,940	\$452,523

Service: **Water Resources**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Resources

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Natural Resources Manager	0.00	0.15	0.15
Land Program Administrator	0.00	0.10	0.10
Water Resources Manager	1.00	1.00	1.00
Water Resources Analyst	2.00	2.00	2.00
Environmental Project Specialist	0.90	0.90	0.90
Watershed Ranger	1.00	1.00	1.00
Sr Park Ranger Technician	1.00	0.00	0.00
Parks/Open Space Ranger	0.00	0.10	0.10
Arborist Technician II	0.25	0.25	0.25
Natural Resources Technician	0.15	0.15	0.15
Total	6.30	5.65	5.65

Service: Water Resources**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	380,714	429,973	438,987
112 Wages - Temporary	41,869	72,300	72,300
115 One Time Payment	3,609	2,168	4,192
121 Wages - Overtime	1,829	5,750	5,750
122 Longevity Compensation	5,260	3,840	3,960
123 Leave Expense	14,740	-	-
126 Retirement Health Savings Plan	20,034	2,260	2,260
128 FICA	2,602	4,483	4,483
129 Medicare	3,272	4,652	4,723
131 MOPC	18,477	21,499	21,949
132 Employee Insurance	72,826	70,086	70,238
133 Employee Retirement	(4,509)	28,808	31,607
135 Compensation Insurance	7,092	10,124	10,179
136 Unemployment Insurance	884	809	834
137 Staff Training and Conferences	1,230	5,851	4,650
139 Dental Insurance	3,097	3,010	3,073
141 Uniforms and Protective Clothing	622	1,000	1,000
142 Food Allowance	786	1,600	1,600
<i>Subtotal</i>	<i>574,432</i>	<i>668,213</i>	<i>681,785</i>
Operating and Maintenance			
214 Pamphlets and Documents	26	3,700	3,700
216 Reference Books and Materials	37	200	200
217 Dues and Subscriptions	4,677	6,720	6,720
218 Non-Capital Equipment and Furniture	2,744	2,000	2,000
223 Lab and Photo Supplies	-	50	50
228 Janitorial Supplies	-	500	500
229 Materials and Supplies	5,433	10,750	10,750
232 Building Repair and Maintenance	8,996	37,000	37,000
233 Facility Repair and Maintenance	-	36,000	36,000
241 Grounds Maintenance	-	7,200	7,200
243 Non-Capital Computer Equipment and Supplies	-	2,120	1,950
244 Assessments	771,995	1,548,953	1,665,044
245 Mileage Allowance	75	467	467
246 Liability Insurance	6,166	5,486	4,792
247 Safety Expenses	448	600	600
249 Operating Leases and Rentals	142,780	141,638	141,638
250 Professional and Contracted Services	211,989	470,634	490,634
259 Licenses and Permits	6,127	8,975	8,975
260 Utilities	11,049	29,300	29,300
261 Telephone Charges	1,849	2,400	2,400
264 Printing and Copying	856	2,000	2,000
269 Other Services and Charges	142	200	200
273 Fleet Lease - Operating and Maintenance	16,449	28,502	17,616
274 Fleet Lease - Replacement	35,453	32,828	12,470
<i>Subtotal</i>	<i>1,227,291</i>	<i>2,378,223</i>	<i>2,482,206</i>
Capital Outlay			
440 Machinery and Equipment	8,818	-	-
471 Land	275,000	-	-
489 Windy Gap Improvements	1,655,004	1,697,959	-
<i>Subtotal</i>	<i>1,938,822</i>	<i>1,697,959</i>	<i>-</i>
SERVICE TOTAL	\$3,740,545	\$4,744,395	\$3,163,991

Service: **Water Treatment Plants**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Treatment Plants

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Operations	0.30	0.30	0.30
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.50	0.50	0.50
Chief Water Plant Operator	1.00	1.00	0.00
Electrical Engineering/Programmer	0.00	0.00	0.50
Operations and Maintenance Technician Lead	5.60	6.70	7.70
Operations and Maintenance Technician	1.60	0.00	0.00
Facilities Maintenance Tech I	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Electrician	0.50	0.50	0.50
Control System Ops Supervisor	0.50	0.50	0.50
Instrumentation Technician	0.50	0.50	0.50
Total	13.10	12.60	13.10

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

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	815,523	841,997	940,228
112 Wages - Temporary	37,414	10,000	10,000
114 Skill Based Pay	-	90	90
115 One Time Payment	4,697	2,513	4,430
121 Wages - Overtime	30,373	37,400	31,400
123 Leave Expense	48,469	-	-
126 Retirement Health Savings Plan	13,477	5,040	5,240
128 FICA	480	620	620
129 Medicare	11,359	12,355	13,779
131 MOPC	41,572	42,104	47,016
132 Employee Insurance	141,287	137,245	150,436
133 Employee Retirement	63,332	56,419	67,703
135 Compensation Insurance	16,707	17,171	16,272
136 Unemployment Insurance	1,735	1,584	1,786
137 Staff Training and Conferences	400	-	-
139 Dental Insurance	6,064	5,894	6,581
141 Uniforms and Protective Clothing	2,620	4,275	4,275
142 Food Allowance	81	600	600
<i>Subtotal</i>	<i>1,235,590</i>	<i>1,175,307</i>	<i>1,300,456</i>
Operating and Maintenance			
210 Office Supplies	29,856	38,226	2,000
216 Reference Books and Materials	140	1,600	1,600
217 Dues and Subscriptions	13,495	14,750	14,750
218 Non-Capital Equipment and Furniture	32,672	45,000	45,000
220 Gas and Oil	19	1,000	1,000
222 Chemicals	491,444	570,000	570,000
223 Lab and Photo Supplies	-	-	19,000
228 Janitorial Supplies	-	-	500
229 Materials and Supplies	-	-	6,000
230 Printing and Copier Supplies	-	-	750
232 Building Repair and Maintenance	182,898	152,900	40,000
233 Facility Repair and Maintenance	-	-	95,000
240 Equipment Repair and Maintenance	-	-	17,900
243 Non-Capital Computer Equipment and Supplies	-	-	12,848
245 Mileage Allowance	-	600	600
246 Liability Insurance	13,593	11,838	21,399
247 Safety Expenses	10,590	7,000	7,000
249 Operating Leases and Rentals	-	1,500	1,500
250 Professional and Contracted Services	154,495	184,900	184,900
259 Licenses and Permits	5,775	11,500	11,500
260 Utilities	137,925	180,000	180,000
261 Telephone Charges	3,690	2,600	2,600
263 Postage	104	-	-
264 Printing Copying and Binding	29	-	-
273 Fleet Lease - Operating and Maintenance	27,399	16,997	12,395
274 Fleet Lease - Replacement	14,167	19,066	5,060
<i>Subtotal</i>	<i>1,118,289</i>	<i>1,259,477</i>	<i>1,253,302</i>
Capital Outlay			
440 Machinery and Equipment	-	69,000	10,000
475 Building and Facility Improvements	-	75,000	-
<i>Subtotal</i>	<i>-</i>	<i>144,000</i>	<i>10,000</i>
SERVICE TOTAL	\$2,353,880	\$2,578,784	\$2,563,758

Service: **Water Distribution**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Distribution

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.45
System Operations Supervisor	0.80	0.80	0.80
Operations and Maintenance Technician Lead	0.40	0.40	0.40
Operations Support Specialist	0.00	0.00	0.20
Utility Maintenance Supervisor	0.30	0.30	0.30
Public Works Tech II	0.00	1.20	1.30
Public Works Tech I	0.20	0.30	0.20
Water Utilities Technician Lead	6.00	5.25	5.25
Water Utilities Technician	2.70	2.45	2.45
Water Services Coordinator	1.00	1.00	1.00
Administrative Supervisor	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Total	12.85	13.15	13.35

Service: Water Distribution**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	707,559	754,141	796,967
112 Wages - Temporary	27,604	59,800	33,400
114 Skill Based Pay	666	750	450
115 One Time Payment	8,343	3,559	3,860
121 Wages - Overtime	49,800	58,000	58,000
122 Longevity Compensation	2,030	1,920	1,980
123 Leave Expense	26,199	-	-
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	12,522	5,260	5,340
128 FICA	2,332	3,708	2,071
129 Medicare	9,285	10,934	11,148
131 MOPC	34,354	37,744	39,871
132 Employee Insurance	127,716	122,925	127,515
133 Employee Retirement	65,651	50,577	57,414
135 Compensation Insurance	54,733	23,414	22,064
136 Unemployment Insurance	1,566	1,419	1,514
137 Staff Training and Conferences	569	19,351	19,350
139 Dental Insurance	5,481	5,279	5,579
141 Uniforms and Protective Clothing	4,035	5,075	5,075
142 Food Allowance	368	500	500
<i>Subtotal</i>	<i>1,140,813</i>	<i>1,164,356</i>	<i>1,192,098</i>
Operating and Maintenance			
210 Office Supplies	18,977	1,175	1,175
216 Reference Books and Materials	927	500	500
217 Dues and Subscriptions	3,646	3,500	3,500
218 Non-Capital Equipment and Furniture	15,642	21,800	21,800
220 Gas and Oil	90	100	100
222 Chemicals	2,113	10,000	10,000
228 Janitorial Supplies	-	600	600
229 Materials and Supplies	-	14,000	14,000
230 Printing and Copier Supplies	-	650	650
232 Building Repair and Maintenance	219,914	9,750	9,750
233 Facility Repair and Maintenance	-	15,000	15,000
235 Station Maintenance	-	38,500	38,500
236 Treated and Untreated Water Storage	-	8,500	8,500
237 Line Repair/maintenance	-	220,000	220,000
238 Hydrant Repair and Maintenance	-	4,000	4,000
239 Meter Repair and Maintenance	-	12,000	12,000
240 Equipment Repair and Maintenance	-	10,515	10,515
241 Grounds Maintenance	-	2,000	2,000
242 Street Repair/maintenance	-	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	-	11,359	8,880
245 Mileage Allowance	44	500	500
246 Liability Insurance	66,690	85,863	118,518
247 Safety Expenses	8,977	8,500	8,500
249 Operating Leases and Rentals	56	2,000	2,000
250 Professional and Contracted Services	(28,728)	139,797	191,197
252 Advertising and Legal Notices	-	2,000	2,000
254 Cross Connection Repair and Maintenance	-	7,000	7,000
259 Licenses and Permits	786	595	2,620
260 Utilities	53,895	63,590	63,590
261 Telephone Charges	8,725	10,988	10,988
262 Radio Repair and Maintenance	-	4,000	4,000
264 Printing and Copying	530	1,000	1,000
269 Other Services and Charges	1,110	3,000	3,000
273 Fleet Lease - Operating and Maintenance	147,302	152,302	143,702
274 Fleet Lease - Replacement	212,357	203,782	224,814
<i>Subtotal</i>	<i>733,052</i>	<i>1,070,866</i>	<i>1,166,899</i>
Capital Outlay			
432 Vehicles	39,000	-	-
440 Machinery and Equipment	82,833	32,376	39,500
455 System Renovations and Replacement	-	53,000	53,000
475 Building and Facility Development	-	-	-
481 Taps	8,201	20,000	20,000
483 Oversizing	-	-	-
484 Backflow Devices	6,010	3,000	3,000
486 Meters	413,211	438,475	492,975
<i>Subtotal</i>	<i>549,255</i>	<i>546,851</i>	<i>608,475</i>
SERVICE TOTAL	\$2,423,119	\$2,782,073	\$2,967,472

Service: Engineering/Survey Technical Services

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Technology/GIS Coordinator	0.09	0.10	0.30
Engineering and Survey Tech Supervisor	0.09	0.10	0.30
Lead GIS Analyst	0.09	0.10	0.30
PWNR Applications Support Analyst	0.09	0.10	0.30
Senior GIS/Mapping Technician	0.09	0.10	0.30
GIS/Mapping Technician	0.09	0.10	0.30
Engineering Technician	0.18	0.20	0.60
Senior Engineering Technician	0.09	0.10	0.30
Total	0.81	0.90	2.70

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	166,436	176,198	185,524
112	Wages - Temporary	42	-	-
114	Skill Based Pay	90	90	1,500
115	One Time Payment	650	964	842
121	Wages - Overtime	92	490	500
123	Leave Expense	8,176	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	1,364	1,086	1,080
129	Medicare	2,119	2,567	2,712
131	MOPC	8,605	8,851	9,351
132	Employee Insurance	28,367	28,842	29,684
133	Employee Retirement	15,293	11,861	13,466
135	Compensation Insurance	120	136	432
136	Unemployment Insurance	350	333	353
137	Staff Training and Conferences	2,478	5,704	5,664
139	Dental Insurance	1,223	1,239	1,298
141	Uniforms and Protective Clothing	-	90	90
142	Food Allowance	22	-	-
	<i>Subtotal</i>	<i>235,426</i>	<i>238,451</i>	<i>252,496</i>
Operating and Maintenance				
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	5,557	6,930	6,949
218	Non-Capital Equipment and Furniture	1,389	1,025	3,540
219	Drafting Supplies	-	905	900
229	Materials and Supplies	-	302	300
240	Equipment Repair and Maintenance	40,371	48,089	49,064
243	Non-Capital Computer Equipment and Supplies	3,509	4,566	450
246	Liability Insurance	637	349	1,226
247	Safety Expenses	218	302	300
249	Operating Leases and Rentals	-	-	-
250	Professional and Contracted Services	260	4,524	9,825
261	Telephone Charges	144	232	230
263	Postage	8	-	-
264	Printing and Copying	35	151	150
273	Fleet Lease - Operating and Maintenance	890	673	5,768
	<i>Subtotal</i>	<i>53,020</i>	<i>68,078</i>	<i>78,732</i>
Capital Outlay				
440	Machinery and Equipment	6,688	-	-
	<i>Subtotal</i>	<i>6,688</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$295,134	\$306,529	\$331,228

Service: **Water Construction Inspection**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Construction Inspection

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Construction Inspection Supervisor	0.15	0.15	0.20
Senior Construction Inspector	0.30	0.30	0.40
Construction Inspector	0.45	0.60	0.80
Total	0.90	1.05	1.40

Service: Water Construction Inspection**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	60,297	64,140	87,504
112 Wages - Temporary	6,302	12,000	12,000
115 One Time Payment	346	630	781
121 Wages - Overtime	8,582	6,000	12,000
122 Longevity Compensation	289	297	408
123 Leave Expense	1,874	-	-
126 Retirement Health Savings Plan	361	420	560
128 FICA	414	744	744
129 Medicare	805	967	1,257
131 MOPC	3,096	3,207	4,375
132 Employee Insurance	8,969	10,455	14,001
133 Employee Retirement	4,149	4,297	6,300
135 Compensation Insurance	380	504	-
136 Unemployment Insurance	110	121	166
137 Staff Training and Conferences	826	525	800
139 Dental Insurance	385	449	613
141 Uniforms and Protective Clothing	133	30	40
<i>Subtotal</i>	<i>97,318</i>	<i>104,786</i>	<i>141,549</i>
Operating and Maintenance			
210 Office Supplies	1,104	75	100
216 Reference Books and Materials	-	30	40
217 Dues and Subscriptions	92	105	140
218 Non-Capital Equipment and Furniture	25	180	240
222 Chemicals	-	45	60
229 Materials and Supplies	-	375	500
240 Equipment Repair and Maintenance	1,595	75	100
243 Non-Capital Computer Equipment and Supplies	-	641	855
246 Liability Insurance	1,345	1,254	-
247 Safety Expenses	184	173	300
249 Operating Leases and Rentals	203	15	400
250 Professional and Contracted Services	32	50	67
261 Telephone Charges	1,373	1,022	1,364
263 Postage	6	-	-
264 Printing and Copying	12	45	60
273 Fleet Lease - Operating and Maintenance	4,204	5,823	-
274 Fleet Lease - Replacement	3,829	2,569	-
<i>Subtotal</i>	<i>14,004</i>	<i>12,477</i>	<i>4,226</i>
Capital Outlay			
432 Vehicles	-	4,555	-
<i>Subtotal</i>	<i>-</i>	<i>4,555</i>	<i>-</i>
SERVICE TOTAL	\$ 111,322	\$ 121,818	\$ 145,775

Service: **Water Regulatory Compliance**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

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

SERVICE: Water Regulatory Compliance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Environmental Services Manager	0.40	0.40	0.30
Sustainability Coordinator	0.00	0.00	0.20
Civil Engineer II	0.00	0.00	1.05
Civil Engineer	0.80	0.80	0.00
Environmental Project Specialist	0.40	0.00	0.00
Total	1.60	1.20	1.55

Service: Water Regulatory Compliance**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	134,461	119,583	147,166
112 Wages - Temporary	1,310	-	-
115 One Time Payment	1,664 -		900
121 Overtime Wages	128	-	-
122 Longevity Compensation	1,414	720	558
123 Leave Expense	4,086	-	-
126 Retirement Health Savings Plan	1,430	480	620
129 Medicare	1,125	1,019	1,586
131 MOPC	7,706	5,980	7,358
132 Employee Insurance	24,321	19,492	23,546
133 Employee Retirement	9,580	8,012	10,596
135 Compensation Insurance	109	118	-
136 Unemployment Insurance	301	225	280
137 Staff Training and Conferences	1,762	2,600	8,000
139 Dental Insurance	1,052	837	1,030
<i>Subtotal</i>	<i>190,448</i>	<i>159,066</i>	<i>201,640</i>
Operating and Maintenance			
210 Office Supplies	1,259	-	100
216 Reference Books and Materials	126	160	200
217 Dues and Subscriptions	1,957	780	600
218 Non-Capital Equipment and Furniture	782	160	1,448
235 Station Maintenance	456 17,500		20,000
243 Non-Capital Computer Equipment and Supplies	-	3,111	2,771
245 Mileage Allowance	12	240	500
246 Liability Insurance	515	250	-
247 Safety Expenses	110	240	-
250 Professional and Contracted Services	60,171	89,500	58,000
252 Ads and Legal Notices	98	-	-
259 Licenses and Permits	- 800		10,125
261 Telephone Charges	109 -		-
263 Postage	81	7,000	9,000
264 Printing and Copying	18	3,500	5,000
273 Fleet Lease - Operating and Maintenance	-	-	866
<i>Subtotal</i>	<i>65,694</i>	<i>123,241</i>	<i>108,610</i>
SERVICE TOTAL	\$256,142	\$282,307	\$310,250

Service: **Meter Reading**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Meter Reading

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Meter Reading Supervisor	0.37	0.37	0.37
Metering & Application Support Coord	0.15	0.15	0.15
Senior Meter Reader	0.73	0.73	0.37
Meter Reader	2.39	2.39	2.76
Total	3.64	3.64	3.64

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	122,893	170,903	179,234
112	Wages - Temporary	10,837	-	-
114	Skill Based Pay	-	-	-
115	One Time Payment	221	220	195
121	Wages - Overtime	322	-	-
122	Longevity Compensation	-	-	-
123	Leave Expense	4,336	-	-
126	Retirement Health Savings Plan	1,062	1,453	1,455
128	FICA	688	-	-
129	Medicare	1,776	2,478	2,599
131	MOPC	6,393	8,545	8,962
132	Employee Insurance	27,041	27,857	28,677
133	Employee Retirement	8,331	11,450	12,905
135	Compensation Insurance	3,917	3,484	-
136	Unemployment Insurance	330	321	341
137	Staff Training and Conferences	1,244	3,248	3,252
139	Dental Insurance	1,158	1,196	1,255
141	Uniforms and Protective Clothing	491	661	662
142	Food Allowance	10	-	-
	<i>Subtotal</i>	<i>191,048</i>	<i>231,816</i>	<i>239,537</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	4,579	239	1,294
229	Materials and Miscellaneous Supplies	857	239	1,385
230	Copier and Printing Supplies	-	367	-
240	Equipment Repair and Maintenance	6,281	7,485	7,718
243	Non-Capital Computer Equipment and Supplies	-	565	-
246	Liability Insurance	1,588	1,309	-
247	Safety Expenses	429	826	827
250	Professional and Contracted Services	66	3,120	3,124
261	Telephone Charges	196	1,387	992
263	Postage	40		
264	Printing and Copying	139	184	184
270	Administrative and Management Services	29,685	24,171	32,203
273	<i>Fleet Lease - Operating and Maintenance</i>	<i>11,905</i>	<i>17,702</i>	<i>-</i>
274	Fleet Lease - Replacement	3,013	4,295	-
	<i>Subtotal</i>	<i>58,778</i>	<i>61,889</i>	<i>47,727</i>
Capital Outlay				
440	Machinery and Equipment	-	2,386	8,948
	<i>Subtotal</i>	<i>-</i>	<i>2,386</i>	<i>8,948</i>
	SERVICE TOTAL	\$249,826	\$296,091	\$296,212

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PBF082 Municipal Buildings HVAC Replacement	52,351
PBF192 Operations and Maintenance Building and Site Improvement	108,196
PRO121 Park Ponds Dredging and Stabilization	83,250
WTR066 Water Distribution Rehabilitation and Improvements	1,107,130
WTR150 Automatic Meter Reading	75,000
WTR155 Water Treatment Plant Improvements	100,000
WTR172 Windy Gap Firming Project	330,000
WTR181 Water Resources Rehab and Improvements	453,750
WTR182 Flow Monitoring Program	50,000
WTR188 Regional Potable Water Interconnections	141,400
WTR189 Nelson Flanders WTP Expansion	240,000
TOTAL	\$ 2,885,229

WATER CONSTRUCTION FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	-	-	626,696
Capital	494,240	570,750	994,678
TOTAL	\$ 494,240	\$ 573,250	\$ 1,623,874

Fund Description

The Water Construction Fund was created in 1994 to account separately for system development and developer participation fees. These fees fund improvements to the City’s water system, which are related to growth of the entire system.

2017 Budget

The following capital projects are funded in 2017. Detailed capital project descriptions are included in the 2017-2021 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WTR137 Union Reservoir Land Acquisition Program	50,000
WTR172 Windy Gap Firming Project	330,000
WTR173 Raw Water Irrigation Planning and Construction	478,328
WTR179 Water System Oversizing	75,750
WTR188 Regional Potable Water Interconnections	60,600
TOTAL	\$ 994,678

WATER CONSTRUCTION FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 18,682,797	\$ 20,176,457	\$ 19,782,096
Committed Working Capital	-	1,078,511	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,932,330	1,162,900	2,143,100
Developer Participation	33,816	-	-
Miscellaneous	-	-	-
Interest	91,195	94,500	92,100
Adjustment for GAAP Revenue	(69,441)	-	-
TOTAL FUNDS	1,987,900	1,257,400	2,235,200
EXPENSES			
Soils Testing	-	2,500	2,500
Non-Operating	-	-	626,696
Capital Projects	494,240	570,750	994,678
TOTAL EXPENSES	494,240	573,250	1,623,874
ENDING WORKING CAPITAL	20,176,457	19,782,096	20,393,422
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,493,660	\$ 684,150	\$ 611,326

RAW WATER STORAGE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ -	\$ -

Fund Description

The Raw Water Storage Fund was created in 1994 and funded initially from proceeds from the sale of high mountain dams. These funds are used to develop the City's winter water supply.

RAW WATER STORAGE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 409,685	\$ 411,172	\$ 412,672
SOURCES OF FUNDS			
REVENUES			
Interest	2,003	1,500	1,500
Adjustment for GAAP Revenue	(516)	-	-
TOTAL FUNDS	1,487	1,500	1,500
EXPENSES			
Capital Projects	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	411,172	412,672	414,172
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,487	\$ 1,500	\$ 1,500

WATER CASH ACQUISITION FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	100,000	100,000
Non-Operating	-	-	-
Capital	-	50,000	50,000
TOTAL	\$ -	\$ 150,000	\$ 150,000

Fund Description

The Water Cash Acquisition Fund was created in 1994 to accumulate cash payments received in lieu of water rights. These funds are used for the acquisition of water rights to support the City’s water system.

WATER ACQUISITION FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 4,570,064	\$ 5,213,375	\$ 5,090,175
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	697,561	5,000	5,000
Miscellaneous	-	-	-
Interest	21,924	21,800	25,200
Adjustment for GAAP Revenue	(18,294)	-	-
TOTAL FUNDS	701,191	26,800	30,200
EXPENSES			
Conservation Initiatives and Misc Operating	57,880	100,000	100,000
Purchase of Water Rights	-	50,000	50,000
TOTAL EXPENSES	57,880	150,000	150,000
ENDING WORKING CAPITAL	5,213,375	5,090,175	4,970,375
CONTRIBUTION TO/(FROM) RESERVES	\$ 643,311	\$ (123,200)	\$ (119,800)

SEWER FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	3,196,556	3,609,135	3,938,949
Operating and Maintenance	4,626,543	4,707,881	5,003,674
Non-Operating	3,953,349	3,884,695	3,674,128
Capital	11,982,350	3,118,943	2,977,094
TOTAL	\$ 23,758,798	\$ 15,320,654	\$ 15,593,845

Fund Description

The Sewer Fund pays for all costs associated with delivering sewer services to Longmont customers. Those services include collection of raw sewage, treatment of the sewage, treatment of the solid waste resulting from treatment of raw sewage, and maintenance of the City's wastewater collection system. The largest source of revenue to pay for those expenses is payments of monthly bills from sewer customers.

The Sewer Fund includes eleven budget services:

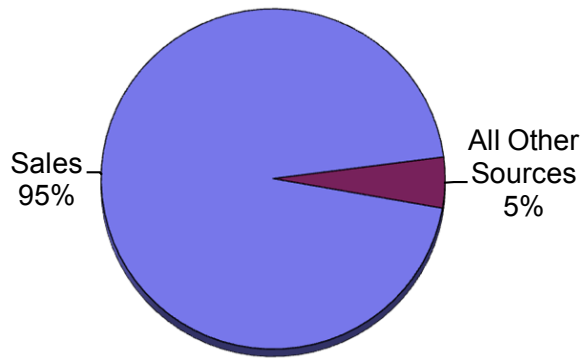
- Public Works and Natural Resources Director
- Wastewater Administration/Engineering
- Industrial Pretreatment
- Collection System
- Wastewater Treatment Plant
- Wastewater Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

Sewer System

SEWER FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 14,518,604	\$ 39,018,298	\$ 5,585,640
Committed Working Capital	-	35,483,686	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	13,262,653	13,794,300	14,254,100
Developer Contribution	554,288	-	-
Intergovernmental	162,226	168,247	162,076
Interest - Operating	11,460	28,000	30,600
Interest - Debt Service	25,876	-	-
Miscellaneous	372,867	-	-
Operating Transfers	1,578,957	552,119	527,276
Bond Proceeds	33,214,278	-	-
Estimated Revenue Revisions	-	2,829,016	-
Adjustment for GAAP Revenue	46,685	-	-
TOTAL FUNDS	49,229,290	17,371,682	14,974,052
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	2,504,268	4,149,581	3,969,716
Wastewater Administration/Engineering	4,009,109	2,012,524	2,190,488
Industrial Pretreatment	119,546	149,102	149,915
Collection System	1,347,519	1,551,123	1,630,116
Wastewater Treatment Plant	3,048,305	3,467,083	3,857,741
Wastewater Quality Laboratory	613,619	704,131	576,936
Wastewater Construction Inspection	74,216	97,453	72,889
Wastewater Regulatory Compliance	128,810	187,307	311,977
Wastewater Meter Reading	83,729	99,234	98,740
Wastewater Engineering/Survey Tech Services	98,439	102,176	107,341
CIP Projects	11,731,238	2,800,940	2,627,986
Total Operating Expenses	23,758,798	15,320,654	15,593,845
Adjustment for GAAP Expenses	970,798	-	-
TOTAL ADJUSTED EXPENSES	24,729,596	15,320,654	15,593,845
ENDING WORKING CAPITAL	39,018,298	5,585,640	4,965,847
CONTRIBUTION TO/(FROM) RESERVES	\$ 24,499,694	\$ 2,051,028	\$ (619,793)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 95% of its operating revenues from sales to the City’s wastewater customers in 2017.
- The Sewer Fund will require a contribution from fund balance of \$619,793 for capital projects.

Estimating Major Sources of Funds

Sewer Services: The Public Works and Natural Resources Department estimates charges for sewer services based on customer classification, the estimated number of customers in each classification and the estimated average monthly bill in each class.

	2015 Actual	2016 Budget	2017 Budget
OPERATING REVENUE			
Sales	\$ 13,153,346	\$ 13,794,300	\$ 14,254,100
Industrial Sewer Surcharge	109,307	-	-
Developer Contribution	554,288	-	-
Intergovernmental Revenue	162,226	168,247	162,076
Interest Income	11,460	28,000	30,600
Interest on Debt Service	25,876		
Operating Transfers	1,578,957	552,119	527,276
Other Revenue	372,867	-	-
Bond Proceeds	33,214,278	-	-
Contribution from/(to) Fund Balance	(24,499,694)	(2,045,927)	619,793
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 24,729,596	\$ 15,320,654	\$ 15,593,845

Service: **Public Works and Natural Resources General Manager**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
General Manager PW&NR	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.20	0.20	0.20
PWNR Communications Coordinator	0.00	0.20	0.20
Multi Media/Marketing Spec	0.20	0.00	0.00
PWNR Rate Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Weed Technician	0.00	0.00	0.03
Customer Services Representative	0.00	0.10	0.10
Administrative Supervisor	0.25	0.10	0.10
Administrative Assistant	0.00	0.10	0.10
Total	1.45	1.50	1.53

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	115,968	150,690	170,091
112 Wages - Temporary	5,938	3,000	3,200
115 One Time Payment	1,298	901	1,127
121 Wages - Overtime	-	150	150
122 Longevity Compensation	-	192	181
123 Leave Expense	3,936	-	-
126 Retirement Health Savings Plan	1,206	600	672
128 FICA	368	186	198
129 Medicare	1,172	1,271	1,550
131 MOPC	5,999	6,141	7,240
132 Employee Insurance	20,960	20,018	23,169
133 Employee Retirement	9,004	8,228	10,426
135 Compensation Insurance	190	92	114
136 Unemployment Insurance	541	231	275
137 Staff Training and Conferences	11,717	1,231	1,081
139 Dental Insurance	1,162	860	1,014
142 Food Allowance	194	425	425
<i>Subtotal</i>	<i>179,654</i>	<i>194,216</i>	<i>220,913</i>
Operating and Maintenance			
210 Office Supplies	1,157	-	
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	105	220	214
218 Non-Capital Equipment and Furniture	59	575	581
222 Chemicals	-	-	240
229 Materials and Supplies	-	200	1,250
240 Equipment Repair and Maintenance	1,672	8,720	9,685
243 Non-Capital Computer Equipment and Supplies		2,057	1,001
245 Mileage Allowance	482	580	580
246 Liability Insurance	434	333	785
250 Professional and Contracted Services	64,926	66,007	81,637
252 Advertising and Legal Notices	-	500	550
263 Postage	2	-	750
264 Printing and Copying	130	515	965
269 Other Services and Charges	363,133	-	20,000
273 Fleet Lease - Operating and Maintenance	-	305	707
274 Fleet Lease - Replacement	-	2,879	2,879
<i>Subtotal</i>	<i>432,100</i>	<i>82,991</i>	<i>121,924</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	1,005,973	1,890,833	1,890,293
923 Bond Principal - Current	885,000	1,980,000	1,735,000
970 Transfers to Other Funds	1,541	1,541	1,586
<i>Subtotal</i>	<i>1,892,514</i>	<i>3,872,374</i>	<i>3,626,879</i>
SERVICE TOTAL	\$2,504,268	\$4,149,581	\$3,969,716

Service: **Wastewater Administration/Engineering**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Administration/Engineering

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Engineering Services	0.20	0.15	0.15
PWNR Engineering Administrator	0.50	0.50	0.75
Senior Civil Engineer	1.30	1.73	1.65
Civil Engineer II	0.00	1.25	1.10
Civil Engineer	0.50	0.00	0.00
Natural Resources Specialist	0.15	0.00	0.00
Planning Technician	0.00	0.12	0.12
Project Manager II	0.60	0.80	0.60
Administrative Assistant	0.20	0.30	0.42
Total	3.45	4.85	4.79

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	335,424	436,334	444,433
112 Wages - Temporary	(255)	5,000	6,500
115 One Time Payment	1,813	-	827
121 Wages - Overtime	96	-	-
122 Longevity Compensation	882	1,719	1,426
123 Leave Expense	9,696	9,000	9,000
126 Retirement Health Savings Plan	2,759	1,940	1,916
128 FICA	-	310	403
129 Medicare	3,926	6,102	6,234
131 MOPC	16,894	21,816	22,222
132 Employee Insurance	49,175	71,122	71,110
133 Employee Retirement	(11,990)	29,235	31,999
135 Compensation Insurance	196	236	326
136 Unemployment Insurance	601	820	844
137 Staff Training and Conferences	1,807	4,201	4,200
139 Dental Insurance	2,101	3,054	3,111
141 Uniforms and Protective Clothing	739	100	100
142 Food Allowance	5	300	300
<i>Subtotal</i>	<i>413,870</i>	<i>591,289</i>	<i>604,951</i>
Operating and Maintenance			
210 Office Supplies	3,840	800	800
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	435	300	300
217 Dues and Subscriptions	18,260	1,579	1,579
218 Non-Capital Equipment and Furniture	1,149	900	2,421
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	-	600	600
230 Printing and Copier Supplies	-	1,000	1,000
232 Building Repair and Maintenance	18,100	300	300
235 Station Maintenance	-	16,000	-
240 Equipment Repair and Maintenance	-	9,035	9,535
243 Non-Capital Computer Equipment and Supplies	-	8,982	5,785
245 Mileage Allowance	-	334	334
246 Liability Insurance	1,477	1,228	1,199
247 Safety Expenses	67	-	-
250 Professional and Contracted Services	55,775	39,950	34,300
252 Advertising and Legal Notices	-	400	400
259 Licenses and Permits	24,982	250	250
261 Telephone Charges	328	762	762
263 Postage	892	1,500	1,500
264 Printing and Copying	334	1,000	1,000
269 Other Services and Charges	53,204	15,000	15,000
270 Administrative and Management Services	797,640	740,067	879,370
271 Franchise Equivalency	528,480	551,772	570,164
273 Fleet Lease - Operating and Maintenance	3,264	5,736	3,845
274 Fleet Lease - Replacement	9,417	7,644	7,644
275 Building Permits To LDDA	180	-	-
<i>Subtotal</i>	<i>1,517,824</i>	<i>1,405,339</i>	<i>1,538,288</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	(48,346)	-	-
950 Bad Debt	2,344	2,000	2,000
970 Transfers to Other Funds	2,106,837	10,321	45,249
<i>Subtotal</i>	<i>2,060,835</i>	<i>12,321</i>	<i>47,249</i>
Capital Outlay			
432 Vehicles	16,580	-	-
440 Machinery and Equipment	-	3,575	-
<i>Subtotal</i>	<i>16,580</i>	<i>3,575</i>	<i>-</i>
SERVICE TOTAL	\$4,009,109	\$2,012,524	\$2,190,488

Service: **Wastewater Collection System**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Collection System

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.30
System Operations Supervisor	0.10	0.10	0.10
Utility Maintenance Supervisor	0.60	0.60	0.60
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Water Utility Technician Lead	2.00	2.00	2.00
Water Utility Technician	3.25	3.25	3.25
Public Works Tech II	0.00	0.30	0.30
Service Truck Technician	0.00	0.00	0.00
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	7.30	7.60	7.60

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

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	325,690	432,225	450,289
112 Wages - Temporary	35,534	52,050	52,050
114 Skill Based Pay	227	225	225
115 One Time Payment	3,306	2,687	890
121 Wages - Overtime	19,029	19,800	19,800
123 Leave Expense	19,583	-	-
124 Skill Based Overtime Pay	-	-	-
126 Retirement Health Savings Plan	3,829	3,040	3,040
128 FICA	2,117	3,227	3,227
129 Medicare	5,798	7,025	7,287
131 MOPC	19,846	21,622	22,525
132 Employee Insurance	68,253	70,453	72,046
133 Employee Retirement	28,821	28,974	32,437
135 Compensation Insurance	25,941	28,973	28,447
136 Unemployment Insurance	835	813	856
139 Dental Insurance	2,917	3,026	3,152
141 Uniforms and Protective Clothing	2,126	3,550	3,550
142 Food Allowance	84	200	200
<i>Subtotal</i>	563,936	677,890	700,021
Operating and Maintenance			
210 Office Supplies	6,684	705	705
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	325	300	300
217 Dues and Subscriptions	1,971	1,616	1,616
218 Non-Capital Equipment and Furniture	11,032	10,500	10,500
220 Gas and Oil	38	50	50
222 Chemicals	1,891	5,000	5,000
228 Janitorial Supplies	-	300	300
229 Materials and Supplies	-	7,100	7,100
230 Printing and Copier Supplies	-	390	390
232 Building Repair and Maintenance	67,981	4,950	4,950
233 Facility Repair and Maintenance	-	10,000	10,000
235 Station Maintenance	-	17,000	17,000
237 Line Repair/maintenance	-	65,000	65,000
239 Meter Repair and Maintenance	-	4,000	4,000
240 Equipment Repair and Maintenance	-	16,825	16,825
241 Grounds Maintenance	-	500	500
242 Street Repair/maintenance	-	1,000	1,000
243 Non-Capital Computer Equipment and Supplies	-	7,632	7,933
245 Mileage Allowance	44	400	400
246 Liability Insurance	185,586	196,625	166,267
247 Safety Expenses	4,702	5,000	5,000
249 Operating Leases and Rentals	40	500	500
250 Professional and Contracted Services	74,778	100,709	140,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	1,464	1,850	1,850
260 Utilities	14,773	13,430	13,430
261 Telephone Charges	4,979	5,285	5,285
262 Radio Repair and Maintenance	-	2,000	2,000
263 Postage	83	-	-
264 Printing and Copying	262	1,000	1,000
269 Other Services and Charges	7	1,850	1,850
273 Fleet Lease - Operating and Maintenance	81,787	98,736	94,741
274 Fleet Lease - Replacement	170,021	150,596	171,078
<i>Subtotal</i>	628,447	731,249	756,970
Capital Outlay			
432 Vehicles	21,581	-	-
440 Machinery and Equipment	-	1,959	19,600
481 Taps	-	1,200	1,200
486 Meters	133,555	138,825	152,325
<i>Subtotal</i>	155,136	141,984	173,125
SERVICE TOTAL	\$1,347,519	\$1,551,123	\$1,630,116

Service: Industrial Pretreatment

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service, in compliance with federal regulation 40 CFR part 35 and part 403, protects the City’s wastewater treatment system and the St. Vrain River from adverse effects due to industrial discharges. Permits, which limit the pollutant loads that may be released to the sewage system, are issued to industries with the potential to impact the wastewater system. Testing and reporting requirements for the permits assure compliance with local and federal regulations. The Pretreatment program also conducts compliance monitoring testing and site inspections to further verify that permit conditions are met, as required by the U.S. Environmental Protection Agency and the Colorado Department of Health.

SERVICE: Industrial Pretreatment

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Industrial Pretreatment Coordinator	1.00	0.70	0.90
Environmental Regulatory Specialist	0.20	0.10	0.00
Environmental Project Specialist	0.00	0.20	0.00
Total	1.20	1.00	0.90

Service: Industrial Pretreatment**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	80,770	77,365	76,183
115	One Time Payment	300	450	1,350
121	Overtime Wages	81	-	-
122	Longevity Compensation	-	384	-
123	Leave Expense	4,067	-	-
126	Retirement Health Savings Plan	1,192	400	360
129	Medicare	1,107	929	1,105
131	MOPC	4,494	3,868	3,809
132	Employee Insurance	14,870	12,611	12,189
133	Employee Retirement	(14,568)	5,183	5,485
135	Compensation Insurance	823	1,099	896
136	Unemployment Insurance	181	146	145
137	Staff Training and Conferences			1,100
139	Dental Insurance	635	542	534
141	Uniforms and Protective Clothing	210	-	-
	<i>Subtotal</i>	<i>94,162</i>	<i>102,977</i>	<i>103,156</i>
Operating and Maintenance				
210	Office Supplies	15,261	300	300
216	Reference Books and Materials	134	600	600
217	Dues and Subscriptions	764	700	700
218	Non-Capital Equipment and Furniture	77	700	700
223	Lab and Photo Supplies		1,400	1,400
229	Materials and Supplies		10,300	10,300
240	Equipment Repair and Maintenance	2,415	7,000	7,000
243	Non-Capital Computer Equipment and Supplies		1,232	500
245	Mileage Allowance	-	200	200
246	Liability Insurance	404	250	199
247	Safety Expenses	6	550	550
250	Professional and Contracted Services	4,386	18,750	18,750
252	Advertising and Legal Notices	82	200	200
259	Licenses and Permits	-	150	150
261	Telephone Charges	436	750	750
264	Printing and Copying	804	2,300	2,300
273	Fleet Lease - Operating and Maintenance	616	743	2,160
	<i>Subtotal</i>	<i>25,384</i>	<i>46,125</i>	<i>46,759</i>
	SERVICE TOTAL	\$119,546	\$149,102	\$149,915

Service: **Wastewater Quality Laboratory**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the City of Longmont Water/Wastewater Utilities. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory’s primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. In accordance with the City’s customer service goals, the laboratory provides other services as needed or requested to its drinking water customers. The laboratory strives to continuously improve upon its community and interdepartmental communications.

Specifically, the laboratory provides chemical and biological testing services for the utilities and other City departments. The following services are provided for the utilities:

- Testing for the water and wastewater treatment plants to monitor compliance with state health department and U.S. Environmental Protection Agency requirements and to assist with process control
- Testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program
- Sampling and testing of St. Vrain Creek to study the effects of wastewater treatment plant effluent on the creek
- Metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

Finally, the laboratory provides, for a fee, testing services to other municipalities and water/sanitation districts in the Boulder County and Larimer County area that do not have laboratory facilities.

SERVICE: Wastewater Quality Laboratory

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Water Quality Laboratory Supervisor	0.70	0.60	0.50
Water Quality Analyst	2.10	1.80	1.50
Laboratory Technician	2.10	1.80	1.75
Office Assistant	0.00	0.30	0.30
Total	4.90	4.50	4.05

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	227,609	275,382	253,665
112	Wages - Temporary	10,304	24,000	24,000
115	One Time Payment	893	590	363
121	Wages - Overtime	17,103	2,708	2,708
122	Longevity Compensation	1,188	1,152	594
123	Leave Expense	7,557	-	-
126	Retirement Health Savings Plan	9,537	1,800	1,620
128	FICA	2,528	1,488	1,488
129	Medicare	3,639	4,188	3,870
131	MOPC	11,540	13,769	12,683
132	Employee Insurance	49,180	44,887	40,586
133	Employee Retirement	24,021	18,451	18,264
135	Compensation Insurance	9,761	4,179	3,499
136	Unemployment Insurance	596	518	482
137	Staff Training and Conferences	-	2,501	4,000
139	Dental Insurance	2,092	1,928	1,776
141	Uniforms and Protective Clothing	-	101	101
142	Food Allowance	409	-	-
	<i>Subtotal</i>	<i>377,957</i>	<i>397,642</i>	<i>369,699</i>
Operating and Maintenance				
210	Office Supplies	64,453	975	750
216	Reference Books and Materials	140	450	500
217	Dues and Subscriptions	586	1,090	1,000
218	Non-Capital Equipment and Furniture	6,616	5,375	9,125
223	Lab and Photo Supplies	-	70,500	55,250
228	Janitorial Supplies	-	1,495	1,495
229	Materials and Supplies	-	1,950	1,950
230	Printing and Copier Supplies	-	1,500	1,500
232	Building Repair and Maintenance	34,213	20,000	12,000
240	Equipment Repair and Maintenance	-	31,625	24,438
243	Non-Capital Computer Equipment and Supplies	-	5,500	6,524
246	Liability Insurance	1,040	641	586
247	Safety Expenses	586	960	920
250	Professional and Contracted Services	65,894	112,300	74,000
259	Licenses and Permits	-	10	1,000
261	Telephone Charges	689	600	500
263	Postage	-	75	63
264	Printing and Copying	69	1,850	1,850
269	Other Services and Charges	-	34	60
273	Fleet Lease - Operating and Maintenance	1,465	1,559	726
274	Fleet Lease - Replacement	1,685	-	-
	<i>Subtotal</i>	<i>177,436</i>	<i>258,489</i>	<i>194,237</i>
Capital Outlay				
440	Machinery and Equipment	58,226	48,000	13,000
	<i>Subtotal</i>	<i>58,226</i>	<i>48,000</i>	<i>13,000</i>
	SERVICE TOTAL	\$613,619	\$704,131	\$576,936

Service: **Wastewater Treatment Plant**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Wastewater Treatment Plant treats domestic, industrial and commercial wastewater generated within the city, in order to protect human health and the environment. The facility operates under the Colorado Discharge Permit System, which is administered by the Colorado Department of Public Health and Environment. Plant effluent is discharged to the St. Vrain River after it is treated to meet or exceed all standards set forth by federal and state regulatory agencies. Employees closely monitor the performance of the various treatment processes and make necessary adjustments to ensure that all regulatory requirements are met. Biosolids generated at the plant are treated and beneficially reused through two methods: primary and secondary sludges are anaerobically digested and the biosolids produced are applied to permitted farmland sites at agronomic rates and some of the raw primary sludge is dewatered and trucked to a private composting operation. The composted biosolids are then distributed as a soil amendment.

SERVICE: Wastewater Treatment Plant

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Operations	0.25	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50
Field Engineer	0.50	0.50	0.50
Electrical Engineering/Programmer	0.00	0.00	0.50
Operations and Maintenance Technician Lead	7.80	8.30	9.30
Facilities Maintenance Tech I	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.50	0.50	0.50
Instrumentation Technician	0.50	0.50	0.50
Total	13.45	13.95	15.45

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	832,302	898,978	1,075,804
112 Temporary Wages	27,730	15,000	15,000
114 Skill Based Pay	-	210	210
115 One Time Payment	4,072	2,539	4,464
121 Wages - Overtime	26,982	32,000	26,000
122 Longevity Compensation	2,040	2,100	2,160
123 Leave Expense	28,661	-	-
126 Retirement Health Savings Plan	8,887	5,580	6,180
128 FICA	1,779	930	930
129 Medicare	10,309	12,330	14,874
131 MOPC	41,348	44,960	53,801
132 Employee Insurance	126,039	146,533	172,128
133 Employee Retirement	94,780	60,245	77,473
135 Compensation Insurance	22,185	51,612	69,286
136 Unemployment Insurance	1,561	1,692	2,044
137 Staff Training and Conferences	3,574	13,501	13,500
139 Dental Insurance	5,463	6,293	7,531
141 Uniforms and Protective Clothing	4,637	9,600	9,600
142 Food Allowance	848	600	600
<i>Subtotal</i>	<i>1,243,197</i>	<i>1,304,703</i>	<i>1,551,585</i>
Operating and Maintenance			
210 Office Supplies	22,311	37,280	3,100
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	691	1,300	1,300
217 Dues and Subscriptions	4,825	2,870	2,870
218 Non-Capital Equipment and Furniture	39,744	32,000	32,000
220 Gas and Oil	8,333	5,000	5,000
222 Chemicals	48,916	53,000	53,000
223 Lab and Photo Supplies	-	-	6,000
228 Janitorial Supplies	-	-	1,300
229 Materials and Supplies	-	-	7,000
230 Printing and Copier Supplies	-	-	1,250
232 Building Repair and Maintenance	278,826	298,400	105,000
233 Facility Repair and Maintenance	-	-	175,000
240 Equipment Repair and Maintenance	-	-	17,900
241 Grounds Maintenance	-	-	500
243 Non-Capital Computer Equipment and Supplies	-	-	23,663
245 Mileage Allowance	178	700	700
246 Liability Insurance	10,280	8,667	8,554
247 Safety Expenses	13,486	16,000	16,000
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	800,450	947,500	1,047,500
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	24,915	55,675	55,675
260 Utilities	487,877	527,000	527,000
261 Telephone Charges	3,938	3,415	3,415
264 Printing and Copying	-	200	200
269 Other Services and Charges	-	150	150
273 Fleet Lease - Operating and Maintenance	23,251	36,819	27,064
274 Fleet Lease - Replacement	18,147	14,804	23,415
<i>Subtotal</i>	<i>1,786,169</i>	<i>2,042,380</i>	<i>2,146,156</i>
Capital Outlay			
440 Machinery and Equipment	18,939	120,000	160,000
<i>Subtotal</i>	<i>18,939</i>	<i>120,000</i>	<i>160,000</i>
SERVICE TOTAL	\$3,048,305	\$3,467,083	\$3,857,741

Service: **Wastewater Engineering and Survey Technical Services**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Engineering and Survey Technical Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Technology/GIS Coordinator	0.09	0.10	0.10
Engineering and Survey Tech Supervisor	0.09	0.10	0.10
Lead GIS Analyst	0.09	0.10	0.10
PWNR Applications Support Analyst	0.09	0.10	0.10
Senior GIS/Mapping Technician	0.09	0.10	0.10
GIS/Mapping Technician	0.09	0.10	0.10
Engineering Technician	0.18	0.20	0.20
Senior Engineering Technician	0.09	0.10	0.10
Total	0.81	0.90	0.90

Service: Wastewater Engineering and Survey Technical Services**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	55,513	58,732	61,841
112 Wages - Temporary	14	-	-
114 Skill Based Pay	30	31	-
115 One Time Payment	217	321	281
121 Wages - Overtime	31	163	167
123 Leave Expense	2,727	-	-
126 Retirement Health Savings Plan	455	362	360
129 Medicare	707	856	897
131 MOPC	2,870	2,950	3,092
132 Employee Insurance	9,461	9,614	9,895
133 Employee Retirement	5,101	3,954	4,453
135 Compensation Insurance	40	45	-
136 Unemployment Insurance	117	111	118
137 Staff Training and Conferences	827	1,901	1,888
139 Dental Insurance	408	413	433
141 Uniforms and Protective Clothing	-	30	30
142 Food Allowance	7	-	-
<i>Subtotal</i>	<i>78,524</i>	<i>79,483</i>	<i>83,455</i>
Operating and Maintenance			
210 Office Supplies	1,170	-	-
216 Reference Books and Materials	-	10	10
217 Dues and Subscriptions	1,853	2,310	2,290
218 Non-Capital Equipment and Furniture	463	342	1,180
219 Drafting Supplies	-	302	300
229 Materials and Supplies	-	101	100
240 Equipment Repair and Maintenance	13,465	16,030	16,354
243 Non-Capital Computer Equipment and Supplies	-	1,522	150
246 Liability Insurance	213	116	-
247 Safety Expenses	73	101	100
249 Operating Leases and Rentals	-	-	-
250 Professional and Contracted Services	87	1,508	3,275
261 Telephone Charges	48	77	77
263 Postage	3	-	-
264 Printing and Copying	12	50	50
273 Fleet Lease - Operating and Maintenance	297	224	-
<i>Subtotal</i>	<i>17,684</i>	<i>22,693</i>	<i>23,886</i>
Capital Outlay			
440 Machinery and Equipment	2,231	-	-
<i>Subtotal</i>	<i>2,231</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$98,439	\$102,176	\$107,341

Service: **Wastewater Construction Inspection**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Construction Inspection

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Construction Inspection Supervisor	0.10	0.12	0.10
Senior Construction Inspector	0.20	0.24	0.20
Construction Inspector	0.30	0.48	0.40
Total	0.60	0.84	0.70

Service: Wastewater Construction Inspection**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	40,200	51,311	43,752
112	Wages - Temporary	4,202	9,600	6,000
115	One Time Payment	231	504	391
121	Wages - Overtime	5,721	4,800	6,000
122	Longevity Compensation	192	238	204
123	Leave Expense	1,249	-	-
126	Retirement Health Savings Plan	241	336	280
128	FICA	276	595	372
129	Medicare	536	773	629
131	MOPC	2,064	2,566	2,188
132	Employee Insurance	5,979	8,364	7,000
133	Employee Retirement	2,766	3,438	3,150
135	Compensation Insurance	254	403	-
136	Unemployment Insurance	73	96	83
137	Staff Training and Conferences	550	420	400
139	Dental Insurance	257	359	306
141	Uniforms and Protective Clothing	89	24	20
	<i>Subtotal</i>	<i>64,881</i>	<i>83,827</i>	<i>70,775</i>
Operating and Maintenance				
210	Office Supplies	736	60	50
216	Reference Books and Materials	-	24	20
217	Dues and Subscriptions	61	84	70
218	Non-Capital Equipment and Furniture	16	144	120
222	Chemicals	-	36	30
229	Materials and Supplies	-	300	250
240	Equipment Repair and Maintenance	1,063	60	50
243	Non-Capital Computer Equipment and Supplies	-	513	428
246	Liability Insurance	896	1,003	-
247	Safety Expenses	123	138	150
249	Operating Leases and Rentals	135	12	200
250	Professional and Contracted Services	22	40	34
261	Telephone Charges	915	818	682
263	Postage	4	-	-
264	Printing and Copying	8	36	30
273	Fleet Lease - Operating and Maintenance	2,803	4,658	-
274	Fleet Lease - Replacement	2,553	2,055	-
	<i>Subtotal</i>	<i>9,335</i>	<i>9,981</i>	<i>2,114</i>
Capital Outlay				
432	Vehicles	-	3,645	-
	<i>Subtotal</i>	<i>-</i>	<i>3,645</i>	<i>-</i>
	SERVICE TOTAL	\$74,216	\$97,453	\$72,889

Service: **Wastewater Regulatory Compliance**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

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

SERVICE: Wastewater Regulatory Compliance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Environmental Services Manager	0.25	0.34	0.30
Sustainability Coordinator	0.00	0.00	0.15
Civil Engineer II	0.00	0.00	0.65
Civil Engineer	0.50	0.68	0.00
Environmental Regulatory Specialist	0.25	0.00	0.05
Total	1.00	1.02	1.15

Service: Wastewater Regulatory Compliance**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	82,145	74,738	110,809
112 Wages - Temporary	800	-	-
115 One Time Payment	1,016	-	375
121 Overtime Wages	78	-	-
122 Longevity Compensation	864	450	657
123 Leave Expense	2,496	-	-
126 Retirement Health Savings Plan	874	300	460
129 Medicare	687	637	1,011
131 MOPC	4,708	3,737	5,541
132 Employee Insurance	14,858	12,183	17,730
133 Employee Retirement	5,852	5,008	7,978
135 Compensation Insurance	67	74	-
136 Unemployment Insurance	184	140	210
137 Staff Training and Conferences	1,076	1,625	9,000
139 Dental Insurance	642	523	775
<i>Subtotal</i>	<i>116,346</i>	<i>99,415</i>	<i>154,546</i>
Operating and Maintenance			
210 Office Supplies	769	-	-
216 Reference Books and Materials	77	100	200
217 Dues and Subscriptions	1,195	25,290	25,350
218 Non-Capital Equipment and Furniture	478	100	1,414
235 Station Maintenance	89	17,500	20,000
243 Non-Capital Computer Equipment and Supplies	-	1,945	2,201
245 Mileage Allowance	7	150	1,000
246 Liability Insurance	315	157	-
247 Safety Expenses	67	150	500
250 Professional and Contracted Services	9,281	42,000	76,000
252 Ads and Legal Notices	60	-	-
259 Licenses and Permits	-	500	29,900
261 Telephone Charges	66	-	-
263 Postage	49	-	-
264 Printing and Copying	11	-	-
273 Fleet Lease - Operating and Maintenance	-	-	866
<i>Subtotal</i>	<i>12,465</i>	<i>87,892</i>	<i>157,431</i>
SERVICE TOTAL	\$128,810	\$187,307	\$311,977

Service: **Wastewater Meter Reading**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Meter Reading

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Meter Reading Supervisor	0.12	0.12	0.12
Metering & Application Support Coord	0.05	0.05	0.05
Senior Meter Reader	0.25	0.25	0.12
Meter Reader	0.80	0.80	0.92
Total	1.22	1.22	1.22

Service: Wastewater Meter Reading**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	41,188	57,277	59,745
112 Wages - Temporary	3,632	-	-
114 Skill Based Pay	-	-	-
115 One Time Payment	74	74	67
121 Wages - Overtime	108	-	-
122 Longevity Compensation	-	-	-
123 Leave Expense	1,453	-	-
126 Retirement Health Savings Plan	356	487	485
128 FICA	231	-	-
129 Medicare	595	830	866
131 MOPC	2,143	2,864	2,987
132 Employee Insurance	9,063	9,336	9,559
133 Employee Retirement	2,792	3,838	4,302
135 Compensation Insurance	1,313	1,168	-
136 Unemployment Insurance	111	108	114
137 Staff Training and Conferences	417	1,089	1,084
139 Dental Insurance	388	401	418
141 Uniforms and Protective Clothing	164	221	221
142 Food Allowance	3	-	-
<i>Subtotal</i>	<i>64,030</i>	<i>77,693</i>	<i>79,848</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	1,535	80	431
229 Materials and Miscellaneous Supplies	287	80	462
230 Copier and Printing Supplies	-	123	-
240 Equipment Repair and Maintenance	2,105	2,509	2,573
243 Non-Capital Computer Equipment and Supplies	-	189	-
246 Liability Insurance	532	439	-
247 Safety Expenses	144	277	276
250 Professional and Contracted Services	22	1,045	1,041
261 Telephone Charges	66	465	331
263 Postage	13	-	-
264 Printing and Copying	47	61	61
270 Administrative and Management Services	9,949	8,101	10,734
273 Fleet Lease - Operating and Maintenance	3,990	5,933	-
274 Fleet Lease - Replacement	1,010	1,440	-
<i>Subtotal</i>	<i>19,699</i>	<i>20,742</i>	<i>15,909</i>
Capital Outlay			
440 Machinery and Equipment	-	799	2,983
<i>Subtotal</i>	<i>-</i>	<i>799</i>	<i>2,983</i>
SERVICE TOTAL	\$83,729	\$99,234	\$98,740

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PBF082 Municipal Buildings HVAC Replacement	\$	26,175
PB-192 Operations and Maintenance Building and Site Improvement		68,711
SWR053 Sanitary Sewer Rehabilitation and Improvements		757,500
SWR149 Wastewater Treatment Master Plan Improvements		1,750,600
WTR150 Automatic Meter Reading		25,000
TOTAL	\$	2,627,986

SEWER CONSTRUCTION FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	2,500
Non-Operating	367,591	552,119	527,276
Capital	-	160,000	-
TOTAL	\$ 367,591	\$ 714,619	\$ 529,776

Fund Description

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

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER CONSTRUCTION FUND PROJECTS	2017 Budget
	\$ -
TOTAL	\$ -

SEWER CONSTRUCTION FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 2,972,070	\$ 4,080,964	\$ 4,524,645
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,504,040	1,154,700	1,529,900
Developer Participation Fees	14,760	-	-
Miscellaneous	-	-	-
Interest	17,300	3,600	10,200
Adjustment for GAAP Revenue	(59,615)		
TOTAL FUNDS	1,476,485	1,158,300	1,540,100
EXPENSES			
Soils Testing	-	2,500	2,500
Non-Operating	367,591	552,119	527,276
Capital Projects	-	160,000	-
TOTAL EXPENSES	367,591	714,619	529,776
ENDING WORKING CAPITAL	4,080,964	4,524,645	5,534,969
CONTRIBUTION TO/(FROM) RESERVES	1,108,894	443,681	1,010,324

STREET IMPROVEMENT FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	3,619,808	3,613,691	3,724,503
Operating and Maintenance	5,034,187	5,800,136	5,881,980
Non-Operating	248,869	246,971	247,158
Capital	11,277,461	12,770,462	11,625,156
TOTAL	\$ 20,180,324	\$ 22,431,260	\$ 21,478,797

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 for 10 years in November 2014), through 2026. Other revenue sources include a portion of the state's highway use tax and a percentage of the county road and bridge property tax.

The Street Improvement Fund includes fourteen budget services and several CIP projects. The services are:

- Public Works and Natural Resources Director
- Concrete Repair
- Construction Inspection
- Snow and Ice Removal
- Street and Alley Maintenance
- Street Cleaning
- Street Improvements
- Street Rehabilitation
- Street Signing and Marking
- Traffic Signals
- Transportation Engineering
- Transportation System Management
- Regulatory Compliance
- Engineering/Survey Technical Services

All of these services are involved in some aspect of developing, improving or maintaining the City's street system. Administration of this fund is provided by the Public Works and Natural Resources Department.

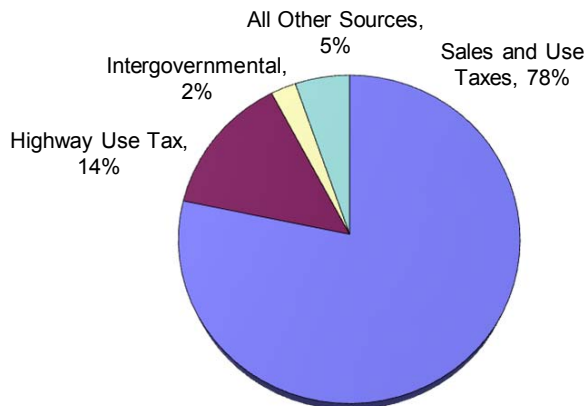
2017-2021 Capital Improvement Program

Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program (CIP project T-1), Transportation System Management (T-11), Primary and Secondary Greenway Connections (PR-83), Boston Avenue Connection (T-92), S. Pratt Parkway Bridge (T-76) and Downtown Alley Improvements (DR-8). Detailed capital descriptions for all projects are included in the 2017-2021 Capital Improvement Program.

STREET IMPROVEMENT FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING FUND BALANCE	\$ 14,610,475	\$ 15,173,582	\$ 2,829,581
Committed Working Capital	-	9,948,845	-
SOURCES OF FUNDS			
REVENUES			
Taxes	17,253,537	17,497,146	18,570,327
Licenses and Permits	41,319	15,000	15,000
Intergovernmental	3,236,914	1,985,171	472,171
Developer Participation	39,648	500,000	-
Interest	68,465	28,787	13,318
Miscellaneous	87,379	10,000	10,000
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	70,608	-	-
TOTAL FUNDS	20,797,870	20,036,104	19,080,816
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	326,863	233,121	255,124
Concrete Repair	134,003	191,594	193,425
Construction Inspection	443,482	446,660	462,635
Snow and Ice Removal	937,183	834,830	927,998
Street and Alley Maintenance	2,334,238	2,141,642	2,194,653
Street Cleaning	527,850	684,591	600,783
Street Improvement	1,744,248	1,791,844	1,653,326
Street Rehabilitation	130,058	137,664	136,092
Street Signing and Marking	597,774	776,453	782,607
Traffic Signals	764,277	848,333	860,825
Transportation Engineering	535,878	564,093	601,304
Transportation System Management	573,279	818,736	993,396
Regulatory Compliance	4,386	6,073	5,237
Engineering/Survey Tech Services	246,097	255,441	268,736
CIP Projects	10,880,708	12,700,185	11,542,656
Adjustment for GAAP Expenses	54,440	-	-
TOTAL EXPENSES	20,234,763	22,431,260	21,478,797
ENDING WORKING CAPITAL	15,173,582	2,829,581	431,600
CONTRIBUTION TO/(FROM) RESERVES	\$ 563,107	\$ (2,395,156)	\$ (2,397,981)

STREET IMPROVEMENT FUND - Sources of Funds



- Approximately 78% of the revenues of the Street Improvement Fund for 2017 will come from collection of the City’s 0.75¢ sales and use tax, which is designated to pay for street repairs and operations. Another 2% comes from intergovernmental sources.
- The 2017 Budget requires a contribution of \$2,397,981 to fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections. Based on actual collections through July 2016, sales and use tax revenues are now greater than they were for the same period in 2015. For 2017 we are projecting an increase of 5.94% over projected collections for 2016.

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.

	2015 Actual	2016 Budget	2017 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 13,266,963	\$ 13,861,415	\$ 14,934,596
Automobile Tax	1,131,946	975,000	975,000
State Highway Use Tax	2,854,628	2,660,731	2,660,731
Federal Grants	1,577,603	965,000	-
State Grants	917,740	120,000	-
Local Grants	-	428,000	-
Local Non-grant Revenue	73,095	55,000	55,000
County Road/Bridge Maintenance	109,996	105,000	105,000
State Highway Maintenance	-	37,131	37,131
State Traffic Control Maintenance	558,480	275,040	275,040
Street Cut Permit/Inspection Fee	41,319	15,000	15,000
Developer Participation	39,648	500,000	-
Other Revenue	87,379	10,000	10,000
Interest Income	68,465	28,787	13,318
Contribution from/(to) Fund Balance	(563,107)	2,395,156	2,397,981
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 20,234,763	\$ 22,431,260	\$ 21,478,797

Service: **Public Works and Natural Resources General Manager**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
General Manager PW&NR	0.20	0.20	0.20
PWNR Business & Strategic Planning Manager	0.20	0.20	0.20
PWNR Communications Coordinator	0.00	0.20	0.20
Multi Media/Marketing Specialist	0.20	0.25	0.00
PWNR Rate Analyst	0.20	0.20	0.20
Business Analyst	0.20	0.20	0.20
Executive Assistant	0.20	0.20	0.20
Weed Technician	0.00	0.00	0.03
Customer Service Representative	0.00	0.10	0.10
Administrative Supervisor	0.00	0.10	0.10
Administrative Assistant	0.00	0.10	0.10
Total	1.20	1.75	1.53

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	111,250	167,529	175,859
112	Wages - Temporary	4,119	3,000	3,200
115	One Time Payment	1,298	901	1,126
121	Wages - Overtime	-	250	250
122	Longevity Compensation	-	192	181
123	Leave Expense	3,650	-	-
126	Retirement Health Savings Plan	1,106	700	692
128	FICA	246	186	198
129	Medicare	1,045	1,488	1,606
131	MOPC	5,619	6,889	7,434
132	Employee Insurance	19,110	22,458	23,792
133	Employee Retirement	7,529	9,231	10,706
135	Compensation Insurance	192	88	126
136	Unemployment Insurance	614	259	283
137	Staff Training and Conferences	5,955	1,231	1,381
139	Dental Insurance	1,053	964	1,041
142	Food Allowance	403	425	425
	<i>Subtotal</i>	<i>163,189</i>	<i>215,791</i>	<i>228,300</i>
Operating and Maintenance				
210	Office Supplies	2,099	-	-
217	Dues and Subscriptions	105	344	414
218	Non-Capital Equipment and Furniture	717	575	581
222	Chemicals			240
229	Materials and Supplies		-	3,150
240	Equipment Repair and Maintenance	1,039	3,600	3,600
243	Non-Capital Computer Equipment and Supplies		2,057	626
245	Mileage Allowance	482	580	580
246	Liability Insurance	443	186	263
250	Professional and Contracted Services	151,942	5,590	7,850
252	Ads and Legal Notices	28	250	150
263	Postage	1	-	2,250
264	Printing and Copying	2,575	15	2,865
269	Other Services and Charges	110	-	-
	<i>Subtotal</i>	<i>159,541</i>	<i>13,197</i>	<i>22,569</i>
Non-Operating Expense				
970	Transfers to Other Funds	4,133	4,133	4,255
	<i>Subtotal</i>	<i>4,133</i>	<i>4,133</i>	<i>4,255</i>
	SERVICE TOTAL	\$326,863	\$233,121	\$255,124

Service: **Concrete Repair**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the repair and replacement of damaged and broken concrete curbs, gutters, sidewalks and cross-pans. The concrete repair work is performed in response to citizen requests and in accordance with the City’s damage assessment and repair rating program. This service is typically involved in repair and replacement when use of contractors is not feasible due to time constraints, scheduling conflicts, or on smaller projects that are not economical to complete by contract. This service also grinds and repairs sidewalk panels that are out of alignment and present tripping hazards and performs maintenance and repairs of the 38 guard rail installations throughout the City.

SERVICE: Concrete Repair

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Public Works Tech I	1.50	1.00	0.50
Total	1.50	1.00	0.50

Service: Concrete Repair**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	11,802	44,508	22,698
112	Temporary Wages	408	-	-
114	Skill Based Pay	-	-	-
115	One Time Payment	2,250	1,500	57
121	Wages - Overtime	996	1,000	1,000
123	Leave Expense	2,142	-	-
126	Retirement Health Savings Plan	600	400	200
129	Medicare	892	645	329
131	MOPC	3,312	2,225	1,135
132	Employee Insurance	10,882	7,255	3,632
133	Employee Retirement	4,438	2,982	1,634
135	Compensation Insurance	2,542	2,102	2,869
136	Unemployment Insurance	134	84	43
139	Dental Insurance	468	312	159
	<i>Subtotal</i>	<i>40,866</i>	<i>63,013</i>	<i>33,756</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	4,000	4,000
229	Materials and Supplies	3,490	10,000	10,000
240	Equipment Repair and Maintenance	725	1,000	1,000
246	Liability Insurance	4,874	4,805	3,702
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	21,100	40,000	40,000
273	Fleet Lease - Operating and Maintenance	27,238	26,005	53,096
274	Fleet Lease - Replacement	35,710	33,771	46,871
	<i>Subtotal</i>	<i>93,137</i>	<i>120,581</i>	<i>159,669</i>
Capital Outlay				
440	Machinery and Equipment	-	8,000	-
	<i>Subtotal</i>	<i>-</i>	<i>8,000</i>	<i>-</i>
	SERVICE TOTAL	\$134,003	\$191,594	\$193,425

Service: **Construction Inspection**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field-check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Construction Inspection

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Construction Inspection Supervisor	0.60	0.55	0.55
Senior Construction Inspector	1.20	1.10	1.10
Construction Inspector	1.80	2.20	2.20
Total	3.60	3.85	3.85

Service: Construction Inspection**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	240,213	235,178	240,636
112	Wages - Temporary	25,107	44,000	33,000
115	One Time Payment	1,380	2,310	2,147
121	Wages - Overtime	34,187	22,000	33,000
122	Longevity Compensation	1,150	1,089	1,122
123	Leave Expense	7,466	-	-
126	Retirement Health Savings Plan	1,438	1,540	1,540
128	FICA	1,648	2,728	2,046
129	Medicare	3,206	3,544	3,458
131	MOPC	12,334	11,759	12,032
132	Employee Insurance	35,729	38,334	38,502
133	Employee Retirement	16,528	15,757	17,326
135	Compensation Insurance	1,515	1,846	3,606
136	Unemployment Insurance	439	442	457
137	Staff Training and Conferences	3,289	1,925	2,200
139	Dental Insurance	1,533	1,646	1,684
141	Uniforms and Protective Clothing	531	110	110
	<i>Subtotal</i>	387,694	384,208	392,866
Operating and Maintenance				
210	Office Supplies	4,400	275	275
216	Reference Books and Materials	-	110	110
217	Dues and Subscriptions	367	385	385
218	Non-Capital Equipment and Furniture	98	660	660
222	Chemicals	-	165	165
229	Materials and Supplies	-	1,375	1,375
240	Equipment Repair and Maintenance	6,354	-	275
243	Non-Capital Computer Equipment and Supplies	-	275	2,351
246	Liability Insurance	5,356	2,351	3,049
247	Safety Expenses	733	4,597	825
249	Operating Leases and Rentals	809	632	1,100
250	Professional and Contracted Services	129	55	185
261	Telephone Charges	5,469	185	3,749
263	Postage	22	3,749	-
264	Printing and Copying	50	165	165
273	Fleet Lease - Operating and Maintenance	16,747	21,350	32,201
274	Fleet Lease - Replacement	15,254	9,421	22,899
	<i>Subtotal</i>	55,788	45,750	69,769
Capital Outlay				
432	Vehicles	-	16,702	-
	<i>Subtotal</i>	-	16,702	-
	SERVICE TOTAL	\$443,482	\$446,660	\$462,635

Service: **Snow and Ice Removal**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The purpose of the Snow and Ice Removal service is to clear and remove snow and ice from designated streets according to the approved snow and ice control plan. This service treats all major City streets and intersections with plowing and liquid/granular deicing materials, aiding the safe and smooth flow of traffic during the winter months. The snow and ice control plan includes over 1,135 lane miles of streets within the 305 miles of the City’s street system. In certain extreme conditions, all streets in the City receive plowing.

SERVICE: Snow and Ice Removal

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician I	1.50	1.70	2.20
Total	1.75	1.95	2.45

Service: Snow and Ice Removal**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	136,560	98,839	122,107
112	Wages - Temporary	903	11,500	11,500
114	Skill Based Pay	14	-	-
115	One Time Payment	2,373	2,583	2,040
121	Wages - Overtime	61,154	46,350	46,350
122	Longevity Compensation	810	840	870
123	Leave Expense	2,717	-	-
124	Skill Based Overtime Pay	10	-	-
126	Retirement Health Savings Plan	700	780	980
128	FICA	8	713	713
129	Medicare	1,253	1,600	1,938
131	MOPC	4,513	4,942	6,105
132	Employee Insurance	13,973	16,111	19,537
133	Employee Retirement	6,047	6,622	8,792
135	Compensation Insurance	2,718	1,586	1,803
136	Unemployment Insurance	171	186	232
139	Dental Insurance	600	692	855
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>234,523</i>	<i>193,844</i>	<i>224,322</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	101	-	-
222	Chemicals	325,587	280,000	320,000
229	Materials and Supplies	25,696	35,000	35,000
232	Building Repair and Maintenance	46,435	4,000	4,000
233	Facility Repair and Maintenance	-	25,000	25,000
240	Equipment Repair and Maintenance	-	25,000	25,000
243	Non-Capital Computer Equipment and Supplies	-	261	-
246	Liability Insurance	12,394	19,496	29,802
247	Safety Expenses	200	-	-
249	Operating Leases and Rentals	-	1,000	1,000
250	Professional and Contracted Services	29,628	70,000	70,000
261	Telephone Charges	-	264	264
262	Radio Repair and Maintenance	-	2,000	2,000
273	Fleet Lease - Operating and Maintenance	46,858	64,208	56,325
274	Fleet Lease - Replacement	83,611	72,757	110,285
	<i>Subtotal</i>	<i>570,511</i>	<i>598,986</i>	<i>678,676</i>
Capital Outlay				
432	Vehicles	65,000	17,000	-
440	Machinery and Equipment	63,475	-	-
475	Building and Facility Improvement	3,674	25,000	25,000
	<i>Subtotal</i>	<i>132,149</i>	<i>42,000</i>	<i>25,000</i>
SERVICE TOTAL		\$937,183	\$834,830	\$927,998

Service: **Street and Alley Maintenance**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The function of the Street and Alley Maintenance service is to repair, grade, patch, clear of debris, and generally service all streets and alleys in the street system. This includes performing weed control along street rights-of-way. The primary functions provided are alley maintenance, alley reconstruction, and minor asphalt overlaying of streets in conjunction with the Street Rehabilitation program. This service also incorporates a recycled asphalt crushing and diversion program.

SERVICE: Street and Alley Maintenance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Operations	0.20	0.20	0.20
Utility & Streets Operations & Maintenance Mgr	0.20	0.20	0.20
Public Works Supervisor	0.50	0.50	0.50
Utility Maint Supervisor	0.30	0.30	0.30
Public Works Technician II	2.80	3.30	2.70
Public Works Technician I	3.00	2.70	2.30
Senior Engineering Technician	1.00	0.00	0.00
Operations Support Specialist	0.00	0.00	0.50
Field Engineer	0.00	1.00	1.00
Water Utility Tech	0.00	0.50	0.50
Administrative Supervisor	0.10	0.10	0.10
Total	8.10	8.80	8.30

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	480,335	493,348	481,814
112 Wages - Temporary	25,535	35,600	35,600
114 Skill Based Pay	-	-	-
115 One Time Payment	7,788	6,930	2,846
121 Wages - Overtime	12,334	15,000	15,000
122 Longevity Compensation	2,040	1,680	-
123 Leave Expense	16,938	-	-
124 Skill Based Overtime Pay	-	2,500	2,500
126 Retirement Health Savings Plan	8,965	3,520	3,320
128 FICA	638	2,207	2,207
129 Medicare	6,887	7,670	7,502
131 MOPC	24,494	24,667	24,091
132 Employee Insurance	67,719	80,416	77,090
133 Employee Retirement	32,821	33,054	34,691
135 Compensation Insurance	24,137	18,611	19,228
136 Unemployment Insurance	832	928	915
137 Staff Training and Conferences	544	8,501	8,500
139 Dental Insurance	2,909	3,453	3,373
141 Uniforms and Protective Clothing	5,905	5,675	5,675
142 Food Allowance	125	300	300
<i>Subtotal</i>	<i>720,948</i>	<i>744,060</i>	<i>724,652</i>
Operating and Maintenance			
210 Office Supplies	-	1,500	1,500
216 Reference Books and Materials	683	250	250
217 Dues and Subscriptions	179	250	250
218 Non-Capital Equipment and Furniture	7,129	13,500	13,500
222 Chemicals	10,000	-	-
228 Janitorial Supplies	-	750	750
229 Materials and Supplies	29,976	30,000	30,000
230 Printing and Copier Supplies	-	750	750
232 Building Repair and Maintenance	324,191	15,000	15,000
233 Facility Repair and Maintenance	-	15,000	15,000
240 Equipment Repair and Maintenance	-	13,270	13,270
241 Grounds Maintenance	-	500	500
242 Street Repair and Maintenance	-	275,000	275,000
243 Non-Capital Computer Equipment and Supplies	-	4,933	4,500
245 Mileage Allowance	-	200	200
246 Liability Insurance	29,550	30,903	33,920
247 Safety Expenses	6,530	8,000	8,000
249 Operating Leases and Rentals	10,034	20,000	20,000
250 Professional and Contracted Services	385,172	338,209	238,209
252 Advertising and Legal Notices	831	500	500
260 Utilities	32,850	38,200	38,200
261 Telephone Charges	5,714	7,020	7,020
262 Radio Repair and Maintenance	-	2,000	2,000
264 Printing and Copying	894	750	750
269 Other Services and Charges	1,057	3,000	3,000
273 Fleet Lease - Operating and Maintenance	206,976	203,515	232,664
274 Fleet Lease - Replacement	302,497	374,582	457,768
<i>Subtotal</i>	<i>1,354,263</i>	<i>1,397,582</i>	<i>1,412,501</i>
Capital Outlay			
432 Vehicles	251,005	-	11,000
440 Machinery and Equipment	8,023	-	46,500
<i>Subtotal</i>	<i>259,028</i>	<i>-</i>	<i>57,500</i>
SERVICE TOTAL	\$2,334,238	\$2,141,642	\$2,194,653

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 rotating basis. Traffic islands and medians are flushed/washed with water annually. During drought conditions, the traffic islands and median flushing/washing is suspended. This service also responds to special requests for sweeping due to dirt, glass, spills, and other debris generated by incidents such as traffic accidents and construction. Street sweeping provided by this service has a positive impact on the City’s air quality by reducing the amount of dust particulates in the air that are generated from street dust and dirt.

SERVICE: Street Cleaning

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Utility Maint Supervisor	0.20	0.20	0.20
Public Works Technician I	1.50	1.50	1.50
Total	1.70	1.70	1.70

Service: Street Cleaning**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	113,961	85,284	85,613
112	Wages - Temporary	979		-
115	One Time Payment	2,550	2,425	1,590
121	Wages - Overtime	1,877	2,000	2,000
122	Longevity Compensation	(72)		-
123	Leave Expense	2,911	-	-
126	Retirement Health Savings Plan	1,133	680	680
129	Medicare	1,145	1,237	1,241
131	MOPC	4,274	4,264	4,281
132	Employee Insurance	13,250	13,901	13,698
133	Employee Retirement	5,728	5,714	6,164
135	Compensation Insurance	3,251	2,348	1,443
136	Unemployment Insurance	163	160	163
139	Dental Insurance	569	597	599
141	Uniforms and Protective Clothing	709	850	850
	<i>Subtotal</i>	<i>152,428</i>	<i>119,460</i>	<i>118,322</i>
Operating and Maintenance				
216	Reference Books and Materials	-	50	50
218	Non-Capital Equipment and Furniture	211	3,000	3,000
229	Materials and Supplies	4,473	3,000	3,000
232	Building Repair and Maintenance	17,616	2,000	2,000
233	Facility Repair and Maintenance		15,000	15,000
240	Equipment Repair and Maintenance		15,000	15,000
243	Non-Capital Computer Equipment and Supplies		3,500	226
246	Liability Insurance	38,686	36,286	32,026
247	Safety Expenses	210	1,000	1,000
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	38,219	125,150	125,150
252	Legal Notices and Advertising	-	1,000	1,000
260	Utilities	9,305	9,500	9,500
261	Telephone Charges	1,535	1,800	1,800
269	Other Services and Charges	-	100	100
273	Fleet Lease - Operating and Maintenance	73,923	134,375	115,793
274	Fleet Lease - Replacement	191,244	213,970	157,416
	<i>Subtotal</i>	<i>375,422</i>	<i>565,131</i>	<i>482,461</i>
	SERVICE TOTAL	\$527,850	\$684,591	\$600,783

Service: **Street Improvements**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the planning, design, construction and contract administration of major street construction projects identified through the Capital Improvement Program. In addition to the activities for capital projects, this service reviews development plans for street planning and construction. This service pays the administrative transfer to the General Fund.

SERVICE: Street Improvements

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Engineering Services	0.60	0.35	0.35
PWNR Engineering Administrator	0.80	0.70	0.95
Senior Civil Engineer	1.80	1.43	1.50
Civil Engineer II	0.00	1.45	1.00
Construction Inspector	0.00	0.00	0.15
Natural Resource Specialist	0.00	0.05	0.05
Project Manager II	0.10	0.10	0.35
Project Manager	0.20	0.00	0.00
Total	3.50	4.08	4.35

Service: Street Improvements**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	448,762	402,357	437,256
112	Wages - Temporary	(244)	-	-
115	One Time Payment	2,412	75	1,472
122	Longevity Compensation	4,152	2,511	814
123	Leave Expense	5,017	-	-
126	Retirement Health Savings Plan	14,573	1,632	1,740
129	Medicare	4,665	5,139	5,629
131	MOPC	22,139	20,118	21,863
132	Employee Insurance	67,167	65,584	69,961
133	Employee Retirement	29,666	26,958	31,482
135	Compensation Insurance	7,798	4,962	4,629
136	Unemployment Insurance	824	756	831
137	Staff Training and Conferences	-	6,001	6,000
139	Dental Insurance	2,885	2,816	3,061
142	Food Allowance	71	-	-
	<i>Subtotal</i>	609,889	538,909	584,738
Operating and Maintenance				
240	Equipment Repair and Maintenance	-	570	570
243	Non-Capital Computer Equipment and Supplies	3,223	8,617	3,500
246	Liability Insurance	1,388	717	700
250	Professional and Contracted Services	3,547	23,000	33,000
252	Advertising and Legal Notices	-	500	500
264	Printing and Copying	1	100	100
269	Other Services and Charges	7,000	-	-
270	Administrative and Management Services	874,464	976,593	787,315
	<i>Subtotal</i>	889,623	1,010,097	825,685
Non-Operating Expense				
910	Transfer To General Fund	-	239,592	235,623
970	Transfers to Other Funds	244,736	3,246	7,280
	<i>Subtotal</i>	244,736	242,838	242,903
	SERVICE TOTAL	\$1,744,248	\$1,791,844	\$1,653,326

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 coats, pavement overlays and pavement reconstruction.

SERVICE: Street Rehabilitation

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Sr Civil Engineer	0.00	1.00	1.00
Civil Engineer	1.00	0.00	0.00
Total	1.00	1.00	1.00

Service: Street Rehabilitation**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	93,740	99,792	102,036
115	One Time Payment	1,500	-	240
123	Leave Expense	1,424	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	1,132	1,447	1,480
131	MOPC	4,758	4,990	5,102
132	Employee Insurance	13,569	16,266	16,326
133	Employee Retirement	6,376	6,686	7,347
135	Compensation Insurance	1,658	1,097	1,148
136	Unemployment Insurance	166	188	194
139	Dental Insurance	583	699	714
	<i>Subtotal</i>	<i>125,307</i>	<i>131,565</i>	<i>134,987</i>
Operating and Maintenance				
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	650	650	650
229	Materials and Miscellaneous Supplies	75	-	-
243	Non-Capital Computer Equipment and Supplies	-	-	-
246	Liability Insurance	286	149	154
250	Professional and Contracted Services	3,700	5,000	1
264	Printing and Copying	39	200	200
273	Fleet Lease - Operating and Maintenance	-	-	-
	<i>Subtotal</i>	<i>4,750</i>	<i>6,099</i>	<i>1,105</i>
	SERVICE TOTAL	\$130,058	\$137,664	\$136,092

Service: **Street Signing and Marking**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service maintains the City’s transportation signing and markings. Activities include manufacturing many of the City of Longmont’s new traffic signs and special signs for other City departments; installing and maintaining all regulatory, warning guide, and informational signs; replacing signs that are vandalized, faded, knocked down or stolen; providing and maintaining year-round pavement markings that are visible and reflective to help ensure safe and user-friendly roadways for motorist, cyclists and pedestrians; and providing a five-year maintenance, repair and service cycle that proactively addresses all crosswalks, stop bars and pavement marking symbols within the street network.

SERVICE: Street Signing and Marking

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Public Works Supervisor	0.25	0.25	0.25
Public Works Tech I	0.50	0.50	0.50
Total	0.75	0.75	0.75

Service: Street Signing and Marking**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	52,104	42,849	43,242
112	Wages - Temporary	2,618	-	-
114	Skill Based Pay	-	-	-
115	One Time Payment	873	783	903
121	Wages - Overtime	1,140	750	750
122	Longevity Compensation	810	840	870
123	Leave Expense	1,566	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	300	300	300
129	Medicare	538	621	627
131	MOPC	2,134	2,142	2,162
132	Employee Insurance	6,718	6,984	6,919
133	Employee Retirement	2,860	2,871	3,113
135	Compensation Insurance	876	505	502
136	Unemployment Insurance	82	81	82
139	Dental Insurance	288	300	303
	<i>Subtotal</i>	<i>72,905</i>	<i>59,026</i>	<i>59,773</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	5,494	5,500	5,500
229	Materials and Supplies	25,816	55,000	55,000
240	Equipment Repair and Maintenance	-	1,500	1,500
243	Non-Capital Computer Equipment and Supplies	-	7,266	5,000
246	Liability Insurance	4,642	7,521	7,843
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	434,861	625,000	625,000
261	Telephone Charges	72	-	-
264	Printing and Copying	-	250	250
273	Fleet Lease - Operating and Maintenance	13,637	10,881	10,668
274	Fleet Lease - Replacement	40,346	4,259	11,823
	<i>Subtotal</i>	<i>524,868</i>	<i>717,427</i>	<i>722,834</i>
	SERVICE TOTAL	\$597,774	\$776,453	\$782,607

Service: Traffic Signals

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining the City’s traffic signal system and school flashers, installing overhead signs, and managing and coordinating contracted work for traffic signal installation and upgrade/improvement projects. This includes design, planning and purchase of materials and equipment; repairs to and preventive maintenance of traffic signals, video detection systems, school flashers, and driver feedback speed systems; and installation of overhead signs at signalized intersections.

SERVICE: Traffic Signals

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	1.00	1.00	1.00
Total	2.00	2.00	2.00

Service: Traffic Signals**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	109,415	115,608	118,212
114	Skill Based Pay	-	-	-
115	One Time Payment	-	-	1,235
121	Wages - Overtime	32,654	29,000	33,000
122	Longevity Compensation	2,220	2,280	2,340
123	Leave Expense	2,312	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	861	780	797
131	MOPC	5,586	5,780	5,911
132	Employee Insurance	18,329	18,844	18,914
133	Employee Retirement	7,486	7,746	8,511
135	Compensation Insurance	5,028	4,507	4,615
136	Unemployment Insurance	224	217	225
139	Dental Insurance	787	809	827
141	Uniforms and Protective Clothing	-	500	500
	<i>Subtotal</i>	<i>185,701</i>	<i>186,871</i>	<i>195,887</i>
Operating and Maintenance				
210	Office Supplies	363	300	300
217	Dues and Subscriptions	170	250	250
218	Non-Capital Equipment and Furniture	761	1,000	1,000
228	Janitorial Supplies	-	-	-
229	Materials and Supplies	-	750	750
234	System Maintenance	186,653	233,500	233,500
240	Equipment Repair and Maintenance	-	55,000	60,000
243	Non-Capital Computer Equipment and Supplies	-	2,025	500
246	Liability Insurance	33,230	34,106	33,434
247	Safety Expenses	620	750	750
250	Professional and Contracted Services	315,038	292,500	312,500
260	Utilities	1,435	1,000	1,500
261	Telephone Charges	2,821	2,000	4,600
263	Postage	909	1,000	2,000
273	Fleet Lease - Operating and Maintenance	11,630	17,626	13,854
274	Fleet Lease - Replacement	24,945	19,655	-
	<i>Subtotal</i>	<i>578,575</i>	<i>661,462</i>	<i>664,938</i>
	SERVICE TOTAL	\$764,277	\$848,333	\$860,825

Service: **Transportation Engineering**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides management, administration, and supervision of the Transportation Engineering and Construction Inspection Division of the City's Public Works and Natural Resources Department. Activities include planning for development and capital project programs as well as administrative support for the division and staff supervision. In addition, this service provides traffic engineering services and supervision of Traffic Signal services. Traffic engineering services include traffic counts, traffic signal timing, accident and safety studies, determining the need for traffic control devices, coordinating the school safety program, staff support to the Transportation Advisory Board and the Neighborhood Traffic Mitigation Program, and coordination with other agencies, including DRCOG, RTD and CDOT.

SERVICE: Transportation Engineering

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Traffic Engineering Administrator	1.00	1.00	1.00
Sr Civil Engineer	0.00	0.00	1.00
Civil Engineer II	0.00	1.00	0.00
Civil Engineer I	1.00	1.00	1.00
Associate Civil Engineer	1.00	0.00	0.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	0.70	0.40	0.53
Total	4.70	4.40	4.53

Service: Transportation Engineering**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	339,206	337,807	367,830
112	Wages - Temporary	568	5,000	3,500
115	One Time Payment	5,550	156	1,308
121	Wages - Overtime	336	800	800
123	Leave Expense	4,324	10,800	10,800
126	Retirement Health Savings Plan	5,111	1,760	1,812
128	FICA	-	310	217
129	Medicare	4,274	4,971	5,384
131	MOPC	17,008	16,890	18,392
132	Employee Insurance	54,712	55,063	58,853
133	Employee Retirement	22,790	22,633	26,484
135	Compensation Insurance	247	264	254
136	Unemployment Insurance	671	635	699
137	Staff Training and Conferences	80	-	-
139	Dental Insurance	2,349	2,365	2,575
141	Uniforms and Protective Clothing	35	100	100
142	Food Allowance	802	500	500
	<i>Subtotal</i>	<i>458,063</i>	<i>460,054</i>	<i>499,508</i>
Operating and Maintenance				
210	Office Supplies	12,067	1,100	3,100
216	Reference Books and Materials	25	500	500
217	Dues and Subscriptions	2,274	2,550	2,550
218	Non-Capital Equipment and Furniture	3,076	3,500	7,523
229	Materials and Supplies	-	1,200	3,200
230	Printing and Copier Supplies	-	1,650	1,650
240	Equipment Repair and Maintenance	6,695	10,880	11,380
243	Non-Capital Computer Equipment and Supplies	-	6,148	8,290
245	Mileage Allowance	-	300	300
246	Liability Insurance	5,482	5,207	4,809
247	Safety Expenses	195	800	800
250	Professional and Contracted Services	9,932	15,000	15,000
252	Advertising and Legal Notices	-	1,600	1,600
260	Utilities	3,076	3,000	3,000
261	Telephone Charges	2,700	2,788	2,788
263	Postage	623	1,500	1,500
264	Printing and Copying	649	2,100	2,100
273	Fleet Lease - Operating and Maintenance	8,381	17,998	9,063
274	Fleet Lease - Replacement	22,643	22,643	22,643
	<i>Subtotal</i>	<i>77,816</i>	<i>100,464</i>	<i>101,796</i>
Capital Outlay				
440	Machinery and Equipment	-	3,575	-
	<i>Subtotal</i>	<i>-</i>	<i>3,575</i>	<i>-</i>
	SERVICE TOTAL	\$535,879	\$564,093	\$601,304

Service: **Transportation System Management**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service develops and manages the transportation system management (TSM) program, which includes traffic safety and capacity projects, pedestrian and bicycle improvements connected with the street network, and management of the City’s neighborhood traffic mitigation program. This service is responsible for the planning, design and contract management of TSM projects identified in the Capital Improvement Program. The projects consist primarily of safety and capacity improvements, pedestrian/bicycle/multimodal enhancements, and design and construction of projects identified through the City’s neighborhood traffic mitigation program.

SERVICE: Transportation System Management

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Project Manager II	0.00	0.60	0.50
Civil Engineer II	0.00	1.00	1.00
Project Manager	2.00	0.00	0.00
Total	2.00	1.60	1.50

Service: Transportation System Management**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	117,097	133,574	128,790
112 Wages - Temporary	96,089	114,770	114,770
115 One Time Payment	3,000	-	1,272
123 Leave Expense	2,020	-	-
126 Retirement Health Savings Plan	400	640	600
128 FICA	7,575	7,116	7,116
129 Medicare	3,156	3,601	3,531
131 MOPC	5,338	6,679	6,440
132 Employee Insurance	23,784	21,773	20,606
133 Employee Retirement	7,153	8,949	9,273
135 Compensation Insurance	5,058	19,893	20,284
136 Unemployment Insurance	292	251	245
139 Dental Insurance	1,022	935	902
<i>Subtotal</i>	<i>271,983</i>	<i>318,181</i>	<i>313,829</i>
Operating and Maintenance			
217 Dues and Subscriptions	5,789	8,500	9,500
218 Non-Capital Furniture Equipment and Tools	-	-	-
229 Materials and Supplies	270	2,850	2,850
243 Non-Capital Computer Equipment and Supplies		-	385
246 Liability Insurance	873	455	382
247 Safety Expenses	-	500	500
250 Professional and Contracted Services	252,631	445,500	613,200
252 Advertising and Legal Notices	-	150	150
261 Telephone Charges	19	-	-
263 Postage	16	-	-
264 Printing and Copying	2,052	2,600	2,600
269 Other Services and Charges	39,646	40,000	50,000
<i>Subtotal</i>	<i>301,296</i>	<i>500,555</i>	<i>679,567</i>
SERVICE TOTAL	\$573,279	\$818,736	\$993,396

Service: **Regulatory Compliance**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

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

SERVICE: Regulatory Compliance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Sustainability Coordinator	0.00	0.00	0.05
Total	0.00	0.00	0.05

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	-	-	3,760
122 Longevity Compensation	-	-	-
123 Leave Expense	-	-	-
126 Retirement Health Savings Plan	-	-	20
129 Medicare	-	-	55
131 MOPC	-	-	188
132 Employee Insurance	-	-	602
133 Employee Retirement	-	-	271
135 Compensation Insurance	-	-	-
136 Unemployment Insurance	-	-	7
137 Staff Training and Conferences	-	-	-
139 Dental Insurance	-	-	26
<i>Subtotal</i>	-	-	4,929
Operating and Maintenance			
216 Reference Books and Materials	-	-	-
217 Dues and Subscriptions	-	73	-
218 Non-Capital Equipment and Furniture	-	-	67
243 Non-Capital Computer Equipment and Supplies	-	-	241
246 Liability Insurance	-	-	-
250 Professional and Contracted Services	4,386	6,000	-
259 Licenses and Permits	-	-	-
<i>Subtotal</i>	4,386	6,073	308
SERVICE TOTAL	\$4,386	\$6,073	\$5,237

Service: **Engineering/Survey Technical Services**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Technology/GIS Coordinator	0.25	0.25	0.25
Engineering and Survey Tech Supervisor	0.25	0.25	0.25
Lead GIS Analyst	0.25	0.25	0.25
PWNR Applications Support Analyst	0.25	0.25	0.25
Senior GIS/Mapping Technician	0.25	0.25	0.25
GIS/Mapping Technician	0.25	0.25	0.25
Engineering Technician	0.50	0.50	0.50
Sr Engineering Technician	0.25	0.25	0.25
Survey Party Chief	0.00	0.00	0.00
Survey Technician	0.00	0.00	0.00
Total	2.25	2.25	2.25

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	138,783	146,834	154,604
112 Wages - Temporary	35	-	-
114 Skill Based Pay	75	75	-
115 One Time Payment	542	803	702
121 Wages - Overtime	76	408	417
123 Leave Expense	6,817	-	-
124 Skill Based Overtime Pay	-	-	-
126 Retirement Health Savings Plan	1,138	905	900
129 Medicare	1,767	2,139	2,242
131 MOPC	7,175	7,376	7,730
132 Employee Insurance	23,654	24,035	24,737
133 Employee Retirement	12,752	9,884	11,131
135 Compensation Insurance	100	113	-
136 Unemployment Insurance	291	277	294
137 Staff Training and Conferences	2,067	4,753	4,720
139 Dental Insurance	1,020	1,032	1,082
141 Uniforms and Protective Clothing	-	75	75
142 Food Allowance	18	-	-
<i>Subtotal</i>	<i>196,310</i>	<i>198,709</i>	<i>208,634</i>
Operating and Maintenance			
216 Reference Books and Materials	-	25	25
217 Dues and Subscriptions	4,634	5,775	5,725
218 Non-Capital Equipment and Furniture	1,158	854	2,950
219 Drafting Supplies	-	754	750
229 Materials and Supplies	-	252	250
240 Equipment Repair and Maintenance	33,663	40,074	40,887
243 Non-Capital Computer Equipment and Supplies	2,926	3,805	375
246 Liability Insurance	532	291	-
247 Safety Expenses	182	252	250
249 Operating Leases and Rentals	-	-	-
250 Professional and Contracted Services	217	3,770	8,558
261 Telephone Charges	120	193	192
263 Postage	7	-	-
264 Printing and Copying	30	126	140
273 Fleet Lease - Operating and Maintenance	742	561	-
<i>Subtotal</i>	<i>44,211</i>	<i>56,732</i>	<i>60,102</i>
Capital Outlay			
440 Machinery and Equipment	5,576	-	-
<i>Subtotal</i>	<i>5,576</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$246,097	\$255,441	\$268,736

Service: **Capital Improvement Projects**

FUND: Street Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Capital projects are listed below. Detailed descriptions of each project are included in the 2017-2021 Capital Improvement Program.

STREET FUND PROJECTS	2017 Budget
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 280,000
DRN39 St Vrain Channel Improvements	25,076
DTR028 Downtown Crosswalks	100,265
PBF082 Municipal Buildings HVAC Replacement	64,815
TRP001 Street Rehabilitation Program	5,800,000
TRP011 Transportation System Management Program	950,000
TRP076 South Pratt Parkway Bridge over St Vrain River	2,696,000
TRP094 Railroad Quiet Zones	50,000
TRP105 Missing Sidewalks	220,000
TRP127 1st Ave and Emery St Intersection Improvements	800,000
TRP128 County Rd 26 Imprv - County Line Rd to Union Res	556,500
TOTAL	\$ 11,542,656

SANITATION FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	2,012,985	2,045,667	2,185,355
Operating and Maintenance	3,521,286	3,937,434	4,490,350
Non-Operating	26,812	26,246	42,624
Capital	1,184,430	32,000	218,698
TOTAL	\$ 6,745,513	\$ 6,041,347	\$ 6,937,027

Fund Description

The Sanitation Fund pays for all costs associated with providing solid waste services to Longmont customers. Those services include weekly curbside pickup of refuse and twice-monthly pickup of recyclable materials, contracted services to process marketable recyclable materials, landfill services, household hazardous waste disposal, and special refuse pick-ups. Conversion to a fully automated collection system occurred in 1999. The City closed its own landfill in 1993 when it reached capacity. Refuse is now hauled to a landfill in Erie.

The Sanitation Fund includes six budget services:

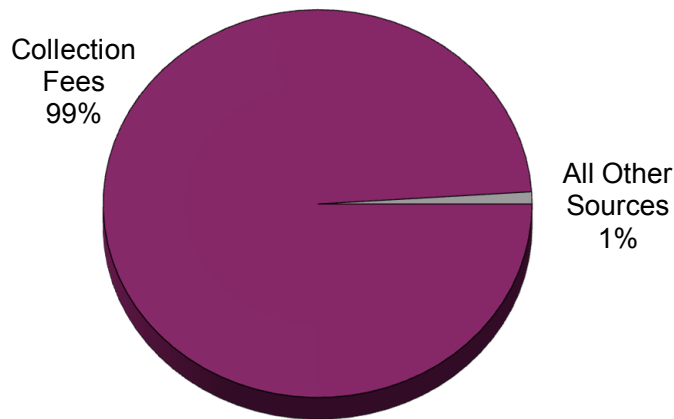
- Public Works and Natural Resources Director
- Solid Waste Removal/Disposal
- Curbside Recycling
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

Administration of this fund is provided by the Public Works and Natural Resources Department.

SANITATION FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 3,010,895	\$ 2,933,980	\$ 2,362,587
Committed Working Capital	-	-	-
REVENUES			
Charges for Services	6,166,311	6,326,600	8,567,000
Intergovernmental	162,798	3,062,500	-
Interest	13,711	12,950	11,363
Miscellaneous	346,477	47,000	47,000
Adjustment for GAAP Revenue	(33,256)	-	-
TOTAL FUNDS	6,656,041	9,449,050	8,625,363
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	258,598	259,618	295,077
Composting	-	-	400,000
Landfill Maintenance	6,591	15,450	15,450
Solid Waste Removal/Disposal	3,693,072	3,972,210	4,053,097
Special Trash Pickup	812,081	966,908	1,025,922
Curbside Recycling	781,182	815,062	930,056
Regulatory Compliance	9,558	12,100	36,327
CIP Projects	1,184,430	3,979,095	181,098
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	6,745,513	10,020,443	6,937,027
Adjustment for GAAP Expenses	(12,557)	-	-
TOTAL ADJUSTED EXPENSES	6,732,956	10,020,443	6,937,027
ENDING WORKING CAPITAL	2,933,980	2,362,587	4,050,923
CONTRIBUTION TO/(FROM) RESERVES	\$ (76,915)	\$ (571,393)	\$ 1,688,336

SANITATION FUND - Sources of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2017 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.

	2015 Actual	2016 Budget	2017 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,751,494	4,029,700	5,113,500
Solid Waste Collection Fees (reduced volume)	976,294	916,500	1,650,400
Special Trash Collection Fees	66,277	60,000	60,000
Waste Management Fees	1,257,025	1,252,700	1,282,600
Compost Collection	-	-	390,600
Single Stream Commodity	13,739	-	-
Metal Management Revenue	18,994	30,000	30,000
Tree Limb Diversion Fee	47,442	22,000	22,000
Polycart Escrow	35,046	15,700	17,900
Intergovernmental Revenue	162,798	3,062,500	-
Other Revenue	346,477	47,000	47,000
Interest Income	13,711	12,950	11,363
Contribution from/(to) Fund Balance	76,915	571,393	(1,688,336)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 6,732,956	\$ 10,020,443	\$ 6,937,027

Service: Public Works and Natural Resources General Manager

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources General Manager is responsible for administering City policies, developing department policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including developing adequate rates, preparing and monitoring the annual budget, and effectively supervising personnel.

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
General Manager PW&NR	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
Multi Media/Marketing Spec	0.15	0.00	0.00
PWNR Communications Coordinator	0.00	0.15	0.15
PWNR Rate Analyst	0.15	0.15	0.15
Sr Civil Engineer	0.00	0.00	0.05
Construction Inspector	0.00	0.00	0.05
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Weed Technician	0.00	0.00	0.10
Customer Service Representative	1.00	0.50	0.50
Administrative Supervisor	0.50	0.50	0.50
Administrative Assistant	0.50	0.50	0.50
Total	2.90	2.40	2.60

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	178,518	172,559	190,969
112	Wages - Temporary	-	15,000	16,000
115	One Time Payment	2,174	1,854	1,442
121	Wages - Overtime	362	500	500
122	Longevity Compensation	1,860	960	903
123	Leave Expense	13,304	-	-
126	Retirement Health Savings Plan	2,027	960	1,040
128	FICA	-	930	992
129	Medicare	1,324	1,798	2,070
131	MOPC	8,652	7,792	8,810
132	Employee Insurance	28,532	25,403	28,192
133	Employee Retirement	8,285	10,442	12,686
135	Compensation Insurance	90	141	139
136	Unemployment Insurance	345	293	335
137	Staff Training and Conferences	1,300	751	826
139	Dental Insurance	1,210	1,091	1,233
142	Food Allowance	149	425	425
	<i>Subtotal</i>	<i>248,130</i>	<i>240,899</i>	<i>266,562</i>
Operating and Maintenance				
217	Dues and Subscriptions	85	44	95
218	Non-Capital Equipment and Furniture	73	1,075	1,095
222	Chemicals	-	-	780
229	Materials and Miscellaneous Supplies	-	-	2,625
240	Equipment Repair and Maintenance	1,184	6,640	6,640
243	Non-Capital Computer Equipment and Supplies	1,643	2,219	953
245	Mileage Allowance	361	460	460
246	Liability Insurance	424	299	289
250	Professional and Contracted Services	4,407	5,590	9,000
252	Ads and Legal Notices	-	250	125
263	<i>Postage</i>	-	-	<i>1,875</i>
264	Printing and Copying	128	75	2,450
269	Other Services and Charges	96	-	-
	<i>Subtotal</i>	<i>8,401</i>	<i>16,652</i>	<i>26,387</i>
Non-Operating Expense				
970	Transfers to Other Funds	2,067	2,067	2,128
	<i>Subtotal</i>	<i>2,067</i>	<i>2,067</i>	<i>2,128</i>
	SERVICE TOTAL	\$258,598	\$259,618	\$295,077

Service: **Solid Waste Removal/Disposal**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service conducts weekly collection and disposal of household refuse generated at approximately 26,848 residences. Single-family residences select a 40/48- or 96-gallon container; multiple family dwellings that pay the applicable refuse collection fees are provided a 4-cubic-yard dumpster. This service also collects and disposes of the refuse accumulated at City facilities and City parks. Included in this service are the disposal of division-collected refuse and other City division-hauled refuse. This service also provides for the safe disposal of household hazardous wastes such as paints, solvents, cleaners, etc.

SERVICE: Solid Waste/Removal/Disposal

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Operations	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.50	0.00
Solid Waste Manager	0.00	0.00	1.00
Sanitation Supervisor	0.50	0.50	0.00
Public Works Tech II	0.00	2.00	3.00
Public Works Tech I	10.00	8.00	8.00
Administrative Assistant	0.25	0.25	0.25
Total	11.45	11.45	12.45

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

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	574,253	581,448	651,083
112 Wages - Temporary	56,262	40,000	40,000
114 Skill Based Pay	301	300	300
115 One Time Payment	15,732	14,739	6,145
121 Wages - Overtime	13,381	30,000	30,000
122 Longevity Compensation	3,180	3,270	2,160
123 Leave Expense	11,777	8,000	8,000
124 Skill Based Overtime Pay	61	2,500	2,500
126 Retirement Health Savings Plan	16,808	4,580	4,980
128 FICA	3,559	2,480	2,480
129 Medicare	7,349	7,759	9,272
131 MOPC	28,813	29,076	32,558
132 Employee Insurance	89,993	94,776	104,173
133 Employee Retirement	37,222	38,962	46,883
135 Compensation Insurance	63,739	61,134	62,470
136 Unemployment Insurance	1,125	1,094	1,237
137 Staff Training and Conferences	250	4,001	4,225
139 Dental Insurance	3,940	4,070	4,557
141 Uniforms and Protective Clothing	11,333	14,000	14,000
142 Food Allowance	507	500	500
<i>Subtotal</i>	939,585	942,689	1,027,523
Operating and Maintenance			
210 Office Supplies	77,720	2,500	2,500
217 Dues and Subscriptions	-	750	750
218 Non-Capital Equipment and Furniture	30,928	55,000	55,000
220 Gas and Oil	173	-	-
228 Janitorial Supplies	-	2,000	2,000
229 Materials and Supplies	-	26,000	26,000
232 Building Repair and Maintenance	32,559	25,000	25,000
240 Equipment Repair and Maintenance	-	5,000	5,000
241 Grounds Maintenance	-	2,500	2,500
243 Non-Capital Computer Equipment and Supplies	-	7,869	6,933
246 Liability Insurance	60,676	57,525	39,286
247 Safety Expenses	7,033	3,500	3,500
250 Professional and Contracted Services	547,317	674,015	641,615
252 Advertising and Legal Notices	12,049	5,000	5,000
260 Utilities	23,022	28,000	28,000
261 Telephone Charges	8,213	7,500	7,500
263 Postage	13,772	15,000	15,000
264 Printing and Copying	194	5,500	5,500
269 Other Services and Charges	27,272	25,000	25,000
270 Administrative and Management Services	561,085	601,254	585,762
273 Fleet Lease - Operating and Maintenance	638,679	742,843	794,646
274 Fleet Lease - Replacement	688,050	681,585	670,986
<i>Subtotal</i>	2,728,742	2,973,341	2,947,478
Non-Operating Expense			
950 Bad Debt	17,287	19,000	19,000
970 Transfers To Other Funds	7,458	5,179	21,496
<i>Subtotal</i>	24,745	24,179	40,496
Capital Outlay			
432 Vehicles	-	-	-
440 Machinery and Equipment	-	32,000	37,600
<i>Subtotal</i>	-	32,000	37,600
SERVICE TOTAL	\$3,693,072	\$3,972,209	\$4,053,097

Service: **Curbside Recycling**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides weekly collection of recyclables to single and multifamily dwellings. Individual or shared-use recycling containers are provided for each household. Materials accepted for recycling include newspaper, junk mail, magazines, metal and glass food and beverage containers, #1 and #2 plastic containers, used motor oil, and automotive batteries. This service provides contract payments to a vendor for processing, marketing and educational services.

SERVICE: Curbside Recycling

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Sanitation Supervisor	0.50	0.50	0.00
Public Works Tech II	0.00	1.00	1.00
Public Works Tech I	5.50	4.50	4.50
Administrative Assistant	0.50	0.50	0.50
Total	6.50	6.50	6.00

Service: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	301,462	311,502	279,888
114	Skill Based Pay	603	600	600
115	One Time Payment	8,832	8,622	3,056
121	Wages - Overtime	12,382	10,000	10,000
122	Longevity Compensation	1,140	1,170	-
123	Leave Expense	14,233	-	-
124	Skill Based Overtime Pay	122	-	-
126	Retirement Health Savings Plan	3,351	2,600	2,400
129	Medicare	3,605	4,016	4,062
131	MOPC	15,141	15,590	14,009
132	Employee Insurance	50,407	50,775	44,782
133	Employee Retirement	20,231	20,891	20,174
135	Compensation Insurance	7,034	8,872	8,764
136	Unemployment Insurance	603	586	532
139	Dental Insurance	2,114	2,181	1,959
	<i>Subtotal</i>	<i>441,261</i>	<i>437,405</i>	<i>390,226</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	45,000	45,000
229	Materials and Supplies	17,037	5,000	5,000
232	Building Repair and Maintenance	(771)	-	-
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	-	-	565
246	Liability Insurance	13,355	8,180	11,282
247	Safety Expenses	290	500	500
250	Professional and Contracted Services	147,351	140,000	140,000
260	Utilities	2,226	-	-
263	Postage	-	4,000	4,000
264	Printing and Copying	-	4,000	4,000
273	Fleet Lease - Operating and Maintenance	147,156	169,657	121,755
274	Fleet Lease - Replacement	13,278	765	207,173
	<i>Subtotal</i>	<i>339,922</i>	<i>377,657</i>	<i>539,830</i>
	SERVICE TOTAL	\$781,182	\$815,062	\$930,056

Service: **Curbside Compost Collection**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides every-other-week collection of yard waste and organic materials, such as food waste, at single-family residences. The program is voluntary and provided only to those who sign up and agree to pay the monthly collection fee. Organic waste is hauled to a local composting facility where it is processed for beneficial reuse.

Service: Curbside Compost Collection

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Operating and Maintenance			
250 Professional and Contracted Services	-	-	400,000
<i>Subtotal</i>	-	-	<i>400,000</i>
SERVICE TOTAL	\$-	\$-	\$400,000

Service: **Special Trash Pickup**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service collects and disposes of trash items that are too large, bulky or hazardous for regular collection crews. Pickups are scheduled by appointment. Other services include cleaning alleys as requested by Street Operations, tree limb collection service by appointment for residents who have tree limbs that are too large to be transported to the Waste Diversion Center, Christmas tree recycling, wood waste mulching, annual household chemical collection program, free resident landfill days, leaf collection program in the fall, and an annual spring cleanup program.

SERVICE: Special Trash Pickup

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Public Works Tech II	0.00	1.00	1.00
Public Works Tech I	3.50	2.50	2.50
Facility Maintenance Worker	1.00	0.00	0.00
Sr Grounds Maintenance Technician	0.20	1.20	1.20
Customer Service Representative	1.00	1.00	2.00
Administrative Assistant	0.25	0.25	0.25
Total	5.95	5.95	6.95

Service: Special Trash Pickup**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	254,926	276,172	326,005
112	Wages - Temporary	-	20,000	20,000
114	Skill Based Pay	1,204	1,200	1,200
115	One Time Payment	6,600	6,363	2,700
121	Wages - Overtime	9,827	15,000	15,000
123	Leave Expense	12,321	-	-
124	Skill Based Overtime Pay	66	-	-
126	Retirement Health Savings Plan	1,905	2,380	2,780
128	FICA	-	1,240	1,240
129	Medicare	3,462	4,308	5,031
131	MOPC	13,127	13,858	16,349
132	Employee Insurance	42,855	45,016	52,161
133	Employee Retirement	17,166	18,568	23,542
135	Compensation Insurance	9,552	14,141	12,421
136	Unemployment Insurance	526	519	619
139	Dental Insurance	1,839	1,933	2,282
	<i>Subtotal</i>	375,376	420,698	481,330
Operating and Maintenance				
229	Materials and Supplies	2,367	2,000	2,000
241	Grounds Maintenance	484	-	-
243	Non-Capital Computer Equipment and Supplies	-	-	283
246	Liability Insurance	8,734	8,791	5,955
247	Safety Expenses	471	500	500
250	Professional and Contracted Services	323,018	425,000	425,000
273	Fleet Lease - Operating and Maintenance	49,358	47,949	48,884
274	Fleet Lease - Replacement	52,273	61,970	61,970
	<i>Subtotal</i>	436,705	546,210	544,592
	SERVICE TOTAL	\$812,081	\$966,908	\$1,025,922

Service: **Regulatory Compliance**

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

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

SERVICE: Regulatory Compliance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Sustainability Coordinator	0.00	0.00	0.20
PWNR Environmental Services Manager	0.01	0.01	0.00
Environmental Project Specialist	0.01	0.00	0.00
Civil Engineer II	0.00	0.02	0.00
Civil Engineer	0.02	0.00	0.00
Total	0.04	0.03	0.20

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	6,095	2,990	15,041
112	Wages - Temporary	59	-	-
115	One Time Payment	75	-	-
121	Overtime Wages	6	-	-
122	Longevity Compensation	64	18	-
123	Leave Expense	185	-	-
126	Retirement Health Savings Plan	65	12	80
129	Medicare	51	25	218
131	MOPC	349	149	752
132	Employee Insurance	1,102	487	2,406
133	Employee Retirement	434	200	1,083
135	Compensation Insurance	5	3	-
136	Unemployment Insurance	14	6	29
137	Staff Training and Conferences	80	65	-
139	Dental Insurance	48	21	105
	<i>Subtotal</i>	8,633	3,976	19,714
Operating and Maintenance				
216	Reference Books and Materials	6	4	-
217	Dues and Subscriptions	89	-	-
218	Non-Capital Equipment and Furniture	35	4	134
243	Non-Capital Computer Equipment and Supplies	63	78	479
245	Mileage Allowance	1	6	-
246	Liability Insurance	23	6	-
247	Safety Expenses	5	6	-
250	Professional and Contracted Services	689	8,000	15,000
252	Ads and Legal Notices	4	-	-
259	Licenses and Permits	-	20	1,000
261	Telephone Charges	5	-	-
263	Postage	4	-	-
264	Printing and Copying	1	-	-
	<i>Subtotal</i>	925	8,124	16,613
	SERVICE TOTAL	\$9,558	\$12,100	\$36,327

Service: Landfill Maintenance

FUND: Sanitation Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

LINE ITEM BUDGET

		2015 Actual	2016 Budget	2017 Budget
Operating and Maintenance				
250	Professional and Contracted Services	6,591	15,450	15,450
	<i>Subtotal</i>	<i>6,591</i>	<i>15,450</i>	<i>15,450</i>
	SERVICE TOTAL	\$6,591	\$15,450	\$15,450

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2017 Budget
SANITATION FUND PROJECTS	
PBF082 Municipal Buildings HVAC Replacement	\$ 91,613
PBF192 Operations & Maintenance Building/Site Improvement	89,485
TOTAL	\$ 181,098

AFFORDABLE HOUSING FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	99,890	51,264	125,495
Operating and Maintenance	811,703	145,382	563,233
Non-Operating	108	84,172	29,918
Capital	-	-	-
TOTAL	\$ 911,701	\$ 280,818	\$ 718,646

Fund Description

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

AFFORDABLE HOUSING FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 5,856,799	\$ 5,311,235	\$ 5,732,732
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Fees	18,900	-	-
Interest	23,462	-	-
Miscellaneous	175,006	125,000	125,000
Operating Transfers	152,315	577,315	692,315
Adjustment for GAAP Revenue	(3,546)	-	-
TOTAL FUNDS	366,137	702,315	817,315
EXPENDITURES			
Personal Services	99,890	51,264	125,495
Operating and Maintenance	811,703	145,382	563,233
Non- Operating	108	84,172	29,918
Capital Projects	-	-	-
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENDITURES	911,701	280,818	718,646
ENDING WORKING CAPITAL	5,311,235	5,732,732	5,831,401
CONTRIBUTION TO/(FROM) RESERVES	\$ (545,564)	\$ 421,497	\$ 98,669

Service: **Affordable Housing Administration**

FUND: Affordable Housing Fund

DEPARTMENT: Community Services

Service Description:

This service develops and administers affordable housing projects using local funds provided to the Affordable Housing Fund, as well as oversees the Housing Incentive and Fee Reduction Programs. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation as required or otherwise requested by City Council. This service provides funding for housing projects for low- and moderate-income households, approves and monitors the use of development fee waivers, qualifies potential affordable home buyers, and educates the real estate and lending communities about the City's affordable housing programs. This service also supports the City's participation on the Longmont Housing Opportunity Team (LHOT), the administration of all homeless assistance programs, the administration of the City's Pilot Poverty Initiative, and the city's participation in the Boulder County Circles Campaign, and administers the Human Service Agency funding process.

SERVICE: Affordable Housing Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
CDBG Disaster Recovery Manager	0.50	0.20	0.20
Accountant	0.00	0.00	0.25
Housing/Comm Investment Program Specialist	2.15	0.20	0.55
Administrative Assistant	0.00	0.00	0.25
Total	2.65	0.40	1.25

Service: Affordable Housing Administration**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	51,982	27,371	82,793
115	One Time Payment	750	300	965
121	Wages - Overtime	426	675	1,894
123	Leave Expense	1,571	400	610
126	Retirement Health Savings Plan	753	160	500
129	Medicare	1,552	393	1,147
131	MOPC	6,117	1,353	3,954
132	Employee Insurance	18,425	4,413	12,652
133	Employee Retirement	8,197	1,814	5,694
135	Compensation Insurance	8,747	9,645	10,082
136	Unemployment Insurance	226	51	150
137	Staff Training and Conferences	-	4,000	4,000
139	Dental Insurance	791	189	554
142	Food Allowance	354	500	500
	<i>Subtotal</i>	<i>99,890</i>	<i>51,264</i>	<i>125,495</i>
Operating and Maintenance				
210	Office Supplies	(81)	2,000	2,000
218	Non-Capital Equipment and Furniture	-	8,000	1,000
229	Materials and Supplies		1,000	1,000
240	Equipment Repair and Maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies		2,000	2,000
245	Mileage Allowance	95	700	700
246	Liability Insurance	451	192	43
249	Operating Leases and Rentals	1,092	1,290	1,290
250	Professional and Contracted Services	806,948	125,000	550,000
252	Advertising and Legal Notices	630	1,200	1,200
263	Postage	927	1,000	1,000
264	Printing and Copying	975	2,000	2,000
269	Other Services and Charges	666	-	-
	<i>Subtotal</i>	<i>811,703</i>	<i>145,382</i>	<i>563,233</i>
Non-Operating Expense				
970	Transfers to Other Funds	108	-	-
971	City Council Contingency	-	84,172	29,918
	<i>Subtotal</i>	<i>108</i>	<i>84,172</i>	<i>29,918</i>
SERVICE TOTAL		\$911,701	\$280,818	\$718,646

AIRPORT FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	105,145	125,089	129,644
Operating and Maintenance	226,334	210,333	267,908
Non-Operating	76	41	-
Capital	51,956	-	8,700
TOTAL	\$ 383,512	\$ 335,463	\$ 406,252

Fund Description

The Airport Fund pays for all expenses associated with maintaining and improving Vance Brand Municipal Airport. The major revenue to the Airport Fund is payment of leases for hangar space at the airport. The City's airport manager oversees operations and administers construction projects.

The Airport Fund includes one budget service, Airport Operations. Administration of this fund is provided by the Public Works and Natural Resources Department.

AIRPORT FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 14,324	\$ 98,042	\$ 94,499
COMMITTED WORKING CAPITAL	-	14,080	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	406,835	310,000	413,937
Grants	29,351	-	-
Interest	658	-	-
Miscellaneous	34,130	36,000	-
Adjustment for GAAP Revenue	10,140	-	-
TOTAL FUNDS	481,114	346,000	413,937
EXPENSES			
Airport Operations	338,368	335,463	406,252
CIP Projects	45,144	-	-
Total Operating Expenses	383,512	335,463	406,252
Adjustment for GAAP Expenses	13,884	-	-
TOTAL ADJUSTED EXPENSES	397,396	335,463	406,252
ENDING WORKING CAPITAL	98,042	94,499	102,184
CONTRIBUTION TO/(FROM) RESERVES	\$ 83,718	\$ 10,537	\$ 7,685

Service: **Airport Operations**

FUND: Airport Fund

DEPARTMENT: External Services

Service Description:

This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

SERVICE: Airport Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Airport Operations**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	75,761	94,008	96,102
115 One Time Payment	-	-	348
123 Leave Expense	(5,749)	810	-
126 Retirement Health Savings Plan	8,562	400	400
129 Medicare	1,074	1,348	1,378
131 MOPC	3,769	4,648	4,752
132 Employee Insurance	14,852	15,151	15,206
133 Employee Retirement	5,921	6,228	6,843
135 Compensation Insurance	64	70	69
136 Unemployment Insurance	182	175	181
137 Staff Training and Conferences	37	1,500	2,500
139 Dental Insurance	638	651	665
142 Food Allowance	34	100	1,200
<i>Subtotal</i>	<i>105,145</i>	<i>125,089</i>	<i>129,644</i>
Operating and Maintenance			
210 Office Supplies	8,872	250	400
215 Audio Visual Materials	-	-	800
217 Dues and Subscriptions	275	1,150	1,375
229 Materials and Supplies	-	750	1,000
232 Building Repair and Maintenance	2,580	2,000	2,000
233 Facility Repair and Maintenance	-	3,000	3,000
240 Equipment Repair and Maintenance	-	150	150
245 Mileage Allowance	-	-	150
246 Liability Insurance	5,505	4,513	4,131
248 Lease Purchase Installment	-	-	-
250 Professional and Contracted Services	82,098	60,000	68,450
252 Advertising and Legal Notices	-	750	1,500
260 Utilities	11,008	6,000	6,500
261 Telephone Charges	19	500	500
263 Postage	91	300	300
264 Printing and Copying	92	750	1,000
269 Other Services and Charges	1,734	-	-
270 Administrative and Management Services	112,745	129,001	173,755
273 Fleet Lease - Operating and Maintenance	1,315	1,219	2,897
<i>Subtotal</i>	<i>226,334</i>	<i>210,333</i>	<i>267,908</i>
Non-Operating Expense			
970 Transfers to Other Funds	76	41	-
<i>Subtotal</i>	<i>76</i>	<i>41</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	1,570	-	8,700
475 Building and Facility Development	5,242	-	-
<i>Subtotal</i>	<i>6,812</i>	<i>-</i>	<i>8,700</i>
SERVICE TOTAL	\$338,368	\$335,463	\$406,252

ART IN PUBLIC PLACES FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	44,274	38,908	40,107
Operating and Maintenance	63,766	286,364	274,594
Non-Operating	31	-	-
Capital	-	-	-
TOTAL	\$ 108,071	\$ 325,272	\$ 314,701

Fund Description

The Art in Public Places Fund was created in 1988 to accumulate monies for the purchase of art to be displayed in public places. Revenues are received through transfers from other City operating funds equal to 1% of the construction costs for capital projects exceeding \$50,000. The Art in Public Places Commission plans and develops various art projects with these funds. Through this program, more than 50 public art projects have been installed at 6th Avenue Plaza, the Library, the Civic Center, the Safety and Justice Center, Garden Acres Park, along the St. Vrain Greenway, at the Senior Center, throughout downtown, at the Youth Center, Kensington Park, Ute Creek Golf Course, Roosevelt Park and the Quail Campus. Administration of this fund is provided by the Community Services Department and the Longmont Museum.

ART IN PUBLIC PLACES FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 484,678	\$ 678,127	\$ 586,757
Committed Working Capital	-	3,945	-
SOURCES OF FUNDS			
REVENUES			
Interest	2,123	-	-
Miscellaneous	-	-	-
Transfers from Other Funds	308,976	237,847	226,303
Adjustment for GAAP Revenue	(9,579)	-	-
TOTAL FUNDS	301,520	237,847	226,303
EXPENDITURES			
Personal Services	44,274	38,908	40,107
Operating and Maintenance	63,766	286,364	274,594
Non-Operating	31	-	-
Capital	-	-	-
TOTAL EXPENDITURES	108,071	325,272	314,701
ENDING WORKING CAPITAL	678,127	586,757	498,359
CONTRIBUTION TO/(FROM) RESERVES	\$ 193,449	\$ (87,425)	\$ (88,398)

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:	2015 Budget	2016 Budget	2017 Budget
Art in Public Places Admin	0.50	0.50	0.50
Total	0.50	0.50	0.50

Service: Art in Public Places**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	32,973	28,375	29,005
115 One Time Payment	750	-	120
121 Overtime Wages	-	-	-
123 Leave Expense	227	-	-
126 Retirement Health Savings Plan	200	200	200
129 Medicare	429	407	416
131 MOPC	1,663	1,403	1,434
132 Employee Insurance	4,524	4,573	4,590
133 Employee Retirement	2,228	1,880	2,065
135 Compensation Insurance	20	21	21
136 Unemployment Insurance	56	53	55
137 Staff Training and Conferences	1,009	1,800	2,000
139 Dental Insurance	194	196	201
<i>Subtotal</i>	<i>44,274</i>	<i>38,908</i>	<i>40,107</i>
Operating and Maintenance			
210 Office Supplies	2,557	200	200
215 Audiovisual Materials	-	-	-
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	532	400	500
223 Lab and Photo Supplies	-	-	-
225 Freight	-	1,000	1,000
229 Materials and Supplies	-	3,950	4,800
233 Facility Repair and Maintenance	3,164	34,600	14,000
240 Equipment Repair and Maintenance	-	600	600
241 Grounds Maintenance	-	4,000	4,000
243 Non-Capital Computer Equipment and Supplies	-	1,300	1,300
245 Mileage Allowance	104	600	600
246 Liability Insurance	7,152	3,514	44
250 Professional and Contracted Services	48,615	229,500	240,000
252 Advertising and Legal Notices	-	2,000	2,000
261 Telephone Charges	79	300	300
263 Postage	222	800	800
264 Printing and Copying	895	1,800	2,650
269 Other Services and Charges	448	1,600	1,600
<i>Subtotal</i>	<i>63,766</i>	<i>286,364</i>	<i>274,594</i>
Non-Operating Expense			
970 Transfers to Other Funds	31	-	-
<i>Subtotal</i>	<i>31</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$108,071	\$325,272	\$314,701

CALLAHAN HOUSE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	82,815	87,952	95,766
Operating and Maintenance	29,131	28,429	39,437
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 111,946	\$ 116,381	\$ 135,203

Fund Description

The Callahan House, built in 1892, is on the National Register of Historic Places. It was donated to the City in 1938 by the Callahan family to be used for meetings and social events.

The Callahan House Fund was created in 1995 as a result of the City assuming direct responsibility for managing the facility. Previously, the City was responsible for only the maintenance and operational costs of the facility and providing funds for the house manager's salary on a contract basis. Administration of this fund is provided by the Community Services Department.

CALLAHAN HOUSE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 17,173	\$ 20,825	\$ 12,147
Committed Working Capital	-	13,353	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	46,507	39,250	47,900
Grants and Donations	78	-	-
Interest	107	200	200
Miscellaneous	-	-	-
Transfers from Other Funds	69,352	81,606	84,056
Adjustment for GAAP Revenue	(446)	-	-
TOTAL FUNDS	115,598	121,056	132,156
EXPENDITURES			
Personal Services	82,815	87,952	95,766
Operating and Maintenance	29,131	28,429	39,437
TOTAL EXPENDITURES	111,946	116,381	135,203
ENDING WORKING CAPITAL	20,825	12,147	9,100
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,652	\$ 4,675	\$ (3,047)

Service: Callahan House

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Callahan House Manager	0.85	1.00	1.00
Total	0.85	1.00	1.00

LINE ITEM BUDGET

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	49,832	57,684	60,923
112 Wages - Temporary	12,687	10,850	13,175
115 One Time Payment	1,125	-	1,356
123 Leave Expense	1,565	-	-
126 Retirement Health Savings Plan	300	400	400
128 FICA	793	673	817
129 Medicare	778	893	1,065
131 MOPC	2,572	2,852	3,014
132 Employee Insurance	8,351	9,297	9,644
133 Employee Retirement	3,446	3,821	4,340
135 Compensation Insurance	905	976	495
136 Unemployment Insurance	102	107	115
139 Dental Insurance	359	399	422
<i>Subtotal</i>	<i>82,815</i>	<i>87,952</i>	<i>95,766</i>
Operating and Maintenance			
210 Office Supplies	4,828	500	5,350
217 Dues and Subscriptions	-	350	350
218 Non-Capital Equipment and Furniture	2,600	2,500	1,500
228 Janitorial Supplies	-	450	-
229 Materials and Supplies	-	2,500	-
230 Printing and Copier Supplies	-	400	-
232 Building Repair and Maintenance	1,398	400	2,950
240 Equipment Repair and Maintenance	-	750	-
241 Grounds Maintenance	-	2,800	-
243 Non-Capital Computer Equipment and Supplies	-	500	-
245 Mileage Allowance	557	750	750
246 Liability Insurance	300	179	187
250 Professional and Contracted Services	12,117	3,500	14,500
252 Advertising and Legal Notices	6,355	8,700	10,700
261 Telephone Charges	422	750	750
263 Postage	12	500	500
264 Printing and Copying	543	2,400	1,400
269 Other Services and Charges	-	500	500
<i>Subtotal</i>	<i>29,131</i>	<i>28,429</i>	<i>39,437</i>
SERVICE TOTAL	\$111,946	\$116,381	\$135,203

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	348,898	525,564	164,249
Operating and Maintenance	4,375,391	877,775	552,064
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 4,724,289	\$ 1,403,339	\$ 716,313

Fund Description

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

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 1,793,027	\$ 650,494	\$ 306,012
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Grants	3,451,505	1,001,857	603,900
Interest	23,065	-	-
Miscellaneous	103,690	57,000	25,000
Adjustment for GAAP Revenue	3,496	-	-
TOTAL FUNDS	3,581,756	1,058,857	628,900
EXPENDITURES			
Personal Services	348,898	525,564	164,249
Operating and Maintenance	4,375,391	877,775	552,064
Capital	-	-	-
TOTAL ADJUSTED EXPENDITURES	4,724,289	1,403,339	716,313
ENDING WORKING CAPITAL	650,494	306,012	218,599
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,142,533)	\$ (344,482)	\$ (87,413)

Service: **CDBG and HOME Grant Administration**

FUND: Community Development Block Grant and HOME Grant Funds

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Community Development Block Grant and HOME Grant Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
CDBG Disaster Recovery Manager	0.50	0.80	0.20
Housing/Comm Investment Program Specialist	1.35	2.80	0.55
Rehabilitation Ins Specialist	1.00	1.00	0.50
Accountant	0.00	0.50	0.25
Administrative Assistant	0.00	1.00	0.25
Total	2.85	6.10	1.75

Service: CDBG and HOME Grant Administration**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	273,662	354,480	122,048
112 Wages - Temporary	8,105	41,600	-
114 Skill Based Pay	1,204	-	-
115 One Time Payment	750	1,200	964
121 Wages - Overtime	8,637	8,108	2,062
123 Leave Expense	3,861	7,705	-
126 Retirement Health Savings Plan	833	2,440	700
128 FICA	499	-	-
129 Medicare	2,647	5,686	1,598
131 MOPC	9,817	17,526	5,512
132 Employee Insurance	17,936	57,137	17,638
133 Employee Retirement	13,154	23,486	7,937
135 Compensation Insurance	6,032	2,673	2,809
136 Unemployment Insurance	196	659	209
137 Staff Training and Conferences	795	410	2,000
139 Dental Insurance	770	2,454	772
142 Food Allowance	-	-	-
<i>Subtotal</i>	348,898	525,564	164,249
Operating and Maintenance			
210 Office Supplies	1,663	2,000	2,691
217 Dues and Subscriptions	1,350	2,100	2,500
218 Non-Capital Equipment and Furniture	-	1,000	1,000
229 Materials and Supplies	-	1,000	1,500
240 Equipment Repair and Maintenance	-	-	500
243 Non-Capital Computer Equipment and Supplies	-	1,000	1,000
245 Mileage Allowance	1,337	483	683
246 Liability Insurance	60	161	154
249 Operating Leases and Rentals	-	-	-
250 Professional and Contracted Services	4,067,427	845,675	521,666
252 Advertising and Legal Notices	1,320	1,000	1,000
261 Telephone Charges	105	-	-
263 Postage	750	1,000	870
264 Printing and Copying	2,412	2,500	1,500
269 Other Services and Charges	298,967	19,856	17,000
<i>Subtotal</i>	4,375,391	877,775	552,064
Non-Operating Expense			
970 Transfer to Other Funds	-	-	-
<i>Subtotal</i>	-	-	-
SERVICE TOTAL	\$4,724,289	\$1,403,339	\$716,313

CONSERVATION TRUST FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	50,000	50,000
Non-Operating	-	-	-
Capital	131,953	550,000	800,000
TOTAL	\$ 131,953	\$ 600,000	\$ 850,000

Fund Description

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

CONSERVATION TRUST FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 7,014,008	\$ 7,824,136	\$ 2,735,118
Committed Working Capital	-	5,300,724	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	868,143	800,000	800,000
Interest	34,957	11,706	10,680
Adjustment for GAAP Revenue	38,981	-	-
TOTAL FUNDS	942,081	811,706	810,680
EXPENDITURES			
Operating and Maintenance	-	50,000	50,000
Capital	131,953	550,000	800,000
TOTAL EXPENDITURES	131,953	600,000	850,000
ENDING WORKING CAPITAL	7,824,136	2,735,118	2,695,798
CONTRIBUTION TO/(FROM) RESERVES	\$ 810,128	\$ 211,706	\$ (39,320)

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	254,043	258,775	250,871
Operating and Maintenance	351,328	585,328	295,065
Non-Operating	621,014	373,987	269,684
Capital	52,677	23,987	224,252
TOTAL	\$ 1,279,062	\$ 1,242,077	\$ 1,039,872

Fund Description

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

The property tax that is levied on all real and personal property within the LDDA boundaries is accumulated in two funds: Operations and Debt Service. A property tax of 5.000 mills is levied on all real and personal property within the LDDA boundaries and is used to finance LDDA administration out of the Operations Fund. Property Tax increment revenues for property within the LDDA boundaries is the source of funds to pay the debt service payments in the Debt Service Fund. Revenues for building permits are used for construction and maintenance projects within the LDDA district out of the Building Permit Fund.

DOWNTOWN DEVELOPMENT AUTHORITY DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 219,219	\$ 184,598	\$ 175,965
Committed Working Capital	-	12,389	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	134,757	154,254	178,899
Automobile Taxes	10,722	7,000	10,000
Intergovernmental Revenue	-	-	-
Interest Income	1,796	900	1,200
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	-	45,000	38,160
Miscellaneous	7,925	-	-
Adjustment for GAAP Revenue	2,108	-	-
TOTAL FUNDS	159,808	209,654	230,759
EXPENSES			
Operations	194,429	205,898	225,635
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENSES	194,429	205,898	225,635
ENDING WORKING CAPITAL	184,598	175,965	181,089
CONTRIBUTION TO/(FROM) RESERVES	\$ (34,621)	\$ 3,756	\$ 5,124

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 1,647,461	\$ 2,188,691	\$ 107,971
COMMITTED WORKING CAPITAL	-	2,080,720	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	8,635	-	-
Intergovernmental Revenue	-	-	-
Proceeds from Advance	621,014	68,987	268,422
Adjustment for GAAP Revenue	22,418	-	-
TOTAL FUNDS	652,067	68,987	268,422
EXPENSES			
Operations	58,160	45,000	38,160
Capital	52,677	23,987	230,262
TOTAL EXPENSES	110,837	68,987	268,422
ENDING WORKING CAPITAL	2,188,691	107,971	107,971
CONTRIBUTION TO/(FROM) RESERVES	\$ 541,230	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 2,660,030	\$ 2,628,482	\$ 2,942,987
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	638,253	688,492	688,492
Interest Income	13,634	-	-
Adjustment for GAAP Revenue	(61,256)	-	-
TOTAL FUNDS	590,631	688,492	688,492
EXPENSES			
Principal	621,014	368,987	268,422
Interest and Fiscal Charges	1,165	5,000	5,000
Interfund Transfers	-	-	-
TOTAL EXPENSES	622,179	373,987	273,422
ENDING WORKING CAPITAL	2,628,482	2,942,987	3,358,057
CONTRIBUTION TO/(FROM) RESERVES	\$ (31,548)	\$ 314,505	\$ 415,070

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 119,882	\$ 136,601	\$ 58,977
Committed Working Capital	-	85,124	-
SOURCES OF FUNDS			
REVENUES			
Building Permits	75,877	30,000	30,000
Interest Income	678	-	-
Transfer from DDA	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	(1,329)	-	-
TOTAL FUNDS	75,226	30,000	30,000
EXPENSES			
Operations	58,507	22,500	22,500
Capital	-	-	-
TOTAL EXPENSES	58,507	22,500	22,500
ENDING WORKING CAPITAL	136,601	58,977	66,477
CONTRIBUTION TO/(FROM) RESERVES	\$ 16,719	\$ 7,500	\$ 7,500

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 29,700	\$ 29,710	\$ 29,710
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	9	-	-
Miscellaneous	25	-	-
TOTAL FUNDS	34	-	-
EXPENSES			
Operations	24	-	-
TOTAL EXPENSES	24	-	-
ENDING WORKING CAPITAL	29,710	29,710	29,710
CONTRIBUTION TO/(FROM) RESERVES	\$ 10	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 471,377	\$ 507,069	\$ 507,069
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	2,305	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	-	300,000	-
Adjustment for GAAP Revenue	33,387	-	-
TOTAL FUNDS	35,692	300,000	-
EXPENSES			
Operations	-	300,000	-
Capital	-	-	-
TOTAL EXPENSES	-	300,000	-
ENDING WORKING CAPITAL	507,069	507,069	507,069
CONTRIBUTION TO/(FROM) RESERVES	\$ 35,692	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 745,653	\$ 510,163	\$ 288,958
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	-	-
Charges for Service	11,575	1,500	10,000
Interest Income	2,958	-	1,500
Proceeds from Advance	-	-	-
Transfer from DDA	-	-	-
Transfer from City General Fund	25,000	5,000	5,000
Miscellaneous	14,667	43,000	25,000
Adjustment for GAAP Revenue	3,396	-	-
TOTAL FUNDS	57,596	49,500	41,500
EXPENSES			
Operations	293,086	270,705	248,233
TOTAL EXPENSES	293,086	270,705	248,233
ENDING WORKING CAPITAL	510,163	288,958	82,225
CONTRIBUTION TO/(FROM) RESERVES	\$ (235,490)	\$ (221,205)	\$ (206,733)

Service: **Downtown Development Authority - Operations**

FUND: **Downtown Development Authority Special Revenue Fund**

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the general operations of the LDDA.

SERVICE: Downtown Development Authority - Operations

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
LDDA Executive Director	0.57	0.63	0.67
Downtown Specialist	0.52	0.50	0.45
Administrative Assistant	0.30	0.38	0.34
Total	1.39	1.50	1.46

Service: LDDA Operations**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	108,869	125,030	126,953
112 Wages - Temporary	5,999	-	-
115 One Time Pay	586	500	6,700
121 Wages - Overtime	367		
123 Leave Expense	1,702	-	-
126 Retirement Health Savings Plan	508	600	584
128 FICA	347	-	-
129 Medicare	1,479	1,792	1,821
131 MOPC	5,248	6,183	6,279
132 Employee Insurance	18,387	20,155	20,092
133 Employee Retirement	7,032	8,285	9,041
136 Unemployment Insurance	225	232	239
137 Staff Training and Conferences	293	1,500	1,500
139 Dental Insurance	789	866	879
142 Food Allowance	307	250	400
<i>Subtotal</i>	<i>152,138</i>	<i>165,393</i>	<i>174,488</i>
Operating and Maintenance			
210 Office Supplies	-	600	600
217 Dues and Subscriptions	520	1,000	1,425
218 Non-Capital Equipment and Furniture	3,437	500	500
229 Materials and Supplies	3,348	2,500	2,500
232 Building Repair and Maintenance	-	2,000	2,000
245 Mileage Allowance	-	500	250
246 Liability Insurance	6,456	185	8,400
249 Operating Leases and Rentals	10,639	10,500	11,900
250 Professional and Contracted Services	13,478	15,000	15,000
252 Advertising and Legal Notices	20	750	750
260 Utilities	938	2,000	2,000
261 Telephone Charges	848	720	1,140
263 Postage	59	250	250
264 Printing and Copying	1,876	2,500	2,500
269 Other Services and Charges	672	1,500	1,500
<i>Subtotal</i>	<i>42,291</i>	<i>40,505</i>	<i>50,715</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	-	432
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>432</i>
SERVICE TOTAL	\$194,429	\$205,898	\$225,635

Service: Downtown Development Authority Arts and Entertainment

FUND: Downtown Development Authority Arts and Entertainment Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the marketing and advertising in the LDDA.

SERVICE: Downtown Development Authority Arts and Entertainment

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
LDDA Executive Director	0.30	0.25	0.20
Downtown Specialist	0.25	0.25	0.10
Administrative Assistant	0.20	0.33	0.33
Total	0.75	0.83	0.63

LINE ITEM BUDGET

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	64,518	60,765	46,619
112 Wages - Temporary	13,520	12,000	12,000
114 Skill Based Pay	-	-	-
115 One Time Payment	418	750	2,000
121 Overtime Wages	701	-	-
123 Leave Expense	1,043	-	-
126 Retirement Health Savings Plan	315	330	252
128 FICA	66	744	744
129 Medicare	846	872	841
131 MOPC	3,124	3,007	2,299
132 Employee Insurance	9,766	9,801	7,358
133 Employee Retirement	4,187	4,029	3,311
136 Unemployment Insurance	120	113	87
137 Staff Training and Conferences	648	300	300
139 Dental Insurance	419	421	322
142 Food Allowance	2,214	250	250
<i>Subtotal</i>	<i>101,905</i>	<i>93,382</i>	<i>76,383</i>
Operating and Maintenance			
210 Office Supplies	-	300	500
217 Dues and Subscriptions	812	3,000	2,950
218 Non-Capital Equipment and Furniture	249	-	-
229 Materials and Supplies	10,188	6,000	8,000
245 Mileage Allowance	-	200	200
246 Liability Insurance	-	123	400
249 Operating Leases and Rentals	22,069	24,000	26,000
250 Professional and Contracted Services	109,863	105,000	92,000
252 Advertising and Legal Notices	34,816	25,000	25,000
260 Utilities	532	1,200	1,200
263 Postage	2,846	3,000	4,000
264 Printing and Copying	6,531	6,500	8,600
269 Other Services and Charges	3,275	3,000	3,000
<i>Subtotal</i>	<i>191,181</i>	<i>177,323</i>	<i>171,850</i>
SERVICE TOTAL	\$293,086	\$270,705	\$248,233

DOWNTOWN PARKING FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	23,958	33,116	33,001
Operating and Maintenance	20,379	26,682	27,450
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL	\$ 44,337	\$ 69,798	\$ 70,451

Fund Description

The Downtown Parking Fund is a capital improvement fund. Revenue is collected from parking permits sold for the five General Improvement District parking lots in the downtown area.

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	17,763	20,547	24,605
115 One Time Payment	162	6,250	800
123 Leave Expense	304	-	-
126 Retirement Health Savings Plan	115	140	152
129 Medicare	230	295	353
131 MOPC	874	1,016	1,219
132 Employee Insurance	3,165	3,312	3,900
133 Employee Retirement	1,170	1,361	1,755
135 Compensation Insurance	-	15	-
136 Unemployment Insurance	39	38	46
139 Dental Insurance	136	142	171
<i>Subtotal</i>	23,958	33,116	33,001
Operating and Maintenance			
210 Office Supplies	174	350	350
218 Non-Capital Furniture Equipment and Tools	248	-	-
229 Materials and Supplies	-	2,500	2,500
232 Building Repair and Maintenance	-	200	200
246 Liability Insurance	3,286	32	3,800
249 Operating Leases and Rentals	3,356	2,500	2,500
250 Professional and Contracted Services	11,328	18,000	15,000
252 Advertising and Legal Notices	-	500	500
260 Utilities	176	500	500
263 Postage	30	200	200
264 Printing and Copying	1,781	1,500	1,500
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	20,379	26,682	27,450
SERVICE TOTAL	\$44,337	\$59,798	\$60,451

Downtown Parking Fund - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 140,005	\$ 184,628	\$ 143,506
Committed Working Capital	-	63,014	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	70,766	80,000	80,000
Interest Income	766	500	500
Interfund Transfers	17,846	11,190	5,000
Adjustment for GAAP Revenue	(418)	-	-
TOTAL FUNDS	88,960	91,690	85,500
EXPENDITURES			
Personal Services	23,958	33,116	33,001
Operating and Maintenance	20,379	26,682	27,450
Non-Operating	-	-	-
Capital	-	10,000	10,000
TOTAL EXPENDITURES	44,337	69,798	70,451
ENDING WORKING CAPITAL	184,628	143,506	158,555
CONTRIBUTION TO/(FROM) RESERVES	\$ 44,623	\$ 21,892	\$ 15,049

SERVICE: Downtown Parking

	2015 Budget	2016 Budget	2017 Budget
Budgeted Positions:			
LDDA Executive Director	0.05	0.05	0.08
Downtown Specialist	0.08	0.05	0.05
Administrative Assistant	0.20	0.25	0.25
Total	0.33	0.35	0.38

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	2017 Budget
DTR023 Downtown Parking Lot Improvements	\$ 10,000
TOTAL	\$ 10,000

FLEET FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,415,533	1,496,380	1,567,379
Operating and Maintenance	2,266,285	2,258,199	2,238,191
Non-Operating	4,826	4,872	9,171
Capital	7,867,243	3,800,571	2,989,963
TOTAL	\$ 11,553,887	\$ 7,560,022	\$ 6,804,704

Fund Description

The Fleet Fund pays for all expenses associated with maintaining and replacing all vehicles and related equipment in the City fleet. The revenue to the Fleet Fund is actually money transferred from all of the “user funds” in the City. Thus, the Electric Fund, the Sanitation Fund, the General Fund and others all transfer money into the Fleet Fund to pay for vehicle and equipment maintenance and replacement. Using a centralized Fleet Fund and a fleet maintenance staff provides greater efficiencies and lower costs than if each City fund maintained its own vehicles.

The Fleet Fund contains one budget service. Administration of this fund is provided by the Shared Services Department.

Fleet Charges for Service

The charges assessed to the City’s user funds have two components. Users are charged a maintenance fee based on actual history for the cost of routine maintenance to their vehicles, such as tune-ups, tire replacement and repairs. The Fleet Fund accumulates money for each City vehicle in order to purchase the replacement for that vehicle when it has outlived its usefulness. The total amount accumulated is based on an estimated replacement cost at the time the vehicle is initially purchased. Because of the collection of replacement funds, the Fleet Fund will usually have a very high fund balance. Most of the fund balance in the Fleet Fund represents money already accumulated for vehicles at various stages of their useful life, some very close to replacement (which means there will be a large amount of money accumulated for them) and others that are only a year or two old.

2017 Budget

Approximately \$2.99 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 18,217,871	\$ 15,802,653	\$ 15,512,411
Committed Working Capital	-	1,762,793	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	8,833,437	8,511,248	9,196,835
Grants	-		
Interest	99,658	71,325	106,229
Miscellaneous	278,307	450,000	450,000
Adjustment for GAAP Revenue	(72,733)	-	-
TOTAL FUNDS	9,138,669	9,032,573	9,753,064
EXPENSES			
Personal Services	1,415,533	1,496,380	1,567,379
Operating and Maintenance	2,266,285	2,258,199	2,238,191
Non-Operating	4,826	4,872	9,171
Capital	7,867,243	3,800,571	2,989,963
Total Operating Expenses	11,553,887	7,560,022	6,804,704
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENSES	11,553,887	7,560,022	6,804,704
ENDING WORKING CAPITAL	15,802,653	15,512,411	18,460,771
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,415,218)	\$ 1,472,551	\$ 2,948,360

Service: **Fleet**

FUND: Fleet Fund

DEPARTMENT: Support Services

Service Description:

Fleet is responsible for the maintenance, management and replacement of City vehicles and support equipment so that all user departments are better able to serve the public. Services provided include preventive maintenance and repairs, emergency repairs, fueling operations, vehicle specifications, and replacement schedules. Provision of these services is based on economic analyses of cost, operational needs, productivity and technology.

SERVICE: Fleet

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	1.00	1.00	1.00
Master ASE Equipment Tech II	5.00	4.00	5.00
Master ASE Equipment Tech I	1.00	2.00	1.00
Lead Master Equipment Tech	1.00	1.00	1.00
Equipment Technician II	2.00	2.00	2.00
Equipment Technician I	1.00	1.00	1.00
Fleet Analyst	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Parts and Service Support	0.00	0.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	17.00	17.00	18.00

Service: Fleet**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	968,513	1,036,929	1,077,452
112 Wages - Temporary	3,552	20,800	-
115 One Time Payment	5,820	6,732	10,190
121 Wages - Overtime	37,876	22,117	22,117
122 Longevity Compensation	2,100	2,160	2,220
123 Leave Expense	33,416	4,000	4,000
126 Retirement Health Savings Plan	9,155	6,800	7,200
128 FICA	171	1,290	-
129 Medicare	11,664	13,732	14,381
131 MOPC	48,191	49,880	53,238
132 Employee Insurance	157,199	162,614	170,361
133 Employee Retirement	58,810	66,842	76,662
135 Compensation Insurance	53,251	72,924	99,381
136 Unemployment Insurance	1,929	1,873	2,023
137 Staff Training and Conferences	10,313	12,300	12,300
139 Dental Insurance	6,752	6,987	7,454
141 Uniforms and Protective Clothing	6,788	8,250	8,250
142 Food Allowance	33	150	150
<i>Subtotal</i>	<i>1,415,533</i>	<i>1,496,380</i>	<i>1,567,379</i>
Operating and Maintenance			
210 Office Supplies	22,595	1,200	1,200
216 Reference Books and Materials	-	600	600
217 Dues and Subscriptions	1,705	2,145	2,145
218 Non-Capital Equipment and Furniture	60,287	24,396	24,327
220 Gas and Oil	802,498	812,358	765,844
221 Parts	597,888	596,000	613,880
225 Freight	66	300	300
228 Janitorial Supplies		3,500	3,500
229 Materials and Supplies		7,500	7,500
230 Printing and Copier Supplies		450	450
232 Building Repair and Maintenance	132,579	400	400
233 Facility Repair and Maintenance		9,000	11,000
240 Equipment Repair and Maintenance		26,111	23,111
243 Non-Capital Computer Equipment and Supplies		17,660	11,520
246 Liability Insurance	8,186	6,460	9,675
247 Safety Expenses	4,681	4,750	4,875
249 Operating Leases and Rentals	46,550	48,000	48,000
250 Professional and Contracted Services	300,504	285,000	293,550
259 Licenses and Permits	1,280	1,000	1,000
260 Utilities	19,887	20,000	20,000
261 Telephone Charges	3,008	3,275	3,200
262 Radio Repair and Maintenance		110,591	110,591
263 Postage	68	1,200	1,200
264 Printing and Copying	342	450	450
269 Other Services and Charges	-	555	420
270 Administrative and Management Services	264,164	275,298	279,453
<i>Subtotal</i>	<i>2,266,285</i>	<i>2,258,199</i>	<i>2,238,191</i>
Non-Operating Expense			
970 Transfers to Other Funds	4,826	4,872	9,171
<i>Subtotal</i>	<i>4,826</i>	<i>4,872</i>	<i>9,171</i>
Capital Outlay			
432 Vehicles	4,574,648	3,750,773	2,989,963
440 Machinery and Equipment	2,384	17,000	-
471 Land	333,200	-	-
<i>Subtotal</i>	<i>4,910,232</i>	<i>3,767,773</i>	<i>2,989,963</i>
SERVICE TOTAL	\$8,596,876	\$7,527,224	\$6,804,704

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	35,071	32,852	28,851
Operating and Maintenance	75,481	82,349	88,979
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 110,552	\$ 115,201	\$ 117,830

Fund Description

The Longmont General Improvement District (GID) No. 1 is a special district in the downtown area that was created in the mid 1960s for the primary purposes of financing land acquisition, construction, and maintenance of public parking lots and pedestrian breezeways to provide access to the businesses on Main Street. A property tax of 6.798 mills is levied on all real and personal property within the district and accumulated in the GID No. 1 Fund.

SERVICE: GID

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
LDDA Executive Director	0.08	0.08	0.05
Downtown Specialist	0.15	0.20	0.20
Administrative Assistant	0.05	0.05	0.08
Total	0.28	0.33	0.33

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 105,889	\$ 88,143	\$ 79,904
Committed Working Capital	-	6,509	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	75,028	100,353	90,000
Property Tax Increment - 1016	10,764	7,118	12,000
Automobile Taxes	6,313	5,400	6,000
Interest Income	1,221	600	600
Miscellaneous	61	-	-
Adjustment for GAAP Revenue	(581)	-	-
TOTAL FUNDS	92,806	113,471	108,600
EXPENDITURES			
Personal Services	35,071	32,852	28,851
Operating and Maintenance	75,481	82,349	88,979
Non-Operating	-	-	-
Total Operating Expenses	110,552	115,201	117,830
TOTAL EXPENDITURES	110,552	115,201	117,830
ENDING WORKING CAPITAL	88,143	79,904	70,674
CONTRIBUTION TO/(FROM) RESERVES	\$ (17,746)	\$ (1,730)	\$ (9,230)

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	27,120	23,249	21,677
112 Wages - Temporary	-	-	-
115 One Time Payment	300	2,500	500
123 Leave Expense	489	-	-
126 Retirement Health Savings Plan	162	130	132
129 Medicare	357	333	311
131 MOPC	1,339	1,149	1,071
132 Employee Insurance	3,327	3,747	3,427
133 Employee Retirement	1,794	1,540	1,542
136 Unemployment Insurance	40	43	41
139 Dental Insurance	143	161	150
<i>Subtotal</i>	<i>35,071</i>	<i>32,852</i>	<i>28,851</i>
Operating and Maintenance			
210 Office Supplies	-	200	250
218 Non Capital Equipment and Furniture	248	-	-
229 Materials and Supplies	2,215	2,000	2,250
232 Building Repair and Maintenance	461	150	150
241 Grounds Maintenance	-	5,500	5,500
246 Liability Insurance	3,431	35	4,300
249 Operating Leases and Rentals	544	650	650
250 Professional and Contracted Services	54,107	60,000	61,000
260 Utilities	4,144	5,000	5,000
263 Postage	29	50	50
264 Printing and Copying	518	1,000	1,000
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	9,784	6,764	7,829
<i>Subtotal</i>	<i>75,481</i>	<i>82,349</i>	<i>88,979</i>
SERVICE TOTAL	\$110,552	\$115,201	\$117,830

GOLF FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,038,767	1,149,764	1,169,465
Operating and Maintenance	1,104,852	1,097,083	1,153,427
Non-Operating	24,443	201,704	202,995
Capital	117,723	494,140	195,200
TOTAL	\$ 2,285,785	\$ 2,942,691	\$ 2,721,087

Fund Description

The Golf Fund includes four budget services: Golf Administration, Sunset Golf Course, Twin Peaks Golf Course, and Ute Creek Golf Course. Administration of this fund is provided by the Community Services Department.

This fund’s source of revenues are fees for services paid by those who golf, including greens fees, season passes, golf car rentals, and driving range fees.

GOLF FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 1,142,853	\$ 1,448,330	\$ 1,044,965
Committed Working Capital	-	55,687	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	-	-
Charges for Services	2,576,187	2,581,045	2,559,300
Developer Participation	10,112		
Interest	7,644	12,968	3,300
Miscellaneous	446	1,000	1,000
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	(17,746)	-	-
TOTAL FUNDS	2,576,643	2,595,013	2,563,600
EXPENSES BY BUDGET SERVICE			
Golf Administration	308,496	548,848	534,496
Sunset Golf Course	332,944	377,588	419,667
Twin Peaks Golf Course	671,220	659,609	693,204
Ute Creek Golf Course	855,402	862,506	878,520
CIP Projects	117,723	494,140	195,200
Total Operating Expenses	2,285,785	2,942,691	2,721,087
Adjustment for GAAP Expenses	(14,619)	-	-
TOTAL EXPENDITURES	2,271,166	2,942,691	2,721,087
ENDING WORKING CAPITAL	1,448,330	1,044,965	887,478
CONTRIBUTION TO/(FROM) RESERVES	\$ 305,477	\$ (347,678)	\$ (157,487)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2017 Budget
PRO169 Golf Course Cart Path Improvements	\$ 90,900
PRO191 Golf Buildings Rehabilitation	57,800
PRO197 Golf Irrigation Rehabilitation and Replacement	46,500
TOTAL	\$ 195,200

Service: **Golf Administration**

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

SERVICE: Golf Administration

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Golf Operations Manager	0.70	0.70	0.70
Administrative Assistant	0.75	0.75	0.75
Total	1.45	1.45	1.45

Service: Golf Administration**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	89,877	108,159	113,752
115 One Time Payment	1,050	-	-
122 Longevity Compensation	1,512	1,554	1,596
123 Leave Expense	4,462	5,000	5,000
126 Retirement Health Savings Plan	1,199	580	580
129 Medicare	406	487	498
131 MOPC	4,811	5,039	5,253
132 Employee Insurance	15,915	16,427	16,809
133 Employee Retirement	6,392	6,753	7,564
135 Compensation Insurance	70	75	80
136 Unemployment Insurance	195	189	200
137 Staff Training and Conferences	1,152	2,400	2,400
139 Dental Insurance	682	705	735
142 Food Allowance	109	400	400
<i>Subtotal</i>	<i>127,832</i>	<i>147,768</i>	<i>154,867</i>
Operating and Maintenance			
210 Office Supplies	2,281	400	-
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	3,200	3,735	3,735
218 Non-Capital Equipment and Furniture	129	500	5,400
229 Materials and Supplies		1,000	2,500
230 Printing and Copier Supplies		500	-
240 Equipment Repair and Maintenance	176	300	300
243 Non-Capital Computer Equipment and Supplies		8,200	-
245 Mileage Allowance	-	100	100
246 Liability Insurance	332	159	1,085
249 Operating Leases and Rentals	117	-	-
250 Professional and Contracted Services	448	8,000	8,000
252 Advertising and Legal Notices	10,486	10,200	11,200
261 Telephone Charges	1,341	1,320	1,380
263 Postage	18	1,000	500
264 Printing and Copying	352	3,000	3,000
270 Administrative and Management Services	137,341	160,862	139,334
<i>Subtotal</i>	<i>156,221</i>	<i>199,376</i>	<i>176,634</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	194,658	194,658
928 Interest Expense on Notes and Contracts	15,578	-	-
970 Transfers to Other Funds	8,865	7,046	8,337
<i>Subtotal</i>	<i>24,443</i>	<i>201,704</i>	<i>202,995</i>
SERVICE TOTAL	\$308,496	\$548,848	\$534,496

Service: **Sunset Golf Course**

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Sunset Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Sunset Golf Course

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	2.60	2.60	2.60

Service: Sunset Golf Course**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	87,266	131,912	135,169
112 Wages - Temporary	30,611	28,070	28,070
115 One Time Payment	2,025	1,512	-
121 Wages - Overtime	345	1,768	1,768
122 Longevity Compensation	216	222	228
123 Leave Expense	4,505	-	-
126 Retirement Health Savings Plan	1,314	1,040	1,040
128 FICA	1,901	1,740	1,740
129 Medicare	1,485	2,181	2,221
131 MOPC	4,372	6,596	6,758
132 Employee Insurance	21,060	21,502	21,627
133 Employee Retirement	5,890	8,837	9,732
135 Compensation Insurance	16,710	20,364	21,395
136 Unemployment Insurance	258	248	257
139 Dental Insurance	905	924	946
141 Uniforms and Protective Clothing	204	660	760
<i>Subtotal</i>	<i>179,066</i>	<i>227,576</i>	<i>231,711</i>
Operating and Maintenance			
210 Office Supplies	5,660	100	-
218 Non-Capital Equipment and Furniture	1,141	4,000	3,000
222 Chemicals	9,528	11,000	11,000
228 Janitorial Supplies		1,400	-
229 Materials and Supplies		920	3,520
230 Printing and Copier Supplies		300	-
232 Building Repair and Maintenance	16,469	10,360	9,360
240 Equipment Repair and Maintenance		8,000	8,000
241 Grounds Maintenance		7,000	9,000
243 Non-Capital Computer Equipment and Supplies		1,000	-
246 Liability Insurance	6,641	5,103	3,761
247 Safety Expenses	243	600	600
249 Operating Leases and Rentals	6,972	7,700	7,900
250 Professional and Contracted Services	51,348	50,400	50,400
259 Licenses and Permits	-	200	200
260 Utilities	8,629	9,500	9,500
261 Telephone Charges	1,620	1,620	1,800
262 Radio Repair and Maintenance		100	100
264 Printing and Copying	1,990	2,200	2,200
269 Other Services and Charges	10,125	7,500	10,200
273 Fleet Lease - Operating and Maintenance	7,769	9,317	6,770
274 Fleet Lease - Replacement	25,744	11,692	50,645
<i>Subtotal</i>	<i>153,878</i>	<i>150,012</i>	<i>187,956</i>
SERVICE TOTAL	\$332,944	\$377,588	\$419,667

Service: **Twin Peaks Golf Course**

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Twin Peaks Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Twin Peaks Golf Course

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.60	3.60	3.60

Service: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	194,660	193,160	197,797
112 Wages - Temporary	43,525	58,320	58,320
115 One Time Payment	2,775	2,796	-
121 Wages - Overtime	880	2,704	2,704
122 Longevity Compensation	216	222	228
123 Leave Expense	9,194	-	-
126 Retirement Health Savings Plan	2,371	1,440	1,440
128 FICA	2,691	3,616	3,616
129 Medicare	2,901	3,508	3,568
131 MOPC	9,482	9,659	9,890
132 Employee Insurance	30,720	31,485	31,648
133 Employee Retirement	12,447	12,941	14,241
135 Compensation Insurance	2,944	3,496	2,323
136 Unemployment Insurance	377	363	376
139 Dental Insurance	1,321	1,352	1,385
141 Uniforms and Protective Clothing	1,157	1,140	1,400
<i>Subtotal</i>	<i>317,660</i>	<i>326,202</i>	<i>328,936</i>
Operating and Maintenance			
210 Office Supplies	13,525	200	-
218 Non-Capital Equipment and Furniture	6,276	8,000	7,000
222 Chemicals	18,689	27,000	25,000
228 Janitorial Supplies		2,700	-
229 Materials and Supplies		9,820	13,840
230 Printing and Copier Supplies		400	-
232 Building Repair and Maintenance	65,265	13,160	13,160
240 Equipment Repair and Maintenance		22,000	22,000
241 Grounds Maintenance		24,000	24,000
243 Non-Capital Computer Equipment and Supplies		1,000	1,000
246 Liability Insurance	7,713	6,140	5,659
247 Safety Expenses	1,121	1,600	1,600
249 Operating Leases and Rentals	17,104	18,900	18,900
250 Professional and Contracted Services	64,548	63,600	63,600
259 Licenses and Permits	-	200	200
260 Utilities	39,832	45,000	44,000
261 Telephone Charges	1,760	2,100	2,940
262 Radio Repair and Maintenance		200	200
263 Postage	-	-	-
264 Printing and Copying	2,280	2,500	2,500
269 Other Services and Charges	16,885	12,500	16,900
273 Fleet Lease - Operating and Maintenance	20,188	16,785	16,953
274 Fleet Lease - Replacement	78,375	55,602	84,816
<i>Subtotal</i>	<i>353,561</i>	<i>333,407</i>	<i>364,268</i>
SERVICE TOTAL	\$671,220	\$659,609	\$693,204

Service: Ute Creek Golf Course

FUND: Golf Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Ute Creek Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Ute Creek Golf Course

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	4.10	4.10	4.10

Service: Ute Creek Golf Course**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	206,444	223,784	229,111
112 Wages - Temporary	99,932	115,840	115,840
115 One Time Payment	1,650	1,248	-
121 Wages - Overtime	1,716	2,704	2,704
122 Longevity Compensation	4,476	4,602	2,388
123 Leave Expense	7,173	-	-
126 Retirement Health Savings Plan	1,975	1,640	1,640
128 FICA	6,239	7,182	7,182
129 Medicare	2,409	3,010	3,766
131 MOPC	10,236	11,190	11,456
132 Employee Insurance	35,501	36,476	36,658
133 Employee Retirement	13,034	14,993	16,496
135 Compensation Insurance	20,278	22,062	22,971
136 Unemployment Insurance	435	420	435
139 Dental Insurance	1,525	1,567	1,604
141 Uniforms and Protective Clothing	1,187	1,500	1,700
<i>Subtotal</i>	<i>414,209</i>	<i>448,218</i>	<i>453,951</i>
Operating and Maintenance			
210 Office Supplies	12,543	200	-
218 Non-Capital Equipment and Furniture	7,984	8,000	8,000
222 Chemicals	26,307	28,000	28,000
228 Janitorial Supplies		2,800	-
229 Materials and Supplies		10,220	14,240
230 Printing and Copier Supplies		400	-
232 Building Repair and Maintenance	91,973	13,360	13,360
240 Equipment Repair and Maintenance		28,000	28,000
241 Grounds Maintenance		30,000	30,000
243 Non-Capital Computer Equipment and Supplies		1,000	3,200
246 Liability Insurance	27,060	25,135	21,778
247 Safety Expenses	1,382	1,500	1,500
249 Operating Leases and Rentals	7,298	9,500	11,860
250 Professional and Contracted Services	72,650	70,800	70,800
259 Licenses and Permits	353	200	200
260 Utilities	50,913	48,500	51,000
261 Telephone Charges	1,502	1,860	3,720
262 Radio Repair and Maintenance		200	200
263 Postage	3		
264 Printing and Copying	2,857	2,600	2,800
269 Other Services and Charges	23,451	19,000	23,500
273 Fleet Lease - Operating and Maintenance	30,093	35,187	25,266
274 Fleet Lease - Replacement	84,824	77,826	87,145
<i>Subtotal</i>	<i>441,193</i>	<i>414,288</i>	<i>424,569</i>
SERVICE TOTAL	\$855,402	\$862,506	\$878,520

LIBRARY SERVICES FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	71,580	46,500	46,500
Non-Operating	79,641	20,500	20,500
Capital	-	-	-
TOTAL	\$ 151,221	\$ 69,000	\$ 69,000

Fund Description

The Library Services Fund was created to receive funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are used primarily to supplement book purchases in the General Fund and for special library programming.

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
112 Wages - Temporary	-	-	-
142 Food Allowance	-	2,000	2,000
<i>Subtotal</i>	-	2,000	2,000
Operating and Maintenance			
210 Office Supplies	25,520	-	-
211 Adult Books	1,327	11,500	11,500
212 Children's Books	10,369	7,000	7,000
215 Audiovisual Materials	58	5,000	5,000
216 Reference Books and Materials	-	11,000	11,000
218 Non-Capital Equipment and Furniture	1,404	-	-
229 Materials and Supplies	-	-	-
243 Non-Capital Computer Equipment and Supplies	-	-	-
250 Professional and Contracted Services	15,883	12,000	12,000
264 Printing and Copying	222	-	-
269 Other Services and Charges	16,796	-	-
<i>Subtotal</i>	71,580	46,500	46,500
Non-Operating Expense			
970 Transfers to Other Funds	79,641	20,500	20,500
<i>Subtotal</i>	79,641	20,500	20,500
SERVICE TOTAL	\$151,221	\$69,000	\$69,000

LIBRARY SERVICES - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 181,458	\$ 154,624	\$ 193,101
COMMITTED WORKING CAPITAL	-	1,950	-
SOURCES OF FUNDS			
REVENUES			
Interest	522	450	450
Grants and Donations	100,754	88,977	91,451
Miscellaneous	23,133	20,000	20,000
Adjustment for GAAP Revenue	78	-	-
TOTAL FUNDS	124,487	109,427	111,901
EXPENSES BY BUDGET SERVICE			
Personal Services	-	2,000	2,000
Operating and Maintenance	71,580	46,500	46,500
Non-Operating	79,641	20,500	20,500
Total Operating Expenses	151,221	69,000	69,000
Adjustment for GAAP Expenses	100	-	-
TOTAL EXPENDITURES	151,321	69,000	69,000
ENDING WORKING CAPITAL	154,624	193,101	236,002
CONTRIBUTION TO/(FROM) RESERVES	\$ (26,834)	\$ 40,427	\$ 42,901

LODGERS' TAX FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	409,143	363,730	381,549
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 409,143	\$ 363,730	\$ 381,549

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 Visit Longmont, and the remaining amount is used to provide tourism grants to the community.

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Operating and Maintenance			
250 Professional and Contracted Services	409,143	363,730	381,549
<i>Subtotal</i>	<i>409,143</i>	<i>363,730</i>	<i>381,549</i>
SERVICE TOTAL	\$409,143	\$363,730	\$381,549

LODGERS' TAX FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 160,951	\$ 118,553	\$ 45,683
Committed Working Capital	-	72,870	-
SOURCES OF FUNDS			
REVENUES			
Taxes	365,300	363,730	381,549
Interest	433	-	-
Adjustment for GAAP Revenue	1,012	-	-
TOTAL FUNDS	366,745	363,730	381,549
EXPENDITURES			
Operating and Maintenance	409,143	363,730	381,549
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	409,143	363,730	381,549
ENDING WORKING CAPITAL	118,553	45,683	45,683
CONTRIBUTION TO/(FROM) RESERVES	\$ (42,398)	\$ -	\$ -

LONGMONT URBAN RENEWAL FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	13,172	-	-
Operating and Maintenance	10,405	-	-
Non-Operating	60,023	1,111,920	1,469,237
Capital	-	-	-
TOTAL	\$ 83,600	\$ 1,111,920	\$ 1,469,237

LONGMONT URBAN RENEWAL FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 258,312	\$ 176,559	\$ -
Committed Working Capital	-	176,559	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment	-	-	693,472
Sales Tax Increment	-	1,111,920	775,765
Interest	1,255	-	-
Transfers from Other Funds	-	-	-
Adjustment for GAAP Revenue	592	-	-
TOTAL FUNDS	1,847	1,111,920	1,469,237
EXPENDITURES			
Personal Services	13,172	-	-
Operating and Maintenance	10,405	-	-
Non-Operating	60,023	1,111,920	1,469,237
Capital	-	-	-
TOTAL EXPENDITURES	83,600	1,111,920	1,469,237
ENDING WORKING CAPITAL	176,559	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ (81,753)	\$ -	\$ -

MUSEUM SERVICES FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	32,249	34,700	91,032
Operating and Maintenance	84,909	47,768	89,399
Non-Operating	18,500	-	-
Capital	-	-	-
TOTAL	\$ 135,658	\$ 82,468	\$ 180,431

Fund Description

The Museum Services Fund was created to receive funds donated or granted to the Longmont Museum. Additional revenues include programming fees. This fund administers expenses related to fee-based programs and special grants of the Longmont Museum.

MUSEUM SERVICES FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 34,243	\$ 14,049	\$ 68,081
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	30,000	30,000	30,000
Charges for Services	78,964	80,000	81,000
Grants and Donations	4,466	25,000	46,000
Interest	176	-	-
Miscellaneous	1,785	1,500	4,000
Adjustment for GAAP Revenue	73	-	-
	-		
TOTAL FUNDS	115,464	136,500	161,000
EXPENSES BY BUDGET SERVICE			
Personal Services	32,249	34,700	91,032
Operating and Maintenance	84,909	47,768	89,399
Non-Operating	18,500	-	-
Capital Projects	-	-	-
TOTAL EXPENDITURES	135,658	82,468	180,431
ENDING WORKING CAPITAL	14,049	68,081	48,650
CONTRIBUTION TO/(FROM) RESERVES	\$ (20,194)	\$ 54,032	\$ (19,431)

Service: Museum Services**SERVICE: Museum Services**

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Museum Program Leader	0.00	0.00	1.00
Total	0.00	0.00	1.00

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	-	-	49,428
112 Wages - Temporary	29,713	31,170	23,775
121 Wages - Overtime	-	857	213
126 Retirement Health Savings Plan	-	-	400
128 FICA	1,841	1,932	1,474
129 Medicare	431	451	1,061
131 MOPC	-	-	2,471
132 Employee Insurance	-	-	7,908
133 Employee Retirement	-	-	3,559
135 Compensation Insurance	264	290	303
136 Unemployment Insurance	-	-	94
137 Staff Training and Conferences	-	-	-
139 Dental Insurance	-	-	346
<i>Subtotal</i>	<i>32,249</i>	<i>34,700</i>	<i>91,032</i>
Operating and Maintenance			
210 Office Supplies	-	50	-
216 Reference Books and Materials	-	400	400
217 Membership Dues and Subscriptions	-	-	-
218 Non-Capital Equipment and Furniture	756	800	600
223 Lab and Photo Supplies	-	300	300
225 Freight	-	200	200
229 Materials and Supplies	20,030	16,775	28,410
230 Printing and Copier Supplies	-	-	-
243 Non-Capital Computer Equipment and Supplies	-	1,400	1,400
245 Mileage Allowance	26	-	300
246 Liability Insurance	110	52	49
249 Operating Leases and Rentals	15,451	9,250	9,250
250 Professional and Contracted Services	37,935	12,180	33,179
252 Ads and Legal Notices	-	2,211	7,811
263 Postage	1,568	700	2,450
264 Printing and Copying	3,770	3,150	4,750
269 Other Services and Charges	5,263	300	300
<i>Subtotal</i>	<i>84,909</i>	<i>47,768</i>	<i>89,399</i>
Non Operating Expenses			
970 Transfers to Other Funds	18,500	-	-
<i>Subtotal</i>	<i>18,500</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$135,658	\$82,468	\$180,431

MUSEUM TRUST FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	37,568	19,000	36,000
Non-Operating	2,500	-	-
Capital	-	-	-
TOTAL	\$ 40,068	\$ 19,000	\$ 36,000

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 exhibitions and special programming of the Longmont Museum.

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Operating and Maintenance			
216 Reference Books and Materials	-	750	-
218 Non-Capital Equipment and Furniture	-	-	-
223 Lab and Photo Supplies	-	-	-
224 Resale Merchandise	12,757	9,600	20,000
229 Materials and Supplies	1,146	1,350	-
249 Operating Leases and Rentals	-	-	-
250 Professional and Contracted Services	17,431	600	600
252 Ads and Legal Notices	6,234	6,400	6,400
264 Printing Copying and Binding	-	-	9,000
269 Other Services and Charges	-	300	-
<i>Subtotal</i>	<i>37,568</i>	<i>19,000</i>	<i>36,000</i>
Non-Operating Expense			
970 Transfer to Other Funds	2,500	-	-
<i>Subtotal</i>	<i>2,500</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$40,068	\$19,000	\$36,000

MUSEUM TRUST FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 97,234	\$ 88,208	\$ 56,208
Committed Working Capital	-	49,000	-
SOURCES OF FUNDS			
REVENUES			
Sales	28,033	16,000	36,000
Interest	416	-	-
Grants and Donations	2,900	20,000	-
Miscellaneous	123	-	-
Adjustment for GAAP Revenue	(430)	-	-
	-		
TOTAL FUNDS	31,042	36,000	36,000
EXPENSES BY BUDGET SERVICE			
Personal Services	-	-	-
Operating and Maintenance	37,568	19,000	36,000
Non-Operating Expense	2,500	-	-
TOTAL EXPENDITURES	40,068	19,000	36,000
ENDING WORKING CAPITAL	88,208	56,208	56,208
CONTRIBUTION TO/(FROM) RESERVES	\$ (9,026)	\$ 17,000	\$ -

OPEN SPACE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	310,261	290,107	366,654
Operating and Maintenance	316,988	449,519	498,499
Non-Operating	4,192,153	2,168,855	2,145,778
Capital	875,624	4,730,500	3,820,698
TOTAL	\$ 5,695,026	\$ 7,638,981	\$ 6,831,629

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

Service: Open Space Fund

OPEN SPACE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 3,970,223	\$ 4,942,691	\$ 2,861,939
Committed Working Capital	-	1,406,897	-
SOURCES OF FUNDS			
REVENUES			
Taxes	3,537,857	3,696,377	3,982,559
Intergovernmental Revenue	877,493	3,240,457	177,957
Developer Participation	-	-	120,000
Interest	31,122	-	6,953
Miscellaneous	202,309	50,000	100,000
Bond Proceeds	-	-	-
Other Funds Transfer	2,004,734	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	13,979	-	-
TOTAL FUNDS	6,667,494	6,986,834	4,387,469
EXPENDITURES			
Personal Services	310,261	304,015	380,434
Operating and Maintenance	316,988	457,319	506,299
Non-Operating	4,192,153	2,168,855	2,145,778
Capital Projects	875,624	4,730,500	3,820,698
TOTAL EXPENDITURES	5,695,026	7,660,689	6,853,209
ENDING WORKING CAPITAL	4,942,691	2,861,939	396,199
CONTRIBUTION TO/(FROM) RESERVES	\$ 972,468	\$ (673,855)	\$ (2,465,740)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2017 Budget
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 3,037,008
PRO083 Primary and Secondary Greenway Connection	500,000
PRO122 Open Space Acquisition Program	190,190
TRP128 County Rd 26 Imprv - County Line Rd to Union Res	77,500
TOTAL	\$ 3,804,698

OPEN SPACE SANDSTONE RANCH FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	13,908	13,780
Operating and Maintenance	-	7,800	7,800
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ 21,708	\$ 21,580

Fund Description

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

Service: Open Space Sandstone Ranch**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
112 Wages - Temporary	-	12,800	12,800
128 FICA	-	922	794
129 Medicare	-	186	186
<i>Subtotal</i>	-	<i>13,908</i>	<i>13,780</i>
Operating and Maintenance			
229 Materials and Supplies	-	5,500	5,500
250 Professional and Contracted Services	-	2,000	2,000
263 Postage	-	300	300
<i>Subtotal</i>	-	<i>7,800</i>	<i>7,800</i>
SERVICE TOTAL	\$-	\$21,708	\$21,580

Service: **Open Space and Trails**

FUND: Open Space Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service includes the costs for administration, acquisition, improvement, maintenance and preservation of the City's open space.

SERVICE: Open Space and Trails

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Natural Resources Manager	0.50	0.35	0.35
Project Manager II	0.10	0.10	0.10
Land Program Administrator	1.00	0.90	0.90
Natural Resources Specialist	0.50	0.50	0.50
Sr Civil Engineer	0.00	0.00	0.20
Construction Inspector	0.00	0.00	0.20
Weed Technician	0.00	0.00	0.17
Executive Assistant	0.00	0.10	0.10
Total	2.10	1.95	2.52

Service: Open Space and Trails**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	180,967	173,892	223,776
112 Wages - Temporary	52,965	50,492	57,781
114 Skill Based Pay	-	-	-
115 One Time Payment	2,982	2,208	2,019
121 Wages - Overtime	308	500	500
123 Leave Expense	2,966	2,000	2,000
126 Retirement Health Savings Plan	4,767	780	1,048
128 FICA	3,451	-	3,006
129 Medicare	3,168	3,127	3,920
131 MOPC	9,038	8,599	11,094
132 Employee Insurance	30,562	28,033	35,499
133 Employee Retirement	12,110	11,523	15,974
135 Compensation Insurance	1,251	3,825	3,862
136 Unemployment Insurance	560	324	422
137 Staff Training and Conferences	643	2,100	2,100
139 Dental Insurance	1,592	1,204	1,553
141 Uniforms and Protective Clothing	2,412	900	1,500
142 Food Allowance	519	600	600
<i>Subtotal</i>	<i>310,261</i>	<i>290,107</i>	<i>366,654</i>
Operating and Maintenance			
210 Office Supplies	8,409	2,000	2,000
214 Pamphlets and Documents	569	300	300
216 Reference Books and Materials	247	550	550
217 Dues and Subscriptions	626	450	450
218 Non-Capital Equipment and Furniture	3,806	1,750	2,181
221 Parts	615	500	500
222 Chemicals	1,906	3,000	4,380
223 Lab and Photo Supplies	-	500	500
229 Materials and Supplies	-	4,500	5,501
232 Building Repair and Maintenance	24,648	2,000	2,000
240 Equipment Repair and Maintenance	-	2,000	2,000
241 Grounds Maintenance	-	66,500	66,500
243 Non-Capital Computer Equipment and Supplies	-	3,641	6,730
244 Assessments	4,123	-	-
246 Liability Insurance	5,334	5,507	2,878
247 Safety Expenses	418	300	300
249 Operating Leases and Rentals	-	500	500
250 Professional and Contracted Services	82,966	163,350	196,850
252 Advertising and Legal Notices	194	100	100
261 Telephone Charges	2,514	3,440	4,592
263 Postage	598	500	500
264 Printing and Copying	-	1,500	1,500
269 Other Services and Charges	616	2,150	2,150
270 Administrative and Management Services	159,716	134,978	151,049
273 Fleet Lease - Operating and Maintenance	11,511	22,687	10,076
274 Fleet Lease - Replacement	8,172	26,816	34,412
<i>Subtotal</i>	<i>316,988</i>	<i>449,519</i>	<i>498,499</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	1,022,114	998,814	975,414
923 Principal - Current Bond Issues	1,165,000	1,170,000	1,170,000
970 Transfers to Other Funds	2,005,039	41	364
<i>Subtotal</i>	<i>4,192,153</i>	<i>2,168,855</i>	<i>2,145,778</i>
Capital Outlay			
432 Vehicles	-	30,500	11,000
440 Machinery and Equipment	4,210	-	5,000
<i>Subtotal</i>	<i>4,210</i>	<i>30,500</i>	<i>16,000</i>
SERVICE TOTAL	\$4,823,612	\$2,938,981	\$3,026,931

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	47,126	-	20,000
Non-Operating	6,920	-	5,000
Capital - Non-Flood	567,179	1,213,599	1,241,545
Capital - Flood	1,269,761	993,259	-
TOTAL	\$ 1,890,986	\$ 2,206,858	\$ 1,266,545

Fund Description

The Park and Greenway Maintenance Fund’s primary revenue source is the Park and Greenway Maintenance fee. The fee is used to support maintenance, operations, and repair and replacement of playgrounds, sport courts, sport fields, pool facilities, and park and greenway buildings and facilities, including restrooms, shelters and pump stations, and landscaping located in City parks and greenways.

2017 Budget

The following capital projects are funded in 2017. Detailed descriptions for these projects are included in the 2017-2021 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2017 Budget
MAINTENANCE FEE PROJECTS	
PRO143 Garden Acres Park Renewal	\$ 1,105,950
PRO186 Park Infrastructure Rehab and Replacement	110,595
PRO192 Park and Greenway Misc Asset Renewal	25,000
MAINTENANCE FLOOD FEE PROJECTS	
	-
	-
TOTAL	\$ 1,241,545

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ 1,457,957	\$ 1,922,013	\$ 494,258
Committed Working Capital - Maintenance	-	499,526	-
Committed Working Capital - Flood	-	544,755	-
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	934,238	910,238	923,438
Park and Greenway Maintenance Flood Fee	934,146	910,238	-
Intergovernmental Revenue - Flood	477,844	-	-
Interest - Maintenance	5,114	2,517	1,225
Interest - Flood	3,552	391	-
Miscellaneous	225	-	-
Miscellaneous - Flood	225	-	-
Insurance Proceeds - Flood	-	-	-
Adjustment for GAAP Revenue	(302)	-	-
TOTAL FUNDS	2,355,042	1,823,384	924,663
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	47,126	-	20,000
Non-Operating	6,920	-	5,000
Non-Operating - Flood	-	-	-
Capital Projects - Maintenance	567,179	1,213,599	1,241,545
Capital Projects - Flood	1,269,761	993,259	-
TOTAL EXPENDITURES	1,890,986	2,206,858	1,266,545
ENDING WORKING CAPITAL MAINTENANCE FEE	1,922,013	494,258	152,376
CONTRIBUTION TO/(FROM) RESERVES	\$ 464,056	\$ (383,474)	\$ (341,882)

PARK IMPROVEMENT FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,546,435	132,000	2,161,030
TOTAL	\$ 1,546,435	\$ 132,000	\$ 2,161,030

Fund Description

The Park Improvement Fund’s primary revenue source is Park Improvement fees, which are assessed when a building permit is issued. Park Improvement funds are designated for the purchase of land and for development and improvements to neighborhood and community parks. These funds cannot be used for maintenance or improvements to existing parks (Longmont Municipal Code, Chapter 14.36).

2017 Budget

The following capital projects are funded in 2017. Detailed descriptions for these projects are included in the 2017-2021 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2017 Budget
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 227,250
PRO44B Sandstone Ranch Community Park	483,000
PRO139 Wertman Neighborhood Park	1,426,100
WTR173 Raw Water Irrigation Planning and Construction	24,680
TOTAL	\$ 2,161,030

PARK IMPROVEMENT FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 5,381,044	\$ 5,325,504	\$ 5,485,507
Committed Working Capital	-	1,137,310	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	1,464,015	1,405,044	1,846,350
Interest	28,635	24,269	26,704
Grants and Donations	7,415	-	-
Adjustment for GAAP Revenue	(9,170)	-	-
TOTAL FUNDS	1,490,895	1,429,313	1,873,054
EXPENDITURES			
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital Projects	1,546,435	132,000	2,161,030
TOTAL EXPENDITURES	1,546,435	132,000	2,161,030
ENDING WORKING CAPITAL	5,325,504	5,485,507	5,197,531
CONTRIBUTION TO/(FROM) RESERVES	\$ (55,540)	\$ 1,297,313	\$ (287,976)

PROBATION SERVICES FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	76,281	76,749	75,440
Operating and Maintenance	210	8,650	8,240
Non-Operating	64	-	-
Capital	-	-	-
TOTAL	\$ 76,555	\$ 85,399	\$ 83,680

PROBATION SERVICES FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 96,178	\$ 87,870	\$ 62,871
COMMITTED WORKING CAPITAL	-	10,000	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	66,519	70,000	50,000
Interest	475	400	400
Adjustment for GAAP Revenue	1,253	-	-
TOTAL FUNDS	68,247	70,400	50,400
EXPENDITURES			
Personal Services	76,281	76,749	75,440
Operating and Maintenance	210	8,650	8,240
Non-Operating	64	-	-
Capital	-	-	-
TOTAL EXPENDITURES	76,555	85,399	83,680
ENDING WORKING CAPITAL	87,870	62,871	29,591
CONTRIBUTION TO/(FROM) RESERVES	\$ (8,308)	\$ (14,999)	\$ (33,280)

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

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	53,988	57,537	57,597
115 One Time Payment	1,500	1,500	-
123 Leave Expense	3,146	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	730	825	826
131 MOPC	2,856	2,845	2,848
132 Employee Insurance	9,275	9,275	9,114
133 Employee Retirement	3,827	3,813	4,101
135 Compensation Insurance	46	49	47
136 Unemployment Insurance	114	107	108
139 Dental Insurance	398	398	399
<i>Subtotal</i>	<i>76,281</i>	<i>76,749</i>	<i>75,440</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	14	300	300
246 Liability Insurance	196	499	89
250 Professional and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	<i>210</i>	<i>8,650</i>	<i>8,240</i>
Non-Operating Expense			
970 Transfers to Other Funds	64	-	-
<i>Subtotal</i>	<i>64</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$76,555	\$85,399	\$83,680

SERVICE: Probation Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	456,794	103,000	1,882,920
TOTAL	\$ 456,794	\$ 103,000	\$ 1,882,920

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

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 1,298,784	\$ 1,392,441	\$ 2,181,441
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	540,152	346,000	-
Interest	6,673	3,000	-
Miscellaneous	-	-	-
Estimated Revenue Revision	-	543,000	-
Adjustment for GAAP Revenue	3,626	-	-
TOTAL FUNDS	550,451	892,000	-
EXPENDITURES			
Non-Operating Capital	-	-	-
	456,794	103,000	1,882,920
TOTAL EXPENDITURES	456,794	103,000	1,882,920
ENDING WORKING CAPITAL	1,392,441	2,181,441	298,521
CONTRIBUTION TO/(FROM) RESERVES	\$ 93,657	\$ 789,000	\$ (1,882,920)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND PROJECT	2017 Budget
PBF207 Museum and Public Safety Storage Facility	\$ 1,482,920
PRO150 Quail Campus Master Plan Improvements	\$ 400,000
TOTAL	\$ 1,882,920

PUBLIC IMPROVEMENT FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	80,312	54,550	44,550
Non-Operating	2,735,077	2,740,425	2,748,113
Capital	4,653,264	6,747,084	6,730,603
TOTAL	\$ 7,468,653	\$ 9,542,059	\$ 9,523,266

Fund Description

The Public Improvement Fund was established to pay for capital construction projects that build, expand or improve buildings or other public facilities. Most of those facilities are under the direction of City departments in the General Fund, such as the Civic Center, the St. Vrain Memorial Building, the Senior Center, parks and pools. The major source of revenue to the Public Improvement Fund is a portion of the City's sales and use tax receipts. The City's total sales and use tax rate is 3.275%.

PUBLIC IMPROVEMENT FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 3,139,291	\$ 759,638	\$ 1,387,373
Committed Working Capital	-	236,708	-
SOURCES OF FUNDS			
REVENUES			
Taxes	4,544,053	5,377,778	5,973,839
Intergovernmental Revenue	2,342	3,062,500	-
Interest	7,110	7,000	2,000
Miscellaneous	283	-	2,317,250
Operating Transfers	545,938	879,489	-
Estimated Revenue Revision	368	1,079,735	-
Adjustment for GAAP Revenue	(11,094)	-	-
TOTAL FUNDS	5,089,000	10,406,502	8,293,089
EXPENDITURES			
Operating and Maintenance	80,312	54,550	44,550
Non-Operating	2,735,077	2,740,425	2,748,113
Capital	4,653,264	6,747,084	6,730,603
TOTAL EXPENDITURES	7,468,653	9,542,059	9,523,266
ENDING WORKING CAPITAL	759,638	1,387,373	157,196
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,379,653)	\$ 864,443	\$ (1,230,177)

Service: **Public Improvement Fund**

Service Description:

Capital projects for 2017 are listed below, and detailed descriptions of each project are included in the 2017-2021 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2017 Budget
PBF001 Municipal Buildings Roof Improvements	\$ 263,495
PBF002 Municipal Facilities ADA Improvements	209,213
PBF037 Fire Stations Improvements	247,955
PBF080 Municipal Buildings Boiler Replacement	113,393
PBF082 Muni Buildings HVAC Replacement	368,266
PBF109 Municipal Facilities Parking Lot Rehabilitation	123,000
PBF119 Muni Buildings Flooring Replacement	218,160
PBF145 Community Services Specialized Equipment	204,630
PBF160 Municipal Buildings Auto Door and Gate Replacement	10,000
PBF163 Municipal Buildings Keyless Entry	13,000
PBF181 Municipal Buildings UPS Repair and Replacement	24,450
PBF189 Municipal Buildings Exterior Maintenance	17,500
PBF190 Municipal Buildings Interior Maintenance	35,400
PBF200 Civic Center Rehabilitation	1,625,551
PRO102 Swimming and Wading Pools Maintenance	272,916
PRO113 Park Irrigation Pump Systems Rehabilitation	55,000
PRO121 Park Ponds Dredging and Stabilization	83,250
PRO186 Park Infrastructure Rehabilitation and Replacement	370,084
TRP128 County Rd 26 Improv - CLR to Union Res	110,000
MUW173 Raw Water Irrigation Planning and Construction	48,090
TOTAL	\$ 4,413,353

SENIOR SERVICES FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	19,254	29,040	29,008
Operating and Maintenance	162,599	231,609	259,806
Non-Operating	19,769	5,769	5,769
Capital	-	-	-
TOTAL	\$ 201,622	\$ 266,418	\$ 294,583

Fund Description

The Senior Services Fund was created to receive funds donated or granted to Longmont Senior Services. The majority of the revenue in this fund comes from fees paid by participants in Senior Services recreation programs, which are administered out of this fund. Additional revenues may include support from the Friends of the Senior Center for programs or equipment purchases.

SENIOR SERVICES FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 216,109	\$ 230,478	\$ 320,271
COMMITTED WORKING CAPITAL	-	2,789	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	210,033	353,500	307,500
Interest	1,135	-	-
Miscellaneous	3,918	5,500	5,500
Adjustment for GAAP Revenue	905	-	-
TOTAL FUNDS	215,991	359,000	313,000
EXPENDITURES			
Personal Services	19,254	29,040	29,008
Operating and Maintenance	162,599	231,609	259,806
Non-Operating	19,769	5,769	5,769
Capital	-	-	-
TOTAL EXPENDITURES	201,622	266,418	294,583
ENDING WORKING CAPITAL	230,478	320,271	338,688
CONTRIBUTION TO/(FROM) RESERVES	\$ 14,369	\$ 92,582	\$ 18,417

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
112 Wages - Temporary	18,340	26,000	26,000
121 Wages - Overtime	-	-	-
128 FICA	644	1,612	1,612
129 Medicare	151	377	377
135 Compensation Insurance	12	51	19
137 Staff Training and Conferences	108	1,000	1,000
<i>Subtotal</i>	<i>19,254</i>	<i>29,040</i>	<i>29,008</i>
Operating and Maintenance			
210 Office Supplies	6,231	650	250
217 Dues and Subscriptions	590	500	500
218 Non-Capital Equipment and Furniture	-	5,000	10,000
223 Lab and Photo Supplies	-	100	100
229 Materials and Supplies	29,966	48,200	48,600
230 Printing and Copier Supplies	-	2,000	2,000
243 Non-Capital Computer Equipment and Supplies	-	5,000	5,000
245 Mileage Allowance	244	400	400
246 Liability Insurance	57	109	4
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	121,511	160,000	160,000
261 Telephone Charges	54	100	100
264 Printing and Copying	2,589	8,500	8,500
269 Other Services and Charges	1,357	1,000	11,000
274 Fleet Lease - Replacement	-	-	13,302
<i>Subtotal</i>	<i>162,599</i>	<i>231,609</i>	<i>259,806</i>
Non-Operating Expense			
970 Transfers to Other Funds	19,769	5,769	5,769
<i>Subtotal</i>	<i>19,769</i>	<i>5,769</i>	<i>5,769</i>
SERVICE TOTAL	\$201,622	\$266,418	\$294,583

STORM DRAINAGE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	1,404,828	1,621,687	1,939,747
Operating and Maintenance	1,162,831	1,446,979	1,482,609
Non-Operating	5,026,944	2,561,715	2,575,358
Capital	5,019,142	21,222,674	5,481,562
TOTAL	\$ 12,613,745	\$ 26,853,055	\$ 11,479,276

Fund Description

The Storm Drainage Fund pays for all costs associated with maintaining and improving the City’s storm drainage system. City staff includes crews to clean and repair drainage lines and engineering staff to plan improvements and to project future demands on the drainage system. The major source of revenue is a monthly fee billed to all residential and commercial utility users in the city. Residential utility customers pay a flat rate per month, and the rate for commercial and industrial utility customers is based on square footage of building space.

The Storm Drainage Fund includes six budget services: Public Works and Natural Resources Director, Storm Drainage Engineering, Storm Drainage Maintenance, Construction Inspection, Regulatory Compliance, and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

2017 Budget

The 2017 Budget includes \$5,461,962 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2017-2021 Capital Improvement Program. The following capital projects are funded in 2017.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2017 Budget
DRN021 Storm Drainage Rehabilitation and Improvements	\$ 649,535
DRN028 Spring Gulch #2 Drainage d& Greenway Improvements	77,770
DRN037 Oligarchy Ditch Improvements	103,752
DRN039 St Vrain Channel Improvements	4,565,245
PBF082 Municipal Buildings HVAC Replacement	26,175
PBF192 Operations & Maintenance Building/Site Improvements	39,485
TOTAL	\$ 5,461,962

STORM DRAINAGE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 22,125,974	\$ 20,680,911	\$ 5,667,573
Committed Working Capital	-	6,059,825	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	6,690,540	6,682,902	6,757,421
Capital Investment Fee	302,142	177,693	230,408
Developer Capital Contribution	256,237	-	-
Intergovernmental Revenue	377,247	11,016,288	-
Interest	134,843	17,139	15,526
Miscellaneous	18,573	5,520	5,630
Bond Proceeds	-	-	-
Transfer from Storm Drainage	1,215,191	-	-
Adjustment for GAAP Revenue	390	-	-
TOTAL FUNDS	8,995,163	17,899,542	7,008,985
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	4,037,032	2,691,741	2,707,226
Storm Drainage Engineering	2,219,056	1,337,360	1,100,509
Storm Drainage Maintenance	851,686	1,042,340	1,115,393
Storm Drainage Water Quality Lab	-	-	98,707
Storm Drainage Construction Inspection	111,322	146,180	109,328
Storm Drainage Regulatory Compliance	183,090	217,449	671,471
Storm Drainage Engineering/Survey Tech Services	192,416	204,352	214,680
CIP Projects	5,019,142	21,213,633	5,461,962
Total Operating Expenses	12,613,745	26,853,055	11,479,276
Adjustment for GAAP Expenses	(2,173,519)	-	-
TOTAL EXPENDITURES	10,440,226	26,853,055	11,479,276
ENDING WORKING CAPITAL	20,680,911	5,667,573	1,197,282
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,445,063)	\$ (8,953,513)	\$ (4,470,291)

Service: **Public Works and Natural Resources General Manager**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Public Works and Natural Resources General Manager

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
General Manager PW&NR	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
PWNR Communications Coordinator	0.00	0.15	0.15
Multi Media/Marketing Specialist	0.15	0.25	0.00
PWNR Rate Analyst	0.15	0.15	0.15
Weed Technician	0.00	0.00	0.02
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Total	0.90	1.15	0.92

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	83,828	110,455	120,486
112	Wages - Temporary	-	-	-
115	One Time Payment	974	468	739
121	Wages - Overtime	-	100	100
123	Leave Expense	3,094	-	-
126	Retirement Health Savings Plan	829	460	468
129	Medicare	762	1,020	1,164
131	MOPC	4,289	4,791	5,390
132	Employee Insurance	15,432	15,620	17,248
133	Employee Retirement	-	6,420	7,761
135	Compensation Insurance	153	60	82
136	Unemployment Insurance	666	180	205
137	Staff Training and Conferences	621	976	826
139	Dental Insurance	871	671	754
142	Food Allowance	112	425	425
	<i>Subtotal</i>	<i>111,631</i>	<i>141,646</i>	<i>155,648</i>
Operating and Maintenance				
210	Office Supplies	2,011	-	-
217	Dues and Subscriptions	95	44	38
218	Non-Capital Equipment and Furniture	703	450	455
222	Chemicals	-	-	180
229	Materials and Miscellaneous Supplies	-	-	1,050
240	Equipment Repair and Maintenance	413	3,495	3,495
243	Non-Capital Computer Equipment and Supplies		1,571	576
245	Mileage Allowance	376	460	460
246	Liability Insurance	260	127	170
250	Professional and Contracted Services	6,332	6,790	6,850
252	Legal Notices and Advertising	8	100	50
263	Postage	1	-	750
264	Printing and Copying	330	-	950
269	Other Services and Charges	610	-	-
	<i>Subtotal</i>	<i>11,138</i>	<i>13,037</i>	<i>15,024</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	1,216,356	1,176,369	1,130,845
923	Bond Principal - Current	1,315,000	1,360,000	1,405,000
927	Principal - Notes and Contracts	-	-	-
928	Interest - Notes and Contracts	(67,027)	-	-
970	Transfers to Other Funds	1,449,934	689	709
	<i>Subtotal</i>	<i>3,914,263</i>	<i>2,537,058</i>	<i>2,536,554</i>
	SERVICE TOTAL	\$4,037,032	\$2,691,741	\$2,707,226

Service: Storm Drainage Engineering

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides administration and engineering assistance to the Storm Drainage Utility. Activities include planning for development and capital improvement programs. It also pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Storm Drainage Engineering

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Engineering Services	0.00	0.35	0.35
PWNR Engineering Administrator	0.10	0.10	0.35
Senior Civil Engineer	2.00	1.00	1.70
Civil Engineer II	0.00	1.05	1.00
Civil Engineer	0.80	1.00	0.00
Construction Inspector	0.50	0.00	0.45
Environmental Project Specialist	0.10	0.90	0.10
Environmental Regulatory Specialist	0.00	0.90	0.00
Industrial Pre Treatment Coordinator	0.00	0.30	0.00
Water Quality Lab Supervisor	0.05	0.05	0.00
Project Manager	0.50	0.00	0.00
Project Manager II	0.39	0.89	0.64
Water Quality Analyst	0.15	0.15	0.00
Laboratory Technician	0.15	0.15	0.00
Administrative Assistant	0.00	0.00	0.13
Total	4.74	6.84	4.72

Service: Storm Drainage Engineering**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	410,952	498,872	439,986
112 Temporary Wages	412	2,000	2,000
115 One Time Payment	2,849	2,749	670
121 Wages - Overtime	2,126	-	-
122 Longevity Compensation	198	2,187	672
123 Leave Expense	32,141	-	-
126 Retirement Health Savings Plan	17,202	2,336	1,888
128 FICA	50	124	124
129 Medicare	4,483	5,517	5,698
131 MOPC	17,150	23,987	22,000
132 Employee Insurance	62,527	78,198	70,398
133 Employee Retirement	33,692	32,143	31,679
135 Compensation Insurance	160	292	370
136 Unemployment Insurance	756	902	836
137 Staff Training and Conferences	850	2,701	2,700
139 Dental Insurance	2,645	3,358	3,080
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	469	200	200
<i>Subtotal</i>	<i>588,662</i>	<i>655,666</i>	<i>582,401</i>
Operating and Maintenance			
210 Office Supplies	6,719	400	2,000
216 Reference Books and Materials	-	100	205
217 Dues and Subscriptions	1,295	395	395
218 Non-Capital Equipment and Furniture	8,465	1,000	4,523
229 Materials and Supplies	-	50	50
240 Equipment Repair and Maintenance	87	3,785	4,285
243 Non-Capital Computer Equipment and Supplies	-	4,554	4,100
245 Mileage Allowance	-	50	50
246 Liability Insurance	754	826	879
247 Safety Expenses	22	100	100
250 Professional and Contracted Services	108,244	105,000	20,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	2,020	3,000	3,000
260 Utilities	499	-	-
261 Telephone Charges	1,128	335	335
263 Postage	-	200	200
264 Printing and Copying	15	375	375
269 Other Services and Charges	1,487	-	-
270 Administrative and Management Services	403,149	546,335	455,968
273 <i>Fleet Lease - Operating and Maintenance</i>	<i>1,226</i>	<i>1,953</i>	<i>2,539</i>
274 Fleet Lease - Replacement	4,568	4,704	-
<i>Subtotal</i>	<i>539,679</i>	<i>673,462</i>	<i>499,304</i>
Non-Operating Expense			
928 Interest on Notes and Contracts	3,348	-	-
970 Transfers to Other Funds	1,087,367	4,657	18,804
<i>Subtotal</i>	<i>1,090,715</i>	<i>4,657</i>	<i>18,804</i>
Capital Outlay			
432 Vehicles	25,620	-	-
440 Machinery and Equipment	-	3,575	-
<i>Subtotal</i>	<i>25,620</i>	<i>3,575</i>	<i>-</i>
SERVICE TOTAL	\$2,244,676	\$1,337,360	\$1,100,509

Service: **Storm Drainage Maintenance and Repair**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining and repairing all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City's storm drain system.

SERVICE: Storm Maintenance and Repair

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Director of Operations	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.05	0.05	0.05
System Operations Supervisor	0.10	0.10	0.10
Utilities Maintenance Supervisor	0.60	0.60	0.60
Natural Resources Specialist	0.00	0.05	0.05
Operations Support Specialist	0.00	0.00	0.30
Water Utilities Technician Lead	0.00	0.75	0.75
Water Utilities Technician	1.55	0.80	0.80
Public Works Tech II	0.20	0.50	0.70
Public Works Tech I	1.30	1.00	0.80
Arborist Technician II	0.25	0.25	0.25
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	4.55	4.60	4.90

Service: Storm Drainage Maintenance and Repair**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	197,422	252,640	281,714
112 Wages - Temporary	31,929	46,250	46,250
114 Skill Based Pay	227	225	225
115 One Time Payment	4,641	3,920	1,448
121 Wages - Overtime	6,573	5,000	5,000
123 Leave Expense	(27,077)	4,800	4,800
124 Skill Based Overtime Pay	1	-	-
126 Retirement Health Savings Plan	3,051	1,840	1,960
128 FICA	2,848	2,868	2,868
129 Medicare	3,914	4,337	4,759
131 MOPC	12,196	12,643	14,097
132 Employee Insurance	34,295	41,180	45,074
133 Employee Retirement	5,379	16,942	20,299
135 Compensation Insurance	5,971	4,426	4,432
136 Unemployment Insurance	428	475	535
137 Staff Training and Conferences	-	2,751	2,750
139 Dental Insurance	1,498	1,768	1,972
141 Uniforms and Protective Clothing	1,417	2,200	2,200
142 Food Allowance	84	200	200
<i>Subtotal</i>	<i>284,798</i>	<i>404,465</i>	<i>440,583</i>
Operating and Maintenance			
210 Office Supplies	4,767	470	470
216 Reference Books and Materials	293	200	200
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	3,521	3,700	3,700
228 Janitorial Supplies	-	300	300
229 Materials and Supplies	-	6,200	6,200
230 Printing and Copier Supplies	-	260	260
232 Building Repair and Maintenance	91,647	10,700	10,700
233 Facility Repair and Maintenance	-	16,000	16,000
235 Station Maintenance	-	4,000	4,000
237 Line Repair/maintenance	-	90,000	90,000
240 Equipment Repair and Maintenance	-	10,400	10,400
241 Grounds Maintenance	-	300	300
243 Non-Capital Computer Equipment and Supplies	-	4,338	6,067
245 Mileage Allowance	-	200	200
246 Liability Insurance	21,777	18,755	15,633
247 Safety Expenses	3,468	4,000	4,000
249 Operating Leases and Rentals	45	7,000	7,000
250 Professional and Contracted Services	133,398	139,602	139,602
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	1,370	1,500	1,500
260 Utilities	13,646	13,960	13,960
261 Telephone Charges	2,375	3,500	3,500
262 Radio Repair and Maintenance	-	2,000	2,000
264 Printing and Copying	142	200	200
269 Other Services and Charges	28,880	19,450	19,450
273 Fleet Lease - Operating and Maintenance	67,022	91,448	88,137
274 Fleet Lease - Replacement	172,573	168,942	190,981
<i>Subtotal</i>	<i>544,923</i>	<i>617,875</i>	<i>635,210</i>
Non-Operating Expense			
950 Bad Debt	21,966	20,000	20,000
<i>Subtotal</i>	<i>21,966</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
432 Vehicles	21,581	-	-
440 Machinery and Equipment	-	-	19,600
<i>Subtotal</i>	<i>21,581</i>	<i>-</i>	<i>19,600</i>
SERVICE TOTAL	\$873,267	\$1,042,340	\$1,115,393

Service: **Storm Drainage Quality Laboratory**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Storm Drainage Quality Laboratory

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Water Quality Lab Supervisor	0.00	0.00	0.10
Water Quality Analyst	0.00	0.00	0.30
Laboratory Tech	0.00	0.00	0.35
Total	0.00	0.00	0.75

Service: Storm Drainage Quality Laboratory**LINE ITEM BUDGET**

Personal Services	2015 Actual	2016 Budget	2017 Budget
111 Salaries and Wages	-	-	48,573
115 One Time Payment	-	-	3
126 Retirement Health Savings Plan	-	-	300
129 Medicare	-	-	704
131 MOPC	-	-	2,428
132 Employee Insurance	-	-	7,772
133 Employee Retirement	-	-	3,497
136 Unemployment Insurance	-	-	93
137 <i>Staff Training and Conferences</i>	-	-	800
139 Dental Insurance	-	-	340
<i>Subtotal</i>	-	-	64,510
Operating and Maintenance			
210 Office Supplies	-	-	11,200
218 Non-Capital Equipment and Furniture	-	-	1,825
232 Building Repair and Maintenance	-	-	4,887
243 Non-Capital Computer Equipment and Supplies	-	-	1,188
247 Safety Expenses	-	-	184
250 Professional and Contracted Services	-	-	14,800
261 Telephone Charges	-	-	100
263 Postage	-	-	13
<i>Subtotal</i>	-	-	34,197
SERVICE TOTAL	\$ -	\$ -	\$98,707

Service: **Construction Inspection**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Sewer and Streets funds.

SERVICE: Construction Inspection

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
Construction Inspection Supervisor	0.15	0.18	0.15
Senior Construction Inspector	0.30	0.36	0.30
Construction Inspector	0.45	0.72	0.60
Total	0.90	1.26	1.05

Service: Construction Inspection**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	60,298	76,967	65,628
112 Wages - Temporary	6,302	14,400	9,000
115 One Time Payment	346	756	585
121 Wages - Overtime	8,582	7,200	9,000
122 Longevity Compensation	289	356	306
123 Leave Expense	1,874	-	-
126 Retirement Health Savings Plan	361	504	420
128 FICA	414	893	558
129 Medicare	805	1,160	943
131 MOPC	3,096	3,848	3,281
132 Employee Insurance	8,969	12,546	10,500
133 Employee Retirement	4,149	5,157	4,725
135 Compensation Insurance	380	604	-
136 Unemployment Insurance	110	145	125
137 Staff Training and Conferences	826	630	600
139 Dental Insurance	385	539	459
141 Uniforms and Protective Clothing	133	36	30
<i>Subtotal</i>	97,318	125,741	106,160
Operating and Maintenance			
210 Office Supplies	1,104	90	75
216 Reference Books and Materials	-	36	30
217 Dues and Subscriptions	92	126	105
218 Non-Capital Equipment and Furniture	25	216	180
222 Chemicals	-	54	45
229 Materials and Supplies	-	450	375
240 Equipment Repair and Maintenance	1,595	90	75
243 Non-Capital Computer Equipment and Supplies	-	770	641
246 Liability Insurance	1,345	1,505	-
247 Safety Expenses	184	207	225
249 Operating Leases and Rentals	203	18	300
250 Professional and Contracted Services	32	60	50
261 Telephone Charges	1,373	1,227	1,022
263 Postage	6	-	-
264 Printing and Copying	12	54	45
273 Fleet Lease - Operating and Maintenance	4,204	6,987	-
274 Fleet Lease - Replacement	3,829	3,083	-
<i>Subtotal</i>	14,004	14,973	3,168
Capital Outlay			
432 Vehicles	-	5,466	-
<i>Subtotal</i>	-	5,466	-
SERVICE TOTAL	\$111,322	\$146,180	\$109,328

Service: Regulatory Compliance

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

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

This is a shared service with the Water, Street, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Environmental Services Manager	0.34	0.25	0.40
Sustainability Coordinator	0.00	0.00	0.20
Industrial Pre-Treatment Coordinator	0.00	0.00	0.10
Civil Engineer II	0.00	0.50	1.30
Civil Engineer	0.68	0.00	0.00
Environmental Project Specialist	0.34	0.00	1.95
Total	1.36	0.75	3.95

Service: Regulatory Compliance**LINE ITEM BUDGET**

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	116,757	101,644	314,859
112 Wages - Temporary	1,138		
115 One Time Payment	1,445	-	3,244
121 Overtime Wages	111	-	-
122 Longevity Compensation	1,228	612	2,625
123 Leave Expense	3,548	-	-
126 Retirement Health Savings Plan	1,242	408	1,580
129 Medicare	977	866	2,916
131 MOPC	6,691	5,082	15,743
132 Employee Insurance	21,118	16,568	50,377
133 Employee Retirement	8,318	6,810	22,670
135 Compensation Insurance	95	101	221
136 Unemployment Insurance	261	191	599
137 Staff Training and Conferences	1,530	2,210	6,500
139 <i>Dental Insurance</i>	913	712	2,204
<i>Subtotal</i>	165,371	135,204	423,538
Operating and Maintenance			
210 Office Supplies	1,094	-	100
216 Reference Books and Materials	110	136	200
217 Dues and Subscriptions	1,699	2,028	127,440
218 Non-Capital Equipment and Furniture	679	136	568
229 Materials and Miscellaneous Supplies	-	-	-
235 Station Maintenance	127	-	30
243 Non-Capital Computer Equipment and Supplies	-	2,644	2,825
245 Mileage Allowance	10	204	600
246 Liability Insurance	447	213	626
247 Safety Expenses	96	204	500
250 Professional and Contracted Services	13,192	76,000	102,500
252 Ads and Legal Notices	85	-	-
259 Licenses and Permits	-	680	3,000
261 Telephone Charges	94	-	400
263 <i>Postage</i>	70	-	1,000
264 Printing and Copying	15	-	500
273 Fleet Lease - Operating and Maintenance	-	-	2,987
274 Fleet Lease - Replacement	-	-	4,657
<i>Subtotal</i>	17,718	82,245	247,933
SERVICE TOTAL	\$183,090	\$217,449	\$671,471

Service: **Engineering/Survey Technical Services**

FUND: Storm Drainage Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2015 Budget	2016 Budget	2017 Budget
PWNR Technology/GIS Coordinator	0.20	0.20	0.20
Engineering and Survey Tech Supervisor	0.20	0.20	0.20
Lead GIS Analyst	0.20	0.20	0.20
PWNR Applications Support Analyst	0.20	0.20	0.20
Senior GIS/Mapping Technician	0.20	0.20	0.20
GIS/Mapping Technician	0.20	0.20	0.20
Senior Engineering Technician	0.20	0.20	0.20
Engineering Technician	0.40	0.40	0.40
Total	1.80	1.80	1.80

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

Personal Services		2015 Actual	2016 Budget	2017 Budget
111	Salaries and Wages	111,025	117,465	123,683
112	Wages - Temporary	28	-	-
114	Skill Based Pay	60	60	-
115	One Time Payment	433	642	562
121	Wages - Overtime	61	326	334
123	Leave Expense	5,454	-	-
124	Skill Based Overtime Pay	-	-	-
126	Retirement Health Savings Plan	910	724	720
129	Medicare	1,414	1,711	1,794
131	MOPC	5,740	5,901	6,184
132	Employee Insurance	18,923	19,228	19,789
133	Employee Retirement	10,201	7,907	8,905
135	Compensation Insurance	80	90	-
136	Unemployment Insurance	233	222	235
137	Staff Training and Conferences	1,653	3,803	3,776
139	Dental Insurance	816	826	865
141	Uniforms and Protective Clothing	-	60	60
142	Food Allowance	15	-	-
	<i>Subtotal</i>	<i>157,047</i>	<i>158,965</i>	<i>166,907</i>
Operating and Maintenance				
216	Reference Books and Materials	-	20	20
217	Dues and Subscriptions	3,707	4,620	4,580
218	Non-Capital Equipment and Furniture	927	684	2,360
219	Drafting Supplies	-	603	600
229	Materials and Supplies	-	201	200
240	Equipment Repair and Maintenance	26,930	32,059	32,709
243	Non-Capital Computer Equipment and Supplies	2,341	3,044	300
246	Liability Insurance	425	233	-
247	Safety Expenses	145	201	200
249	Operating Leases and Rentals	-	-	-
250	Professional and Contracted Services	174	3,016	6,550
261	Telephone Charges	96	155	154
263	Postage	5	-	-
264	Printing and Copying	24	101	100
273	Fleet Lease - Operating and Maintenance	594	450	-
	<i>Subtotal</i>	<i>35,369</i>	<i>45,387</i>	<i>47,773</i>
Capital Outlay				
440	Machinery and Equipment	4,461	-	-
	<i>Subtotal</i>	<i>4,461</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$196,877	\$204,352	\$214,680

TRANSPORTATION CIF FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,114,009	155,000	-
TOTAL	\$ 1,114,009	\$ 155,000	\$ -

Fund Description

The Transportation Community Investment Fee (CIF) Fund was created in 1993 to provide funding for oversizing of arterial street construction and improvements, landscaping, and arterial intersection improvements. Transportation community investment fees are levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for arterial street and intersection improvements.

TCIF technical documentation provides information on the specific oversizing projects that are included in CIP as Arterial Improvements. Prioritization of projects will be determined as development and traffic necessitate. Administration of this fund is provided by the Public Works and Natural Resources Department.

TRANSPORTATION CIF FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 1,612,144	\$ 1,076,807	\$ 263,670
Committed Working Capital	-	955,119	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	583,326	295,554	663,250
Interest	7,174	1,428	2,984
Adjustment for GAAP Revenue	(11,828)	-	-
TOTAL FUNDS	578,672	296,982	666,234
EXPENDITURES			
Capital	1,114,009	155,000	-
TOTAL EXPENDITURES	1,114,009	155,000	-
ENDING WORKING CAPITAL	1,076,807	263,670	929,904
CONTRIBUTION TO/(FROM) RESERVES	\$ (535,337)	\$ 141,982	\$ 666,234

VILLAGE AT THE PEAKS FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	-	-	-
Operating and Maintenance	14,521,184	-	250
Non-Operating	1,272,455	1,272,705	1,867,455
Capital	-	-	-
TOTAL	\$ 15,793,639	\$ 1,272,705	\$ 1,867,705

Fund Description

The Village at the Peaks Fund was established for the purpose of identifying, accounting for and controlling all revenues and expenses attributable to the Twin Peaks Mall Urban Renewal Area, including the certificates of participation issuance, expenditures of certificates of participation funds, collection of special revenue for the payment of base rentals and additional rentals, if any, on certificates of participation.

VILLAGE AT THE PEAKS FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 15,708,005	\$ 78,999	\$ 16,899
Committed Working Capital	-	61,850	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	99,064	160,535	436,811
Interest	10,177	-	-
Transfer from Other Funds	60,023	1,111,920	1,469,237
Adjustment for GAAP Revenue	(4,631)	-	-
TOTAL FUNDS	164,633	1,272,455	1,906,048
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	14,521,184	-	250
Non-Operating	1,272,455	1,272,705	1,867,455
Capital	-	-	-
TOTAL EXPENDITURES	15,793,639	1,272,705	1,867,705
ENDING WORKING CAPITAL	78,999	16,899	55,242
CONTRIBUTION TO/(FROM) RESERVES	\$ (15,629,006)	\$ (250)	\$ 38,343

YOUTH SERVICES FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	70,140	-	-
Operating and Maintenance	77,489	6,000	6,000
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 147,629	\$ 6,000	\$ 6,000

Fund Description

The Youth Services Fund was created to receive funds donated or granted to Longmont Youth Services. This fund administers expenses related to grants and special projects of Children and Youth Resources.

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
111 Salaries and Wages	360	-	-
112 Wages - Temporary	58,034	-	-
128 FICA	2,590	-	-
129 Medicare Contribution	606	-	-
137 Staff Training and Conferences	8,550	-	-
<i>Subtotal</i>	<i>70,140</i>	<i>-</i>	<i>-</i>
Operating and Maintenance			
218 Non Capital Equipment and Furniture	220	-	-
229 Materials and Supplies	74,476	5,000	5,000
245 Mileage Allowance	419	-	-
250 Professional and Contracted Services	-	1,000	1,000
264 Printing and Copying	1,457	-	-
269 Other Services and Charges	917	-	-
<i>Subtotal</i>	<i>77,489</i>	<i>6,000</i>	<i>6,000</i>
SERVICE TOTAL	\$147,629	\$6,000	\$6,000

YOUTH SERVICES FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 162,026	\$ 162,498	\$ 162,248
COMMITTED WORKING CAPITAL	-	250	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	28,702	-	-
Grants and Donations	117,213	6,000	6,000
Interest	918	-	-
Miscellaneous	635	-	-
Adjustment for GAAP Revenue	633	-	-
TOTAL FUNDS	148,101	6,000	6,000
EXPENDITURES			
Personal Services	70,140	-	-
Operating and Maintenance	77,489	6,000	6,000
TOTAL EXPENDITURES	147,629	6,000	6,000
ENDING WORKING CAPITAL	162,498	162,248	162,248
CONTRIBUTION TO/(FROM) RESERVES	\$ 472	\$ -	\$ -

JUDICIAL WEDDING FEE FUND - Fund Summary

	2015 Actual	2016 Budget	2017 Budget
Personal Services	507	1,500	1,500
Operating and Maintenance	-	-	-
Non-Operating	1,351	4,987	-
Capital	-	-	-
TOTAL	\$ 1,858	\$ 6,487	\$ 1,500

LINE ITEM BUDGET

	2015 Actual	2016 Budget	2017 Budget
Personal Services			
137 Staff Training and Conferences	507	1,500	1,500
Subtotal	507	1,500	1,500
<i>Non-Operating Expense</i>			
970 Transfers to Other Funds	1,351	4,987	-
Subtotal	1,351	4,987	-
SERVICE TOTAL	\$1,858	\$6,487	\$1,500

JUDICIAL WEDDING FEE FUND - Fund Statement

	2015 Actual	2016 Budget	2017 Budget
BEGINNING WORKING CAPITAL	\$ 24,734	\$ 24,596	\$ 11,409
COMMITTED WORKING CAPITAL	-	9,000	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,600	2,300	800
Interest	122	-	-
Adjustment for GAAP Revenue	(2)	-	-
TOTAL FUNDS	1,720	2,300	800
EXPENDITURES			
Personal Services	507	1,500	1,500
Non-Operating	1,351	4,987	-
TOTAL EXPENDITURES	1,858	6,487	1,500
ENDING WORKING CAPITAL	24,596	11,409	10,709
CONTRIBUTION TO/(FROM) RESERVES	\$ (138)	\$ (4,187)	\$ (700)

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 new, replacement of, or improvements to infrastructure that 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, and 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.

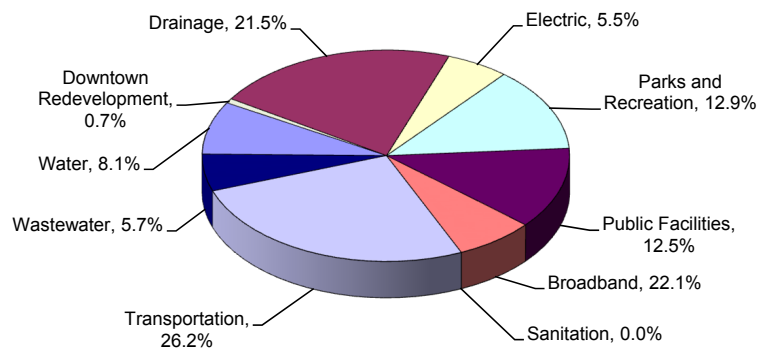
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups them by category into funded, partially funded or 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 2017 are included in the City’s 2017 Operating Budget, and a 2017-2021 Capital Improvement Program document also is created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Drainage
- Electric
- Parks and Recreation
- Public Buildings and Facilities
- Telecommunications
- Transportation
- Water
- Wastewater

2017 Projects by Category

Downtown Redevelopment	0.70%	310,530
Drainage	21.47%	9,509,788
Electric	5.52%	2,445,500
Parks and Recreation	12.87%	5,700,535
Public Facilities	12.47%	5,523,939
Broadband	7.00%	3,100,000
Sanitation	0%	0
Transportation	26.21%	11,610,000
Wastewater	5.66%	2,508,100
Water	8.10%	3,589,728
Total	100%	\$44,298,120



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, such as 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, such as a recreation center, will increase City revenues by offering a new service that will generate new fee-paying customers, but it also will 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 affecting the budget all at once.

Projects that are financed using debt also will increase the operating budget by generating a debt service that must 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 used debt financing for major capital projects, but the majority of the projects included in this year's and prior years' CIPs are financed on a pay-as-you-go basis using a variety of revenue sources such as sales and use tax, community investment fees, and 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 in the Exhibits section of this document.

Specific operating impacts of 2017 capital projects can be found below and in the accompanying table titled "2017-2021 Capital Improvement Funded Projects - Operating Costs."

Downtown Redevelopment Projects: None of the three funded Downtown Redevelopment projects are expected to generate additional operating needs.

Drainage Projects: The funded projects in this category are expected to have an operating impact of \$6,000. In 2008, 2014 and 2016, revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2017 is \$2,818,745, which will be paid from the Storm Drainage Fund.

Electric Projects: None of the six funded Electric projects are expected to generate additional operating needs.

Parks and Recreation Projects: This category of projects has several that are ongoing maintenance of existing infrastructure that will not impact the 2017 operating budget. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Dollars were added to the Parks Maintenance budget for operating supplies for 2017. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2017 of \$2,145,414 will be paid 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 which may, in fact, decrease the operational needs. These projects are replacement of HVAC and boiler systems and upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. In 2010, the City spent just under \$2.3 million on energy efficiency upgrades at five City facilities. The City has financed these upgrades over a 15-year period (the 2017 payment is \$280,439), and over this period it is estimated that the City will save \$3.9 million on utility bills and operating and maintenance costs.

The City used a lease purchase agreement for construction of Fire Station #6 and currently is paying \$350,000 annually. Prior public building projects have been completed using revenue and GO bonds. The revenue bonds paid for construction of a new recreation center and a new museum and cultural center as well as the remodel of the Roosevelt Park campus in 2001/02. Debt service on these bonds for 2017 is \$2,748,113. This debt is paid from the Public Improvement Fund.

Broadband Projects: There is one major project planned for 2017, the citywide Fiber-to-Premise-Buildout. This project will allow high-speed internet access and other broadband services to be available to all residents and businesses that subscribe for service within city limits. It is anticipated that the project will take three years to complete. \$2,723,439 in additional operating costs is budgeted in 2017. The annual principle and interest payment for 2017 of \$3,717,013 will be paid from the Electric and Broadband Fund.

Transportation Projects: Most of the projects planned in this category are multiyear road widening and rehabilitation projects that will not have any impact in 2017.

Wastewater Projects: SWR149 Wastewater Treatment Plant Master Plan Improvements will add another \$75,000 in 2017. In 2010, 2013, and 2015, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2017 is \$3,625,293.

Water Projects: 2017 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 for construction of the Nelson-Flanders Water Treatment Plant from the Colorado Resources and Power Authority is currently being paid from the Water Fund. The total 2017 cost for this loan is \$1,355,818.

CIP Funded Projects by Category

	2017	2018	2019	2020	2121	2017-2021 Total
Downtown Redevelopment	310,530	30,000	10,000	30,000	10,000	390,530
Drainage	9,509,788	8,282,419	2,330,789	1,052,435	1,001,935	22,177,366
Electric	2,445,500	1,357,000	1,545,300	1,267,550	943,000	7,558,350
Parks and Recreation	5,700,535	8,925,502	12,600,154	7,025,696	4,849,116	39,101,003
Public Facilities	5,523,939	3,004,973	23,418,637	2,765,230	3,246,774	37,959,553
Broadband	3,100,000	1,300,000	800,000	2,570,000	1,110,000	8,880,000
Sanitation	-	-	-	-	-	-
Transportation	11,610,000	8,800,000	9,226,000	11,800,000	9,180,000	50,616,000
Wastewater	2,508,100	2,356,600	2,075,700	5,833,250	2,398,900	15,172,550
Water	3,589,728	1,796,870	48,582,410	4,101,460	1,318,870	59,389,338
Total	44,298,120	35,853,364	100,588,990	36,445,621	24,058,595	241,244,690

CIP Funded Projects by Fund

	2017	2018	2019	2020	2021	2017-2021 Total
Airport	-	-	-	-	-	-
Conservation Trust	800,000	1,351,000	1,833,000	1,550,000	630,000	6,164,000
Downtown Parking	10,000	30,000	10,000	30,000	10,000	90,000
Electric and Broadband Fund	5,435,500	2,751,425	1,935,300	3,646,690	2,018,000	15,786,915
Electric CIF	460,000	250,000	410,000	205,000	35,000	1,360,000
Fleet	-	-	-	-	-	-
Golf	195,200	167,400	167,507	111,967	90,900	732,974
LDDA	200,265	-	-	-	-	200,265
Open Space	3,508,772	694,944	1,998,628	1,559,386	1,136,816	8,898,546
Open Space Bonds	295,926	-	-	-	-	295,926
Park Improvement	2,161,030	4,979,550	1,677,209	1,616,000	-	10,433,789
Park and Greenway	1,241,545	914,119	857,597	703,600	625,000	4,341,861
Public Buildings CIF	1,882,920	-	-	-	-	1,882,920
Public Improvement	4,413,353	2,626,592	29,196,675	3,612,380	4,848,174	44,697,174
Public Safety	-	-	-	-	-	-
Sanitation	181,098	294,104	253,921	171,569	0	900,692
Sewer	2,627,986	2,464,107	2,218,535	2,406,413	2,417,650	12,134,691
Sewer Bonds	-	-	-	-	-	-
Sewer Construction	-	-	-	3,500,000	-	3,500,000
Storm Drainage	2,291,717	7,968,313	934,738	1,083,814	976,935	13,255,517
Storm Drainage Bonds	3,170,245	-	-	-	-	3,170,245
Street	11,542,656	8,070,496	9,690,456	11,657,973	9,720,000	50,681,581
Transportation CIF	-	1,300,000	500,000	400,000	250,000	2,450,000
Water Acquisition	-	-	4,600,000	-	-	4,600,000
Water	2,885,229	1,799,914	26,240,324	1,258,929	1,199,620	33,384,016
Water Construction	994,678	191,400	17,650,100	2,931,900	100,500	21,868,578
Water Storage Fund	-	-	415,000	-	-	415,000
Total	44,298,120	35,853,364	100,588,990	36,445,621	24,058,595	241,244,690

2017-2021 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2017	2018	2019	2020	2021	5 Year Total	
Downtown Redevelopment projects								
DTR023	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area	10,000	30,000	10,000	30,000	10,000	90,000
DTR028	Downtown Crosswalks	Removal and replacement of crosswalks in the downtown area.	200,530	-	-	-	-	200,530
DTR029	Downtown Irrigation	Replacement or repair of irrigation system in the downtown area.	100,000	-	-	-	-	100,000
Total		310,530	30,000	10,000	30,000	10,000	390,530	
Drainage projects								
DRN021	Storm Drainage Rehabilitation and Improvements	Minor storm sewer rehabilitation and improvements	649,535	750,185	800,685	1,002,435	951,935	4,154,775
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch.	4,062,425	-	1,480,104	-	-	5,542,529
DRN037	Oligarchy Ditch Improvements	Drainage and greenway improvements along the Oligarchy ditch.	207,504	-	-	-	-	207,504
DRN039	St Vrain Channel Improvements	This project includes land acquisition and widening of the St. Vrain Creek channel to increase storm flow capacity to carry the 100 year flood flows.	4,590,321	7,532,234	50,000	50,000	50,000	12,272,555
Total		9,509,785	8,282,419	2,330,789	1,052,435	1,001,935	22,177,363	
Electric projects								
ELE009	Electric Feeder Underground Conversion	Convert main feeder overhead lines to underground	296,500	35,000	131,300	156,550	-	619,350
ELE014	Electric Main Feeder Extensions	New main feeder extensions built as development generates a need to expand.	460,000	250,000	410,000	205,000	35,000	1,360,000
ELE016	Electric Substation Expansion	Expansion and enhancements to substations occur as a result of new business growth and development that require an increase in substation capacity.	139,000	120,000	50,000	50,000	50,000	409,000
ELE017	Electric Substation Upgrades	Improvements to County Line Road and Terry Street substations.	100,000	102,000	104,000	106,000	108,000	520,000
ELE044	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	50,000	50,000	50,000	50,000	50,000	250,000
ELE091	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	1,400,000	800,000	800,000	700,000	700,000	4,400,000
ELE097	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.						-
Total		2,445,500	1,357,000	1,545,300	1,267,550	943,000	7,558,350	

continued

2017-2021 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category		Project Description	2017	2018	2019	2020	2021	5 Year Total
Parks and Recreation projects								
PRO05B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	-	1,101,000	1,183,000	1,300,000	380,000	3,964,000
PRO010	Union Reservoir Master Planned Improvements	Development of loop trail on the west and south sides of Union reservoir	-	-	50,069	561,881	-	611,950
PRO024	Ute Creek Maintenance Facility	Development of maintenance facility to replace trailer at Ute Creek golf course.	-	-	1,117,000	-	-	1,117,000
PRO027	Twin Peaks Irrigation System	Replacement of irrigation system at Twin Peaks golf course.	-	-	2,402,400	-	-	2,402,400
PRO44B	Sandstone Ranch Community Park	This project (Phase IV) will complete the Sandstone Ranch Community park project.	483,000	4,877,300	-	-	-	5,360,300
PRO083	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	500,000	500,000	500,000	425,000	1,676,200	3,601,200
PRO090	Sunset Irrigation System	Replacement of field controllers and central control system.	-	-	954,000	-	-	954,000
PRO102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	272,916	255,042	406,053	349,600	373,900	1,657,511
PRO113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	55,000	120,000	61,500	80,000	50,000	366,500
PRO121	Park Ponds Dredging and Stabilization	Sediment removal at select park ponds.	166,500	111,000	111,000	-	-	388,500
PRO122	Open Space Acquisition Program	This project consists of Open Space acquisitions and the associated costs.	190,190	194,944	558,540	572,505	586,816	2,102,995
PRO127	South Clover Basin Neighborhood Park	Design for development of South Clover Basin Neighborhood Park	-	100,000	-	-	-	100,000
PRO129	Arterial Landscape Improvements	Landscape and irrigation improvements along arterial roads not meeting right-of-way requirements.	-	-	-	30,000	-	30,000
PRO134	Centennial Pool Renovation	Renovation of lobby, locker rooms, public restrooms at Centennial Pool.	-	-	914,008	-	-	914,008
PRO139	Wertman Neighborhood Park	Develop park in the Quail Neighborhood and south central Longmont. Construction may include picnic areas, playground, restrooms, dog exercise area, small skate park area, shelters, pathways, sports courts, multi-use fields and landscaping, etc.	1,426,100	-	-	-	-	1,426,100
PRO140	Fox Meadows Neighborhood Park	Fox Meadows Neighborhood Park construction costs	-	2,250	162,250	1,616,000	-	1,780,500
PRO143	Garden Acres Park Renewal	Master Plan update and/or revitalization plan for the park, and renovation of the primary features of the park.	1,505,950	-	-	-	-	1,505,950
PRO146	Roosevelt Park Reconstruction	Redevelopment of Roosevelt park to complete the improvements started in 2001.	-	-	-	50,000	-	50,000
PRO147	Kensington Park Rehabilitation	Redevelopment of Kensington per the approved master plan.	-	-	-	675,826	-	675,826

continued

2017-2021 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2017	2018	2019	2020	2021	5 Year Total
PRO149	Bohn Farm Pocket Park Development of small neighborhood park in the Bohn Farm Neighborhood.	-	-	-	-	239,100	239,100
PRO150	Quail Campus Master Planned Improvements Provide additional parking for the Quail campus	400,000	-	-	-	-	400,000
PRO169	Golf Course Cart Path Improvements Improvements to golf course cart path systems.	90,900	90,900	90,900	90,900	90,900	454,500
PRO184	Alta Park Master Planned Improvements New restroom and lighting improvements at Alta Park	-	-	-	-	267,200	267,200
PRO186	Park Infrastructure Rehabilitation and Replacement Renew aging park infrastructure.	480,679	1,471,566	1,315,034	1,198,984	1,160,000	5,626,263
PRO191	Golf Buildings Rehabilitation Rehabilitation and repairs to golf course clubhouses and maintenance buildings.	57,800	76,500	50,500	-	-	184,800
PRO192	Park and Greenway Miscellaneous Asset Renewal Complete large miscellaneous preventative maintenance to extend the life cycle of capital assets in parks and greenways or to correct unanticipated safety concerns and issues	25,000	25,000	25,000	25,000	25,000	125,000
PRO197	Golf Irrigation Rehabilitation and Replacement Rehab or replacement of critical irrigation system components at the three City golf courses.	46,500	-	1,598,900	-	-	1,645,400
PRO200	Public Education and Interpretive Signage Public education, pamphlets and interpretive signage to tell how the City is managing a variety of projects around the City.	-	-	-	50,000	-	50,000
PRO202	Montgomery Farms Land Acquisition Land acquisition for a future community park.	-	-	1,100,000	-	-	1,100,000
Total		5,700,535	8,925,502	12,600,154	7,025,696	4,849,116	39,101,003

Public Buildings and Facilities projects

PBF001	Municipal Buildings Roof Improvements Roof replacement and repair at various City facilities based on annual evaluation.	263,495	289,595	355,214	708,686	73,750	1,690,740
PBF002	Municipal Buildings ADA Improvements Improvements to City buildings for accessibility for the handicapped.	209,213	193,856	195,869	172,890	287,208	1,059,036
PBF037	Fire Stations Improvements General improvements, maintenance and repairs at the City's fire stations.	247,955	40,000	40,000	40,000	40,000	407,955
PBF073	Fire Station #2 Replacement/Renovation Relocation of fire station #2	-	-	3,908,000	-	-	3,908,000
PBF074	Fire Station #6 Replacement Replacement of existing building to meet code.	-	-	3,108,000	-	-	3,108,000
PBF080	Municipal Buildings Boiler Replacement Boiler replacement and repair at various City facilities based on annual evaluation.	113,393	32,330	232,936	144,228	238,108	760,995
PBF082	Municipal Buildings HVAC Replacement HVAC replacement and repair at various City facilities based on annual evaluation.	629,395	1,020,755	762,305	693,723	338,401	3,444,579
PBF109	Municipal Facilities Parking Lot Rehabilitation Overlay and restriping of parking lots at various City buildings and parks.	123,000	100,000	138,000	97,000	113,000	571,000
PBF119	Municipal Buildings Flooring Replacement Carpet and flooring replacement at various City buildings based on industry standards and condition evaluations.	218,160	269,670	208,060	204,020	69,690	969,600

continued

2017-2021 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category		Project Description	2017	2018	2019	2020	2021	5 Year Total
PBF145	Community Services Specialized Equipment	Scheduled replacement for a variety of recreational and customer service equipment.	204,630	219,850	346,025	360,550	348,450	1,479,505
PBF160	Municipal Buildings Auto Door and Gate Replacement	Replacement of powered and automatic doors and gates.	10,000	-	-	-	-	10,000
PBF163	Municipal Buildings Keyless Entry	Retrofit doors and gates throughout the City with keyless entry.	13,000	-	-	-	-	13,000
PBF165	Municipal Buildings Emergency Generators	Municipal Buildings Emergency Generators	-	-	-	75,000	681,750	756,750
PBF171	Memorial Building Facility Renovations	Renovations to restrooms at Memorial building.	-	-	-	34,325	-	34,325
PBF178	Council Chambers Remodel	New AV room and replacement of furniture in City Council Chambers.	-	10,000	213,050	-	-	223,050
PBF181	Municipal Buildings UPS Repair and Replacement	Repairs and replacement of existing UPS systems throughout the City.	24,450	25,105	19,684	15,000	27,069	111,308
PBF185	Longmont Recreation Center Facility Improvements	Repair Woodpecker damage to exterior of Rec Center.	-	-	-	107,120	-	107,120
PBF186	Longmont Recreation Center Fitness Improvements	Rehab of arcade/vending room to workspace for fitness and personal trainers.	-	-	-	8,000	342,033	350,033
PBF189	Municipal Buildings Exterior Maintenance	Repairs, updates or replacements to exterior of buildings to maintain integrity.	17,500	15,000	10,000	10,000	10,000	62,500
PBF190	Municipal Buildings Interior Maintenance	Repairs, updates or replacements to interior of buildings to maintain integrity.	35,400	19,800	16,200	-	-	71,400
PBF191	Civic Center CPTED and Grounds Enhancements	Aesthetic, functional and crime prevention improvements to civic center complex.	-	-	-	-	494,000	494,000
PBF192	Operations & Maintenance Building/Site Improvements	Site evaluation and construction of facility for vehicle washing/storage and material storage.	305,877	769,012	1,377,268	94,688	-	2,546,845
PBF197	Safety & Justice Center Improvements	This project will accommodate growth within the existing building.	-	-	-	-	183,315	183,315
PBF200	Civic Center Rehabilitation	Foundational replacement or repairs at the Civic Center.	1,625,551	-	4,920,836	-	-	6,546,387
PBF201	Safety and Justice Rehabilitation	Foundational replacement or repairs at the Safety and Justice Center.	-	-	2,991,660	-	-	2,991,660
PBF202	Library Rehabilitation	Foundational replacement or repairs at the Library.	-	-	2,120,530	-	-	2,120,530
PBF205	Facilities Condition Assessments	Assessment of other facilities that may be in need of foundational rehab.	-	-	2,455,000	-	-	2,455,000
PBF207	Museum and Public Safety Storage Facility	Facility to house the Museum's collection and Public Safety evidence and seized property.	1,482,920	-	-	-	-	1,482,920
Total			5,523,939	3,004,973	23,418,637	2,765,230	3,246,774	37,959,553

continued

2017-2021 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2017	2018	2019	2020	2021	5 Year Total	
Broadband projects								
BRB003	Citywide Fiber to Premise Build	Construct fiber to the premise build-out will allow high-speed internet access and other broadband services to be available to all residents and businesses who subscribe for service within city limits.	3,100,000	1,300,000	800,000	2,570,000	1,110,000	8,880,000
Total		3,100,000	1,300,000	800,000	2,570,000	1,110,000	8,880,000	
Transportation projects								
TRP001	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	5,800,000	5,800,000	5,880,000	5,950,000	6,500,000	29,930,000
TRP011	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	950,000	1,300,000	800,000	800,000	1,500,000	5,350,000
TRP076	South Pratt Parkway Bridge over St Vrain River	Design and construction of bridge widening and replacement.	3,046,000	-	-	-	-	3,046,000
TRP094	Railroad Quiet Zones	Construction of supplemental safety measures to implement quiet zones.	50,000	-	-	-	-	50,000
TRP105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	220,000	-	-	-	-	220,000
TRP117	Main Street Pavement Reconstruction	Replacement of deteriorated pavement and with long lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue.	-	-	-	1,500,000	-	1,500,000
TRP118	Boston Avenue Bridge over St Vrain River	This project will replace the existing bridge with a longer bridge that has increased hydraulic capacity.	-	-	650,000	3,150,000	-	3,800,000
TRP119	3rd Avenue Westbound Bridge Rehabilitation	Rehab of concrete deck that is reaching the end of its life.	-	-	170,000	-	930,000	1,100,000
TRP120	Ken Pratt Blvd/SH119 Improvement - S Pratt to Nelson	This project would add capacity to the most important east/west corridor in the City.	-	1,700,000	-	-	250,000	1,950,000
TRP121	Ken Pratt Blvd/SH119 Improvement - Hover St Intersect	Intersection capacity improvements.	-	-	500,000	-	-	500,000
TRP122	Hover St Improvement - Ken Pratt Blvd to Boston Ave	Replacement of deteriorated pavement and with long lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue.	-	-	-	400,000	-	400,000
TRP123	Nelson Rd Impr - Grandview Meadows Dr to Hover St	Capacity improvements.	-	-	150,000	-	-	150,000
TRP124	Nelson Rd & Hover St Intersection Improvements	Intersection capacity improvements.	-	-	230,000	-	-	230,000
TRP127	1st Ave and Emery St Intersection Improvements	Design and construction of a new bridge structure, reconstruct a section of Main St and provide additional trail connections.	800,000	-	-	-	-	800,000
TRP128	County Rd 26 Imprv - County Line Rd to Union Res	Widening and upgrading of the chip seal access road.	744,000	-	846,000	-	-	1,590,000
Total		11,610,000	8,800,000	9,226,000	11,800,000	9,180,000	50,616,000	

continued

2017-2021 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category		Project Description	2017	2018	2019	2020	2021	5 Year Total
Wastewater projects								
SWR053	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	757,500	606,000	575,700	833,250	898,900	3,671,350
SWR149	Wastewater Treatment Master Plan Improvements	Wastewater Treatment Master Plan Improvements	1,750,600	1,750,600	1,500,000	5,000,000	1,500,000	11,501,200
Total			2,508,100	2,356,600	2,075,700	5,833,250	2,398,900	15,172,550
Water projects								
WTR066	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	1,107,130	1,218,370	1,147,310	994,560	1,043,370	5,510,740
WTR137	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
WTR150	Automatic Meter Reading	The water utility is currently converting meters from analog to digital RF.	100,000	75,000	75,000	75,000	75,000	400,000
WTR155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	100,000	100,000	100,000	100,000	100,000	500,000
WTR172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply.	660,000	-	41,780,000	-	-	42,440,000
WTR173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	551,098	-	-	-	-	551,098
WTR179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	75,750	50,500	50,500	50,500	50,500	277,750
WTR181	Water Resources Infrastructure Improvements/Rehab	Addresses rehabilitation and improvements of raw water infrastructure and facilities.	453,750	-	-	211,800	-	665,550
WTR182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	50,000	-	-	-	-	50,000
WTR188	Regional Potable Water Interconnections	This project will include studies, planning, design, permitting and construction of regional potable water interconnections with adjacent water districts.	202,000	303,000	-	-	-	505,000
WTR189	Nelson-Flanders WTP Expansion	Nelson-Flanders WTP Expansion	240,000	-	5,379,600	2,619,600	-	8,239,200
Total			3,589,728	1,796,870	48,582,410	4,101,460	1,318,870	59,389,338
2017-2021 Funded Projects Totals			44,298,120	35,853,364	100,588,990	36,445,621	24,058,595	241,244,690

2017-2021 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2017	2018	2019	2020	2021	5 Year Total	
Downtown Redevelopment projects								
DR023	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-	
DTR029	Downtown Crosswalks	No impact to operating budget.	-	-	-	-	-	
DTR029	Downtown Irrigation	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	
Drainage projects								
DRN021	Storm Drainage Rehabilitation and Improvements	No impact to operating budget.	-	-	-	-	-	
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	Staff and operating supplies to maintain drainage and greenway.	3,000	3,090	3,183	3,278	3,377	15,927
DRN037	Oligarchy Ditch Improvements	Staff and operating supplies to maintain drainage.	3,000	3,090	3,183	3,278	3,377	15,927
DRN039	St Vrain Channel Improvements	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	2,818,745	2,815,045	2,442,688	2,440,438	2,440,038	12,956,954	
Total		2,824,745	2,821,225	2,449,053	2,446,994	2,446,791	12,988,809	
Electric projects								
ELE009	Electric Feeder Underground Conversion	No impact to operating budget.	-	-	-	-	-	
ELE014	Electric Main Feeder Extensions	No impact to operating budget.	-	-	-	-	-	
ELE017	Electric Substation Upgrades	No impact to operating budget.	-	-	-	-	-	
ELE044	Electric System Reliability Improvements	Potential impact to operating budget if NOT funded	-	-	-	-	-	
ELE091	Street Lighting Program	No impact to operating budget.	-	-	-	-	-	
ELE097	Electric Aid to Construction	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	
Parks and Recreation projects								
PRO05B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	16,000	16,480	16,974	17,484	18,008	84,946
PRO010	Union Reservoir Master Planned Improvements	Staff and operating supplies to maintain improvements.	-	-	-	-	27,000	27,000
PRO024	Ute Creek Maintenance Facility	Operating increase for new facility	-	-	-	20,000	20,600	40,600
PRO027	Twin Peaks Irrigation System	Savings on current operating increases supporting existing system	-	-	-	(15,000)	(15,450)	(30,450)
PRO44B	Sandstone Ranch Community Park	Staff and operating supplies to maintain greenway.	-	-	75,000	77,250	79,568	231,818
PRO083	Primary and Secondary Greenway Connection	Staff and operating supplies to maintain greenway.	3,000	3,090	3,183	3,278	3,377	15,927
PRO090	Sunset Irrigation System	No impact to operating budget.	-	-	-	-	-	-
PRO102	Swimming and Wading Pools Maintenance	No impact to operating budget.	-	-	-	-	-	-
PRO113	Park Irrigation Pump Systems Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
PRO121	Park Ponds Dredging and Stabilization	No impact to operating budget.	166,500	111,000	111,000	-	-	388,500
PRO122	Open Space Acquisition Program	Minimal maintenance impact.	-	-	-	-	-	-
PRO127	South Clover Basin Neighborhood Park	No impact to operating budget.	-	-	-	-	-	-
PRO129	Arterial Landscape Improvements	Minimal maintenance impact.	-	-	-	-	-	-
PRO134	Centennial Pool Renovation	Potential impact to operating budget if NOT funded	-	-	-	-	-	-

continued

2017-2021 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2017	2018	2019	2020	2021	5 Year Total
PRO139	Wertman Neighborhood Park Staff and operating supplies to maintain park.	-	42,000	43,260	44,558	45,895	175,712
PRO140	Fox Meadows Neighborhood Park Staff and operating supplies to maintain park.	-	-	-	-	45,895	45,895
PRO143	Garden Acres Park Renewal Staff and operating supplies to maintain park.	-	42,000	43,260	44,558	45,895	175,712
PRO150	Quail Campus Master Planned Improvements No impact to operating budget.	-	-	-	-	-	-
PRO169	Golf Course Cart Path Improvements No impact to operating budget.	-	-	-	-	-	-
PRO184	Alta Park Master Planned Improvements No impact to operating budget.	-	-	-	-	-	-
PRO186	Park Infrastructure Rehabilitation and Replacement No impact to operating budget.	-	-	-	-	-	-
PRO191	Golf Buildings Rehabilitation No impact to operating budget.	-	-	-	-	-	-
PRO192	Park and Greenway Miscellaneous Asset Renewal No impact to operating budget.	-	-	-	-	-	-
PRO197	Golf Irrigation Rehabilitation and Replacement Potential impact to operating budget if NOT funded	-	-	-	-	-	-
PRO200	Public Education and Interpretive Signage No impact to operating budget.	-	-	-	-	-	-
PRO202	Montgomery Farms Land Acquisition No impact to operating budget.	-	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,145,414	2,125,314	2,109,764	2,093,614	2,075,639	10,549,745
Total		2,330,914	2,339,884	2,402,441	2,285,741	2,346,425	11,705,406

Public Buildings and Facilities projects

PBF001	Municipal Buildings Roof Improvements No impact to operating budget.	-	-	-	-	-	-
PBF002	Municipal Buildings ADA Improvements No impact to operating budget.	-	-	-	-	-	-
PBF037	Fire Stations Improvements No impact to operating budget.	-	-	-	-	-	-
PBF073	Fire Station #2 Replacement/Renovation Minimal operating impact	-	-	-	-	-	-
PBF074	Fire Station #6 Replacement Minimal operating impact	-	-	-	-	-	-
PBF080	Municipal Buildings Boiler Replacement No impact to operating budget.	-	-	-	-	-	-
PBF082	Municipal Buildings HVAC Replacement No impact to operating budget.	-	-	-	-	-	-
PBF109	Municipal Facilities Parking Lot Rehabilitation No impact to operating budget.	-	-	-	-	-	-
PBF119	Municipal Buildings Flooring Replacement No impact to operating budget.	-	-	-	-	-	-
PBF145	Community Services Specialized Equipment No impact to operating budget.	-	-	-	-	-	-
PBF160	Municipal Buildings Auto Door and Gate Replacement No impact to operating budget.	-	-	-	-	-	-
PBF163	Municipal Buildings Keyless Entry No impact to operating budget.	-	-	-	-	-	-
PBF165	Municipal Buildings Emergency Generators No impact to operating budget.	-	-	-	-	-	-
PBF171	Memorial Building Facility Renovations No impact to operating budget.	-	-	-	-	-	-
PBF178	Council Chambers Remodel No impact to operating budget.	-	-	-	-	-	-
PBF181	Municipal Buildings UPS Repair and Replacement No impact to operating budget.	-	-	-	-	-	-
PBF185	Longmont Recreation Center Facility Improvements No impact to operating budget.	-	-	-	-	-	-
PBF186	Longmont Recreation Center Fitness Improvements No impact to operating budget.	-	-	-	-	-	-
PBF189	Municipal Buildings Exterior Maintenance No impact to operating budget.	-	-	-	-	-	-

continued

2017-2021 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2017	2018	2019	2020	2021	5 Year Total	
PBF190	Municipal Buildings Interior Maintenance	No impact to operating budget.	-	-	-	-	-	
PBF191	Civic Center CPTED and Grounds Enhancements	No impact to operating budget.	-	-	-	-	-	
PBF192	Operations & Maintenance Building/Site Improvements	Staff and operating supplies to maintain.	-	-	30,000	30,900	31,827	92,727
PBF197	Safety & Justice Center Improvements	No impact to operating budget.	-	-	-	-	-	
PBF200	Civic Center Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF201	Safety and Justice Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF202	Library Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF205	Facilities Condition Assessments	No impact to operating budget.	-	-	-	-	-	
PBF207	Museum and Public Safety Storage Facility	Maintenance costs such as utilities	-	20,000	20,600	21,218	21,855	83,673
Debt	Debt payments for prior year's projects.	2,748,113	2,799,100	2,786,150	-	-	8,333,363	
Lease	Fire Station lease payment.	347,834	347,834	347,834	347,834	-	1,391,336	
Lease	Energy performance contract lease payment.	280,439	296,915	309,706	323,364	342,600	1,553,024	
Savings	Energy performance contract savings.	(206,303)	(218,471)	(231,362)	(231,362)	(231,362)	(1,118,860)	
Total		3,170,083	3,245,378	3,262,928	491,954	164,919	8,509,763	

Broadband projects

BRB003	Citywide Fiber to Premise Build	Significant impact to operating budget.	2,723,439	2,055,351	1,963,498	1,792,963	1,846,752	10,382,003
Debt	Debt payments for prior year's projects.		3,717,013	3,714,763	3,717,013	3,713,263	3,713,513	18,575,565
Total			6,440,452	5,770,114	5,680,511	5,506,226	5,560,265	28,957,568

Transportation projects

TRP001	Street Rehabilitation Program	Potential impact to operating budget if NOT funded.	-	-	-	-	-	-
TRP011	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-	-
TRP076	South Pratt Parkway Bridge over St Vrain River	No impact to operating budget.	-	-	-	-	-	-
TRP094	Railroad Quiet Zones	No impact to operating budget.	-	-	-	-	-	-
TRP105	Missing Sidewalks	Minimal impact to operating budget.	-	3,000	3,090	3,183	3,278	12,551
TRP117	Main Street Pavement Reconstruction	No impact to operating budget.	-	-	-	-	-	-
TRP118	Boston Avenue Bridge over St Vrain River	No impact to operating budget.	-	-	-	-	-	-
TRP119	3rd Avenue Westbound Bridge Rehabilitation	No impact to operating budget.	-	-	-	-	-	-
TRP120	Ken Pratt Blvd/SH119 Imprvmnt - S Pratt to Nelson	Minimal impact to operating budget.	-	-	5,000	5,150	-	10,150
TRP121	Ken Pratt Blvd/SH119 Imprvmnt - Hover St Intersect	Minimal impact to operating budget.	-	-	-	3,000	-	3,000
TRP122	Hover St Imprvmnt - Ken Pratt Blvd to Boston Ave	No impact to operating budget.	-	-	-	-	-	-
TRP123	Nelson Rd Impr - Grandview Meadows Dr to Hover St	No impact to operating budget.	-	-	-	-	-	-
TRP124	Nelson Rd & Hover St Intersection Improvements	No impact to operating budget.	-	-	-	-	-	-
TRP127	1st Ave and Emery St Intersection Improvements	Minimal impact to operating budget.	-	5,000	5,150	5,305	5,464	20,918
TRP128	County Rd 26 Imprv - County Line Rd to Union Res	Minimal impact to operating budget.	-	5,000	5,150	10,000	10,300	30,450
Total			-	13,000	18,390	26,637	19,042	77,069

continued

2017-2021 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2017	2018	2019	2020	2021	5 Year Total	
Wastewater projects								
SWR053	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-	
SWR149	Wastewater Treatment Master Plan Improvements	Maintenance increase	75,000	77,250	79,568	81,955	84,413	398,185
Debt	Debt payments for prior year's projects.	3,625,293	3,607,520	3,593,070	3,575,970	3,591,260	17,993,113	
Total		3,700,293	3,684,770	3,672,638	3,657,925	3,675,673	18,391,298	
Water projects								
WTR066	Water Distribution Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-	
WTR137	Union Reservoir Land Acquisition Program	No impact to operating budget.	-	-	-	-	-	
WTR150	Automatic Meter Reading	No impact to operating budget.	-	-	-	-	-	
WTR155	Water Treatment Plant Improvements	No impact to operating budget.	-	-	-	-	-	
WTR172	Windy Gap Firming Project	Maintenance increase.	-	-	-	100,000	103,000	203,000
WTR173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-	
WTR179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-	
WTR181	Water Resources Infrastructure Improvements/Rehab	No impact to operating budget.	-	-	-	-	-	
WTR182	Flow Monitoring Program	No impact to operating budget.	-	-	-	-	-	
WTR188	Regional Potable Water Interconnections	No impact to operating budget.	-	-	-	-	-	
WTR189	Nelson-Flanders WTP Expansion	No impact to operating budget.	-	-	-	100,000	103,000	203,000
Debt	Debt payments for prior year's projects.	1,355,818	1,339,530	1,322,442	1,304,556	1,288,846	6,611,192	
Total		1,355,818	1,339,530	1,322,442	1,504,556	1,494,846	7,017,192	
2017-2021 Funded Projects Totals		19,822,306	19,213,900	18,808,403	15,920,034	15,707,961	87,647,105	

ORDINANCE O-2016- 67

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2017

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2017 (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 \$282,687,946 and expenses in the amount of \$282,687,946, is hereby adopted as the official budget for the year 2017.

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, 2016.

Passed and adopted this 25th day of October, 2016.

Dennis L Combs
MAYOR

ATTEST:


Valeria H. Scott
CITY CLERK



1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
2 7:00 P.M. ON THE 25TH DAY OF OCTOBER, 2016, IN THE
3 LONGMONT COUNCIL CHAMBERS.
4
5

6 APPROVED AS TO FORM:

7
8  10/5/16
9
10 ASSISTANT CITY ATTORNEY DATE

11
12  10/5/2016
13
14 PROOFREAD DATE

15
16
17 APPROVED AS TO FORM AND SUBSTANCE:

18
19  10/5/16
20
21 BUDGET MANAGER DATE

22
23 File:10142

ORDINANCE O-2016-68

A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2017

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

For the purpose of defraying the expenses and liabilities of the City of Longmont for the fiscal year beginning January 1, 2017, the following named sums are hereby appropriated out of the revenues and fund balances of the City for the purposes designated here, to wit:

GENERAL FUND: \$77,142,919, for the payment of any expenses and liabilities of the City of Longmont not herein otherwise provided for, including expenses of the following services: Public Safety; Economic Development; Community Services; Parks and Public Facilities; Finance and Support Services; and Administration.

SANITATION FUND: \$6,937,027, for the purpose of paying any authorized expenditures for sanitation services as designated by the City Council of the City of Longmont, including compensation.

GOLF FUND: \$2,721,087, for the purpose of paying any authorized expenditures for golfing activities as designated by the City Council of the City of Longmont, including compensation.

ELECTRIC AND BROADBAND UTILITY ENTERPRISE FUND: \$82,121,115, for the maintenance, improvement, and expansion of the electric and broadband utility enterprise system of the City of Longmont and for all other expenses, including compensation, of the electric and

1 broadband enterprise system.

2 ELECTRIC COMMUNITY INVESTMENT FEE FUND: \$460,000, for the purpose of
3 electric utility capital improvement projects related to growth, as designated by the City Council
4 of the City of Longmont.

5 WATER FUND: \$17,678,859, for the maintenance, improvement, and expansion of the
6 water enterprise system of the City of Longmont and for all other expenses, including
7 compensation, of the water enterprise system.

8 WATER CONSTRUCTION FUND: \$1,623,874, for the purpose of making improvements
9 to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$150,000, for the purpose of acquiring additional water
11 rights for the City, as needed to support its water enterprise system.

12 RAW WATER STORAGE FUND: \$0, for the purpose of developing the City's winter
13 water supply, as part of the City's water enterprise system.

14 SEWER FUND: \$15,593,845, for the maintenance, improvement and expansion of the
15 sewer enterprise system of the City of Longmont and for the compensation paid to employees of
16 the Sewer Department and for all other expenses of said department.

17 SEWER CONSTRUCTION FUND: \$529,776, for the maintenance, improvement and
18 expansion of the sewer enterprise system of the City of Longmont and for all other expenses,
19 including compensation, of the sewer enterprise system.

20 STORM DRAINAGE FUND: \$11,479,276, for the maintenance, improvement, and
21 expansion of the storm drainage enterprise system of the City of Longmont and for all other
22 expenses, including compensation, of the storm drainage enterprise system.

23 AIRPORT FUND: \$406,252, 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: \$9,523,266, 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: \$83,680, 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: \$1,500, 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: \$716,313, for the
12 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the City
13 Council of the City of Longmont, including compensation.

14 AFFORDABLE HOUSING FUND: \$718,646, 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: \$70,451, 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: \$21,478,797, for
20 the purpose of paying any authorized expenditures for street system maintenance or improvements
21 as designated by the City Council of the City of Longmont, including compensation.

22 YOUTH SERVICES FUND: \$6,000, for the purposes of paying any authorized
23 expenditures for youth services as designated by the City Council of the City of Longmont.

1 LIBRARY SERVICES FUND: \$69,000, 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: \$180,431, 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: \$135,203, 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: \$294,583, 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: \$314,701, 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: \$2,161,030, 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 of
15 transportation capital improvement projects related to growth as designated by the City Council of
16 the City of Longmont.

17 PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND: \$1,882,920, 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: \$6,853,209, for the purposes of paying any authorized expenditures
21 for open space as designated by the City Council of the City of Longmont, including compensation.

22 PUBLIC SAFETY FUND: \$7,522,404, for the purposes of paying any authorized
23 expenditures for public safety as designated by the City Council of the City of Longmont, including

1 compensation.

2 LODGERS TAX FUND: \$381,549, 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: \$850,000, for the acquisition, development and
5 maintenance of new conservation sites as designated by the City Council of the City of Longmont.

6 MUSEUM TRUST FUND: \$36,000, for the purposes of paying any authorized
7 expenditures for museum services as designated by the City Council of the City of Longmont.

8 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$117,830, for the purpose of paying
9 any authorized expenditures for the General Improvement District # 1 as designated by the City
10 Council of the City of Longmont.

11 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,038,212, for the purpose of
12 paying any authorized expenditures for the Downtown Development Authority as designated by
13 the City Council of the City of Longmont, including compensation.

14 FLEET SERVICE FUND: \$6,804,704, for the maintenance, operation, and replacement of
15 the City of Longmont's fleet and for all other expenses of the fleet, including compensation.

16 PARK AND GREENWAY MAINTENANCE FUND: \$1,266,545, for the maintenance,
17 operations, repair, and renewal of city-owned parks, greenways, and pools.

18 VILLAGE AT THE PEAKS FUND: \$1,867,705, for the purpose of paying any authorized
19 expenditures of tax increment revenues to pay the debt service on certificates of participation
20 issued to finance Village at the Peaks public improvements.

21 LONGMONT URBAN RENEWAL FUND: \$1,469,237, for the purpose of paying any
22 authorized expenditures of tax increment revenues of the Longmont Urban Renewal Authority.

1 Section 2

2 The Council finds that every contract funded in this ordinance for charitable, industrial,
3 education, or benevolent purposes or with any denominational or sectarian institution or
4 association serves a public purpose.

5 Section 3

6 To the extent only that they conflict with this ordinance, the Council repeals any conflicting
7 ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity
8 of any part shall not affect the validity or effectiveness of the rest of this ordinance.

9 Introduced this 11th day of October, 2016.

10 Passed and adopted this 25th day of October, 2016.

11
12
13 Dennis L. Coombs
14 _____
15 MAYOR

16 ATTEST:

17
18 Valeria H. Seth
19 _____
20 CITY CLERK



21
22
23 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
24 7:00 P.M. ON THE 25TH DAY OF OCTOBER, 2016, IN THE LONGMONT
25 COUNCIL CHAMBERS.

26
27
28 APPROVED AS TO FORM:

29
30 [Signature]
31 _____
32 ASSISTANT CITY ATTORNEY

33
34 10/5/16
35 _____
36 DATE

37
38 [Signature]
39 _____
40 PROOFREAD

41
42 10/5/16
43 _____
44 DATE

1 APPROVED AS TO FORM AND SUBSTANCE:

2

3

4

5

6

7



BUDGET MANAGER



DATE

CA File: 10142

ORDINANCE O-2016- 65

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2016 TO PAY BUDGETED CITY EXPENSES FOR THE 2017 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 2016, 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, 2017.

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, 2016.

Passed and adopted this 25th day of October, 2016.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Dennis L. Gools
MAYOR



ATTEST:

Valeria H. Stath
CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 25TH DAY OF OCTOBER, 2016, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

Mundanafor
ASSISTANT CITY ATTORNEY

10/5/16
DATE

L. Petrocco
PROOFREAD

10/5/16
DATE

APPROVED AS TO FORM AND SUBSTANCE:

Terese Malley
BUDGET MANAGER

10/5/16
DATE

CA File: 10142

ORDINANCE O-2016-66

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
 PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
 DISTRICT FOR THE YEAR 2016 TO PAY BUDGETED EXPENSES OF THE LONGMONT
 DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2017 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 2016, a tax of 5.000 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, 2017.

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 11th day of October, 2016.

2 Passed and adopted this 25th day of October, 2016.

3
4
5
6
7
8
9

Dennis L. Corral
MAYOR



ATTEST:

Valerie H. Skala
CITY CLERK

10
11
12
13
14

15 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
16 7:00 P.M. ON THE 25TH DAY OF OCTOBER, 2016, IN THE LONGMONT
17 COUNCIL CHAMBERS.

18
19

20 APPROVED AS TO FORM:

21
22
23
24

Jeremy M. Gustafson
ASSISTANT CITY ATTORNEY

10/5/16
DATE

25
26
27
28

Cristi Campbell
PROOFREAD

10/5/2016
DATE

29
30

31 APPROVED AS TO FORM AND SUBSTANCE:

32
33
34
35

Terese M. Mollay
BUDGET MANAGER

10/5/16
DATE

36
37

CA File: 10142

RESOLUTION R-2016-102

A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF LONGMONT FOR 2017

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, 2016, now before the Council. The Financial Policies adopted by this resolution shall become effective January 1, 2017.

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, 2016.

Dennis Z Coombs
MAYOR

ATTEST:

Valeria P. Skott
CITY CLERK



1 APPROVED AS TO FORM

2

3

4



5 ASSISTANT CITY ATTORNEY

10/12/16

DATE

6

7

8



9 PROOFREAD

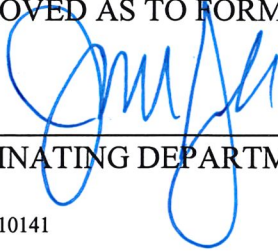
10/12/16

DATE

10

11

12 APPROVED AS TO FORM AND SUBSTANCE:



16 ORIGINATING DEPARTMENT

10-24-16

DATE

17

18

CA File: 10141

RESOLUTION LGID-2016-05

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 2017

BE IT RESOLVED that the Board of Directors of the Longmont General Improvement District No. 1 does hereby adopt the annual budget for the Longmont General Improvement District No. 1 for the fiscal year 2017 (edition 1) showing the: estimated beginning fund balance in the amount of \$79,904; estimated revenues in the amount of \$108,600; and estimated expenses in the amount of \$117,830.

Passed and adopted this 25th day of October, 2016.

Dennis L Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valeria D. Skiba
CITY CLERK



APPROVED AS TO FORM:

[Signature]
ASSISTANT CITY ATTORNEY

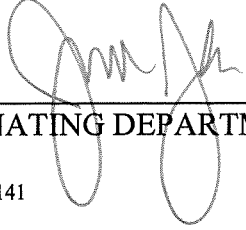
10/18/16
DATE

Cristi Campbell
PROOFREAD

10/18/16
DATE

1 APPROVED AS TO FORM AND SUBSTANCE:

2
3
4
5
6
7



ORIGINATING DEPARTMENT

10-24-16

DATE

CA File: 10141

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

RESOLUTION LGID-2016- 04

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL
PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1
FOR THE YEAR 2016 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE
2017 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of the Longmont General Improvement
District No. 1 does hereby fix and levy upon the taxable real and personal property within the
corporate limits of the Longmont General Improvement District No. 1 (District), according to the
assessed valuation thereof for the fiscal year 2016, 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, 2017. 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, 2016.

Dennis L. Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valeria D. Stok
CITY CLERK



1 APPROVED AS TO FORM:

2

3

4



10/13/16

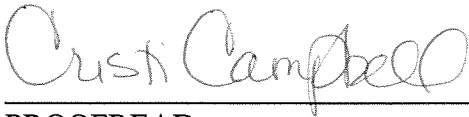
5 ASSISTANT CITY ATTORNEY

DATE

6

7

8



10/13/16

9 PROOFREAD

DATE

10

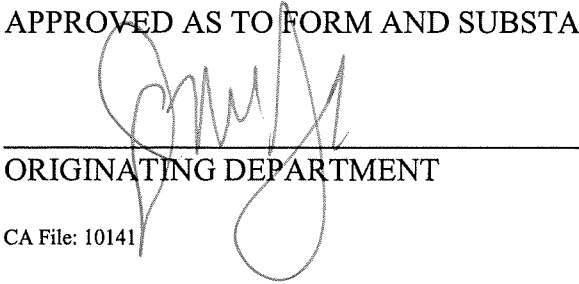
11

12 APPROVED AS TO FORM AND SUBSTANCE:

13

14

15



10-24-16

16 ORIGINATING DEPARTMENT

DATE

17

18

CA File: 10141

RESOLUTION R-2016- 103

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE 2017
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 Council amends the plan to include such classification or pay range; and

Pursuant to §§ 3.04.100 and 3.04.120 of the Longmont Municipal Code, the City Manager recommends the City of Longmont 2017 Classification and Pay Plan to the Council.

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 2017 Classification and Pay Plan now before Council, effective as to each respective employee, on the beginning of the employee's work week that includes December 19, 2016.

Section 3

The Council repeals all resolutions or parts of resolutions in conflict with this resolution, but only to the extent of such inconsistency. 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.

Passed and adopted this 25th day of October, 2016.

Jennis L. Gomes
MAYOR



ATTEST:

Valerie H. Skala
CITY CLERK

APPROVED AS TO FORM:

Jenna Inforsato
ASSISTANT CITY ATTORNEY

10/18/16
DATE

Cristi Campbell
PROOFREAD

10/18/16
DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jenna Inforsato
ORIGINATING DEPARTMENT

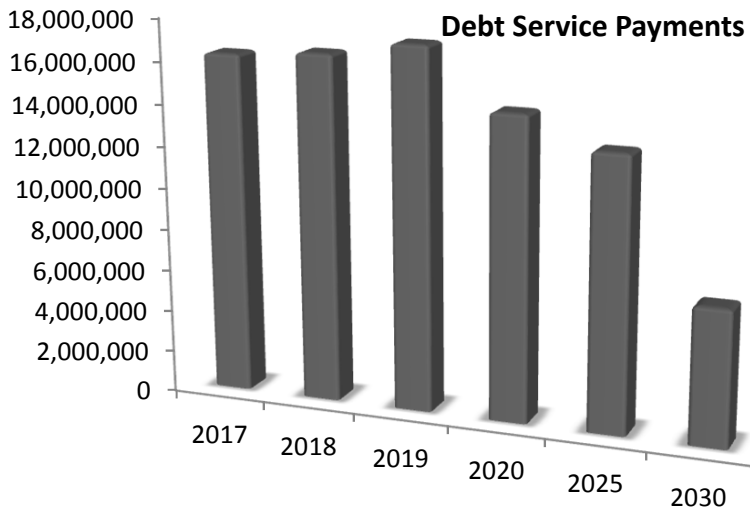
10/24/16
DATE

CA File: 10180

2017 Debt Service

The City’s 2017 debt service payments total \$18.278 million, which is 6.5% of total budgeted expenditures.

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.



Estimated actual value of taxable property ending 2015 was approximately \$8.526 billion. The 3% limitation equaled \$259,936,901. The City had no outstanding debt applicable to the debt limitation at the end of 2013. The City’s outstanding debt is well under the limit set by the City Charter, and the City is in a good financial position to repay the existing debt.

2017 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
Series 2010A & 2010 B Revenue Bonds	605,000	480,368	1,085,368	2030
Series 2013 Revenue Bonds	330,000	232,100	562,100	2028
Series 2015 Revenue Bonds	1,177,825	800,000	1,977,825	2035
WATER FUND				
2003 Series A Loan	1,061,418	294,400	1,355,818	2023
PUBLIC IMPROVEMENT FUND				
Series 2006 Rev Refunding Bonds	2,370,000	378,113	2,748,113	2019
OPEN SPACE FUND				
Revenue Bonds	1,170,000	975,414	2,145,414	2033
STORM DRAINAGE FUND				
2008 Revenue Bonds	655,000	430,457	1,085,457	2018
2014 Revenue Bonds	750,000	700,388	1,450,388	2034
Series 2016 Rev Refunding Bonds	0	282,900	282,900	2028
ELECTRIC AND BROADBAND FUND				
2014 Revenue Bonds	2,245,000	1,472,013	3,717,013	2029
VILLAGE AT THE PEAKS FUND				
2014A Certificates of Participation	595,000	1,272,455	1,867,455	2037
TOTAL ALL FUNDS	10,959,243	7,318,607	18,277,850	

2017 Debt Service Payments by Fund

SEWER FUND

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
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 is eligible to receive an annual interest subsidy payment for these bonds. These bonds received a rating of AA from Standard and Poor's.

Series 2013 Revenue Bonds (Maturity 2032)

Year	Principal	Interest	Total Payment
2017	330,000	232,100	562,100
2018	340,000	222,200	562,200
2019	350,000	212,000	562,000
2020	360,000	198,000	558,000
2021	375,000	183,600	558,600
2022	385,000	168,600	553,600
2023	395,000	153,200	548,200
2024	405,000	137,400	542,400
2025	420,000	121,200	541,200
2026	435,000	104,400	539,400
2027	450,000	91,350	541,350
2028	470,000	77,850	547,850
2029	490,000	63,750	553,750
2030	510,000	49,050	559,050
2031	530,000	33,750	563,750
2032	550,000	17,188	567,188

The **Series 2013 Sewer Revenue Bonds** for the amount of \$7,740,000 will be used for improvements at the wastewater treatment plant. The debt service will be paid from the Sewer Fund. This bond received a rating of AA from Standard and Poor's.

Series 2015 Revenue Bonds (Maturity 2035)

Year	Principal	Interest	Total Payment
2017	1,177,825	800,000	1,977,825
2018	1,145,825	820,000	1,965,825
2019	1,104,825	850,000	1,954,825
2020	1,062,325	890,000	1,952,325
2021	1,044,525	925,000	1,969,525
2022	998,275	975,000	1,973,275
2023	949,525	1,030,000	1,979,525
2024	898,025	1,090,000	1,988,025
2025	843,525	1,155,000	1,998,525
2026	785,775	1,225,000	2,010,775
2027	724,525	1,280,000	2,004,525
2028	660,525	1,330,000	1,990,525
2029	594,025	1,390,000	1,984,025
2030	552,325	1,455,000	2,007,325
2031	508,675	2,490,000	2,998,675
2032	427,750	2,585,000	3,012,750
2033	343,738	3,260,000	3,603,738
2034	237,788	3,390,000	3,627,788
2035	123,375	3,525,000	3,648,375

The **Series 2015 Sewer Revenue Bonds** for the amount of \$31,100,000 will be used for improvements at the wastewater treatment plant. The debt service will be paid from the Sewer Fund. This bond received a rating of AA from Standard and Poor's.

WATER FUND**2003 Series A Loan (Maturity 2023)**

Year	Principal	Interest	Total Payment
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 construction of a new water treatment plant. This loan is to be repaid from the revenues of the Water Fund.

OPEN SPACE FUND**Series 2010A & 2010B Revenue Bonds (Maturity 2033)**

Year	Principal	Interest	Total Payment
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. These bonds received a rating of A2 from Moody's and a rating of A from Standard and Poor's.

PUBLIC IMPROVEMENT FUND**Series 2006 Revenue Refunding Bonds (Maturity 2019)**

Year	Principal	Interest	Total Payment
2017	2,370,000	378,113	2,748,113
2018	2,560,000	239,100	2,799,100
2019	2,705,000	81,150	2,786,150

The **Series 2006 Sales and Use Tax Revenue Refunding Bonds** of \$19.2 million were for construction of a Recreation Center and new Museum & Cultural Center and the remodel of the Roosevelt Campus. This bond carries the AA+ rating by Standard and Poor's.

STORM DRAINAGE FUND**Series 2008 Revenue Bonds (Maturity 2018)**

Year	Principal	Interest	Total Payment
2017	655,000	430,457	1,085,457
2018	680,000	404,257	1,084,257

The **Series 2008 Revenue Bonds** for the amount of \$14.54 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA by Standard and Poor's.

The **Series 2014 Revenue Bonds** for the amount of \$20.50 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA from Standard and Poor's.

Series 2014 Revenue Bonds (Maturity 2034)

Year	Principal	Interest	Total Payment
2017	750,000	700,388	1,450,388
2018	770,000	677,888	1,447,888
2019	795,000	654,788	1,449,788
2020	820,000	630,938	1,450,938
2021	860,000	589,938	1,449,938
2022	905,000	546,938	1,451,938
2023	950,000	501,688	1,451,688
2024	995,000	454,188	1,449,188
2025	1,045,000	404,438	1,449,438
2026	1,085,000	362,638	1,447,638
2027	1,130,000	319,238	1,449,238
2028	1,165,000	285,338	1,450,338
2029	1,200,000	250,388	1,450,388
2030	1,235,000	214,388	1,449,388
2031	1,275,000	175,794	1,450,794
2032	1,315,000	134,356	1,449,356
2033	1,360,000	91,619	1,451,619
2034	1,405,000	47,419	1,452,419

Series 2016 Revenue Bonds (Maturity 2028)

Year	Principal	Interest	Total Payment
2017	0	282,900	282,900
2018	0	282,900	282,900
2019	710,000	282,900	992,900
2020	735,000	254,500	989,500
2021	765,000	225,100	990,100
2022	800,000	194,500	994,500
2023	830,000	162,500	992,500
2024	870,000	129,300	999,300
2025	905,000	94,500	999,500
2026	945,000	58,300	1,003,300
2027	975,000	39,400	1,014,400
2028	995,000	19,900	1,014,900

The **Series 2016 Revenue Refunding Bonds** for the amount of \$8,530,000 will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA by Standard and Poor's.

ELECTRIC AND BROADBAND FUND

Series 2014 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
2017	2,245,000	1,472,013	3,717,013
2018	2,355,000	1,359,763	3,714,763
2019	2,475,000	1,242,013	3,717,013
2020	2,595,000	1,118,263	3,713,263
2021	2,725,000	988,513	3,713,513
2022	2,860,000	852,263	3,712,263
2023	2,950,000	766,463	3,716,463
2024	3,035,000	677,963	3,712,963
2025	3,125,000	586,913	3,711,913
2026	3,255,000	461,913	3,716,913
2027	3,360,000	356,125	3,716,125
2028	3,465,000	246,925	3,711,925
2029	3,590,000	125,650	3,715,650

The **Series 2014 Revenue Bonds** for the amount of \$38.035 million will be used for a citywide fiber-to-premise build out. The debt service will be paid from the Electric and Broadband Fund. This bond received an insured rating of AA and an underlying rating of A from Standard and Poor’s.

The **Series 2014A and Series 2014B Certificates of Participation** for the amount of \$29.5 million will be used to reimburse developer demolition and improvements in the Twin Peaks Urban Renewal Area.

VILLAGE AT THE PEAKS FUND

Series 2014A and Series 2014B Certificates of Participation (Maturity 2037)

Year	Principal	Interest	Total Payment
2017	595,000	1,272,455	1,867,455
2018	875,000	1,254,605	2,129,605
2019	900,000	1,230,435	2,130,435
2020	975,000	1,198,410	2,173,410
2021	1,010,000	1,163,033	2,173,033
2022	1,070,000	1,118,708	2,188,708
2023	1,115,000	1,070,808	2,185,808
2024	1,175,000	1,027,828	2,202,828
2025	1,230,000	974,148	2,204,148
2026	1,285,000	931,780	2,216,780
2027	1,345,000	870,358	2,215,358
2028	1,425,000	806,065	2,231,065
2029	1,495,000	738,000	2,233,000
2030	1,570,000	681,340	2,251,340
2031	1,645,000	604,765	2,249,765
2032	1,725,000	537,903	2,262,903
2033	1,810,000	453,805	2,263,805
2034	1,910,000	365,563	2,275,563
2035	2,010,000	272,478	2,282,478
2036	2,110,000	185,915	2,295,915
2037	2,200,000	94,928	2,294,928

2017 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment 280,439

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 630,439

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 and Weld county assessor's offices. 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 more 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 that 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 that 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 10 departments: City Manager, City Attorney, Municipal Court, Shared Services, Finance, Power & Communications, Public Safety, Public Works & Natural Resources, Planning & Development Services, Community Services.

DEPRECIATION: The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

DIVISION: An administrative section within a department that performs a particular function. In Longmont, examples of divisions include the Accounting Division in the Finance Department, the Purchasing and Contracts Division in Shared Services Department, and the Library Division 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 goods and services used in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax that funds Social Security.

FISCAL YEAR: The twelve-month period designated in the City Charter that 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 that 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 that 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.

LCJP: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

LEGI: Longmont Economic Gardening Initiative, a program whose purpose is to assist small businesses 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 expenditures such as personnel, supplies, utilities, materials, training and capital. The budget also addresses issues such 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 items such 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 current sales and use tax rate 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 0.75 cents), Public Improvement Fund (0.37 cents), and Open Space Fund (0.20 cents), Public Safety Fund (0.325 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 Planning & Development Services Department, which is organized into four divisions, performs services including issuing 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.