

City of Longmont, Colorado



2018 Operating Budget





2018 Adopted OPERATING BUDGET

City of Longmont, Colorado

August 29, 2017



City of Longmont, Colorado **2018 ADOPTED OPERATING BUDGET**



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Mayor



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Mayor Pro Tem
Council Member At-Large

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Council Member, Ward I



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Council Member, Ward II



Bonnie Finley
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- Jeff Moore, Ward II
- Bonnie Finley, Ward III
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Longmont
Colorado**

For the Fiscal Year Beginning

January 1, 2017



Executive Director

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CITY MANAGER'S OFFICE

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TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

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

DATE: January 1, 2018

SUBJECT: 2018 Operating Budget Summary

I hereby present to you the 2018 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 2018, including all funds, is \$317.22 million, which is \$34.53 million more than the budget adopted for 2017. This is a 12.2% increase over the 2017 budget of \$282.69 million. All funds are balanced with sources of revenue identified to meet all projected expenses. Included as a part of this budget is an average increase of 9% in water rates that was approved in a separate ordinance previously adopted by the City Council. A sewer rate increase of 3% was approved in concept on August 15 but that timing did not allow for it to be part of this proposed budget. Fee increases of 5% to 10% are proposed in recreation, and there also is a proposed change and increase to the fees at Union Reservoir. Approximately \$20.16 million in accumulated fund balances will be drawn down in 2018, 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 proposed budget allows our operating funds to continue to maintain and, in some cases, enhance service levels and provide pay to our employees at or above market levels. 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.

Sales and use tax and property tax are the two key drivers of resources in our proposed 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 has changed significantly during the past two reassessment years of 2015 and 2017 resulting in a projected property tax in 2018 of \$18.9 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 significant property tax growth projected for 2018. 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 proposed budget for 2018 includes \$18.90 million of property tax, which is 15.3% more than was budgeted for 2017. This budget also includes property tax increment from the Twin Peaks Urban Renewal Authority projected at \$2,023,527 in 2018.

Sales and use tax growth in 2017 has been rather strong compared to last year, and after six months of collections it is now 15.7% greater than it was for the same period in 2016. The sales tax is showing growth of 13.3% in 2017 while the use tax activity is up 26.2% after six months. The sales tax growth is certainly a result of a growing community, but a greater share of it has been due somewhat to activity at Village at the Peaks and also to Amazon signing a voluntary collection agreement with the City. Construction activity and significant delinquent tax collections have both been factors in the use tax growth.

While overall permits and valuations are down compared to 2016, Longmont is again experiencing very strong construction activity and is on track to meet or exceed budget projections. The decline in valuation is due primarily to the permit for UC Health's Longs Peak Hospital that was drawn in 2016. New residential construction value is well above 2016 after seven months as it has been boosted by a number of multifamily developments. The total use tax generated by building permit activity through June is 33.4% greater in 2017 than it was for the same period in 2016. In the first quarter of 2017 there has been a net gain of 55 primary jobs and 10 new primary industry businesses.

Revenue activity in 2017 through July has been on target to meet or exceed budget in the major areas of sales and use tax, building permits, most franchise fees, and some charges for services. It is below budget in the areas of franchise revenue from Comcast, recreation fees, and fines and forfeits. Sales and use tax is the largest source of revenue for five major operating funds of the City: the General Fund, the Public Improvement Fund, the Streets Fund, the Open Space Fund, and the Public Safety Fund. As indicated above, after six months of sales activity the combined sales and use tax has increased 15.7% from the 2016 level of collections. Our budgeted projection of sales and use tax growth for 2017 turned out to be 5.46% above the actual level of 2016 collections. We have analyzed the year-to-date results carefully and project to end 2017 with a combined increase in sales and use tax of 6.74%. We expect both sales tax and the use tax growth to slow in the second half of 2017. Both Amazon and Sam's Club reached a full year of activity in the second quarter so the growth from both is leveling off. The first quarter of 2017 had some significant one-time payments in current sales and use tax as well as significant delinquent use tax. Current use tax from primary employers has been weak, down 8.1% in 2017. All of these factors go into our conservative sales and use tax projections for the second half of 2017.

Development revenue in the General Fund is exceeding 2017 budget projections. The number of dwelling units permitted in 2017 is actually 90.6% above the number permitted in 2016. The 2017 budget was based on a building permit projection of 152 single-family units, 50 townhouse/condo units, and 807 multifamily units, and through July there have been 176 single-family units, 38 townhouse/condo units, and 453 multifamily units. The valuation on dwelling units permitted in 2017 is \$145.5 million as compared to \$107.7 million in 2016.

Revenue estimates included in this 2018 budget are based on actual revenue activity through this past July as well as any other information available regarding specific industries and potential developments. This budget is balanced in all funds as a result of a number of factors, some of which include:

- A projected 15.1% increase in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- A projected 1.77% increase in sales and use tax revenue in 2018 over the projected collections for 2017.
- A projection of 995 building permits for dwelling units for 2018, including 195 single-family units, 50 townhouse/condo units, and 750 multifamily units.

The overall sales and use tax increase for 2018 is projected to be 1.77%. Sales tax alone is expected to increase 2.71% in 2018. Our general approach to retail was a 2.45% population growth and 2.6% economic or inflationary growth. We also anticipate increases from the addition of over 200 hotel rooms in 2018. There have been significant sales tax revenues in 2017 from audits as well as some one-time payment anomalies. While every year typically has its share of anomalies, the magnitude of those in 2017 has caused us to recognize a decline in these areas. 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 5% increase in use tax for 2018 from construction activity due mainly to continued construction and higher valuations. We also anticipate an increase in primary employer use tax of 2.6% due to economic or inflationary growth. Auto sales outside the City are projected to continue to increase as well. Once again, though, we have also projected a decline from some primary employer areas due to some significant one-time payment anomalies. These assumptions combine for a projected overall use tax decrease of 2.5% in 2018. Together these projections combine to form the overall increase in sales and use tax of 1.77% that we are using for this 2018 budget.

Sales tax revenue from Village at the Peaks (VATP) should exceed \$3 million in 2017. The payments due on the Certificates of Participation (COP) for 2018 will be \$2,129,605. The property tax from the Twin Peaks Metro District and the Twin Peaks Urban Renewal Authority tax increment grew significantly in 2017 and should be even higher still in 2018. We are projecting just over \$2 million from those sources toward the COP payments in 2018. Thus, under the covenants of the COP, it is projected that only \$359,844 of the 2018 VATP sales tax TIF

will need to go to the reserve for paying the COP payments. The covenants actually do not technically require any of the sales tax increment to go toward COP payments since reserves from 2017 should be more than sufficient to meet the covenant requirements. Staff is recommending that those reserves not be considered for that purpose but that we, instead, start to stockpile reserves beyond the covenant requirements to assist in making future COP payments or refunding the debt earlier. With the ever-changing nature of retail we may not be able to rely as much on the sales tax TIF from VATP 20 years from now. Nevertheless, the reliance on sales tax TIF to make the payment should be extremely limited with over 94% of the payment in 2018 expected to come from property tax. The \$359,844 of sales tax TIF going toward the COP payment and reserve in 2018 is much less than the \$1,277,869 that was projected to go there for 2017. That amount was the result of the calculation in the covenants and how it treated the rising growth in gross sales at VATP. The impact is a projected reserve of about \$465,000 at the end of 2017. With the growth in property tax and the lower requirement of sales tax TIF for 2018, more of the sales tax from VATP can go to the General Fund in 2018.

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 proposed 2018 budget includes two more changes that will reduce and effectively eliminate the reset. Those two changes are 1) including overhead costs of \$121,085 from PWN staff that should be allocated to the General Fund instead of to enterprise funds, and 2) allocating two Enterprise Technology Services positions through the Administrative Transfer Fee rather than through a direct allocation method. This change in allocation results in a net decrease of revenue from the other operating funds of \$130,711

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 endured in recent years. Revenue estimates for this 2018 budget are derived by using the same process.

The allocation of the 2% sales and use tax between the General Fund and the Public Improvement Fund (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 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.

Currently, the City has a financial policy, in place since 2008, that in the allocation of the sales and use tax we 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 (PIF) while still maintaining the 85% and 15% allocation of budgeted revenues respectively. Actual revenues received are credited between the two funds in accordance with their respective budgeted shares of the sales tax and the use tax. This policy was devised to put the General Fund in a better position to withstand revenue reductions in an economic downturn. Use tax revenue is historically volatile and given the uncertainty of it, it was preferable to tie it more to one-time expenses in the PIF as opposed to ongoing expenses in the General Fund. In periods of growth this policy has resulted in some wide swings in results between the General Fund and the PIF. Earlier this year the City Council had to approve a transfer of \$253,000 from the General Fund to the PIF since the General Fund revenues exceeded their budgeted projections in 2016 while PIF revenues failed to meet budget projections. The sales tax from Village at the Peaks is another complicating factor as the TIF is on only sales tax and impacts only the General Fund. As a result, staff is proposing to amend the policy to use it only in a period of economic downturn. In this 2018 Budget the allocation of the 2.0 cents of sales and use tax revenue is proposed as 85% of the sales and use tax to the General Fund and 15% of the sales and use tax to the Public Improvement Fund.

Another financial policy incorporated as part of this proposed budget is the requirement of maintaining an unrestricted fund balance in the General Fund of from two to three months of operating expenditures (16.67% to 25%). The unrestricted fund balance at the end of 2016 is 17.6% of 2017 budgeted operating expenditures and 16.4% of the 2018 proposed operating expenditures. Within this overall reserve financial policy the General Fund reserves are separated into three components: first is reserve Restricted for Emergencies to meet TABOR requirements, second is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures, and 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

\$12.7 million to \$16.7 million. It is a goal to reach this over time, and this proposed 2018 budget would raise the reserve balance to \$9.97 million, which would be at about 7.5% 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 2018 budget uses General Fund fund balance as one-time revenue to support one-time expenditures only.

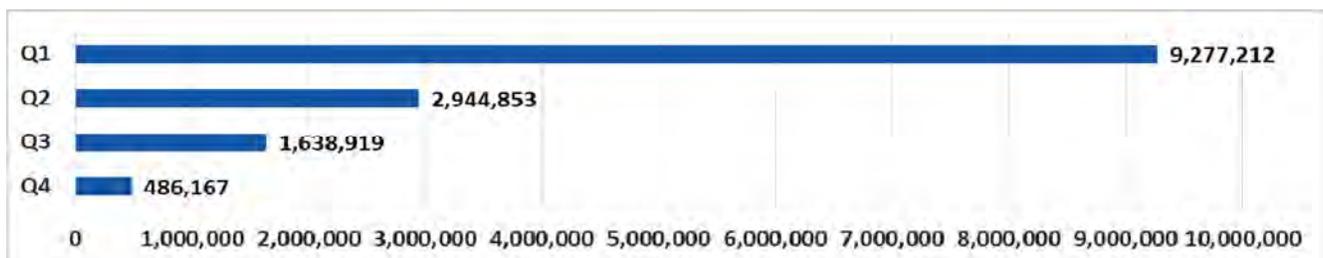
The financial policy regarding the use of Incremental Development Revenues prevents us from treating the volatile revenues from building permits and plan check fees as typical ongoing revenues. The policy established 120 dwelling units as the target above which budgeted revenues generated from development would be considered to be “incremental development revenue” that would be available only for development-related expenses that are either one-time or subject to reduction in the event that this level of revenue is not sustained in the future. With 2017 development revenues based on 995 dwelling units there is \$1,028,971 of incremental development revenue included as a part of the 2018 proposed budget.

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

Starting in 2014, all of the programs of the City have been 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 who are part of existing programs.

Below is the Priority Based Budgeting quartile graph of new citywide budget requests included in the proposed budget. This includes all level 1, level 2 and one-time funded requests and all new positions added for 2018. It does not include any budget changes such as salary increases, benefit changes, liability or work comp insurance changes, fleet lease changes, or any other budget change that is not directly related to a department request. As shown below of the \$14.35 million of total budget requests funded \$9.28 million (64.7%) support quartile 1 programs and another \$2.95 million (20.5%) support quartile 2 programs.



In 2016 the City Council adopted Envision Longmont, a multimodal and comprehensive plan that provides strategic direction and guidance for Longmont over the next 10 to 20 years. Both the priority based budgeting process and the Envision Longmont process included community input toward goals and priorities. Envision Longmont includes six guiding principles that reflect key elements of the community's desired future. These guiding principles provide focus in terms of where efforts and resources should be directed over the next 10 to 20 years to ensure that Longmont remains a livable, prosperous and attractive community. The guiding principles are:

- Livable centers, corridors and neighborhoods
- A complete, balanced and connected transportation system
- Housing services, amenities, and opportunities for all
- A safe, healthy, and adaptable community
- Responsible stewardship of our resources
- Job growth and economic vitality through innovation and collaboration

Not surprisingly, there is quite a bit of similarity or overlap between the five results defined and prioritized in the priority based budgeting process and the six guiding principles from Envision Longmont. Staff intends to work over the next year to incorporate the Envision Longmont guiding principles into the priority based budgeting process. This will include the involvement of the City Council and the community along with a diverse representation of City staff.

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 2018 budget are allocated to support the desired outcomes and guiding principles that have been identified by the City Council and the community.

Safe Community

The desired outcome Safe Community aligns very well with the Envision Longmont guiding principle of a safe, healthy and adaptable community. The City Council has always placed public safety expenditures in a high priority category when allocating scarce resources from the General Fund. It is because of this high priority that in 2006 the City Council chose to propose to the voters an increase of .325 cent in the City sales and use tax rate to fund additional resources to increase the level of public safety in Longmont. The approval of the tax has allowed for the addition of a total of 46.38 FTE through 2017 including 5 FTE in Communications, 1 FTE in Emergency Management, 27 FTE in the Police Department, 11 FTE in the Fire Department, 2 Gang Intervention FTE in Children, Youth and Families, and .38 FTE for Graffiti Removal. It also has provided financing for Fire Station #1, which opened in 2009, and the Firing Range, which opened in 2012. The public safety tax will provide over \$6.66 million of funding for public safety in this 2018 budget, including new ongoing resources of 1 FTE Communications Specialist; \$6,770 of ongoing expenses to support the new position; \$14,406 for overtime expense; and \$20,000 for AmeriCorps program funding. It also is providing one-time expenses of \$58,374 for a new police patrol vehicle; \$42,000 for aerial mapping and tracking systems and software; \$25,000 for ballistic door protection for 20 police vehicles; \$7,000 for a fire detox chamber; \$800 of one-time expenses to support the new Communications Specialist position; and \$350,000 for the annual lease payment for Fire Station #1. There is also included ongoing expense of \$12,500 associated with the ballistic door protection and \$1,000 associated with the aerial mapping and tracking systems and software.

The proposed 2018 General Fund budget includes over \$35.5 million of funding for public safety services, which includes 258.5 FTE. New resources for Public Safety from the General Fund include 1 new Fire Protection Engineer to be funded with incremental development revenues; ongoing resources of \$53,544 for public safety overtime; \$18,000 for fire overtime related to repair and maintenance of equipment; \$18,000 for public safety training expense; \$24,000 for a staff psychologist contract; \$30,648 for Master Police Officer appointments; \$11,525 for ammunition and firearms program costs; \$15,000 for traffic unit investigative expenses; \$10,000 for safety equipment; \$12,000 for uniform and equipment replacement; \$15,000 for awards and recognition costs; \$4,500 for fitness/wellness costs; \$5,000 for pre-employment testing; and \$37,600 for various other supplies and cost increases. There is also an ongoing increase in Hazmat costs of \$42,325 from the move to the new Hazmat authority. The 2018 budget includes one-time resources from the General Fund for Public Safety totaling \$356,860. Those one-time expenses include for Police: \$119,000 for bulletproof vests, helmets and bomb squad suits and \$37,860 for TASER replacements. For Emergency Management it includes \$200,000 for the outdoor emergency warning system replacement. There is also \$200,000 of ongoing resources included

within this proposed budget earmarked for funding ambulance transport services. Staff is currently evaluating private and public options for a new model for delivery of ambulance transport services in the community.

While not part of this proposed 2018 budget, there is a ballot question that Longmont voters will consider this November that would authorize an increase in the Public Safety sales and use tax from the current rate of 0.325% to 0.58% beginning in 2018. If this proposed 0.255% increase is approved, it is projected to generate over \$5.19 million of sales and use tax to enhance Public Safety services. The proposed increase is structured to enable Public Safety staffing levels to reach a level to serve existing city needs within three years. Over three years the tax, if it meets projections, could fund 43 new FTE for Public Safety. In 2018 it is projected to fund 20 new FTE with their related ongoing and one-time costs of \$837,574 and also provide an additional \$470,908 for other ongoing needs and over \$2.2 million of one-time expenses, including replacement of the Police records management system and the Fire records management system. Staff will include further detail on the planned use of these funds during the budget presentations in September.

Within this proposed 2018 budget for Municipal Court operations there is an increase of 0.5 FTE in an Administrative Assistant position that supports the City Prosecutor. In the Shared Services Department, the proposed budget includes \$473,696 of one-time resources to replace the Courts and Probation computer system. If the proposed Public Safety tax increase is not approved these resources will be repurposed to replace the Fire records management system, which is a higher priority.

Thriving Economic Climate

The desired outcome Thriving Economic Climate aligns with two Envision Longmont guiding principles: Livable centers, corridors and neighborhoods and Job growth and economic vitality through innovation and collaboration. Promoting a healthy economic climate has been a long-standing desired outcome of Longmont City Councils. They have recognized 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 recovered, the City of Longmont 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, the Longmont Economic Development Partnership.

The one-stop Development Services Center (DSC) at 4th and Kimbark continues to provide a convenient single location for residents, builders, contractors and developers to be served by City staff in processing development applications. By consolidating the City's economic development functions with similar functions at the Longmont Economic Development Partnership (Longmont EDP) the City also 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 from the unanimous adoption of Envision Longmont, the City's comprehensive plan. Though development activity has steadily increased, the department has worked to streamline processes, has added staff, and continues to implement new options via our permitting and land management software.

Within this proposed 2018 budget, Planning & Development Services is receiving increased ongoing resources of one Code Enforcement Inspector FTE; \$5,000 increased wages for a Planning intern; \$24,350 for elevator inspections and plan review services; \$4,000 for training funds; \$4,500 for repair and maintenance budgets; \$1,920 for telephone charges; and classification increases for two positions. There are operating resource increases being funded with incremental development revenues of \$6,000 for data plans for tablets and phone expenses; \$2,000 for credit card fees; and \$1,500 for dues and subscriptions. This proposed budget for 2018 also includes one-time expenses funded with incremental development revenues of \$25,000 of overtime for in-house plan review; \$26,818 for a new vehicle for Building Inspection; \$15,000 for Accela mobile licenses; \$5,500 for ICC code books software; and \$1,750 for larger monitors for electronic plan review. The Lodgers' Tax is projected to provide \$474,616 to Visit Longmont to fund operations and to support tourism and visitor-related programs.

Vance Brand Municipal Airport continues to be a focus with the completion and adoption of a utility masterplan in 2017 for the south side of the airport property. Ground lease revenue has continued to increase, and during 2017 the airport was able to leverage \$16,274 of local funds with federal and state funding to rehabilitate airport taxiways at a total project cost of \$325,480.

A coalition of economic agencies known as the Advance Longmont Partners meets monthly to ensure implementation of the Advance Longmont economic development strategy. These agencies include 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

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 2018 budget. The proposed budget includes \$60,000 for the Small Business Grant program; \$39,925 for the Small Business Development Center; \$30,000 for the Latino Chamber contract and scholarships; \$5,000 for the Colorado Enterprise Fund; and \$362,500 to contract with Longmont Economic Development Partnership 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 2018 budget also includes \$20,000 of ongoing resources for the US 36 lobbying contract.

The Longmont Downtown Development Authority derives its funding primarily from two sources of revenue. First is an operating mill levy of 5 mills, which is budgeted to generate \$196,956 in 2018, and the second is through tax increment financing (TIF). Under state statute, the LDDA TIF 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 \$688,000 in 2016 and projected as \$681,124 in 2017. The TIF revenue for 2018 in the proposed budget is projected at \$681,124 until updated information is received from the Boulder County Assessor.

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 proposed 2018 budget it will provide funding of \$100,000 for placemaking projects; \$100,000 for connectivity projects; \$100,000 for office conversion grants; \$50,000 for business recruitment and retention; \$50,000 for a maintenance fund; \$30,000 for pressure washing; \$16,000 for pedestrian/bike counts; \$70,000 for electrical assessments and upgrades; \$32,044 for the downtown infrastructure replacement program; and \$36,640 to the DDA operating fund for project management fees. The LDDA is also receiving funding from the City 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 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 desired outcome aligns with three Envision Longmont guiding principles: Housing, services, amenities and opportunities for all; Livable centers, corridors and neighborhoods; and A safe, healthy and adaptable community.

This proposed 2018 budget increases the Assistant Curator at the Longmont Museum from .6 to .75 FTE to sustain our capacity to develop and showcase quality exhibitions that attract new and ongoing visitors from Longmont and throughout the region. We are increasing expenses associated with ticket sharing by \$4,888 to ensure that we can issue timely payments to entities that are coproducing events at the Museum; this expense is offset by revenues. In addition, we are adding \$16,000 for concession expenses that also will be offset by revenues. Other ongoing resources being added include \$6,200 for contract custodial for Museum events;

\$3,250 for replacement tools and supplies; \$2,664 for copier maintenance costs; \$1,689 for dues and subscriptions; \$1,620 for software license fees; and \$820 for safety equipment. The proposed budget also includes one-time funding for a .25 FTE increase in a Registrar and \$27,058 for a Museum technician that will be needed to relocate the museum's off-site collections from its temporary location to its new permanent collections storage facility, which will be completed the first part of 2018.

Ongoing resources in this proposed budget to support Library operations include a \$5,000 increase for Library courier costs, which is Longmont's share of the Front Range Library Consortium's newly established courier service that will more efficiently serve our library patrons than the existing service; \$20,595 for increasing non-benefitted staff wages due to minimum wage and annual wage increases; and \$4,640 to replace three networked printers.

In this proposed budget, we have increased wages for various Recreation Services staff by \$251,315 due to increased minimum wage rates and to address the resulting compression of wages among different positions. Recreation fees are proposed to increase to offset these expenses. In order to attain the additional revenue, Recreation will increase all admission and pass fees by 10%. All other Recreation fees and charges will be increased by 5%.

Other increases in ongoing resources in Community Services include \$14,375 to support parking enforcement operations, including annual software licensing/maintenance and cell phone charges; \$6,000 in temporary wages for a Building Supervisor at the Memorial Building; and \$10,000 for database maintenance for Senior Services. There is also \$50,000 of ongoing to provide full funding for the EDGE program.

The proposed budget includes two new positions in Community Services to help staff respond to increasing service demands and challenges. We have allocated funding for a Project Coordinator, who will work alongside the Community Services Director to help manage collaborative efforts within the community and region that have been established to address homelessness and housing stabilization, mental health, and ongoing human service funding support, among other things. The second position is a Communications and Marketing Specialist that will support the remaining service divisions in Community Services in making sure that our community can access the services they need, when they need it. This position will also support the larger External Services team, including Planning & Development Services, in addressing the increasing needs for public information, community outreach and engagement associated with development and growth activities.

This proposed 2018 budget includes \$152,068 of one-time funding to address behavioral issues and improve the customer experience in and around the Civic Center and the Roosevelt Campus. These expenses include continuing support for the two Campus Supervisor positions, providing additional staff training, and implementing several recommendations from our Crime Prevention through Environmental Design assessment to address the increasing occurrence and severity of problem behaviors in City facilities and on City property. Other one-time funding in in this budget includes \$9,150 to train Community Services staff in using the upgraded RecTrac system; \$50,000 to support Mental Health First Aid training and public education efforts associated with Supporting Action for Mental Health (SAM); \$30,000 to support creative work environment projects associated with our ongoing organizational culture efforts; and \$5,300 for winter turf growth blankets to help Recreation staff maintain athletic field turfs that are heavily used.

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 in the budget. This proposed 2018 budget will provide funding of \$1,261,674 for human service agencies, which is \$89,692 more than in 2017.

This budget includes \$1 million from the General Fund (ongoing) to continue efforts to capitalize the City's Affordable Housing Fund, as recommended by both the Workforce Housing Task Force and City Council. This is an increase of \$460,000 over the amount of ongoing funds budgeted in 2017. These capital funds will be made available to for-profit and nonprofit developers to provide a total of approximately 100 new affordable homes (primarily rental units affordable at or below 50% of the area median income). The City Council has identified a possible future funding source to increase funding for affordable housing development through a portion of a proposed sales tax on the sale of marijuana. The Longmont Housing and Human Services Advisory Board plans to allocate a portion of its 2018 funding for housing supports and housing service programs. Finally, ongoing support of \$159,815 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.

From the Public Improvement Fund, funding of \$219,850 is proposed in 2018 for specialized equipment replacements for Recreation and other Community Services facilities; \$255,042 for maintenance of swimming pools and wading pools; and \$263,103 for park infrastructure rehabilitation and replacement. The Golf Fund does have major capital needs for irrigation system replacements and maintenance facility improvements or replacements that are addressed in the 2018-2022 CIP.

In Public Works and Natural Resources, a fixed-term EAB Arborist Technician is being added in the 2018 budget for the Forestry division and funded with tree mitigation revenues, a half FTE Project Manager II is being added in Parks, a half FTE Economic Sustainability Specialist is being added in Environmental Services, and a half FTE Volunteer Coordinator is being added to augment existing staff in Natural Resources, Water Resources and Sustainability. Other ongoing resources are being added in the amount of \$16,138 for parks maintenance contract increases; \$10,000 for parks refurbishment contract increases; \$11,250 for cleanup of homeless camps; and \$35,000 for a downtown corridor program that will focus on downtown and targeted areas on the St. Vrain and Left Hand greenways. One-time expenses in PWNR included in the 2018 proposed General Fund budget include \$188,600 for contract services for the urban forestry pruning cycle; \$115,000 for EAB treatments, tree removals and planting; \$65,000 for updating the Wildlife Management Plan; and \$34,000 for a part-time Senior Projects Manager.

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 began construction in late 2016 and work will continue into 2018. The project will reconstruct the greenway trail and restore areas damaged by the 2013 flood. 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. Construction started in early 2017 on City Reach 1, the section from Left Hand Creek to Main Street, as part of the second phase of the Resilient St. Vrain Project, and construction of Dickens Farm Park began. City Reach 2A and 2B, from Main Street to upstream of the BNSF Railroad Bridge, are in the final stages of the design and permitting process and are scheduled to begin construction in early 2018. The remainder of the project will be constructed in phases and is anticipated to take five to seven years to complete depending on funding availability.

The Spring Gulch #2 Greenway Trail, an important trail connection on the eastern side of the city, will begin construction in late 2017. Dickens Farm Nature Area is partially under construction as a part of the Resilient St. Vrain – City Reach 1 project. The balance of the improvements will be completed as a separate project in 2018. The renewal of Garden Acres Park, which began in 2016, will continue into 2018. The Wertman Neighborhood Park will be under design in 2017 with construction currently scheduled to start in 2018. Design will begin in 2017 for a planned expansion of the Sandstone Ranch Community Park, including the construction of additional sports facilities. Construction of this addition will begin in 2018.

In 2016, Emerald Ash Borer was found in Longmont. The arrival of this devastating insect has required action to protect the City’s urban forest. Longmont’s EAB Management Plan is to remove unhealthy ash trees and treat to preserve high value ash trees. In 2016, efforts were accelerated to treat 327 public ash trees. In 2017, 394 public ash trees were treated. It is anticipated that another 200 ash trees will be treated in 2018. This 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.

The City Wildlife Management Plan, which was adopted in 2005, is anticipated to be updated in 2018. City staff, along with a diverse focus group, will evaluate existing wildlife management policies. The plan will focus on wildlife species that provide diversity to the city and surrounding areas, as well as how to manage potential conflicts with wildlife. Management plan recommendations will be brought to the Parks and Recreation Advisory Board for a recommendation, which will then be presented to City Council for approval.

Reliable, Innovative and Resilient Infrastructure

A fourth desired outcome of the City Council and the community is Reliable, Innovative and Resilient Infrastructure. This desired outcome aligns with three of the guiding principles of Envision Longmont: Livable centers, corridors and neighborhoods; A complete, balanced and connected transportation system; and Responsible stewardship of our resources. Along with this 2018 proposed budget you will receive a copy of the proposed 2018-2022 CIP. The CIP is broken into major categories of capital projects. For the year 2018, those categories are proposed to be funded with the following dollar levels of capital projects. A listing of the projects

proposed to be funded from the 2018 Public Improvement Fund can be found under the *Other Funds* section of this proposed budget. Some highlights on specific infrastructure projects are below. For detail on individual projects please refer to the proposed 2018-2022 CIP.

Downtown Redevelopment projects	\$ 30,000
Drainage projects	10,667,650
Electric projects	4,666,000
Parks, Recreation & Open Space projects	9,672,978
Public Buildings & Facilities projects	4,052,219
Broadband projects	1,685,000
Transportation projects	11,740,640
Wastewater projects	6,125,300
Water projects	11,686,910

Phase II of planned improvements to the Wastewater Treatment Plant, funded through voter-approved bonds issued in 2015, are complete. The design-build project included a new dewatering facility, secondary process improvements, addition of advanced ammonia removal, and infrastructure renewal. 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. The final phase of plant improvements is construction of facilities to beneficially reuse the methane generated by the wastewater plant. An engineering evaluation of methane reuse alternatives has been completed, and the most sustainable and cost-effective alternative is to use the methane as a renewable fuel for the City's sanitation fleet. The majority of sanitation vehicles will be replaced in 2018-2019, which gives the City the opportunity to convert the fleet from diesel to natural gas. This will provide multiple benefits to the City, including reducing air pollution and greenhouse gases associated with diesel emissions and minimizing the vulnerability to fluctuations in the cost of diesel fuel. The project will also allow the City to access funds from the national renewable fuel program, which will help pay back much of the investment in the project. This project will be jointly funded by the remaining bond funds from the wastewater plant improvement project and the Sanitation Fund. Construction is scheduled for 2018.

Capital work planned for 2018 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. Replacement of the bridge on South Pratt Parkway will begin construction in 2017 and continue into 2018. As with the Main and Sunset Street bridge replacements, this replacement 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 several years to address issues with this facility. The phase II structural evaluation of the post tensioned slab was completed earlier this year. The report noted that extensive repairs are needed to the slab in order to be able to continue to occupy the building. Additional funding in the amount of \$4 million was secured and final design is underway. Construction is anticipated to begin late this year or early next year and continue for the next 18 months. In-depth evaluations completed in 2015 for the Library and Safety & Justice Center 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.

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 Longmont Sustainability Plan was approved by City Council in November 2016. The plan identifies objectives in 10 sustainability areas that will ensure that Longmont continues to be environmentally healthy, prosperous and a socially equitable community. The plan lists targets for each sustainability area along with immediate, near-term and mid-term strategies for meeting the targets. The plan supports the guiding principles in the Envision Longmont multimodal and comprehensive plan, but the targets and strategies are specific to the Sustainability Plan and identify actions and time frames to meet the plan's objectives. Work that is under way in 2017 includes 1) a Citywide greenhouse gas inventory, 2) partnering with LPC and PRPA on existing efficiency programs, a community solar field and renewable energy opportunities, 3) evaluating and implementing indoor and outdoor air quality monitoring, 3) supporting increased community participation in water conservation and

curbside composting programs, 4) starting a sustainable business recognition program, 5) engaging community members and businesses in promoting sustainability, and 6) initiating the use of a sustainability evaluation system for projects in the Public Works and Natural Resources Department.

A new composting program approved by City Council in 2016 was successfully launched in April of 2017. Simultaneously, rates for trash collection were 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 the City a desirable place to live and work.

In November 2011 City of 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 new fiber to the premises (FTTP) network is funded with voter-approved revenue bonds issued in 2014 and 2017 and uses the existing fiber optic backbone installed in 1997. Construction began in August 2014, and due to high customer demand the construction schedule was accelerated. Network construction has passed all residential and commercial addresses in the city, essentially completing the initial citywide build-out. Customer premise installation will continue as will network installation for areas with new development or redevelopment. Internet upload and download speeds of 1 gigabit per second are available to residential customers, and custom services with speeds up to 10 gigabits per second and beyond are available to commercial customers. Digital voice services are also provided. Services have no data caps or contract requirements. Longmont is Colorado's first Gig City – the first city in the state to deploy, through NextLight™, a citywide symmetrical gigabit network, all of it community-owned.

Longmont Power & Communication's 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 contribute directly to this goal. The largest Electric project is Aid to Construction, funded at \$3 million in 2018, which is offset by developer payments. LPC staff designs and constructs the electric infrastructure associated with the development. By performing both the design and construction internally LPC maintains high standards, 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. The Electric Substation Expansion project includes funds for an additional substation transformer to accommodate new growth.

Responsive Internal Operations & Governance

The final desired result identified by the City Council is Responsive Internal Operations & Governance. It aligns with the Envision Longmont guiding principle Responsible stewardship of our resources. One major project in this regard is the HATS project, but it is not part of this proposed budget as funds for the effort were originally budgeted in 2012 and 2013. HATS is the Human Resources and Accounting Technology System. Staff does not project that any additional funding will be needed in 2018 but will reassess for 2019 if any will be needed 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 into 2018. The HATS project will provide significant efficiencies throughout the organization by automating processes and providing easy access to needed data, eliminating the need for numerous shadow financial systems.

Ongoing resources added to this 2018 budget in the area of governance include 1 FTE Systems Administrator, 1 FTE CIS System Project Manager, and 0.25 FTE Administrative Analyst in ETS; 1 FTE Digital Media Specialist in the City Manager's Office; 1 FTE Customer Service Representative in Utility Billing; \$37,500 of funding for a temporary Procurement Specialist in Purchasing; \$38,716 to cover costs of maintenance of the Utility Billing CIS at Platte River Power Authority; \$13,500 for physical abilities testing; \$9,800 for an open records request tracking system; \$18,927 for custodial contract services; \$14,000 for contract increases for core building system repairs; \$3,000 for custodial supplies; \$8,000 for SQL server licenses in ETS; \$6,200 for increased costs for Munis software maintenance; \$7,555 for software maintenance on the Treasury check processing scanner; \$5,000 for increases in costs for City Line printing; \$4,000 for additional MMC and CML dues; \$2,000 for increased costs for Westlaw Online; \$1,781 for parking lot cost increases; and \$1,755 for AED maintenance plans.

This proposed 2018 budget includes funding of technology support, including \$50,600 for scheduled server/network replacements and upgrades; \$34,500 for scheduled voice system replacements and upgrades; \$40,000 for storage addition to meet increased demand for servers and cameras; \$30,000 for LogRhythm Security Analytics; \$41,535 for scheduled PC and monitor replacements; and \$58,000 for CAFR preparation software. A portion of these technology enhancements will be offset by transfers to the General Fund from other operating funds.

Within this proposed budget there are ongoing expenses being added in Finance of \$160,000 for banking expenses; \$60,000 for investment management expenses; and \$100,000 for contracted sales tax auditing. While none of these three categories are new expenses, our current practice has been to net the costs against the investment income and sales and use tax generated by the services. It is a best practice in terms of expenditure and revenue recognition, as well as transparency, to instead recognize the full costs and revenues in the budget. Thus, these three expenses have been added to the proposed 2018 budget along with offsetting revenues.

Other one-time expenses in the governance area include \$8,062 to replace a copier in Human Resources; \$38,500 for City of Longmont University training funds; and \$111,784 for the fire alarm panel replacement project.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$1 million of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$9.97 million.

Other Expenses

While the categories of desired results identified reflect much of the City's budget, this proposed budget for 2018 is an accumulation of a variety of expenses and a significant portion of them are 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 the step system is the prevailing method for establishing pay for these jobs throughout the region to which we compare. In the step system, each position has from one to eight steps, and employees who perform 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 and the Colorado Municipal League as well as other market- and 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 plus fire districts, parks and recreation districts, public and private utility associations, and rural electric authorities. There were 259 valid job matches derived from these surveys. The results of these comparisons indicate that on average, our salary ranges are 0.03% below the defined labor market for open range positions, while our actual rates of pay are 1.20% below market salaries for 2017.

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 in 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 2018 will increase by 1.70% and actual salaries will increase by 3.15%. 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 1.70% in the coming year, we are recommending a 1.70% increase to pay ranges. In doing so, the City's pay ranges would remain competitive at 100% of market. Within this proposed budget we are adjusting the market midpoints for 100 positions that have experienced market fluctuation of greater than plus 2% in the last year to the current market midpoint of those positions. We are also adjusting the market midpoints for 13 positions that have experienced market fluctuation of greater than minus 2% in the last year two years. This proposed budget includes funding to implement seven job audits that reclassify employees to a new job classification based on a change in the duties they are or will be performing.

In July of 2015, staff discussed employee compensation philosophies with the City Council and proposed a goal to change the practice of budgeting and managing salaries at 100% of market to 102% of market for employees meeting or exceeding expectations. This recommendation was based on our high expectations and accountability levels for our employees. As an organization we continue to ask our employees to do more with less. As our expectations are higher than normal or average, our employees should be compensated for meeting those expectations at an amount higher than midpoint or average. City Council was supportive of this concept at that time. Within this proposed 2018 budget pay has been budgeted at 101% of market. For employees being paid at the market midpoint, a 1.70% increase in the pay range combined with budgeting and managing salaries at 101% will result in a 2.70% increase in their pay.

As there are still a small number of open range employees who have a current salary that is either equal to or exceeds the 2018 position midpoint, we are recommending a one-time lump sum payment in lieu of increasing their base pay further above their established market. The one-time payment proposed is 2.7% of their base salary up to \$1,500 for each open range non-collective bargaining full-time benefited employee with a salary that exceeds 101% of the position midpoint established in the 2018 pay plan due to market decreases or downward position reclassifications. 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 101% of market level pay this proposed 2018 budget includes funding for up to a 5% increase to base pay for open range employees who are below the 2018 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to 101% of the 2018 position midpoint.

This proposed 2018 budget also includes funding of 2% of pay in each department budget to allow for employees who meet certain criteria in delivering extraordinary performance to be compensated between 101% and 108% 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 both the Police and the Fire collective bargaining units were negotiated and approved by the City Council in 2015. This proposed 2018 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 11 step positions in LPC that will be adjusted by 1.7% to stay competitive with the existing labor market.

The 2018 pay plan includes \$92,379 to continue the bilingual pay compensation program. This program is designed to recognize regular employees who can provide translation and interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

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. Since our 2008 renewal, our average aggregate blended premium rate increase has been 3.83%. 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. This change saved costs through Delta's network management. The City still

maintains a Health Benefits Fund that 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 16.7% of budgeted salary in 2017, and the Health Benefits Fund is expected to finish 2017 with a balance of approximately \$7.34 million. The fund balance has been growing with recent growth in compensation and, thus, contributions to the Health Benefit Fund. For 2018, there will be a 5.5% increase in the Kaiser health premium cost, which was the cap included in 2016 negotiations. Even with this increase we project that the level of contributions to the Health Benefit Fund can be reduced to 16% and still maintain the fund balance at the approximate \$7.3 million to \$7.5 million level. Thus, this proposed budget for 2018 includes the budgeted contributions at 16% of budgeted salary. Besides employee insurance benefits and related administrative and consulting costs there are three additional ongoing uses for the Health Benefits Fund: Public Safety wellness exams at a cost of up to \$46,000; up to \$87,000 for a health benefits premium discount as an incentive for participation in the wellness program; and an estimated \$430,000 to fund the City's OPEB (other post-employment benefits) liability. The OPEB liability comes from the practice of offering the opportunity for retirees to enroll in the health insurance plan up to age 65 at a blended rate that is essentially a subsidized premium cost. GASB 43 and 45 require governments 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 \$4,296,061 over 30 years. Our exposure is limited to the implicit subsidy that retirees receive in the cost they pay for health coverage.

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.

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. For a number of years 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 Retirement Health Savings (RHS) plan for employees, and the City annually contributes \$400 for each regular full-time employee, prorated for part-time employees, to this defined contribution plan. In 2001 the City reduced its funding to the GERP from 6% to 5% to create funding for the Retirement Health Savings (RHS) plan. The combined contributions of 9.5% (5% City, 4.5% employee) were sufficient to meet the annual actuarially required contribution to the GERP for a number of years.

The economic downturn in the fall of 2008 had a significant impact on the investment returns of the GERP, which, in turn, impacted the full contribution requirement, which rose 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 7.2% City and 5.8% 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 and it remains to be seen when the next can 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
- Raise 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 only be subject to a contribution requirement of always 1% less than pre-2012 employees. That 1% difference is instead directed to those employees' defined contribution plan accounts.

Beginning in 2017, the GERP Board changed 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 impact future contribution requirements. In August the City received the 2017 actuary study, and the actuarially required contribution increased from 11.8% to 12.3% while the funded ratio decreased from 92.5% to 91.8%. There still are deferred losses that could lead to increases in future contribution requirements. In order to continue to move the GERP toward a fully funded status this proposed budget increases the total required contributions to 7.7% City and 5.8% employee. No increase is being proposed for the employees as the reduced contribution to the Health Benefit Fund more than covers the cost of the contribution increase to the GERP.

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 each of the two plans. The 2017 actuary studies for these plans find the fire plan to be more than fully funded at 110.8% while the police plan dropped to 89.7% funding. The police plan will now require an annual contribution of \$24,168 to amortize its unfunded liability. This contribution amount is included in this 2018 proposed budget.

2018 Operating Budget Overview

The General Fund for 2018 is balanced with \$82.71 million in sources of revenue and expenses. This is an increase of 7.2% or \$5,567,839 above the adopted 2017 budget. Growth in ongoing expenses is responsible for almost all of that increase as there is \$80.2 million of ongoing in the 2018 General Fund budget compared to \$74.85 million in 2017. There is \$2,376,846 for capital and other one-time expenses in the 2018 budget compared to \$2,296,851 of such expenses in 2017.

Net ongoing expenses in the General Fund are increasing \$5,363,176 in this proposed 2018 budget. Major sources of the increase include level 1 increases of \$1,271,803; level 2 increases of \$878,818; new positions cost of \$702,891; \$79,252 of ongoing expense associated with new one-time expenses; increase in the cost for hazmat operations of \$40,818; and Human Service Agency increases of \$89,692. There is \$664,125 of increases in pay for the Police and Fire bargaining units along with, \$58,163 of step pay increases. Pay increases for other General Fund employees require \$1,257,003 of additional budget. An additional 1% for exceptional pay is added at a cost of \$343,661. For 2018 there is an increase in fleet lease charges of \$58,318.

In order to increase ongoing expenses in the General Fund by \$5,363,176, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$2,477,285 from property tax. There was also a significant increase of \$2,088,860 in sales and use tax. Other sources of increased revenue are \$28,979 from net franchise revenues; \$174,688 from building permits; \$72,047 from plan check fees; \$263,465 from recreation revenues; \$80,000 of Union Reservoir fees; \$152,600 from interest revenue; and \$595,382 from administrative transfer fees. Sources of ongoing revenue that decreased include \$170,000 from fines and forfeits; \$130,000 from cable TV franchise revenue; \$220,173 from ambulance dispatching; and \$112,206 from a transfer from the Workers' Comp fund.

There are a total of 17.65 new FTE being added in this budget: 12.9 in the General Fund, 1.0 in the Public Safety Fund, 0.09 in the Sanitation Fund, 1.59 in the Water Fund, 0.44 in the Sewer Fund, 0.13 in the Storm Drainage Fund, 1.16 in the Street Fund, and 0.34 in the Open Space Fund. New positions included in this budget are:

- 0.25 FTE Administrative Analyst in Enterprise Technology Services - This is an increase in an existing position from 0.75 FTE to a full FTE. The position is needed to support management of the UPS and generators throughout the network.

- One FTE Billing System Technical Project Manager in Enterprise Technology Services – The City is moving toward a major project to replace its 20-year old customer information utility billing system. This position is needed to serve as the co-project manager to manage technical requirements and functions of the project. In 2018 the City will move to identify system requirements and begin the process to select a product vendor.
- One FTE Systems Administrator I in Enterprise Technology Services – Increasing internal workloads for PC Specialists and Systems Administrators drive the need for this position, which would provide PC and network support to the organization.
- One FTE Project Manager I in Enterprise Technology Services – A record management system (RMS) is needed in both Police and Fire as is a Courts and Probation system. All three of these systems will be replaced in the coming years beginning with one or two in 2018 as one is part of the proposed budget while others would be part of the proposed Public Safety tax increase, which is not part of this proposed budget. This position is needed to manage technical requirements and functions of the project.
- One FTE Administrative Analyst in Public Safety or Courts – This position is also related to the need for the replacement of the RMS systems and the Court and Probation system referenced above.
- One FTE Customer Service Representative in Utility Billing – This position is needed due to increasing workloads in Utility Billing stemming from increased disconnects from outsourcing, increased related call load from the same, impacts from composting, and the need to assure better data integrity.
- One FTE Digital Media Specialist in the City Manager’s Office – This position would be added to the Public Information Office in the City Manager’s Office. Engagement from our residents through social media has increased exponentially over the past few years, and recent surveys show that people now get most of their information through social media channels. This position is needed in order to be responsive to our customers’ needs for information, market the City through these channels and organize Citywide efforts.
- 0.50 FTE Administrative Assistant in the City Attorney Office – This is an increase in an existing position from 0.50 FTE to a full FTE to accommodate the need for increased support of the City Prosecutor.
- 0.15 FTE Assistant Curator in the Museum – This is an increase in an existing part-time position from 0.60 FTE to 0.75 FTE. The position is needed to continue programming highly interactive exhibitions that attract admission-paying customers to the Museum as these exhibitions require more planning and staffing.
- 0.25 FTE Registrar in the Museum – This position is being added on a one-time basis to assist with the move of the museum collections to a new storage facility during 2018.
- One FTE Community Services Project Coordinator – The position will help manage collaborative efforts within the community and region that have been established to address homelessness and housing stabilization, mental health, and ongoing human service funding.
- One FTE Public Relations and Marketing Specialist in Community Services - This position is needed to support Community Services in making sure that our community can access the services they need and will also support the larger External Services team, including Planning & Development Services, in addressing the increasing needs for public information, community outreach and engagement associated with development and growth activities.
- One FTE Code Enforcement Inspector I in Code Enforcement – This position is needed to help keep pace with the population increase and put the City in a better position to do proactive code enforcement.
- One FTE Fire Protection Engineer in Public Safety – This position will be funded with incremental development revenue and is needed to keep up with demand on plan review projects and inspections.
- One fixed-term FTE EAB Arborist Technician in Public Works and Natural Resources-Natural Resources – This position is needed to begin a proactive management approach to dealing with Emerald Ash Borer and is funded by tree mitigation revenues.
- 0.5 FTE Economic Sustainability Coordinator in Public Works and Natural Resources Environmental Services – This position is needed to begin implementation of immediate and near term strategies of the sustainability plan.
- 0.5 FTE Project Manager II in Public Works and Natural Resources-Natural Resources - This position is needed to support an increase in projects such as new City development projects, new park development, park renewal, ADA compliance, and safety issues.
- 0.5 FTE Volunteer Coordinator in Public Works and Natural Resources-Natural Resources – This position is needed to research available community resources, organize and direct projects, and oversee work in various areas ranging from open space and parks to ditches, greenways and neighborhoods.

- 0.5 FTE Laboratory Technician in Public Works and Natural Resources Environmental Services – This is an increase in an existing position from 0.50 FTE to a full FTE. This position is needed to meet growing demands from increasing regulatory requirements and sampling and testing for internal customers.
- 0.5 FTE Neighborhood Resources Specialist funded from Public Works and Natural Resources Environmental Services – This is an increase in an existing position in Neighborhood Resources from 0.50 FTE to a full FTE. The position is needed to implement immediate and near term strategies in the sustainability plan to support neighborhood-related sustainability objectives. The position will also identify gaps in existing neighborhood programs, including barriers to participation from underserved or underrepresented neighborhoods.
- 1.0 FTE Water Utility Technician Lead in Public Works and Natural Resources Operations – This position is needed to support the SCADA system that will no longer be outsourced.
- 1.0 FTE Traffic Signal Tech II in Public Works and Natural Resources Engineering Services – This position is needed to provide maintenance services on traffic signals.
- 1.0 FTE Communications Specialist in Public Safety – This position is needed for the understaffed communications center, which has an increasing call load.

With the increase of 17.65 FTE there are now 936.44 total budgeted positions.

This proposed 2018 budget is unique, particularly in the General Fund, as it is a rare year where there is a strong increase in projected revenue from both of the two major revenue sources, the sales and use tax and the property tax. While our overall sales and use tax growth estimate is only 1.77%, the General Fund budgeted portion is increasing 6.4% over 2017 due to the fact that much less sales tax increment is needed to make the COP payment related to Village at the Peaks. Property tax growth is over 15% as 2017 is a reassessment year and property values have risen in Longmont as they have throughout Boulder County. The revenue growth has presented a rare opportunity to devote resources in the 2018 budget to goals or specific areas of concern that the City Council has discussed in recent years including:

- \$1 million of ongoing funding to the Affordable Housing Fund
- Completion of the General Fund budget reset
- Enhancements to employee compensation practices
- Increased funding of the defined benefit retirement plans
- Implementation of the Sustainability Plan
- Funding toward the emergency warning system

In addition, funding of 12.9 new FTE is included in the 2018 General Fund proposed budget to increase resources across a variety of areas providing direct services such as enhanced code enforcement; enhanced development review; removal and replacement of trees affected by Emerald Ash Borer; collaborative community efforts to address homelessness, housing stabilization, and mental health; enhanced public information and marketing; enhanced utility billing customer service; and internal staff to support key systems that support front-line services in Public Safety and Utility Billing. These are all key resources that strengthen our ability to provide valuable resources to the community.

While not a part of this proposed 2018 budget, there are three questions on the November ballot that will have an impact on future services and, if approved by voters, will require amendments to the 2018 budget. A proposed increase in the Public Safety tax would provide an estimated \$5.19 million in 2018 toward the enhancement of Police and Fire services that could ultimately raise staffing to the levels identified as needed to serve the existing community. It would also provide resources for replacement of key systems that support Police and Fire operations. A proposed marijuana sales tax would provide additional funding toward affordable housing and other unfunded needs. And a proposed bond issue would provide funding for the Windy Gap FIRMING Project.

Looking beyond 2018, our ability to fund adequate service levels will likely always be a challenge. Providing services is a labor intensive effort. In 2018, 73.47% of the General Fund budget is devoted to employee-related expenses. Most of our General Fund expenses grow with normal inflationary factors but General Fund revenues do not always grow at similar rates. When the local economy is strong it is typically able to generate the revenues needed to keep pace with market pay adjustments, the increasing cost of benefits, and the growing cost of services provided to the community. When the economy slows or declines that is not always the case.

Sales tax growth is very dependent on community growth and growth in retail sales. Use tax is always volatile and subject to quick declines. Some of our service levels are supported by incremental development revenue and thus are earmarked to be reduced when that revenue declines. But reductions in other sources of revenues, whether tax or fee-based, would likely require adjustments to service levels provided. Our priority budget based models do provide us a tool to address these challenges, but tough decisions would still be required.

We believe a number of uncertainties at the local, state, national and international levels provide challenges to predicting future revenue sources. Competition for limited retail sales tax dollars among local jurisdictions is always intense, and with internet sales thriving the prospect of adding new major retailers in the future is bleak. The loss of sales tax on internet sales has been a challenge for local governments, and our recent experience with Amazon has essentially confirmed our previous speculation that the leakage is significant. The development of Village at the Peaks brought growth in sales tax, particularly for the Streets Fund, the Open Space Fund and the Public Safety Fund. Growth in sales tax from that development for the General Fund and the Public Improvement Fund has been limited 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. But even with the boost provided by the anchors Sam's Club and Whole Foods, the development does not appear that it will reach initial projections due to overly optimistic projections, service-oriented tenants and limited retail development. Furthermore, cannibalization exists through the redistribution of sales from elsewhere in Longmont to within the Village at the Peaks development with the number of dining establishments and with some existing retailers choosing to relocate to the development.

Other threats to our revenue base include the declines we have been experiencing in franchise revenues and court fine revenues. Cable franchising revenues are often threatened at the federal level, and in 2017 they are already being impacted by alternative methods to secure video services. Gas franchise revenues are volatile and have been dropping in recent years. Revenues from telephone occupation taxes have declined as land lines are eliminated. The delivery of ambulance service in Longmont is a changing model that will likely require increased resources from the City. The economic environment can also be volatile for primary employers. Job losses at major employers in recent years have had an impact on the local economy. The federal government is building future economic and budget challenges for all other levels of government with its extreme budget deficits. Finally, the world economy has also been volatile in recent years.

In 2012, when the 2013 budget was presented 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. The "reset" was estimated to be up to \$3 million and included the need to return the alignment of the 2% sales tax so that the Public Improvement Fund was receiving sufficient ongoing revenues; there were ongoing type expenses that were funded with fund balance but with only a one year commitment; there was a parks and greenway maintenance fee that was to expire at the end of 2013; administrative transfer fees needed refinement to better allocate internal costs; and other capital expenses that occur annually were being funded with fund balance but as a best practice would be better funded with ongoing revenues.

We began our efforts to address these concerns with a renewed commitment to use priority based budgeting to make future funding decisions. City Council took the initial step in this process by identifying desired outcomes 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 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 in 2012 represented budget adjustments that were made to help the General Fund withstand the economic downturn in 2008. Other adjustments were subsequently identified that also needed to be reset in order to strengthen the sustainability of City budgets. With this proposed 2018 budget we have officially reset all of the areas originally identified as needing adjustment. In this 2018 budget administrative overhead in Public Works and Natural Resources is now being funded from the General Fund. Additionally, we have allocated two Enterprise Technology Services positions through the Administrative Transfer Fee rather than through a direct allocation method. While the reset has been accomplished, we will continue to refine our budgeting practices wherever needed to further increase the sustainability of our budgets. Administrative transfer fees are reviewed and adjusted annually. One-time expenses like technology

infrastructure replacements and costs for the urban forestry pruning cycle will be moved into ongoing expenses whenever possible to assure their sustainability into the future.

This proposed budget is predicated on an increase in assessed property values and some positive growth in the local retail economy. The revenue projections in this proposed budget are believed to be conservative but they do assume some growth from the local economy during 2018. They also assume that there will be a decrease in the use tax from some of our primary employers. While there has been strong growth in sales and use tax in 2017 to date, all of the new sources of revenue will have reached a full one-year cycle of growth by the end of 2017, thus a natural slowing in revenue growth will occur. It is still possible that our local economy may suffer additional declines in the future with the loss of existing primary jobs, but new jobs are to be added through impending developments at Smucker's and AstraZeneca. We will continue to monitor major revenue sources and economic indicators into the future. In the unlikely event of immediate unforeseen revenue declines, staff would act swiftly to make adjustments in our budgets.

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

Conclusion

We will be providing you with more detailed information on many of the issues identified in this budget message. You will receive budget review packets in your weekly Council packets in September. To make it easier for future references, this information will be consecutively numbered.

Budget Presentation Schedule

We will provide an overview of the Proposed 2018 Operating Budget to you on August 29. At other scheduled meetings in September, we will present specific issues identified in this budget. Included in the Supplemental Information section is the September presentation schedule, the proposed 2018 Classification and Pay Plan, and a list of one-time expenses included in this proposed budget. We do not plan to give a detailed line item presentation of the budget or presentations on each budget service. If you have specific questions on a line item or budget service, please call the Director over that budget service or Jim Golden, Chief Financial Officer, at 303-651-8629.

I thank you for your time, attention and guidance in preparing the City's operating budget for 2018. This is one of the most important tasks that you undertake each year as members of the Longmont City Council. The staff and I look forward to discussing the proposed budget with you in greater detail.

2018 Budget Presentations

August 29th – Study Session
2018 Budget Overview

September 5 – Study Session
Employee Compensation
Proposed CIP for Public Improvement Fund Projects
2018 – 2022 Proposed CIP

September 12 – Regular Meeting
General Fund Budget Summary
Public Safety Fund Budget Summary

September 19 – Study Session
Priority Based Budgeting and the 2018 budget
Affordable Housing
One Time Expenses
Incremental Development Revenue Uses
Airport Fund
Fee increases
Use of the property tax
Public Safety Fund budget for tax increase
Potential use of the Marijuana tax

September 26 – Regular Meeting
Financial Policies
Longmont Downtown Development Authority

Public Hearing

October 3 – Study Session
Second Public Hearing
Final Direction from Council

October 10 and October 24 - Regular Meetings
Budget Ordinances and Resolutions

COMMUNITY INFORMATION

HISTORY OF LONGMONT, COLORADO

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

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



Photo: Longmont Museum

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.

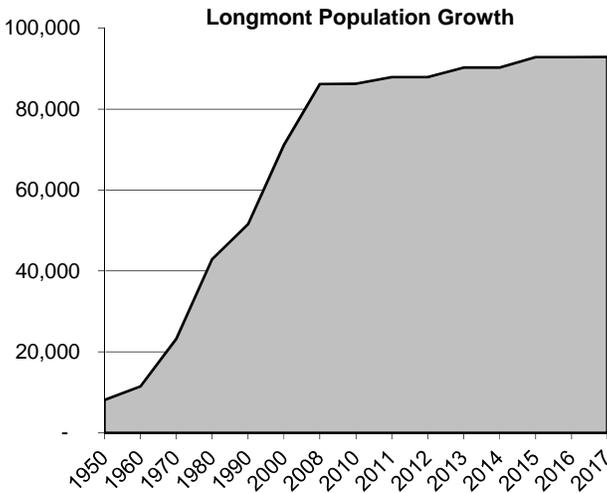
In 1950, the local economy was based primarily on agriculture. During the 1950s, the economy of the Colorado Front Range began to shift to a more high-tech orientation, and those changes would soon be felt in Longmont. Mayor Ralph Price, foreseeing a need for more water for a thirsty town, spearheaded 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.

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.

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.

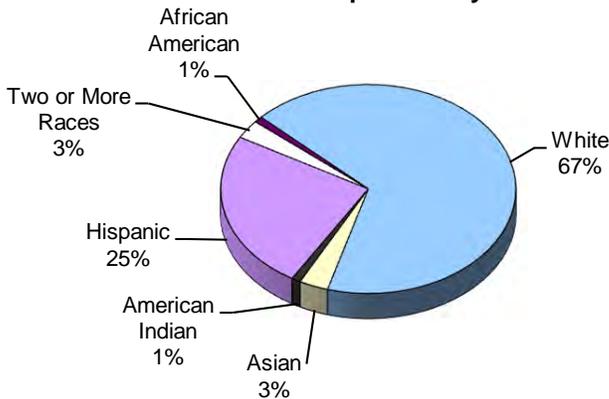
Although commercial and industrial acreage and building square footage have all increased, residential land use has been the dominant factor in Longmont’s growth over the past several years. This trend has helped provide a balance between residential growth and jobs in Longmont. Currently, Longmont has 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).

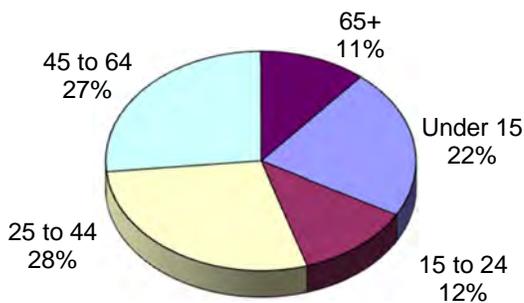
Longmont has an educated population, with more than 66% of those over 25 years of age having some level of college education and over 38% having obtained a bachelor’s degree or higher. The average annual wages in Boulder County are typically higher than those in Larimer and Weld counties. Jobs in professional and technical services provide the highest paying jobs on average at \$97,760 annually. According to the Software & Information Industry Association, Boulder County boasts the highest per capita concentration of software employment in the U.S.

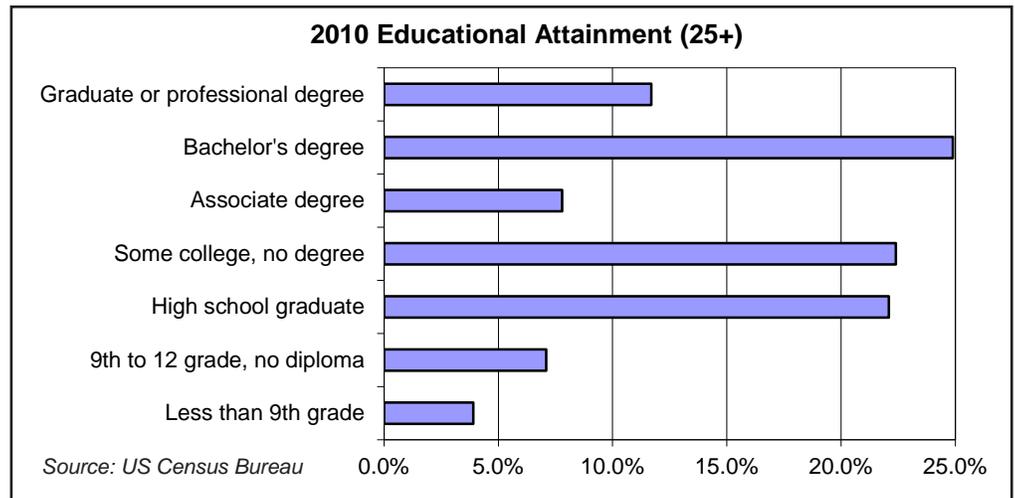
(Sources: Longmont Museum, City of Longmont Planning & Development Services Department, Colorado Department of Local Affairs)

2010 Population by Race



2010 Population by Age

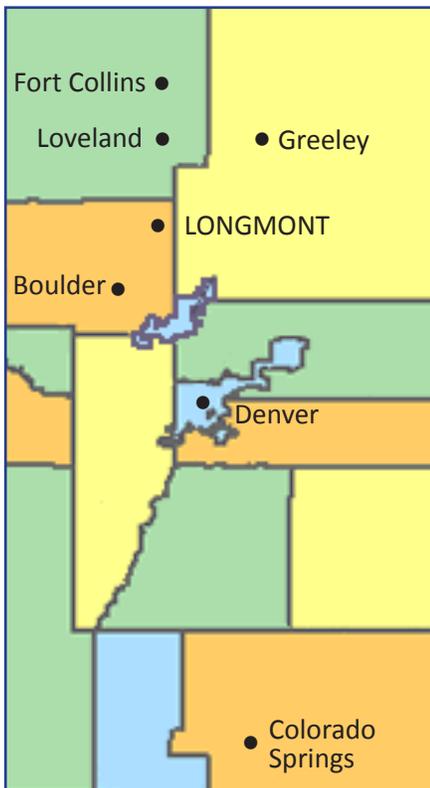




Average Annual Wage

	2007	2008	2009	2010	2011	2012	2013	2014
Boulder County	\$52,745	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968	\$61,048	\$62,140
Broomfield County	\$60,434	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224	\$71,084	\$93,080
Larimer County	\$39,340	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124	\$46,800	\$47,112
Weld County	\$37,066	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212	\$45,292	\$48,464
Colorado	\$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
colmigateway.com



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

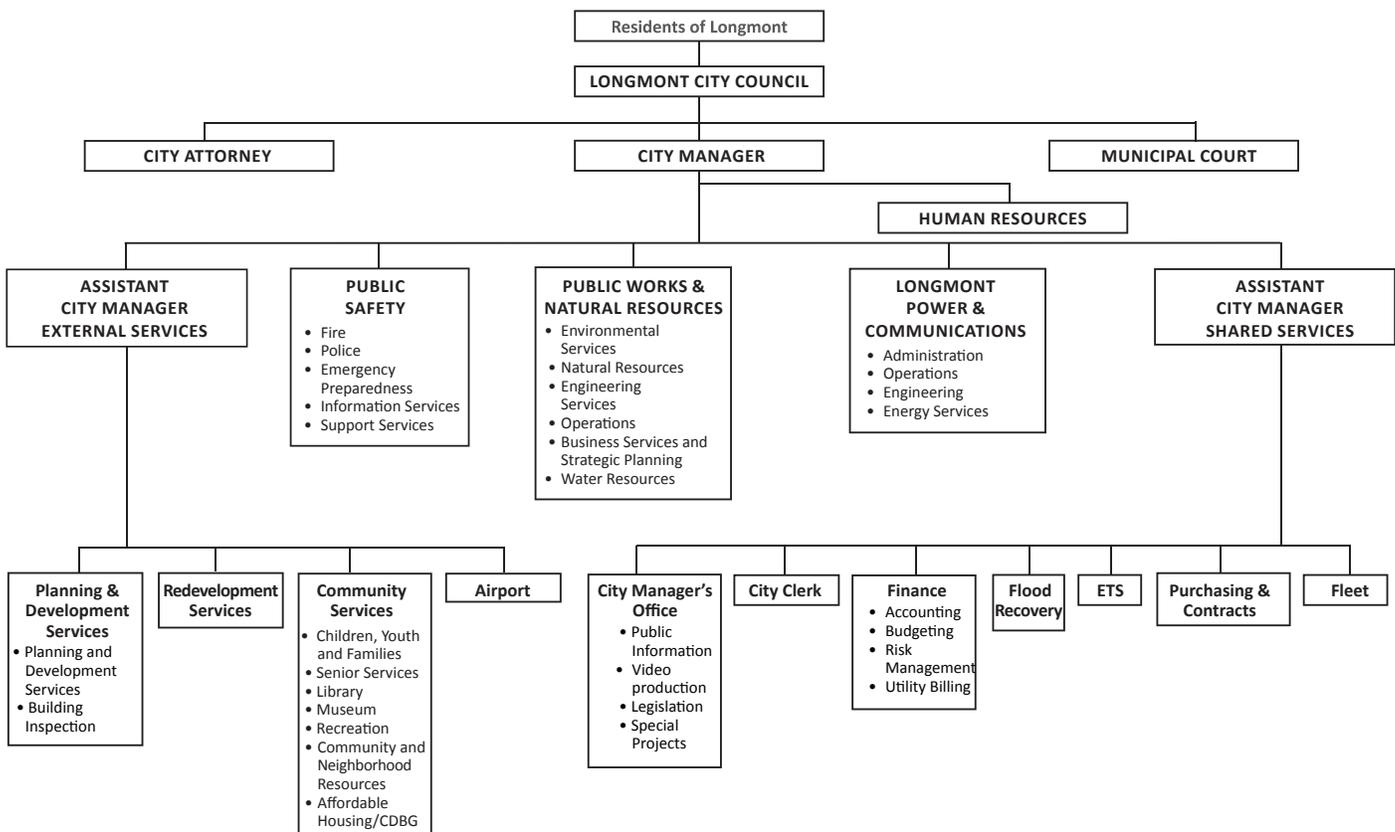
The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the State of Colorado (Home Rule City Act). The City is a full-service municipality operating under a council-manager 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.



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 also is 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



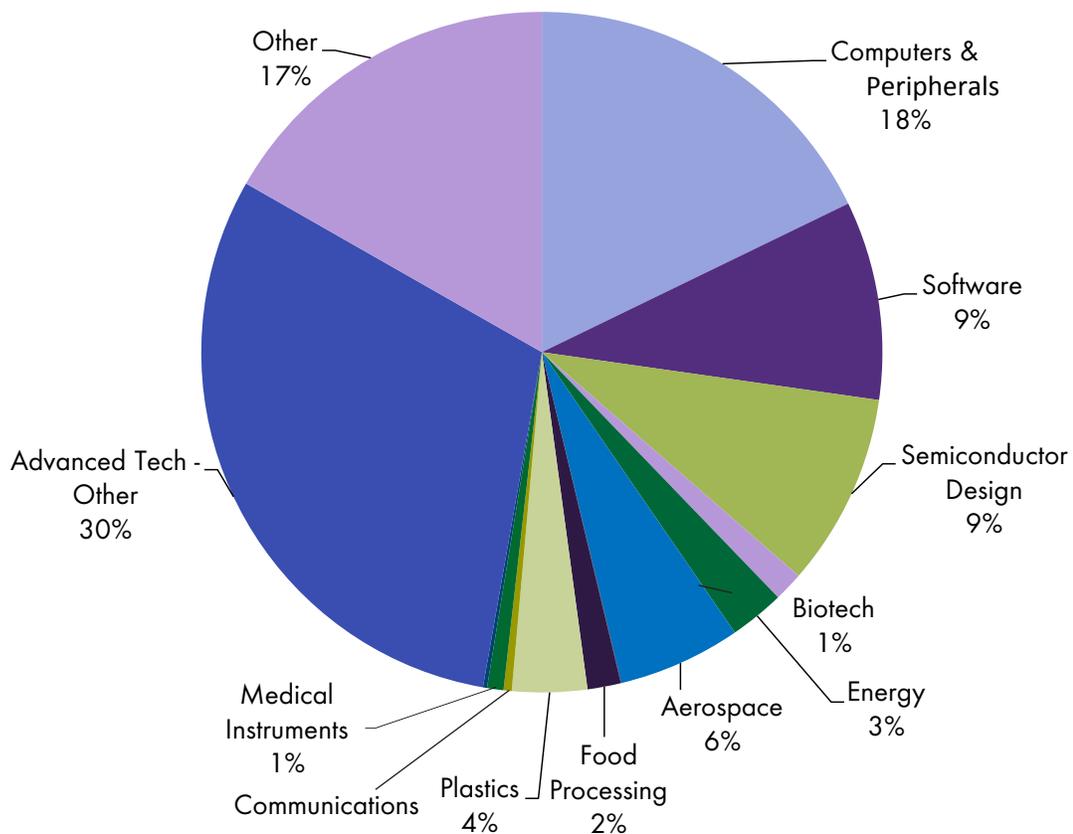
ECONOMIC DATA

The City employs 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.

2017 PRIMARY EMPLOYMENT DISTRIBUTION (78% Advanced Technology)



Source: Longmont Economic Development Partnership

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 to 2013, then increased again from 2014 through 2016. 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
2015	945,981,003	129,677,536	1,075,658,539
2016	1,158,549,023	82,981,945	1,241,530,968

BUDGET PROCESS AND POLICIES

OVERVIEW

This operating budget is the City of Longmont’s comprehensive financial and operational plan for 2018. 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 2018 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 (2016 actual, 2017 budget and 2018 budget).

The 2018-2022 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 2018 are included in the 2018 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.

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 2018-2022 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.

2018 BUDGET CALENDAR

DATE	EVENT
Week of April 11.....	2018 Budget preparation begins
June 3	Budgets turned into Budget Office
June/July	2018 Budget Review Meetings; 2018 revenue estimates completed by Finance staff
Mid-July.....	2018 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 29	2018 Operating Budget and 2018-2022 CIP presented to City Council.
September	2018 Budget presentations to City Council
October 13 and 27	City Council Regular Meetings: introduction, public hearing and passage of the 2018 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.

2018 FINANCIAL POLICIES

Adopted by Resolution R-2017-102

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 Finance Department may employ contract auditors to conduct sales and use tax audits.

The City has a Sales Tax Division. The 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 as 85% to the General Fund and 15% to the Public Improvement Fund. Because of the volatility of use tax revenue, in periods of economic decline, 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 2018 Budget the allocation of the 2.0 cents of sales and use tax revenue will be 85% of the sales tax and 85% of the use tax to the General Fund and 15% of the sales tax and 15% of the use tax to the Public Improvement Fund.

Fees for Licenses, Permits, Fines and Other Miscellaneous Items

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

The 2018 Operating Budget includes fee increases for Sewer, Water, Recreation and Union Reservoir.

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 the national program objectives and local goals, which include: increasing the supply of and improving existing affordable housing stock, providing a suitable living environment, and expanding economic opportunities, all principally to benefit persons of low and moderate income.

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

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

The City currently follows this policy.

Incremental Development Revenue

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

In the 2018 Budget there is a projection of 995 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2018 budget includes incremental development revenue of \$1,028,971 from 875 dwelling permits. This incremental development revenue is used to cover ongoing expenses in the 2018 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 will include: responsiveness to specific accountability issues; citizen needs; and balancing the administrative burden between the alternatives of a separate fund and tracking restricted revenues within an existing fund.

The City currently follows this policy.

Annual Financial Audit

The City of Longmont shall have an annual financial audit conducted by an independent auditor, in accordance with the Colorado local government audit law. The firm awarded the City's contract will be selected every five years 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 towards full funding of the City of Longmont defined benefit retirement plans, which include the Regular City Employees Retirement Plan, Police Pension Plan and Fire Pension Plan.

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

Performance Measurement

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

The City currently follows this policy.

Fleet Maintenance, Repair and Replacement

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

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

Capitalization

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

The City currently follows this policy.

Maintenance of Capital Assets

The adopted operating budget will provide sufficient funds for the regular repair and maintenance of all City of Longmont capital assets. The budget should not be balanced by deferring these expenditures. The City 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 2018 Operating Budget includes \$1,261,674 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 2018 Operating Budget includes \$190,000 for a contract for service with the Longmont Cable Trust.

Downtown Parking Funding

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

The City currently follows this policy.

General Improvement District Fund

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

The City currently follows this policy.

Employee Pay

The City of Longmont will strive to establish prevailing market ranges of pay for City positions. Because the City has high expectations and accountability levels for our employees, the City will strive to budget and manage salaries at 2% above market for all non-collectively bargained employees.

In terms of market ranges, 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. In the 2018 budget salaries will be budgeted and managed at 1% above market rates for all non-collectively bargained employees.

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

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

Collection Agency Relationship

As staff deems appropriate, the City will prepare for bid its collection business. This bid will be open to all established collection agencies within the City. The City will consider collection agencies from outside the City, if to do so is deemed to be 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 which 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 which 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 to provide supervised leisure activities during critical high-risk hours and/or within high-risk neighborhoods. These programs may be offered free or at reduced rates. Examples of youth enrichment programs include after-school programs, dance clubs, recreational clubs and mobile recreation programs. Non-resident recreation participants will pay the regular program fees plus an additional 25% non-resident fee. Staff responds to requests for financial assistance from residents who cannot afford to pay program fees through the following financial assistance strategies: 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. Nonresident 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 Finance Director.

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 is required to deal with the situation, the City will require reimbursement for expenses incurred.

The City currently follows this policy.

Waste Diversion Center

The Waste Diversion Center (WDC) is open to Longmont utility customers for no additional charge. The WDC shall be open to the general public for free drop off of select recycling commodities and fee-based tree limb disposal providing that sufficient capacity exists and revenues and fees pay to fully serve such customers. For recycling commodities, revenue trends will be considered over multiple years to compensate for market fluctuations. If capacity becomes limited or fees and revenues aren't estimated to pay for the full cost of unrestricted public access, the Waste Diversion Center shall restrict either or both service to use by only Longmont utility customers.

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 2016 and signed a three-year contract for banking services through June 2020 with the option of up to four additional annual renewals.

Investment Philosophy

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

The City currently follows this policy.

Investment Vehicles

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

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

The City currently follows this policy.

Analysis and Reporting of Cash Position and Yield

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

The City currently follows this policy.

Use of Long-Term Debt

The City of Longmont will 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 2016, the actual value of taxable property within the City totaled \$10.303 billion. The 3% limitation equaled \$309,085,256. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 34 of the City's 2016 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 either be purchased or placed on a straight lease.

The City currently follows this policy.

Subdivider's Escrow

The monies contributed to the Subdivider's Escrow 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 utilized 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 2017 are \$74,846,068. The unrestricted fund balance in the General Fund at the beginning of 2017 is \$8,973,073 which is 11.99% 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:

	<i>Goal</i>	<i>Status</i>	<i>Funded Amount</i>
<i>TABOR component</i>	<i>\$3,943,296</i>	<i>fully funded</i>	<i>\$3,943,296</i>
<i>Emergency reserve 8%</i>	<i>\$5,987,685</i>	<i>funded at 6.27%</i>	<i>\$5,029,777</i>
<i>Stabilization Reserve at 3%</i>	<i>\$2,245,382</i>	<i>unfunded</i>	<i>\$ 0</i>
<i>Stabilization Reserve at 8%</i>	<i>\$5,987,685</i>	<i>unfunded</i>	<i>\$ 0</i>

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 2018 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 2018.

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 2018.

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 2018 due to the community-wide broadband project.

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 2018.

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 2018.

Street Fund Reserve

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

Based on current projections, the Street Fund will meet the reserve requirement through 2018.

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 2018.

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 costs 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. 50% of the fee is waived for the Airport Fund.

Street System Maintenance and Improvement Fund

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

The City currently follows this policy.

Sanitation Enterprise Fund

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

The City currently follows this policy.

Franchise Fee - Electric 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 2018 is \$5,402,889.

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 2018 is \$582,800.

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 2018 is \$336,146. Including the water service results in a net fee of approximately 9.9%.

Franchise Fee - Broadband Utility

The City of Longmont Broadband Utility will pay the General Fund a 5% franchise fee of the revenues received from non-general fund 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 2018 is \$6,840.

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 are designed to cover replacement of the utility facilities.

The City currently follows this policy.

Utility Rate Studies

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

The City currently follows this policy. A comprehensive rate study for the Water Fund was completed in 2014. A comprehensive rate study was completed for the Sewer Fund 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 2017. 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 2016 was \$1,164,958.

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 only be for 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 utility 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 sanitation rates and fees 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

Rates and fees for sanitation services shall be set to generate sufficient revenue to cover at least 100% of the expenditures of the Sanitation Enterprise Fund. Voluntary services shall be priced to cover the full cost of each respective service.

The City currently follows this policy.

Golf Fees

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

The City currently follows this policy.

Storm Drainage Enterprise Fees

All revenues received by the City for the purpose of storm drainage system operations and improvements shall be allocated to the Storm Drainage Enterprise Fund. Such revenues shall only be used to fund operations, maintenance, rehabilitation and improvements of the storm drainage system, and debt service in support of such functions. Rates and 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 which constructs the public improvement shall pay the City's share of the public improvement. Therefore, the Street Fund shall pay for street improvements, the Water Fund shall pay for water lines, etc., unless the City, through annexation negotiations, is able to designate other parties as responsible for the improvements. Costs of extending public improvements to and within the property shall be paid by the City fund owning the property, with reimbursement for all offsite costs from adjacent property owners, in accordance with the Longmont Municipal Code.

The City currently follows this policy.

Capital Improvement Program

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

The City currently follows this policy. The projects shown as funded in 2018 in the 2018-2022 Capital Improvement Program are included in the 2018 Operating Budget.

Special Financing Districts

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

The City currently follows this policy.

Conservation Trust Fund

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

The City currently follows this policy.

Park Improvement Fund

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

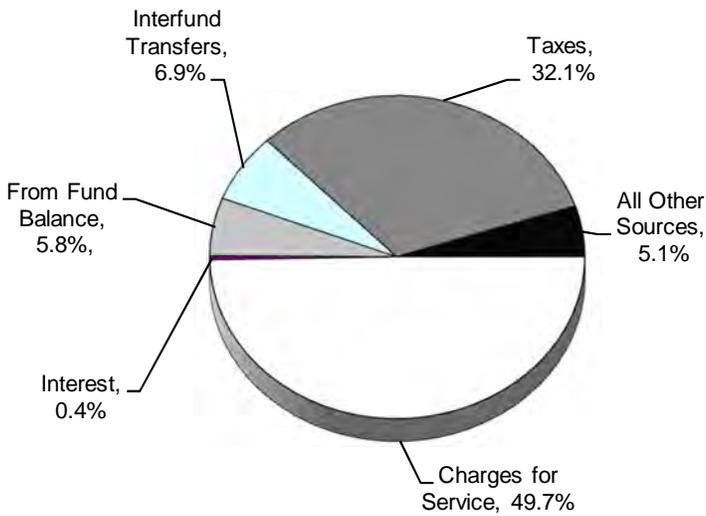
The City currently follows this policy.

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.

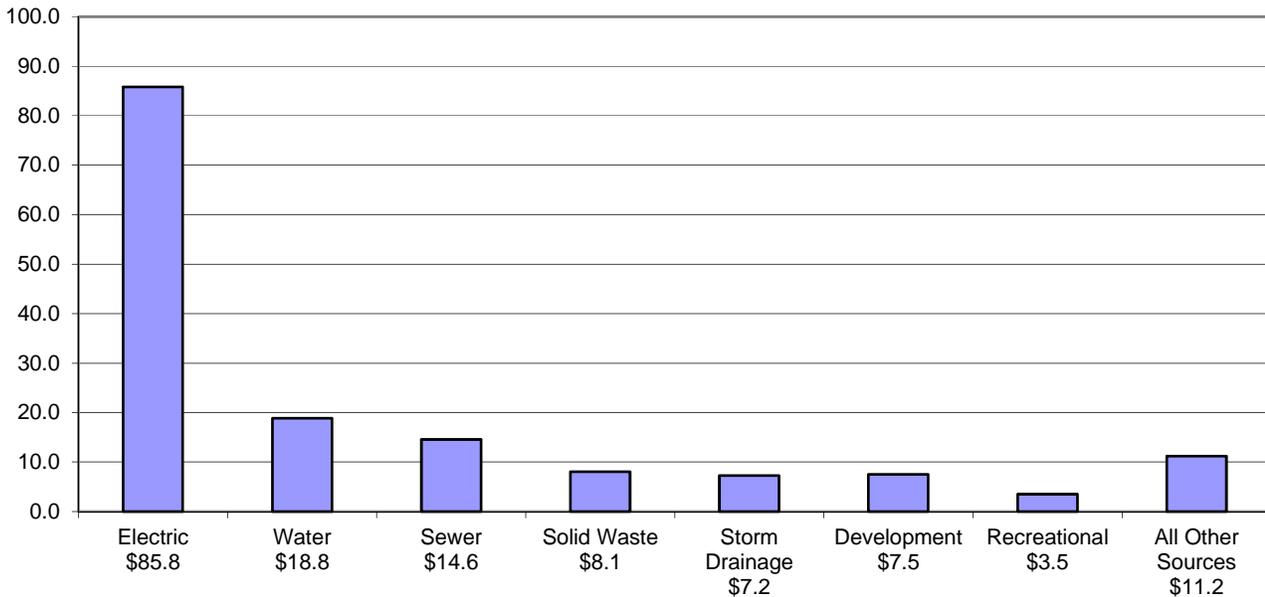
The City currently follows this policy.

2018 OPERATING BUDGET: Sources of Funds



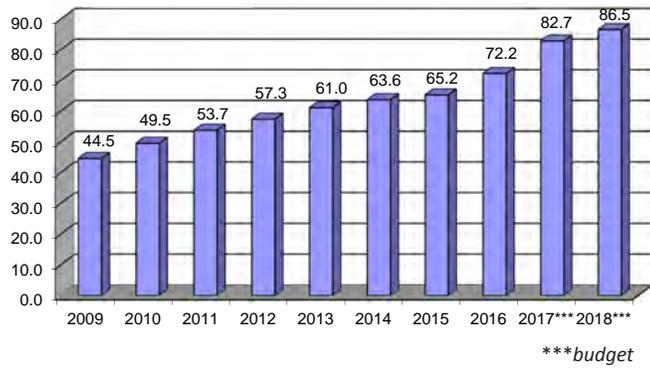
Revenue and other sources used to support the City’s programs and projects in 2018 will come from a variety of sources and total \$297,034,586. This is 11.5% above the total revenues in the 2017 budget of \$282.7 million.

Charges for Services, Licenses and Permits represent 49.7% or \$156.8 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.



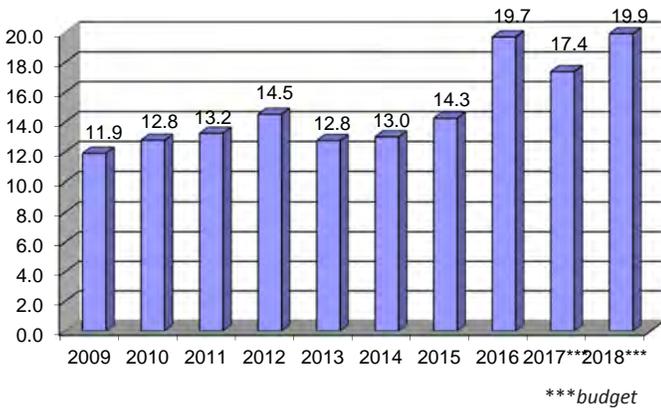
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening 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 2018 budget is based on 195 single-family permits, 50 townhouse/condo permits, 750 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



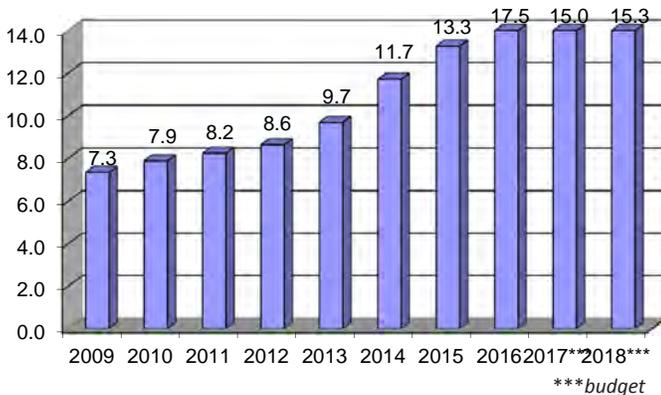
In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2018, electric and broadband utility revenues equal 86.5% of all electric and broadband revenues. There is no rate increase.

Water



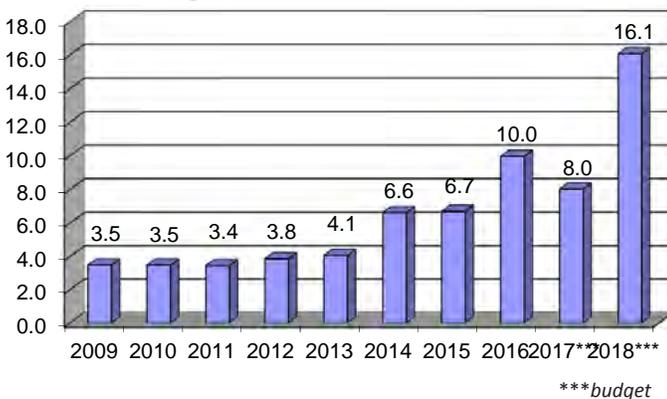
In 2018, charges for water services represent 94.6% of all water revenues. There is an average rate increase of 9% included for 2018 that was previously adopted by Council in 2015. Pending approval of a bond issuance, an additional rate increase of 4% will be presented to Council in November, effective in 2018.

Sewer



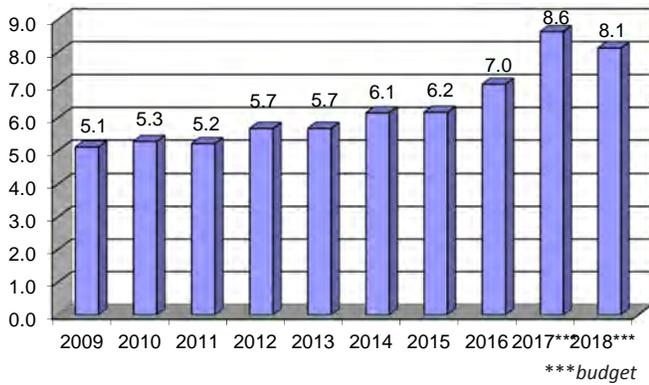
The sewer utility will receive 95.2% of its revenue from charges for services in 2018. A rate increase of 3% will be presented to Council in September.

Storm Drainage



In 2018, Storm Drainage will receive 43.6% of its revenue from charges for services. There is no rate increase.

Sanitation

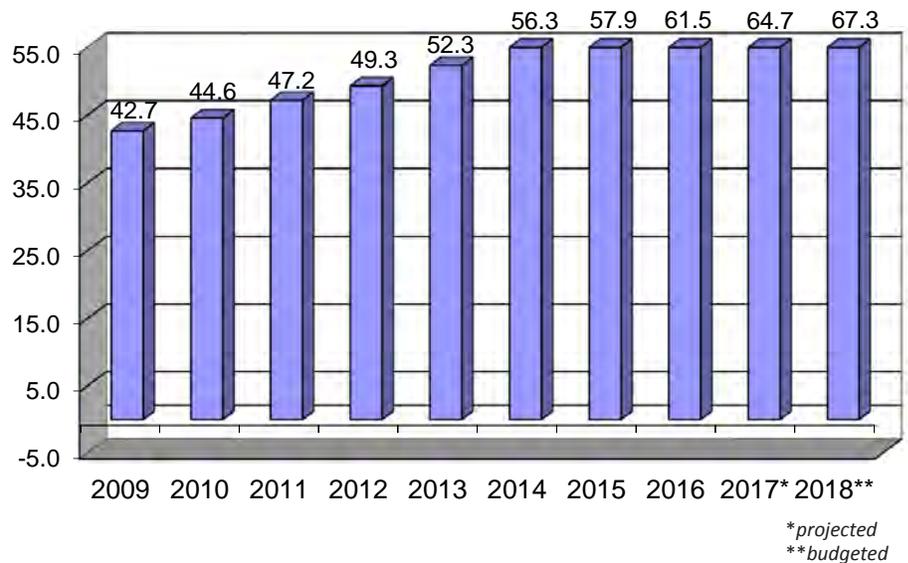


Sanitation will receive 98.7% of its 2018 revenues from charges for service. Sanitation rates changed April 1, 2017, to include a new composting service and a rebalancing of sanitation rates.

Taxes represent 32.1%, or \$101.5 million, and include citywide sales and use, property, cigarette, and franchise taxes.

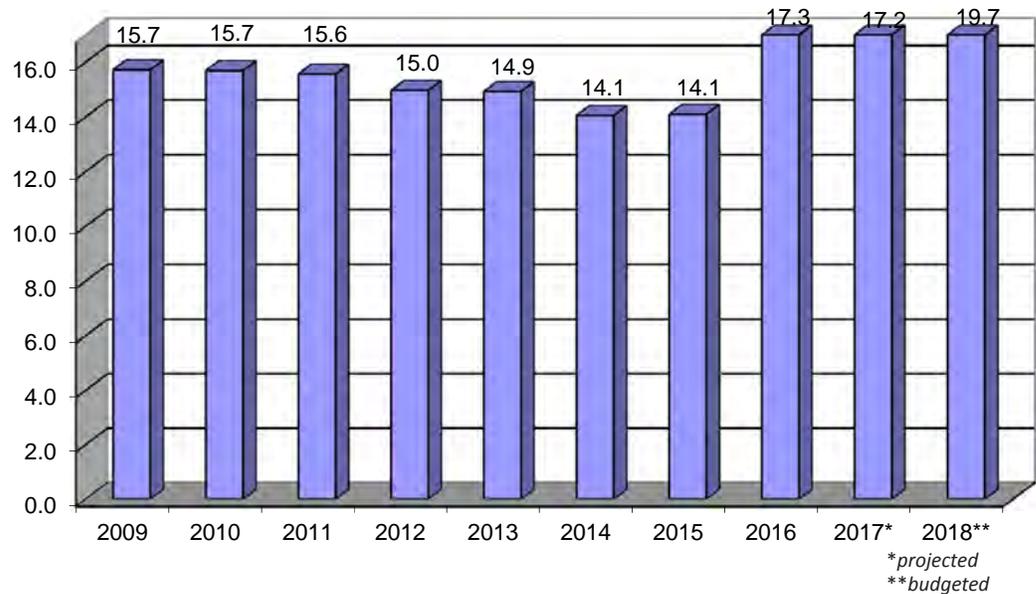
Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open 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 41.9% 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 22.8% of the General Fund’s revenue. In 1991 the City increased the property tax mill levy to fund additional public safety positions. This mill levy increase temporarily reversed the trend of declining or flat property tax revenue. 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 \$16.4 million in 2017. 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 2018 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 2018, \$18,197,153, or 5.8%, of the total sources of funds will come from the use of fund balance.

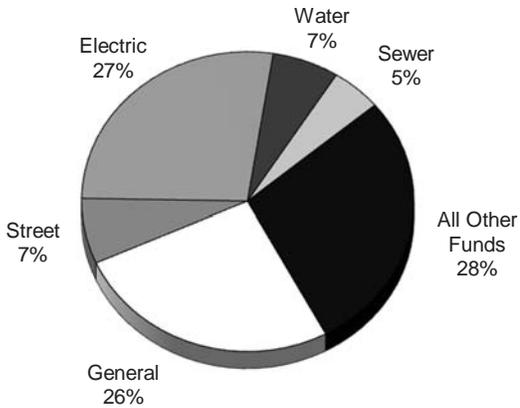
Interfund Transfers are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions, and city attorney services. This revenue is based on an estimate of time 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 9.3% of the General Fund's total revenues.

Interest and Other Sources are 5.5% of the City's sources of funds. Interest earnings are estimated at \$1,155,687 for 2018, and all other sources are \$16.0 million and include intergovernmental funds from Boulder County, state and federal governments, fines, and miscellaneous sources.

2018 OPERATING BUDGET: Uses of Funds

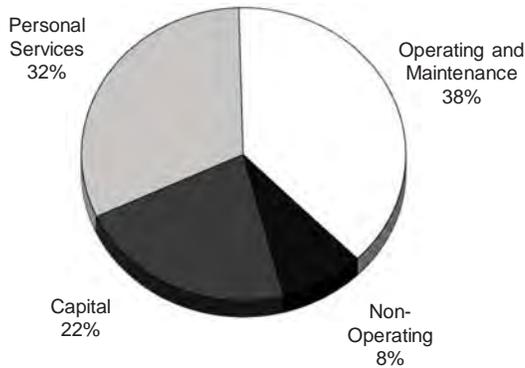
The City of Longmont’s 2018 Operating Budget totals \$315,231,739.

Expenditures by Fund



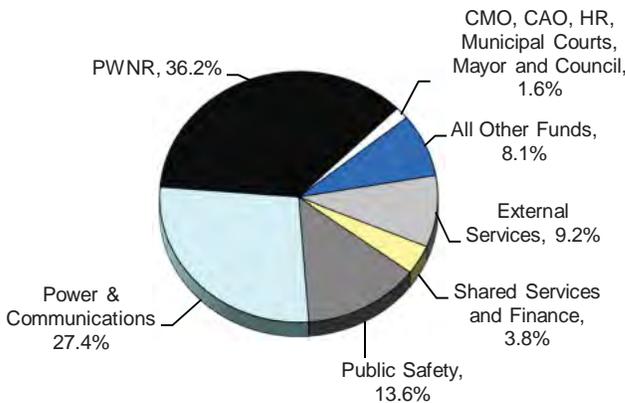
Expenditures in the largest funds include General Fund, \$82.7 million; Electric Fund, \$85.2 million; Water Fund, \$20.6 million; and Street Fund, \$22.1 million. These funds will account for 66.8% of all City expenditures in 2018. Other funds include Sewer, \$15.7 million; Storm Drainage, \$16.4 million; Open Space, \$4.1 million; Public Improvement, \$6.6 million; Sanitation, \$10.3 million; Fleet, \$10.9 million; Public Safety, \$7.4 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, \$99.1 million, which includes salaries, wages and benefits; operating and maintenance, \$120.2 million, which includes routine operating expenditures; non-operating, \$26.0 million, which includes interfund transfers and interest payments; and capital, \$69.9 million, which includes machinery, equipment, furniture, vehicles, facility and system improvements, renovations and replacements, engineering and design, water rights, and land.

Expenditures by Department



Budgeted expenditures by department include Public Works and Natural Resources, \$114.2 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, \$86.5 million; Public Safety Department, \$43.0 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$12.0 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, \$29.1 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

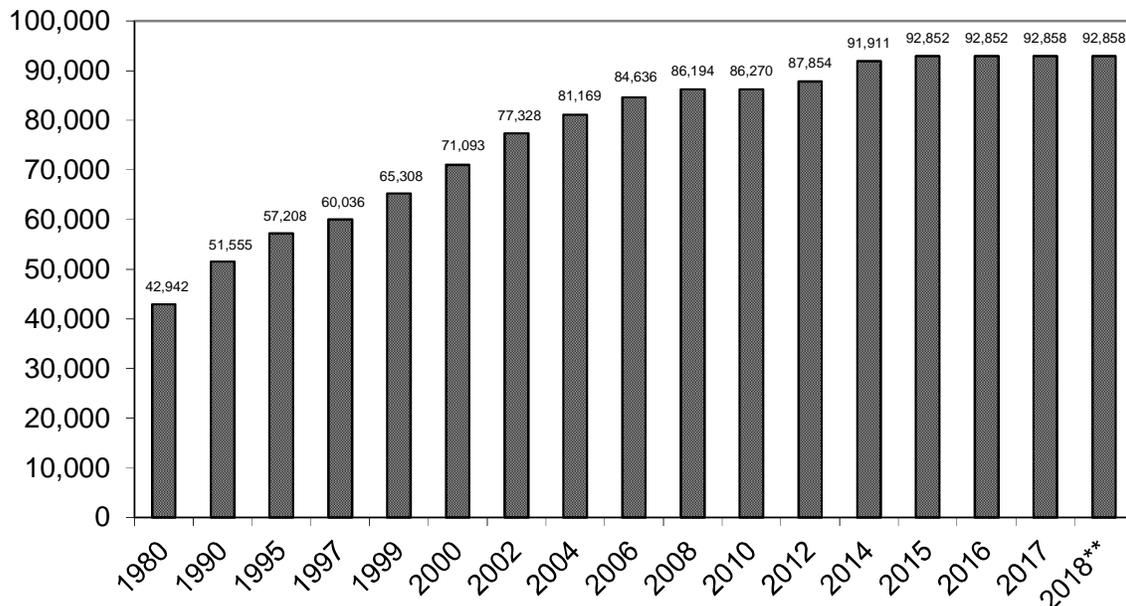
Places, Airport, Redevelopment, Economic Development Programs and Planning & Development Services); City Manager’s Office, \$1.4 million; City Attorney’s Office, \$1.2 million; Judicial Department, \$870,605; Mayor and Council, \$455,123; and Human Resources, \$1.1 million. The remaining funds total \$25.6 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.

2014 - 2018 Budgeted FTE Positions by Department

Department	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2016-2017 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	5.50	6.50	6.50	6.50	7.50	1.00
City Attorney	7.50	7.50	7.50	7.50	8.00	0.50
City Clerk	4.00	4.00	0.00	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	81.45	80.20	84.83	90.88	93.98	3.10
External Services	121.03	138.78	145.18	153.06	156.01	2.95
Power and Communications	72.75	91.90	98.90	100.10	100.84	0.74
Public Safety	293.50	297.50	295.50	301.50	303.50	2.00
Public Works and Natural Resources	223.75	220.44	224.35	232.90	240.06	7.16
Downtown Development Authority	2.75	2.85	3.00	2.80	2.80	0.00
TOTAL	835.73	873.17	889.26	918.74	936.19	17.45

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 - 2018



Summary of Financing Sources and Uses

	2016 Actual	2017 Budget	2018 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	79,710,271	94,950,022	101,247,850
Licenses and Permits	2,882,224	3,842,701	2,236,686
Intergovernmental Revenue	7,144,577	3,634,529	12,989,001
Charges for Service	124,024,418	144,531,088	154,532,751
Fines and Forfeits	888,481	1,094,250	924,250
Interest Earnings	610,151	543,966	1,155,687
Interfund Transfers	8,326,622	20,493,031	21,859,847
Miscellaneous	1,803,502	3,971,232	1,448,425
Proceeds from Advance	-	718,927	640,089
Proceeds from Bonds	-	-	-
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	87,427,735	8,908,200	18,197,153
TOTAL SOURCES	\$ 312,817,981	\$ 282,687,946	\$ 315,231,739

Expenditures and Other Financing Uses

Personal Services	86,228,480	93,992,466	99,116,120
Operating and Maintenance	99,188,547	113,383,575	120,164,178
Non-Operating	15,599,437	22,945,044	26,027,049
Capital	111,384,917	52,366,863	69,924,392
TOTAL USES	\$ 312,401,381	\$ 282,687,948	\$ 315,231,739

2018 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2018 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2018 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.

2018 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 12,703,938	\$ 7,414,531	\$ 16,769,043	\$ 3,629,203
 SOURCES OF FUNDS				
Taxes	61,597,249	-	-	-
Licenses and Permits	2,101,686	-	-	-
Intergovernmental Revenue	648,976	-	-	155,034
Charges for Service	7,044,404	85,790,843	18,838,896	14,575,000
Fines and Forfeits	924,250	-	-	-
Interest Earnings	277,600	149,480	96,740	36,480
Interfund Transfers	7,684,370	290,777	626,696	524,922
Miscellaneous	52,445	242,380	350,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 80,330,980	 86,473,480	 19,912,332	 15,291,436
 EXPENSES BY CATEGORY				
Personal Services	60,752,475	9,729,517	5,695,567	4,189,698
Operating and Maintenance	19,826,624	65,032,023	8,096,699	4,975,071
Non-Operating	1,375,405	4,934,556	1,231,230	3,622,859
Capital	739,132	5,464,524	5,543,272	2,877,984
 TOTAL EXPENSES	 82,693,636	 85,160,620	 20,566,768	 15,665,612
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 10,341,282	\$ 8,727,391	\$ 16,114,607	\$ 3,255,027
Contribution to/(from) Fund Balance	(2,362,656)	1,312,860	(654,436)	(374,176)

2018 CONSOLIDATED FUND STATEMENT

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 3,678,844	\$ 3,579,454	\$ 1,051,099	\$ 3,652,057
 SOURCES OF FUNDS				
Taxes	19,208,208	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	568,426	-	-	8,786,900
Charges for Service	650,000	8,057,000	2,661,500	7,244,300
Fines and Forfeits	-	-	-	-
Interest Earnings	26,335	21,866	5,060	30,600
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	47,000	1,000	5,600
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 20,477,969	 8,125,866	 2,667,560	 16,067,400
 EXPENSES BY CATEGORY				
Personal Services	4,048,256	2,364,855	1,263,168	2,057,606
Operating and Maintenance	5,823,934	4,613,760	1,351,086	1,679,790
Non-Operating	237,138	27,795	144,236	2,462,409
Capital	12,029,260	3,287,750	215,100	10,193,902
 TOTAL EXPENSES	 22,138,588	 10,294,160	 2,973,590	 16,393,707
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 2,018,225	\$ 1,411,160	\$ 745,069	\$ 3,325,750
Contribution to/(from) Fund Balance	(1,660,619)	(2,168,294)	(306,030)	(326,307)

2018 CONSOLIDATED FUND STATEMENT

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 14,093,090	\$ 203,956	\$ 660,136	\$ (0)
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	6,099,307	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	380,000	-	620,958
Charges for Service	-	432,283	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	205,624	220	40,000	-
Interfund Transfers	9,451,173	-	-	-
Miscellaneous	450,000	-	-	42,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 10,106,797	 812,503	 6,139,307	 662,958
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,662,045	133,389	-	154,698
Operating and Maintenance	2,328,871	225,565	444,894	470,956
Non-Operating	11,712	-	3,599,100	4,500
Capital	6,943,657	400,000	2,581,155	-
 TOTAL EXPENSES	 10,946,285	 758,954	 6,625,149	 630,154
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 13,253,602	\$ 257,505	\$ 174,294	\$ 32,804
Contribution to/(from) Fund Balance	(839,488)	53,549	(485,842)	32,804

2018 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 7,599,542	\$ 1,968,110	\$ 3,369,309	\$ 1,668,965
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	800,000	-	-
Charges for Service	2,107,950	-	773,872	777,100
Fines and Forfeits	-	-	-	-
Interest Earnings	28,960	8,904	15,000	6,623
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 2,136,910	 808,904	 788,872	 783,723
 EXPENSES BY CATEGORY				
Personal Services	-	-	-	-
Operating and Maintenance	-	50,000	-	-
Non-Operating	-	-	-	-
Capital	5,854,440	1,115,750	1,300,000	1,500,000
 TOTAL EXPENSES	 5,854,440	 1,165,750	 1,300,000	 1,500,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,882,012	\$ 1,611,264	\$ 2,858,181	\$ 952,688
Contribution to/(from) Fund Balance	(3,717,530)	(356,846)	(511,128)	(716,277)

2018 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>	\$ 729,370	\$ 522,114	\$ 3,979,298	\$ 24,026,552
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	1,627,800	2,345,400
Fines and Forfeits	-	-	-	-
Interest Earnings	-	-	21,400	124,600
Interfund Transfers	-	239,054	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 -	 239,054	 1,649,200	 2,470,000
 EXPENSES BY CATEGORY				
Personal Services	-	41,854	-	-
Operating and Maintenance	-	78,541	-	-
Non-Operating	-	-	524,922	626,696
Capital	-	200,000	399,700	1,049,400
 TOTAL EXPENSES	 -	 320,395	 924,622	 1,676,096
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 729,370	\$ 440,773	\$ 4,703,876	\$ 24,820,456
Contribution to/(from) Fund Balance	-	(81,341)	724,578	793,904

2018 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 415,402	\$ 6,099,929	\$ 29,956	\$ 4,458,596
 SOURCES OF FUNDS				
Taxes	-	-	-	905,380
Licenses and Permits	-	-	-	30,000
Intergovernmental Revenue	-	-	-	5,000
Charges for Service	-	5,000	58,500	92,000
Fines and Forfeits	-	-	-	-
Interest Earnings	1,000	30,100	200	5,560
Interfund Transfers	-	-	84,056	39,140
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	640,089
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,000	 35,100	 142,756	 1,717,169
 EXPENSES BY CATEGORY				
Personal Services	-	-	93,648	264,526
Operating and Maintenance	-	100,000	50,389	866,340
Non-Operating	-	-	-	666,291
Capital	415,000	5,835,000	-	32,044
 TOTAL EXPENSES	 415,000	 5,935,000	 144,037	 1,829,201
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 1,402	\$ 200,029	\$ 28,675	\$ 4,346,564
Contribution to/(from) Fund Balance	(414,000)	(5,899,900)	(1,281)	(112,032)

2018 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 79,227	\$ 198,694	\$ 5,796,035	\$ 2,570,171
 SOURCES OF FUNDS				
Taxes	115,000	-	-	4,102,189
Licenses and Permits	-	90,000	-	-
Intergovernmental Revenue	-	-	-	177,957
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,280	1,450	-	6,871
Interfund Transfers	-	-	1,159,815	-
Miscellaneous	-	-	125,000	55,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 116,280	 91,450	 1,284,815	 4,342,017
 EXPENSES BY CATEGORY				
Personal Services	20,122	38,387	143,934	443,238
Operating and Maintenance	86,893	29,415	958,601	585,007
Non-Operating	7,000	-	4,500	2,125,584
Capital	-	30,000	-	902,270
 TOTAL EXPENSES	 114,015	 97,802	 1,107,035	 4,056,099
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 81,492	\$ 192,342	\$ 5,973,815	\$ 2,856,089
Contribution to/(from) Fund Balance	2,265	(6,352)	177,780	285,918

2018 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>	\$ 203,991	\$ 292,488	\$ 917,255	\$ 206,097	\$ 91,041
 SOURCES OF FUNDS					
Taxes	-	-	6,666,057	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	94,125	-	363,125	84,000	56,500
Charges for Service	-	291,465	69,800	-	99,100
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	12,160	-	-
Interfund Transfers	-	-	-	-	-
Miscellaneous	-	500	-	15,000	23,500
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 TOTAL SOURCES OF FUNDS	 94,125	 291,965	 7,111,142	 99,000	 179,100
 EXPENSES BY CATEGORY					
Personal Services	86,999	75,592	5,675,608	2,000	78,776
Operating and Maintenance	20,808	259,280	1,506,712	46,500	112,457
Non-Operating	-	26,085	160,082	20,500	-
Capital	-	-	56,184	-	-
 TOTAL EXPENSES	 107,807	 360,957	 7,398,586	 69,000	 191,233
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 190,309	\$ 223,496	\$ 629,811	\$ 236,097	\$ 78,908
Contribution to/(from) Fund Balance	(13,682)	(68,992)	(287,444)	30,000	(12,133)

2018 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>	\$ 41,139	\$ 66,112	\$ 4,606	\$ 803,153	\$ 45,033	\$ 465,623
SOURCES OF FUNDS						
Taxes	-	-	-	-	474,616	-
Licenses and Permits	-	-	-	-	-	-
Intergovernmental Revenue	2,000	-	-	-	-	246,000
Charges for Service	-	50,000	1,500	939,038	-	-
Fines and Forfeits	-	-	-	-	-	-
Interest Earnings	-	800	-	774	-	-
Interfund Transfers	-	-	-	-	-	1,759,844
Miscellaneous	29,000	-	-	-	-	-
Proceeds from Advance	-	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	31,000	50,800	1,500	939,812	474,616	2,005,844
EXPENSES BY CATEGORY						
Personal Services	-	78,162	2,000	20,000	-	-
Operating and Maintenance	29,000	8,566	-	31,530	474,616	250
Non-Operating	-	-	-	5,000	-	2,129,605
Capital	-	-	-	958,868	-	-
TOTAL EXPENSES	29,000	86,728	2,000	1,015,398	474,616	2,129,855
<i>ENDING</i>						
<i>FUND BALANCE</i>	\$ 43,139	\$ 30,184	\$ 4,106	\$ 727,567	\$ 45,033	\$ 341,612
Contribution to/(from) Fund Balance	2,000	(35,928)	(500)	(75,586)	-	(124,011)

2018 CONSOLIDATED FUND STATEMENT

	Longmont Urban Renewal Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>		
<i>FUND BALANCE</i>	\$ 5,707	\$ 134,088,867
 SOURCES OF FUNDS		
Taxes	2,079,844	101,247,850
Licenses and Permits	-	2,236,686
Intergovernmental Revenue	-	12,989,001
Charges for Service	-	154,532,751
Fines and Forfeits	-	924,250
Interest Earnings	-	1,155,687
Interfund Transfers	-	21,859,847
Miscellaneous	-	1,448,425
Proceeds from Advance	-	640,089
Proceeds from Bonds	-	-
 TOTAL SOURCES OF FUNDS	 2,079,844	 297,034,586
 EXPENSES BY CATEGORY		
Personal Services	-	99,116,120
Operating and Maintenance	-	120,164,178
Non-Operating	2,079,844	26,027,049
Capital	-	69,924,392
 TOTAL EXPENSES	 2,079,844	 315,231,739
 <i>ENDING</i>		
<i>FUND BALANCE</i>	\$ 5,707	\$ 115,891,714
Contribution to/(from) Fund Balance	-	(18,197,153)



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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. 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.

Full alignment of the budget and Envision Longmont will be a relatively large undertaking with several steps, including aligning the budget performance measures under the Envision Longmont Guiding Principles, Goals and Policies. In addition, some measures that were not included in previous budget performance measures have been added to reflect Envision Longmont indicators. 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	2016 Actual	2017 Estimated	2018 Projected
6-1 Recruit, support, incentivize and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity.					
PLANNING & DEVELOPMENT SERVICES	Planning & Development Services	Annual unemployment rate, compared regionally			
		- Longmont	2.6%	2.2%	2.2%
		- Boulder County MSA	2.7%	2.5%	2.5%
		- Colorado	3.0%	2.9%	3.0%
		- U.S.	4.7%	4.4%	4.4%
LONGMONT ECONOMIC DEVELOPMENT PARTNERSHIP		Net change in the number of jobs with primary employers	582	55	55
		Business Start-up Grant applicants	1	1	1
		Business Improvement Grant applicants	1	1	1
FINANCE	Accounting	Total sales and use tax revenues	\$61,839,678	\$66,006,773	\$72,403,633
6-2 Promote and increase opportunities for collaboration, innovation and entrepreneurship.					
LONGMONT ECONOMIC DEVELOPMENT PARTNERSHIP		Workshop participants	159	159	159
		Business Outreach Team onsite meetings	164	164	164
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

THRIVING ECONOMIC CLIMATE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
PLANNING & DEVELOPMENT SERVICES		Average annual wage – Boulder County MSA	\$64,324	\$64,324	\$64,324
		Residents living and working in Longmont as a percentage of all residents age 16 and older	45%	45%	45%
CITY MANAGER’S OFFICE		Overall quality of life as measured in biennial survey - percent rating “excellent” or “good”	84%	N/A	92%



THRIVING ECONOMIC CLIMATE

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

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
1-2 Promote a sustainable mix of land uses.					
PLANNING & DEVELOPMENT SERVICES		Number of new dwelling units	1,003	1,009	945
		Other residential (non-single-family detached) units as a percentage of total units permitted	76%	71%	70%
		Renter and homeowner households spending 30% of income or more on housing, as a percentage of total households	Owner - 15% Renter - 53.9% Combined - 30.1%	Owner - 15% Renter - 53.9% Combined - 30.1%	Owner - 15% Renter - 53.9% Combined - 30.1%
		Dwelling units per acre within the municipal area (except areas zoned P or A)	3.59	3.6	3.6
1-5 Support the continued revitalization of Downtown as a community and regional destination.					
LONGMONT DOWNTOWN DEVELOPMENT AUTHORITY		Public capital improvements made to the downtown area in dollars	\$4,439,000	\$730,000	\$500,000
		Number of Development Incentive Program grants provided to Downtown businesses	10	5	7
PLANNING & DEVELOPMENT SERVICES	Planning	Development Incentive Program permits	82	98	90
		Facade Improvement Program applications	0	0	2
		Number of historically designated structures in the downtown area (cumulative)	29	29	30
		Number of historic landmarks (cumulative)	131	134	137
		Building permits issued in the downtown for remodels	16	25	25

THRIVING ECONOMIC CLIMATE

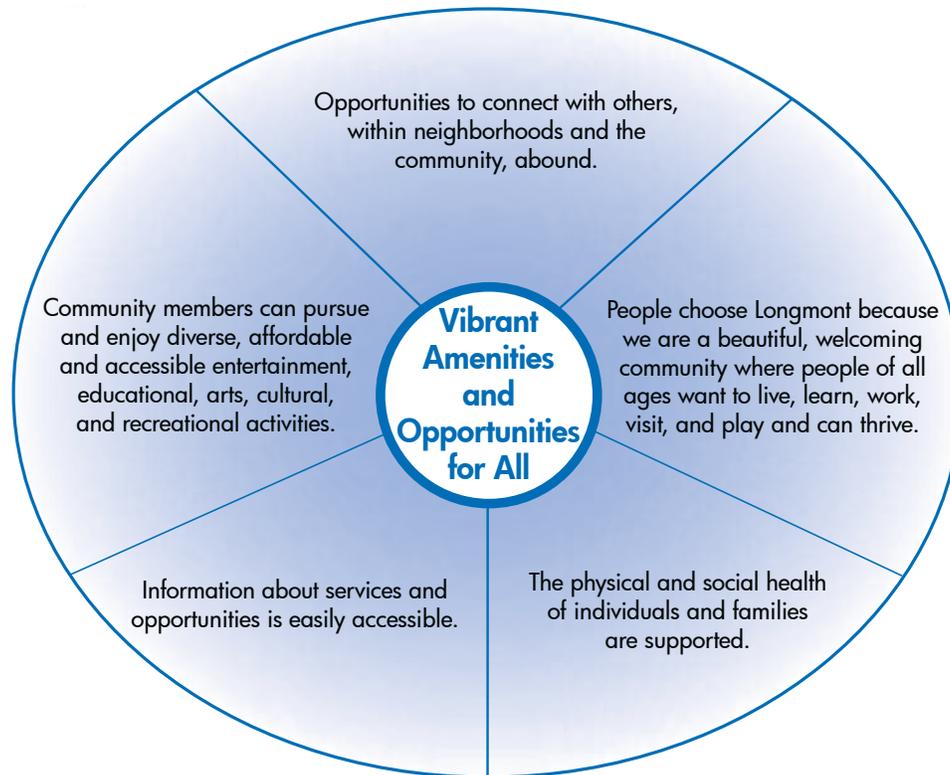
Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
COMMUNITY SERVICES	Parking Enforcement	Number of parking tickets in the downtown area	1,911	1,378	2,579
FINANCE	Sales Tax	Percent change in Central Business District sales tax	7.20%	7.40%	2.71%

1-5 Support the continued revitalization of downtown as a community and regional destination.





Desired Result of Government:
VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL



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



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 2: A COMPLETE, BALANCED AND CONNECTED TRANSPORTATION SYSTEM

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
2-1 Integrate land use and transportation planning to enhance the overall quality of life in the City.					
PLANNING & DEVELOPMENT SERVICES		Number of schools with a Safe Routes to School program	4	4	4

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 levels.

COMMUNITY SERVICES	CDBG	Percentage of affordable housing units	3.81%	4.10%	4.33%
		Affordable housing units added annually	64	127	85
		Affordable housing units lost annually	0	20	2
		Net gain (loss) in affordable housing units	64	107	83

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	35	39	40
	Recreation & Golf Services	Number of recreation center visitors and recreation program participants	--	815,000	815,000

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 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	66,000	66,000	66,000
		Number of senior wellness activities available each quarter	74	75	75
		Number of unduplicated clients seen by Senior Services resource staff/number of visits	681/2,375	600/2,000	600/2,000
	Community & Neighborhood Resources	Number of block gatherings accessing Discover Neighbors Fund	28	19	25
		Number of neighborhood groups accessing improvement funds	13	13	13
		Education: landlord training, tenant training, fair housing, conflict resolution	N/A	1,000	1,000
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	75%	78%	78%
		Number of preschool children enrolled in Mayor's Book Club	1,050	1,063	1,100
COMMUNITY SERVICES	Library	Total library visitation	600,174	550,000	550,000
		Total visits to library website	70,364	75,000	75,000
		Unique visitors to library website	68,818	70,000	75,000
		Total library circulation	967,026	950,000	950,000
		Library circulation rate per capita	10.41	10	10
		Library reference transactions per 1,000 population	691	650	650

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected	
3-4 Ensure that all Longmont residents have access to arts, cultural and learning opportunities they need to thrive and prosper.						
COMMUNITY SERVICES	Library	Library program attendance per 1,000 population	645	650	650	
		Number of child/teen sessions in the PC Lab	28,430	28,000	28,000	
		Library patron internet sessions	85,800	85,000	85,000	
		Child/teen summer reading program participants	2,717	2,700	2,700	
	Museum	Number of child participants in Discovery Days, summer camps and school tours		8,472	7,103	7,500
		Total museum attendance		62,652	63,000	58,000



VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
3-4 Ensure that all Longmont residents have access to arts, cultural and learning opportunities they need to thrive and prosper.					
COMMUNITY SERVICES	Museum	Total museum operating expenses	\$1,431,292	\$1,461,550	\$1,650,000
		Percentage of museum operating expenses funded from non-general fund sources	28%	28%	28%
	Children, Youth & Families	Community education level			
		- Percent age 25+ with a high school diploma	87.3	87.3	87.3
		- Percent age 25+ with a bachelor's degree	37.6	37.6	37.6
		High school dropout rate			
		- Male	0.8%	0.8%	0.8%
		- Female	1.7%	1.7%	1.7%
		Attendance at middle school after-school programs/events	8,887	9,600	9,600
	Senior Services	Number of Senior Services programs offered with respect to resource education and support	87	90	90
		Annual number of students in SeniorNet Computer Learning Center for older adults	2,079	2,000	2,000



VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 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	3,700	3,700	3,700
		Mediation/facilitation services provided	750	750	750
HUMAN RESOURCES		Number of City staff who speak a language in addition to English, including American Sign Language	86	96	105
COMMUNITY SERVICES and CITY MANAGER'S OFFICE		Number of substantial community involvement processes	8	8	6
SHARED SERVICES	City Clerk	Number of Use of Public Places Permits issued:			
		- Special events	123	125	120
		- Block parties	21	20	20
		- Alcohol on public places	14	20	25

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

COMMUNITY SERVICES	Community & Neighborhood Resources	Translation access/service provided	326	366	400
	Recreation & Golf Services	Attendance at annual Rhythm on the River festival (est.)	20,000	22,000	25,000
		Attendance at annual Longmont Lights holiday celebration (est.)	10,000	10,000	10,000
		Attendance at annual Inclusive Communities Celebration (est.)	350	400	450
		Multicultural events cosponsored by the Multicultural Action Committee	7	9	12
		Attendance at events cosponsored by the Multicultural Action Committee	8,000	8,000	9,000
	Museum	Attendance at annual Dia de los Muertos exhibition and celebration	5,307	4,029	4,500

VIBRANT AMENITIES AND OPPORTUNITIES FOR ALL

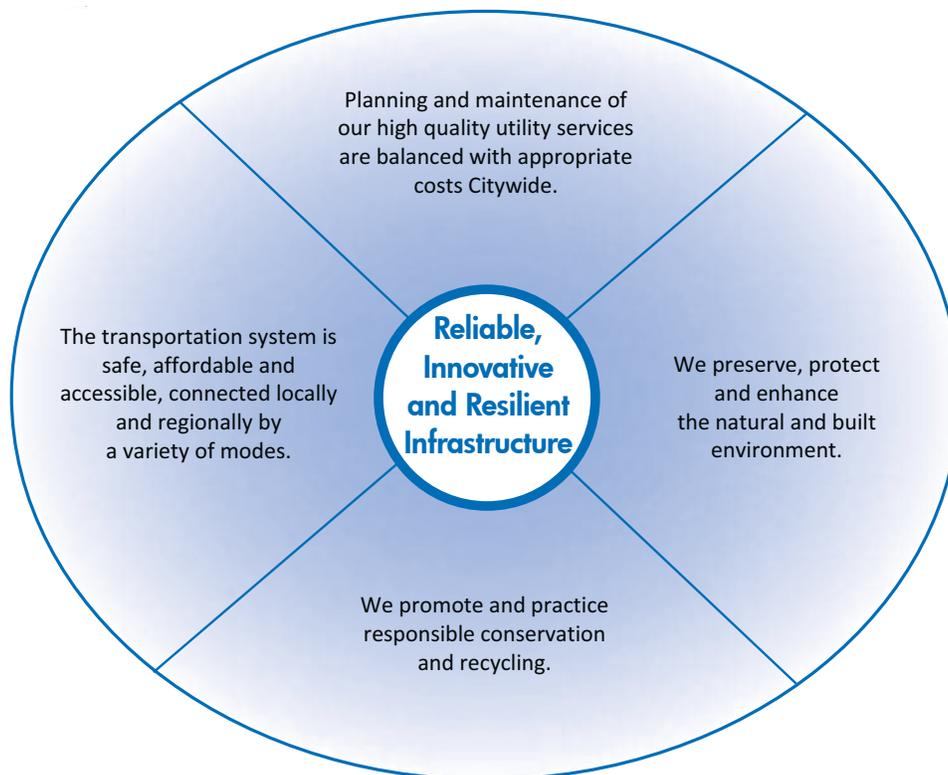
Envision Longmont Guiding Principle 4: A SAFE, HEALTHY AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
COMMUNITY SERVICES	Children, Youth & Families	Number of meals served in after-school and summer meal programs	9,837	11,000	11,500





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	2016 Actual	2017 Estimated	2018 Projected
POWER & COMMUNICATIONS	Energy Services	Electric consumption in City facilities (in million kWh)	21	23	24
		Natural gas consumption in City facilities (in therms)	731,505	760,000	780,000
	Customer Services & Marketing	Electric residential reliability rating (% somewhat/very satisfied)	91%	95%	95%
		Electric residential overall satisfaction (10-point scale)	8.9	8.9	8.9
		Electric residential value rating (% good/excellent)	94%	95%	95%
		Electric residential environmental rating (right amount of emphasis on energy efficiency/conservation)	76%	80%	80%
		Electric key account reliability rating (% good/excellent)	100%	100%	100%
		Electric key account overall satisfaction (10-point scale)	9.2	9.0	9.0
		Electric key account value rating (% good/excellent)	100%	100%	100%
		Electric key account environmental rating (% somewhat/very satisfied with energy services)	100%	90%	90%
		Electric customer contact overall satisfaction rating (% satisfied)	96%	97%	97%
		Electric commercial reliability rating (% somewhat/very satisfied)	91%	95%	95%
	Engineering	Electric system average interruption frequency index - not more than 1 even per year per customer	0.39	0.50	0.50

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected	
POWER & COMMUNICATIONS	Customer Services & Marketing	Electric construction project satisfaction rating (% acceptable/very effective)	100%	97%	97%	
	Administration	NextLight network uptime percentage	100%	99.999%	99.999%	
		NextLight initial sales order experience satisfaction (10-point scale)	9.1	9.1	9.1	
		NextLight service installation satisfaction (10-point scale)	9.1	9.1	9.1	
		NextLight internet speed and reliability satisfaction (10-point scale)	8.9	9.0	9.0	
		NextLight digital voice quality satisfaction (10-point scale)	8.9	9.0	9.0	
		Energy Services	Energy-efficient consumer products*	12,343	27,000	10,000 *
			kWh reductions	167,822	526,000	122,400 *
			CO ₂ reductions in lbs.	273,718	857,906	199,634 *
			Commercial Efficiency Works	152	189	200
			kW demand reductions	599	773	800
			kWh reductions	4,413,477	5,738,000	6,000,000
			CO ₂ reductions in lbs	7,198,381	9,358,678	9,786,000
			Residential Efficiency Works	133	125	120
			kWh reductions	40,038	145,000	139,200
			CO ₂ reductions in lbs.	65,302	236,495	227,035
			Percentage of renewable energy in LPC's energy mix	19% large hydro, 11% wind, 1% solar	19% large hydro, 11% wind, 2% solar	19% large hydro, 11% wind, 2% solar

* Changed from energy-efficient lighting to energy-efficient consumer products in 2017

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
PUBLIC WORKS & NATURAL RESOURCES	Engineering Services	Road rehab expenditures per paved lane mile	\$5,004	\$5,438	\$5,868
		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.	48 psi/54 psi	50 psi/55 psi	50 psi/55 psi
		Pike Rd. & Airport Rd.	54 psi/65 psi	55 psi/65 psi	55 psi/65 psi
		3rd Ave. & Pratt St.	54 psi/58 psi	50 psi/56 psi	50 psi/56 psi
		Price Park playground	47 psi/54 psi	50 psi/54 psi	50 psi/54 psi
		9th Ave. & Pace St.	51 psi/60 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	0.50	0.50	0.50
		Trunk 2	0.33	0.33	0.33
Trunk 3	0.35	0.35	0.35		
Trunk 4	0.30	0.30	0.30		
Trunk 5	0.38	0.38	0.38		
Trunk 6	0.40	0.40	0.40		
Trunk 7	0.35	0.35	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	2016 Actual	2017 Estimated	2018 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)	2nd lowest	2nd lowest	2nd lowest
		Small commercial electric rates (state ranking)	5th lowest	3rd lowest	3rd lowest
		Large commercial electric rates (state ranking)	4th lowest	3rd lowest	3rd lowest
		Industrial electric rates (state ranking)	4th lowest	5th lowest	5th lowest
PUBLIC WORKS & NATURAL RESOURCES	Business Services	Water consumption per capita per day	155 gallons	155 gallons	155 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 nature areas)	3,324.3	3,336.3	3,414.3
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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	2016 Actual	2017 Estimated	2018 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 level-of-service and volume-to-capacity ratio	1	2	2
		Total vehicle miles per capita traveled on arterial and collector roadways	3,867	3,908	3,949

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 capita	\$61	\$66	\$70
		Resurfacing expenditures	\$4,205,000	\$4,420,000	\$4,500,000

Envision Longmont Guiding Principle 5: RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

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

PUBLIC WORKS & NATURAL RESOURCES	Natural Resources	Number of public trees planted	332	193	250
		Supplemental trees given to the community through grants/donations	3	20	10
		Trim cycle in years (standard is 7)	14	15	15
		Acres of open space	2,814.736	2,814.736	2,904.736

RELIABLE, INNOVATIVE AND RESILIENT INFRASTRUCTURE

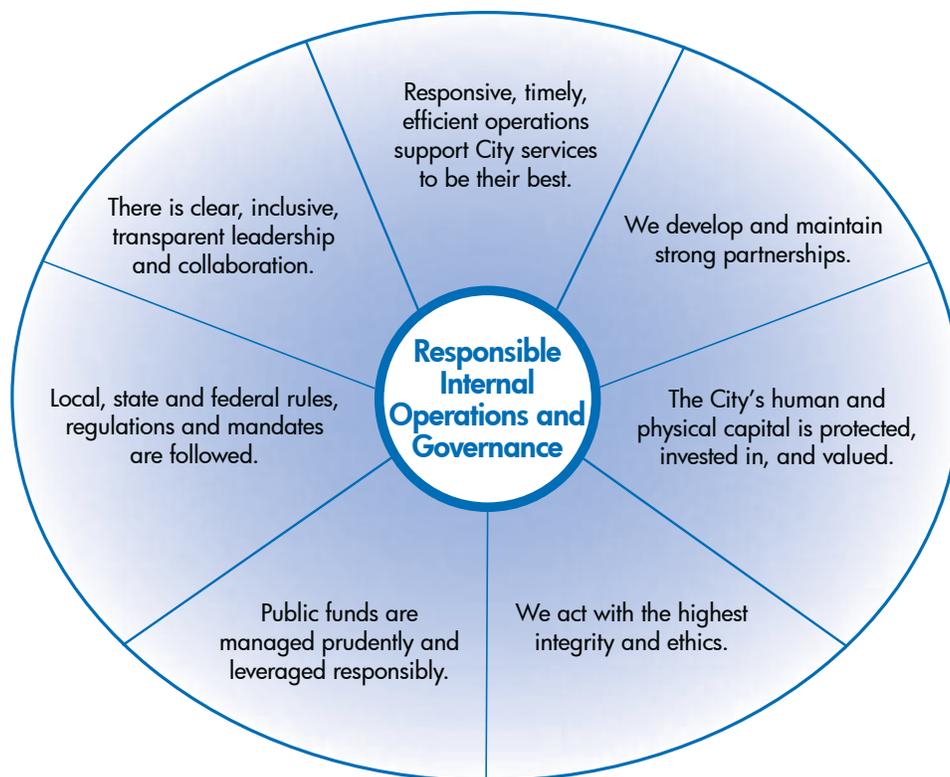
Envision Longmont Guiding Principle 5: RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
5-2 Maintain a quality renewable water supply to meet the long-term needs of the community.					
PUBLIC WORKS & NATURAL RESOURCES	Water Resources	Sufficient water supplies to meet a 100-year drought	31,787 AF	31,812 AF	31,900 AF
5-4 Preserve Longmont's agricultural resources.					
PUBLIC WORKS & NATURAL RESOURCES	Natural Resources	Acres of agriculture on city open space	1,360	1,350	1,440





Desired Result of Government:
RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE



ENVISION LONGMONT
Guiding Principle 5:
Responsible Stewardship of Our Resources

This budget result deals primarily 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	2016 Actual	2017 Estimated	2018 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	\$582,518	\$877,967	\$400,000
		- Tax collections resulting from field audits	\$ 765,128	\$1,410,223	\$500,000
		- Audit collections as a percentage of audit costs	342%	736%	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	197	165	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	A1	A1
		- 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	2016 Actual	2017 Estimated	2018 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	764,284	754,284	764,284
		Facilities Maintenance Services operating expenditures per square foot	\$2.0073	\$2.2004	\$2.1901
		Facilities Operations Services operating expenditures per square foot	\$1.9348	\$2.1134	\$2.0529
		Utility expenditures per square foot - electricity	\$0.6036	\$0.6238	\$0.628
		Utility expenditures per square foot - natural gas	\$0.2012	\$0.2079	\$0.2093
		Percentage of maintenance hours spent on preventive maintenance	11%	12%	13%
SHARED SERVICES	Fleet Services	Hours billed per vehicle/piece of equipment	20.37	21.92	21.1
		Percentage of contracted maintenance expenditures	17.68%	18.25%	18.00%
		Percentage fleet availability to users	92.86%	94.02%	95.00%
		Downtime percentage	7.14%	5.98%	6.33%
		Work orders completed in less than one day	66%	69%	69%
		Work orders completed in 1-2 days	9.22%	9.86%	9.52%
		Work orders completed in more than 2 days	25.13%	21.58%	21.17%
		Total number of work orders per year	2,044	2,183	2,075

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
5-6 Strive to be as efficient and effective as possible as a City organization, continued.					
HUMAN RESOURCES		Turnover rate	9.9%	4.1%	6.5%
SHARED SERVICES	Enterprise Technology Services	Ratio of total workstations to total employees	0.99:1	0.99:1	0.99:1
		Percent availability for systems	99.48%	99.25%	99.95%
	Purchasing	Purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$130,652,921	\$80,000,000	\$80,000,000
		Number of protests filed and sustained	0	0	0
		Percentage of purchases on purchasing cards	6.00%	9.00%	9.50%
FINANCE	Accounting	Monthly financial reports issued by 15th of the following month	25%	25%	100%
		Audit completed and CAFR to city council by May	June	June	May
		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 chief financial officer 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	0%	0%	100%

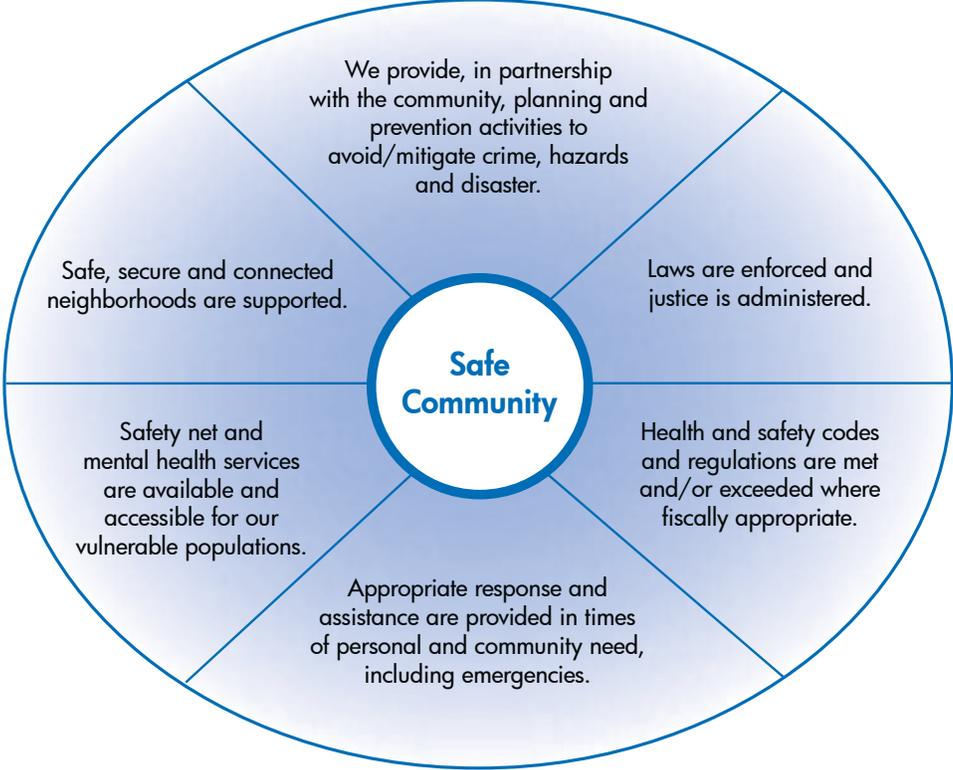
RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
5-6 Strive to be as efficient and effective as possible as a City organization, continued.					
FINANCE	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
		Additional appropriations/CIP amendments completed annually	14	10	12
	Utility Billing	Overall customer satisfaction with Utility Billing (scale of 1-5 with 5 the highest, % of respondents rating 4 or 5)	96%	96%	95%
POWER & COMMUNICATIONS	Engineering	Electric system average interruption duration index - not more than 80 minutes per customer per event	26.6	30.0	30.0
SHARED SERVICES	City Manager	Percentage of residents who rate City services as excellent or good	84%	N/A	86%





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	2016 Actual	2017 Estimated	2018 Projected
PUBLIC SAFETY	Fire	Median emergency response time (tone to arrival)	4:41	4:53	4:59
		Cardiac arrest survival rate (national avg. = 9.4%)	33%	42%	50%
		Cardiac arrest survival rate if CPR is initiated prior to Fire arrival (national avg. = 33.3%)	50.2%	47.0%	45.0%
		On-scene time for trauma (national avg. = 10:00)	12:20	12:21	12:21
		Total internal training hours instructed	2,518	2,500	2,500
	Police	Violent crimes reported per 1,000 population	3	3	3
		Property crimes reported per 1,000 population	25	25	26
		Part 1 crimes reported	2,589	2,683	2,713

SAFE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 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	100%	100%	100%
JUDICIAL	Probation	Recidivism rate	4%	5%	5%
		Caseload per probation officer	279	250	250
		Community service compliance	84%	85%	85%
COMMUNITY SERVICES	Parking Enforcement	Number of tickets written for illegal parking in disability parking spaces	256	163	167



SAFE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2016 Actual	2017 Estimated	2018 Projected
4-5 Minimize risks to property, infrastructure and lives due to natural disasters and other natural or manmade hazards.					
PUBLIC SAFETY	Fire	Value of property damage due to fire	\$875,936	\$1,000,000	\$1,200,000
		Value of property saved	\$21,814,830	\$2,200,000	\$2,400,000
		Number of fires	201	250	300
		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	90%	90%	90%
		Number of civilian deaths related to fire	1	0	0
		Number of civilian injuries related to fire	2	0	0
		Number of on-duty firefighter deaths	0	0	0
		Number of on-duty firefighter injuries	12	12	10
FINANCE	Risk Management	National Council on Compensation Insurance Workers' Compensation claims modifier	0.76	0.75	0.70
		Workers' Compensation claims per FTE	0.10	0.10	0.09
		General liability claims per FTE	0.03	0.03	0.02
		Auto liability claims per FTE	0.02	0.02	0.01
		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

2018 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 2018 budget, that amount is \$8,973,073 (11.2%).

The General Fund budget includes a net increase of 12.65 FTEs and brings the total FTEs in the General Fund to 561.11. These changes are detailed on the following page.

Department/Division	Position	FTE
FTE Additions		
<i>Shared Services</i>		
<i>Utility Billing</i>	Customer Service Rep	1.00
<i>ETS</i>	Systems Admin	1.00
	Administrative Analyst	1.25
	Project Manager I	1.00
	Billing System Technical Project Manager	1.00
<i>Planning and Development Services</i>		
<i>Code Enforcement</i>	Code Enforcement Inspector I	1.00
<i>Public Safety</i>		
<i>Fire Services</i>	Fire Protection Engineer 1	1.00
<i>Community Services</i>		
<i>CS Director</i>	Public Relations and Marketing Specialist	1.00
	Community Services Project Coordinator	1.00
<i>Museum</i>	Asst Museum Curator	0.15
<i>Public Works and Natural Resources</i>		
<i>Parks/Forestry</i>	EAB Arborist Tech	1.00
	Project Manager II	0.25
	Volunteer Coordinator	0.25
<i>Parks Admin</i>	Economic Sustainability Coordinator	0.25
<i>City Manager</i>	Digital Media Specialist	1.00
<i>City Attorney</i>	Administrative Assistant	0.50
FTE Reductions		
<i>Finance</i>		
<i>Sales Tax</i>	Sales Tax Auditor	(1.00)
<i>Public Safety</i>		
<i>Information Services</i>	Deputy Public Safety Chief	(0.50)
Net FTE Change to the General Fund		11.15

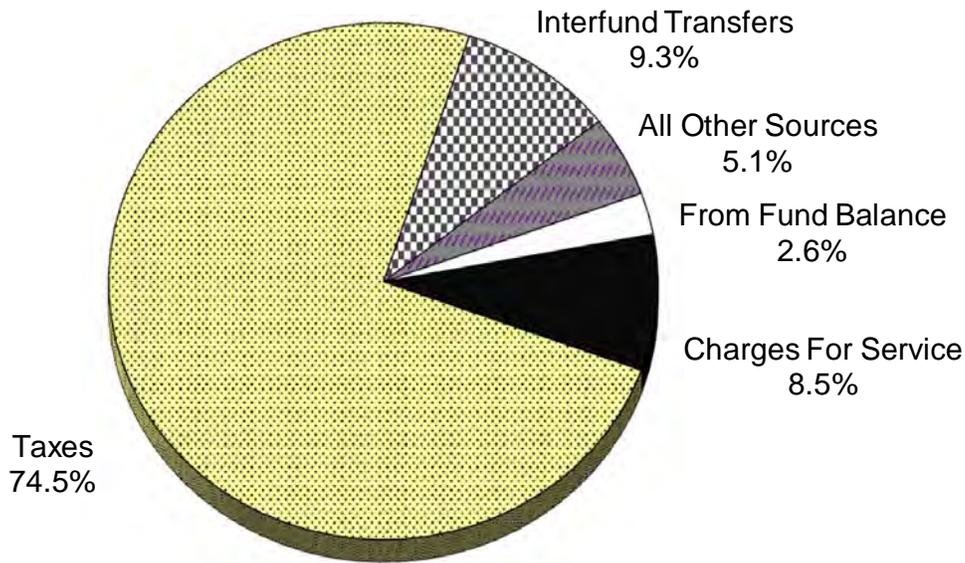
GENERAL FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	55,353,200	57,115,461	61,597,249
Licenses and Permits	2,882,224	1,871,351	2,101,686
Intergovernmental	1,499,827	634,841	648,976
Charges for Service	7,295,823	6,783,914	7,044,404
Fines and Forfeits	888,481	1,094,250	924,250
Interest and Miscellaneous	429,765	203,463	330,045
Interfund Transfers	7,117,952	7,383,230	7,684,370
TOTAL REVENUES	\$75,467,272	\$75,086,510	\$80,330,980
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	250,064	256,049	323,069
Accounting	1,403,107	920,969	1,007,633
Sales Tax	340,631	362,674	394,605
Treasury	192,256	213,166	382,691
Information Desk	78,132	65,562	68,684
Utility Billing	1,526,776	1,828,313	1,806,546
Mail Delivery	64,609	65,632	64,269
Enterprise Technology Services Operations	1,767,912	2,084,441	2,259,213
Enterprise Technology Services Applications	1,666,658	1,454,659	1,889,550
Enterprise Technology Services Telephone System	419,057	338,376	403,511
Risk Management	268,438	293,332	309,205
Safety	122,910	137,528	153,696
Wellness	84,929	77,094	93,203
Purchasing and Contracts	620,755	556,174	605,690
Budget	272,413	327,912	394,579
Human Resources	976,925	1,039,191	1,098,285
Community Services Director	1,159,702	1,290,859	1,929,760
Neighborhood Resources	308,986	370,594	398,272
Community Relations	82,829	88,225	93,317
Parking Enforcement	142,757	100,571	123,327
Youth Services	692,947	798,768	799,492
Library Administration	451,247	412,075	481,790
Adult Services	1,052,608	1,042,900	1,061,581

	2016 Actual	2017 Budget	2018 Budget
Children's and Teen Services	495,598	511,102	468,094
Technical Services	691,730	702,534	725,186
Circulation	641,044	726,343	850,839
Museum	841,579	843,784	864,168
Museum Auditorium	143,876	151,166	240,619
Recreation Administration	384,111	407,879	488,914
Recreation Center	1,609,765	1,617,483	1,773,560
Athletics and Team Sports	463,339	488,720	509,135
Recreation for Special Needs	55,894	36,676	63,449
General Programs and Facilities	748,230	809,088	830,106
Outdoor Recreation	48,191	49,202	48,231
Aquatics	932,343	1,029,355	1,094,882
Concessions	188,884	63,606	58,463
Community Events	221,561	164,395	164,786
Seasonal Ice Rink	196,876	155,453	162,369
Youth Recreation Programs	59,581	68,397	48,715
Sports Field Maintenance	211,971	247,396	307,838
Senior Services	731,814	816,772	855,952
Human Service Agencies	1,124,992	1,171,982	1,261,674
Public Safety Director	663,570	709,177	727,941
Communication Center	1,824,025	1,807,912	1,854,041
Public Safety Information and Technology Services	509,586	541,406	580,705
Emergency Management	129,751	122,147	329,784
Support Services	639,076	720,828	999,175
Training and Personnel	1,123,905	1,087,092	1,169,748
Information Services	465,214	472,432	-
Outreach	126,583	159,420	163,517
Volunteer Programs	14,809	61,238	35,166
Records Unit	517,561	586,819	615,990
Patrol	9,904,350	10,234,593	10,621,068
Investigations	2,839,808	2,987,976	2,947,234
Animal Control	635,512	660,291	562,005
Special Enforcement Unit	985,099	1,017,098	949,892
School Resource Officers	586,592	619,042	626,470
Special Operations	488,546	504,322	612,603
Traffic Unit	1,106,884	1,089,873	1,142,053
SWAT Team	410,483	427,068	476,182
Fire Operations	10,514,330	10,586,259	10,603,989

	2016 Actual	2017 Budget	2018 Budget
Fire Prevention	404,509	404,144	535,431
Redevelopment	312,123	223,198	209,982
Economic Development Programs	240,380	245,833	644,454
Development and Planning Services	1,290,204	1,347,685	1,559,013
Building Permits and Inspections	1,260,495	1,460,982	1,584,881
Code Enforcement	477,577	532,585	661,054
Facility Maintenance	1,804,182	1,945,134	1,984,531
Facility Operations	1,478,750	1,594,130	1,570,189
Parks Administration	382,074	422,123	675,740
Parks Maintenance	2,011,462	2,236,972	2,235,318
Parks Development and Improvement	211,686	226,847	234,392
Forestry Maintenance	707,996	647,394	995,700
Municipal Grounds Maintenance	274,599	292,136	358,589
Right of Way Maintenance	609,373	627,133	623,425
Union Reservoir	259,798	283,542	383,045
Parks Resource Management	-	-	-
Engineering/Survey Technical Services	147,233	161,012	166,705
Mayor and City Council	369,959	478,897	455,123
City Manager	1,213,248	1,281,562	1,415,296
Non-Departmental	1,232,811	1,064,205	1,325,017
Recovery Office	283,633	372,409	388,258
City Clerk	431,301	625,369	537,817
Elections and Voter Registration	49,734	113,930	116,780
City Attorney	1,004,330	1,145,555	1,185,780
Judicial Department	504,122	538,344	570,120
Probation	271,455	290,408	300,485
TOTAL EXPENDITURES	\$74,456,742	\$77,142,920	\$82,693,636
CONTRIBUTION TO/(FROM)	\$1,010,530	\$(2,056,410)	\$(2,362,656)
FUND BALANCE			

GENERAL FUND - Sources of Funds



The General Fund will receive 74.5% (\$61.60 million) of its total sources of funds from taxes in 2018. Sales and use tax collections will total \$34.6 million, or 56.3% of all taxes collected.

- Interfund transfers will account for 9.3% 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 \$2.5 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2017, sales and use tax collections are 6.74% greater than for the same period in 2016. Sales tax is showing growth of 6.2% in 2017 while use tax activity is up 9.2% after six months. Projections for sales and use tax for 2018 are 1.77% over the projections for 2017; sales tax is 2.71% and use tax is negative 2.5%

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

Building Permits: The 2018 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 195 single-family dwelling units, 50 townhouse/condo units, and 750 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 2018	\$	80,206,312
2018 estimated revenues other than property taxes	\$	61,337,266
Total revenue needed from property taxes	\$	18,869,046

Mill levy to raise revenue needed from property taxes **13.420**

Estimated assessed valuation for the tax year 2017, collected in 2018:

Boulder County	\$	1,413,477,650
Weld County	\$	13,973,280

Average collection rate of property taxes:

2018 est	98.5%
2017 est	98.5%
2016	98.5%
2015	98.5%
2014	98.5%
2013	98.7%
2012	98.5%
2011	98.3%
2010	98.5%
2009	98.9%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2018 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 2017 and the projected General Fund cash surplus for 2018.

	2017 Adopted Budget	2017 Projected Actual
Beginning Available Fund Balance	\$ 13,565,164	\$ 13,565,164
Revenues		
Sales Tax	31,539,249	31,832,819
Use Tax	1,034,633	1,081,448
Property Tax	16,391,761	16,371,082
All Other	<u>26,120,867</u>	<u>26,627,205</u>
TOTAL REVENUES	\$ <u>75,086,510</u>	\$ <u>75,912,554</u>
TOTAL EXPENSES	\$ 77,142,920	\$ 76,773,780
Ending Available Fund Balance	\$ 11,508,754	\$ 12,703,938

Projected 2018 Ending Available Fund Balance

2018 General Operating Expenditures	\$ 80,206,312	
TABOR Reserve		\$ 3,943,296
Emergency Reserve		5,029,777
Amount used in 2017		354,019
Fund Balance used in 2018 budget		2,362,656
2018 Addition to Emergency Reserve		1,000,000
<i>Projected ending available fund balance</i>		\$ 14,190

TAXES	2016 Actual	2017 Budget	2018 Budget
Property Taxes-Current	16,323,756	16,391,761	18,869,046
Property Taxes-Delinquent	(10,133)	-	-
Sales Taxes	30,677,787	31,539,249	28,590,057
Use Taxes	503,072	1,034,633	6,072,685
Cigarette Taxes	160,932	150,000	150,000
Natural Gas Franchise	630,004	640,000	640,000
Cable Television Franchise	892,994	890,000	760,000
Telephone Franchise	203,460	182,000	186,584
Electric Franchise	5,100,664	5,385,936	5,402,889
Telecommunications Franchise	8,962	7,812	6,840
Water Franchise	309,930	323,906	336,148
Wastewater Franchise	551,772	570,164	583,000
<i>Taxes Subtotal</i>	<i>55,353,200</i>	<i>57,115,461</i>	<i>61,597,249</i>
LICENSES AND PERMITS			
Liquor Application Fee	35,300	29,000	36,000
Liquor Licenses	7,776	8,000	8,000
Sales Tax Business Permits	27,275	28,000	28,000
Business Licenses	4,335	4,700	4,700
Building Permits	2,677,488	1,670,691	1,845,379
Wood Burning Exemption Permits	60	-	-
Contractor Licenses	122,120	122,560	122,750
Parade Licenses	50	100	100
Use of Public Places Permit	6,120	7,000	7,000
Alcohol in Public Places Permits	1,700	1,300	2,000
<i>Licenses and Permits Subtotal</i>	<i>2,882,224</i>	<i>1,871,351</i>	<i>2,053,929</i>
INTERGOVERNMENTAL			
Federal Grants	523,400	376,286	388,583
Nongrant Federal Revenue	264,950	-	-
Federal Mineral Lease Distribution	66,932	-	-
State Grants	169,565	-	-
Nongrant State Revenue	14,908	-	-
State Severance Tax	78,193	40,000	30,000
Nongrant Local Revenue	112,817	-	-
Boulder County	947	-	127,588
St. Vrain Valley School District	120,199	141,555	-

INTERGOVERNMENTAL, cont.	2016 Actual	2017 Budget	2018 Budget
City of Lafayette	24,463	-	-
Boulder County Fire IGA	46,399	-	25,805
Boulder County Shared Fines	76,855	77,000	77,000
Weld County Shared Fines	199	-	-
<i>Intergovernmental Subtotal</i>	<i>1,499,827</i>	<i>634,841</i>	<i>648,976</i>
CHARGES FOR SERVICE			
Land Development	125,374	100,000	125,000
Maps and Publications	1,207	800	800
Sales Tax Commission	97,337	65,000	65,000
Purchasing Card Rebates	101,217	105,000	110,000
Cell Phone Rebate	-	-	37,500
Criminal Justice Records	24,586	23,000	23,000
Extra Duty Police Officer Reimbursement	55,730	-	-
Sex Offender Registration Fees	11,158	9,500	10,000
Vehicle Impound Fees	1,450	2,350	1,500
Fingerprinting	12,384	10,500	11,500
Fireworks Stand Fees	5,000	7,000	7,000
Fire Inspection Fees	87,917	70,000	100,000
Emergency Dispatching	238,521	220,173	-
Unbilled Utility Revenue	9,657	-	-
Work in R-O-W Permits	30,494	-	-
Plan Check Fees	722,238	599,222	671,269
Variance and Appeals Board	-	1,300	-
Elevator Inspection Fees	47,360	43,700	46,000
Right of Way Maintenance	242,838	235,623	223,774
GID Maintenance	33,301	25,000	25,000
Shutoff Reconnect Fees	240,369	250,000	250,000
Disconnect Tag Fees	412,266	400,000	400,000
Recreation Center - Admission/Passes	1,423,871	1,500,494	1,615,757
Recreation Center - Athletic Fees	890	-	-
Recreation Center - Aquatic Fees	119,948	101,500	106,575
Recreation Center - Activity Fees	111,887	102,500	107,625
Recreation Center - Rentals	41,865	40,000	42,000
Recreation Center - Concessions	36,341	-	-
Recreation Center - Resale Merchandise	16,986	16,000	16,000
Silver Sneakers Program	126,221	93,000	93,000
Pool Fees/Passes/Lessons	548,891	520,000	559,945

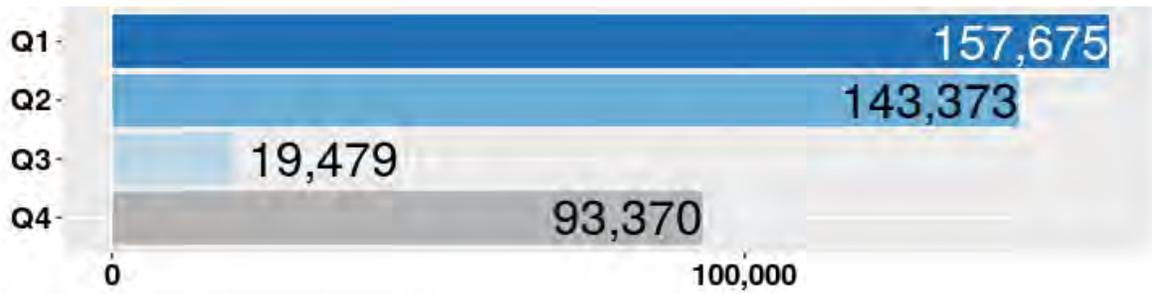
CHARGES FOR SERVICE, cont.	2016 Actual	2017 Budget	2018 Budget
Recreation Non-Resident Fees	36,093	36,000	36,000
Recreation Community Events	123,457	68,044	68,044
Union Reservoir Fees	405,235	360,000	440,000
Ice Rink Program Fees	134,311	135,636	149,196
Mobile Stage Setup	7,508	3,500	3,675
Athletic Program Fees	328,262	315,272	331,036
Recreation Activity Fees	540,996	579,960	624,511
Senior Services Subscriptions	338	500	350
Outdoor Recreation Activity Fees	75,178	75,000	78,750
Special Recreation Activity Fees	22,371	25,500	26,775
Concessions-Sandstone Ranch #2	4,040	-	-
Concessions-Sandstone Ranch #1	7,158	-	-
Concessions-Centennial Pool	2,871	-	-
Concession-Clark Park	9,736	-	-
Concessions-Roosevelt Park	208	-	-
Concessions-Sunset Pool	51,665	45,000	45,000
Concessions-Memorial Building	1,898	-	-
Concessions-Garden Acres	36,939	-	-
Concessions-Union Reservoir	42	-	-
Concessions-Ice Rink	3,173	3,200	3,200
Ice Rink Rentals	42,243	38,500	40,425
Memorial Building Rentals	43,986	47,500	49,875
Willow Barn Rental	26,957	19,300	20,265
Senior Center Rentals	21,162	28,000	21,000
Swimming Pool Rentals	64,042	60,000	63,000
Other Facility Rentals	131,487	130,340	136,857
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	45,833	44,000	46,200
Museum Special Events Fee	66,353	90,000	76,000
Museum Auditorium ticket sales	66,662	65,000	65,000
Museum Auditorium rental fees	39,289	40,000	43,000
Museum Auditorium beverage sales	22,026	30,000	26,000
Friends of the Museum	5,000	-	-
<i>Charges for Service Subtotal</i>	<i>7,295,823</i>	<i>6,783,914</i>	<i>7,044,404</i>

FINES AND FORFEITS	2016 Actual	2017 Budget	2018 Budget
Parking Fines	105,738	142,000	142,000
Court Fines	458,765	550,000	450,000
Jury Fees	-	-	-
Bond Forfeitures	16,313	20,000	15,000
Court Education Fees	20,760	25,000	20,000
Home Detention Services	-	-	-
Probation Monitoring Fees	20,976	26,000	20,000
Substance Abuse Group	1,100	1,500	1,000
Surcharge on Violations	49,995	60,000	50,000
Court Costs	78,172	100,000	70,000
Outside Judgments/Warrants-City	3,735	4,000	4,000
Library Fines/Penalties	84,121	110,000	100,000
Code Enforcement Admin Penalty	500	5,000	1,500
Miscellaneous Penalties	720	750	750
False Alarm Fines	31,500	32,000	32,000
Weed Cutting	16,086	18,000	18,000
<i>Fines and Forfeits Subtotal</i>	<i>888,481</i>	<i>1,094,250</i>	<i>924,250</i>
 INTEREST AND MISCELLANEOUS			
Miscellaneous Revenue	66,097	25,593	33,445
Miscellaneous Revenue-Police	11,040	17,000	11,000
Miscellaneous Revenue-Library	70	100	-
Miscellaneous Revenue-Court	878	1,300	500
Miscellaneous Revenue-City Clerk	3,826	600	300
Miscellaneous Revenue-Fire	22,923	1,000	1,000
Sale of Equipment	16,270	4,000	4,000
Prior Years Revenue/Expenses	28,688	-	-
Interest Income	127,082	125,000	277,600
Unrealized Gain/Loss	(4,751)	-	-
Lease of Real Property	18,527	-	-
Oil and Gas Lease Royalties	2,676	-	-
Fire Community Room Rental Fee	2,145	3,300	2,200
Private Grant/Donations	134,294	25,570	-
<i>Miscellaneous Revenue Subtotal</i>	<i>429,765</i>	<i>203,463</i>	<i>330,045</i>

INTERFUND TRANSFERS	2016 Actual	2017 Budget	2018 Budget
Transfer from Sanitation Fund	603,321	585,762	622,353
Transfer from Golf Fund	166,295	139,334	196,496
Transfer from Electric Fund	1,545,667	1,649,830	1,660,040
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	5,500	-	
Transfer from Broadband Fund	184,808	205,451	331,092
Transfer from Water Fund	1,423,516	1,536,776	1,506,441
Transfer from Sewer Fund	741,608	879,370	923,277
Transfer from Storm Drainage Fund	547,024	455,968	538,495
Transfer from Airport Fund	129,001	173,755	93,974
Transfer from Judicial Wedding Fund	4,987	-	
Transfer from Street Fund	980,726	787,315	933,375
Transfer from Library Services Fund	23,587	20,500	20,500
Transfer from Senior Services Fund	5,769	5,769	26,085
Transfer from Open Space Fund	134,978	151,049	181,032
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	6,764	7,829	9,263
Transfer from Fleet Fund	279,580	279,453	300,409
<i>Interfund Transfers Subtotal</i>	<i>7,047,758</i>	<i>7,142,788</i>	<i>7,607,459</i>
TOTAL ONGOING REVENUES	75,397,078	74,846,068	80,206,312
ONE TIME REVENUES			
Incremental Development Revenue	-	-	47,757
One Time Transfers from Other Funds	70,194	240,442	76,911
Fund Balance Reserved for Tree Mitigation	12,518	-	208,610
Contribution from/(to) Fund Balance	(1,010,530)	2,056,410	2,154,046
TOTAL ONE TIME REVENUES	(927,818)	2,296,852	2,487,324
TOTAL FUNDS NEEDED TO MEET EXPENSES	74,456,742	77,142,920	82,693,636

City Council Resource Alignment

FY 2017 Budget Total: 413,897



Scored Programs: 413,897

Prg#	Program	Cost	Quartile	FTE
9729	Council Meeting Administration	157,675	1	7
	Subtotal	157,675	1	7
9634	Council Administrative Support	143,373	2	0
	Subtotal	143,373	2	0
290	LDDA Support	0	3	0
404	Public Information Event Sponsorship and Support	3,573	3	0
462	Restorative Justice (LCJP)	15,906	3	0
	Subtotal	19,479	3	0
9622	Citywide Projects Support	22,850	4	0
303	Longmont Council for Arts	15,000	4	0
305	Longmont Symphony Orchestra	0	4	0
306	LSO 4th of July Concert	0	4	0
346	Old Firehouse Arts Studio	12,000	4	0
428	Regional Air Quality Council	11,000	4	0
490	Sister Cities	32,520	4	0
	Subtotal	93,370	4	0
	Scored Total	413,897	All	7

Mayor and City Council Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	138,600	151,751	151,739
Operating and Maintenance	226,359	262,146	238,384
Non-Operating	5,000	65,000	65,000
Capital	-	-	-
TOTAL	\$ 369,959	\$ 478,897	\$ 455,123

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	88,846	90,000	90,000
128	FICA	4,884	-	-
129	Medicare	1,142	1,305	1,305
135	Compensation Insurance	70	66	54
137	Staff Training and Conferences	38,054	51,880	51,880
142	Food Allowance	5,604	8,500	8,500
	<i>Subtotal</i>	<i>138,600</i>	<i>151,751</i>	<i>151,739</i>
Operating and Maintenance				
210	Office Supplies	3,024	350	5,923
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	84,651	82,693	89,093
218	Non-Capital Equipment and Furniture	375	-	-
229	Materials and Supplies	-	5,573	-
240	Equipment Repair and Maintenance	2,132	4,410	4,410
245	Mileage Allowance	403	600	600
246	Liability Insurance	45,733	39,522	25,266
250	Professional and Contracted Services	85,818	100,426	104,520
261	Telephone Charges	3,690	4,600	4,600
263	Postage	-	500	500
264	Printing and Copying	19	3,172	3,172
269	Other Services and Charges	513	20,000	-
	<i>Subtotal</i>	<i>226,359</i>	<i>262,146</i>	<i>238,384</i>
Non-Operating Expense				
970	Transfers To Other Funds	5,000	5,000	5,000
971	Contingency	-	60,000	60,000
	<i>Subtotal</i>	<i>5,000</i>	<i>65,000</i>	<i>65,000</i>
SERVICE TOTAL		\$369,959	\$478,897	\$455,123

City Manager Resource Alignment

FY 2017 Budget Total: 2,182,578



Scored Programs: 2,182,578

Prg#	Program	Cost	Quartile	FTE
9636	Council Meeting Administration	69,462	1	0.36
	Subtotal	69,462	1	0.36
343	Oil and Gas Coordination	62,463	2	0.39
	Subtotal	62,463	2	0.39
9728	Council Administrative Support	78,917	3	0.54
724	Customer Request Tracking	32,495	3	0.16
9648.1	Employee Recognition	27,576	3	0.07
9730	Leadership & Supervision	300,531	3	1.48
387.2	Proactive Public Information, Education and Marketing	271,570	3	1.03
415.1	Reactive Public Information Media Relations	39,936	3	0.25
564.1	Video Services/Channel 8 Cable Trust	300,872	3	0.11
	Subtotal	1,051,897	3	3.64
9594	Bad Debt	0	4	0.00
9621.1	Citywide Projects Support	512,265	4	1.65
9723	Customer Satisfaction Survey	9,559	4	0.07
9647.1	Employee Activities	4,067	4	0.04
9731	Legislative Affairs	32,919	4	0.17
402	Public Information Event Sponsorship and Support	23,097	4	0.18
476.1	Senior Refunds	10,000	4	0.00
9711	Sick Conversion	406,849	4	0.00
	Subtotal	998,756	4	2.12
	Scored Total	2,182,578	All	6.50

City Manager Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,044,503	1,074,890	1,231,629
Operating and Maintenance	168,745	206,672	183,667
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,213,248	\$ 1,281,562	\$ 1,415,296

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:

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

SERVICE: City Manager

Budgeted Positions:	2016 Budget	2017 Budget	2018 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
Digital Media Specialist	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	6.50	6.50	7.50

Service: City Manager**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	767,177	797,523	919,246
112	Wages - Temporary	2,387	6,303	6,303
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	1,434	5,688	3,000
121	Wages - Overtime	1,361	4,841	4,841
123	Leave Expense	16,349	-	-
124	Skill Based Overtime Pay	32	-	-
126	Retirement Health Savings Plan	4,378	2,600	3,000
128	FICA	117	391	391
129	Medicare	10,020	11,471	13,380
131	MOPC	38,763	39,241	45,827
132	Employee Insurance	124,406	125,380	146,455
133	Employee Retirement	52,096	56,507	70,574
135	Compensation Insurance	599	583	484
136	Unemployment Insurance	1,436	1,489	740
137	Staff Training and Conferences	14,917	13,488	13,488
139	Dental Insurance	5,343	5,485	-
142	Food Allowance	2,485	2,700	2,700
	<i>Subtotal</i>	<i>1,044,503</i>	<i>1,074,890</i>	<i>1,231,629</i>
Operating and Maintenance				
210	Office Supplies	5,829	1,500	3,500
216	Reference Books and Materials	329	150	150
217	Dues and Subscriptions	8,551	10,307	10,307
218	Non-Capital Equipment and Furniture	5,718	300	300
229	Materials and Supplies	-	2,000	-
230	Printing/Copier Supplies	-	-	5,000
245	Mileage Allowance	5,411	5,430	5,430
246	Liability Insurance	1,270	1,215	1,210
250	Professional and Contracted Services	78,324	113,700	85,700
252	Advertising and Legal Notices	17,838	22,630	22,630
261	Telephone Charges	2,442	2,080	2,080
263	Postage	875	1,360	1,360
264	Printing and Copying	37,264	38,000	38,000
269	Other Services and Charges	4,894	8,000	8,000
	<i>Subtotal</i>	<i>168,745</i>	<i>206,672</i>	<i>183,667</i>
	SERVICE TOTAL	\$1,213,248	\$1,281,562	\$1,415,296

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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	-	215,039	558,700
112	Temporary Wages	-	117,500	-
123	Leave Expense	-	178,000	178,000
134	Police and Fire Retirement	-	13,810	-
142	Food Allowance	5,691	-	-
	<i>Subtotal</i>	<i>5,691</i>	<i>524,349</i>	<i>736,700</i>
Operating and Maintenance				
210	Supplies	813	-	-
217	Dues and Subscriptions	5,100	5,550	5,550
250	Professional and Contracted Services	254,415	353,566	402,027
256	Refunds	7,055	10,000	10,000
269	Other Services and Charges	2,815	20,150	20,150
275	Building Permits To LDDA	40,764	-	-
	<i>Subtotal</i>	<i>310,962</i>	<i>389,266</i>	<i>437,727</i>
Non-Operating Expense				
927	Principal	-	130,000	130,000
928	Interest	9,184	-	-
950	Bad Debt	1,798	9,400	9,400
970	Transfers To Other Funds	905,176	11,190	11,190
	<i>Subtotal</i>	<i>916,158</i>	<i>150,590</i>	<i>150,590</i>
	SERVICE TOTAL	\$1,232,811	\$1,064,205	\$1,325,017

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.

Human Resources Resource Alignment

FY 2017 Budget Total: 1,039,191



Scored Programs: 1,039,191

Prg#	Program	Cost	Quartile	FTE
9596	Benefits Administration	183,931	1	1.40
9628	Compensation Administration	181,614	1	1.55
9646	Employee / Labor Relations	137,690	1	1.00
9708	Regulatory Compliance	171,655	1	1.30
	Subtotal	674,891	1	5.25
9703	Records Management	31,909	2	0.35
9712	Staffing and Recruitment	134,723	2	1.05
	Subtotal	166,632	2	1.40
9625	Collective Bargaining	45,341	3	0.30
9713	Training and Development/Organizational Development	78,699	3	0.60
9714	Tuition Reimbursement	44,331	3	0.15
9721	Volunteer Management	6,311	3	0.05
	Subtotal	174,682	3	1.10
9702	Recognition Program	22,986	4	0.25
	Subtotal	22,986	4	0.25
	Scored Total	1,039,191	All	8.00

Human Resources Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	761,054	823,966	861,509
Operating and Maintenance	215,871	215,225	228,714
Non-Operating	-	-	-
Capital	-	-	8,062
TOTAL	\$ 976,925	\$ 1,039,191	\$ 1,098,285

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	537,419	576,000	607,334
112	Wages - Temporary	4,320	24,560	24,978
115	One Time Payment	2,054	-	-
121	Wages - Overtime	560	300	300
123	Leave Expense	9,680	-	-
126	Retirement Health Savings Plan	2,485	3,200	3,200
128	FICA	290	1,523	1,549
129	Medicare	6,881	8,708	9,162
131	MOPC	27,217	28,800	30,367
132	Employee Insurance	96,840	92,160	97,173
133	Employee Retirement	36,576	41,472	46,765
135	Compensation Insurance	2,621	2,717	856
136	Unemployment Insurance	1,118	1,094	425
137	Staff Training and Conferences	8,674	9,000	9,000
138	Tuition Reimbursement	19,402	30,000	30,000
139	Dental Insurance	4,159	4,032	-
142	Food Allowance	759	400	400
	<i>Subtotal</i>	<i>761,054</i>	<i>823,966</i>	<i>861,509</i>
Operating and Maintenance				
210	Office Supplies	7,920	3,000	7,520
215	Audiovisual Materials	199	1,500	1,500
216	Reference Books and Materials	-	1,500	1,500
217	Dues and Subscriptions	9,905	8,140	8,140
218	Non-Capital Equipment and Furniture	9,319	1,600	1,600
229	Materials and Supplies	-	200	-
230	Printing and Copier Supplies	-	2,500	-
240	Equipment Repair and Maintenance	2,327	3,773	3,773
243	Non-Capital Computer Equipment and Supplies	-	1,820	-
245	Mileage Allowance	-	500	500
246	Liability Insurance	960	908	897
249	Operating Leases and Rentals	20	-	-
250	Professional and Contracted Services	141,255	150,784	164,284
252	Advertising and Legal Notices	11,624	15,000	15,000
263	Postage	3,990	3,000	3,000
264	Printing and Copying	1,837	5,000	5,000
269	Other Services and Charges	26,515	16,000	16,000
	<i>Subtotal</i>	<i>215,871</i>	<i>215,225</i>	<i>228,714</i>
Capital Outlay				
440	Machinery and Equipment	-	-	8,062
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>8,062</i>
	SERVICE TOTAL	\$976,925	\$1,039,191	\$1,098,285

City Attorney Resource Alignment

FY 2017 Budget Total: 1,145,555



Scored Programs: 1,145,555

Prg#	Program	Cost	Quartile	FTE
9680	Legal Advice and Support	319,719	1	1.87
	Subtotal	319,719	1	1.87
9632	Contracts	167,002	2	1.25
9683	Litigation	102,744	2	0.64
9689	Ordinances	112,717	2	0.92
	Subtotal	382,464	2	2.81
9620	Citywide Projects Support	145,118	3	0.76
9626	Collective Bargaining	21,527	3	0.04
9633	Council Administrative Support	54,581	3	0.25
299	Liquor License Violations	4,375	3	0.03
341	Non-Traffic Violations	90,566	3	0.80
9688	Oil and Gas Coordination	18,140	3	0.09
534	Traffic Violations	97,561	3	0.74
	Subtotal	431,868	3	2.72
9595	Bankruptcy	8,424	4	0.08
9623	Collections	3,080	4	0.02
	Subtotal	11,504	4	0.10
	Scored Total	1,145,555	All	7.50

City Attorney Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	923,439	1,013,404	1,085,586
Operating and Maintenance	80,891	126,651	100,194
Non-Operating	-	-	-
Capital	-	5,500	-
TOTAL	\$ 1,004,330	\$ 1,145,555	\$ 1,185,780

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

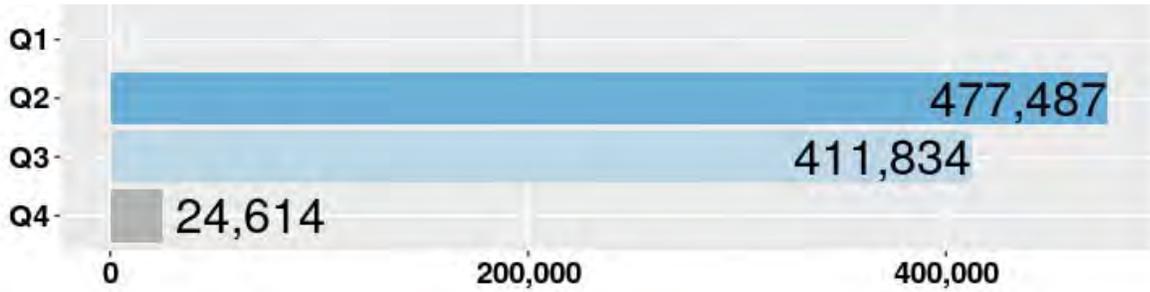
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Assistant City Attorney II	3.00	2.00	2.00
Prosecuting Attorney II	0.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00
Administrative Assistant	1.50	1.50	2.00
Total	7.50	7.50	8.00

Service: City Attorney**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	671,116	759,839	820,538
112	Wages - Temporary	2,858	6,190	6,190
114	Skill Based Pay	903	900	900
115	One Time Payment	1,470	4,646	-
121	Wages - Overtime	-	150	150
123	Leave Expense	19,275	-	-
126	Retirement Health Savings Plan	3,832	3,000	3,200
128	FICA	177	384	384
129	Medicare	8,672	10,988	11,868
131	MOPC	34,113	37,581	40,616
132	Employee Insurance	120,671	120,115	129,826
133	Employee Retirement	45,852	54,117	62,548
135	Compensation Insurance	605	618	573
136	Unemployment Insurance	1,393	1,426	598
137	Staff Training and Conferences	7,297	7,895	7,895
139	Dental Insurance	5,182	5,255	-
142	Food Allowance	25	300	300
	<i>Subtotal</i>	<i>923,439</i>	<i>1,013,404</i>	<i>1,085,586</i>
Operating and Maintenance				
210	Office Supplies	3,455	2,209	4,853
216	Reference Books and Materials	652	2,463	2,463
217	Dues and Subscriptions	3,354	3,955	3,955
218	Non-Capital Equipment and Furniture	750	600	600
240	Equipment Repair and Maintenance	4,003	8,935	8,935
243	Non-Capital Computer Equipment and Supplies	-	2,644	-
245	Mileage Allowance	3,918	4,000	4,000
246	Liability Insurance	10,868	9,552	9,095
250	Professional and Contracted Services	16,576	50,522	22,522
255	Jury and Witness Fees	191	550	550
261	Telephone Charges	546	617	617
263	Postage	776	1,224	1,224
264	Printing and Copying	38	1,180	1,180
269	Other Services and Charges	35,764	38,200	40,200
	<i>Subtotal</i>	<i>80,891</i>	<i>126,651</i>	<i>100,194</i>
Capital Outlay				
440	Machinery and Equipment	-	5,500	-
	<i>Subtotal</i>	<i>-</i>	<i>5,500</i>	<i>-</i>
	SERVICE TOTAL	\$1,004,330	\$1,145,555	\$1,185,780

Judicial Department Resource Alignment

FY 2017 Budget Total: 913,935



Scored Programs: 913,935

Prg#	Program	Cost	Quartile	FTE
276	Judge Trials	94,025	2	0.49
278	Jury Trials	13,265	2	0.04
298	Liquor Board	5,384	2	0.03
339	No Trials	279,635	2	2.75
543	Trials - Do Not Pay	60,074	2	0.61
	Subtotal	452,383	2	3.92
4.1	Adult Probation Supervision and Monitoring	107,217	3	1.27
127	Court Security	62,849	3	0.02
280.1	Juvenile Probation Supervision and Monitoring	107,217	3	1.27
373.1	Pre-sentence investigations	112,227	3	1.35
511.1	Supervised community service work program	47,429	3	0.60
	Subtotal	436,938	3	4.52
128	Court-Ordered Education	18,849	4	0.02
577	Weddings	5,765	4	0.04
	Subtotal	24,614	4	0.06
	Scored Total	913,935	All	8.50

Judicial Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	660,638	671,787	720,202
Operating and Maintenance	114,939	156,965	150,403
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 775,577	\$ 828,752	\$ 870,605

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

Service: **Municipal Court**

FUND: General Fund

DEPARTMENT: Longmont Judicial Department

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:	2016 Budget	2017 Budget	2018 Budget
Municipal Judge	1.00	1.00	1.00
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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	282,581	294,144	322,742
112	Wages - Temporary	138	1,408	1,408
114	Skill Based Pay	2,715	3,000	3,000
115	One Time Payment	2,724	-	-
121	Wages - Overtime	4,234	600	600
122	Longevity Compensation	2,265	-	-
123	Leave Expense	9,423	-	-
124	Skill Based Overtime Pay	111	-	-
126	Retirement Health Savings Plan	3,137	1,600	1,600
128	FICA	73	87	87
129	Medicare	3,024	4,328	4,743
131	MOPC	14,397	14,857	16,287
132	Employee Insurance	48,441	47,063	51,639
133	Employee Retirement	19,350	21,394	25,082
135	Compensation Insurance	222	224	578
136	Unemployment Insurance	559	559	226
137	Staff Training and Conferences	124	-	2,000
139	Dental Insurance	2,080	2,059	-
142	Food Allowance	115	-	-
	<i>Subtotal</i>	<i>395,712</i>	<i>391,323</i>	<i>429,992</i>
Operating and Maintenance				
210	Office Supplies	11,172	7,311	7,314
216	Reference Books and Materials	172	2,000	2,000
217	Dues and Subscriptions	1,329	800	800
218	Non-Capital Equipment and Furniture	2,342	12,472	7,598
229	Materials and Supplies	-	1	-
230	Printing and Copier Supplies	-	1	-
240	Equipment Repair and Maintenance	3,521	1,903	1,903
243	Non-Capital Computer Equipment and Supplies	-	1	-
246	Liability Insurance	470	466	447
250	Professional and Contracted Services	79,609	111,880	109,880
255	Jury and Witness Fees	143	200	200
263	Postage	1,900	2,500	2,500
264	Printing and Copying	1,235	1,486	1,486
269	Other Services and Charges	6,517	6,000	6,000
	<i>Subtotal</i>	<i>108,409</i>	<i>147,021</i>	<i>140,128</i>
	SERVICE TOTAL	\$504,122	\$538,344	\$570,120

Service: Probation Division

FUND: General Fund

DEPARTMENT: Longmont Judicial Department

Service Description:

The mission of the Longmont 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

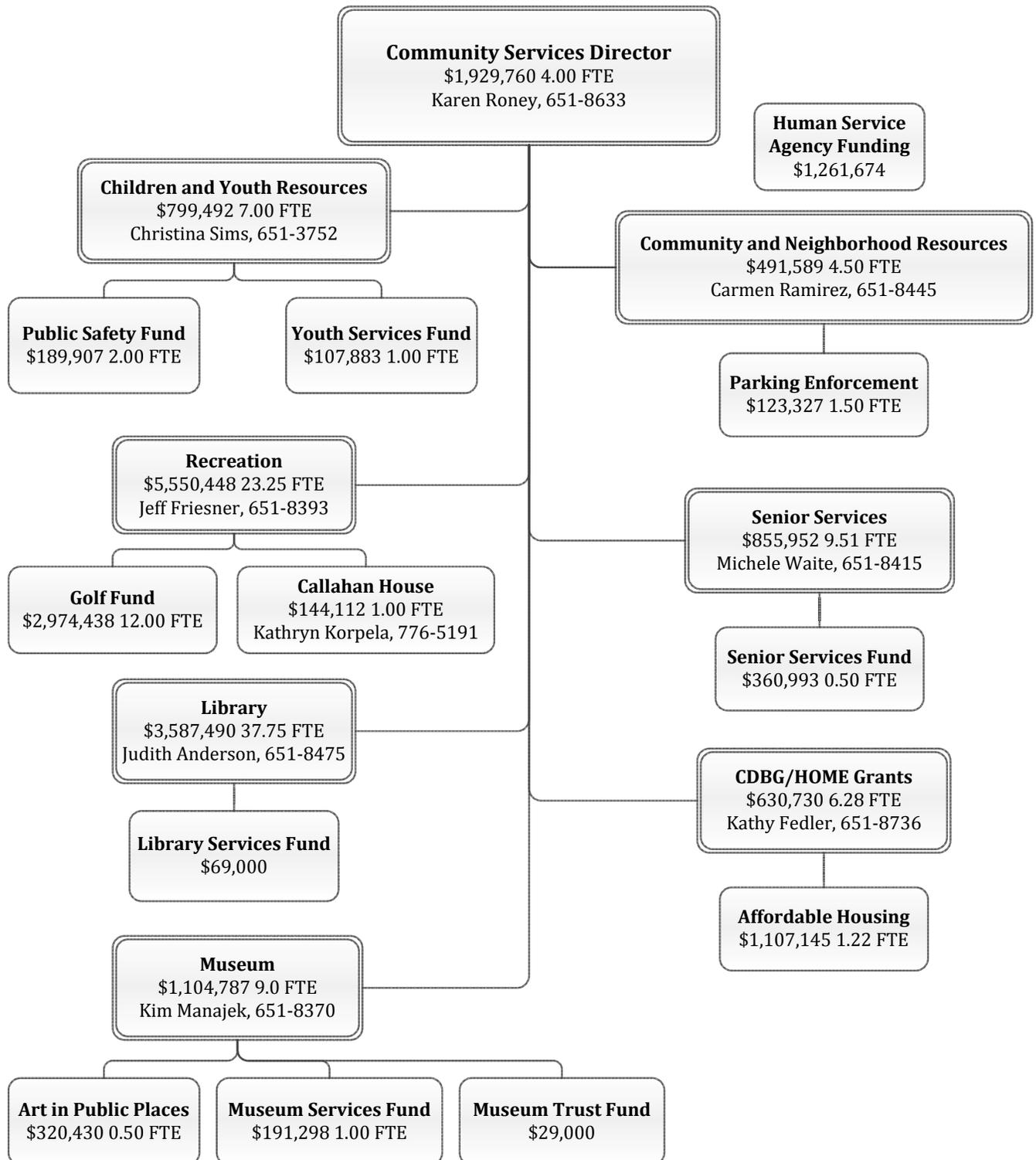
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Services Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

Service: Probation Division**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	179,376	205,458	211,915
112	Wages - Temporary	4,649	2,205	2,205
114	Skill Based Pay	1,829	1,350	3,000
115	One Time Payment	2,112	1,357	1,500
121	Wages - Overtime	32	800	800
122	Longevity Compensation	2,085	-	-
123	Leave Expense	4,898	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	7,150	1,400	1,400
128	FICA	-	137	137
129	Medicare	2,329	3,031	3,148
131	MOPC	9,166	10,341	10,746
132	Employee Insurance	32,969	32,873	33,906
133	Employee Retirement	12,322	14,890	16,548
135	Compensation Insurance	483	494	456
136	Unemployment Insurance	380	390	149
137	Staff Training and Conferences	3,727	4,300	4,300
139	Dental Insurance	1,416	1,438	-
	<i>Subtotal</i>	<i>264,925</i>	<i>280,464</i>	<i>290,210</i>
Operating and Maintenance				
210	Office Supplies	1,701	2,177	2,180
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	100	150	150
218	Non-Capital Equipment and Furniture	349	1,000	1,000
229	Materials and Supplies	-	1	-
230	Printing and Copier Supplies	-	1	-
240	Equipment Repair and Maintenance	14	80	80
243	Non-Capital Computer Equipment and Supplies	-	1	-
245	Mileage Allowance	-	200	200
246	Liability Insurance	1,385	1,742	1,181
247	Safety Expenses	82	400	400
250	Professional and Contracted Services	800	1,000	1,000
261	Telephone Charges	117	550	550
263	Postage	305	500	500
264	Printing and Copying	515	800	800
273	Fleet Lease - Operating and Maintenance	1,162	1,192	2,084
	<i>Subtotal</i>	<i>6,530</i>	<i>9,944</i>	<i>10,275</i>
	SERVICE TOTAL	\$271,455	\$290,408	\$300,485

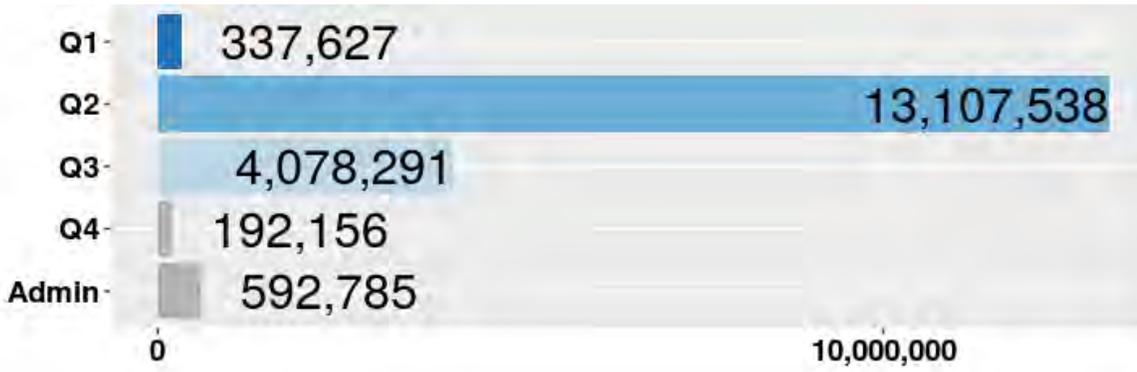
Community Services Department

\$21,829,455 122.01 FTE



Community Services Resource Alignment

FY 2017 Budget Total: 18,308,397



Scored Programs: 17,715,612

Prg#	Program	Cost	Quartile	FTE
102.1	Community Problem Solving (Gang Response & Intervention) and Violence Reduction	218,409	1	2.24
292	Leadership & Supervision	119,218	1	0.55
	Subtotal	337,627	1	2.79
1	Adult Collection	1,465,508	2	14.21
5	Adult Programs	195,253	2	2.15
6	Adult Reference Assistance.	271,981	2	2.79
13	Aquatics - Centennial Pool - Operation/Repair and Maintenance	165,300	2	0.59
14	Aquatics - Centennial Pool - Programs and Services	363,997	2	1.70
15	Aquatics - Centennial Pool - Rentals	14,348	2	0.17
17	Aquatics - Kanemoto Pool - Operation/Repair and Maintenance	33,532	2	0.17
18	Aquatics - Kanemoto Pool - Programs, Events and Services	30,558	2	0.22
19	Aquatics - Roosevelt Pool - Operation//Repair and Maintenance	33,462	2	0.17
20	Aquatics - Roosevelt Pool - Programs, Events and Services	29,325	2	0.22
21	Aquatics - Sunset Pool - Operation/Repair and Maintenance	103,145	2	0.53
22	Aquatics - Sunset Pool - Programs, Events and Services	211,308	2	1.00

31	Athletics - Rentals	134,142	2	0.34
32	Athletics - Youth	148,873	2	0.62
33	Basic Needs Information, Referral, & Assistance	215,968	2	2.62
9598.1	Boards & Commissions Support	78,250	2	0.50
57.1	Children/Teen Collection	670,968	2	7.45
58	Children/Teen Outreach	99,768	2	1.02
59	Children/Teen Programs	157,910	2	1.57
60	Children/Teen Reference Assistance	107,459	2	1.12
84	Collaborative Service Coordination-Community	273,111	2	0.60
101	Community Investment Programs	0	2	0.00
125	Counseling	202,963	2	2.09
133	Cultural Competency	11,649	2	0.10
141.1	CYR Administration / Youth Center / Meeker Center Management	173,032	2	1.61
158.1	Dia de los Muertos	64,772	2	0.58
167	Early Childhood Collaboration and Alignment	97,537	2	0.98
168	Economic Development Programs	0	2	0.00
171.1	Educational Programs	105,408	2	0.76
193.1	Family Success and Parenting	51,000	2	0.32
228.1	Health & Physical Wellbeing	99,406	2	0.55
258.2	Homeless Assistance	0	2	0.00
258	Homeless Assistance Programs	10,578	2	0.02
243	Home Ownership Programs	679,670	2	1.46
264	Human Service Agency Contracts	1,221,833	2	0.35
271	Interlibrary Loan (ILL)	223,897	2	3.68
272	Internal Support for Conflict Resolution Facilitation and Community Involvement	32,038	2	0.30
323	Memorial Building - General Programs Operation/Repair and Maintenance	381,682	2	1.30
328	Museum Auditorium	255,907	2	2.12
329	Museum Events	79,344	2	0.81
332	Neighborhood Group Leaders Association	60,382	2	0.65
333	Neighborhood Improvement Grants	21,748	2	0.25
334	Neighborhood Revitalization	0	2	0.00
366	Permanent Installations	173,738	2	0.12

387.1	Proactive Public Information, Education and Marketing	180,099	2	1.40
423	Recreation Center - Operation/Repair and Maintenance	356,324	2	1.50
424	Recreation Center - Programs, Events and Services	1,191,166	2	6.25
422.1	Recreation & Leisure	347,108	2	2.14
448	Rental Housing Programs	405,376	2	0.86
459	Resource Referral & Education	27,242	2	0.30
472	Seasonal Ice Rink	165,289	2	0.22
474.1	Senior Center Management	235,990	2	1.97
508	Sunset Golf Course - Building and Equipment Maintenance	111,465	2	0.70
509	Sunset Golf Course - Golf and Clubhouse Operations	35,959	2	0.19
522.1	Temporary Exhibitions	271,608	2	2.25
536	Translations/Interpretation	10,839	2	0.10
544	Twin Peaks Golf Course - Building and Equipment Maintenance	240,841	2	1.27
545	Twin Peaks Golf Course - Golf and Clubhouse Operations	46,687	2	0.22
557	Ute Creek Golf Course - Building and Equipment Maintenance	327,790	2	1.56
558	Ute Creek Golf Course - Golf and Clubhouse Operations	54,131	2	0.23
566.1	Volunteer Management	92,655	2	0.90
583.1	Youth Development	275,330	2	2.11
	Subtotal	13,126,653	2	81.98
2	Adult Computer Lab	106,583	3	1.29
3	Adult Outreach	43,413	3	0.48
16	Aquatics - Centennial Pool - Special Events	26,121	3	0.32
23	Aquatics - Sunset Pool - Rentals	26,122	3	0.23
24	Art Maintenance and Conservation	80,938	3	0.12
25	Art on the Move	26,538	3	0.12
30	Athletics - Adults	220,967	3	0.60
55	Caregiver Information, Education, & Support	44,662	3	0.45
61	Children's and Teen's Computer Lab	51,729	3	0.56
67	City Produced Special Events	165,137	3	0.36

78	City Produced Special Events Public Information Sponsorship and Support	25,148	3	0.24
81.1	Clubs	27,500	3	0.25
85	Collaborative Service Coordination-Internal	24,986	3	0.15
106	Community-based Artwork	16,756	3	0.06
105.1	Community Special Events	11,000	3	0.10
116	Conflict Resolution Facilitation Direct services to the Community	216,010	3	2.21
134	Cultural Competency Cultural Event Grants	13,072	3	0.07
160	Discover Neighbor, Discover Home Grants	15,228	3	0.08
161.1	Discovery Days	49,684	3	0.57
190.1	Facility and Grounds Maintenance	11,000	3	0.10
191.1	Facility Event Rentals	47,350	3	0.25
194	Field Maintenance - Clark Park	48,932	3	0.45
195	Field Maintenance - Garden Acres	71,220	3	0.75
196	Field Maintenance - Neighborhood Parks - Athletic Activity Preparations	7,422	3	0.07
197	Field Maintenance - Off Seasonal	68,226	3	0.61
198	Field Maintenance - Sandstone Ranch	37,905	3	0.25
218	Genesis	1,925	3	0.02
251	Homebound Service	24,595	3	0.30
240	Home Buyer Programs	295,406	3	0.64
291	Leadership & Homeowners Association Training	18,175	3	0.17
321	Memorial Building - General Programs - Contracted	251,653	3	1.16
322	Memorial Building - General Programs - In-house	76,485	3	0.65
320	Memorial Building - General Programs - Rentals	58,022	3	0.06
327	Museum Archives	48,866	3	0.51
330	Museum Permanent Collection	123,017	3	0.56
331	Neighborhood Activity Grants	14,557	3	0.06
348	Outdoor Program	55,139	3	0.07
349	Outdoor Programs - Outdoor Programs and Adventure Camps	0	3	0.00
351	Outreach and Education	16,732	3	0.06
358	Parking Enforcement	110,901	3	1.59
365.1	Permanent Exhibition	27,938	3	0.24
377	Private Special Events	0	3	0.00

415.2	Reactive Public Information Media Relations	38,309	3	0.22
425	Recreation Center - Rentals	15,032	3	0.12
426	Recreation Center - Support of Union Reservoir Swim Beach and Events	5,691	3	0.07
475	Senior Led Activities	27,920	3	0.43
496	Special Projects	0	3	0.00
506.1	Summer Camps	107,825	3	0.87
507	Summer Concert Series	23,106	3	0.22
510	Sunset Golf Course - Turf Maintenance and Irrigation	272,242	3	1.71
523	Therapeutics - Recreation Programs	30,334	3	0.01
546	Twin Peaks Golf Course - Turf Maintenance and Irrigation	405,675	3	2.11
559	Ute Creek Golf Course - Turf Maintenance and Irrigation	496,598	3	2.31
569	Volunteer Parking Patrol	7,549	3	0.11
584	Youth Programs - After School Program - Longs Peak Middle School	0	3	0.00
585	Youth Programs - After School Program - Sunset Middle School	0	3	0.00
586	Youth Programs - Intramurals	70,978	3	0.13
	Subtotal	4,108,318	3	25.15
66.1	City Meetings Special events	5,500	4	0.05
110	Concessions - Clark Park	0	4	0.00
111	Concessions - Garden Acres	0	4	0.00
112	Concessions - Recreation Center	0	4	0.00
113	Concessions - Sandstone Ranch - Phases I and II	0	4	0.00
114	Concessions - Sunset Pool	70,574	4	0.10
319	Meeting Rooms	24,396	4	0.32
725	Museum Store	20,050	4	0.00
370	Portal Gallery Exhibitions	22,494	4	0.24
	Subtotal	143,013	4	0.71
	Scored Total	17,715,612	All	110.63

Community Services Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	8,743,782	9,155,801	10,090,319
Operating and Maintenance	4,083,226	4,178,353	4,370,329
Non-Operating	758,921	776,371	1,159,815
Capital	96,525	54,800	84,056
TOTAL	\$ 13,682,455	\$ 14,165,325	\$ 15,704,519

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 Services
- 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

	2016 Actual	2017 Budget	2018 Budget
Personal Services	261,375	260,441	458,045
Operating and Maintenance	1,264,398	1,426,029	1,573,574
Non-Operating	758,921	776,371	1,159,815
Capital	-	-	-
TOTAL	\$ 2,284,694	\$ 2,462,841	\$ 3,191,434

The Community Services Director oversees the daily operation of many services frequently used by the public, including 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 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 and 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:	2016 Budget	2017 Budget	2018 Budget
Director of Community Services	1.00	1.00	1.00
Community Services Project Coordinator	0.00	0.00	1.00
Public Relations and Marketing Specialist	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	4.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	189,720	194,584	346,073
115	One Time Payment	2,376	-	-
121	Wages - Overtime	1,221	2,589	2,589
123	Leave Expense	97	-	-
126	Retirement Health Savings Plan	9,196	800	1,600
129	Medicare	2,502	2,803	5,000
131	MOPC	9,290	9,664	17,238
132	Employee Insurance	30,367	30,925	55,163
133	Employee Retirement	12,485	13,916	26,548
135	Compensation Insurance	147	140	118
136	Unemployment Insurance	350	367	416
137	Staff Training and Conferences	552	2,500	2,500
139	Dental Insurance	1,304	1,353	-
142	Food Allowance	1,769	800	800
	<i>Subtotal</i>	<i>261,375</i>	<i>260,441</i>	<i>458,045</i>
Operating and Maintenance				
210	Office Supplies	908	650	1,670
216	Reference Books and Materials	-	159	159
217	Dues and Subscriptions	65	50	50
218	Non-Capital Equipment and Furniture	871	57,750	8,006
229	Materials and Supplies	-	10,420	200
232	Building Repair and Maintenance	-	-	50,000
240	Equipment Repair and Maintenance	4,666	5,140	5,140
243	Non-Capital Computer Equipment and Supplies	-	-	4,555
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	310	293	295
249	Operating Leases and Rentals	517	670	670
250	Professional and Contracted Services	181,183	111,860	135,860
252	Ads and Legal Notices	-	630	-
261	Telephone Charges	-	-	420
263	Postage	403	853	853
264	Printing and Copying	971	4,872	872
269	Other Services and Charges	47,102	58,300	100,750
	<i>Subtotal</i>	<i>239,406</i>	<i>254,047</i>	<i>311,900</i>
Non-Operating Expense				
970	Transfers To Other Funds	658,921	776,371	1,159,815
	<i>Subtotal</i>	<i>658,921</i>	<i>776,371</i>	<i>1,159,815</i>
	SERVICE TOTAL	\$1,159,702	\$1,290,859	\$1,929,760

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 Services Advisory Board 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		2016 Actual	2017 Budget	2018 Budget
250	Professional and Contracted Services	1,024,992	1,171,982	1,261,674
	<i>Subtotal</i>	<i>1,024,992</i>	<i>1,171,982</i>	<i>1,261,674</i>
Non-Operating Expense				
970	Transfers To Other Funds	100,000	-	-
	<i>Subtotal</i>	<i>100,000</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$1,124,992	\$1,171,982	\$1,261,674

Community and Neighborhood Resources Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	442,827	499,418	533,468
Operating and Maintenance	67,700	59,972	81,448
Non-Operating	-	-	-
Capital	24,045	-	-
TOTAL	\$ 534,572	\$ 559,390	\$ 614,916

The Community and Neighborhood Resources Division is included in five budget services: Community and Neighborhood Response, Community and Neighborhood Support Services, Code Enforcement, 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:	2016 Budget	2017 Budget	2018 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**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	211,344	256,329	278,291
112 Wages - Temporary	563	1,000	-
114 Skill Based Pay	2,904	2,100	2,100
123 Leave Expense	3,051	-	-
126 Retirement Health Savings Plan	1,000	1,400	1,400
128 FICA	-	62	-
129 Medicare	2,702	3,762	4,065
131 MOPC	10,824	12,921	14,020
132 Employee Insurance	41,861	41,013	44,527
133 Employee Retirement	14,552	18,607	21,590
135 Compensation Insurance	183	1,265	1,144
136 Unemployment Insurance	483	487	195
137 Staff Training and Conferences	-	900	1,400
139 Dental Insurance	1,798	1,794	-
142 Food Allowance	-	-	500
<i>Subtotal</i>	<i>291,265</i>	<i>341,640</i>	<i>369,232</i>
Operating and Maintenance			
210 Office Supplies	14,610	-	21,600
218 Non-Capital Equipment and Furniture	(71)	350	350
229 Materials and Supplies	-	21,600	-
245 Mileage Allowance	397	1,850	1,850
246 Liability Insurance	2,708	1,654	1,740
249 Operating Leases and Rentals	-	-	-
250 Professional and Contracted Services	-	3,500	3,500
263 Postage	77	-	-
<i>Subtotal</i>	<i>17,722</i>	<i>28,954</i>	<i>29,040</i>
SERVICE TOTAL	\$308,986	\$370,594	\$398,272

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages		45,816	49,575
112	Wages - Temporary		1,930	1,930
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	228	-	-
123	Leave Expense	1,337	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	120	120
129	Medicare	513	709	764
131	MOPC	2,255	2,351	2,539
132	Employee Insurance	7,304	7,331	7,932
133	Employee Retirement	3,031	3,385	3,909
135	Compensation Insurance	2,022	2,125	2,558
136	Unemployment Insurance	84	87	35
137	Staff Training and Conferences	1,185	1,400	1,400
139	Dental Insurance	314	321	-
142	Food Allowance	1,061	2,100	2,100
	<i>Subtotal</i>	<i>64,149</i>	<i>69,275</i>	<i>74,462</i>
Operating and Maintenance				
210	Office Supplies	3,397	2,500	3,200
216	Reference Books and Materials	-	1,300	1,300
217	Dues and Subscriptions	327	911	911
218	Non-Capital Equipment and Furniture	5,846	248	248
230	Printing and Copier Supplies	-	100	-
240	Equipment Repair and Maintenance	-	150	150
243	Non-Capital Computer Equipment and Supplies	-	600	-
245	Mileage Allowance	122	-	-
246	Liability Insurance	589	581	486
249	Operating Leases and Rentals	4,453	4,765	4,765
250	Professional Contracted Services	1,100	-	-
252	Advertising and Legal Notices	-	332	332
263	Postage	180	3,215	3,215
264	Printing and Copying	2,665	4,248	4,248
	<i>Subtotal</i>	<i>18,680</i>	<i>18,950</i>	<i>18,855</i>
	SERVICE TOTAL	\$82,829	\$88,225	\$93,317

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	62,784	65,016	66,801
112	Temporary Wages	581	-	-
115	One Time Payment	-	243	-
123	Leave Expense	1,717	-	-
126	Retirement Health Savings Plan	600	600	600
129	Medicare	735	943	969
131	MOPC	3,216	3,251	3,340
132	Employee Insurance	10,366	10,403	10,688
133	Employee Retirement	4,318	4,681	5,144
135	Compensation Insurance	926	937	335
136	Unemployment Insurance	120	124	47
137	Staff Training and Conferences	-	300	300
139	Dental Insurance	445	455	-
141	Uniforms and Protective Clothing	1,348	1,100	1,100
142	Food Allowance	257	450	450
	<i>Subtotal</i>	<i>87,414</i>	<i>88,503</i>	<i>89,774</i>
Operating and Maintenance				
210	Office Supplies	25,276	-	2,620
217	Dues and Subscriptions	-	-	12,075
218	Non-Capital Equipment and Furniture	160	3,800	6,100
229	Materials and Supplies	-	2,620	-
240	Equipment Repair and Maintenance	-	1,900	1,900
245	Mileage Allowance	1,104	1,600	1,600
246	Liability Insurance	412	98	663
250	Professional and Contracted Services	1,950	-	-
261	Telephone Charges	672	-	-
263	Postage	782	1,150	1,150
264	Printing and Copying	942	900	900
273	Fleet Lease Operating and Maintenance	-	-	6,545
	<i>Subtotal</i>	<i>31,298</i>	<i>12,068</i>	<i>33,553</i>
Capital Outlay				
432	Vehicles	24,045	-	-
	<i>Subtotal</i>	<i>24,045</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$142,757	\$100,571	\$123,327

Library Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	2,552,327	2,654,545	2,855,079
Operating and Maintenance	707,419	722,409	732,411
Non-Operating	-	-	-
Capital	72,480	18,000	-
TOTAL	\$ 3,332,227	\$ 3,394,954	\$ 3,587,490

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:	2016 Budget	2017 Budget	2018 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
Marketing Coordinator	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**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	226,203	249,348	261,364
112 Wages - Temporary	160	1,458	41,930
115 One Time Payment	1,014	501	-
121 Wages - Overtime	6,204	5,000	5,000
122 Longevity Compensation	2,280	2,340	2,400
123 Leave Expense	6,601	-	-
126 Retirement Health Savings Plan	2,399	1,500	1,500
128 FICA	-	90	90
129 Medicare	2,424	2,972	3,092
131 MOPC	12,128	12,467	13,068
132 Employee Insurance	39,750	39,896	41,818
133 Employee Retirement	16,301	17,953	20,125
135 Compensation Insurance	480	494	441
136 Unemployment Insurance	459	474	183
137 Staff Training and Conferences	5,691	6,369	6,369
139 Dental Insurance	1,707	1,745	-
141 Uniforms and Protective Clothing	-	100	100
<i>Subtotal</i>	<i>323,801</i>	<i>342,707</i>	<i>397,480</i>
Operating and Maintenance			
210 Office Supplies	34,112	29,857	34,786
217 Dues and Subscriptions	9,411	700	700
218 Non-Capital Equipment and Furniture	37,390	1,000	1,000
232 Building Repair and Maintenance	5,212	-	-
240 Equipment Repair and Maintenance	-	6,000	6,000
245 Mileage Allowance	-	32	32
246 Liability Insurance	389	379	752
247 Safety Expenses	734	2,500	2,500
249 Operating Leases and Rentals	-	-	4,640
250 Professional and Contracted Services	30,436	26,650	31,650
261 Telephone Charges	983	900	900
263 Postage	476	350	350
264 Printing and Copying	1,686	500	500
269 Other Services and Charges	6,616	500	500
<i>Subtotal</i>	<i>127,446</i>	<i>69,368</i>	<i>84,310</i>
SERVICE TOTAL	\$451,247	\$412,075	\$481,790

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 helping borrowers locate and request materials that are not available through the Library catalog.

SERVICE: Adult Services

Budgeted Positions:	2016 Budget	2017 Budget	2018 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	0.00	0.00
Total	8.80	8.25	8.25

Service: Adult Services**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	441,911	463,344	478,488
112	Wages - Temporary	49,069	60,010	60,010
114	Skill Based Pay	242	225	225
115	One Time Payment	4,500	2,506	-
121	Overtime Wages	1,103	-	-
122	Longevity Compensation	2,220	2,280	2,340
123	Leave Expense	10,774	-	-
126	Retirement Health Savings Plan	16,931	3,300	3,300
128	FICA	3,131	3,721	3,721
129	Medicare	5,503	6,828	7,025
131	MOPC	21,804	23,178	23,935
132	Employee Insurance	76,778	74,135	76,558
133	Employee Retirement	29,306	33,377	36,861
135	Compensation Insurance	723	731	626
136	Unemployment Insurance	886	880	335
139	Dental Insurance	3,297	3,243	-
	<i>Subtotal</i>	<i>668,179</i>	<i>677,758</i>	<i>693,424</i>
Operating and Maintenance				
209	Ebooks/Eaudiobooks	-	12,000	36,000
210	Office Supplies	3,003	-	-
211	Adult Books	176,702	181,000	182,550
213	Periodicals	16,884	28,255	18,050
214	Pamphlets and Documents	320	250	-
215	Audiovisual Materials	49,802	52,074	51,500
216	Reference Books and Materials	12,950	22,000	-
240	Equipment Repair and Maintenance	895	-	-
245	Mileage Allowance	266	450	450
246	Liability Insurance	849	816	797
250	Professional and Contracted Services	1,174	6,450	6,450
263	Postage	-	-	300
269	Other Services and Charges	121,584	61,847	72,060
	<i>Subtotal</i>	<i>384,429</i>	<i>365,142</i>	<i>368,157</i>
	SERVICE TOTAL	\$1,052,608	\$1,042,900	\$1,061,581

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:	2016 Budget	2017 Budget	2018 Budget
Librarian II	1.00	1.00	1.00
Librarian I	3.25	3.25	2.75
Library Technician	0.60	0.60	0.50
Total	4.85	4.85	4.25

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	273,584	287,978	264,110
112	Wages - Temporary	38,636	27,635	19,789
114	Skill Based Pay	1,014	900	900
115	One Time Payment	1,536	620	-
123	Leave Expense	7,118	-	-
126	Retirement Health Savings Plan	6,051	1,940	1,700
128	FICA	2,309	1,713	1,227
129	Medicare	3,895	4,590	4,130
131	MOPC	13,908	14,444	13,251
132	Employee Insurance	45,509	46,077	42,258
133	Employee Retirement	18,685	20,799	20,405
135	Compensation Insurance	511	530	189
136	Unemployment Insurance	525	547	185
139	Dental Insurance	1,954	2,016	-
	<i>Subtotal</i>	<i>415,235</i>	<i>409,789</i>	<i>368,144</i>
Operating and Maintenance				
209	Ebooks/Eaudiobooks	-	6,325	7,325
210	Office Supplies	8,802	-	9,000
212	Children's Books	54,437	62,857	62,857
213	Periodicals	1,440	2,000	2,000
215	Audiovisual Materials	9,739	13,165	13,165
218	Non-Capital Equipment and Furniture	212	433	-
229	Materials and Supplies	-	7,000	-
245	Mileage Allowance	-	230	230
246	Liability Insurance	472	473	473
250	Professional Contracted Services	2,413	-	2,000
263	Postage	24	-	-
264	Printing and Copying	1,704	1,700	1,700
269	Other Services and Charges	1,121	7,130	1,200
	<i>Subtotal</i>	<i>80,363</i>	<i>101,313</i>	<i>99,950</i>
	SERVICE TOTAL	\$495,598	\$511,102	\$468,094

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:	2016 Budget	2017 Budget	2018 Budget
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Technician	0.00	0.00	0.75
Library Assistant	4.85	5.90	6.21
Library Page	5.00	4.50	4.50
Total	11.85	12.40	13.46

Service: Circulation**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	372,544	438,464	523,378
112	Wages - Temporary	92,870	110,961	131,556
114	Skill Based Pay	1,979	2,100	2,100
115	One Time Payment	7,761	2,321	-
121	Wages - Overtime	221	-	-
122	Longevity Compensation	2,040	2,100	2,160
123	Leave Expense	18,233	-	-
126	Retirement Health Savings Plan	7,965	4,960	5,384
128	FICA	5,982	6,880	6,880
129	Medicare	5,676	7,174	8,383
131	MOPC	20,074	22,028	26,274
132	Employee Insurance	67,475	70,154	83,741
133	Employee Retirement	26,984	31,720	40,462
135	Compensation Insurance	1,255	746	2,299
136	Unemployment Insurance	779	833	366
139	Dental Insurance	2,898	3,069	-
	<i>Subtotal</i>	634,735	703,510	832,983
Operating and Maintenance				
210	Office Supplies	3,940	-	2,900
218	Non-Capital Equipment and Furniture	-	1,000	2,300
229	Materials and Supplies	-	2,400	-
243	Non-Capital Computer Equipment and Supplies	-	800	-
245	Mileage Allowance	-	32	32
246	Liability Insurance	830	801	824
250	Professional Contracted Services	737	15,000	10,000
263	Postage	801	2,800	1,800
	<i>Subtotal</i>	6,309	22,833	17,856
	SERVICE TOTAL	\$641,044	\$726,343	\$850,839

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 preparation, such as jacketing, of new materials to go into the collection.

SERVICE: Technical Services

Budgeted Positions:	2016 Budget	2017 Budget	2018 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	3.50
Library Assistant	1.60	1.35	1.29
Library Page	0.50	0.50	0.50
Total	7.95	7.70	8.04

Service: Technical Services**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	365,738	375,993	409,260
112	Wages - Temporary	7,552	22,851	22,851
114	Skill Based Pay	1,835	900	1,800
115	One Time Payment	2,724	964	-
122	Longevity Compensation	450	-	-
123	Leave Expense	15,190	-	-
126	Retirement Health Savings Plan	3,370	3,080	3,216
128	FICA	-	1,417	1,417
129	Medicare	4,684	5,796	6,291
131	MOPC	18,832	18,845	20,553
132	Employee Insurance	61,066	60,159	65,482
133	Employee Retirement	25,304	27,136	31,652
135	Compensation Insurance	304	294	239
136	Unemployment Insurance	705	714	287
139	Dental Insurance	2,622	2,632	-
	<i>Subtotal</i>	<i>510,377</i>	<i>520,781</i>	<i>563,048</i>
Operating and Maintenance				
210	Office Supplies	24,809	-	34,440
217	Dues and Subscriptions	-	-	9,235
218	Non-Capital Equipment and Furniture	11,001	-	-
229	Materials and Supplies	-	20,000	-
240	Equipment Repair and Maintenance	57,849	105,101	100,866
243	Non-Capital Computer Equipment and Supplies	-	4,540	-
246	Liability Insurance	644	612	597
263	Postage	2,749	5,000	3,000
264	Printing and Copying	2,099	4,000	3,000
269	Other Services and Charges	9,721	24,500	11,000
	<i>Subtotal</i>	<i>108,873</i>	<i>163,753</i>	<i>162,138</i>
Capital Outlay				
440	Machinery and Equipment	72,480	18,000	-
	<i>Subtotal</i>	<i>72,480</i>	<i>18,000</i>	<i>-</i>
	SERVICE TOTAL	\$691,730	\$702,534	\$725,186

Museum Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	741,184	773,720	857,607
Operating and Maintenance	244,271	221,230	247,180
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 985,455	\$ 994,950	\$ 1,104,787

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:	2016 Budget	2017 Budget	2018 Budget
Museum Director	1.00	1.00	1.00
Museum Curator	4.00	3.00	3.00
Assistant Museum Curator	0.60	0.60	0.75
Executive Assistant	1.00	1.00	1.00
Registrar	0.00	0.50	0.75
Fund Dev & Marketing Spec	0.00	0.75	0.75
Visitor Services Manager	0.00	1.00	0.50
Total	6.60	7.85	7.75

Service: Museum Division**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	408,951	469,159	472,243
112 Wages - Temporary	76,809	44,524	70,415
115 One Time Payment	6,441	4,105	-
121 Wages - Overtime	3,826	1,185	1,185
123 Leave Expense	9,673	-	-
126 Retirement Health Savings Plan	4,321	3,140	3,000
128 FICA	4,563	2,760	4,366
129 Medicare	6,428	7,449	7,859
131 MOPC	21,013	23,458	23,613
132 Employee Insurance	66,340	75,065	75,559
133 Employee Retirement	28,234	33,779	36,362
135 Compensation Insurance	19,973	21,542	10,722
136 Unemployment Insurance	766	891	339
137 Staff Training and Conferences	2,021	4,000	4,000
139 Dental Insurance	2,849	3,284	-
<i>Subtotal</i>	<i>662,209</i>	<i>694,341</i>	<i>709,663</i>
Operating and Maintenance			
210 Office Supplies	13,408	2,200	27,274
216 Reference Books and Materials	46	500	200
217 Dues and Subscriptions	2,656	2,324	4,013
218 Non-Capital Equipment and Furniture	580	5,800	2,150
225 Freight	9,213	7,750	2,215
229 Materials and Supplies	-	13,911	-
230 Printing and Copier Supplies	-	780	-
232 Building Repair and Maintenance	3,513	-	-
240 Equipment Repair and Maintenance	-	2,102	3,958
243 Non-Capital Computer Equipment and Supplies	-	2,608	-
245 Mileage Allowance	373	1,068	500
246 Liability Insurance	997	980	999
249 Operating Leases and Rentals	103,150	95,082	63,203
250 Professional and Contracted Services	18,516	4,655	35,845
252 Ads and Legal Notices	4,770	-	500
261 Telephone Charges	108	240	240
263 Postage	8,485	3,195	4,415
264 Printing and Copying	11,890	6,098	8,843
269 Other Services and Charges	1,665	150	150
<i>Subtotal</i>	<i>179,370</i>	<i>149,443</i>	<i>154,505</i>
SERVICE TOTAL	\$841,579	\$843,784	\$864,168

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:	2016 Budget	2017 Budget	2018 Budget
Auditorium and Event Manager	0.00	1.00	1.00
Visitor Services Manager	0.00	0.00	0.50
Total	0.00	1.00	1.50

Service: Museum Auditorium**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	44,850	60,468	90,140
112 Temporary Wages	17,664	-	25,039
121 Overtime Wages	99	-	4,889
126 Retirement Health Savings Plan	-	400	600
128 FICA	263	-	-
129 Medicare	638	877	1,307
131 MOPC	2,245	3,023	4,507
132 Employee Insurance	9,639	9,675	14,422
133 Employee Retirement	3,019	4,354	6,941
135 Compensation Insurance	34	44	36
136 Unemployment Insurance	111	115	63
139 Dental Insurance	414	423	-
<i>Subtotal</i>	<i>78,975</i>	<i>79,379</i>	<i>147,944</i>
Operating and Maintenance			
210 Office Supplies	7,108	-	2,300
217 Dues and Subscriptions	-	1	-
224 Resale Merchandise	8,728	-	16,000
243 Non-Capital Computer Equipment and Supplies	-	1,540	-
249 Operating Leases and Rentals	6,978	5,220	8,000
250 Professional and Contracted Services	9,210	22,281	21,550
252 Ads and Legal Notices	-	-	650
256 Refunds	2,912	30,612	35,500
259 Licenses and Permits	675	675	675
263 Postage	-	-	2,000
264 Printing and Copying	401	9,000	6,000
269 Other Services and Charges	28,889	2,458	-
<i>Subtotal</i>	<i>64,901</i>	<i>71,787</i>	<i>92,675</i>
SERVICE TOTAL	\$143,876	\$151,166	\$240,619

Recreation and Golf Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,522,379	3,617,916	3,954,602
Operating and Maintenance	1,598,366	1,519,734	1,511,790
Non-Operating	-	-	-
Capital	-	-	84,056
TOTAL	\$ 5,120,746	\$ 5,137,650	\$ 5,550,448

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:	2016 Budget	2017 Budget	2018 Budget
Recreation & Golf Manager	1.00	1.00	1.00
Recreation Program Supervisor	0.50	0.50	0.10
Marketing Coordinator	0.00	0.00	0.25
Total	1.50	1.50	1.35

Service: Recreation Administration**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	134,133	142,032	133,461
112	Wages - Temporary	27,545	27,457	36,120
121	Wages - Overtime	57	200	200
123	Leave Expense	4,525	-	-
126	Retirement Health Savings Plan	1,525	600	540
128	FICA	1,672	1,702	1,702
129	Medicare	2,071	2,457	2,333
131	MOPC	6,980	7,102	6,673
132	Employee Insurance	21,792	22,725	21,354
133	Employee Retirement	9,380	10,226	10,277
135	Compensation Insurance	120	118	101
136	Unemployment Insurance	251	270	94
137	Staff Training and Conferences	6,007	4,600	4,600
139	Dental Insurance	936	994	-
141	Uniforms and Protective Clothing	2,701	850	850
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>219,694</i>	<i>221,833</i>	<i>218,805</i>
Operating and Maintenance				
210	Office Supplies	12,259	4,950	22,962
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	4,919	660	660
218	Non-Capital Equipment and Furniture	4,918	300	300
229	Materials and Supplies	-	3,264	-
230	Printing and Copier Supplies	-	1,000	-
240	Equipment Repair and Maintenance	17,257	21,315	21,315
243	Non-Capital Computer Equipment and Supplies	-	13,748	-
245	Mileage Allowance	359	2,937	2,937
246	Liability Insurance	254	246	253
247	Safety Expenses	-	296	296
249	Operating Leases and Rentals	3,484	1,900	1,900
250	Professional and Contracted Services	16,695	3,000	3,000
252	Advertising and Legal Notices	1,505	2,000	2,000
261	Telephone Charges	3,722	3,540	3,540
263	Postage	14,450	39,125	39,125
264	Printing and Copying	16,459	28,774	28,774
269	Other Services and Charges	68,138	58,941	58,941
	<i>Subtotal</i>	<i>164,417</i>	<i>186,046</i>	<i>186,053</i>
Non-Operating Expense				
970	Transfers To Other Funds	-	-	84,056
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>84,056</i>
	SERVICE TOTAL	\$384,111	\$407,879	\$488,914

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.40	0.35	1.10
Recreation Program Coordinator	0.00	1.00	0.80
Recreation Specialist	0.10	0.20	0.00
Aquatics Specialist	1.00	0.00	0.00
Pool Technician	0.00	0.35	0.35
Fitness Specialist	0.75	0.75	0.75
Swim Lesson Specialist	0.75	0.75	0.50
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	8.90	9.00

Service: Recreation Center**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	383,780	424,631	459,918
112 Wages - Temporary	654,991	624,276	740,485
114 Skill Based Pay	301	300	300
115 One Time Payment	5,068	748	-
121 Wages - Overtime	719	1,000	1,000
123 Leave Expense	11,494	-	-
126 Retirement Health Savings Plan	4,569	3,560	3,600
128 FICA	34,684	38,705	38,705
129 Medicare	13,026	15,213	15,725
131 MOPC	19,832	21,247	23,011
132 Employee Insurance	62,910	67,941	73,587
133 Employee Retirement	26,642	30,595	35,437
135 Compensation Insurance	46,236	43,695	42,498
136 Unemployment Insurance	726	807	322
139 Dental Insurance	2,702	2,972	-
141 Uniforms and Protective Clothing	1,641	3,800	3,800
<i>Subtotal</i>	<i>1,269,321</i>	<i>1,279,490</i>	<i>1,438,388</i>
Operating and Maintenance			
210 Office Supplies	51,431	3,000	26,737
217 Dues and Subscriptions	3,790	1,315	1,315
218 Non-Capital Equipment and Furniture	11,199	9,000	9,000
222 Chemicals	37,315	29,605	29,605
224 Resale Merchandise	9,803	8,000	8,000
228 Janitorial Supplies	-	500	-
229 Materials and Supplies	-	19,237	-
230 Printing and Copier Supplies	-	3,000	-
232 Building Repair and Maintenance	22,449	4,666	-
233 Facility Repair and Maintenance	-	7,482	-
240 Equipment Repair and Maintenance	-	17,586	29,734
243 Non-Capital Computer Equipment and Supplies	-	1,000	-
245 Mileage Allowance	326	600	600
246 Liability Insurance	4,052	3,855	3,034
247 Safety Expenses	1,520	3,500	1,500
249 Operating Leases and Rentals	1,138	1,700	1,700
250 Professional and Contracted Services	5,074	31,650	31,650
252 Advertising and Legal Notices	-	2,000	2,000
260 Utilities	176,724	173,116	173,116
263 Postage	7,215	6,500	6,500
264 Printing and Copying	8,408	9,481	9,481
269 Other Services and Charges	-	1,200	1,200
<i>Subtotal</i>	<i>340,445</i>	<i>337,993</i>	<i>335,172</i>
SERVICE TOTAL	\$1,609,765	\$1,617,483	\$1,773,560

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Program Supervisor	0.80	0.60	0.80
Recreation Program Coordinator	0.70	0.80	0.60
Total	1.50	1.40	1.40

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	87,676	83,083	85,341
112	Wages - Temporary	154,336	180,885	213,028
115	One Time Payment	344	3	-
121	Wages - Overtime	224	-	-
123	Leave Expense	288	-	-
126	Retirement Health Savings Plan	1,001	560	560
128	FICA	9,838	11,215	11,215
129	Medicare	3,416	3,828	3,860
131	MOPC	4,419	4,154	4,267
132	Employee Insurance	14,382	13,293	13,654
133	Employee Retirement	5,937	5,982	6,571
135	Compensation Insurance	34,277	35,896	21,222
136	Unemployment Insurance	166	158	60
139	Dental Insurance	618	582	-
141	Uniforms and Protective Clothing	847	900	900
	<i>Subtotal</i>	<i>317,771</i>	<i>340,539</i>	<i>360,678</i>
Operating and Maintenance				
210	Office Supplies	34,756	500	26,406
217	Dues and Subscriptions	679	345	345
218	Non-Capital Equipment and Furniture	413	700	700
229	Materials and Supplies	-	25,906	-
240	Equipment Repair and Maintenance	-	500	500
245	Mileage Allowance	1,117	500	500
246	Liability Insurance	937	2,231	2,507
247	Safety Expenses	570	500	500
250	Professional and Contracted Services	35,553	30,650	30,650
260	Utilities	71,494	79,599	79,599
263	Postage	-	850	850
264	Printing and Copying	-	900	900
269	Other Services and Charges	50	5,000	5,000
	<i>Subtotal</i>	<i>145,569</i>	<i>148,181</i>	<i>148,457</i>
	SERVICE TOTAL	\$463,339	\$488,720	\$509,135

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:	2016 Budget	2017 Budget	2018 Budget
Aquatics Supervisor	1.00	0.00	0.00
Recreation Area Supervisor	0.00	1.00	1.00
Recreation Program Coordinator	0.00	0.90	1.40
Recreation Program Supervisor	0.10	1.10	0.60
Recreation Specialist	1.00	0.00	0.00
Aquatics Specialist	1.00	0.00	0.00
Swim Lesson Specialist	0.00	0.00	0.25
Head Lifeguard	0.00	0.25	0.00
Pool Technician	1.00	0.65	0.65
Administrative Assistant	1.00	1.00	1.00
Total	5.10	4.90	4.90

Service: Aquatics**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	270,454	284,607	289,794
112 Wages - Temporary	277,619	344,410	386,298
114 Skill-based Pay	1,170	1,200	1,200
115 One Time Payment	4,380	-	-
121 Wages - Overtime	1,325	200	200
122 Longevity Compensation	1,740	1,800	1,860
123 Leave Expense	8,130	-	-
126 Retirement Health Savings Plan	8,353	1,960	1,960
128 FICA	22,999	21,353	21,353
129 Medicare	8,974	9,138	9,213
131 MOPC	13,845	14,290	14,550
132 Employee Insurance	48,265	45,537	46,367
133 Employee Retirement	18,605	20,578	22,406
135 Compensation Insurance	22,436	27,196	40,750
136 Unemployment Insurance	557	541	203
139 Dental Insurance	2,073	1,992	-
141 Uniforms and Protective Clothing	727	700	700
142 Food Allowance	145	-	-
<i>Subtotal</i>	<i>711,799</i>	<i>775,502</i>	<i>836,854</i>
Operating and Maintenance			
210 Office Supplies	20,125	1,100	36,011
217 Dues and Subscriptions	3,283	2,990	2,990
218 Non-Capital Equipment and Furniture	1,362	1,900	1,900
222 Chemicals	41,654	43,675	43,675
224 Resale Merchandise	4,778	2,000	2,000
228 Janitorial Supplies	-	1,500	-
229 Materials and Supplies	-	28,050	-
230 Printing and Copier Supplies	-	1,311	-
232 Building Repair and Maintenance	25,311	11,872	-
233 Facility Repair and Maintenance	-	10,000	-
240 Equipment Repair and Maintenance	-	6,920	28,792
243 Non-Capital Computer Equipment and Supplies	-	4,050	-
246 Liability Insurance	20,977	24,195	25,252
247 Safety Expenses	1,086	1,180	1,180
249 Operating Leases and Rentals	2,102	-	-
250 Professional and Contracted Services	15,965	15,000	15,000
260 Utilities	81,118	88,017	88,017
263 Postage	-	240	240
264 Printing and Copying	1,619	1,000	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	1,165	2,993	5,916
274 Fleet Lease - Replacement	-	5,110	5,305
<i>Subtotal</i>	<i>220,544</i>	<i>253,853</i>	<i>258,028</i>
SERVICE TOTAL	\$932,343	\$1,029,355	\$1,094,882

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Specialist	0.20	0.00	0.00
Total	0.20	0.00	0.00

Service: Concessions**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	9,883	-	-
112	Wages - Temporary	55,287	23,229	26,999
115	One Time Payment	98	-	-
121	Wages - Overtime	23	400	400
126	Retirement Health Savings Plan	178	-	-
128	FICA	4,169	1,440	1,440
129	Medicare	1,100	337	337
131	MOPC	501	-	-
132	Employee Insurance	1,692	-	-
133	Employee Retirement	671	-	-
135	Compensation Insurance	793	820	598
136	Unemployment Insurance	20	-	-
139	Dental Insurance	73	-	-
141	Uniforms and Protective Clothing	541	100	100
	<i>Subtotal</i>	<i>75,030</i>	<i>26,326</i>	<i>29,874</i>
Operating and Maintenance				
210	Office Supplies	3,848	225	1,125
218	Non-Capital Equipment and Furniture	-	250	250
224	Resale Merchandise	80,987	18,920	18,920
228	Janitorial Supplies	-	600	-
229	Materials and Supplies	-	300	-
232	Building Repair and Maintenance	1,339	705	-
233	Facility Repair and Maintenance	-	735	-
240	Equipment Repair and Maintenance	-	400	1,840
245	Mileage Allowance	66	-	-
246	Liability Insurance	1,545	1,009	154
247	Safety Expenses	-	300	300
250	Professional Contracted Services	731	-	-
260	Utilities	23,464	6,000	6,000
273	Fleet Lease - Operating and Maintenance	1,875	7,836	-
	<i>Subtotal</i>	<i>113,854</i>	<i>37,280</i>	<i>28,589</i>
	SERVICE TOTAL	\$188,884	\$63,606	\$58,463

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Area Supervisor	0.60	0.60	0.60
Recreation Program Supervisor	1.10	0.20	0.35
Recreation Program Coordinator	1.00	1.90	1.90
Administrative Assistant	1.00	1.00	1.00
Total	3.70	3.70	3.85

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	182,081	204,323	223,385
112 Wages - Temporary	179,272	207,834	233,946
115 One Time Payment	443	7	-
121 Wages - Overtime	1,454	1,000	1,000
123 Leave Expense	6,743	-	-
126 Retirement Health Savings Plan	2,318	1,480	1,540
128 FICA	12,777	12,886	12,886
129 Medicare	5,171	5,977	6,253
131 MOPC	9,424	10,216	11,169
132 Employee Insurance	32,529	32,692	35,742
133 Employee Retirement	12,666	14,711	17,201
135 Compensation Insurance	38,603	33,959	9,582
136 Unemployment Insurance	375	388	156
139 Dental Insurance	1,397	1,430	-
141 Uniforms and Protective Clothing	-	500	500
<i>Subtotal</i>	<i>485,253</i>	<i>527,403</i>	<i>553,360</i>
Operating and Maintenance			
210 Office Supplies	9,280	-	12,116
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	85	100	100
218 Non-Capital Equipment and Furniture	1,739	1,605	1,605
224 Resale Merchandise	-	500	500
229 Materials and Supplies	-	9,116	-
230 Printing and Copier Supplies	-	3,000	-
240 Equipment Repair and Maintenance	-	1,990	1,990
246 Liability Insurance	2,098	1,762	3,035
247 Safety Expenses	1,326	1,005	1,005
249 Operating Leases and Rentals	-	3,150	3,150
250 Professional and Contracted Services	176,497	166,000	166,000
252 Advertising and Legal Notices	1,631	250	250
259 Licenses and Permits	440	1,775	1,775
260 Utilities	32,142	54,018	54,018
261 Telephone Charges	253	84	84
263 Postage	73	2,595	2,595
264 Printing and Copying	780	1,300	1,300
269 Other Services and Charges	25	1,200	1,200
273 Fleet Lease - Operating and Maintenance	10,181	6,851	3,399
274 Fleet Lease - Replacement	26,429	25,184	22,424
<i>Subtotal</i>	<i>262,978</i>	<i>281,685</i>	<i>276,746</i>
SERVICE TOTAL	\$748,230	\$809,088	\$830,106

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		2016 Actual	2017 Budget	2018 Budget
112	Wages - Temporary	605	1,417	1,417
121	Wages - Overtime	-	69	69
128	FICA	-	88	88
129	Medicare	-	21	21
135	Compensation Insurance	949	996	25
	<i>Subtotal</i>	<i>1,554</i>	<i>2,591</i>	<i>1,620</i>
Operating and Maintenance				
210	Office Supplies	22,106	-	25,000
218	Non-Capital Equipment and Furniture	-	105	105
229	Materials and Supplies	-	25,000	-
246	Liability Insurance	2	2	2
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	24,137	18,500	18,500
252	Advertising and Legal Notices	325	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	68	380	380
264	Printing and Copying	-	500	500
	<i>Subtotal</i>	<i>46,638</i>	<i>46,611</i>	<i>46,611</i>
	SERVICE TOTAL	\$48,191	\$49,202	\$48,231

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Program Coordinator	0.10	0.10	0.10
Total	0.10	0.10	0.10

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	3,592	5,308	5,452
112 Wages - Temporary	30,172	26,121	36,676
115 One Time Payment	49	1	-
121 Wages - Overtime	119	-	-
123 Leave Expense	334	-	-
126 Retirement Health Savings Plan	120	40	40
128 FICA	1,071	1,619	1,620
129 Medicare	297	456	458
131 MOPC	194	265	273
132 Employee Insurance	846	849	872
133 Employee Retirement	261	382	420
135 Compensation Insurance	17,124	532	16,578
136 Unemployment Insurance	10	10	3
139 Dental Insurance	36	37	-
<i>Subtotal</i>	<i>54,226</i>	<i>35,620</i>	<i>62,392</i>
Operating and Maintenance			
210 Office Supplies	1,486	-	300
217 Dues and Subscriptions	-	75	75
218 Non-Capital Equipment and Furniture	-	400	400
229 Materials and Supplies	-	300	-
246 Liability Insurance	51	46	47
250 Professional and Contracted Services	131	100	100
263 Postage	-	75	75
264 Printing and Copying	-	60	60
<i>Subtotal</i>	<i>1,668</i>	<i>1,056</i>	<i>1,057</i>
SERVICE TOTAL	\$55,894	\$36,676	\$63,449

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Area Supervisor	0.30	0.30	0.30
Total	0.30	0.30	0.30

Service: Community Events**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	21,001	22,061	22,943
112	Wages - Temporary	662	838	838
121	Wages - Overtime	-	500	500
123	Leave Expense	674	-	-
126	Retirement Health Savings Plan	120	120	120
128	FICA	-	52	52
129	Medicare	260	332	345
131	MOPC	1,084	1,103	1,147
132	Employee Insurance	3,517	3,530	3,671
133	Employee Retirement	1,457	1,588	1,767
135	Compensation Insurance	416	406	386
136	Unemployment Insurance	41	42	16
139	Dental Insurance	151	154	-
141	Uniforms and Protective Clothing	-	911	911
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>29,383</i>	<i>31,737</i>	<i>32,796</i>
Operating and Maintenance				
210	Office Supplies	21,118	40	3,965
218	Non-Capital Equipment and Furniture	3,349	1,097	1,097
229	Materials and Supplies	-	3,925	-
246	Liability Insurance	1,515	1,903	1,235
249	Operating Leases and Rentals	30,727	35,152	35,152
250	Professional and Contracted Services	134,315	83,458	83,458
252	Advertising and Legal Notices	748	4,309	4,309
261	Telephone Charges	127	-	-
263	Postage	18	600	600
264	Printing and Copying	235	2,174	2,174
269	Other Services and Charges	26	-	-
	<i>Subtotal</i>	<i>192,178</i>	<i>132,658</i>	<i>131,990</i>
	SERVICE TOTAL	\$221,561	\$164,395	\$164,786

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Program Supervisor	0.10	0.00	0.00
Recreation Area Supervisor	0.00	0.10	0.10
Total	0.10	0.10	0.10

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	7,642	7,354	7,648
112	Wages - Temporary	97,420	79,176	89,982
121	Wages - Overtime	6,356	1,210	1,210
123	Leave Expense	225	-	-
126	Retirement Health Savings Plan	40	40	40
128	FICA	5,985	4,909	4,909
129	Medicare	1,487	1,255	1,259
131	MOPC	361	368	382
132	Employee Insurance	1,172	1,177	1,224
133	Employee Retirement	485	529	589
135	Compensation Insurance	5,610	5,044	1,677
136	Unemployment Insurance	14	14	6
139	Dental Insurance	50	51	-
	<i>Subtotal</i>	<i>126,847</i>	<i>101,127</i>	<i>108,926</i>
Operating and Maintenance				
210	Office Supplies	8,750	-	5,000
217	Dues and Subscriptions	2,911	2,200	2,200
218	Non-Capital Equipment and Furniture	1,406	2,800	2,800
229	Materials and Supplies	-	5,000	-
232	Building Repair and Maintenance	3,743	1,587	-
233	Facility Repair and Maintenance	-	4,030	-
240	Equipment Repair and Maintenance	-	-	5,617
246	Liability Insurance	19,748	17,079	16,196
247	Safety Expenses	757	150	150
249	Operating Leases and Rentals	1,613	1,600	1,600
250	Professional and Contracted Services	18,853	17,270	17,270
252	Advertising and Legal Notices	1,925	2,000	2,000
259	Licenses and Permits	-	110	110
260	Utilities	9,924	-	-
261	Telephone Charges	223	200	200
264	Printing and Copying	178	300	300
	<i>Subtotal</i>	<i>70,029</i>	<i>54,326</i>	<i>53,443</i>
	SERVICE TOTAL	\$196,876	\$155,453	\$162,369

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Coordinator	0.00	0.10	0.00
Children and Youth Program Leader	1.00	0.00	0.00
Total	1.00	0.10	0.00

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	201	5,308	-
112 Wages - Temporary	23,508	24,232	29,258
126 Retirement Health Savings Plan	-	40	-
128 FICA	1,473	1,502	1,502
129 Medicare	347	428	351
131 MOPC	10	265	-
132 Employee Insurance	-	849	-
133 Employee Retirement	14	382	-
135 Compensation Insurance	15,918	16,724	488
136 Unemployment Insurance	-	10	-
139 Dental Insurance	-	37	-
<i>Subtotal</i>	<i>41,472</i>	<i>49,777</i>	<i>31,599</i>
Operating and Maintenance			
210 Supplies	5,020	-	3,260
217 Dues and Subscriptions	278	-	-
229 Materials and Miscellaneous Supplies	-	3260	-
245 Mileage Allowance	30	-	-
246 Liability Insurance	2,937	3,442	2,411
250 Professional and Contracted Services	454	-	-
273 Fleet Lease - Operating and Maintenance	9,390	5,445	4,972
274 Fleet Lease - Replacement	-	6,473	6,473
<i>Subtotal</i>	<i>18,109</i>	<i>18,620</i>	<i>17,116</i>
SERVICE TOTAL	\$59,581	\$68,397	\$48,715

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:	2016 Budget	2017 Budget	2018 Budget
Recreation Program Supervisor	0.00	0.25	0.25
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Total	2.00	2.25	2.25

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	61,163	117,198	123,390
112	Wages - Temporary	71,231	50,367	96,256
115	One Time Payment	2,040	134	-
121	Wages - Overtime	17,593	12,000	12,000
122	Longevity Compensation	2,100	2,160	2,220
123	Leave Expense	731	-	-
126	Retirement Health Savings Plan	873	900	900
128	FICA	4,808	3,123	3,123
129	Medicare	1,338	1,702	1,751
131	MOPC	3,266	5,860	6,169
132	Employee Insurance	16,006	18,752	19,742
133	Employee Retirement	4,389	8,438	9,501
135	Compensation Insurance	3,372	4,044	3,922
136	Unemployment Insurance	185	223	86
139	Dental Insurance	687	820	-
141	Uniforms and Protective Clothing	250	250	250
	<i>Subtotal</i>	<i>190,031</i>	<i>225,971</i>	<i>279,310</i>
Operating and Maintenance				
210	Office Supplies	15,764	-	20,000
218	Non-Capital Equipment and Furniture	4,099	-	5,300
229	Materials and Miscellaneous Supplies	-	20,000	-
246	Liability Insurance	1,005	1,025	2,523
260	Utilities	172	-	-
261	Telephone Charges	899	400	400
273	Fleet Lease Operating and Maintenance	-	-	305
	<i>Subtotal</i>	<i>21,939</i>	<i>21,425</i>	<i>28,528</i>
	SERVICE TOTAL	\$211,971	\$247,396	\$307,838

Senior Services Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	647,705	723,582	757,667
Operating and Maintenance	84,110	93,190	98,285
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 731,814	\$ 816,772	\$ 855,952

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
- Personal Connections 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
- Aging in Community, which is primarily information and assistance services and support and education programs for caregivers and includes efforts in planning and policy for a community in which older persons can age well.
- 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:	2016 Budget	2017 Budget	2018 Budget
Senior 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	2.63	2.63
Seniors Recreation Program Coordinator	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	1.88	1.88
Total	8.38	9.51	9.51

Service: Senior Services**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	452,707	513,740	542,139
112 Wages - Temporary	8,688	13,293	14,238
114 Skill Based Pay	2,156	2,400	1,200
115 One Time Payment	5,503	2,424	-
121 Wages - Overtime	907	6,250	6,250
122 Longevity Compensation	2,040	2,100	2,160
123 Leave Expense	8,780	-	-
124 Skill Based Overtime Pay	20	-	-
126 Retirement Health Savings Plan	5,121	3,804	3,804
128 FICA	321	824	883
129 Medicare	4,847	6,555	6,928
131 MOPC	23,160	25,807	27,167
132 Employee Insurance	75,359	82,198	86,742
133 Employee Retirement	31,124	37,162	41,837
135 Compensation Insurance	18,850	18,953	16,940
136 Unemployment Insurance	870	976	379
137 Staff Training and Conferences	4,017	3,500	7,000
139 Dental Insurance	3,236	3,596	-
<i>Subtotal</i>	<i>647,705</i>	<i>723,582</i>	<i>757,667</i>
Operating and Maintenance			
210 Office Supplies	15,673	2,250	17,897
216 Reference Books and Materials	78	200	200
217 Dues and Subscriptions	344	525	525
218 Non-Capital Equipment and Furniture	2,458	2,950	950
229 Materials and Supplies	-	9,692	-
230 Printing and Copier Supplies	-	3,300	-
232 Building Repair and Maintenance	4,542	250	-
240 Equipment Repair and Maintenance	-	2,570	890
243 Non-Capital Computer Equipment and Supplies	-	2,576	-
245 Mileage Allowance	39	150	50
246 Liability Insurance	6,565	4,357	4,944
247 Safety Expenses	20	150	150
249 Operating Leases and Rentals	3,955	4,500	4,500
250 Professional and Contracted Services	9,025	15,400	21,223
252 Advertising and Legal Notices	550	500	500
261 Telephone Charges	-	150	150
263 Postage	2,083	2,500	2,500
264 Printing and Copying	16,122	18,000	21,000
269 Other Services and Charges	-	80	1
273 Fleet Lease - Operating and Maintenance	12,228	10,887	10,602
274 Fleet Lease - Replacement	10,428	12,203	12,203
<i>Subtotal</i>	<i>84,110</i>	<i>93,190</i>	<i>98,285</i>
SERVICE TOTAL	\$731,814	\$816,772	\$855,952

Children, Youth and Families Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	575,984	626,179	673,851
Operating and Maintenance	116,962	135,789	125,641
Non-Operating	-	-	-
Capital	-	36,800	-
TOTAL	\$ 692,947	\$ 798,768	\$ 799,492

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

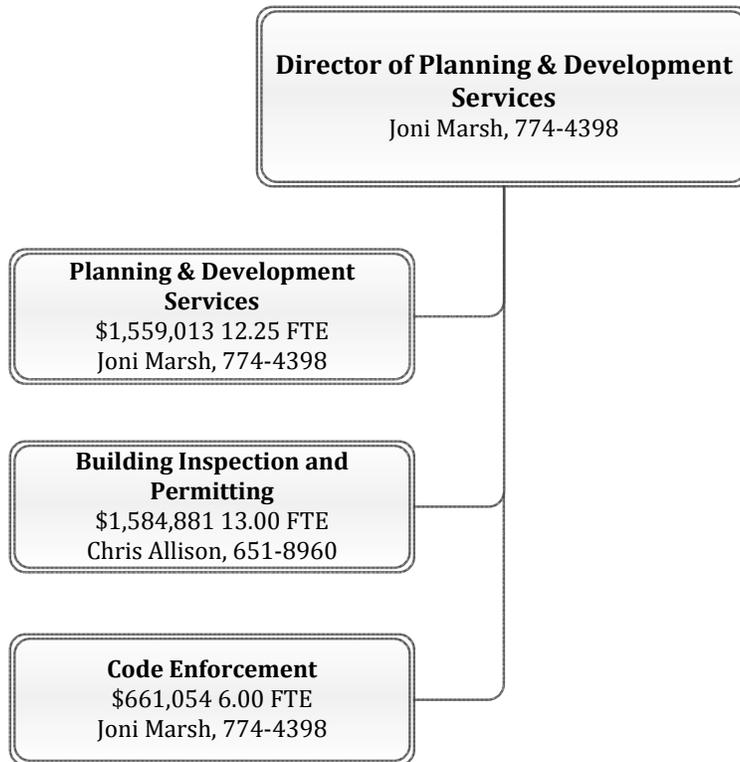
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Children and Youth Family Resources Manager	1.00	1.00	1.00
Children and Youth Family Counselor	2.00	2.00	2.00
Children and Youth Family Resource Community Coordinat	2.00	2.00	2.00
Children and Youth Family Program Leader	1.00	1.00	1.00
Administrative 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	344,211	414,528	445,934
112	Wages - Temporary	64,174	57,428	58,404
114	Skill Based Pay	5,686	4,500	5,700
115	One Time Payment	2,112	1,500	-
121	Wages - Overtime	3,326	4,232	4,232
123	Leave Expense	22,391	-	-
124	Skill Based Overtime Pay	34	-	-
126	Retirement Health Savings Plan	2,526	2,800	2,800
128	FICA	4,130	3,561	3,621
129	Medicare	5,721	6,909	7,382
131	MOPC	18,990	20,951	22,582
132	Employee Insurance	65,548	66,324	71,349
133	Employee Retirement	24,950	30,170	34,776
135	Compensation Insurance	5,332	5,586	12,759
136	Unemployment Insurance	75	788	312
137	Staff Training and Conferences	3,930	4,000	4,000
139	Dental Insurance	2,847	2,902	-
	<i>Subtotal</i>	<i>575,984</i>	<i>626,179</i>	<i>673,851</i>
Operating and Maintenance				
210	Office Supplies	52,569	6,233	52,303
215	Audiovisual Materials	-	344	344
216	Reference Books and Materials	-	700	700
217	Dues and Subscriptions	394	866	866
218	Non-Capital Equipment and Furniture	151	1,000	1,000
229	Materials and Supplies	-	38,089	-
230	Printing and Copier Supplies	-	1,638	-
240	Equipment Repair and Maintenance	-	7,608	7,608
243	Non-Capital Computer Equipment and Supplies	-	6,343	-
245	Mileage Allowance	380	500	500
246	Liability Insurance	1,300	1,176	1,799
250	Professional and Contracted Services	39,161	46,783	46,783
261	Telephone Charges	702	-	-
263	Postage	3,392	4,047	4,047
264	Printing and Copying	1,719	1,335	1,335
269	Other Services and Charges	3,758	3,945	3,945
273	Fleet Lease - Operating and Maintenance	5,457	7,201	4,411
274	<i>Fleet Lease - Replacement</i>	<i>7,981</i>	<i>7,981</i>	<i>-</i>
	<i>Subtotal</i>	<i>116,962</i>	<i>135,789</i>	<i>125,641</i>
Capital Outlay				
432	Vehicles	-	36,800	-
	<i>Subtotal</i>	<i>-</i>	<i>36,800</i>	<i>-</i>
	SERVICE TOTAL	\$692,947	\$798,768	\$799,492

Planning & Development Services Department

\$3,804,948 31.25 FTE



Planning and Development Services Resource Alignment

FY 2017 Budget Total: 3,426,623



Scored Programs: 3,426,623

Prg#	Program	Cost	Quartile	FTE
44	Building Inspection	511,680	1	4.35
45	Building Permit Issuance	351,401	1	3.55
82.1	Code Amendments	87,057	1	0.72
108.1	Comprehensive Planning	135,933	1	1.00
142.1	Data and report Generation	45,763	1	0.40
152.1	Development Review	632,361	1	5.80
157.1	Development Services	111,248	1	1.26
187	Environmental Codes Enforcement	28,238	1	0.25
342	Nuisance Codes Enforcement	318,101	1	3.00
369	Plan Review	294,065	1	2.75
537	Transportation Planning	159,949	1	0.95
587	Zoning Ordinances Codes Enforcement	78,695	1	0.70
	Subtotal	2,754,491	1	24.74
9605.1	Boards & Commissions Support	100,386	2	1.00
120	Contractor Licensing	62,190	2	0.75
177	Elevator Inspections	46,828	2	0.20
229	Health and Safety Codes Enforcement	123,774	2	1.15
230.1	Historic Preservation	75,381	2	0.75
270.1	Intergovernmental Activities	36,987	2	0.30
	Subtotal	445,545	2	4.15
221.1	Graffiti Removal and Abatement	85,949	3	0.75
263	Housing Inspection	10,590	3	0.10
288.1	LDDA Support	29,012	3	0.25

300	Liquor Licensing Inspections	4,686	3	0.05
396	Project Management of Capital Projects	22,343	3	0.20
	Subtotal	152,580	3	1.35
209.1	Floor Duty	74,006	4	0.76
	Subtotal	74,006	4	0.76
	Scored Total	3,426,623	All	31.00

Planning & Development Services Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	2,472,569	2,935,979	3,262,097
Operating and Maintenance	526,272	405,273	482,009
Non-Operating	-	-	-
Capital	29,435	-	60,842
TOTAL	\$ 3,028,276	\$ 3,341,252	\$ 3,804,948

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services	2,060,489	2,495,547	2,737,065
Operating and Maintenance	460,775	313,120	380,011
Non-Operating	-	-	-
Capital	29,435	-	26,818
TOTAL	\$ 2,550,699	\$ 2,808,667	\$ 3,143,894

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:	2016 Budget	2017 Budget	2018 Budget
Director of Planning and Development	1.00	1.00	1.00
Planning Manager	0.00	0.00	1.00
Principal Planner	1.00	1.00	3.00
Transportation Planner	1.00	1.00	1.00
Senior Planner	3.00	5.00	1.50
Planning Technician	0.75	0.75	0.75
Planner	1.00	1.00	1.00
Application Support Analyst	0.00	0.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.50
Office Assistant	0.50	0.50	0.50
Total	9.25	11.25	12.25

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	800,191	895,245	1,053,099
112	Temporary Wages	5,209	-	5,000
115	One Time Payment	4,125	3,799	-
121	Wages - Overtime	147	600	600
123	Leave Expense	16,093	-	-
126	Retirement Health Savings Plan	6,591	4,500	4,900
128	FICA	162	-	-
129	Medicare	10,160	12,981	15,270
131	MOPC	40,924	44,762	52,655
132	Employee Insurance	143,315	143,239	168,496
133	Employee Retirement	55,003	64,458	81,089
135	Compensation Insurance	3,858	2,896	3,446
136	Unemployment Insurance	1,654	1,701	737
137	Staff Training and Conferences	8,578	11,519	15,519
139	Dental Insurance	6,154	6,267	-
142	Food Allowance	539	700	700
	<i>Subtotal</i>	<i>1,102,703</i>	<i>1,192,667</i>	<i>1,401,511</i>
Operating and Maintenance				
210	Office Supplies	10,859	1,975	11,345
216	Reference Books and Materials	120	600	600
217	Dues and Subscriptions	6,065	5,795	5,795
218	Non-Capital Equipment and Furniture	10,477	2,530	2,530
219	Drafting Supplies	-	350	-
229	Materials and Supplies	-	1,462	-
230	Printing and Copier Supplies	-	3,280	-
240	Equipment Repair and Maintenance	14,364	15,660	18,160
243	Non-Capital Computer Equipment and Supplies	-	4,278	-
245	Mileage Allowance	189	550	550
246	Liability Insurance	1,161	1,354	1,338
247	Safety Expenses	20	25	25
250	Professional and Contracted Services	139,428	106,427	81,802
252	Advertising and Legal Notices	1,224	1,875	1,875
261	Telephone Charges	1,384	2,125	2,125
263	Postage	711	2,507	2,507
264	Printing and Copying	353	2,950	2,950
269	Other Services and Charges	1,145	1,275	25,900
	<i>Subtotal</i>	<i>187,501</i>	<i>155,018</i>	<i>157,502</i>
	SERVICE TOTAL	\$1,290,204	\$1,347,685	\$1,559,013

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:	2016 Budget	2017 Budget	2018 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	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	1.00	1.00	0.00
Application Support Analyst	0.00	1.00	0.00
Sr Plans Examiner	0.00	0.00	1.00
Plans Examiner	1.00	2.00	2.00
Historic Preservation Planner	0.00	0.50	0.00
Sr Electrical Inspector	0.00	0.00	2.00
Electrical Inspector	1.00	1.00	0.00
Building Permit Technician II	0.00	0.00	2.00
Building Permit Technician	1.00	2.00	0.00
Administrative Assistant	1.00	1.50	1.00
Total	9.00	14.00	13.00

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	683,680	921,435	928,323
112 Wages - Temporary	19,335	78,898	78,898
114 Skill Based Pay	903	-	900
115 One Time Payment	3,660	859	-
121 Wages - Overtime	9,826	3,584	28,584
123 Leave Expense	11,907	-	-
124 Skill Based Overtime Pay	45	-	-
126 Retirement Health Savings Plan	5,153	5,600	5,200
128 FICA	1,200	242	4,892
129 Medicare	9,055	13,418	14,618
131 MOPC	34,889	46,072	46,461
132 Employee Insurance	116,151	147,430	148,532
133 Employee Retirement	46,893	66,343	71,550
135 Compensation Insurance	4,182	4,452	600
136 Unemployment Insurance	1,341	1,751	650
137 Staff Training and Conferences	3,561	4,677	4,677
139 Dental Insurance	4,987	6,450	-
141 Uniforms and Protective Clothing	1,019	1,500	1,500
142 Food Allowance	-	169	169
<i>Subtotal</i>	<i>957,786</i>	<i>1,302,880</i>	<i>1,335,554</i>
Operating and Maintenance			
210 Office Supplies	9,786	1,584	5,108
216 Reference Books and Materials	4,328	2,174	7,674
217 Dues and Subscriptions	984	1,090	2,590
218 Non-Capital Equipment and Furniture	6,712	1,280	3,030
229 Materials and Supplies	-	524	-
230 Printing and Copier Supplies	-	1,000	-
240 Equipment Repair and Maintenance	12,548	19,249	36,249
243 Non-Capital Computer Equipment and Supplies	-	2,000	-
245 Mileage Allowance	21	100	100
246 Liability Insurance	1,894	1,774	2,485
247 Safety Expenses	75	497	497
250 Professional and Contracted Services	171,879	63,700	88,050
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	5,278	4,500	10,500
263 Postage	1,596	2,276	2,276
264 Printing and Copying	2,887	2,262	2,262
269 <i>Other Services and Charges</i>	<i>17,320</i>	<i>20,000</i>	<i>22,000</i>
273 Fleet Lease - Operating and Maintenance	19,195	15,123	14,477
274 Fleet Lease - Replacement	18,769	18,769	25,011
<i>Subtotal</i>	<i>273,274</i>	<i>158,102</i>	<i>222,509</i>
Capital Outlay			
432 Vehicles	29,435	-	26,818
<i>Subtotal</i>	<i>29,435</i>	<i>-</i>	<i>26,818</i>
SERVICE TOTAL	\$1,260,495	\$1,460,982	\$1,584,881

Code Enforcement Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	412,080	440,432	525,032
Operating and Maintenance	65,497	92,153	101,998
Non-Operating	-	-	-
Capital	-	-	34,024
TOTAL	\$ 477,577	\$ 532,585	\$ 661,054

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

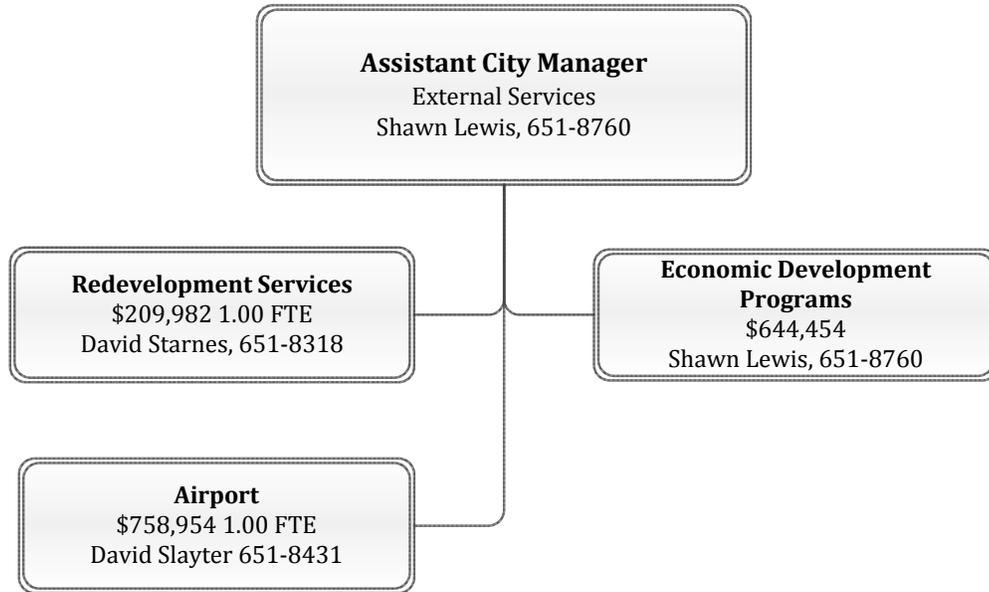
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Code Enforcement Manager	1.00	1.00	1.00
Senior Code Enforcement/Housing Inspector	1.00	1.00	1.00
Code Enforcement Inspector	3.00	3.00	4.00
Total	5.00	5.00	6.00

Service: Code Enforcement**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	273,736	295,440	358,752
112	Wages - Temporary	26,168	36,896	37,523
114	Skill Based Pay	1,205	1,200	1,200
115	One Time Payment	1,500	224	-
121	Wages - Overtime	-	1,587	1,837
123	Leave Expense	10,944	-	-
126	Retirement Health Savings Plan	2,113	2,000	2,400
128	FICA	1,626	2,288	2,326
129	Medicare	3,849	4,836	5,754
131	MOPC	14,314	14,832	17,997
132	Employee Insurance	47,132	47,270	57,401
133	Employee Retirement	19,237	21,358	27,716
135	Compensation Insurance	4,879	4,832	4,743
136	Unemployment Insurance	544	561	318
137	Staff Training and Conferences	1,295	2,500	4,100
139	Dental Insurance	2,024	2,068	-
141	Uniforms and Protective Clothing	1,515	2,500	2,925
142	Food Allowance	-	40	40
	<i>Subtotal</i>	<i>412,080</i>	<i>440,432</i>	<i>525,032</i>
Operating and Maintenance				
210	Office Supplies	3,171	1,466	5,320
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	715	1,201	1,501
218	Non-Capital Equipment and Furniture	867	280	6,455
223	Lab and Photo Supplies	-	600	-
229	Materials and Supplies	-	636	-
230	Printing and Copier Supplies	-	1,620	300
240	Equipment Repair and Maintenance	7,392	15,312	19,349
243	Non-Capital Computer Equipment and Supplies	-	598	-
246	Liability Insurance	3,006	1,807	3,153
247	Safety Expenses	381	2,094	2,394
250	Professional and Contracted Services	19,286	27,069	27,069
261	Telephone Charges	4,039	3,840	4,200
263	Postage	1,487	1,577	1,577
264	Printing and Copying	337	1,822	1,822
273	Fleet Lease - Operating and Maintenance	15,714	22,928	19,555
274	Fleet Lease - Replacement	9,103	9,103	9,103
	<i>Subtotal</i>	<i>65,497</i>	<i>92,153</i>	<i>101,998</i>
Capital Outlay				
432	Vehicles	-	-	34,024
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>34,024</i>
	SERVICE TOTAL	\$477,577	\$532,585	\$661,054

External Services Department

\$1,613,390 2.00 FTE



External Services Resource Alignment

FY 2017 Budget Total: 1,256,833



Scored Programs: 1,256,833

Prg#	Program	Cost	Quartile	FTE
157.2	Development Services	9,160	1	0.05
310	Major Maintenance	22,039	1	0.06
401	Public Airport Development	23,932	1	0.10
556	Urban Renewal Projects	93,280	1	0.40
	Subtotal	148,411	1	0.61
8.1	Airport Management	79,568	2	0.24
150.1	Development and Redevelopment Projects	93,280	2	0.40
374	Primary Employment Incentives	9,160	2	0.05
429	Regulatory Compliance	61,720	2	0.05
467	Routine Maintenance	75,668	2	0.02
	Subtotal	319,396	2	0.76
9607	Boards & Commissions Support	54,752	3	0.05
1030	Boulder Small Business Development Center	32,500	3	0.00
47	Business Grants and Loan Program	9,160	3	0.05
1029	Colorado Enterprise Fund	2,500	3	0.00
1028	Latino Chamber of Boulder County	30,000	3	0.00
288.2	LDDA Support	9,160	3	0.05
1027	Longmont EDP Contract	180,833	3	0.00
376	Private Airport Development	25,340	3	0.07
414	Reactive Public Info Media Relations	35,237	3	0.24
565	Visit Longmont Contract	381,549	3	0.00
	Subtotal	761,032	3	0.46
75	City Produced Special Events	8,751	4	0.05

347	Other Events	1,695	4	0.01
382	Private Special Events	1,529	4	0.01
386	Proactive Public Education and Marketing	12,679	4	0.08
405	Public Information Sponsorship and Support	3,341	4	0.02
	Subtotal	27,994	4	0.17
	Scored Total	1,256,833	All	2.00

External Services Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	150,723	150,438	162,904
Operating and Maintenance	401,781	318,593	691,532
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 552,503	\$ 469,031	\$ 854,436

Redevelopment Services Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	150,723	150,438	162,904
Operating and Maintenance	161,401	72,760	47,078
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 312,123	\$ 223,198	\$ 209,982

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	110,600	109,476	119,328
123	Leave Expense	212	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	1,284	1,587	1,730
131	MOPC	5,541	5,474	5,966
132	Employee Insurance	17,451	17,516	19,093
133	Employee Retirement	7,446	7,882	9,188
135	Compensation Insurance	81	79	65
136	Unemployment Insurance	201	208	84
137	Staff Training and Conferences	6,450	6,500	6,500
139	Dental Insurance	749	766	-
142	Food Allowance	309	550	550
	<i>Subtotal</i>	<i>150,723</i>	<i>150,438</i>	<i>162,904</i>
Operating and Maintenance				
210	Office Supplies	47	200	700
217	Dues and Subscriptions	2,518	3,500	3,500
243	Non-Capital Computer Equipment and Supplies	-	500	-
245	Mileage Allowance	148	200	200
246	Liability Insurance	15,272	13,210	12,528
250	Professional and Contracted Services	100,643	40,000	15,000
261	Telephone Charges	-	150	150
264	Printing and Copying	-	500	500
269	Other Services and Charges	42,772	14,500	14,500
	<i>Subtotal</i>	<i>161,401</i>	<i>72,760</i>	<i>47,078</i>
	SERVICE TOTAL	\$312,123	\$223,198	\$209,982

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.

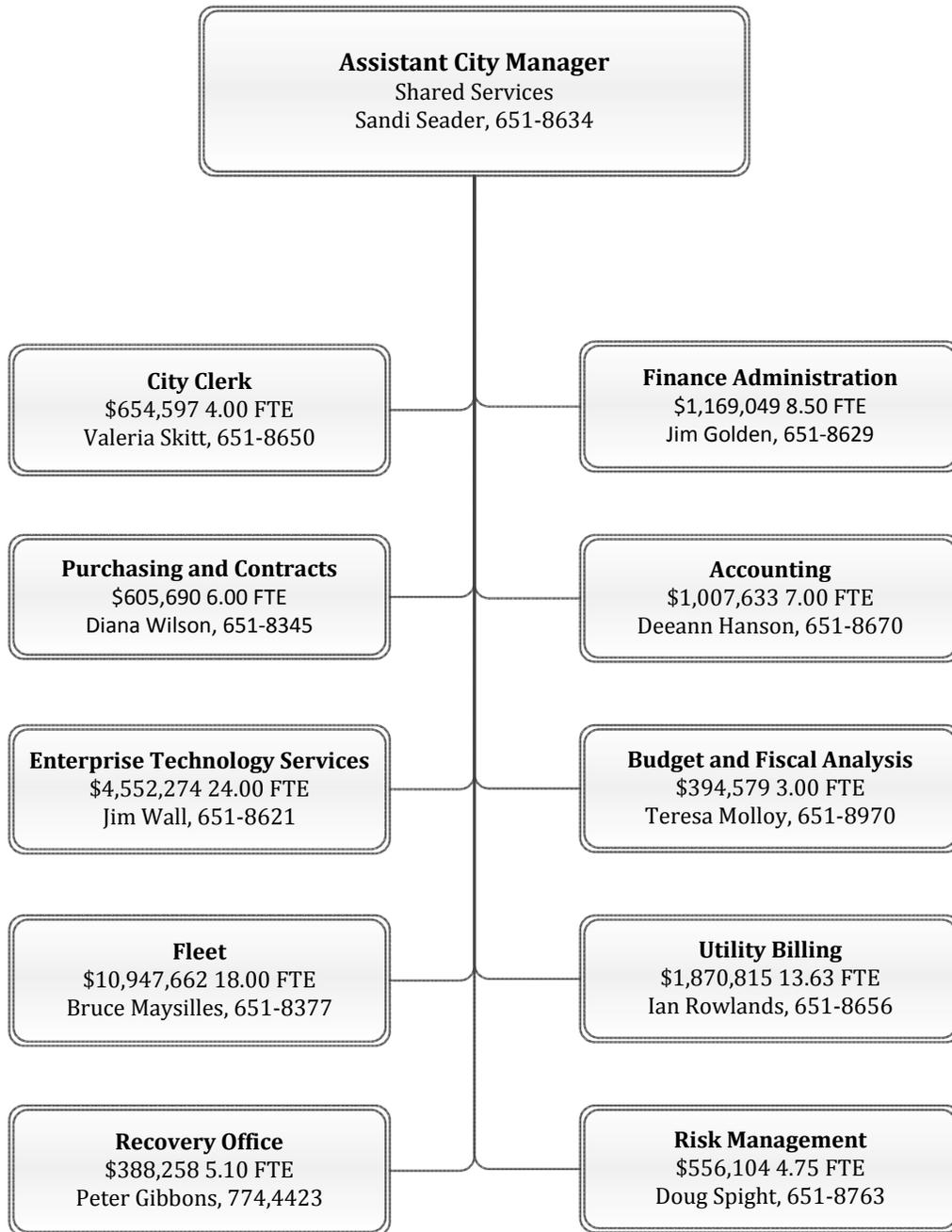
Service: Economic Development Programs

LINE ITEM BUDGET

Operating and Maintenance		2016 Actual	2017 Budget	2018 Budget
250	Professional and Contracted Services	240,380	245,833	255,758
269	Other Services and Charges	-	-	388,696
	<i>Subtotal</i>	<i>240,380</i>	<i>245,833</i>	<i>644,454</i>
	SERVICE TOTAL	\$240,380	\$245,833	\$644,454

Shared Services Department

\$22,146,661 93.98FTE



Shared Services Resource Alignment

FY 2017 Budget Total: 12,441,737



Scored Programs: 12,441,737

Prg#	Program	Cost	Quartile	FTE
9631	Contract Administration	197,148	1	2.05
9635	Council Agenda Management	102,434	1	0.65
9649	Enterprise Application support	732,746	1	3.95
9655	Enterprise Mandates	113,091	1	0.34
9658	Enterprise Network Security management	176,413	1	1.06
9660	Enterprise Network Storage management	190,964	1	0.16
9725	Flood Related Work	398,790	1	4.92
9671	Fuel Infrastructure Management	45,013	1	0.30
9700	Purchasing Services	195,374	1	2.03
9704	Records Management--Central Records and File Management	88,362	1	0.42
9718	Vehicle Purchases/ Vehicle Salvage	3,150,796	1	1.00
9719	Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance	1,523,230	1	11.60
	Subtotal	6,914,361	1	28.49
9588	Accidents	123,777	2	0.70
8.2	Airport Management	2,064	2	0.03
9608	Budget and Fleet Lease Rates	75,694	2	0.65
9611	Building and infrastructure Management	73,611	2	0.15
9641	Database Management	69,149	2	0.55
9643	Divisional Application support	327,507	2	2.70
9644	Divisional Printing services	99,994	2	0.35
9650	Enterprise Data Backup Administration	69,472	2	0.21

9651	Enterprise Database Administration	22,180	2	0.16
9652	Enterprise Disaster Recovery Server management	29,513	2	0.02
9653	Enterprise Disaster Recovery site management	12,288	2	0.09
9654	Enterprise Disaster Recovery Storage management	8,111	2	0.02
9656	Enterprise Network Connectivity management	119,620	2	0.97
9657	Enterprise Network remote access management	49,464	2	0.20
9659	Enterprise Network Server management	188,092	2	0.67
9661	Enterprise Phone system Administration	172,268	2	0.24
9662	Enterprise Web presence Administration	101,120	2	0.61
9672	Fuel Management	759,927	2	0.45
9686	Multi-divisional Application support	219,854	2	1.42
9687	Multi-divisional Hardware support	83,817	2	0.18
9691	Parts Management	32,392	2	0.30
9692	Parts Purchase and Inventory	748,439	2	1.60
9699	Procurement Card Program	103,982	2	1.26
9701	Radio and Radio Infrastructure Management	117,969	2	0.05
9705	Records Management--Citywide Records Program Administration	61,450	2	0.24
9706	Records Management--Open Records Research Requests	10,827	2	0.11
9715	User support	508,468	2	2.41
9717	Vehicle Infrastructure Management	38,627	2	0.35
	Subtotal	4,229,674	2	16.70
9603	Boards & Commissions Support	38,391	3	0.34
73	City Produced Special Events	24,207	3	0.11
9629	Compressed Natural Gas (CNG) Fueling Management	19,755	3	0.15
9637	Council Support	65,411	3	0.15
724.2	Customer Request Tracking	7,799	3	0.10
172	Elections	100,965	3	0.08
9667	Federal and State Regulatory Reporting	17,156	3	0.15
9730.2	Leadership & Supervision	24,874	3	0.17
296	Licensing and Permitting--Liquor Licensing	57,019	3	0.52
297	Licensing and Permitting--Specialty Business Licenses	16,809	3	0.03
9690	Organizational Empowerment	652,496	3	3.97
9696	Pension Elections	1,376	3	0.02

380	Private Special Events	49,047	3	0.34
9707	Records Management--Recording	10,822	3	0.03
	Subtotal	1,086,126	3	6.16
9614	Cell Phones and Pagers	5,625	4	0.06
9727	Citywide Projects Support	137,957	4	1.40
173	Elections--LFCPA	12,965	4	0.08
9681	Legislative Affairs	983	4	0.01
9732	Surplus Equipment Disposal	3,367	4	0.03
9720	Vendor Outreach	50,678	4	0.57
	Subtotal	211,576	4	2.16
	Scored Total	12,441,737	All	53.50

Shared Services Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,354,154	3,504,047	3,891,664
Operating and Maintenance	1,565,731	1,672,483	1,781,859
Non-Operating	-	-	-
Capital	319,164	368,828	527,296
TOTAL	\$ 5,239,049	\$ 5,545,358	\$ 6,200,819

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

	2016 Actual		2017 Budget		2018 Budget
Personal Services	401,485		433,259		442,280
Operating and Maintenance	79,549		239,040		212,317
Non-Operating	-		-		-
Capital	-		67,000		-
TOTAL	\$ 481,034		\$ 739,299		\$ 654,597

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:	2016 Budget	2017 Budget	2018 Budget
City Clerk	0.75	0.85	0.85
Deputy City Clerk/Program Manager	0.98	0.98	0.95
Info/Records System Coord	0.00	0.00	1.00
Executive Assistant	0.00	0.00	1.00
Records Manager/Assistant City Clerk	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	0.00
Total	3.73	3.83	3.80

Service: City Clerk**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	237,960	299,327	306,273
112 Wages - Temporary	7,025	2,500	2,500
114 Skill Based Pay	1,149	1,140	1,176
115 One Time Payment	1,794	2,745	1,275
121 Wages - Overtime	1,167	500	500
123 Leave Expense	10,693	-	-
126 Retirement Health Savings Plan	6,329	1,532	1,520
128 FICA	-	155	155
129 Medicare	3,187	4,374	4,475
131 MOPC	12,432	14,958	15,308
132 Employee Insurance	46,730	47,684	48,796
133 Employee Retirement	16,709	21,540	23,574
135 Compensation Insurance	2,173	2,293	1,805
136 Unemployment Insurance	539	566	213
137 Staff Training and Conferences	1,811	4,960	4,960
139 Dental Insurance	2,007	2,086	-
142 Food Allowance	99	300	300
<i>Subtotal</i>	<i>351,804</i>	<i>406,660</i>	<i>412,830</i>
Operating and Maintenance			
210 Office Supplies	2,083	1,500	6,139
216 Reference Books and Materials	31	-	-
217 Dues and Subscriptions	1,488	2,000	2,000
218 Non-Capital Equipment and Furniture	4,500	37,000	-
229 Materials and Supplies	-	789	-
240 Equipment Repair and Maintenance	16,859	27,000	36,800
243 Non-Capital Computer Equipment and Supplies	-	850	-
245 Mileage Allowance	64	300	300
246 Liability Insurance	445	450	453
249 Operating Leases and Rentals	3,169	7,800	7,800
250 Professional and Contracted Services	23,409	36,600	33,575
252 Advertising and Legal Notices	19,124	27,000	27,000
261 Telephone Charges	682	850	850
263 Postage	885	1,000	1,000
264 Printing and Copying	15	1,000	500
269 Other Services and Charges	6,742	7,570	8,570
<i>Subtotal</i>	<i>79,497</i>	<i>151,709</i>	<i>124,987</i>
Capital Outlay			
440 Machinery and Equipment	-	67,000	-
<i>Subtotal</i>	<i>-</i>	<i>67,000</i>	<i>-</i>
SERVICE TOTAL	\$431,301	\$625,369	\$537,817

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:	2016 Budget	2017 Budget	2018 Budget
City Clerk	0.25	0.15	0.15
Deputy City Clerk/Program Manager	0.02	0.02	0.05
Total	0.27	0.17	0.20

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	37,728	19,529	21,814
112	Temporary Wages	900	-	-
114	Skill Based Pay	54	60	24
115	One Time Payment	450	255	225
121	Wages - Overtime	-	600	600
123	Leave Expense	1,521	-	-
126	Retirement Health Savings Plan	487	68	80
129	Medicare	521	284	316
131	MOPC	1,983	979	1,092
132	Employee Insurance	3,174	3,125	3,490
133	Employee Retirement	2,665	1,410	1,682
135	Compensation Insurance	25	15	12
136	Unemployment Insurance	37	37	15
139	Dental Insurance	136	137	-
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>49,682</i>	<i>26,599</i>	<i>29,450</i>
Operating and Maintenance				
245	Mileage Allowance	-	200	200
246	Liability Insurance	52	31	30
250	Professional and Contracted Services	-	35,000	35,000
252	Advertising and Legal Notices	-	11,000	11,000
263	Postage	-	18,100	18,100
264	Printing and Copying	-	23,000	23,000
	<i>Subtotal</i>	<i>52</i>	<i>87,331</i>	<i>87,330</i>
	SERVICE TOTAL	\$49,734	\$113,930	\$116,780

Enterprise Technology Services Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	2,075,644	2,194,122	2,500,398
Operating and Maintenance	1,458,818	1,381,526	1,524,580
Non-Operating	-	-	-
Capital	319,164	301,828	527,296
TOTAL	\$ 3,853,627	\$ 3,877,476	\$ 4,552,274

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:	2016 Budget	2017 Budget	2018 Budget
Chief Information Officer	0.60	0.50	0.50
Manager of Ent Tech Services	0.20	0.60	0.60
Lead Network Architect	0.00	1.00	1.00
Lead Info Security Architect	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
Systems Administrator	0.00	0.00	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	0.50
Total	7.68	7.98	9.10

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	586,753	647,490	754,727
115	One Time Payment	1,775	378	-
121	Wages - Overtime	-	200	200
122	Longevity Compensation	3,000	3,090	3,180
123	Leave Expense	12,885	-	-
126	Retirement Health Savings Plan	6,510	3,192	3,592
129	Medicare	6,187	7,592	9,098
131	MOPC	30,153	32,374	37,736
132	Employee Insurance	97,344	103,598	120,756
133	Employee Retirement	40,532	46,619	58,114
135	Compensation Insurance	5,092	896	806
136	Unemployment Insurance	1,123	1,230	625
137	Staff Training and Conferences	8,065	10,000	10,000
139	Dental Insurance	4,180	4,532	-
	<i>Subtotal</i>	<i>803,598</i>	<i>861,191</i>	<i>998,834</i>
Operating and Maintenance				
210	Office Supplies	170,695	650	178,365
216	Reference Books and Materials	-	200	-
217	Dues and Subscriptions	1,320	1,565	1,500
218	Non-Capital Equipment and Furniture	90,497	122,249	101,905
225	Freight	9	120	120
229	Materials and Supplies	-	163	-
232	Building Repair and Maintenance	488,582	-	-
240	Equipment Repair and Maintenance	-	611,669	651,508
243	Non-Capital Computer Equipment and Supplies	-	200,935	63,035
245	Mileage Allowance	167	500	500
246	Liability Insurance	16,201	14,087	13,473
249	Operating Leases and Rentals	22,778	21,700	21,700
250	Professional and Contracted Services	157,017	123,986	169,647
261	Telephone Charges	3,254	3,750	3,750
263	Postage	6	90	-
269	Other Services and Charges	590	550	550
273	Fleet Lease - Operating and Maintenance	1,243	536	726
	<i>Subtotal</i>	<i>952,358</i>	<i>1,102,750</i>	<i>1,206,779</i>
Capital Outlay				
440	Machinery and Equipment	11,955	120,500	53,600
	<i>Subtotal</i>	<i>11,955</i>	<i>120,500</i>	<i>53,600</i>
SERVICE TOTAL		\$1,767,912	\$2,084,441	\$2,259,213

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:	2016 Budget	2017 Budget	2018 Budget
Chief Information Officer	0.30	0.30	0.30
Manager of Ent Tech Services	0.80	0.30	0.30
CIS Technical Functional Analyst	0.00	0.00	1.00
ERP Technical Function Analyst	0.00	0.00	1.00
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	1.00
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
Billing System Technical Project Manager	0.00	0.00	1.00
Project Manager I	0.00	0.00	1.00
Administrative Analyst	0.37	0.37	1.50
Total	10.97	10.47	13.60

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	819,307	880,088	999,730
112	Wages - Temporary	-	9,765	9,765
115	One Time Payment	5,549	1,721	-
122	Longevity Compensation	1,140	1,170	1,200
123	Leave Expense	28,794	-	-
126	Retirement Health Savings Plan	20,258	4,188	4,588
128	FICA	-	605	605
129	Medicare	10,544	12,502	14,226
131	MOPC	42,215	44,004	49,986
132	Employee Insurance	149,714	140,814	159,957
133	Employee Retirement	56,721	63,366	76,979
135	Compensation Insurance	685	686	532
136	Unemployment Insurance	1,728	1,672	787
137	Staff Training and Conferences	8,355	11,000	12,807
139	Dental Insurance	6,430	6,161	-
	<i>Subtotal</i>	<i>1,151,439</i>	<i>1,177,742</i>	<i>1,331,162</i>
Operating and Maintenance				
210	Office Supplies	2,251	475	610
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	9,188	7,071	-
218	Non-Capital Equipment and Furniture	9,044	400	4,143
229	Materials and Supplies	-	135	-
240	Equipment Repair and Maintenance	33,246	33,892	35,075
243	Non-Capital Computer Equipment and Supplies	-	4,152	-
246	Liability Insurance	1,451	1,429	1,329
250	Professional and Contracted Services	152,387	47,000	42,500
261	Telephone Charges	444	300	300
263	Postage	-	35	35
264	Printing and Copying	-	50	50
	<i>Subtotal</i>	<i>208,010</i>	<i>95,589</i>	<i>84,692</i>
Capital Outlay				
440	Machinery and Equipment	307,209	181,328	473,696
	<i>Subtotal</i>	<i>307,209</i>	<i>181,328</i>	<i>473,696</i>
	SERVICE TOTAL	\$1,666,658	\$1,454,659	\$1,889,550

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:	2016 Budget	2017 Budget	2018 Budget
Chief Information Officer	0.10	0.20	0.20
Manager of Enterprise Tech Services	0.00	0.10	0.10
Systems Analyst/Security	1.00	1.00	1.00
Total	1.10	1.30	1.30

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	89,152	117,049	130,403
123	Leave Expense	1,812	-	-
126	Retirement Health Savings Plan	557	520	520
129	Medicare	1,089	1,697	1,891
131	MOPC	4,561	5,852	6,520
132	Employee Insurance	14,726	18,728	20,865
133	Employee Retirement	6,132	8,428	10,041
135	Compensation Insurance	65	67	70
136	Unemployment Insurance	170	222	92
137	Staff Training and Conferences	1,711	1,807	-
139	Dental Insurance	632	819	-
	<i>Subtotal</i>	<i>120,607</i>	<i>155,189</i>	<i>170,402</i>
Operating and Maintenance				
210	Office Supplies	32,136	50	3,150
217	Dues and Subscriptions	-	-	410
218	Non-Capital Equipment and Furniture	6,302	100	100
229	Materials and Supplies	-	100	-
240	Equipment Repair and Maintenance	63,689	16,957	69,433
243	Non-Capital Computer Equipment and Supplies	-	6,000	-
246	Liability Insurance	138	139	175
250	Professional and Contracted Services	99,754	47,000	47,000
261	Telephone Charges	96,397	112,841	112,841
263	Postage	34	-	-
	<i>Subtotal</i>	<i>298,450</i>	<i>183,187</i>	<i>233,109</i>
	SERVICE TOTAL	\$419,057	\$338,376	\$403,511

Purchasing and Contracts Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	612,023	536,417	592,888
Operating and Maintenance	8,732	19,757	12,802
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 620,755	\$ 556,174	\$ 605,690

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:	2016 Budget	2017 Budget	2018 Budget
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.25	3.00	3.00
Purchasing Technician	1.00	1.00	1.00
Purchasing Card Administrator	0.50	1.00	1.00
Buyer I	0.75	0.00	0.00
Total	6.50	6.00	6.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	393,005	403,164	418,851
112	Temporary Wages	47,383	-	37,500
115	One Time Payment	600	-	-
123	Leave Expense	10,355	-	-
126	Retirement Health Savings Plan	3,332	2,400	2,400
128	FICA	3,014	-	-
129	Medicare	6,140	5,846	6,073
131	MOPC	21,644	20,158	20,943
132	Employee Insurance	85,428	64,506	67,016
133	Employee Retirement	29,089	29,028	32,252
135	Compensation Insurance	488	569	402
136	Unemployment Insurance	986	766	293
137	Staff Training and Conferences	6,805	7,030	7,030
139	Dental Insurance	3,669	2,822	-
142	Food Allowance	85	128	128
	<i>Subtotal</i>	<i>612,023</i>	<i>536,417</i>	<i>592,888</i>
Operating and Maintenance				
210	Office Supplies	2,394	700	3,350
217	Dues and Subscriptions	1,263	1,715	2,465
218	Non-Capital Equipment and Furniture	1,110	415	415
229	Materials and Supplies	-	250	-
230	Printing and Copier Supplies	-	200	-
232	Building Repair and Maintenance	187	-	-
240	Equipment Repair and Maintenance	-	325	325
243	Non-Capital Computer Equipment and Supplies	-	2,200	-
246	Liability Insurance	681	807	602
249	Operating Leases and Rentals	1,288	3,500	3,500
250	Professional and Contracted Services	-	7,950	450
252	Advertising and Legal Notices	1,307	975	975
261	Telephone Charges	422	420	420
263	Postage	53	200	200
264	Printing and Copying	27	100	100
	<i>Subtotal</i>	<i>8,732</i>	<i>19,757</i>	<i>12,802</i>
	SERVICE TOTAL	\$620,755	\$556,174	\$605,690

Recovery Office Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	265,001	340,249	356,098
Operating and Maintenance	18,632	32,160	32,160
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 283,633	\$ 372,409	\$ 388,258

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: Flood Recovery

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Flood Recovery Manager	0.00	1.00	0.00
Flood Recovery Program Specialist	0.00	1.00	0.00
Administrative Assistant	0.00	0.75	0.75
Administrative Analyst	0.00	2.00	3.00
Volunteer Coordinator	0.00	1.00	0.00
Sr Accountant	0.00	1.00	1.00
Total	0.00	6.75	4.75

Service: Flood Recovery**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	198,515	257,466	270,464
115 One Time Payment	-	252	-
123 Leave Expense	8,066	-	-
126 Retirement Health Savings Plan	2,167	1,900	1,900
129 Medicare	2,498	3,733	3,922
131 MOPC	10,275	12,874	13,523
132 Employee Insurance	25,188	41,195	43,274
133 Employee Retirement	13,805	18,538	20,826
136 Unemployment Insurance	291	489	189
137 Staff Training and Conferences	3,115	2,000	2,000
139 Dental Insurance	1,082	1,802	-
<i>Subtotal</i>	<i>265,001</i>	<i>340,249</i>	<i>356,098</i>
Operating and Maintenance			
210 Office Supplies	12,273	1,500	1,500
217 Dues and Subscriptions	44	-	-
218 Non-Capital Equipment and Furniture	3,223	2,000	2,000
245 Mileage Allowance	161	500	500
249 Operating Leases and Rentals	2,542	-	-
250 Professional and Contracted Services	-	27,960	27,960
261 Telephone Charges	390	-	-
263 Postage	-	200	200
<i>Subtotal</i>	<i>18,632</i>	<i>32,160</i>	<i>32,160</i>
SERVICE TOTAL	\$283,633	\$372,409	\$388,258

Finance Resource Alignment

FY 2017 Budget Total: 4,548,227



Scored Programs: 4,548,227

Prg#	Program	Cost	Quartile	FTE
9609.1	Budgeting	196,199	1	1.25
9616	CIP Development	10,586	1	0.08
9694	Payroll Processing	159,987	1	1.45
9695	Pension Administration	81,243	1	0.62
555	Urban Renewal Projects	0	1	0.00
	Subtotal	448,015	1	3.40
9591	Additional Appropriations	37,094	2	0.36
9612	Calculating and Producing Monthly Bills	622,218	2	2.28
9615	CIP Amendments	3,781	2	0.04
9640	Daily deposit/Balancing/Banking	73,808	2	0.85
9642	Debt Management/Capital Funding	21,377	2	0.10
148	Development & Redevelopment Projects	1,828	2	0.01
9668.1	Financial Reporting	169,811	2	1.23
9677	LDDA Support	12,894	2	0.07
9684	Loss Control (Claims)	163,820	2	1.47
9685	Loss Prevention	114,127	2	0.92
	Subtotal	1,220,757	2	7.33
9589	Accounts Payable	145,367	3	1.45
9590	Accounts Receivable/Collections	35,351	3	0.30
9592	Audit Coordination	163,352	3	0.60
9593	Auditing	105,959	3	1.10
9613	Cashiering/cash receipts	139,358	3	2.05
9624	Collections	64,796	3	0.70

9627	Collective Bargaining	0	3	0.00
9630	Connecting and Disconnecting Service.(direct contact, phone contact) and all associated billing work.	410,509	3	3.78
9645	Emergency Management	10,324	3	0.08
9663	Environmental Response	13,075	3	0.05
9673	GID Support	1,828	3	0.01
9675	Internal Controls	250,915	3	2.00
9676.1	Investments	20,661	3	0.12
9678	Leadership & Supervision	28,105	3	0.12
9682	Licensing	26,347	3	0.25
9693	Payments, payment arrangements and collections.	795,586	3	5.46
9698	Processing Returns	45,647	3	0.60
9710	Risk Management	129,512	3	1.33
	Subtotal	2,386,691	3	20.02
9639	Customer Service	65,933	4	0.80
9670	Fiscal Analysis	153,459	4	1.20
9674	Information Desk	65,562	4	1.10
9697	Pick up and deliver mail to city departments	65,631	4	1.10
9724	Pool Cars	11,796	4	0.00
9709	Reporting	53,289	4	0.55
9722	Wellness	77,094	4	0.89
	Subtotal	492,764	4	5.64
	Scored Total	4,548,227	All	36.38

Finance Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,082,468	3,035,977	3,243,957
Operating and Maintenance	1,457,230	1,509,954	1,746,223
Non-Operating	-	-	-
Capital	64,567	2,300	8,000
TOTAL	\$ 4,604,265	\$ 4,548,231	\$ 4,998,180

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

Finance Administration Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	815,796	850,142	803,341
Operating and Maintenance	45,287	47,309	365,708
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 861,083	\$ 897,451	\$ 1,169,049

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 Chief Financial Officer 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:	2016 Budget	2017 Budget	2018 Budget
Chief Financial Officer	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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	169,169	169,480	183,316
112	Temporary Wages	1,500	-	-
115	One Time Payment	1,626	1,859	-
123	Leave Expense	255	-	-
126	Retirement Health Savings Plan	1,904	600	600
129	Medicare	417	472	523
131	MOPC	8,472	8,409	9,101
132	Employee Insurance	27,297	26,909	29,123
133	Employee Retirement	11,385	12,109	14,015
135	Compensation Insurance	130	125	101
136	Unemployment Insurance	315	320	128
137	Staff Training and Conferences	3,091	7,000	7,000
139	Dental Insurance	1,172	1,177	-
142	Food Allowance	-	125	125
	<i>Subtotal</i>	<i>226,732</i>	<i>228,585</i>	<i>244,032</i>
Operating and Maintenance				
210	Office Supplies	2,274	230	2,655
216	Reference Books and Materials	48	100	100
217	Dues and Subscriptions	730	690	690
218	Non-Capital Equipment and Furniture	-	150	150
230	Printing and Copier Supplies	-	1,600	-
240	Equipment Repair and Maintenance	2,112	1,560	2,610
243	Non-Capital Computer Equipment and Supplies	-	435	-
245	Mileage Allowance	2,409	2,400	2,400
246	Liability Insurance	626	538	573
249	Operating Leases and Rentals	1,749	1,750	1,750
250	Professional and Contracted Services	-	5,000	65,000
263	Postage	220	225	225
264	Printing and Copying	15	100	100
269	Other Services and Charges	919	890	500
273	Fleet Lease - Operating and Maintenance	4,407	3,974	2,284
274	Fleet Lease - Replacement	7,822	7,822	-
	<i>Subtotal</i>	<i>23,332</i>	<i>27,464</i>	<i>79,037</i>
SERVICE TOTAL		\$250,064	\$256,049	\$323,069

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:	2016 Budget	2017 Budget	2018 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	0.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Assistant	1.00	1.00	0.00
Sales Tax Technician	0.00	0.00	1.00
Total	4.20	4.00	3.00

Service: Sales Tax**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	243,733	259,452	199,951
112	Wages - Temporary	338	5,250	15,340
114	Skill Based Pay	903	900	-
115	One Time Payment	288	-	1,500
121	Wages - Overtime	-	115	115
123	Leave Expense	5,754	-	-
126	Retirement Health Savings Plan	1,200	1,600	1,200
128	FICA	-	326	951
129	Medicare	3,122	3,851	3,121
131	MOPC	12,522	13,018	9,998
132	Employee Insurance	41,361	41,512	31,992
133	Employee Retirement	16,829	18,746	15,396
135	Compensation Insurance	791	816	159
136	Unemployment Insurance	477	493	140
137	Staff Training and Conferences	300	2,000	2,000
139	<i>Dental Insurance</i>	<i>1,777</i>	<i>1,816</i>	-
	<i>Subtotal</i>	<i>329,394</i>	<i>349,895</i>	<i>281,863</i>
Operating and Maintenance				
210	Office Supplies	2,075	1,000	3,060
217	Dues and Subscriptions	140	135	135
218	Non-Capital Equipment and Furniture	-	700	700
229	Materials and Supplies	-	1,460	-
240	Equipment Repair and Maintenance	1,098	3,100	2,847
243	Non-Capital Computer Equipment and Supplies	-	1,000	-
245	Mileage Allowance	15	100	100
246	Liability Insurance	453	434	397
250	Professional and Contracted Services	-	-	100,000
252	Advertising and Legal Notices	-	100	100
263	Postage	6,100	4,000	4,653
264	Printing and Copying	1,356	750	750
	<i>Subtotal</i>	<i>11,237</i>	<i>12,779</i>	<i>112,742</i>
	SERVICE TOTAL	\$340,631	\$362,674	\$394,605

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:	2016 Budget	2017 Budget	2018 Budget
Assistant Director of Finance	0.10	0.00	0.00
Treasury Supervisor	0.80	0.90	0.90
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.90	2.90	2.90

Service: Treasury**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	98,105	134,884	138,293
112	Wages - Temporary	33,544	19,679	20,014
114	Skill Based Pay	415	900	900
115	One Time Payment	750	1,263	-
121	Wages - Overtime	-	300	300
123	Leave Expense	4,638	-	-
126	Retirement Health Savings Plan	600	1,160	1,160
128	FICA	1,785	1,220	1,241
129	Medicare	1,748	2,254	2,303
131	MOPC	5,158	6,789	6,960
132	Employee Insurance	20,685	21,581	22,127
133	Employee Retirement	6,933	9,777	10,718
135	Compensation Insurance	6,282	5,576	5,125
136	Unemployment Insurance	239	256	97
137	Staff Training and Conferences	-	400	400
139	Dental Insurance	888	944	-
	<i>Subtotal</i>	<i>181,771</i>	<i>206,983</i>	<i>209,638</i>
Operating and Maintenance				
210	Office Supplies	1,255	1,515	2,265
217	Dues and Subscriptions	-	45	45
218	Non-Capital Equipment and Furniture	-	200	200
240	Equipment Repair and Maintenance	8,974	3,430	10,310
243	Non-Capital Computer Equipment and Supplies	-	750	-
246	Liability Insurance	257	243	233
250	Professional and Contracted Services	-	-	160,000
	<i>Subtotal</i>	<i>10,486</i>	<i>6,183</i>	<i>173,053</i>
	SERVICE TOTAL	\$192,256	\$213,166	\$382,691

Service: Information Desk

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

The Information Desk is the main contact for public 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:	2016 Budget	2017 Budget	2018 Budget
Treasury Supervisor	0.20	0.10	0.10
Public Information Assistant	1.20	1.00	1.00
Total	1.40	1.10	1.10

Service: Information Desk**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	55,394	41,576	44,071
112	Temporary Wages	-	9,089	9,244
115	One Time Payment	1,566	140	-
123	Leave Expense	3,429	-	-
126	Retirement Health Savings Plan	600	440	440
128	FICA	-	564	573
129	Medicare	701	735	771
131	MOPC	2,941	2,079	2,204
132	Employee Insurance	8,793	6,652	7,051
133	Employee Retirement	3,954	2,994	3,393
135	Compensation Insurance	41	40	30
136	Unemployment Insurance	101	79	31
139	Dental Insurance	378	291	-
	<i>Subtotal</i>	<i>77,899</i>	<i>64,679</i>	<i>67,808</i>
Operating and Maintenance				
210	Office Supplies	120	100	600
217	Dues and Subscriptions	26	-	-
218	Non-Capital Equipment and Furniture	-	200	200
243	Non-Capital Computer Equipment and Supplies	-	500	-
246	Liability Insurance	87	83	76
	<i>Subtotal</i>	<i>233</i>	<i>883</i>	<i>876</i>
	SERVICE TOTAL	\$78,132	\$65,562	\$68,684

Accounting Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	829,040	663,380	685,714
Operating and Maintenance	509,499	257,589	313,919
Non-Operating	-	-	-
Capital	64,567	-	8,000
TOTAL	\$ 1,403,107	\$ 920,969	\$ 1,007,633

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:	2016 Budget	2017 Budget	2018 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	2.00	2.00
Accountant	0.00	1.00	1.00
Accounting/Budget Analyst	0.50	0.00	0.00
Accounting Technician	1.00	0.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Assistant	1.00	1.00	0.00
Total	6.20	7.00	7.00

Service: Accounting**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	625,812	496,140	514,440
112	Wages - Temporary	17,115	5,250	5,339
115	One Time Payment	1,066	-	-
121	Wages - Overtime	2,626	465	465
123	Leave Expense	8,963	-	-
126	Retirement Health Savings Plan	13,478	2,800	2,800
128	FICA	1,342	326	331
129	Medicare	7,987	7,270	7,535
131	MOPC	29,820	24,807	25,722
132	Employee Insurance	71,086	79,382	82,310
133	Employee Retirement	40,060	35,722	39,612
135	Compensation Insurance	303	302	300
136	Unemployment Insurance	820	943	360
137	Staff Training and Conferences	5,509	6,500	6,500
139	Dental Insurance	3,052	3,473	-
	<i>Subtotal</i>	<i>829,040</i>	<i>663,380</i>	<i>685,714</i>
Operating and Maintenance				
210	Office Supplies	7,335	2,800	5,865
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	705	375	375
218	Non-Capital Equipment and Furniture	5,652	1,200	1,200
229	Materials and Supplies	-	1,300	-
240	Equipment Repair and Maintenance	150,629	159,465	165,665
243	Non-Capital Computer Equipment and Supplies	-	1,765	-
246	Liability Insurance	643	630	760
250	Professional and Contracted Services	273,452	50	50,050
251	Auditing	63,000	80,000	80,000
263	Postage	7,827	8,804	8,804
264	Printing and Copying	218	350	350
269	Other Services and Charges	38	700	700
	<i>Subtotal</i>	<i>509,499</i>	<i>257,589</i>	<i>313,919</i>
Capital Outlay				
440	Machinery and Equipment	64,567	-	8,000
	<i>Subtotal</i>	<i>64,567</i>	<i>-</i>	<i>8,000</i>
	SERVICE TOTAL	\$1,403,107	\$920,969	\$1,007,633

Budget and Fiscal Analysis Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	247,548	298,212	367,794
Operating and Maintenance	24,865	29,700	26,785
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 272,413	\$ 327,912	\$ 394,579

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:	2016 Budget	2017 Budget	2018 Budget
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	1.00	1.00	1.00
Budget Analyst	0.50	0.50	1.00
Total	2.50	2.50	3.00

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	171,174	224,370	276,276
123 Leave Expense	9,167	-	-
126 Retirement Health Savings Plan	1,755	1,000	1,200
129 Medicare	2,267	3,253	4,006
131 MOPC	9,066	11,219	13,814
132 Employee Insurance	35,768	35,899	44,204
133 Employee Retirement	12,175	16,155	21,273
135 Compensation Insurance	156	162	134
136 Unemployment Insurance	413	426	193
137 Staff Training and Conferences	4,071	4,157	6,694
139 Dental Insurance	1,536	1,571	-
<i>Subtotal</i>	<i>247,548</i>	<i>298,212</i>	<i>367,794</i>
Operating and Maintenance			
210 Office Supplies	29	700	700
217 Dues and Subscriptions	600	425	450
218 Non-Capital Equipment and Furniture	2,448	-	500
240 Equipment Repair and Maintenance	-	3,000	3,000
246 Liability Insurance	331	338	335
250 Professional and Contracted Services	20,000	20,000	20,000
263 Postage	-	50	50
264 Printing and Copying	822	4,587	1,100
269 Other Services and Charges	635	600	650
<i>Subtotal</i>	<i>24,865</i>	<i>29,700</i>	<i>26,785</i>
SERVICE TOTAL	\$272,413	\$327,912	\$394,579

Risk Management Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	404,577	415,490	462,203
Operating and Maintenance	71,700	92,464	93,901
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 476,277	\$ 507,954	\$ 556,104

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:	2016 Budget	2017 Budget	2018 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	0.17	0.17
Administrative Assistant	0.77	0.72	0.72
Total	2.68	2.80	2.80

Service: Risk Management**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	178,226	189,643	202,494
115	One Time Payment	471	244	-
123	Leave Expense	1,178	-	-
126	Retirement Health Savings Plan	2,270	1,120	1,120
129	Medicare	2,241	2,750	2,936
131	MOPC	9,030	9,482	10,125
132	Employee Insurance	29,195	30,343	32,399
133	Employee Retirement	12,135	13,654	15,592
135	Compensation Insurance	135	132	113
136	Unemployment Insurance	337	360	142
137	Staff Training and Conferences	3,632	3,700	3,700
139	Dental Insurance	1,254	1,327	-
	<i>Subtotal</i>	<i>240,102</i>	<i>252,755</i>	<i>268,621</i>
Operating and Maintenance				
210	Office Supplies	1,405	600	2,776
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	785	825	825
218	Non-Capital Equipment and Furniture	480	1,000	1,000
240	Equipment Repair and Maintenance	22,500	31,600	31,600
243	Non-Capital Computer Equipment and Supplies	-	2,526	-
246	Liability Insurance	287	276	283
250	Professional and Contracted Services	420	1,500	1,500
263	Postage	1,755	1,500	1,850
264	Printing and Copying	704	700	700
	<i>Subtotal</i>	<i>28,336</i>	<i>40,577</i>	<i>40,584</i>
	SERVICE TOTAL	\$268,438	\$293,332	\$309,205

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:	2016 Budget	2017 Budget	2018 Budget
Risk Manager	0.19	0.22	0.22
Safety Officer	0.80	0.80	0.80
Administrative Analyst	0.00	0.01	0.01
Administrative Assistant	0.04	0.03	0.03
Total	1.03	1.06	1.06

Service: Safety**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	69,639	77,231	88,744
115	One Time Payment	24	10	-
123	Leave Expense	2,462	-	-
126	Retirement Health Savings Plan	569	424	424
129	Medicare	851	1,120	1,287
131	MOPC	3,615	3,862	4,437
132	Employee Insurance	11,850	12,357	14,199
133	Employee Retirement	4,858	5,561	6,833
135	Compensation Insurance	57	54	46
136	Unemployment Insurance	137	147	63
139	Dental Insurance	509	541	-
	<i>Subtotal</i>	<i>94,572</i>	<i>101,307</i>	<i>116,033</i>
Operating and Maintenance				
210	Office Supplies	71	50	350
215	Audiovisual Materials	2,927	3,000	3,000
216	Reference Books and Materials	89	100	100
217	Dues and Subscriptions	597	599	599
218	Non-Capital Equipment and Furniture	8,470	8,470	8,470
229	Materials and Supplies	-	50	-
240	Equipment Repair and Maintenance	916	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	250	-
246	Liability Insurance	434	112	256
247	Safety Expenses	168	200	200
250	Professional and Contracted Services	12,379	18,827	20,582
261	Telephone Charges	1,023	710	710
263	Postage	87	50	50
273	Fleet Lease - Operating and Maintenance	1,179	2,803	2,346
	<i>Subtotal</i>	<i>28,339</i>	<i>36,221</i>	<i>37,663</i>
	SERVICE TOTAL	\$122,910	\$137,528	\$153,696

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:	2016 Budget	2017 Budget	2018 Budget
Risk Manager	0.10	0.07	0.07
Wellness Coordinator	0.75	0.75	0.75
Administrative Analyst	0.00	0.07	0.07
Administrative Assistant	0.19	0.00	0.00
Total	1.04	0.89	0.89

Service: Wellness**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	50,992	46,171	58,873
115	One Time Payment	557	262	-
123	Leave Expense	1,445	-	-
126	Retirement Health Savings Plan	499	356	356
129	Medicare	580	669	854
131	MOPC	2,646	2,309	2,944
132	Employee Insurance	8,623	7,387	9,420
133	Employee Retirement	3,556	3,324	4,533
135	Compensation Insurance	40	39	28
136	Unemployment Insurance	100	88	41
139	Dental Insurance	370	323	-
142	Food Allowance	495	500	500
	<i>Subtotal</i>	<i>69,903</i>	<i>61,428</i>	<i>77,549</i>
Operating and Maintenance				
210	Office Supplies	449	50	500
216	Reference Books and Materials	29	50	50
217	Dues and Subscriptions	633	695	695
229	Materials and Supplies	-	200	-
243	Non-Capital Computer Equipment and Supplies	-	250	-
246	Liability Insurance	85	81	69
250	Professional and Contracted Services	12,960	12,740	13,000
264	Printing and Copying	-	500	240
269	Other Services and Charges	869	1,100	1,100
	<i>Subtotal</i>	<i>15,026</i>	<i>15,666</i>	<i>15,654</i>
	SERVICE TOTAL	\$84,929	\$77,094	\$93,203

Utility Billing Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	785,507	808,753	924,905
Operating and Maintenance	805,879	1,082,892	945,910
Non-Operating	-	-	-
Capital	-	2,300	-
TOTAL	\$ 1,591,385	\$ 1,893,945	\$ 1,870,815

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:	2016 Budget	2017 Budget	2018 Budget
Utility Billing Manager	0.98	0.98	0.98
UB Customer Service Supervisor	0.00	0.00	1.00
Information Systems Administrator	1.00	0.00	0.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	9.00	7.55	7.55
Billing Specialist	0.00	2.00	2.00
Office Assistant	0.42	0.00	0.00
Total	12.40	11.53	12.53

Service: Utility Billing**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	529,654	570,385	659,185
114	Skill Based Pay	3,613	3,600	4,500
115	One Time Payment	3,809	308	-
121	Wages - Overtime	101	750	750
123	Leave Expense	22,177	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	3,748	4,612	5,012
129	Medicare	6,898	8,323	9,623
131	MOPC	27,793	28,699	33,184
132	Employee Insurance	91,141	91,262	105,469
133	Employee Retirement	37,351	41,327	51,104
135	Compensation Insurance	624	608	520
136	Unemployment Insurance	1,052	1,084	515
137	Staff Training and Conferences	648	1,500	1,500
139	Dental Insurance	3,914	3,993	-
	<i>Subtotal</i>	<i>732,525</i>	<i>756,451</i>	<i>871,362</i>
Operating and Maintenance				
210	Office Supplies	13,948	2,000	22,200
218	Non-Capital Equipment and Furniture	1,860	1,600	2,730
229	Materials and Supplies	-	17,453	-
240	Equipment Repair and Maintenance	138,986	186,450	180,600
243	Non-Capital Computer Equipment and Supplies	-	6,400	-
246	Liability Insurance	1,860	1,828	1,804
249	Operating Leases and Rentals	5,863	-	-
250	Professional and Contracted Services	406,001	613,231	491,500
263	Postage	221,493	233,300	228,850
264	Printing and Copying	2,672	5,000	5,000
269	Other Services and Charges	1,569	2,300	2,500
	<i>Subtotal</i>	<i>794,251</i>	<i>1,069,562</i>	<i>935,184</i>
Capital Outlay				
440	Machinery and Equipment	-	2,300	-
	<i>Subtotal</i>	<i>-</i>	<i>2,300</i>	<i>-</i>
	SERVICE TOTAL	\$1,526,776	\$1,828,313	\$1,806,546

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.

SERVICE: Mail Delivery

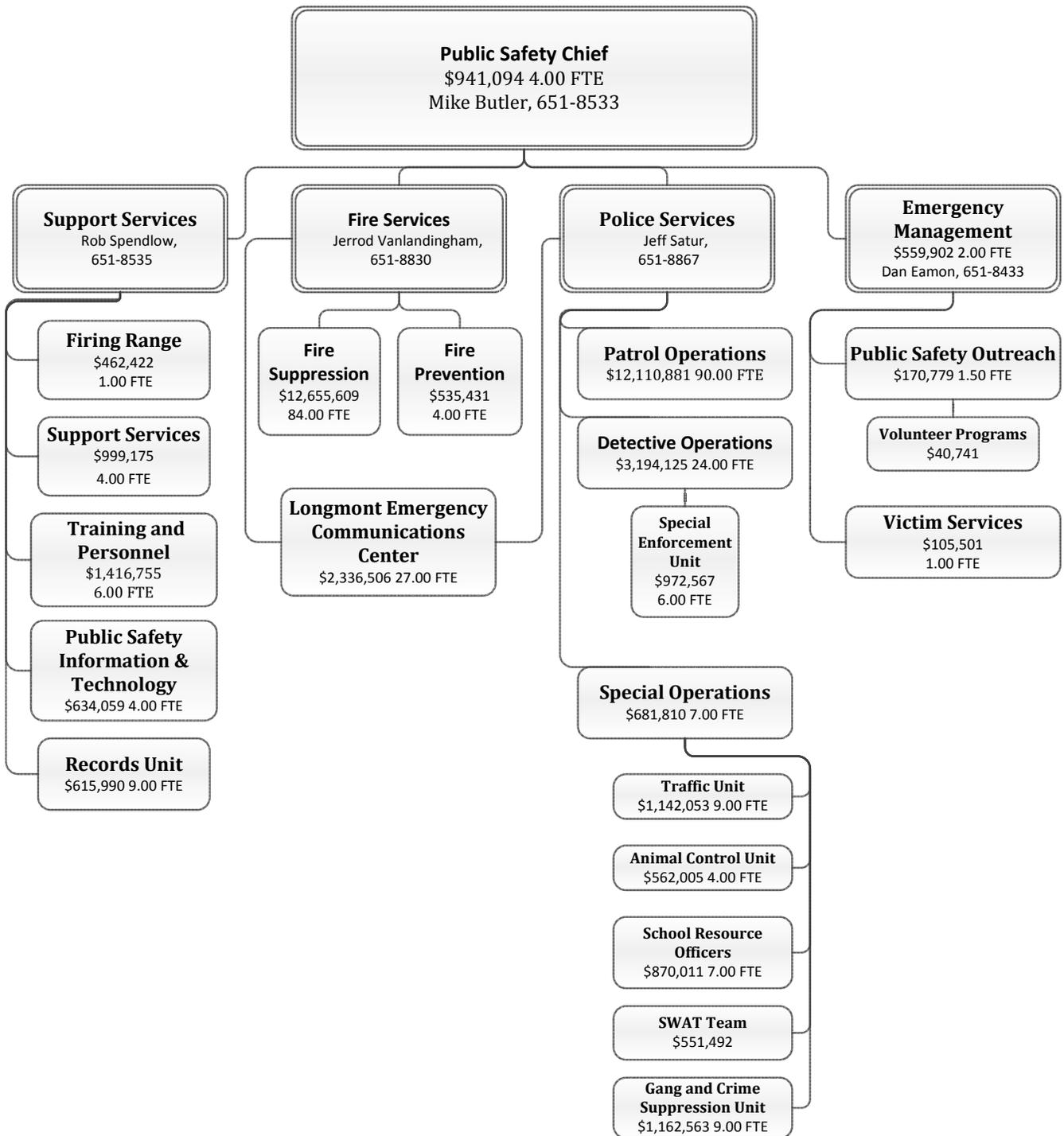
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Customer Service Representative	0.00	0.08	0.08
Office Assistant	0.08	0.00	0.00
Total	1.10	1.10	1.10

Service: Mail Delivery**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	36,256	39,222	40,454
115	One Time Payment	931	42	-
121	Wages - Overtime	36	100	100
123	Leave Expense	3,118	-	-
126	Retirement Health Savings Plan	749	440	440
129	Medicare	533	569	587
131	MOPC	1,985	1,961	2,023
132	Employee Insurance	6,043	6,276	6,473
133	Employee Retirement	2,668	2,824	3,115
135	Compensation Insurance	233	218	23
136	Unemployment Insurance	70	75	28
139	Dental Insurance	260	275	-
141	Uniform and Protective Clothing	100	300	300
	<i>Subtotal</i>	<i>52,982</i>	<i>52,302</i>	<i>53,543</i>
Operating and Maintenance				
210	Supplies	-	2,500	-
229	Materials and Supplies	574	-	2,500
240	Equipment Repair and Maintenance	1,921	2,500	2,500
246	Liability Insurance	218	181	238
249	Operating Leases and Rentals	840	1,100	1,100
263	Postage	200	-	-
273	Fleet Lease - Operating and Maintenance	4,403	7,049	-
274	Fleet Lease - Replacement	3,472	-	4,388
	<i>Subtotal</i>	<i>11,628</i>	<i>13,330</i>	<i>10,726</i>
SERVICE TOTAL		\$64,609	\$65,632	\$64,269

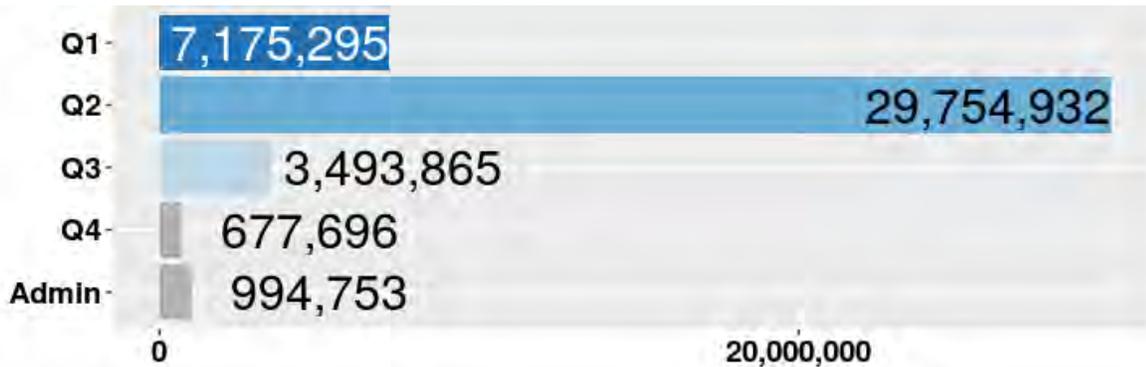
Public Safety Department

\$42,721,471 303.50 FTE



Public Safety Resource Alignment

FY 2017 Budget Total: 42,096,541



Scored Programs: 41,101,787

Prg#	Program	Cost	Quartile	FTE
39	Boulder Regional Emergency Telephone Service Authority (BRETSA)	105,411	1	0.92
83	Codes and Planning	27,833	1	0.10
151	Development Review	94,325	1	0.60
179.1	Emergency Calls for Service	4,489,381	1	34.17
226	Hazardous Material Inspection and Compliance	108,459	1	0.76
337	New Construction Codes and Planning	136,508	1	0.85
368.1	Person Crimes	1,178,969	1	8.96
378	Private Special Events	190,937	1	1.40
384.1	Proactive Patrol	3,828,803	1	29.55
471.1	School Safety and Enforcement	179,782	1	1.44
481	Sex Offender Registration/Tracking/Compliance	160,105	1	2.01
	Subtotal	10,500,515	1	80.76
11	Animal Control Safety and Enforcement	625,518	2	4.25
37.1	Bomb Squad	165,865	2	0.62
69	City Produced Special Events	64,795	2	0.53
87	Colorado Bureau of Investigation - Colorado Crime Information Computer System Coordinator	18,925	2	0.17
88	Colorado Crime Information and National Crime Information Center Records	151,071	2	2.32
103.1	Community Safety Education	80,164	2	0.67
104.1	Community Service Assists	748,829	2	5.02

131.1	Crime Free Multi-Housing	187,658	2	1.48
132.1	Crime Suppression	595,322	2	3.99
140	Cyber Crimes	295,919	2	1.80
163	Domestic Violence Crimes	336,745	2	2.64
178.1	Emergency Alarm Response	728,177	2	4.88
181.1	Emergency Management	345,326	2	1.96
182.1	Emergency Medical Response and Patient Care	8,334,851	2	55.93
183	Emergency Medical Services - Medical Director	0	2	0.00
184.1	Emergency Notification System	57,372	2	0.59
199	Field Training and Evaluation	133,350	2	0.32
200.1	Financial Crimes	353,718	2	3.10
205.1	Fire Response and Suppression	496,989	2	3.34
206.1	Fire Safety Education	543,215	2	3.61
214.1	Gang Intervention and Prevention	18,676	2	0.14
215.1	Gang Suppression	293,456	2	2.28
227.1	Hazardous Materials Response	30,072	2	0.19
293	Leadership & Supervision	215,637	2	0.95
304	Longmont Ending Violence Initiative	33,529	2	0.23
316.1	Management of Public Safety Contracts & IGAs	135,744	2	0.07
336	Neighborhood Watch	12,614	2	0.12
340.1	Non-Emergency Calls for Service	997,838	2	11.60
372.1	Pre Plans	146,856	2	0.97
389	Proactive Public Information, Education and Marketing	155,208	2	1.50
393.1	Professional Standards	106,767	2	0.66
400.1	Property Crimes	590,018	2	4.74
406.1	Public Safety Applications System Administration	64,932	2	0.38
409	Radio Programming and Maintenance	68,374	2	0.66
461.1	Restorative Justice	350,035	2	1.35
466.1	Routine Calls for Service	4,048,998	2	31.80
469.1	School Intervention and Prevention	406,395	2	3.39
495.1	Special Enforcement Unit	811,685	2	5.49
498.1	Staff Training	1,033,126	2	5.83
516.1	SWAT Tactical Services	529,001	2	1.30
518.1	Technical Rescue Response	175,267	2	1.14

519.1	Technical Support	328,795	2	2.32
524	Traffic Coactive Services	76,644	2	0.63
527	Traffic Proactive Services	330,562	2	2.86
528	Traffic Reactive Services	388,042	2	3.16
9715.2	User support	66,931	2	0.50
563.1	Victim Services	120,822	2	1.03
567.1	Volunteer Management	122,804	2	0.53
580.1	Wildland Fire Response	86,806	2	0.55
	Subtotal	26,009,444	2	183.58
10	Animal Control Education and Pet Licensing	9,880	3	0.08
54.1	Car Seat Program	164,885	3	1.12
56	Child Sex Assault Prevention Project	12,157	3	0.08
64.1	Citizen Academies	16,014	3	0.13
94	Commercial Vehicle Safety	25,406	3	0.20
96.1	Community Health Network	217	3	0.00
107	Comply with Court Orders for Criminal Justice Records	63,395	3	0.82
122.1	Coordination of Smart Devices	264,986	3	0.27
130.1	Crime Analysis	93,831	3	1.00
159.1	Disaster Assessment and Response Team (DART)	18,523	3	0.15
188	Existing Moderate/Low Risk Building Inspections	162,845	3	1.08
189.1	Extra Duty Employment Program	55,374	3	0.56
192	False Alarm Services	16,770	3	0.17
204.1	Fire Cause Investigations	158,979	3	1.04
207	Fire Services Maintenance	505,926	3	3.39
277	July 4th Fireworks Display	37,979	3	0.25
279	Juvenile Fire Setter Intervention	4,179	3	0.02
313.1	Management and Maintenance of Public Safety Facilities	317,711	3	1.15
314.1	Management of Firing Range Facility of Law Enforcement Use	193,385	3	0.72
315.1	Management of Firing Range for Public Use	488,241	3	1.15
317	Management of Public Safety Vehicles	43,101	3	0.25
726	Pawn Broker Cases	70,137	3	0.73
9734	Peer Support	717	3	0.01
399.1	Property and Evidence	324,408	3	3.48

403.1	Public Information Event Sponsorship and Support	17,715	3	0.12
418.1	Reactive Public Information Media Relations	94,631	3	0.58
420	Records Accuracy and Release	255,596	3	3.82
427	Recruitment	16,268	3	0.12
453	Report Taker Unit	66,353	3	0.94
454	Research and Development	33,713	3	0.24
463	Ride-A-Long	9,385	3	0.09
473	Self Inspections	44,567	3	0.25
491.1	Smoke Alarm Campaign	3,514	3	0.02
514.1	SWAT Educational Services	52,952	3	0.36
517.1	Target Hazards	151,930	3	0.96
530.1	Traffic Safety Class	1,720	3	0.02
549	Uniform Crime Reports, National Incident Based Reports, and National Fire Information System Reports	49,214	3	0.62
560.1	Utilities Calls for Services	67,527	3	0.77
	Subtotal	3,914,133	3	26.75
12	Animal Emergency Contract	30,319	4	0.22
34	Behind the Badge	4,764	4	0.05
89	Commander Apprenticeship Program (NOTE: this program has been approved but not yet implemented)	0	4	0.00
95.1	Community and Staff Emergency Medical Training	9,470	4	0.08
203	Fingerprinting Services	17,742	4	0.24
260.1	Honor Guard	41,895	4	0.31
275.1	Jail/Court Prisoner Transport	277,531	4	1.76
281.1	K-9	154,745	4	1.09
295	License Investigation	897	4	0.01
357.1	Parking Enforcement	27,888	4	0.27
407	Public Safety Records Retention	26,618	4	0.37
477.1	Sergeant Apprenticeship	2,829	4	0.03
497	Specialized Assignment Apprenticeship Program	16,826	4	0.12
515.1	SWAT Tactical Medic Services	48,391	4	0.06
535	Training Sponsorship	17,781	4	0.14
	Subtotal	677,696	4	4.75
	Scored Total	41,101,787	All	295.85

Administrative Programs: 994,753

Num	Program	Cost	FTE
1009	Custodian of Public Safety Electronic Data	14,906	0.12
1007.1	Fiscal Monitoring and Analysis	114,930	0.52
1001.1	Hiring Process	340,023	1.94
1005	Personal Protective Equipment	23,735	0.12
1002.1	Personnel Records	140,922	0.82
1008	Project Management	154,748	0.97
1004.1	Promotion and Selection Processes	137,295	0.83
1003	Special Program Promoted Position Oversight	68,194	0.33
	Admin Total	994,753	5.66

Public Safety Department Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	29,384,516	29,993,573	30,541,254
Operating and Maintenance	4,230,607	4,627,064	5,011,740
Non-Operating	-	-	-
Capital	275,070	178,500	-
TOTAL	\$ 33,890,193	\$ 34,799,137	\$ 35,552,994

The Public Safety Department comprises the Public Safety Chief's Office and five major divisions: Police Services, Fire Services, Support Services, Office of Emergency Management, 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, Office of Emergency Management, Fire Services Division, Police Services Division, Support Services Division, and Information Services Division. Those budget services include:

- Public Safety Chief
- Office of Emergency Management - Office of Emergency Management, Public Safety Outreach, Volunteer Programs
- 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, Emergency Communications Center
- Support Services Division – Training & Personnel Unit, Records Unit, Information & Technology

Public Safety Administration Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	434,939	495,143	504,469
Operating and Maintenance	228,630	214,034	223,472
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 663,570	\$ 709,177	\$ 727,941

Public Safety Administration includes one budget service: Public Safety Chief.

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 five major divisions: Police Services, Fire Services, Support Services, Office of Emergency Management, 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 Marketing, Research & Development, and the Crime Analysis Unit. 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:	2016 Budget	2017 Budget	2018 Budget
Chief of Public Safety	1.00	1.00	1.00
Research and Comm Engagement 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	295,919	373,168	383,272
115	One Time Payment	4,500	1,176	-
123	Leave Expense	3,347	-	-
126	Retirement Health Savings Plan	12,651	1,600	1,600
129	Medicare	3,890	5,392	5,539
131	MOPC	6,673	10,408	10,690
132	Employee Insurance	58,998	59,499	61,115
133	Employee Retirement	8,966	14,987	16,463
134	Police and Fire Retirement	16,087	16,372	16,816
135	Compensation Insurance	16,087	6,383	5,858
136	Unemployment Insurance	681	707	268
137	Staff Training and Conferences	2,097	1,000	1,000
139	Dental Insurance	2,534	2,603	-
141	Uniforms and Protective Clothing	900	600	600
142	Food Allowance	1,610	1,248	1,248
	<i>Subtotal</i>	<i>434,939</i>	<i>495,143</i>	<i>504,469</i>
Operating and Maintenance				
210	Office Supplies	2,444	400	3,755
216	Reference Books and Materials	212	200	200
217	Dues and Subscriptions	2,521	3,943	3,943
218	Non-Capital Equipment and Furniture	266	600	600
229	Materials and Supplies	-	2,055	-
243	Non-Capital Computer Equipment and Supplies	-	1,300	-
246	Liability Insurance	5,256	5,382	5,333
250	Professional and Contracted Services	194,712	169,394	185,300
263	Postage	8,139	12,663	12,663
264	Printing and Copying	2,201	2,549	2,549
269	Other Services and Charges	402	-	-
273	Fleet Lease - Operating and Maintenance	4,447	8,956	2,537
274	Fleet Lease - Replacement	8,030	6,592	6,592
	<i>Subtotal</i>	<i>228,630</i>	<i>214,034</i>	<i>223,472</i>
	SERVICE TOTAL	\$663,570	\$709,177	\$727,941

Office of Emergency Management Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	184,203	233,072	246,672
Operating and Maintenance	86,940	109,733	281,795
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 271,143	\$ 342,805	\$ 528,467

The Office of Emergency Management includes three budget services: Emergency Management, Public Safety Outreach, and Volunteer Programs.

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	57,724	58,752	65,501
121	Overtime Wages	501	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	732	852	950
131	MOPC	2,886	2,938	3,275
132	Employee Insurance	9,365	9,400	10,480
133	Employee Retirement	3,879	4,230	5,044
135	Compensation Insurance	42	42	3,247
136	Unemployment Insurance	108	112	45
137	Staff Training and Conferences	7,302	1,250	1,250
139	Dental Insurance	402	411	-
141	Uniforms and Protective Clothing	1,249	-	-
142	Food Allowance	1,182	500	500
	<i>Subtotal</i>	<i>85,772</i>	<i>78,887</i>	<i>90,692</i>
Operating and Maintenance				
210	Office Supplies	3,839	750	750
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	654	700	700
218	Non-Capital Equipment and Furniture	1,948	3,000	203,000
240	Equipment Repair and Maintenance	5,208	2,000	2,000
245	Mileage Allowance	451	400	400
246	Liability Insurance	3,715	5,419	1,169
250	Professional and Contracted Services	1,574	-	-
264	Printing Copying and Binding	271	-	-
269	Other Services and Charges	9,407	14,934	12,400
273	Fleet Lease - Operating and Maintenance	3,226	1,871	4,487
274	Fleet Lease - Replacement	13,686	13,686	13,686
	<i>Subtotal</i>	<i>43,979</i>	<i>43,260</i>	<i>239,092</i>
	SERVICE TOTAL	\$129,751	\$122,147	\$329,784

Service: **Public Safety Outreach**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of the Office of Emergency Management. 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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	64,834	101,424	102,301
112	Wages - Temporary	-	14,000	14,000
115	One Time Payment	1,500	1,500	1,500
123	Leave Expense	4,588	-	-
126	Retirement Health Savings Plan	400	600	600
128	FICA	-	868	868
129	Medicare	888	1,674	1,686
131	MOPC	3,471	5,071	5,115
132	Employee Insurance	16,416	16,228	16,368
133	Employee Retirement	4,665	7,303	7,877
135	Compensation Insurance	93	89	69
136	Unemployment Insurance	189	193	71
137	Staff Training and Conferences	-	-	1,000
139	Dental Insurance	705	710	-
142	Food Allowance	93	825	825
	<i>Subtotal</i>	<i>97,841</i>	<i>150,485</i>	<i>152,280</i>
Operating and Maintenance				
210	Office Supplies	2,925	-	2,500
214	Pamphlets and Documents	-	500	500
216	Reference Books and Materials	-	-	150
218	Non-Capital Equipment and Furniture	-	5,850	5,850
229	Materials and Supplies	-	2,100	-
246	Liability Insurance	599	185	349
264	Printing and Copying	-	-	150
269	Other Services and Charges	50	300	300
273	Fleet Lease - Operating and Maintenance	6,180	-	1,438
274	Fleet Lease - Replacement	18,988	-	-
	<i>Subtotal</i>	<i>28,742</i>	<i>8,935</i>	<i>11,237</i>
	SERVICE TOTAL	\$126,583	\$159,420	\$163,517

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 Office of Emergency Management:

- **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		2016 Actual	2017 Budget	2018 Budget
137	Staff Training and Conferences	-	1,000	1,000
142	Food Allowance	590	2,700	2,700
	<i>Subtotal</i>	<i>590</i>	<i>3,700</i>	<i>3,700</i>
Operating and Maintenance				
210	Office Supplies	872	-	1,030
217	Dues and Subscriptions	60	70	70
229	Materials and Supplies	-	1,030	200
246	Liability Insurance	1,083	697	1,105
264	Printing and Copying	-	-	450
273	Fleet Lease - Operating and Maintenance	12,204	36,125	8,995
274	Fleet Lease - Replacement	-	19,616	19,616
	<i>Subtotal</i>	<i>14,219</i>	<i>57,538</i>	<i>31,466</i>
	SERVICE TOTAL	\$14,809	\$61,238	\$35,166

- **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.

Fire Services Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	9,370,065	9,586,300	9,799,724
Operating and Maintenance	1,332,164	1,373,103	1,339,696
Non-Operating	-	-	-
Capital	216,609	31,000	-
TOTAL	\$ 10,918,839	\$ 10,990,403	\$ 11,139,420

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 and Planning Unit is a primary service function of the Fire Services Division. The goal of Fire Codes and 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 and 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:	2016 Budget	2017 Budget	2018 Budget
Assistant Fire Marshal	0.00	1.00	1.00
Fire Marshal	0.00	0.00	1.00
Fire Captain	1.00	1.00	0.00
Sr Fire Code Inspector	0.00	1.00	1.00
Hazardous Materials Inspector	1.00	0.00	0.00
Fire Protection Engineer	1.00	0.00	1.00
Total	3.00	3.00	4.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	252,174	261,288	360,290
115	One Time Payment	1,500	1,500	-
121	Wages - Overtime	1,670	5,963	6,142
122	Longevity Compensation	2,280	-	-
123	Leave Expense	1,690	-	-
126	Retirement Health Savings Plan	4,112	1,821	2,269
127	FPPA Death and Disability	1,303	1,378	1,412
129	Medicare	2,341	3,789	5,224
131	MOPC	7,806	7,961	12,671
132	Employee Insurance	41,545	41,806	57,646
133	Employee Retirement	10,491	11,464	19,513
134	Police and Fire Retirement	10,005	10,206	10,688
135	Compensation Insurance	4,498	4,557	3,802
136	Unemployment Insurance	479	497	357
139	Dental Insurance	1,784	1,829	-
141	Uniforms and Protective Clothing	475	1,000	1,000
142	Food Allowance	174	300	300
	<i>Subtotal</i>	<i>344,329</i>	<i>355,359</i>	<i>481,314</i>
Operating and Maintenance				
210	Office Supplies	2,370	-	1,500
214	Pamphlets and Documents	426	500	500
217	Dues and Subscriptions	2,754	1,575	1,575
218	Non-Capital Equipment and Furniture	387	850	850
229	Materials and Supplies	-	1,500	-
240	Equipment Repair and Maintenance	-	1,900	1,900
246	Liability Insurance	1,236	1,332	1,432
250	Professional and Contracted Services	39,168	27,000	27,000
269	Other Services and Charges	92	-	-
273	Fleet Lease - Operating and Maintenance	8,735	7,168	8,013
274	Fleet Lease - Replacement	5,013	6,960	11,347
	<i>Subtotal</i>	<i>60,181</i>	<i>48,785</i>	<i>54,117</i>
	SERVICE TOTAL	\$404,509	\$404,144	\$535,431

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:	2016 Budget	2017 Budget	2018 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
EMS Lieutenant	0.00	1.00	1.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant	16.00	16.00	16.00
Firefighter/Engineer/Paramedic	5.00	7.00	6.00
Firefighter/Engineer	13.00	12.00	12.00
Firefighter/Paramedic	11.00	14.00	14.00
Firefighter	20.00	16.00	17.00
Administrative Analyst	1.00	1.00	1.00
Total	72.00	73.00	73.00

Service: Fire Suppression**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	5,754,440	6,211,349	6,328,396
112 Temporary Wages	13,727	-	-
114 Skill Based Pay	24,670	3,600	3,600
115 One Time Payment	1,500	-	-
121 Wages - Overtime	779,800	746,980	787,389
122 Longevity Compensation	19,680	22,140	15,900
123 Leave Expense	217,926	-	-
124 Skill Based Overtime Pay	4,803	-	-
126 Retirement Health Savings Plan	89,048	58,617	59,714
127 FPPA Death and Disability	52,737	53,378	60,017
128 FICA	537	-	-
129 Medicare	80,133	80,507	86,057
131 MOPC	2,439	2,587	2,657
132 Employee Insurance	981,409	1,035,196	1,028,818
133 Employee Retirement	3,277	3,725	4,092
134 Police and Fire Retirement	605,356	613,721	623,827
135 Compensation Insurance	212,328	239,096	205,046
136 Unemployment Insurance	10,794	11,752	4,402
137 Staff Training and Conferences	67,223	38,995	42,495
139 Dental Insurance	40,192	43,298	-
141 Uniforms and Protective Clothing	62,209	64,000	64,000
142 Food Allowance	1,509	2,000	2,000
<i>Subtotal</i>	9,025,737	9,230,941	9,318,410
Operating and Maintenance			
210 Office Supplies	54,087	3,650	47,100
216 Reference Books and Materials	144	500	500
217 Membership Dues and Subscriptions	5,843	6,500	48,825
218 Non-Capital Equipment and Furniture	116,782	198,175	48,175
228 Janitorial Supplies	-	34,000	-
229 Materials and Supplies	-	9,450	-
232 Building Repair and Maintenance	63,704	49,000	-
240 Equipment Repair and Maintenance	7,091	39,000	94,000
241 Grounds Maintenance	-	4,000	-
245 Mileage Allowance	164	200	200
246 Liability Insurance	86,138	83,600	96,213
247 Safety Expenses	85,150	59,500	64,000
250 Professional and Contracted Services	14,391	8,000	53,318
262 Radio Repair and Maintenance	-	2,000	-
263 Postage	19	-	-
269 Other Services and Charges	(89)	700	700
273 Fleet Lease - Operating and Maintenance	309,907	269,572	320,218
274 Fleet Lease - Replacement	528,653	556,471	512,330
<i>Subtotal</i>	1,271,984	1,324,318	1,285,579
Capital Outlay			
432 Vehicles	101,526	-	-
440 Machinery and Equipment	115,083	31,000	-
<i>Subtotal</i>	216,609	31,000	-
SERVICE TOTAL	\$10,514,330	\$10,586,259	\$10,603,989

Police Services Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	16,804,867	17,052,916	17,465,061
Operating and Maintenance	1,946,668	2,147,759	2,326,487
Non-Operating	-	-	-
Capital	29,764	147,500	-
TOTAL	\$ 18,781,298	\$ 19,348,175	\$ 19,791,548

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
- Emergency Communications Center

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:	2016 Budget	2017 Budget	2018 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	11.00	10.00	11.00
Master Police Officer	17.00	19.00	19.00
Police Officer	45.00	42.00	44.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	78.00	76.00	79.00

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	5,838,006	6,139,220	6,503,783
112 Overtime Wages	1,196	-	-
114 Skill Based Pay	10,937	9,300	12,300
115 One Time Payment	4,500	2,687	-
121 Wages - Overtime	415,440	316,071	325,553
122 Longevity Compensation	13,620	11,940	10,260
123 Leave Expense	147,752	-	-
124 Skill Based Overtime Pay	870	-	-
126 Retirement Health Savings Plan	123,385	58,784	62,315
127 FPPA Death and Disability	67,178	68,594	70,970
129 Medicare	78,456	82,512	88,920
131 MOPC	5,074	4,952	5,170
132 Employee Insurance	1,018,738	1,014,585	1,056,760
133 Employee Retirement	6,818	7,131	7,962
134 Police and Fire Retirement	588,372	604,948	665,436
135 Compensation Insurance	472,716	511,151	500,185
136 Unemployment Insurance	11,377	11,664	4,553
137 Staf Training and Conferences	60,964	84,750	82,600
139 Dental Insurance	42,362	42,975	-
141 Uniforms and Protective Clothing	108,182	110,655	102,675
142 Food Allowance	691	1,000	1,000
<i>Subtotal</i>	<i>9,016,634</i>	<i>9,082,919</i>	<i>9,500,442</i>
Operating and Maintenance			
210 Office Supplies	11,432	3,200	17,885
216 Reference Books and Materials	5,053	2,720	2,720
217 Dues and Subscriptions	753	1,000	1,000
218 Non-Capital Equipment and Furniture	11,367	39,070	6,450
229 Materials and Supplies	-	10,160	-
240 Equipment Repair and Maintenance	849	1,656	600
243 Non-Capital Computer Equipment and Supplies	-	21,670	-
246 Liability Insurance	128,226	143,851	140,517
247 Safety Expenses	8,343	11,340	11,340
250 Professional and Contracted Services	60,600	82,022	129,502
258 Investigative Expenses	269	500	500
261 Telephone Charges	242	2,400	-
264 Printing and Copying	5,062	6,835	6,835
269 Other Services and Charges	724	-	-
273 Fleet Lease - Operating and Maintenance	350,214	411,893	430,686
274 Fleet Lease - Replacement	290,902	318,357	372,591
<i>Subtotal</i>	<i>874,036</i>	<i>1,056,674</i>	<i>1,120,626</i>
Capital Outlay			
432 Vehicles	-	95,000	-
440 Machinery and Equipment	13,680	-	-
<i>Subtotal</i>	<i>13,680</i>	<i>95,000</i>	<i>-</i>
SERVICE TOTAL	\$9,904,350	\$10,234,593	\$10,621,068

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:	2016 Budget	2017 Budget	2018 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	3.00	2.00
Master Police Officer	14.00	14.00	15.00
Police Officer	1.00	2.00	1.00
Crime Scene Investigator	0.00	0.00	1.00
Property and Evidence Custodian	0.00	0.00	1.00
Evidence/Crime Scene Technician	2.00	2.00	0.00
Administrative Assistant	1.00	1.00	1.00
Total	21.00	23.00	22.00

Service: Detective Operations**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	1,753,019	1,922,136	1,889,198
112	Temporary Wages	1,520	-	-
114	Skill Based Pay	2,711	3,600	2,700
115	One Time Payment	4,248	1,051	-
121	Wages - Overtime	144,795	149,150	153,625
122	Longevity Compensation	9,960	12,180	7,800
123	Leave Expense	31,827	-	-
124	Skill Based Overtime Pay	226	-	-
126	Retirement Health Savings Plan	49,912	18,055	17,569
127	FPPA Death and Disability	19,950	22,166	21,762
129	Medicare	21,089	22,810	24,926
131	MOPC	7,527	8,008	8,582
132	Employee Insurance	287,282	307,542	302,272
133	Employee Retirement	10,106	11,532	13,216
134	Police and Fire Retirement	163,399	176,557	172,026
135	Compensation Insurance	44,428	79,991	80,119
136	Unemployment Insurance	3,313	3,652	1,322
139	Dental Insurance	12,337	13,454	-
141	Uniforms and Protective Clothing	21,210	12,550	12,550
142	Food Allowance	1,017	3,550	3,550
	<i>Subtotal</i>	<i>2,589,874</i>	<i>2,767,984</i>	<i>2,711,217</i>
Operating and Maintenance				
210	Office Supplies	18,579	3,925	17,550
216	Reference Books and Materials	74	975	975
217	Dues and Subscriptions	2,439	1,825	1,825
218	Non-Capital Equipment and Furniture	22,252	7,425	12,425
229	Materials and Supplies	-	7,025	1,500
232	Building Repair and Maintenance	175	-	-
240	Equipment Repair and Maintenance	-	3,000	3,000
243	Non-Capital Computer Equipment and Supplies	-	5,100	2,000
246	Liability Insurance	24,188	31,123	27,788
249	Operating Leases and Rentals	4,350	-	-
250	Professional and Contracted Services	12,139	7,200	12,200
252	Advertising and Legal Notices	1,333	1,000	1,000
258	Investigative Expenses	17,749	20,450	20,450
264	Printing and Copying	637	2,350	2,350
269	Other Services and Charges	713	-	-
273	Fleet Lease - Operating and Maintenance	51,928	56,977	52,173
274	Fleet Lease - Replacement	77,293	71,617	80,781
	<i>Subtotal</i>	<i>233,850</i>	<i>219,992</i>	<i>236,017</i>
Capital Outlay				
440	Machinery and Equipment	16,084	-	-
	<i>Subtotal</i>	<i>16,084</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$2,839,808	\$2,987,976	\$2,947,234

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:	2016 Budget	2017 Budget	2018 Budget
Police Sergeant	0.50	0.50	0.00
CSO Animal Control	4.00	4.00	4.00
Total	4.50	4.50	4.00

Service: Animal Control**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	243,978	254,818	206,512
114	Skill Based Pay	602	1,500	-
121	Wages - Overtime	3,354	2,159	2,224
123	Leave Expense	5,651	-	-
126	Retirement Health Savings Plan	2,974	2,560	2,065
129	Medicare	3,272	3,712	2,994
131	MOPC	10,020	10,197	10,326
132	Employee Insurance	40,019	40,771	33,042
133	Employee Retirement	13,467	14,684	15,901
134	Police and Fire Retirement	5,024	5,207	-
135	Compensation Insurance	35,400	40,534	29,595
136	Unemployment Insurance	462	484	144
139	Dental Insurance	1,719	1,784	-
141	Uniforms and Protective Clothing	2,835	2,875	2,875
	<i>Subtotal</i>	<i>368,777</i>	<i>381,285</i>	<i>305,678</i>
Operating and Maintenance				
210	Office Supplies	447	-	800
217	Dues and Subscriptions	180	225	225
218	Non-Capital Equipment and Furniture	755	900	900
229	Materials and Supplies	-	800	-
246	Liability Insurance	1,395	1,588	2,773
250	Professional and Contracted Services	193,943	194,146	194,146
273	Fleet Lease - Operating and Maintenance	36,341	32,053	22,514
274	Fleet Lease - Replacement	33,674	22,294	34,969
	<i>Subtotal</i>	<i>266,735</i>	<i>252,006</i>	<i>256,327</i>
Capital Outlay				
432	Vehicles	-	27,000	-
	<i>Subtotal</i>	<i>-</i>	<i>27,000</i>	<i>-</i>
	SERVICE TOTAL	\$635,512	\$660,291	\$562,005

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:	2016 Budget	2017 Budget	2018 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	5.00	4.00
Police Officer	1.00	1.00	1.00
Total	6.00	7.00	6.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	496,184	601,080	532,056
114	Skill Based Pay	903	900	900
121	Wages - Overtime	123,507	58,092	59,835
122	Longevity Compensation	4,615	1,740	-
123	Leave Expense	10,743	-	-
124	Skill Based Overtime Pay	183	-	-
126	Retirement Health Savings Plan	24,315	6,020	5,330
127	FPPA Death and Disability	7,941	9,488	9,772
129	Medicare	8,091	8,729	7,728
132	Employee Insurance	82,968	96,173	85,129
134	Police and Fire Retirement	49,424	60,198	53,296
135	Compensation Insurance	18,209	12,506	12,587
136	Unemployment Insurance	957	1,142	373
139	Dental Insurance	3,563	4,208	-
141	Uniforms and Protective Clothing	4,900	4,200	4,200
142	Food Allowance	825	500	500
	<i>Subtotal</i>	<i>837,328</i>	<i>864,976</i>	<i>771,706</i>
Operating and Maintenance				
210	Office Supplies	3,678	-	2,925
217	Dues and Subscriptions	2,698	500	1,500
218	Non-Capital Equipment and Furniture	5,497	4,475	4,475
229	Materials and Supplies	-	2,925	-
240	Equipment Repair and Maintenance	68	6,800	6,800
243	Non-Capital Computer Equipment and Supplies	-	-	3,700
246	Liability Insurance	5,256	7,369	8,483
247	Safety Expenses	1,152	4,000	4,000
250	Professional and Contracted Services	44	100	100
258	Investigative Expenses	16,351	22,475	22,475
273	Fleet Lease - Operating and Maintenance	102,761	93,213	113,463
274	Fleet Lease - Replacement	10,265	10,265	10,265
	<i>Subtotal</i>	<i>147,771</i>	<i>152,122</i>	<i>178,186</i>
	SERVICE TOTAL	\$985,099	\$1,017,098	\$949,892

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:	2016 Budget	2017 Budget	2018 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	3.00	3.00
Police Officer	1.00	1.00	1.00
Total	5.00	5.00	5.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	413,740	442,044	445,020
121	Wages - Overtime	20,961	24,167	24,892
123	Leave Expense	1,993	-	-
126	Retirement Health Savings Plan	7,212	4,321	4,450
127	FPPA Death and Disability	3,987	4,252	6,008
129	Medicare	5,702	6,265	6,453
132	Employee Insurance	67,161	69,132	71,203
134	Police and Fire Retirement	40,554	43,207	44,502
135	Compensation Insurance	14,017	13,613	12,379
136	Unemployment Insurance	775	821	312
139	Dental Insurance	2,884	3,025	-
141	Uniforms and Protective Clothing	4,665	3,150	3,150
142	Food Allowance	53	425	425
	<i>Subtotal</i>	<i>583,704</i>	<i>614,422</i>	<i>618,794</i>
Operating and Maintenance				
210	Office Supplies	195	-	2,800
218	Non-Capital Equipment and Furniture	1,256	1,150	1,150
229	Materials and Supplies	-	2,800	-
246	Liability Insurance	1,258	670	3,726
261	Telephone Charges	179	-	-
	<i>Subtotal</i>	<i>2,888</i>	<i>4,620</i>	<i>7,676</i>
	SERVICE TOTAL	\$586,592	\$619,042	\$626,470

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:	2016 Budget	2017 Budget	2018 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	0.50	0.50	1.00
Police Services Technician	4.00	4.00	4.00
Total	5.50	5.50	6.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	332,439	342,506	406,138
114	Skill Based Pay	1,508	1,500	-
121	Wages - Overtime	3,233	2,758	2,841
123	Leave Expense	4,041	-	-
124	Skill Based Overtime Pay	20	-	-
126	Retirement Health Savings Plan	4,270	2,637	3,228
127	FPPA Death and Disability	479	-	-
129	Medicare	4,462	4,984	5,889
131	MOPC	8,569	8,624	8,902
132	Employee Insurance	53,245	54,801	64,982
133	Employee Retirement	11,517	12,419	13,708
134	Police and Fire Retirement	16,848	17,122	22,811
135	Compensation Insurance	7,829	7,088	6,637
136	Unemployment Insurance	614	651	284
139	Dental Insurance	2,286	2,397	-
141	Uniforms and Protective Clothing	3,938	3,275	3,275
142	Food Allowance	162	-	-
	<i>Subtotal</i>	<i>455,460</i>	<i>460,762</i>	<i>538,695</i>
Operating and Maintenance				
210	Office Supplies	119	-	500
217	Dues and Subscriptions	25	-	-
218	Non-Capital Equipment and Furniture	899	2,350	2,350
229	Materials and Supplies	-	500	-
246	Liability Insurance	2,938	2,667	2,994
250	Professional and Contracted Services	-	300	300
273	Fleet Lease - Operating and Maintenance	517	-	2,534
274	Fleet Lease - Replacement	21,384	24,901	25,299
	<i>Subtotal</i>	<i>7,205</i>	<i>6,342</i>	<i>39,931</i>
Capital Outlay				
475	Building and Facility Improvement			
	<i>Subtotal</i>	<i>-</i>	<i>6,500</i>	<i>-</i>
SERVICE TOTAL		-	6,500	-
		\$488,546	\$504,322	\$612,603

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:	2016 Budget	2017 Budget	2018 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	3.00	4.00
Police Officer	1.00	2.00	1.00
CSO Field Investigator	3.00	3.00	3.00
Total	9.00	9.00	9.00

Service: Traffic Unit**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	637,209	674,409	702,552
114	Skill Based Pay	1,800	1,800	1,800
121	Wages - Overtime	62,102	15,839	38,314
123	Leave Expense	17,824	-	-
124	Skill Based Overtime Pay	124	-	-
126	Retirement Health Savings Plan	9,469	6,762	7,044
127	FPPA Death and Disability	6,281	6,637	8,358
129	Medicare	8,990	9,805	10,213
131	MOPC	7,960	8,276	8,525
132	Employee Insurance	106,729	107,905	112,408
133	Employee Retirement	10,697	11,918	13,128
134	Police and Fire Retirement	49,368	51,068	53,386
135	Compensation Insurance	58,401	79,728	88,021
136	Unemployment Insurance	1,231	1,281	492
139	Dental Insurance	4,583	4,721	-
141	Uniforms and Protective Clothing	5,587	6,000	6,000
142	Food Allowance	55	-	-
	<i>Subtotal</i>	<i>988,409</i>	<i>986,149</i>	<i>1,050,241</i>
Operating and Maintenance				
210	Office Supplies	1,959	-	3,350
217	Dues and Subscriptions	50	50	50
218	Non-Capital Equipment and Furniture	2,184	1,700	1,700
229	Materials and Supplies	-	350	-
240	Equipment Repair and Maintenance	219	1,600	1,600
243	Non-Capital Computer Equipment and Supplies	-	3,000	1,000
246	Liability Insurance	3,916	7,787	3,413
250	Professional and Contracted Services	25	1,000	1,000
258	Investigative Expenses	28,493	20,300	35,300
273	Fleet Lease - Operating and Maintenance	27,653	31,365	29,620
274	Fleet Lease - Replacement	53,976	36,572	14,779
	<i>Subtotal</i>	<i>118,475</i>	<i>103,724</i>	<i>91,812</i>
	SERVICE TOTAL	\$1,106,884	\$1,089,873	\$1,142,053

Service: **SWAT Team**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Service: SWAT Team**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
121	Wages - Overtime	156,079	113,127	116,521
124	Skill Based Overtime Pay	170	-	-
135	Compensation Insurance	1,644	2,152	31,413
141	Uniforms and Protective Clothing	5,501	5,450	5,450
142	Food Allowance	1,493	400	400
	<i>Subtotal</i>	<i>164,887</i>	<i>121,129</i>	<i>153,784</i>
Operating and Maintenance				
210	Office Supplies	29,814	-	29,386
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	885	775	775
218	Non-Capital Equipment and Furniture	81,998	24,350	44,300
229	Materials and Supplies	-	28,950	6,560
240	Equipment Repair and Maintenance	21,391	21,247	28,627
243	Non-Capital Computer Equipment and Supplies	-	200	-
246	Liability Insurance	5,022	13,670	10,110
247	Safety Expenses	2,520	71,500	87,800
250	Professional and Contracted Services	-	225	225
262	Radio Repair and Maintenance	-	500	-
264	Printing and Copying	44	100	100
273	Fleet Lease - Operating and Maintenance	24,611	48,791	44,542
274	Fleet Lease - Replacement	79,311	76,481	69,823
	<i>Subtotal</i>	<i>245,596</i>	<i>286,939</i>	<i>322,398</i>
Capital Outlay				
440	Machinery and Equipment	-	19,000	-
	<i>Subtotal</i>	<i>-</i>	<i>19,000</i>	<i>-</i>
	SERVICE TOTAL	\$410,483	\$427,068	\$476,182

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 Police Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 911 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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	1,139,618	1,270,527	1,304,451
114	Skill Based Pay	2,911	2,700	2,700
115	One Time Payment	1,500	1,500	-
121	Wages - Overtime	199,869	81,467	83,911
122	Longevity Compensation	2,740	-	-
123	Leave Expense	34,918	-	-
124	Skill Based Overtime Pay	192	-	-
126	Retirement Health Savings Plan	38,089	11,454	11,694
129	Medicare	16,811	18,462	18,954
131	MOPC	57,714	63,661	65,357
132	Employee Insurance	201,362	203,285	208,712
133	Employee Retirement	77,750	91,672	100,650
135	Compensation Insurance	1,309	1,354	1,161
136	Unemployment Insurance	2,323	2,414	914
137	Staff Training and Conferences	13,626	15,500	15,500
139	Dental Insurance	8,647	8,894	-
142	Food Allowance	415	400	500
	<i>Subtotal</i>	<i>1,799,793</i>	<i>1,773,290</i>	<i>1,814,504</i>
Operating and Maintenance				
210	Office Supplies	1,851	-	7,150
216	Reference Books and Materials	-	-	250
217	Dues and Subscriptions	1,696	1,200	1,700
218	Non-Capital Equipment and Furniture	4,746	5,100	5,100
229	Materials and Supplies	-	4,350	-
232	Building Repair and Maintenance	2,596	700	-
240	Equipment Repair and Maintenance	-	7,000	13,200
245	Mileage Allowance	83	200	200
246	Liability Insurance	2,124	2,372	2,320
250	Professional Contracted Services	9,404	-	500
262	Radio Repair and Maintenance	-	500	-
264	Printing and Copying	-	-	250
269	Other Services and Charges	1,401	2,000	2,000
273	Fleet Lease - Operating and Maintenance	330	11,200	6,867
	<i>Subtotal</i>	<i>24,231</i>	<i>34,622</i>	<i>39,537</i>
	SERVICE TOTAL	\$1,824,025	\$1,807,912	\$1,854,041

Support Services Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,987,906	2,007,696	2,135,199
Operating and Maintenance	292,636	387,043	649,714
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 2,280,543	\$ 2,394,739	\$ 2,784,913

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

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:	2016 Budget	2017 Budget	2018 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	1.00
Administrative Assistant	1.00	1.00	1.00
Total	4.00	3.00	4.00

Service: Support Services**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	277,098	291,636	352,257
115 One Time Payment	2,112	-	1,500
121 Wages - Overtime	18,179	5,835	12,508
122 Longevity Compensation	3,900	4,020	4,140
123 Leave Expense	10,968	-	-
124 Skill Based Overtime Pay	94	-	-
126 Retirement Health Savings Plan	2,404	1,200	1,600
129 Medicare	2,213	2,563	3,442
131 MOPC	2,342	2,291	5,144
132 Employee Insurance	46,635	46,662	56,361
133 Employee Retirement	3,147	3,299	7,922
134 Police and Fire Retirement	24,624	24,582	24,938
135 Compensation Insurance	73,102	58,302	55,000
136 Unemployment Insurance	538	554	246
139 Dental Insurance	2,003	2,041	-
141 Uniforms and Protective Clothing	7	525	525
142 Food Allowance	213	700	700
<i>Subtotal</i>	<i>469,578</i>	<i>444,210</i>	<i>526,283</i>
Operating and Maintenance			
210 Office Supplies	10,804	2,000	19,685
216 Reference Books and Materials	1,324	1,450	1,600
217 Dues and Subscriptions	1,376	1,685	2,060
218 Non-Capital Equipment and Furniture	8,389	53,272	5,772
229 Materials and Supplies	-	3,315	-
230 Printing and Copier Supplies	-	1,888	-
232 Building Repair and Maintenance	8,393	2,500	-
240 Equipment Repair and Maintenance	-	14,805	17,365
243 Non-Capital Computer Equipment and Supplies	-	5,307	-
245 Mileage Allowance	76	500	500
246 Liability Insurance	3,943	3,804	4,721
249 Operating Leases and Rentals	-	-	24,850
250 Professional and Contracted Services	98,236	123,121	144,521
252 Advertising and Legal Notices	195	200	200
261 Telephone Charges	-	-	164,271
264 Printing and Copying	524	1,664	1,664
269 Other Services and Charges	8,394	8,530	23,530
273 Fleet Lease - Operating and Maintenance	27,844	37,206	33,018
274 Fleet Lease - Replacement	-	15,371	29,135
<i>Subtotal</i>	<i>169,498</i>	<i>276,618</i>	<i>472,892</i>
SERVICE TOTAL	\$639,076	\$720,828	\$999,175

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:	2016 Budget	2017 Budget	2018 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	1.00	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	6.00	6.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	504,881	515,268	529,610
115	One Time Payment	504	-	-
121	Wages - Overtime	267,577	230,369	237,280
122	Longevity Compensation	3,360	3,480	3,600
123	Leave Expense	5,491	-	-
124	Skill Based Overtime Pay	1,250	-	-
126	Retirement Health Savings Plan	11,838	5,035	5,165
127	FPPA Death and Disability	3,508	3,739	2,430
129	Medicare	7,195	7,471	7,679
131	MOPC	2,442	2,587	2,657
132	Employee Insurance	96,180	82,443	84,738
133	Employee Retirement	3,273	3,725	4,092
134	Police and Fire Retirement	45,444	46,354	47,647
135	Compensation Insurance	17,091	17,123	16,973
136	Unemployment Insurance	1,109	979	370
137	Staff Training and Conferences	49,457	55,250	55,250
139	Dental Insurance	4,130	3,607	-
141	Uniforms and Protective Clothing	3,375	3,300	4,800
142	Food Allowance	2,125	2,200	5,000
	<i>Subtotal</i>	<i>1,030,229</i>	<i>982,930</i>	<i>1,007,291</i>
Operating and Maintenance				
210	Office Supplies	52,510	-	71,300
215	Audiovisual Materials	75	200	200
217	Dues and Subscriptions	319	850	3,850
218	Non-Capital Equipment and Furniture	911	1,500	3,000
229	Materials and Supplies	-	60,275	1,400
246	Liability Insurance	1,746	2,184	1,740
250	Professional and Contracted Services	1,577	5,000	39,000
269	Other Services and Charges	4,978	8,000	8,000
273	Fleet Lease - Operating and Maintenance	19,374	26,153	25,541
274	Fleet Lease - Replacement	12,185	-	8,426
	<i>Subtotal</i>	<i>93,676</i>	<i>104,162</i>	<i>162,457</i>
	SERVICE TOTAL	\$1,123,905	\$1,087,092	\$1,169,748

Service: **Public Safety Records Unit**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Records Unit is a primary service function of Support Services. 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:	2016 Budget	2017 Budget	2018 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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	340,631	427,122	442,199
112 Wages - Temporary	-	1,723	1,723
114 Skill Based Pay	-	-	1,800
121 Wages - Overtime	10,789	16,670	17,170
123 Leave Expense	9,466	-	-
126 Retirement Health Savings Plan	9,521	4,036	4,187
128 FICA	-	107	107
129 Medicare	4,421	6,219	6,463
131 MOPC	17,549	21,356	22,200
132 Employee Insurance	68,042	68,339	70,752
133 Employee Retirement	23,598	30,753	34,188
135 Compensation Insurance	375	318	266
136 Unemployment Insurance	785	812	309
139 Dental Insurance	2,922	2,990	-
142 Food Allowance	-	111	261
<i>Subtotal</i>	<i>488,099</i>	<i>580,556</i>	<i>601,625</i>
Operating and Maintenance			
210 Office Supplies	2,491	-	2,800
216 Reference Books and Materials	-	-	100
217 Dues and Subscriptions	20	200	200
218 Non-Capital Equipment and Furniture	923	1,000	1,000
229 Materials and Supplies	-	300	-
245 Mileage Allowance	-	100	100
246 Liability Insurance	795	663	665
250 <i>Professional and Contracted Services</i>	<i>25,232</i>	<i>4,000</i>	<i>4,500</i>
264 Printing and Copying	-	-	5,000
<i>Subtotal</i>	<i>29,462</i>	<i>6,263</i>	<i>14,365</i>
SERVICE TOTAL	\$517,561	\$586,819	\$615,990

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

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

Information & Technology is a primary service function of the Support 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:	2016 Budget	2017 Budget	2018 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**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	250,054	269,388	282,020
115	One Time Payment	1,320	1	-
121	Wages - Overtime	17,681	12,731	13,113
123	Leave Expense	5,006	-	-
126	Retirement Health Savings Plan	2,081	1,600	1,600
129	Medicare	3,724	3,906	4,089
131	MOPC	12,798	13,469	14,101
132	Employee Insurance	42,947	43,102	45,123
133	Employee Retirement	17,201	19,396	21,716
135	Compensation Insurance	167	204	169
136	Unemployment Insurance	496	512	536
137	Staff Training and Conferences	-	-	8,000
139	Dental Insurance	1,845	1,886	-
	<i>Subtotal</i>	<i>355,319</i>	<i>366,195</i>	<i>382,467</i>
Operating and Maintenance				
210	Office Supplies	14,283	-	38,025
216	Reference Books and Materials	-	-	875
217	Dues and Subscriptions	363	600	2,775
218	Non-Capital Equipment and Furniture	6,274	600	600
229	Materials and Supplies	-	425	-
240	Equipment Repair and Maintenance	89,404	134,844	135,454
243	Non-Capital Computer Equipment and Supplies	-	30,500	2,600
246	Liability Insurance	632	610	676
250	Professional and Contracted Services	12,759	3,000	5,520
264	Printing and Copying	-	-	250
273	Fleet Lease - Operating and Maintenance	1,855	4,632	3,801
	<i>Subtotal</i>	<i>125,570</i>	<i>175,211</i>	<i>190,576</i>
Capital Outlay				
440	Machinery and Equipment	28,697	-	-
	<i>Subtotal</i>	<i>28,697</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$509,586	\$541,406	\$580,705

Service: **Public Safety Information Services**

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The services of this division have been moved to Support Services.

SERVICE: Public Safety Information Services

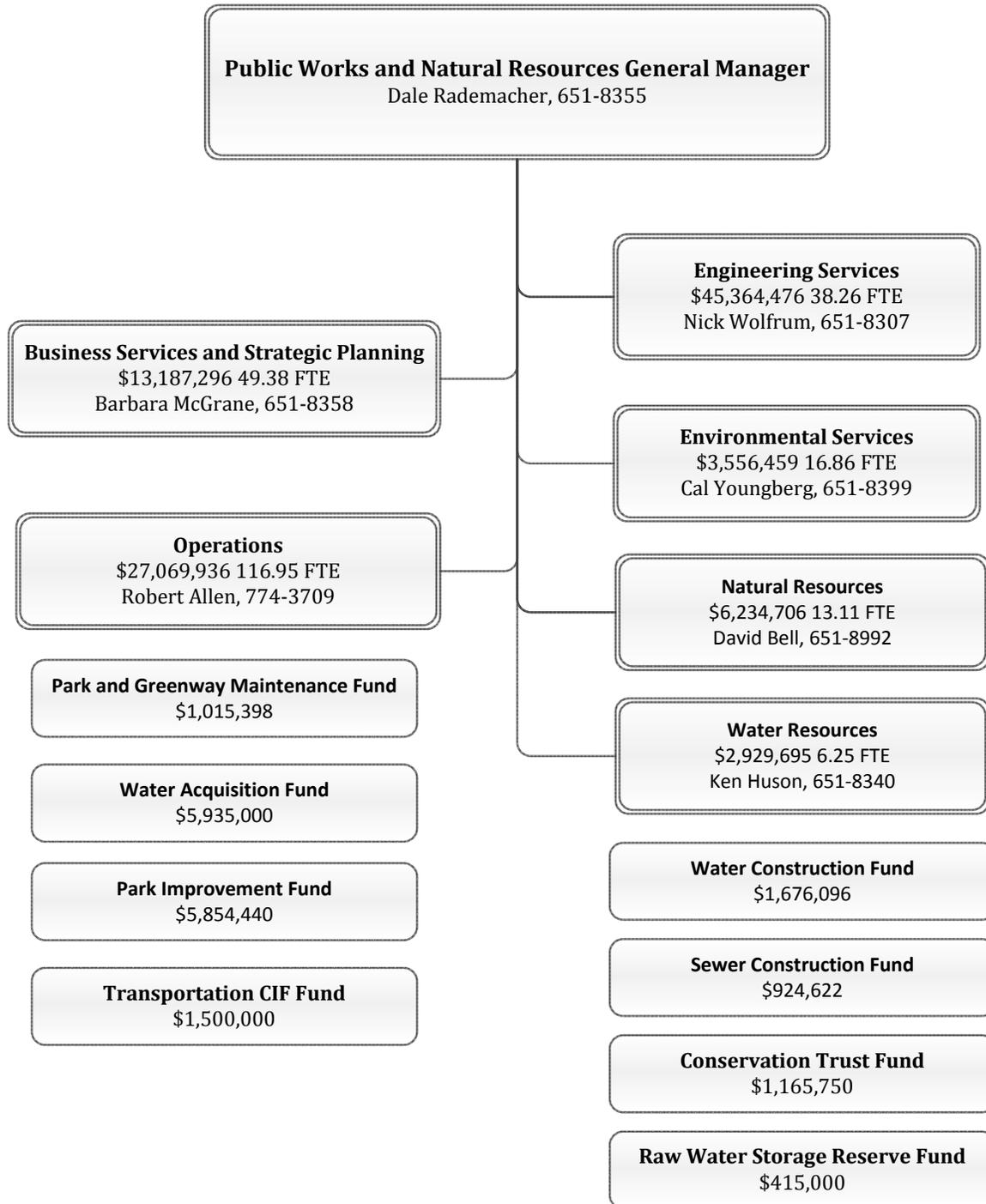
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Deputy Public Safety Chief	1.00	1.00	0.00
Administrative Analyst	1.00	1.00	0.00
Total	2.00	2.00	0.00

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

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	179,708	183,228	-
115 One Time Payment	3,000	1,176	-
121 Wages - Overtime	-	796	-
122 Longevity Compensation	2,340	2,400	-
123 Leave Expense	1,436	-	-
126 Retirement Health Savings Plan	2,495	800	-
129 Medicare	678	758	-
131 MOPC	2,677	2,613	-
132 Employee Insurance	29,498	29,316	-
133 Employee Retirement	3,598	3,763	-
134 Police and Fire Retirement	13,163	13,097	-
135 Compensation Insurance	3,441	2,423	-
136 Unemployment Insurance	340	348	-
137 Staff Training and Conferences	1,267	1,283	-
139 Dental Insurance	1,832	9,000	-
141 Uniforms and Protective Clothing	1,307	1,000	-
142 Food Allowance	435	250	-
<i>Subtotal</i>	<i>247,216</i>	<i>252,251</i>	<i>-</i>
Operating and Maintenance			
210 Office Supplies	9,739	5,775	-
216 Reference Books and Materials	112	1,525	-
217 Dues and Subscriptions	699	750	-
218 Non-Capital Equipment and Furniture	2,572	1,000	-
229 Materials and Supplies	-	1,000	-
230 Printing and Copier Supplies	-	6,500	-
240 Equipment Repair and Maintenance	175	250	-
246 Liability Insurance	716	611	-
249 Operating Leases and Rentals	25,148	24,850	-
250 Professional and Contracted Services	419	1,000	-
261 Telephone Charges	156,530	160,871	-
264 Printing and Copying	2,623	6,100	-
269 Other Services and Charges	-	-	-
273 Fleet Lease - Operating and Maintenance	19,264	9,949	-
<i>Subtotal</i>	<i>217,998</i>	<i>220,181</i>	<i>-</i>
SERVICE TOTAL	\$465,214	\$472,432	\$ -

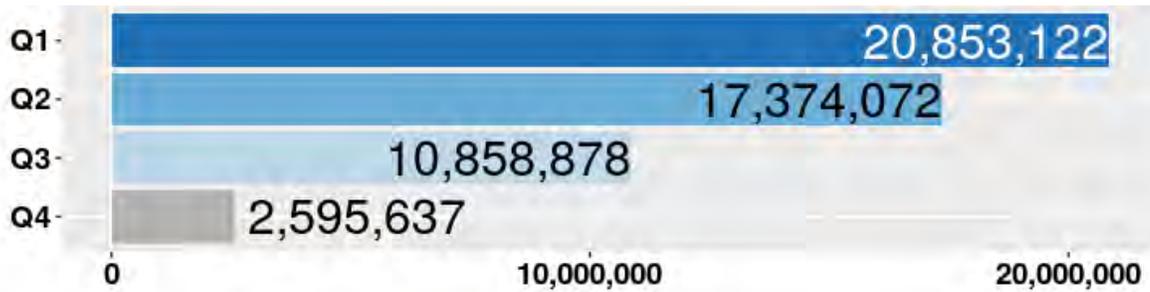
Public Works and Natural Resources Department

\$116,828,874 240.81 FTE



Public Works and Natural Resources Resource Alignment

FY 2017 Budget Total: 51,681,709



Scored Programs: 51,681,709

Prg#	Program	Cost	Quartile	FTE
28.2	Assets Management Planning	1,213,903	1	6.59
63.1	CIP Development	172,542	1	0.73
117.1	Construction Inspection of Public Improvements for CIP Projects	206,650	1	1.62
118.1	Construction Inspection of Public Improvements for Development	174,187	1	1.23
153.1	Development Review	1,838,936	1	6.29
165	Drainage and Culvert Maintenance	19,534	1	0.08
208	Flood Plain Management and Permitting	65,925	1	0.44
269.1	Instrumentation	0	1	0.00
284.1	Land Development & Infrastructure Permits Review	83,568	1	0.74
308.1	Maintenance of Design Standards	14,461	1	0.11
312	Manage large scale future water supply projects	67,882	1	0.15
318.1	Master Planning Utilities	223,298	1	0.72
355.1	Park Planning and Development and Improvement	188,737	1	0.93
371.1	Potable Water Service	5,000,803	1	23.98
395	Project Management of Capital Projects	3,776,360	1	13.24
398.1	Project Management of Public Improvement Construction for Developments	770,864	1	2.57
413	Raw Water System Operations	131,566	1	0.53
431.1	Regulatory compliance - drinking water	5,585	1	0.02
433.1	Regulatory compliance - wastewater	9,152	1	0.04
485	Short Line Markings	227,268	1	0.01

551.1	Union Reservoir Grounds Maintenance	105,070	1	0.64
9716	Utilities	712,509	1	0.01
572.3	Water quality laboratory - storm	98,708	1	0.75
572.2	Water quality laboratory - wastewater	579,411	1	4.07
572.1	Water quality laboratory - water	457,472	1	3.23
582	Winter Storm Operations	927,998	1	2.45
	Subtotal	17,072,390	1	71.17
26	Asphalt & Concrete Pavement Maintenance & Repair	1,668,623	2	6.91
35	Biosolids Management	1,586,993	2	3.86
49.1	Button Rock Dam and Raw Water Regulating	87,831	2	0.55
9618	City Wide Building Safety	271,053	2	0.35
80	Closed Landfill operations	15,450	2	0.00
123.1	Cost of Service Studies and Rate and Impact Fee Development	73,705	2	0.30
129	Crack Sealing	210,430	2	0.06
136.1	Curbside Recycle Collection	426,953	2	5.93
137.1	Curbside Trash Collection	1,654,841	2	6.25
145.1	Develop and manage the City's Annual Water Supply and Drought Management Plan	29,076	2	0.25
146.1	Develop CIP	466,933	2	0.94
149.1	Development Acceptance of Public Improvements	494,328	2	2.05
147	Develop, update and manage system Master Planning Efforts	67,142	2	0.15
162	Ditch Maintenance	581,486	2	2.53
9664.1	Facility Predictive Maintenance/CIP Identification & Management	335,523	2	1.59
9665.1	Facility Proactive Maintenance & Analysis/CIP Identification & Management	152,704	2	0.61
9666.1	Facility Repair Services/Facility Analysis	619,826	2	4.51
210.1	Forestry - Integrated Pest Management	98,228	2	0.34
211.1	Forestry - Safety, Risk and Code Enforcement	137,056	2	0.50
213.1	Fully Landscaped Arterials & Secondary Greenway Maintenance	429,413	2	1.29
216.1	General Land Management	102,504	2	0.36
224	Guardrail and Handrail Maintenance	39,068	2	0.17

262.1	Household Hazardous Waste Program	3,432	2	0.02
266	Industrial pretreatment	152,390	2	0.92
268	Inspections/Condition Assessments of Street infrastructure	78,135	2	0.33
274	Irrigation	100,433	2	0.64
283.1	Land Acquisition	43,049	2	0.19
301	Long Line Striping	402,268	2	0.01
432.5	MS4 permit/program	546,816	2	3.42
363	Pavement Maint. - Maintain & Repair Alleys	78,135	2	0.33
375	Primary Greenways, District Parks, Native-Dryland ROW Area Maintenance	291,724	2	2.04
410	Ranger Patrol	95,574	2	0.61
412.1	Raw Water System Administration	305,427	2	0.28
430	Regulatory compliance - air quality	0	2	0.00
432.1	Regulatory compliance - stormwater	175,800	2	0.01
458	Residuals Management	128,188	2	0.66
464	Right of Way Trimming/Line of Sight	19,534	2	0.08
480.1	Sewer Collection and Wastewater Treatment	3,716,121	2	18.36
486	Sidewalk, Curb and Gutter Repair/Maintenance	193,425	2	0.50
487	Sign Installation	47,282	2	0.22
488	Sign Manufacturing	9,332	2	0.05
492	Snow Removal	374,537	2	2.78
500.1	Stormwater management permits	45,334	2	0.52
501.1	Stormwater Operations & Maintenance	437,347	2	1.81
504	Street Sign Maintenance	96,458	2	0.46
505	Street Sweeping	600,783	2	1.70
513	Sustainability	14,190	2	0.06
513.8	Sustainability - sanitation	30,327	2	0.20
513.7	Sustainability - storm	45,144	2	0.28
513.9	Sustainability - streets	5,236	2	0.05
513.6	Sustainability - wastewater	46,712	2	0.24
513.5	Sustainability - water	51,792	2	0.29
525	Traffic Control	40,589	2	0.30
531	Traffic Signal Timing, Operation and Maintenance	705,605	2	1.85
533.1	Traffic Studies and Data	97,935	2	0.83

540.1	Tree Maintenance and Tree Planting	265,174	2	0.95
548.1	Underground Utility Locates	166,871	2	0.81
553	Union Reservoir Swim Beach	38,691	2	0.25
573	Water Rights Accounting	1,751,106	2	0.34
574.1	Water Rights Administration	193,463	2	0.21
575.1	Watershed sampling	0	2	0.00
575.2	Watershed sampling - wastewater DON'T USE	0	2	0.00
	Subtotal	20,943,525	2	82.11
27	Asset Management	44,881	3	0.31
9597.1	Boards & Commissions Support	119,252	3	0.54
36	Boat Inspection	65,986	3	0.44
40	Bridge Project Planning & Management	15,004	3	0.05
42.1	Budgeting - Public Works & Natural Resources	120,822	3	0.51
48	Button Rock Coordination (community relations an outside agency relations)	1,397	3	0.00
50.1	Button Rock Forest Stewardship	112,821	3	0.74
51	Button Rock Preserve maintenance	4,894	3	0.02
52	Button Rock Preserve Ralph Price Reservoir Fishing Permits	70,587	3	0.25
53.1	Button Rock Preserve recreation management	74,123	3	0.25
65	City Facility Disposal Services	549,637	3	0.17
71.1	City Produced Special Events	286,447	3	2.16
9619	City Wide Building Security	48,926	3	0.08
86	Collection and Disposal of Trash from Parks	1,542,562	3	3.11
109.2	Computer Modeling & Monitoring	0	3	0.00
9638	Custodial Maintenance Services	1,109,304	3	17.97
139.1	Customer Contact Center	435,513	3	2.80
143.1	Database, Application and Reporting Management for Hansen, Geoknx and AVL Systems	0	3	0.00
166	Dumpster Rental Program	359,073	3	2.43
460.1	Engineering & Construction - Response to Inquiries	411,214	3	1.90
185	Engineering Support for Operations - Streets	196,813	3	0.76
186.1	Engineering Support for Operations - Utilities	572,823	3	1.36
201.1	Financial Monitoring and Analysis	168,583	3	0.97
219.1	GIS Development, Mapping, Routing and Field Services	0	3	0.00

222	Graffiti Vandalism	67,321	3	0.47
225	Hard to Recycle Events (Three Annual)	102,592	3	0.70
265	Illegal Trash Pick Up	32,934	3	0.12
267.1	Inspection of Work for Right-of-Way Permits	14,421	3	0.00
286	Landscape Maintenance	62,358	3	0.53
285.1	Land Use, Utilities, and Floodplain Customer Service	0	3	0.00
287	Large Item Pickup Program	205,185	3	1.39
302.4	Longmont Area Economic Council (LAEC) Membership/Economic Development	0	3	0.00
309	Maintenance, Repair and Preparation of Sport Fields, Courts, Playgrounds	224,403	3	1.57
324.1	Mosquito Control	51,183	3	0.15
326	Municipal Facility Grounds Maintenance	94,615	3	1.24
325	Muni Irrigation & Irrigation Maintenance	51,362	3	0.67
335	Neighborhood Traffic Mitigation Program (NTMP)	16,042	3	0.10
344.1	Oil and Gas Coordination	74,753	3	0.21
350	Outreach & Education Programs	3,219	3	0.05
353	Park Facility Maintenance and Repair	112,201	3	0.78
359.1	Parking Lot Maintenance & Rehabilitation	0	3	0.00
354	Park Mowing	224,403	3	1.57
360	Parks Irrigation & Irrigation Maintenance	426,365	3	2.98
361	Parks Responses to Customer Inquiries	89,761	3	0.63
356	Park Turf Care	112,201	3	0.78
362	Pavement Maint. - Grade Gravel Streets	58,602	3	0.25
364	Pavement Management Plan	63,355	3	0.10
367	Permit Review and Approval	94,846	3	0.70
391.1	Proactive Public Information, Education and Marketing	375,894	3	1.82
408.1	PWNR Technology Deployment and Asset Analysis & Training	0	3	0.00
411.1	Raw Water Rental Programs	31,367	3	0.25
415.3	Reactive Public Information Media Relations	58,052	3	0.23
465.1	Road Maintenance Intergovernmental Agreements	4,576	3	0.02
470	School Safety	37,087	3	0.35
489.1	Signs and Pavement Markings	49,786	3	0.26

499	State Access Permits	8,021	3	0.05
521	Technical Support to other City divisions/departments	22,208	3	0.20
529	Traffic Safety	34,818	3	0.25
532.1	Traffic Signal Upgrades and Installations	202,084	3	0.57
538	Tree Care & Landscaping	224,403	3	1.57
539	Tree Contractor Licensing	42,085	3	0.25
542	Tree Preservation and Protection Support	19,241	3	0.06
550	Union Reservoir Admissions, Shelter Rental and Camping	53,258	3	0.34
554.1	Union Reservoir Water Management	19,193	3	0.10
561.1	Vegetation Restoration and Monitoring	52,276	3	0.18
562	VIA Special Transit Programs	0	3	0.00
1013	Voluntary Curbside Organics Collection	400,000	3	0.00
568.1	Volunteer Management	69,730	3	0.24
570	Waste Diversion Center Operations	658,678	3	2.49
571	Water Conservation Programs	18,124	3	0.15
578.1	Weed Control	232,715	3	1.15
581.1	Wildlife and Fisheries Management	70,681	3	0.24
	Subtotal	11,177,061	3	62.59
7	Airport Lighting	43,041	4	0.10
9.5	Analysis and Coordination with Other Entities	7,869	4	0.02
29	Assist members of the public on raw water system and water rights inquiries	84,102	4	0.34
62	Christmas Tree Disposal	51,296	4	0.35
1024	COM/GOV Program to ADD - Enter "COM" or "GOV" for #	0	4	0.00
121	Contractor Management	157,082	4	1.10
135	Curbside leaf and limb program	307,777	4	2.08
138.1	Customer Billing Assistance for Water, Sewer, Storm Drainage, Trash, Parks	34,608	4	0.19
164.1	Downtown Services	43,252	4	0.57
212	Free Landfill Drop Events	0	4	0.00
217.1	General Lease Management	30,087	4	0.13
223.1	Grounds & Buildings	428,693	4	2.00
282.1	Labor Tracking	0	4	0.00

9679.1	Lease of Employee Parking Downtown	22,146	4	0.01
294.1	Legislative Tracking	75,699	4	0.16
311	Manage City property acquired as part of the Raw Water System	88,949	4	0.18
338	No Charge Collection Events for Community Services	32,934	4	0.12
352	Paper Shredding Program	0	4	0.00
381.1	Private Special Events	62,213	4	0.38
421.1	Records Management	145,918	4	0.62
468.1	RTD EcoPass Program	18,610	4	0.17
478	Serve as City's Liaison to outside agencies	23,376	4	0.22
479	Serve on the Board of Directors for Ditch and Reservoir Companies	90,300	4	0.38
502.1	Strategic Planning & Efficiency Studies	109,224	4	0.51
512.1	Surveying/GPS Management	0	4	0.00
727	Technical/Regulatory Support - sanitation	6,000	4	0.00
727.3	Technical/Regulatory Support - storm	79,481	4	0.25
520.3	Technical/Regulatory Support - streets	30	4	0.00
727.4	Technical/Regulatory Support - wastewater	260,316	4	0.88
727.2	Technical/Regulatory Support - water	253,509	4	1.23
520.1	Technical support to operations, engineering, natural resources	0	4	0.00
547	Underdrain Permitting	21,266	4	0.14
552.1	Union Reservoir Lease Management	10,955	4	0.05
	Subtotal	2,488,733	4	12.18
	Scored Total	51,681,709	All	228.05

Public Works and Natural Resources Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,842,319	4,376,721	4,772,915
Operating and Maintenance	4,014,985	4,053,702	4,403,843
Non-Operating	-	-	-
Capital	29,848	6,000	50,876
TOTAL	\$ 7,887,152	\$ 8,436,423	\$ 9,227,634

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services	2,481,400	2,873,359	3,239,461
Operating and Maintenance	2,108,940	2,017,800	2,382,577
Non-Operating	-	-	-
Capital	13,881	6,000	50,876
TOTAL	\$ 4,604,220	\$ 4,897,159	\$ 5,672,914

Parks and Forestry includes eight budget services:

- Natural Resources Administration
- Forestry Maintenance
- Municipal Grounds Maintenance
- Parks Development and Improvement
- Parks Maintenance
- Right-of-way Maintenance
- Union Reservoir
- 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:	2016 Budget	2017 Budget	2018 Budget
General Manager PW&NR	0.00	0.00	0.10
PWNR Director of Operations	0.00	0.00	0.10
PWNR Natural Resources Manager	0.50	0.50	0.50
PWNR Bus/Strategic Plan Mgr	0.00	0.00	0.10
PWNR Rate Analyst	0.00	0.00	0.10
PWNR Communications Coord	0.00	0.00	0.10
Business Analyst	0.00	0.00	0.10
Customer Service Rep	0.00	0.00	0.10
Sustainability Coordinator	0.00	0.00	0.10
Economic Sustainability Specialist	0.00	0.00	0.25
Volunteer Coordinator	0.00	0.00	0.25
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
Project Manager II	0.15	0.15	0.40
Executive Assistant	1.00	0.90	0.75
Administrative Supervisor	0.00	0.00	0.10
Administrative Assistant	0.00	0.00	0.10
Total	2.95	2.90	4.50

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	166,098	193,323	342,707
115 One Time Payment	2,733	533	9,283
121 Wages - Overtime	366	800	800
122 Longevity	-	-	204
123 Leave Expense	2,590	-	-
126 Retirement Health Savings Plan	1,005	1,160	1,800
129 Medicare	2,144	2,803	4,607
131 MOPC	8,443	9,666	17,137
132 Employee Insurance	30,888	30,931	54,834
133 Employee Retirement	11,348	13,919	26,388
135 Compensation Insurance	134	135	1,097
136 Unemployment Insurance	356	368	306
137 Staff Training and Conferences	5,843	4,070	4,070
139 Dental Insurance	1,327	1,353	-
141 Uniforms and Protective Clothing	188	600	600
142 Food Allowance	313	500	500
<i>Subtotal</i>	<i>233,774</i>	<i>260,161</i>	<i>464,333</i>
Operating and Maintenance			
210 Office Supplies	5,979	3,300	8,614
216 Reference Books and Materials	60	250	250
217 Dues and Subscriptions	563	478	478
218 Non-Capital Equipment and Furniture	175	379	7,893
229 Materials and Supplies	-	2,200	-
230 Printing and Copier Supplies	-	780	-
232 Building Repair and Maintenance	1,157	-	-
240 Equipment Repair and Maintenance	-	2,940	8,240
241 Grounds Maintenance	-	5,300	-
243 Non-Capital Computer Equipment and Supplies	-	825	-
245 Mileage Allowance	89	100	100
246 Liability Insurance	503	456	616
247 Safety Expenses	36	-	-
249 Operating Leases and Rentals	24	1,491	1,491
250 Professional and Contracted Services	128,910	122,465	153,515
252 Advertising and Legal Notices	260	550	550
261 Telephone Charges	1,140	2,000	2,000
263 Postage	172	600	600
264 Printing and Copying	720	220	220
269 Other Services and Charges	1,454	1,269	1,269
273 Fleet Lease - Operating and Maintenance	2,189	2,582	2,769
274 Fleet Lease - Replacement	4,870	7,777	8,052
<i>Subtotal</i>	<i>148,299</i>	<i>155,962</i>	<i>196,657</i>
Capital Outlay			
432 Vehicles	-	-	14,750
440 Machinery and Equipment	-	6,000	-
<i>Subtotal</i>	<i>-</i>	<i>6,000</i>	<i>14,750</i>
SERVICE TOTAL	\$382,074	\$422,123	\$675,740

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:	2016 Budget	2017 Budget	2018 Budget
City Forester	1.00	1.00	1.00
Senior Arborist Technician	1.00	1.00	1.25
EAB Arborist Technician	0.00	0.00	1.00
Arborist Technician II	0.25	0.25	0.00
Total	2.25	2.25	3.25

Service: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	142,761	142,983	194,233
112	Wages - Temporary	78,635	136,136	133,580
115	One Time Payment	2,232	975	-
121	Wages - Overtime	1,001	1,000	1,000
122	Longevity Compensation	1,980	-	-
123	Leave Expense	1,182	-	-
126	Retirement Health Savings Plan	2,127	900	1,300
128	FICA	4,946	8,440	8,282
129	Medicare	2,057	2,990	3,576
131	MOPC	7,208	7,149	9,711
132	Employee Insurance	22,970	22,877	31,077
133	Employee Retirement	9,686	10,295	14,956
135	Compensation Insurance	3,611	8,788	8,257
136	Unemployment Insurance	265	272	186
139	Dental Insurance	986	1,001	-
141	Uniforms and Protective Clothing	165	610	760
142	Food Allowance	-	150	150
	<i>Subtotal</i>	<i>281,812</i>	<i>344,566</i>	<i>407,068</i>
Operating and Maintenance				
210	Office Supplies	1,252	-	-
216	Reference Books and Materials	325	150	150
217	Dues and Subscriptions	861	856	1,038
218	Non-Capital Equipment and Furniture	5,082	4,564	4,000
222	Chemicals	-	3,000	3,000
240	Equipment Repair and Maintenance	42,964	2,000	52,000
241	Grounds Maintenance	-	20,000	-
243	Non-Capital Computer Equipment and Supplies	-	-	2,855
246	Liability Insurance	21,221	9,162	14,322
247	Safety Expenses	1,339	1,000	1,000
250	Professional and Contracted Services	252,680	142,089	338,754
261	Telephone Charges	1,817	3,396	4,788
263	Postage	15	-	-
264	Printing and Copying	181	500	500
273	Fleet Lease - Operating and Maintenance	59,083	44,420	47,002
274	Fleet Lease - Replacement	39,365	71,691	83,097
	<i>Subtotal</i>	<i>426,184</i>	<i>302,828</i>	<i>552,506</i>
Capital Outlay				
432	Vehicles	-	-	36,126
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>36,126</i>
	SERVICE TOTAL	\$707,996	\$647,394	\$995,700

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:	2016 Budget	2017 Budget	2018 Budget
Parks Supervisor	0.25	0.25	0.25
Parks Superintendant	0.00	0.00	0.10
Senior Grounds Maintenance Technician	3.30	3.30	3.55
Total	3.55	3.55	3.90

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	127,249	177,983	217,264
112	Wages - Temporary	-	230	230
114	Skill Based Pay	221	225	225
115	One Time Payment	2,325	18	-
121	Wages - Overtime	4,857	-	-
122	Longevity Compensation	900	930	960
123	Leave Expense	2,276	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	800	1,420	1,560
128	FICA	-	14	14
129	Medicare	1,718	2,587	3,156
131	MOPC	6,545	8,910	10,874
132	Employee Insurance	29,301	28,477	34,762
133	Employee Retirement	8,796	12,831	16,746
135	Compensation Insurance	3,039	3,426	2,997
136	Unemployment Insurance	338	338	152
139	Dental Insurance	1,258	1,246	-
	<i>Subtotal</i>	<i>189,622</i>	<i>238,635</i>	<i>288,940</i>
Operating and Maintenance				
210	Office Supplies	-	-	300
222	Chemicals	1,324	1,500	1,500
229	Materials and Supplies	-	300	-
232	Building Repair and Maintenance	-	100	-
240	Equipment Repair and Maintenance	-	50	150
246	Liability Insurance	1,236	1,667	6,674
250	Professional and Contracted Services	72,132	21,809	22,455
273	Fleet Lease - Operating and Maintenance	3,461	5,705	4,774
274	Fleet Lease - Replacement	6,824	22,370	33,796
	<i>Subtotal</i>	<i>84,977</i>	<i>53,501</i>	<i>69,649</i>
	SERVICE TOTAL	\$274,599	\$292,136	\$358,589

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	129,902	143,712	147,617
112	Wages - Temporary	29,282	34,000	34,000
123	Leave Expense	2,132	-	-
126	Retirement Health Savings Plan	1,405	640	640
128	FICA	1,827	-	-
129	Medicare	2,026	2,084	2,140
131	MOPC	6,628	7,186	7,381
132	Employee Insurance	22,909	22,994	23,619
133	Employee Retirement	8,908	10,347	11,366
135	Compensation Insurance	494	129	2,528
136	Unemployment Insurance	264	273	103
139	Dental Insurance	984	1,006	-
142	Food Allowance	355	400	400
	<i>Subtotal</i>	<i>207,117</i>	<i>222,771</i>	<i>229,794</i>
Operating and Maintenance				
210	Office Supplies	1,369	-	800
217	Dues and Subscriptions	770	770	770
218	Non-Capital Equipment and Furniture	230	230	230
229	Materials and Supplies	-	500	-
243	Non-Capital Computer Equipment and Supplies	-	300	-
246	Liability Insurance	950	876	1,398
247	Safety Expenses	-	150	150
261	Telephone Charges	843	850	850
263	Postage	201	200	200
264	Printing and Copying	206	200	200
	<i>Subtotal</i>	<i>4,569</i>	<i>4,076</i>	<i>4,598</i>
	SERVICE TOTAL	\$211,686	\$226,847	\$234,569

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:	2016 Budget	2017 Budget	2018 Budget
Project Manager	0.50	0.00	0.00
Parks Mtce and Solid Waste Ops Manager	0.50	0.00	0.00
Parks Superintendant	0.00	1.00	0.70
Parks Supervisor	1.25	1.50	1.25
Sr Project Manager	0.00	0.40	0.40
Senior Grounds Maintenance Technician	9.50	10.25	10.25
Grounds Maintenance Technician II	1.75	0.75	0.75
Natural Resources Technician	0.85	0.85	0.85
Graffiti Removal Specialist	0.25	0.25	0.62
Administrative Assistant	0.68	0.68	0.68
Total	15.28	15.68	15.50

Service: Parks Maintenance**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	666,984	892,167	885,912
112 Wages - Temporary	87,973	60,576	61,605
114 Skill Based Pay	2,008	1,875	1,875
115 One Time Payment	13,999	306	-
121 Wages - Overtime	15,683	7,750	7,750
122 Longevity Compensation	900	930	960
123 Leave Expense	11,529	-	-
124 Skill Based Overtime Pay	17	-	-
126 Retirement Health Savings Plan	12,491	6,420	6,200
128 FICA	5,565	3,683	3,820
129 Medicare	9,979	13,824	13,750
131 MOPC	33,300	44,702	44,390
132 Employee Insurance	133,496	142,747	141,745
133 Employee Retirement	44,727	64,371	68,359
135 Compensation Insurance	28,058	28,978	47,649
136 Unemployment Insurance	1,541	1,695	620
137 Staff Training and Conferences	7,558	8,500	8,500
139 Dental Insurance	5,733	6,245	-
141 Uniforms and Protective Clothing	5,838	4,425	4,425
142 Food Allowance	292	249	249
<i>Subtotal</i>	<i>1,087,671</i>	<i>1,289,443</i>	<i>1,297,809</i>
Operating and Maintenance			
210 Office Supplies	11,224	1,100	11,205
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	222	530	530
218 Non-Capital Equipment and Furniture	2,995	4,022	1,250
222 Chemicals	20,498	18,000	18,000
223 Lab and Photo Supplies	-	300	-
228 Janitorial Supplies	-	3,000	-
229 Materials and Supplies	-	4,705	-
230 Printing and Copier Supplies	-	100	-
231 Fleet Lease Charge	4,229	-	-
232 Building Repair and Maintenance	131,515	-	-
240 Equipment Repair and Maintenance	-	7,210	52,210
241 Grounds Maintenance	-	45,000	-
243 Non-Capital Computer Equipment and Supplies	-	5,400	-
246 Liability Insurance	64,214	57,950	68,747
247 Safety Expenses	2,200	6,036	6,036
249 Operating Leases and Rentals	-	2,500	2,500
250 Professional and Contracted Services	286,569	359,719	373,659
252 Ads and Legal Notices	669	-	-
259 Licenses and Permits	390	-	-
260 Utilities	386	-	-
261 Telephone Charges	6,094	13,064	13,064
263 Postage	25	200	200
264 Printing and Copying	681	500	500
269 Other Services and Charges	9,961	10,500	10,500
273 Fleet Lease - Operating and Maintenance	179,798	160,391	138,146
274 Fleet Lease - Replacement	188,240	247,252	240,912
<i>Subtotal</i>	<i>909,910</i>	<i>947,529</i>	<i>937,509</i>
Capital Outlay			
440 Machinery and Equipment	9,981	-	-
470 Planning and Design	3,900	-	-
<i>Subtotal</i>	<i>13,881</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$2,011,462	\$2,236,972	\$2,235,318

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:	2016 Budget	2017 Budget	2018 Budget
Parks Supervisor	0.50	0.50	0.50
Parks Superintendant	0.00	0.00	0.20
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Administrative Assistant	0.07	0.07	0.07
Total	2.57	2.57	2.77

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	122,314	139,953	167,588
112	Wages - Temporary	487	10,129	129
115	One Time Payment	3,150	-	-
121	Wages - Overtime	4,252	-	-
123	Leave Expense	1,498	-	-
126	Retirement Health Savings Plan	5,903	1,028	1,108
128	FICA	-	-	8
129	Medicare	1,629	2,029	2,432
131	MOPC	5,992	6,998	8,379
132	Employee Insurance	22,604	22,392	26,814
133	Employee Retirement	8,048	10,077	12,904
135	Compensation Insurance	7,281	6,391	4,786
136	Unemployment Insurance	261	266	117
139	Dental Insurance	971	980	-
141	Uniforms and Protective Clothing	917	-	-
	<i>Subtotal</i>	<i>185,307</i>	<i>200,243</i>	<i>224,265</i>
Operating and Maintenance				
210	Office Supplies	154	250	3,200
218	Non-Capital Equipment and Furniture	-	-	35,000
222	Chemicals	1,508	3,000	3,000
229	Materials and Supplies	-	2,950	-
232	Building Repair and Maintenance	4,737	900	-
240	Equipment Repair and Maintenance	-	2,920	3,820
246	Liability Insurance	12,834	11,409	4,580
247	Safety Expenses	125	-	-
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	255,801	225,402	173,405
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	91,535	87,712	78,469
274	Fleet Lease - Replacement	57,372	91,987	97,326
	<i>Subtotal</i>	<i>424,066</i>	<i>426,890</i>	<i>399,160</i>
	SERVICE TOTAL	\$609,373	\$627,133	\$623,425

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:	2016 Budget	2017 Budget	2018 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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	82,671	87,648	91,560
112 Wages - Temporary	59,172	66,860	67,997
115 One Time Payment	2,136	845	-
121 Wages - Overtime	964	700	700
123 Leave Expense	3,905	-	-
126 Retirement Health Savings Plan	640	640	640
128 FICA	2,830	4,054	4,216
129 Medicare	1,806	2,219	2,297
131 MOPC	4,346	4,382	4,578
132 Employee Insurance	14,106	14,024	14,650
133 Employee Retirement	5,841	6,311	7,050
135 Compensation Insurance	2,888	2,480	2,477
136 Unemployment Insurance	163	167	64
139 Dental Insurance	606	614	-
141 Uniforms and Protective Clothing	1,269	1,275	1,275
142 Food Allowance	-	140	140
<i>Subtotal</i>	<i>183,342</i>	<i>192,359</i>	<i>197,644</i>
Operating and Maintenance			
210 Office Supplies	9,247	-	4,143
214 Pamphlets and Documents	270	1	1
218 Non-Capital Equipment and Furniture	-	1,297	1,000
220 Gas and Oil	-	100	100
222 Chemicals	-	400	400
223 Lab and Photo Supplies	-	50	-
224 Resale Merchandise	-	1,500	1,500
228 Janitorial Supplies	-	800	-
229 Materials and Supplies	-	1,801	-
232 Building Repair and Maintenance	11,870	4,500	-
240 Equipment Repair and Maintenance	-	900	12,289
241 Grounds Maintenance	-	6,889	-
243 Non-Capital Computer Equipment and Supplies	-	1,492	-
246 Liability Insurance	3,391	3,263	3,923
247 Safety Expenses	5,416	2,500	2,500
249 Operating Leases and Rentals	-	1,185	80,276
250 Professional and Contracted Services	3,325	9,000	9,000
252 Advertising and Legal Notices	320	50	50
260 Utilities	3,315	-	-
261 Telephone Charges	108	1,764	1,764
263 Postage	10	20	20
264 Printing and Copying	1,086	1,900	1,900
269 Other Services and Charges	301	135	135
273 Fleet Lease - Operating and Maintenance	25,605	24,053	23,087
274 Fleet Lease - Replacement	12,192	27,583	43,313
<i>Subtotal</i>	<i>76,456</i>	<i>91,183</i>	<i>185,401</i>
SERVICE TOTAL	\$259,798	\$283,542	\$383,045

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:	2016 Budget	2017 Budget	2018 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 Analyst	0.00	0.00	0.15
Senior GIS/Mapping Technician	0.15	0.15	0.00
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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	112,281	92,763	96,674
114 Skill Based Pay	2	-	45
115 One Time Payment	-	422	-
121 Wages - Overtime	-	250	250
126 Retirement Health Savings Plan	-	540	540
129 Medicare	43	1,345	1,403
131 MOPC	176	4,638	4,836
132 Employee Insurance	-	14,842	15,468
133 Employee Retirement	253	6,678	7,447
136 Unemployment Insurance	-	176	68
137 Staff Training and Conferences	-	2,832	2,832
139 Dental Insurance	-	650	-
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>112,755</i>	<i>125,181</i>	<i>129,608</i>
Operating and Maintenance			
210 Office Supplies	-	-	2,316
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	-	3,435	3,435
218 Non-Capital Equipment and Furniture	-	1,770	1,645
219 Drafting Supplies	-	450	-
229 Materials and Supplies	-	150	-
240 Equipment Repair and Maintenance	34,479	24,533	25,260
243 Non-Capital Computer Equipment and Supplies	-	225	-
247 Safety Expenses	-	150	150
250 Professional and Contracted Services	-	4,913	1,620
261 Telephone Charges	-	115	72
264 Printing and Copying	-	75	75
273 Fleet Lease - Operating and Maintenance	-	-	1,655
274 Fleet Lease Replacement	-	-	854
<i>Subtotal</i>	<i>34,479</i>	<i>35,831</i>	<i>37,097</i>
SERVICE TOTAL	\$147,233	\$161,012	\$166,705

Public Facilities Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,360,920	1,503,362	1,533,454
Operating and Maintenance	1,906,046	2,035,902	2,021,266
Non-Operating	-	-	-
Capital	15,967	-	-
TOTAL	\$ 3,282,932	\$ 3,539,264	\$ 3,554,720

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 of facilities that FMS supports. Additionally, the Facilities Maintenance Services budget includes utilities for General Fund sites and a staff parking lot lease.

SERVICE: Facilities Maintenance Services

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Facilities Maintenance Supervisor	1.00	0.00	0.00
Facilities Maintenance and CIP Manager	0.00	1.00	1.00
Facilities Maintenance Tech II	5.00	5.00	5.00
Total	6.00	6.00	6.00

Service: Facilities Maintenance Services**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	314,105	361,968	373,356
115	One Time Payment	1,320	1,500	-
121	Wages - Overtime	18,760	23,275	23,858
123	Leave Expense	7,926	-	-
126	Retirement Health Savings Plan	3,538	2,400	2,400
129	Medicare	4,278	5,249	5,414
131	MOPC	15,710	18,098	18,668
132	Employee Insurance	56,242	57,915	59,737
133	Employee Retirement	21,108	26,062	28,748
135	Compensation Insurance	5,817	6,514	22,417
136	Unemployment Insurance	649	688	261
137	Staff Training and Conferences	-	2,400	2,400
139	Dental Insurance	2,415	2,534	-
141	Uniforms and Protective Clothing	-	1,800	1,800
	<i>Subtotal</i>	<i>451,867</i>	<i>510,403</i>	<i>539,059</i>
Operating and Maintenance				
210	Office Supplies	7,109	1,086	6,609
217	Dues and Subscriptions	456	456	456
218	Non-Capital Equipment and Furniture	2,875	5,000	5,000
229	Materials and Supplies	-	7,956	-
232	Building Repair and Maintenance	96,772	94,512	-
233	Facility Repair and Maintenance	-	1	-
240	Equipment Repair and Maintenance	-	33,942	129,140
246	Liability Insurance	8,243	7,585	11,293
247	Safety Expenses	577	1,125	995
248	Lease Purchase Installment	264,874	280,439	280,439
249	Operating Leases and Rentals	20,786	23,016	25,817
250	Professional and Contracted Services	292,244	218,248	230,877
260	Utilities	615,101	711,359	711,359
261	Telephone Charges	3,194	4,152	4,152
273	Fleet Lease - Operating and Maintenance	19,462	25,523	19,004
274	Fleet Lease - Replacement	20,622	20,331	20,331
	<i>Subtotal</i>	<i>1,352,315</i>	<i>1,434,731</i>	<i>1,445,472</i>
	SERVICE TOTAL	\$1,804,182	\$1,945,134	\$1,984,531

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, e.g. fire and burglar alarm systems, fire sprinkler systems, fire extinguishers, ADA and automatic doors, keyless entry and security gates, etc.; and contracted services such as divided wall partition preventive maintenance, automated motorized window treatment preventive maintenance and repairs, painting, gym wood floor annual maintenance, carpet cleaning, window cleaning, door lock and hardware repairs, pest control, tile and carpet repair, 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:	2016 Budget	2017 Budget	2018 Budget
Facilities Operations Supervisor	1.00	0.00	0.00
Facilities Operations and CIP Manager	0.00	1.00	1.00
Custodian	18.75	18.75	18.75
Total	19.75	19.75	19.75

Service: Facilities Operations Services**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	584,653	705,678	719,601
112	Temporary Wages	4,469	-	-
114	Skill Based Pay	3,046	3,000	3,600
115	One Time Payment	21,996	10,053	-
121	Wages - Overtime	25,703	24,000	24,000
122	Longevity Compensation	1,800	1,860	1,920
123	Leave Expense	26,212	-	-
124	Skill Based Overtime Pay	202	-	-
126	Retirement Health Savings Plan	17,896	7,900	7,900
128	FICA	105	-	-
129	Medicare	7,951	10,275	10,486
131	MOPC	30,442	35,434	36,160
132	Employee Insurance	112,864	112,908	115,136
133	Employee Retirement	40,914	51,025	55,686
135	Compensation Insurance	22,620	22,545	17,403
136	Unemployment Insurance	1,302	1,341	503
139	Dental Insurance	4,847	4,940	-
141	Uniforms and Protective Clothing	2,030	2,000	2,000
	<i>Subtotal</i>	<i>909,053</i>	<i>992,959</i>	<i>994,395</i>
Operating and Maintenance				
210	Office Supplies	87,286	869	109,869
217	Dues and Subscriptions	-	370	370
218	Non-Capital Equipment and Furniture	9,281	16,000	16,000
228	Janitorial Supplies	-	100,000	3,000
229	Materials and Supplies	-	9,000	-
232	Building Repair and Maintenance	35,956	13,000	-
240	Equipment Repair and Maintenance	-	10,000	20,114
246	Liability Insurance	1,329	1,228	1,234
250	Professional and Contracted Services	415,489	445,566	420,363
261	Telephone Charges	2,729	3,400	3,400
273	Fleet Lease - Operating and Maintenance	1,662	1,738	1,444
	<i>Subtotal</i>	<i>553,731</i>	<i>601,171</i>	<i>575,794</i>
Capital Outlay				
440	Machinery and Equipment	15,967	-	-
	<i>Subtotal</i>	<i>15,967</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,478,750	\$1,594,130	\$1,570,189

PUBLIC SAFETY FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	5,306,608	5,461,964	5,675,608
Operating and Maintenance	1,351,231	1,472,732	1,506,712
Non-Operating	2,073	8,103	160,082
Capital	67,314	579,605	56,184
TOTAL	\$ 6,727,227	\$ 7,522,404	\$ 7,398,586

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 Code Enforcement.

PUBLIC SAFETY FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 1,379,438	\$ 1,211,520	\$ 917,255
Committed Working Capital	-	103,343	-
SOURCES OF FUNDS			
REVENUES			
Taxes	6,136,761	6,471,659	6,666,057
Intergovernmental revenue	335,674	316,773	363,125
Charges for Service	70,039	69,300	69,800
Grants and Donations	-	-	-
Interest	5,453	11,634	12,160
Miscellaneous	11,382	-	-
Proceeds from Advance	-	450,505	-
Estimated Revenue Revision	-	11,611	-
TOTAL FUNDS	6,559,309	7,331,482	7,111,142
EXPENDITURES			
Personal Services	5,306,608	5,461,964	5,675,608
Operating and Maintenance	1,351,231	1,472,732	1,506,712
Non- Operating	2,073	8,103	160,082
Capital	67,314	579,605	56,184
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	6,727,227	7,522,404	7,398,586
ENDING WORKING CAPITAL	1,211,520	917,255	629,811
CONTRIBUTION TO/(FROM) RESERVES	\$ (167,918)	\$ (190,922)	\$ (287,444)

Public Safety Administration Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	259	27,586	33,071
Operating and Maintenance	20,000	20,000	20,000
Non-Operating	2,073	8,103	160,082
Capital	25,413	450,505	-
TOTAL	\$ 47,745	\$ 506,194	\$ 213,153

The Public Safety Department consists of the Public Safety Chief’s Office and five major divisions: Fire Services, Police Services, Support Services, Office of Emergency Management, 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, Office of Emergency Management, 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 - Office of Emergency Management, Public Safety Outreach, and Volunteer Programs
- 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, Emergency Communications Center
- Support Services Division – Training & Personnel Unit, Firing Range, Information & Technology.

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 five major divisions: Police Services, Fire Services, Support Services, Office of Emergency Management, 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, Office of Emergency Management, 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 Marketing, Research & Development, and the Crime Analysis Unit. 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**

		2016 Actual	2017 Budget	2018 Budget
Personal Services				
111	Salaries and Wages	72	7,836	12,821
123	Leave Expense	-	19,000	19,500
137	Staff Training and Conferences	188	750	750
	<i>Subtotal</i>	<i>259</i>	<i>27,586</i>	<i>33,071</i>
Operating and Maintenance				
250	Professional and Contracted Services	20,000	20,000	20,000
	<i>Subtotal</i>	<i>20,000</i>	<i>20,000</i>	<i>20,000</i>
Non-Operating Expense				
927	Principal and Contract	-	-	150,000
928	Interest on Notes and Contracts	16	-	-
970	Transfers to Other Funds	2,057	8,103	10,082
	<i>Subtotal</i>	<i>2,073</i>	<i>8,103</i>	<i>160,082</i>
Capital Outlay				
440	Machinery and Equipment	24,441	450,505	-
	<i>Subtotal</i>	<i>24,441</i>	<i>450,505</i>	<i>-</i>
	SERVICE TOTAL	\$46,773	\$506,194	\$63,153

Office of Emergency Management Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	321,116	175,792	184,411
Operating and Maintenance	85,581	65,838	58,544
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 406,697	\$ 241,630	\$ 242,955

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	231,218	106,296	109,184
115	One Time Payment	1,776	-	-
121	Wages - Overtime	8,107	10,114	7,327
123	Leave Expense	2,763	-	-
126	Retirement Health Savings Plan	9,392	400	400
129	Medicare	2,943	1,541	1,583
131	MOPC	11,537	5,315	5,459
132	Employee Insurance	16,057	17,007	17,469
133	Employee Retirement	15,490	7,653	8,407
135	Compensation Insurance	15,308	19,677	17,194
136	Unemployment Insurance	185	202	76
137	Staff Training and Conferences	2,827	2,000	12,500
139	Dental Insurance	690	744	-
142	Food Allowance	22	-	-
	<i>Subtotal</i>	<i>318,314</i>	<i>170,949</i>	<i>179,599</i>
Operating and Maintenance				
210	Office Supplies	6,357	-	5,500
214	Pamphlets and Documents	-	-	2,000
217	Dues and Subscriptions	568	-	-
218	Non-Capital Equipment and Furniture	3,158	-	1,500
229	Materials and Supplies	7,570	2,500	-
240	Equipment Repair and Maintenance	56,543	33,100	30,300
243	Non-Capital Computer Equipment and Supplies	-	3,000	-
246	Liability Insurance	570	8,679	544
250	Professional Contracted Services	4,534	-	6,000
269	Other Services and Charges	148	-	-
273	Fleet Lease - Operating and Maintenance	4,816	2,498	4,675
274	Fleet Lease - Replacement	-	5,036	-
	<i>Subtotal</i>	<i>84,264</i>	<i>54,813</i>	<i>50,519</i>
	SERVICE TOTAL	\$402,578	\$225,762	\$230,118

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 Office of Emergency Management. 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**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
135 Compensation Insurance	72	93	62
<i>Subtotal</i>	72	93	62
Operating and Maintenance			
210 Office Supplies	121	-	-
218 Non-Capital Equipment and Furniture	-	1,500	1,500
250 Professional and Contracted Services	55	1,700	1,700
252 Advertising and Legal Notices	-	4,000	4,000
<i>Subtotal</i>	176	7,200	7,200
SERVICE TOTAL	\$248	\$7,293	\$7,262

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 Office of Emergency Management 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**

Personal Services		2016 Actual	2017 Budget	2018 Budget
137	Staff Training and Conferences	15	500	500
141	Uniforms and Protective Clothing	2,327	3,750	3,750
142	Food Allowance	388	500	500
	<i>Subtotal</i>	<i>2,730</i>	<i>4,750</i>	<i>4,750</i>
Operating and Maintenance				
210	Office Supplies	1,096	-	525
218	Non-Capital Equipment and Furniture	45	300	300
229	Materials and Supplies	-	3,525	-
	<i>Subtotal</i>	<i>1,141</i>	<i>3,825</i>	<i>825</i>
SERVICE TOTAL		\$3,871	\$8,575	\$5,575

- **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.

Fire Services Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,399,457	1,439,230	1,453,511
Operating and Maintenance	585,201	596,863	598,109
Non-Operating	-	-	-
Capital	41,901	7,500	-
TOTAL	\$ 2,026,559	\$ 2,043,593	\$ 2,051,620

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:	2016 Budget	2017 Budget	2018 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	2.00	2.00
Firefighter/Paramedic	2.00	1.00	2.00
Firefighter/Engineer	1.00	1.00	1.00
Firefighter	3.00	4.00	3.00
Total	11.00	11.00	11.00

Service: Fire Suppression**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	875,631	924,588	953,916
114 Skill Based Pay	4,819	1,200	1,200
121 Wages - Overtime	92,406	127,585	131,413
123 Leave Expense	27,260	-	-
124 Skill Based Overtime Pay	999	-	-
126 Retirement Health Savings Plan	11,662	9,258	9,551
127 FPPA Death and Disability	10,985	11,206	11,779
129 Medicare	12,754	13,424	13,849
132 Employee Insurance	145,709	147,934	152,627
134 Police and Fire Retirement	92,350	92,579	95,512
135 Compensation Insurance	34,644	35,377	15,147
136 Unemployment Insurance	1,681	1,757	667
137 Staff Training and Conferences	9,549	9,450	9,450
139 Dental Insurance	6,257	6,472	-
141 Uniforms and Protective Clothing	72,415	57,400	57,400
142 Food Allowance	338	1,000	1,000
<i>Subtotal</i>	<i>1,399,457</i>	<i>1,439,230</i>	<i>1,453,511</i>
Operating and Maintenance			
210 Office Supplies	17,413	-	14,450
218 Non-Capital Equipment and Furniture	22,554	27,700	17,500
228 Janitorial Supplies	-	14,450	-
229 Materials and Supplies	5,168	5,000	-
232 Repair and Maintenance	19,131	-	-
240 Equipment Repair and Maintenance	-	22,262	22,262
246 Liability Insurance	12,981	11,512	12,344
247 Safety Expenses	8,167	-	-
248 Lease Purchase Installment	347,834	350,000	350,000
250 Professional and Contracted Services	75	2,000	37,531
269 Other Services and Charges	4	-	-
273 Fleet Lease - Operating and Maintenance	32,786	44,851	44,569
274 Fleet Lease - Replacement	119,089	119,088	99,453
<i>Subtotal</i>	<i>585,201</i>	<i>596,863</i>	<i>598,109</i>
Capital Outlay			
432 Vehicles	38,401	-	-
440 Machinery and Equipment	3,500	7,500	-
<i>Subtotal</i>	<i>41,901</i>	<i>7,500</i>	<i>-</i>
SERVICE TOTAL	\$2,026,559	\$2,043,593	\$2,051,620

Police Services Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,013,951	3,263,536	3,428,804
Operating and Maintenance	339,140	363,382	412,978
Non-Operating	-	-	-
Capital	-	121,600	56,184
TOTAL	\$ 3,353,091	\$ 3,748,518	\$ 3,897,966

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
- Longmont Emergency Communications Center

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:	2016 Budget	2017 Budget	2018 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	0.00	0.00	1.00
Police Officer	8.00	10.00	9.00
Total	9.00	11.00	11.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	619,132	787,888	833,672
114	Skill Based Pay	143	-	-
121	Wages - Overtime	46,717	41,827	43,082
123	Leave Expense	5,928	-	-
124	Skill Based Overtime Pay	10	-	-
126	Retirement Health Savings Plan	11,005	7,779	8,337
127	FPPA Death and Disability	8,129	8,677	11,095
129	Medicare	8,910	11,280	12,088
132	Employee Insurance	105,835	124,467	133,388
134	Police and Fire Retirement	62,329	77,792	83,367
135	Compensation Insurance	66,137	39,823	33,412
136	Unemployment Insurance	1,221	1,478	584
137	Staff Training and Conferences	9,158	22,200	12,100
139	Dental Insurance	4,545	5,445	-
141	Uniforms and Protective Clothing	6,383	13,070	6,950
	<i>Subtotal</i>	<i>955,581</i>	<i>1,141,726</i>	<i>1,178,075</i>
Operating and Maintenance				
210	Office Supplies	1,831	1,100	3,290
216	Reference Books and Materials	-	580	580
217	Dues and Subscriptions	75	-	-
218	Non-Capital Equipment and Furniture	287	24,580	81,900
229	Materials and Supplies	-	2,140	-
232	Repair and Maintenance	168	-	-
240	Grounds Maintenance	-	704	704
243	Non-Capital Computer Equipment and Supplies	-	10,480	190
246	Liability Insurance	6,227	6,640	6,953
247	Safety Expenses	-	70	70
250	Professional Contracted Services	-	1,680	1,680
261	Telephone Charges	-	1,800	1,800
264	Printing and Copying	837	940	940
269	Other Services and Charges	-	-	1,000
273	Fleet Lease - Operating and Maintenance	68,344	68,862	73,344
274	Fleet Lease - Replacement	89,027	55,700	83,103
	<i>Subtotal</i>	<i>166,796</i>	<i>175,276</i>	<i>255,554</i>
Capital Outlay				
432	Vehicles	-	50,000	56,184
	<i>Subtotal</i>	<i>-</i>	<i>50,000</i>	<i>56,184</i>
	SERVICE TOTAL	\$1,122,377	\$1,367,002	\$1,489,813

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	101,628	107,519	108,910
115	One Time Payment	528	-	-
121	Wages - Overtime	23,924	21,670	22,320
123	Leave Expense	3,621	-	-
126	Retirement Health Savings Plan	954	968	968
129	Medicare	1,469	1,559	1,579
131	MOPC	5,263	5,376	5,446
132	Employee Insurance	16,814	17,203	17,425
133	Employee Retirement	7,073	7,741	8,386
135	Compensation Insurance	5,157	5,362	5,038
136	Unemployment Insurance	194	204	76
137	Staff Training and Conferences	2,633	-	-
139	Dental Insurance	722	753	-
141	Uniforms and Protective Clothing	1,650	2,100	2,100
142	Food Allowance	51	-	-
	<i>Subtotal</i>	<i>171,680</i>	<i>170,455</i>	<i>172,248</i>
Operating and Maintenance				
210	Office Supplies	6,690	500	8,325
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	200	300	400
218	Non-Capital Equipment and Furniture	3,231	5,650	5,650
229	Materials and Supplies	-	425	500
240	Equipment Repair and Maintenance Contracts	10,254	10,000	10,000
243	Non-Capital Computer Equipment and Supplies	673	7,500	5,000
246	Liability Insurance	1,890	1,352	1,008
250	Professional and Contracted Services	13,034	8,000	8,000
258	Investigative Expenses	2,884	-	5,000
269	Other Services and Charges	764	-	-
273	Fleet Lease - Operating and Maintenance	16,998	17,420	8,847
274	Fleet Lease - Replacement	16,100	21,812	21,813
	<i>Subtotal</i>	<i>72,717</i>	<i>73,059</i>	<i>74,643</i>
	SERVICE TOTAL	\$244,398	\$243,514	\$246,891

Service: **Special Enforcement Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
121	Wages - Overtime	22,705	20,900	21,527
124	Skill Based Overtime Pay	46	-	-
135	Compensation Insurance	304	299	277
	<i>Subtotal</i>	<i>23,054</i>	<i>21,199</i>	<i>21,804</i>
Operating and Maintenance				
246	Liability Insurance	953	761	871
273	Fleet Lease - Operating and Maintenance	245	476	-
274	Fleet Lease - Replacement	15,630	15,630	-
	<i>Subtotal</i>	<i>16,828</i>	<i>16,867</i>	<i>871</i>
	SERVICE TOTAL	\$39,882	\$38,066	\$22,675

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:	2016 Budget	2017 Budget	2018 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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	166,835	169,008	174,072
121 Wages - Overtime	6,246	6,365	6,556
122 Longevity Compensation	1,860	1,920	1,980
123 Leave Expense	256	-	-
126 Retirement Health Savings Plan	3,209	1,690	1,741
127 FPPA Death and Disability	2,147	2,282	2,350
129 Medicare	1,119	1,225	1,262
132 Employee Insurance	26,746	27,041	27,852
134 Police and Fire Retirement	16,677	16,901	17,407
135 Compensation Insurance	2,549	2,508	2,325
136 Unemployment Insurance	308	321	122
139 Dental Insurance	1,149	1,183	-
141 Uniforms and Protective Clothing	1,200	1,750	1,750
<i>Subtotal</i>	<i>230,300</i>	<i>232,194</i>	<i>237,417</i>
Operating and Maintenance			
210 Office Supplies	-	-	1,500
218 Non-Capital Equipment and Furniture	28	600	600
229 Materials and Supplies	-	1,500	-
246 Liability Insurance	271	4,087	4,024
<i>Subtotal</i>	<i>299</i>	<i>6,187</i>	<i>6,124</i>
SERVICE TOTAL	\$230,599	\$238,381	\$243,541

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:	2016 Budget	2017 Budget	2018 Budget
Administrative Assistant	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Special Operations**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	45,917	45,816	49,575
115	One Time Payment	503	-	-
121	Wages - Overtime	-	530	3,636
123	Leave Expense	2,246	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	582	664	719
131	MOPC	2,251	2,291	2,479
132	Employee Insurance	7,304	7,331	7,932
133	Employee Retirement	3,025	3,299	3,817
135	Compensation Insurance	665	668	614
136	Unemployment Insurance	84	87	35
139	Dental Insurance	314	321	-
	<i>Subtotal</i>	<i>63,291</i>	<i>61,407</i>	<i>69,207</i>
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	472	-	-
243	Non-Capital Computer Equipment and Supplies	139	-	-
	<i>Subtotal</i>	<i>611</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$63,902	\$61,407	\$69,207

Service: **SWAT Team**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

Service: SWAT Team**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
121	Wages - Overtime	44,496	42,436	43,709
124	Skill Based Overtime Pay	359	-	-
135	Compensation Insurance	617	607	561
141	Uniforms and Protective Clothing	4,000	600	600
	<i>Subtotal</i>	<i>49,473</i>	<i>43,643</i>	<i>44,870</i>
Operating and Maintenance				
210	Office Supplies	-	-	5,100
218	Non-Capital Equipment and Furniture	3,732	5,000	5,000
229	Materials and Supplies	5,106	5,100	-
246	Liability Insurance	828	674	759
247	Safety Expenses	927	3,200	3,200
273	Fleet Lease - Operating and Maintenance	3,869	4,547	3,369
274	Fleet Lease - Replacement	11,965	11,965	13,012
	<i>Subtotal</i>	<i>26,428</i>	<i>30,486</i>	<i>30,440</i>
	SERVICE TOTAL	\$75,900	\$74,129	\$75,310

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:	2016 Budget	2017 Budget	2018 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	8.00	7.00
Police Officer	3.00	0.00	1.00
Total	9.00	9.00	9.00

Service: Gang and Crime Suppression Unit**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	738,598	770,088	793,164
114	Skill Based Pay	904	900	-
121	Wages - Overtime	61,159	43,497	44,802
123	Leave Expense	6,271	-	-
124	Skill Based Overtime Pay	108	-	-
126	Retirement Health Savings Plan	12,149	7,710	7,932
127	FPPA Death and Disability	8,502	9,023	9,293
129	Medicare	11,135	11,179	11,501
132	Employee Insurance	121,871	123,214	126,906
134	Police and Fire Retirement	75,231	77,099	79,316
135	Compensation Insurance	65,909	55,594	49,516
136	Unemployment Insurance	1,406	1,463	555
139	Dental Insurance	5,234	5,391	-
141	Uniforms and Protective Clothing	6,772	6,675	6,675
142	Food Allowance	477	-	-
	<i>Subtotal</i>	<i>1,115,727</i>	<i>1,111,833</i>	<i>1,129,660</i>
Operating and Maintenance				
210	Office Supplies	-	-	2,850
217	Dues and Subscriptions	50	-	-
218	Non-Capital Equipment and Furniture	1,342	1,100	1,100
229	Materials and Supplies	1,097	2,850	-
246	Liability Insurance	3,509	7,249	5,582
264	Printing and Copying	266	-	-
273	Fleet Lease - Operating and Maintenance	14,608	23,081	9,855
274	Fleet Lease - Replacement	21,120	13,517	13,516
	<i>Subtotal</i>	<i>41,993</i>	<i>47,797</i>	<i>32,903</i>
	SERVICE TOTAL	\$1,157,720	\$1,159,630	\$1,162,563

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	61,565	67,092	71,664
114	Skill Based Pay	1,206	1,200	1,200
123	Leave Expense	3,896	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	808	990	1,056
131	MOPC	3,333	3,415	3,643
132	Employee Insurance	10,695	10,735	11,466
133	Employee Retirement	4,480	4,917	5,610
135	Compensation Insurance	1,026	984	905
136	Unemployment Insurance	123	127	50
139	Dental Insurance	459	470	-
141	Uniforms and Protective Clothing	-	1,000	1,000
	<i>Subtotal</i>	<i>87,991</i>	<i>91,330</i>	<i>96,994</i>
Operating and Maintenance				
210	Office Supplies	1,123	-	-
217	Dues and Subscriptions	-	1,000	1,000
246	Liability Insurance	270	230	249
264	Printing and Copying	532	2,000	2,000
273	Fleet Lease - Operating and Maintenance	2,503	4,081	1,676
274	Fleet Lease - Replacement	3,582	3,582	3,582
	<i>Subtotal</i>	<i>8,010</i>	<i>10,893</i>	<i>8,507</i>
	SERVICE TOTAL	\$96,001	\$102,223	\$105,501

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 Police Services Division. LECC is the public safety emergency answering point for the City of Longmont. All 911 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:	2016 Budget	2017 Budget	2018 Budget
Communications Specialist	4.00	5.00	6.00
Total	4.00	5.00	6.00

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	207,239	270,083	332,987
121	Wages - Overtime	17,890	28,702	35,063
123	Leave Expense	7,655	-	-
126	Retirement Health Savings Plan	8,403	2,701	3,330
129	Medicare	2,853	3,916	4,828
131	MOPC	10,296	13,504	16,649
132	Employee Insurance	42,802	43,213	53,278
133	Employee Retirement	13,837	19,446	25,640
135	Compensation Insurance	170	1,330	1,206
136	Unemployment Insurance	493	513	298
137	Staff Training and Conferences	3,378	4,450	5,250
139	Dental Insurance	1,838	1,891	-
	<i>Subtotal</i>	<i>316,853</i>	<i>389,749</i>	<i>478,529</i>
Operating and Maintenance				
210	Office Supplies	174	-	50
217	Dues and Subscriptions	50	150	250
218	Non-Capital Equipment and Furniture	4,440	2,120	3,040
229	Materials and Miscellaneous Supplies	-	50	50
246	Liability Insurance	359	447	446
269	Other Services and Charges	435	50	100
	<i>Subtotal</i>	<i>5,458</i>	<i>2,817</i>	<i>3,936</i>
Capital Outlay				
475	Building and Facility Development	-	71,600	-
	<i>Subtotal</i>	<i>-</i>	<i>71,600</i>	<i>-</i>
SERVICE TOTAL		\$322,311	\$464,166	\$482,465

Support Services Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	418,916	351,007	366,037
Operating and Maintenance	174,448	262,176	343,392
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 593,364	\$ 613,183	\$ 709,429

Within the Public Safety Tax Fund, the Support Services Division includes three budget services: Training and Personnel, the Firing Range, and Information and Technology.

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		2016 Actual	2017 Budget	2018 Budget
121	Wages - Overtime	187,353	91,728	94,480
124	Skill Based Overtime Pay	316	-	-
135	Compensation Insurance	314	327	55
137	Staff Training and Conferences	31,262	56,850	57,850
	<i>Subtotal</i>	<i>219,246</i>	<i>148,905</i>	<i>152,385</i>
Operating and Maintenance				
210	Office Supplies	-	-	8,430
218	Non-Capital Equipment and Furniture	770	-	421
229	Materials and Supplies	4,455	7,500	-
240	Equipment Repair and Maintenance	-	-	4,500
246	Liability Insurance	104	101	137
247	Safety Expenses	-	725	725
249	Operating Leases and Rentals	-	-	1,800
250	Professional Contracted Services	3,000	2,000	2,000
261	Telephone Charges	-	-	76,209
269	Other Services and Charges	-	400	400
	<i>Subtotal</i>	<i>8,329</i>	<i>10,726</i>	<i>94,622</i>
	SERVICE TOTAL	\$227,575	\$159,631	\$247,007

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:	2016 Budget	2017 Budget	2018 Budget
Range Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Firing Range**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	65,059	67,764	69,605
112	Wages - Temporary	97,356	80,000	80,000
115	One Time Payment	-	3	-
121	Wages - Overtime	2,711	25,462	30,346
123	Leave Expense	1,529	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	6,034	1,736	4,960
129	Medicare	2,249	1,389	2,169
131	MOPC	3,330	3,388	3,480
132	Employee Insurance	10,803	10,842	11,137
133	Employee Retirement	4,474	4,879	5,360
135	Compensation Insurance	1,825	2,136	3,547
136	Unemployment Insurance	125	129	48
139	Dental Insurance	464	474	-
141	Uniforms and Protective Clothing	2,484	2,500	1,600
142	Food Allowance	827	1,000	1,000
	<i>Subtotal</i>	<i>199,670</i>	<i>202,102</i>	<i>213,652</i>
Operating and Maintenance				
210	Office Supplies	6,130	200	4,500
217	Dues and Subscriptions	140	500	-
218	Non-Capital Equipment and Furniture	7,840	6,000	9,000
224	Resale Merchandise	1,658	-	-
228	Janitorial Supplies	-	1,000	-
229	Materials and Supplies	-	2,300	-
232	Building Repair and Maintenance	29,523	10,250	-
240	Equipment Repair and Maintenance	-	45,105	55,355
243	Non-Capital Computer Equipment and Supply	-	500	-
246	Liability Insurance	325	429	542
247	Safety Expenses	3,332	3,000	2,000
250	Professional and Contracted Services	79,969	136,670	130,845
260	Utilities	32,879	37,075	37,075
269	Other Services and Charges	1,770	2,500	2,500
273	Fleet Lease - Operating and Maintenance	1,672	5,040	6,072
274	Fleet Lease - Replacement	881	881	881
	<i>Subtotal</i>	<i>166,119</i>	<i>251,450</i>	<i>248,770</i>
	SERVICE TOTAL	\$365,789	\$453,552	\$462,422

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 Support 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**

Personal Services		2016 Actual	2017 Budget	2018 Budget
121	Overtime Wages	15,018	15,383	15,844
135	Compensation Insurance	11	11	9
	<i>Subtotal</i>	<i>15,029</i>	<i>15,394</i>	<i>15,853</i>
Operating and Maintenance				
210	Office Supplies	-	-	2,145
218	Non Capital Equipment and Furniture	-	5,000	-
240	Equipment Repair and Maintenance	18,934	35,135	35,183
243	Non-Capital Computer Equipment and Supplies	6,865	2,145	150
246	Liability Insurance	24	23	23
250	Professional and Contracted Services	6,329	-	-
	<i>Subtotal</i>	<i>32,152</i>	<i>42,303</i>	<i>37,501</i>
	SERVICE TOTAL	\$47,181	\$57,697	\$53,354

Children, Youth and Families Division Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	119,141	164,037	169,027
Operating and Maintenance	23,756	20,869	20,880
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 142,897	\$ 184,906	\$ 189,907

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	81,265	119,448	122,693
114	Skill Based Pay	1,816	1,200	2,400
123	Leave Expense	1,451	-	-
126	Retirement Health Savings Plan	2,276	800	800
129	Medicare	1,123	1,749	1,814
131	MOPC	4,150	6,032	6,255
132	Employee Insurance	17,510	19,112	19,631
133	Employee Retirement	5,583	8,686	9,632
135	Compensation Insurance	1,958	1,947	1,716
136	Unemployment Insurance	202	227	86
137	Staff Training and Conferences	1,055	4,000	4,000
139	Dental Insurance	752	836	-
	<i>Subtotal</i>	<i>119,141</i>	<i>164,037</i>	<i>169,027</i>
Operating and Maintenance				
210	Office Supplies	18,641	1,000	16,700
217	Dues and Subscriptions	260	-	-
229	Materials and Supplies	-	14,700	-
230	Printing and Copier Supplies	-	1,000	-
245	Mileage Allowance	669	2,000	2,000
246	Liability Insurance	173	169	180
263	Postage	1,217	1,000	1,000
264	Printing and Copying	2,797	1,000	1,000
	<i>Subtotal</i>	<i>23,756</i>	<i>20,869</i>	<i>20,880</i>
SERVICE TOTAL		\$142,897	\$184,906	\$189,907

Parks & Forestry Overview

	2016 Actual	2017 Budget	2018 Budget
Personal Services	18,739	24,382	24,894
Operating and Maintenance	10,033	18,041	15,308
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 28,772	\$ 42,423	\$ 40,202

Service: **Graffiti Eradication**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

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 Eradication

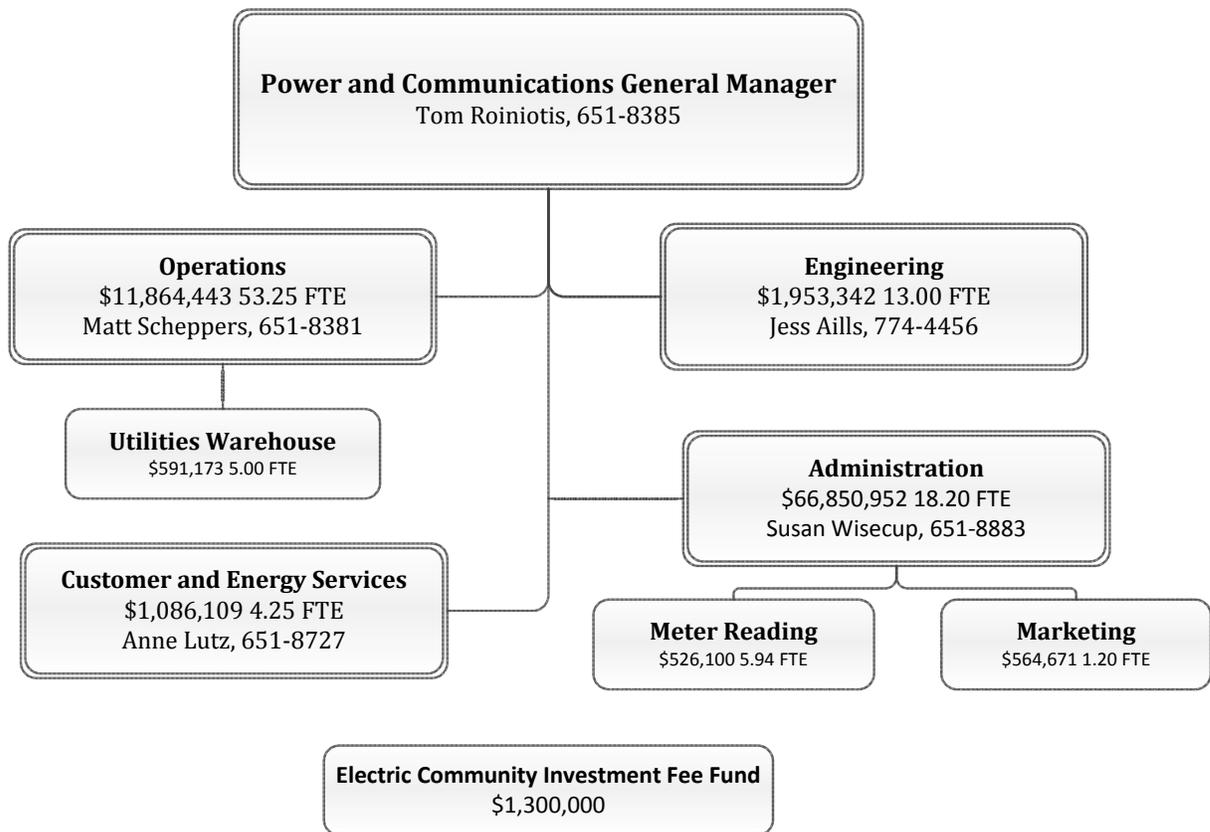
Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

Service: Graffiti Eradication**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	14,036	16,576	17,026
112	Wages - Temporary	-	1,925	1,925
121	Wages - Overtime	11	250	250
123	Leave Expense	50	-	-
126	Retirement Health Savings Plan	152	152	152
128	FICA	-	119	119
129	Medicare	137	268	275
131	MOPC	562	829	851
132	Employee Insurance	2,642	2,652	2,724
133	Employee Retirement	756	1,193	1,311
135	Compensation Insurance	250	271	249
136	Unemployment Insurance	30	31	12
139	Dental Insurance	113	116	-
	<i>Subtotal</i>	<i>18,739</i>	<i>24,382</i>	<i>24,894</i>
Operating and Maintenance				
210	Office Supplies	3,774	100	6,161
223	Lab and Photo Supplies	-	300	-
229	Materials and Supplies	-	5,661	-
230	Printing and Copier Supplies	-	100	-
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	52	162	151
247	Safety Expenses	90	1,000	1,000
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	207	180	180
273	Fleet Lease - Operating and Maintenance	5,910	6,428	4,339
274	Fleet Lease - Replacement	-	1,610	977
	<i>Subtotal</i>	<i>10,033</i>	<i>18,041</i>	<i>15,308</i>
	SERVICE TOTAL	\$28,772	\$42,423	\$40,202

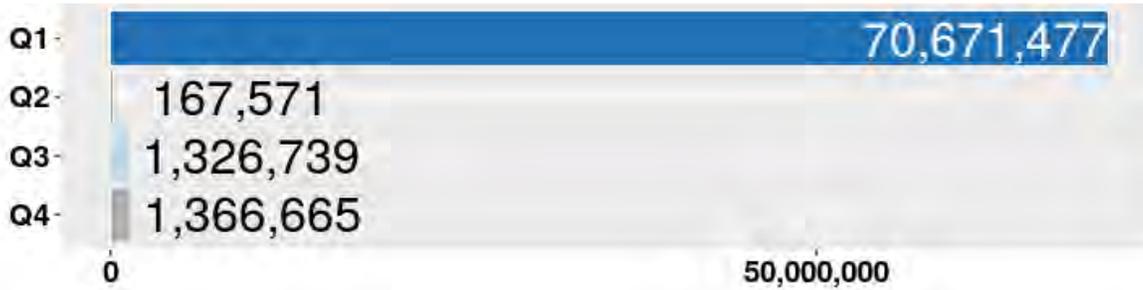
Power and Communications Department

\$84,736,790 100.84 FTE



Power & Communications Resource Alignment

FY 2017 Budget Total: 73,532,452



Scored Programs: 73,532,452

Prg#	Program	Cost	Quartile	FTE
41.1	Broadband Service Provision	4,866,406	1	35.86
156.1	Development Review	146,090	1	1.16
175.1	Electric Service Provision	65,208,920	1	55.69
503.1	Street Lighting	450,061	1	1.34
526	Traffic Lights/Sign Lighting/Radar Feedback Signs	0	1	0.00
	Subtotal	70,671,477	1	94.05
43.1	Budgeting - Power and Communications	98,630	2	0.41
124.1	Cost-of-service Studies and Rate and Impact Fee Development	68,942	2	0.21
	Subtotal	167,571	2	0.62
79.1	City Produced Special Events Public Information Sponsorship and Support	74,024	3	0.39
202.1	Financial Monitoring and Analysis	336,725	3	1.44
273	Internet Service Provider Provision	3	3	0.00
302.1	Longmont Area Economic Council (LAEC) Membership/Economic Development	135,336	3	0.10
385.1	Proactive Public Education and Marketing	776,388	3	2.59
579.1	Wi-Fi in Parks, at Events and at Select Customer Locations	4,262	3	0.04
	Subtotal	1,326,739	3	4.55
9.1	Analysis and Coordination with Other Entities	192,280	4	1.01
90	Commercial Works Programs	376,427	4	0.85
119.1	Contract and Legal Coordination	142,978	4	0.50

144.1	Department Performance Goal Tracking and Reporting	46,398	4	0.19
174	Electric Rate Discount Programs	11,178	4	0.04
176.1	Electric Vehicle Infrastructure	9,957	4	0.05
220.1	Government Reporting	45,500	4	0.14
307	Main Street Banner Program	0	4	0.00
394.1	Project Analysis	65,997	4	0.38
417.1	Reactive Public Information Media Relations	201,987	4	1.80
434.1	Renewable Energy Services	30,132	4	0.18
455	Residential "Efficiency Works" Program	179,008	4	0.34
456	Residential Rebates	40,000	4	0.00
457	Residential Sustainability Matching Grant	0	4	0.00
541.1	Tree Planting	24,824	4	0.25
	Subtotal	1,366,665	4	5.73
	Scored Total	73,532,452	All	104.95

ELECTRIC and BROADBAND FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	9,059,157	9,748,712	9,729,517
Operating and Maintenance	59,187,117	62,369,018	65,032,023
Non-Operating	3,320,838	4,226,318	4,934,556
Capital	31,306,464	5,777,069	5,464,524
TOTAL	\$ 102,873,576	\$ 82,121,117	\$ 85,160,620

Fund Description

The Electric and Broadband Fund pays for all costs associated with delivering electricity and broadband services to Longmont customers. Longmont Power & Communications (LPC) has been providing electric service to Longmont customers since 1912 and continues to rank among the most reliable, low cost utilities in the state of Colorado. The primary duties of the Electric Utility are purchasing wholesale power from Platte River Power Authority; delivering electricity to municipal, commercial, and residential customers; and building and maintaining the City's highly reliable electric distribution system.

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 2011, the citizens of Longmont voted to expand the fiber backbone and build fiber to every premise. The project began in 2014 and within three years the majority of the city was built out. In July 2017 Longmont was declared the first gig city in Colorado. The primary duties of the Broadband Utility are delivering symmetrical gig internet, voice, and customized services to municipal, commercial, and residential customers as well as continuing to build and maintain the high reliability of the fiber optic network.

The Electric and Broadband Fund includes 11 budget services, all of which are divisions of the Power & Communications Department:

- Electric Administration
- Electric Marketing
- Electric Engineering
- Electric Operations
- Electric Customer Service
- Meter Reading
- Utilities Warehouse
- Broadband Administration
- Broadband Operations
- Broadband Engineering
- Broadband Marketing

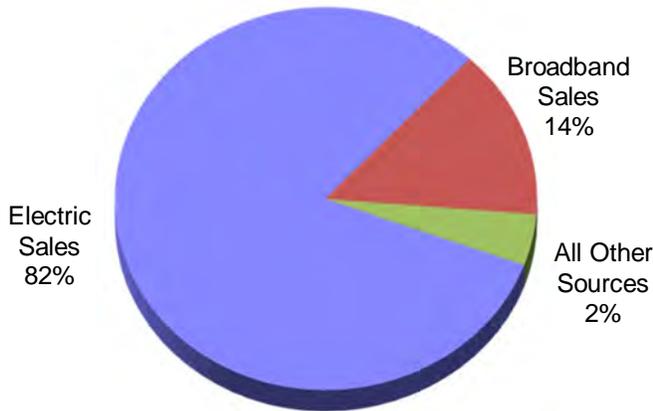
2018-2022 Capital Improvement Program

Capital projects total \$6.4 million and include underground conversion, substation expansions and upgrades, system capacity and reliability improvements, residential street lighting, advanced metering, and broadband fiber construction and installations. Detailed capital project descriptions are included in the 2018-2022 Capital Improvement Program.

ELECTRIC and BROADBAND FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 38,179,590	\$ 7,412,586	\$ 7,414,531
Committed Working Capital	-	592,923	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	64,082,803	68,222,870	70,392,200
Electric Aid to Underground Construction	2,973,582	1,400,000	3,000,000
Electric Intergovernmental Revenue	10,202	-	-
Electric Interest	77,382	65,000	144,300
Electric Miscellaneous	352,014	282,938	225,880
Electric Operating Transfers	127,246	236,423	290,777
Broadband Charges for Services	4,558,612	12,503,754	12,398,643
Broadband Aid to Underground Construction	-	-	-
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest	-	-	5,180
Broadband Miscellaneous	8,015	5,000	16,500
Broadband Operating Transfers	-	-	-
TOTAL FUNDS	72,189,856	82,715,985	86,473,480
EXPENSES BY BUDGET SERVICE			
Electric Distribution	8,255,790	5,100,420	5,600,162
Electric Engineering	1,260,429	1,375,757	1,518,196
Electric Administration	55,111,441	58,486,887	60,228,481
Electric Meter Reading	388,049	457,531	526,100
Electric Warehouse	467,687	610,279	591,173
Electric Customer Services and Marketing	181,977	236,971	223,695
Electric Energy Services	789,871	961,653	1,086,109
Electric CIP Projects	636,242	2,331,500	3,455,830
Broadband Administration	4,817,049	5,830,513	6,622,471
Broadband Marketing	-	-	340,976
Broadband Operations	2,446,252	3,193,811	2,843,281
Broadband Engineering	297,378	431,795	435,146
Broadband CIP Projects	28,221,411	3,104,000	1,689,000
Total Operating Expenses	102,873,576	82,121,117	85,160,620
Adjustment for GAAP Expenses	83,284	-	-
TOTAL ADJUSTED EXPENSES	102,956,860	82,121,117	85,160,620
ENDING WORKING CAPITAL	7,412,586	7,414,531	8,727,391
CONTRIBUTION TO/(FROM) RESERVES	\$ (30,767,004)	\$ 594,868	\$ 1,312,860

ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 98% of its operating revenues from the sale of electricity and broadband services in 2018.
- The 2018 Budget will make a contribution to fund balance of \$1,312,860.

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.

	2016 Actual	2017 Budget	2018 Budget
OPERATING REVENUE			
Electricity Sales	\$ 64,082,803	\$ 68,222,870	\$ 70,392,200
Electric Aid to Underground Construction	2,973,582	1,400,000	3,000,000
Electric Other Revenue	352,014	282,938	225,880
Electric Operating Transfers	127,246	236,423	290,777
Electric Intergovernmental Revenue	10,202	-	-
Electric Interest Income	77,382	65,000	144,300
Broadband Sales	4,558,612	12,503,754	12,398,643
Broadband Aid to Underground Construction	-	-	-
Broadband Other Revenue	8,015	5,000	16,500
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest Income	-	-	5,180
Bond Proceeds	-	-	-
Broadband Operating Transfers	-	-	-
Contribution from/(to) Fund Balance	30,767,004	(594,868)	(1,312,860)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 102,956,860	\$ 82,121,117	\$ 85,160,620

Service: **Electric Administration**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Administration works under the strategic direction of the Power & Communications General Manager. This service is responsible for City policy implementation; strategic planning and performance management; budget, financial, and customer usage analysis; rates and regulation development; and federal, state and industry reporting. This service 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’s residential and business electric customers.

SERVICE: Power & Communications Administration

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Gen Manager Longmont Power & Comm	0.70	0.75	0.75
Director Electric/Broadband Bus Sr	0.70	0.75	0.75
Utilities Rate Analyst	1.20	1.60	1.10
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	7.40	6.90

Service: Power & Communications Administration**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	593,477	642,743	684,186
114 Skill Based Pay	884	-	900
115 One Time Payment	2,724	2,964	-
121 Wages - Overtime	93	500	500
122 Longevity Compensation	1,920	1,980	2,040
123 Leave Expense	11,753	16,600	17,000
126 Retirement Health Savings Plan	6,374	2,960	2,760
129 Medicare	6,246	8,033	7,926
131 MOPC	26,610	29,992	29,810
132 Employee Insurance	97,234	95,973	95,248
133 Employee Retirement	79,550	43,188	45,907
135 Compensation Insurance	418	471	368
136 Unemployment Insurance	1,116	1,140	417
137 Staff Training and Conferences	6,614	21,300	18,000
139 Dental Insurance	4,152	4,199	-
142 Food Allowance	82	300	300
<i>Subtotal</i>	<i>839,247</i>	<i>872,343</i>	<i>905,362</i>
Operating and Maintenance			
210 Office Supplies	12,222	7,700	9,240
216 Reference Books and Materials	-	100	-
217 Dues and Subscriptions	48,849	42,575	44,985
218 Non-Capital Equipment and Furniture	1,506	900	900
232 Building Repair and Maintenance	16,938	18,970	-
240 Equipment Repair and Maintenance	-	-	44,403
245 Mileage Allowance	5,060	5,400	5,400
246 Liability Insurance	1,193	1,529	982
250 Professional and Contracted Services	124,382	161,633	149,933
261 Telephone Charges	2,671	2,760	1,590
263 Postage	1,669	1,250	1,250
264 Printing and Copying	375	500	500
266 Interest On Deposits	2,475	3,000	3,000
269 Other Services and Charges	253,825	275,000	290,000
270 Administrative and Management Services	1,415,010	1,435,002	1,432,298
271 Franchise Equivalency	5,100,664	5,385,936	5,553,824
273 Fleet Lease - Operating and Maintenance	-	1,081	2,052
274 Fleet Lease - Replacement	-	651	791
275 Building Permits to DDA	50	-	-
280 Purchased Power - General	46,598,566	49,486,398	51,036,487
281 Purchased Power - Renewable	519,336	540,975	572,000
282 Power Wheeling	14,051	15,000	15,000
<i>Subtotal</i>	<i>54,118,843</i>	<i>57,386,360</i>	<i>59,164,635</i>
Non-Operating Expense			
950 Bad Debt	114,624	144,000	144,000
970 Transfers to Other Funds	20,252	84,184	14,484
<i>Subtotal</i>	<i>134,876</i>	<i>228,184</i>	<i>158,484</i>
Capital Outlay			
440 Machinery and Equipment	18,475	-	-
<i>Subtotal</i>	<i>18,475</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$55,111,441	\$58,486,887	\$60,228,481

Service: **Electric Marketing**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric 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:	2016 Budget	2017 Budget	2018 Budget
Branding & Digital Manager	0.60	0.60	0.60
Public Relations & Marketing Speacialist	0.70	0.60	0.60
Total	1.30	1.20	1.20

Service: Marketing**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	78,247	104,659	90,822
115	One Time Payment	-	-	900
121	Wages - Overtime	109	-	-
123	Leave Expense	4,474	-	-
126	Retirement Health Savings Plan	480	560	480
129	Medicare	1,182	1,517	1,317
131	MOPC	3,966	5,233	4,541
132	Employee Insurance	9,354	16,745	14,532
133	Employee Retirement	11,083	7,536	6,993
135	Compensation Insurance	3,373	5,243	4,854
136	Unemployment Insurance	110	199	64
137	Staff Training and Conferences	399	5,200	2,400
139	Dental Insurance	409	732	-
142	Food Allowance	69	150	150
	<i>Subtotal</i>	<i>113,255</i>	<i>147,774</i>	<i>127,053</i>
Operating and Maintenance				
210	Office Supplies	-	-	600
217	Dues and Subscriptions	225	260	-
218	Non-Capital Equipment and Furniture	-	500	500
219	Drafting Supplies	846	-	-
229	Materials and Miscellaneous Supplies	-	1,062	-
240	Equipment Repair and Maintenance	472	2,616	1,075
246	Liability Insurance	191	640	165
250	Professional and Contracted Services	5,025	14,800	18,000
252	Advertising and Legal Notices	10,409	16,040	27,174
261	Telephone Charges	422	840	732
263	Postage	15,408	11,600	10,000
264	Printing and Copying	17,268	16,600	16,600
269	Other Services and Charges	12,957	21,675	17,675
273	Fleet Lease - Operating and Maintenance	-	196	1,508
274	Fleet Lease - Replacement	521	118	113
	<i>Subtotal</i>	<i>63,744</i>	<i>86,947</i>	<i>94,142</i>
Non-Operating Expense				
970	Transfers to Other Funds	4,978	2,250	2,500
	<i>Subtotal</i>	<i>4,978</i>	<i>2,250</i>	<i>2,500</i>
	SERVICE TOTAL	\$181,977	\$236,971	\$223,695

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.

SERVICE: Electric Operations

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Director Electric/Broadband Ops	0.70	0.70	0.70
Electric Construction Coordinator	0.90	1.00	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
LPC Safety Coordinator	1.00	1.00	0.50
Journey Lineworker	10.00	10.00	10.00
Apprentice Lineworker	0.00	1.00	1.00
Journey Substation Worker	3.00	3.00	3.00
Electric Meter Technician	3.00	3.00	3.00
Groundworker	3.00	2.00	3.00
Street Light Technician	1.00	1.00	1.00
Sr Arborist Technician	0.00	0.00	0.25
Arborist Technician II	0.25	0.25	0.00
Total	29.85	29.95	30.45

Service: Electric Operations**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	1,691,780	1,828,694	1,957,014
112 Wages - Temporary	7,001	11,120	17,120
114 Skill Based Pay	301	300	300
115 One Time Payment	1,482	2,550	-
121 Wages - Overtime	259,065	200,000	225,000
122 Longevity Compensation	3,780	3,900	4,020
123 Leave Expense	72,443	-	-
124 Skill Based Overtime Pay	61	-	-
126 Retirement Health Savings Plan	18,495	11,980	12,180
128 FICA	229	689	1,061
129 Medicare	29,971	33,892	35,170
131 MOPC	115,046	125,699	130,036
132 Employee Insurance	394,070	402,195	416,068
133 Employee Retirement	316,695	181,000	200,255
135 Compensation Insurance	26,485	23,616	42,824
136 Unemployment Insurance	4,542	4,778	1,819
137 Staff Training and Conferences	19,380	25,800	20,600
139 Dental Insurance	16,904	17,595	-
141 Uniforms and Protective Clothing	33,473	20,000	20,000
142 Food Allowance	3,346	1,000	1,000
<i>Subtotal</i>	<i>3,014,549</i>	<i>2,894,808</i>	<i>3,084,467</i>
Operating and Maintenance			
210 Office Supplies	-	-	118,250
216 Reference Books and Materials	4,265	5,000	4,500
217 Dues and Subscriptions	109	175	175
218 Non-Capital Equipment and Furniture	46,900	25,000	35,000
229 Materials and Miscellaneous Supplies	133,582	114,050	-
232 Building Repair and Maintenance	601,656	-	-
235 Station Maintenance	247,974	-	-
240 Equipment Repair and Maintenance	-	402,540	432,466
246 Liability Insurance	172,896	166,705	178,474
247 Safety Expenses	34,287	35,800	25,000
249 Operating Leases and Rentals	13,572	20,000	20,000
250 Professional and Contracted Services	1,020,042	681,325	793,625
259 Licenses and Permits	-	2,000	1,000
260 Utilities	1,077	1,345	1,345
261 Telephone Charges	10,728	16,080	15,580
263 Postage	4,164	2,500	2,500
264 Printing and Copying	-	1,000	200
269 Other Services and Charges	23	1,000	500
273 Fleet Lease - Operating and Maintenance	224,675	207,354	191,725
274 Fleet Lease - Replacement	362,687	420,561	434,454
<i>Subtotal</i>	<i>2,878,636</i>	<i>2,102,435</i>	<i>2,254,794</i>
Non-Operating Expense			
970 Transfers to Other Funds	23,148	23,177	23,207
<i>Subtotal</i>	<i>23,148</i>	<i>23,177</i>	<i>23,207</i>
Capital Outlay			
432 Vehicles	13,249	-	134,694
440 Machinery and Equipment	(1,123)	-	-
475 Building Facility and Improvements	168,862	-	-
480 System Improvements	2,057,596	-	-
486 Meters	100,873	80,000	103,000
<i>Subtotal</i>	<i>2,339,457</i>	<i>80,000</i>	<i>237,694</i>
SERVICE TOTAL	\$8,255,790	\$5,100,420	\$5,600,162

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:	2016 Budget	2017 Budget	2018 Budget
Director Electric/Broadband Eng	0.00	0.00	0.70
Chief Electrical Engineer	0.80	0.60	0.00
Senior Electrical Engineer	3.00	2.40	2.40
Elect Distr Field Engineer II	1.70	2.40	3.20
Engineering Project Coordinator	0.50	1.60	0.80
Electric Tech Services Coordinator	1.00	0.80	0.90
Sr Programmer Analyst	0.80	0.80	0.80
Sr GIS Analyst	0.00	0.00	1.00
Senior GIS/Mapping Technician	0.90	1.00	0.00
Total	8.70	9.60	9.80

Service: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	671,426	878,582	955,039
112	Temporary Wages	52,399	-	-
114	Skill Based Pay	64	900	-
115	One Time Payment	2,154	1,534	-
121	Wages - Overtime	10,340	5,000	5,000
123	Leave Expense	19,157	-	-
126	Retirement Health Savings Plan	25,792	3,840	3,920
128	FICA	3,416	-	-
129	Medicare	11,079	12,752	13,848
131	MOPC	40,290	43,974	47,752
132	Employee Insurance	119,679	140,573	152,806
133	Employee Retirement	106,038	63,323	73,538
135	Compensation Insurance	565	546	528
136	Unemployment Insurance	1,380	1,669	669
137	Staff Training and Conferences	10,410	16,400	18,400
139	Dental Insurance	5,136	6,150	-
141	Uniforms and Protective Cloth	286	760	500
142	Food Allowance	196	500	500
	<i>Subtotal</i>	<i>1,079,806</i>	<i>1,176,503</i>	<i>1,272,500</i>
Operating and Maintenance				
210	Office Supplies	-	-	19,000
216	Reference Books and Materials	122	500	750
217	Dues and Subscriptions	491	824	824
218	Non-Capital Equipment and Furniture	6,134	2,000	2,000
219	Drafting Supplies	8,769	-	-
229	Materials and Miscellaneous Supplies	-	5,000	-
233	Facility Repair and Maintenance	87,676	-	-
240	Equipment Repair and Maintenance	-	77,300	105,992
246	Liability Insurance	2,049	2,322	3,107
247	Safety Expenses	253	500	500
250	Professional and Contracted Services	5,909	80,000	80,000
261	Telephone Charges	5,869	3,780	2,646
264	Printing and Copying	49	-	-
269	Other Services and Charges	-	200	200
273	Fleet Lease - Operating and Maintenance	4,268	9,593	11,926
274	Fleet Lease - Replacement	4,170	17,235	18,751
	<i>Subtotal</i>	<i>125,760</i>	<i>199,254</i>	<i>245,696</i>
Capital Outlay				
432	Vehicles	54,863	-	-
	<i>Subtotal</i>	<i>54,863</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,260,429	\$1,375,757	\$1,518,196

Service: **Meter Reading**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Meter Reading is responsible for reading approximately 70,000 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:	2016 Budget	2017 Budget	2018 Budget
Meter Reading Supervisor	0.51	0.51	0.60
Metering & Application Support Coord	0.20	0.20	0.24
Senior Meter Reader	0.51	0.51	0.60
Meter Reader	3.83	3.83	4.50
Total	5.05	5.05	5.94

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	68,452	248,733	300,578
112	Wages - Temporary	52,346	-	-
115	One Time Payment	-	270	-
121	Wages - Overtime	1,230	-	-
123	Leave Expense	13,489	-	-
126	Retirement Health Savings Plan	5,748	2,020	2,376
128	FICA	3,238	-	-
129	Medicare	5,040	3,607	4,358
131	MOPC	16,850	12,437	15,029
132	Employee Insurance	76,057	39,797	48,093
133	Employee Retirement	50,274	17,909	23,145
135	Compensation Insurance	9,494	10,143	25,835
136	Unemployment Insurance	876	473	210
137	Staff Training and Conferences	898	4,514	5,310
139	Dental Insurance	3,260	1,741	-
141	Uniforms and Protective Clothing	646	917	1,080
	<i>Subtotal</i>	<i>307,898</i>	<i>342,561</i>	<i>426,014</i>
Operating and Maintenance				
210	Office Supplies	-	-	2,262
218	Non-Capital Equipment and Furniture	1,618	1,795	600
229	Materials and Miscellaneous Supplies	2,730	1,923	-
240	Equipment Repair and Maintenance	3,143	10,709	16,920
246	Liability Insurance	3,566	3,681	1,879
247	Safety Expenses	1,432	1,147	1,350
250	Professional and Contracted Services	1,000	4,335	5,100
261	Telephone Charges	610	1,377	1,620
264	Printing and Copying	250	255	300
270	Administrative and Management Services	5,860	44,689	49,595
273	Fleet Lease - Operating and Maintenance	48,238	36,054	17,247
274	Fleet Lease - Replacement	11,704	5,436	3,213
	<i>Subtotal</i>	<i>80,152</i>	<i>111,401</i>	<i>100,086</i>
Capital Outlay				
440	Machinery and Equipment	-	3,569	-
	<i>Subtotal</i>	<i>-</i>	<i>3,569</i>	<i>-</i>
	SERVICE TOTAL	\$388,049	\$457,531	\$526,100

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. Additionally, this service supports all City departments as needed and funding is allocated appropriately. 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:	2016 Budget	2017 Budget	2018 Budget
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	3.00	3.00	2.00
Warehouse Worker II	0.00	0.00	1.00
Total	5.00	5.00	5.00

Service: Utilities Warehouse**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	222,473	238,992	254,976
112 Wages - Temporary	-	50,000	50,000
114 Skill Based Pay	1,204	1,200	1,200
115 One Time Payment	1,632	1,187	-
121 Wages - Overtime	3,609	8,000	8,000
122 Longevity Compensation	1,920	1,980	2,040
123 Leave Expense	4,114	-	-
124 Skill Based Overtime Pay	11	-	-
126 Retirement Health Savings Plan	2,208	2,000	2,000
128 FICA	-	3,100	3,100
129 Medicare	2,015	3,222	3,440
131 MOPC	11,016	12,010	12,809
132 Employee Insurance	38,183	38,239	40,796
133 Employee Retirement	28,660	17,293	19,725
135 Compensation Insurance	5,129	5,158	4,242
136 Unemployment Insurance	440	454	178
137 Staff Training and Conferences	384	3,200	3,200
139 Dental Insurance	1,636	1,673	-
141 Uniforms and Protective Clothing	2,086	2,125	2,125
142 Food Allowance	75	125	125
<i>Subtotal</i>	<i>326,795</i>	<i>389,958</i>	<i>407,956</i>
Operating and Maintenance			
210 Office Supplies	2,538	-	7,880
217 Dues and Subscriptions	45	100	100
218 Non-Capital Equipment and Furniture	702	11,310	11,010
225 Freight	1,890	3,500	3,500
229 Materials and Miscellaneous Supplies	-	5,570	-
232 Building Repair and Maintenance	1,019	7,700	-
240 Equipment Repair and Maintenance	-	-	7,700
246 Liability Insurance	2,266	2,422	2,776
247 Safety Expenses	586	800	800
250 Professional and Contracted Services	22,185	25,492	25,492
261 Telephone Charges	1,103	850	1,150
265 Loss on Obsolete Items	6,094	3,000	15,000
269 Other Services and Charges	4	-	-
270 Administrative and Management Services	64,649	127,202	79,727
273 Fleet Lease - Operating and Maintenance	7,697	12,333	15,678
274 Fleet Lease - Replacement	11,924	12,042	4,404
<i>Subtotal</i>	<i>122,703</i>	<i>212,321</i>	<i>175,217</i>
Capital Outlay			
432 Vehicles	-	8,000	8,000
475 Building and Facility Improvement	18,189	-	-
<i>Subtotal</i>	<i>18,189</i>	<i>8,000</i>	<i>8,000</i>
SERVICE TOTAL	\$467,687	\$610,279	\$591,173

Service: **Electric Customer Service**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Electric Customer Service is responsible for developing, implementing and managing energy efficiency services, including customer outreach and education, key account management, grant funded programs, and renewable energy options.

This service also 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:	2016 Budget	2017 Budget	2018 Budget
Director of Customer Service LPC	0.50	0.50	0.00
Director Electric/Broadband Cust Srvc	0.00	0.00	0.60
Key Account Manager	1.00	1.80	1.80
Energy Services Specialist	2.00	0.90	0.90
Sustainability Coordinator	0.00	0.20	0.05
Customer Services Energy Specialist	1.00	0.50	0.90
Total	4.50	3.90	4.25

Service: Customer and Energy Services**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	240,076	318,928	398,367
112	Temporary Wages	4,000	-	-
115	One Time Payment	1,380	-	-
123	Leave Expense	6,109	-	-
126	Retirement Health Savings Plan	920	1,480	1,700
129	Medicare	3,286	4,624	5,776
131	MOPC	12,767	15,946	19,918
132	Employee Insurance	51,358	51,028	63,739
133	Employee Retirement	42,156	22,963	30,674
135	Compensation Insurance	360	230	191
136	Unemployment Insurance	607	606	279
137	Staff Training and Conferences	3,740	9,250	9,250
139	Dental Insurance	2,256	2,232	-
142	Food Allowance	216	500	500
	<i>Subtotal</i>	<i>369,231</i>	<i>427,787</i>	<i>530,394</i>
Operating and Maintenance				
210	Office Supplies	-	-	2,000
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	5,197	11,750	12,365
218	Non-Capital Equipment and Furniture	-	3,000	3,000
229	Materials and Miscellaneous Supplies	6,631	2,000	-
240	Equipment Repair and Maintenance	13,194	18,150	34,696
246	Liability Insurance	947	1,029	530
250	Professional and Contracted Services	22,744	43,000	39,000
252	Ads and Legal Notices	2,009	3,500	3,016
260	Utilities	1,200	-	-
261	Telephone Charges	2,865	2,640	1,764
263	Postage	20	750	750
264	Printing and Copying	54	10,000	10,000
269	Other Services and Charges	2,889	11,000	11,000
273	Fleet Lease - Operating and Maintenance	-	1,277	1,916
274	Fleet Lease - Replacement	212	770	678
290	Rebates	25,650	40,000	40,000
291	Residential Energy Efficiency Rebates	113,116	110,000	120,000
292	Commercial Energy Efficiency Rebates	223,913	274,500	274,500
	<i>Subtotal</i>	<i>420,641</i>	<i>533,866</i>	<i>555,715</i>
	SERVICE TOTAL	\$789,871	\$961,653	\$1,086,109

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 2018-2022 Capital Improvement Program.

ELECTRIC PROJECTS	2018 Budget
DRN046 Stormwater Pollution Cntrl Fac for Serv/Utility Ctr	\$ 10,000
ELE009 Electric Feeder Underground Conversion	30,000
ELE017 Electric Substation Upgrades	50,000
ELE044 Electric System Reliability Improvements	222,000
ELE091 Street Lighting Program	50,000
ELE097 Electric Aid to Construction	3,000,000
ELE099 Advanced Metering	10,000
PBF082 Municipal Buildings HVAC Replacement	53,530
PBF119 Municipal Buildings Flooring Replacement	30,300
TOTAL	\$ 3,455,830

BROADBAND PROJECTS	2018 Budget
ELE009 Electric Feeder Underground Conversion	\$ 85,000
BRB004 Broadband Fiber Construction & Installations	\$ 1,600,000
BRB003 Citywide Fiber to Premise Build	4,000
TOTAL	\$ 1,689,000

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 commercial and key accounts for needs assessments; provides customer and billing services; 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 residential and business broadband customers.

SERVICE: Broadband Administration

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
General Manager Longmont Power & Comm	0.30	0.25	0.25
Dir Electric/Broadband Bus Srv	0.30	0.25	0.25
Dir Electric/Broadband Cust Srv	0.50	0.50	0.40
Energy Services Specialist	0.00	0.10	0.10
Field Service Supervisor	0.00	1.00	0.00
Key Account Manager	1.00	0.20	0.20
Utility Rate Analyst	0.80	0.40	0.90
MDU & Commercial Sales Eng	1.00	1.00	2.00
Branding & Digital Manager	0.40	0.40	0.00
Metering & Application Support Coor	0.00	0.30	0.30
Public Relations & Marketing Specialist	0.30	0.40	0.00
Customer Service Energy Specialist	0.00	0.50	0.10
Commercial Broadband Sales Coordinator	0.00	1.00	0.00
LPC Administrative Supervisor	0.00	0.00	1.00
Broadband Sr Customer Service Rep	1.00	1.00	0.00
Broadband Customer Service Rep	3.00	5.00	5.00
Total	8.60	12.30	10.50

Service: Broadband Administration**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	696,503	858,296	870,675
112 Temporary Wages	11,084	-	-
114 Skill Based Pay	2,836	3,000	3,000
115 One Time Payment	1,620	1,840	600
121 Wages - Overtime	7,798	3,480	3,000
123 Leave Expense	15,363	3,100	3,200
124 Skill Based Overtime Pay	63	-	-
126 Retirement Health Savings Plan	4,888	4,920	4,520
128 FICA	162	-	-
129 Medicare	9,010	12,233	11,855
131 MOPC	35,323	42,184	40,880
132 Employee Insurance	124,072	134,508	130,336
133 Employee Retirement	105,643	60,745	62,955
135 Compensation Insurance	344	578	10,407
136 Unemployment Insurance	1,433	1,597	570
137 Staff Training and Conferences	12,507	18,600	18,600
139 Dental Insurance	5,335	5,885	-
142 Food Allowance	254	700	500
<i>Subtotal</i>	<i>1,034,239</i>	<i>1,151,666</i>	<i>1,161,098</i>
Operating and Maintenance			
210 Office Supplies	9,460	12,308	10,000
217 Dues and Subscriptions	5,644	5,658	5,979
218 Non-Capital Equipment and Furniture	720	1,500	1,500
240 Equipment Repair and Maintenance	62,021	60,450	83,932
246 Liability Insurance	4,987	1,755	1,597
247 Safety Expenses	-	250	150
250 Professional and Contracted Services	146,500	105,400	35,900
252 Ads and Legal Notices	37,974	151,000	-
260 Utilities	415	425	425
261 Telephone Charges	1,915	2,700	2,784
263 Postage	8,628	12,500	-
264 Printing and Copying	54,754	57,200	-
269 Other Services and Charges	88,026	78,109	225,000
270 Administrative and Management Services	184,808	205,451	331,092
271 Franchise Equivalency	8,962	7,812	6,840
273 Fleet Lease - Operating and Maintenance	-	2,260	4,129
274 Fleet Lease - Replacement	214	1,362	4,180
<i>Subtotal</i>	<i>615,027</i>	<i>706,140</i>	<i>713,508</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	1,325,342	1,472,013	1,582,500
923 Principal - Current Bond Issue	-	2,245,000	2,880,000
950 Bad Debt	(262)	30,000	20,000
970 Transfers to Other Funds	1,832,755	225,694	265,365
<i>Subtotal</i>	<i>3,157,836</i>	<i>3,972,707</i>	<i>4,747,865</i>
Capital Outlay			
440 Machinery and Equipment	9,948	-	-
<i>Subtotal</i>	<i>9,948</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$4,817,049	\$5,830,513	\$6,622,471

Service: **Broadband Operations**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Operations is responsible for the construction, operations, and maintenance of the broadband services facilities that provide internet and digital voice services to residential, commercial, and industrial customers. Facilities in the broadband system include underground and overhead fiber optic lines, overhead and underground line terminals, optical network terminals, optical line terminals, and test access points. This service includes providing technical support to customers, network monitoring, and equipment provisioning.

SERVICE: Broadband Operations

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Dir of Electric/Broadband Ops	0.30	0.30	0.30
Electric Construction Coordinator	0.10	0.00	0.00
LPC Safety Coordinator	0.00	0.00	0.50
LPC Sr Network Engineer	0.00	0.00	1.00
Network Engineer	2.00	2.00	1.00
Field Service Supervisor	0.00	0.00	1.00
Broadband Network Operations Manager	1.00	1.00	1.00
Broadband System Administrator	0.00	1.00	0.00
Systems 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	6.00
Broadband Technical Service Representative	4.00	6.00	6.00
Total	20.40	22.30	22.80

Service: Broadband Operations**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	1,150,408	1,414,373	1,036,489
112 Temporary Wages	461	-	-
114 Skill Based Pay	135	-	-
115 One Time Payment	2,454	4,685	-
121 Wages - Overtime	74,823	50,000	31,800
123 Leave Expense	25,645	-	-
126 Retirement Health Savings Plan	4,982	8,920	5,520
128 FICA	25,409	-	-
129 Medicare	15,039	20,426	15,039
131 MOPC	31,061	70,434	51,858
132 Employee Insurance	222,892	225,389	165,947
133 Employee Retirement	125,317	101,426	79,862
135 Compensation Insurance	365	6,042	11,043
136 Unemployment Insurance	2,574	2,677	726
137 Staff Training and Conferences	3,670	16,000	13,000
139 Dental Insurance	9,578	9,861	-
141 Uniforms and Protective Cloth	7,105	5,000	4,600
142 Food Allowance	62	200	200
<i>Subtotal</i>	<i>1,701,980</i>	<i>1,935,433</i>	<i>1,416,084</i>
Operating and Maintenance			
210 Office Supplies	-	-	15,600
218 Non-Capital Equipment and Furniture	15,101	15,670	40,000
228 Janitorial Supplies	4,557	-	-
229 Materials and Miscellaneous Supplies	-	2,900	-
232 Building Repair and Maintenance	380,305	-	-
240 Equipment Repair and Maintenance	-	754,962	978,216
243 Non-Capital Computer Equipment and Supplies	-	5,375	-
246 Liability Insurance	2,182	4,817	6,158
247 Safety Expenses	6,032	4,000	3,000
249 Operating Leases and Rentals	-	-	5,000
250 Professional and Contracted Services	106,852	120,000	166,500
260 Utilities	1	-	-
261 Telephone Charges	10,913	10,680	5,700
263 Postage	229	-	-
264 Printing and Copying	353	-	-
269 Other Services and Charges	143,398	-	50,000
273 Fleet Lease - Operating and Maintenance	21,596	37,290	26,905
274 Fleet Lease - Replacement	44,873	52,684	56,118
<i>Subtotal</i>	<i>736,393</i>	<i>1,008,378</i>	<i>1,353,197</i>
Capital Outlay			
440 Machinery and Equipment	4,355	250,000	74,000
480 System Improvements	3,525	-	-
<i>Subtotal</i>	<i>7,879</i>	<i>250,000</i>	<i>74,000</i>
SERVICE TOTAL	\$2,446,252	\$3,193,811	\$2,843,281

Service: **Broadband Engineering**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Engineering is responsible for planning, designing, mapping and estimating for all facets of the fiber network. It includes responsibility for new developments, infrastructure protection and maintenance and coordination with other City departments and divisions including Design Review Committee, Building Permits, CIP, and contractors.

SERVICE: Broadband Engineering

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Dir of Electric/Broadband Eng	0.20	0.40	0.30
Elect Engineering Proj Coordinator	0.50	0.40	0.20
Electric Tech Services Coordinator	0.00	0.20	0.10
Sr Programmer Analyst	0.20	0.20	0.20
Elect Distr Field Engineer II	0.30	0.60	0.80
Sr GIS Analyst	0.00	0.00	1.00
Sr GIS/Mapping Technician	0.10	1.00	0.00
Sr Electrical Engineer	0.00	0.60	0.60
Total	1.30	3.40	3.20

Service: Broadband Engineering**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	194,344	299,710	299,419
112 Wages - Temporary	22,729	10,000	-
115 One Time Payment	1,086	1,233	-
121 Overtime Wages	5,362	-	-
123 Leave Expense	2,537	-	-
126 Retirement Health Savings Plan	11,218	1,360	1,280
128 FICA	-	620	-
129 Medicare	1,857	4,491	4,342
131 MOPC	7,114	14,985	14,971
132 Employee Insurance	38,294	47,954	47,907
133 Employee Retirement	(15,468)	21,579	23,055
135 Compensation Insurance	1,015	1,780	3,805
136 Unemployment Insurance	439	569	210
137 Staff Training and Conferences	-	3,500	2,500
139 Dental Insurance	1,633	2,098	-
<i>Subtotal</i>	<i>272,158</i>	<i>409,879</i>	<i>397,489</i>
Operating and Maintenance			
210 Office Supplies	330	100	300
240 Equipment Repair and Maintenance	24,287	15,750	31,500
246 Liability Insurance	436	396	463
247 Safety Expenses	63	250	100
250 Professional Contracted Services	-	5,000	5,000
261 Telephone Charges	104	420	294
<i>Subtotal</i>	<i>25,220</i>	<i>21,916</i>	<i>37,657</i>
SERVICE TOTAL	\$297,378	\$431,795	\$435,146

Service: **Broadband Marketing**

FUND: Electric and Broadband Fund

DEPARTMENT: Power & Communications

Service Description:

Broadband Marketing is responsible for developing and implementing brand and marketing strategies across all customer segments. This division directly corresponds with customers through in-person, telephone, email, and social media. This division is also responsible for interacting and communicating with the press both proactively and reactively. Marketing creates and manages all printed and digital material that relates to NextLight™, provides project and vendor management services, creates and implements direct mail, door hanging, and out-of-door campaigns in addition to traditional print and digital advertising. Marketing is also responsible for event management and premium merchandise, and produces videos as needed.

Service: Broadband Marketing

LINE ITEM BUDGET

Personal Services		2016 Actual	2017 Budget	2018 Budget
137	Staff Training and Conferences	-	-	1,000
142	Food Allowance	-	-	100
	<i>Subtotal</i>	-	-	1,100
Operating and Maintenance				
218	Non-Capital Equipment and Furniture	-	-	200
240	Equipment Repair and Maintenance	-	-	875
250	Professional and Contracted Services	-	-	60,000
252	Ads and Legal Notices	-	-	157,148
261	Telephone Charges	-	-	168
263	Postage	-	-	20,000
264	Printing and Copying	-	-	56,960
269	Other Services and Charges	-	-	42,025
	<i>Subtotal</i>	-	-	337,376
Non-Operating Expense				
970	Transfers to Other Funds	-	-	2,500
	<i>Subtotal</i>	-	-	2,500
SERVICE TOTAL		\$ -	\$ -	\$340,976

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	70,866	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	322,973	460,000	1,300,000
TOTAL	\$ 393,839	\$ 460,000	\$ 1,300,000

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.

2018 Budget

The following capital projects are funded in 2018. Detailed capital project descriptions are included in the 2018-2022 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

ELECTRIC CIF FUND PROJECTS	2018 Budget
ELE014 Electric Main Feeder Extensions	\$ 300,000
ELE016 Electric Substation Expansion	\$ 1,000,000
TOTAL	\$ 1,300,000

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 3,120,234	\$ 3,857,158	\$ 3,369,309
Committed Working Capital	-	430,849	-
SOURCES OF FUNDS			
Fees	1,111,381	388,000	773,872
Interest	19,382	15,000	15,000
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,130,763	403,000	788,872
EXPENSES			
Personal Services	70,866	-	-
Capital Projects	322,973	460,000	1,300,000
TOTAL EXPENSES	393,839	460,000	1,300,000
ENDING WORKING CAPITAL	3,857,158	3,369,309	2,858,181
CONTRIBUTION TO/(FROM) RESERVES	\$ 736,924	\$ (57,000)	\$ (511,128)

WATER FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	5,032,917	5,396,311	5,695,567
Operating and Maintenance	5,842,507	7,513,764	8,096,699
Non-Operating	1,395,652	1,252,632	1,231,230
Capital	6,919,356	3,516,152	5,543,272
TOTAL	\$ 19,190,432	\$ 17,678,859	\$ 20,566,768

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 10 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

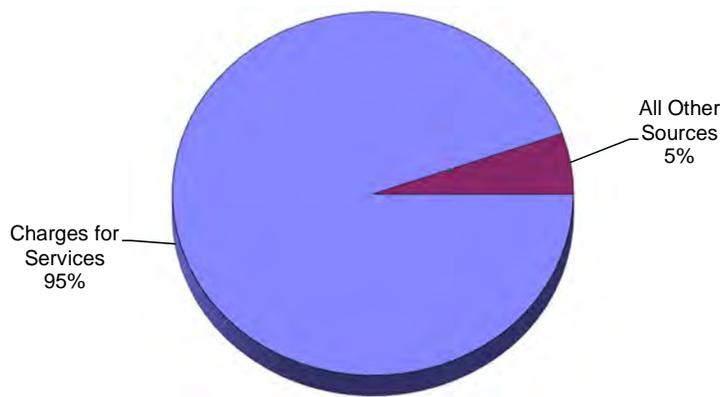
Water System

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 24,095,903	\$ 24,756,571	\$ 16,769,043
Committed Working Capital	-	7,687,161	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	16,925,918	16,145,296	18,262,396
System Development Fees	1,093,656	473,900	576,500
Interest - Operating	120,229	87,600	96,740
Interest - Debt Service			
Intergovernmental	930,469	-	-
Miscellaneous	241,711	45,000	350,000
Operating Transfers	383,364	626,696	626,696
TOTAL FUNDS	19,695,347	17,378,492	19,912,332
EXPENSES BY BUDGET SERVICE			
Water Utility Director	502,830	515,938	849,684
Water Administration/Engineering	4,018,070	4,046,483	4,061,559
Water Resources	3,851,921	3,163,991	2,929,695
Water Treatment Plants	2,343,476	2,563,758	2,913,313
Water Distribution	2,527,260	2,967,472	3,348,950
Water Quality Laboratory	329,272	452,523	477,221
Water Engineering/Survey Tech Services	332,150	331,228	288,861
Water Construction Inspection	122,167	145,775	174,428
Water Regulatory Compliance	265,826	310,250	361,580
Water Meter Reading	266,768	296,212	263,655
CIP Projects	4,630,692	2,885,229	4,897,822
Total Operating Expenses	19,190,432	17,678,859	20,566,768
Adjustment for GAAP Expenses	(155,753)	-	-
TOTAL ADJUSTED EXPENSES	19,034,679	17,678,859	20,566,768
ENDING WORKING CAPITAL	24,756,571	16,769,043	16,114,607
CONTRIBUTION TO/(FROM) RESERVES	\$ 660,668	\$ (300,367)	\$ (654,436)

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 2018.
- The 2018 Budget requires a contribution of \$638,459 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.

	2016 Actual	2017 Budget	2018 Budget
OPERATING REVENUE			
Sale of Treated Water	\$ 15,817,108	\$ 15,905,296	\$ 18,022,396
Sale of Raw Water	874,419	200,000	200,000
Construction Inspection Fees	49,240	-	-
Water Meters	170,423	25,000	25,000
Lab Testing Fees	14,728	15,000	15,000
System Development Fees	1,093,656	473,900	576,500
Intergovernmental Revenue	930,469	-	-
Interest Income	120,229	87,600	96,740
Developer Contribution	-	-	-
Other Revenue	241,711	45,000	350,000
Operating Transfers	383,364	626,696	626,696
Contribution from/(to) Fund Balance	(660,668)	300,367	654,436
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 19,034,679	\$ 17,678,859	\$ 20,566,768

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:	2016 Budget	2017 Budget	2018 Budget
General Manager PW&NR	0.30	0.30	0.25
PWNR Business & Strategic Planning Manager	0.30	0.30	0.25
PWNR Communications Coord & Mktg Mngr	0.00	0.30	0.25
PWNR Natural Resouces Mgr	0.00	0.00	0.15
Multi Media/Marketing Specialist	0.30	0.00	0.00
Flood Recovery Manager	0.00	0.00	0.30
PWNR Rate Analyst	0.30	0.30	0.25
Business Analyst	0.30	0.30	0.25
Executive Assistant	0.30	0.30	0.40
Customer Services Representative	0.00	0.30	0.25
Project Manager II	0.00	0.00	0.12
Weed Technician	0.00	0.40	0.40
Volunteer Coordinator	0.00	0.00	0.12
Administrative Supervisor	0.25	0.30	0.25
Administrative Assistant	0.50	0.30	0.25
Total	2.55	3.10	3.49

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	247,044	302,282	385,591
112 Wages - Temporary	13,126	9,600	10,142
114 Skill Based Pay	83	-	270
115 One Time Payment	1,310	1,901	-
121 Wages - Overtime	-	350	350
122 Longevity Compensation	576	542	510
123 Leave Expense	3,765	-	-
126 Retirement Health Savings Plan	2,328	1,360	1,396
128 FICA	789	595	629
129 Medicare	2,289	2,965	3,365
131 MOPC	11,813	13,158	14,230
132 Employee Insurance	33,599	42,107	45,493
133 Employee Retirement	28,137	18,949	21,915
135 Compensation Insurance	3,461	3,003	2,739
136 Unemployment Insurance	389	499	217
137 Staff Training and Conferences	882	1,816	1,816
139 Dental Insurance	1,447	1,843	-
142 Food Allowance	225	425	425
<i>Subtotal</i>	<i>351,264</i>	<i>401,395</i>	<i>489,088</i>
Operating and Maintenance			
210 Office Supplies	2,891	-	3,858
216 Reference Books and Materials	369	200	200
217 Dues and Subscriptions	527	799	905
218 Non-Capital Equipment and Furniture	18,628	905	3,113
222 Chemicals	-	3,180	3,180
229 Materials and Supplies	-	3,525	-
240 Equipment Repair and Maintenance	5,501	13,370	16,761
243 Non-Capital Computer Equipment and Supplies	-	2,286	-
245 Mileage Allowance	735	820	820
246 Liability Insurance	1,140	1,494	1,148
250 Professional and Contracted Services	78,245	71,277	313,485
252 Advertising and Legal Notices	1,509	2,125	2,125
261 Telephone Charges	680	800	800
263 Postage	1,635	1,875	2,075
264 Printing and Copying	2,230	2,420	2,420
269 Other Services and Charges	1,753	-	-
273 Fleet Lease Operating and Maintenance	305	71	355
274 Fleet Lease Replacement	2,879	2,879	1,727
<i>Subtotal</i>	<i>119,026</i>	<i>108,026</i>	<i>352,972</i>
Non-Operating Expense			
970 Transfers to Other Funds	6,331	6,517	7,624
<i>Subtotal</i>	<i>6,331</i>	<i>6,517</i>	<i>7,624</i>
Capital Outlay			
440 Machinery and Equipment	26,210	-	-
<i>Subtotal</i>	<i>26,210</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$502,830	\$515,938	\$849,684

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Engineering Services	0.20	0.15	0.15
PWNR Engineering Administrator	0.60	0.95	0.95
Senior Civil Engineer	1.90	1.90	1.90
Civil Engineer II	0.00	0.90	1.61
Civil Engineer	0.50	0.00	0.00
Project Manager II	0.16	0.66	0.16
Construction Inspector	0.00	0.15	0.15
Planning Tech	0.13	0.13	0.13
Natural Resources Specialist	0.35	0.35	0.35
Administrative Assistant	0.10	0.42	0.43
Total	3.94	5.61	5.83

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	437,705	510,045	553,196
112 Wages - Temporary	20,061	6,500	1,500
114 Skill Based Pay	81	-	300
115 One Time Payment	781	1,210	-
121 Wages - Overtime	536	-	-
122 Longevity Compensation	819	430	489
123 Leave Expense	10,983	18,000	18,600
126 Retirement Health Savings Plan	4,132	2,244	2,332
128 FICA	1,239	403	93
129 Medicare	5,455	7,185	7,728
131 MOPC	21,708	25,502	27,675
132 Employee Insurance	75,192	81,607	88,511
133 Employee Retirement	51,154	36,723	42,619
135 Compensation Insurance	268	341	309
136 Unemployment Insurance	859	969	414
137 Staff Training and Conferences	1,076	2,700	2,700
139 Dental Insurance	3,197	3,570	-
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	3	300	300
<i>Subtotal</i>	<i>635,251</i>	<i>697,829</i>	<i>746,866</i>
Operating and Maintenance			
210 Office Supplies	10,399	800	7,200
216 Reference Books and Materials	681	300	300
217 Dues and Subscriptions	575	1,129	1,129
218 Non-Capital Equipment and Furniture	484	2,421	4,877
223 Lab and Photo Supplies	-	100	-
229 Materials and Supplies	-	800	-
230 Printing and Copier Supplies	-	1,000	-
232 Building Repair and Maintenance	18,361	300	-
240 Equipment Repair and Maintenance	-	9,785	9,695
243 Non-Capital Computer Equipment and Supplies	-	5,170	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,300	1,232	1,248
247 Safety Expenses	-	500	500
250 Professional and Contracted Services	33,169	25,300	25,300
252 Advertising and Legal Notices	192	400	400
256 Refunds	10,154	3,000	3,000
259 Licenses and Permits	5,272	1,400	1,400
261 Telephone Charges	1,433	762	3,240
263 Postage	662	5,000	2,000
264 Printing and Copying	259	1,000	1,000
269 Other Services and Charges	170,760	172,004	172,004
270 Administrative and Management Services	1,417,185	1,536,776	1,482,097
271 Franchise Equivalency	309,930	323,806	366,148
273 Fleet Lease - Operating and Maintenance	6,223	2,980	2,975
274 Fleet Lease - Replacement	6,374	6,374	6,374
275 Building Permits To LDDA	85	-	-
<i>Subtotal</i>	<i>1,993,498</i>	<i>2,102,539</i>	<i>2,091,087</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	1,039,304	1,061,418	1,083,530
928 Interest on Notes and Contracts	310,620	122,195	102,360
950 Bad Debt	1,227	2,500	2,500
970 Transfers to Other Funds	38,171	60,002	35,216
<i>Subtotal</i>	<i>1,389,321</i>	<i>1,246,115</i>	<i>1,223,606</i>
SERVICE TOTAL	\$4,018,070	\$4,046,483	\$4,061,559

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:	2016 Budget	2017 Budget	2018 Budget
Water Quality Laboratory Supervisor	0.25	0.40	0.35
Water Quality Analyst	0.75	1.20	1.05
Laboratory Technician II	0.00	0.00	0.35
Laboratory Technician	0.75	1.40	1.04
Office Assistant	0.50	0.20	0.17
Total	2.25	3.20	2.96

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	123,155	201,493	185,346
112 Wages - Temporary	8,586	14,000	1,330
115 One Time Payment	595	243	1,488
121 Wages - Overtime	8,189	1,732	8,000
122 Longevity Compensation	768	396	347
123 Leave Expense	6,038	-	-
126 Retirement Health Savings Plan	1,100	1,280	1,184
128 FICA	532	868	82
129 Medicare	1,789	3,020	2,616
131 MOPC	6,566	10,075	9,267
132 Employee Insurance	26,695	32,239	29,655
133 Employee Retirement	18,343	14,507	14,271
135 Compensation Insurance	2,605	2,626	2,500
136 Unemployment Insurance	304	383	140
137 Staff Training and Conferences	4,400	3,200	3,200
139 Dental Insurance	1,131	1,410	-
141 Uniforms and Protective Clothing	-	54	70
142 Food Allowance	15	-	-
<i>Subtotal</i>	<i>210,812</i>	<i>287,526</i>	<i>259,496</i>
Operating and Maintenance			
210 Office Supplies	39,360	600	44,399
216 Reference Books and Materials	89	500	175
217 Dues and Subscriptions	191	900	935
218 Non-Capital Equipment and Furniture	552	11,800	5,079
223 Lab and Photo Supplies	-	44,200	-
228 Janitorial Supplies	-	805	-
229 Materials and Supplies	-	1,050	-
230 Printing and Copier Supplies	-	1,000	-
232 Building Repair and Maintenance	12,990	11,000	-
240 Equipment Repair and Maintenance	-	19,550	29,461
243 Non-Capital Computer Equipment and Supplies	-	4,897	-
246 Liability Insurance	301	393	394
247 Safety Expenses	156	736	644
250 Professional and Contracted Services	43,045	59,200	101,650
259 Licenses and Permits	1,195	2,500	2,200
261 Telephone Charges	500	400	525
263 Postage	-	50	44
264 Printing and Copying	-	1,150	1,050
269 Other Services and Charges	-	40	35
273 Fleet Lease - Operating and Maintenance	1,559	726	1,034
<i>Subtotal</i>	<i>99,939</i>	<i>161,497</i>	<i>187,625</i>
Capital Outlay			
440 Machinery and Equipment	18,522	3,500	30,100
<i>Subtotal</i>	<i>18,522</i>	<i>3,500</i>	<i>30,100</i>
SERVICE TOTAL	\$329,272	\$452,523	\$477,221

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Natural Resources Manager	0.00	0.15	0.00
Land Program Administrator	0.00	0.10	0.10
Watershed/Wildfire Resil Coord	0.00	0.00	0.75
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
Sr Arborist Technician	0.00	0.00	0.25
Arborist Technician II	0.25	0.25	0.00
Natural Resources Technician	0.15	0.15	0.15
Total	6.30	5.65	6.25

Service: Water Resources**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	431,245	438,987	488,705
112 Wages - Temporary	58,369	72,300	72,300
115 One Time Payment	1,868	4,192	-
121 Wages - Overtime	2,586	5,750	5,750
122 Longevity Compensation	3,840	3,960	4,080
123 Leave Expense	3,938	-	-
126 Retirement Health Savings Plan	4,977	2,260	2,500
128 FICA	3,616	4,483	4,483
129 Medicare	3,863	4,723	5,307
131 MOPC	21,116	21,949	24,435
132 Employee Insurance	69,902	70,238	78,193
133 Employee Retirement	53,468	31,607	37,630
135 Compensation Insurance	10,124	10,179	11,167
136 Unemployment Insurance	809	834	342
137 Staff Training and Conferences	4,028	4,650	5,400
139 Dental Insurance	3,010	3,073	-
141 Uniforms and Protective Clothing	737	1,000	1,000
142 Food Allowance	1,239	1,600	1,600
<i>Subtotal</i>	<i>678,737</i>	<i>681,785</i>	<i>742,892</i>
Operating and Maintenance			
210 Office Supplies	2,194	-	12,644
214 Pamphlets and Documents	158	3,700	3,700
216 Reference Books and Materials	56	200	200
217 Dues and Subscriptions	2,813	6,720	6,720
218 Non-Capital Equipment and Furniture	3,003	2,000	4,714
223 Lab and Photo Supplies	-	50	-
228 Janitorial Supplies	-	500	-
229 Materials and Supplies	-	10,750	-
232 Building Repair and Maintenance	-	37,000	-
233 Facility Repair and Maintenance	3,635	36,000	-
240 Equipment Repair and Maintenance	-	-	79,200
241 Grounds Maintenance	-	7,200	-
243 Non-Capital Computer Equipment and Supplies	-	1,950	-
244 Assessments	925,640	1,665,044	1,424,077
245 Mileage Allowance	215	467	467
246 Liability Insurance	5,486	4,792	5,154
247 Safety Expenses	473	600	600
249 Operating Leases and Rentals	151,463	141,638	76,000
250 Professional and Contracted Services	293,331	490,634	450,434
252 Advertising and Legal Notices	1,615	-	2,000
259 Licenses and Permits	128	8,975	8,975
260 Utilities	15,116	29,300	29,300
261 Telephone Charges	1,667	2,400	2,400
264 Printing and Copying	588	2,000	2,000
269 Other Services and Charges	6,319	200	6,500
273 Fleet Lease - Operating and Maintenance	28,502	17,616	18,644
274 Fleet Lease - Replacement	32,828	12,470	45,699
<i>Subtotal</i>	<i>1,475,226</i>	<i>2,482,206</i>	<i>2,179,428</i>
Capital Outlay			
432 Vehicles	-	-	7,375
489 Windy Gap Improvements	1,697,958	-	-
<i>Subtotal</i>	<i>1,697,958</i>	<i>-</i>	<i>7,375</i>
SERVICE TOTAL	\$3,851,921	\$3,163,991	\$2,929,695

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Operations	0.30	0.30	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
Chief Water Plant Operator	1.00	0.00	0.00
Sr Elec & Control Sys Eng	0.00	0.00	0.50
Electrical Engineering/Programmer	0.00	0.50	0.00
Operations and Maintenance Technician Lead	5.60	7.70	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	13.10	13.05

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

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	840,346	940,228	977,266
112 Wages - Temporary	411	10,000	10,000
114 Skill Based Pay	-	90	90
115 One Time Payment	2,687	4,430	-
121 Wages - Overtime	29,845	31,400	31,400
123 Leave Expense	24,703	-	-
126 Retirement Health Savings Plan	7,702	5,240	5,220
128 FICA	-	620	620
129 Medicare	11,122	13,779	14,316
131 MOPC	42,020	47,016	48,867
132 Employee Insurance	136,883	150,436	156,362
133 Employee Retirement	120,287	67,703	75,256
135 Compensation Insurance	17,171	16,272	15,828
136 Unemployment Insurance	1,584	1,786	672
137 Staff Training and Conferences	3,005	-	-
139 Dental Insurance	5,894	6,581	-
141 Uniforms and Protective Clothing	2,928	4,275	4,275
142 Food Allowance	-	600	600
<i>Subtotal</i>	<i>1,246,588</i>	<i>1,300,456</i>	<i>1,340,772</i>
Operating and Maintenance			
210 Office Supplies	22,682	2,000	38,226
216 Reference Books and Materials	681	1,600	1,600
217 Dues and Subscriptions	13,868	14,750	14,750
218 Non-Capital Equipment and Furniture	17,680	45,000	45,565
220 Gas and Oil	-	1,000	1,000
222 Chemicals	453,277	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	165,090	40,000	-
233 Facility Repair and Maintenance	-	95,000	-
240 Equipment Repair and Maintenance	-	17,900	161,612
243 Non-Capital Computer Equipment and Supplies	-	12,848	-
245 Mileage Allowance	-	600	600
246 Liability Insurance	11,838	21,399	16,069
247 Safety Expenses	7,181	7,000	7,000
249 Operating Leases and Rentals	250	1,500	1,500
250 Professional and Contracted Services	168,391	184,900	499,350
259 Licenses and Permits	4,940	11,500	11,500
260 Utilities	124,833	180,000	180,000
261 Telephone Charges	3,342	2,600	1,500
263 Postage	25	-	-
273 Fleet Lease - Operating and Maintenance	16,997	12,395	10,158
274 Fleet Lease - Replacement	19,066	5,060	2,111
<i>Subtotal</i>	<i>1,030,141</i>	<i>1,253,302</i>	<i>1,562,541</i>
Capital Outlay			
440 Machinery and Equipment	66,747	10,000	10,000
<i>Subtotal</i>	<i>66,747</i>	<i>10,000</i>	<i>10,000</i>
SERVICE TOTAL	\$2,343,476	\$2,563,758	\$2,913,313

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:	2016 Budget	2017 Budget	2018 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	0.20	0.20
Utility Maintenance Supervisor	0.30	0.30	0.30
Public Works Tech II	0.00	1.30	1.30
Public Works Tech I	0.20	0.20	0.20
Water Utilities Technician Lead	6.00	5.25	6.25
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	13.35	14.35

Service: Water Distribution**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	738,408	796,967	903,833
112 Wages - Temporary	18,299	33,400	22,000
114 Skill Based Pay	266	450	450
115 One Time Payment	3,295	3,860	403
121 Wages - Overtime	64,747	58,000	58,000
122 Longevity Compensation	1,920	1,980	2,040
123 Leave Expense	15,760	-	-
126 Retirement Health Savings Plan	8,857	5,340	5,740
128 FICA	1,682	2,071	1,364
129 Medicare	9,495	11,148	12,508
131 MOPC	36,601	39,871	45,215
132 Employee Insurance	122,549	127,515	144,613
133 Employee Retirement	99,414	57,414	69,630
135 Compensation Insurance	23,414	22,064	19,718
136 Unemployment Insurance	1,419	1,514	689
137 Staff Training and Conferences	12,430	19,350	19,350
139 Dental Insurance	5,279	5,579	-
141 Uniforms and Protective Clothing	5,760	5,075	7,596
142 Food Allowance	517	500	700
<i>Subtotal</i>	<i>1,170,114</i>	<i>1,192,098</i>	<i>1,313,849</i>
Operating and Maintenance			
210 Office Supplies	15,351	1,175	19,355
216 Reference Books and Materials	102	500	500
217 Dues and Subscriptions	3,287	3,500	3,500
218 Non-Capital Equipment and Furniture	13,413	21,800	58,361
220 Gas and Oil	-	100	100
222 Chemicals	8,298	10,000	10,000
228 Janitorial Supplies	-	600	-
229 Materials and Supplies	-	14,000	-
230 Printing and Copier Supplies	-	650	-
232 Building Repair and Maintenance	239,537	9,750	-
233 Facility Repair and Maintenance	-	15,000	-
235 Station Maintenance	-	38,500	-
236 Treated and Untreated Water Storage	-	8,500	-
237 Line Repair/maintenance	-	220,000	-
238 Hydrant Repair and Maintenance	-	4,000	-
239 Meter Repair and Maintenance	-	12,000	-
240 Equipment Repair and Maintenance	-	10,515	326,265
241 Grounds Maintenance	-	2,000	-
242 Street Repair/maintenance	-	2,000	-
243 Non-Capital Computer Equipment and Supplies	-	8,880	-
245 Mileage Allowance	-	500	500
246 Liability Insurance	85,863	118,518	117,138
247 Safety Expenses	7,295	8,500	8,500
249 Operating Leases and Rentals	320	2,000	2,000
250 Professional and Contracted Services	87,891	191,197	415,197
252 Advertising and Legal Notices	-	2,000	2,000
254 Cross Connection Repair and Maintenance	-	7,000	7,000
259 Licenses and Permits	655	2,620	2,620
260 Utilities	52,745	63,590	64,440
261 Telephone Charges	10,397	10,988	4,489
262 Radio Repair and Maintenance	-	4,000	-
263 Postage	21	-	-
264 Printing and Copying	410	1,000	1,000
269 Other Services and Charges	805	3,000	3,000
273 Fleet Lease - Operating and Maintenance	152,302	143,702	151,487
274 Fleet Lease - Replacement	203,782	224,814	239,674
<i>Subtotal</i>	<i>882,475</i>	<i>1,166,899</i>	<i>1,437,126</i>
Capital Outlay			
440 Machinery and Equipment	23,458	39,500	24,000
455 System Renovations and Replacement	-	53,000	53,000
481 Taps	12,160	20,000	20,000
484 Backflow Devices	578	3,000	3,000
486 Meters	438,475	492,975	497,975
<i>Subtotal</i>	<i>474,671</i>	<i>608,475</i>	<i>597,975</i>
SERVICE TOTAL	\$2,527,260	\$2,967,472	\$3,348,950

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Technology/GIS Coordinator	0.31	0.30	0.25
PWNR Applications Support Analyst	0.31	0.30	0.25
Engineering and Survey Tech Supervisor	0.31	0.30	0.25
Lead GIS Analyst	0.31	0.30	0.25
Sr GIS Analyst	0.00	0.00	0.25
Senior GIS/Mapping Technician	0.31	0.30	0.00
GIS/Mapping Technician	0.31	0.30	0.25
Engineering Technician	0.62	0.60	0.50
Senior Engineering Technician	0.31	0.30	0.25
Total	2.79	2.70	2.25

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	22,815	185,524	161,123
112	Wages - Temporary	350	-	-
114	Skill Based Pay	524	1,500	90
115	One Time Payment	2,004	842	-
121	Wages - Overtime	2,741	500	417
123	Leave Expense	16,528	-	-
124	Skill Based Overtime Pay	3	-	-
126	Retirement Health Savings Plan	5,494	1,080	900
129	Medicare	6,959	2,712	2,337
131	MOPC	27,997	9,351	8,060
132	Employee Insurance	95,377	29,684	25,780
133	Employee Retirement	82,770	13,466	12,413
135	Compensation Insurance	449	432	112
136	Unemployment Insurance	1,102	353	113
137	Staff Training and Conferences	6,993	5,664	4,720
139	Dental Insurance	4,100	1,298	-
141	Uniforms and Protective Clothing	-	90	90
	<i>Subtotal</i>	<i>276,205</i>	<i>252,496</i>	<i>216,155</i>
Operating and Maintenance				
210	Office Supplies	14,284	-	4,130
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	18,223	6,949	5,804
218	Non-Capital Equipment and Furniture	1,475	3,540	2,742
219	Drafting Supplies	-	900	-
229	Materials and Supplies	-	300	-
240	Equipment Repair and Maintenance	14,686	49,064	42,156
243	Non-Capital Computer Equipment and Supplies	-	450	-
246	Liability Insurance	1,155	1,226	735
247	Safety Expenses	515	300	250
250	Professional and Contracted Services	2,954	9,825	4,025
261	Telephone Charges	360	230	8,720
263	Postage	26	-	-
264	Printing and Copying	37	150	150
273	Fleet Lease - Operating and Maintenance	2,229	5,768	2,254
274	Fleet Lease - Replacement	-	-	1,710
	<i>Subtotal</i>	<i>55,945</i>	<i>78,732</i>	<i>72,706</i>
	SERVICE TOTAL	\$332,150	\$331,228	\$288,861

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:	2016 Budget	2017 Budget	2018 Budget
Construction Inspection Supervisor	0.15	0.20	0.20
Senior Construction Inspector	0.30	0.40	0.40
Construction Inspector	0.45	0.80	0.80
Total	0.90	1.40	1.40

Service: Water Construction Inspection**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	103,505	87,504	93,170
112	Wages - Temporary	-	12,000	12,000
115	One Time Payment	-	781	-
121	Wages - Overtime	82	12,000	12,000
122	Longevity Compensation	-	408	420
123	Leave Expense	184	-	-
126	Retirement Health Savings Plan	-	560	560
128	FICA	-	744	744
129	Medicare	30	1,257	1,326
131	MOPC	146	4,375	4,659
132	Employee Insurance	-	14,001	14,907
133	Employee Retirement	-	6,300	7,174
136	Unemployment Insurance	-	166	65
137	Staff Training and Conferences	-	800	800
139	Dental Insurance	-	613	-
141	Uniforms and Protective Clothing	-	40	80
	<i>Subtotal</i>	<i>103,946</i>	<i>141,549</i>	<i>147,905</i>
Operating and Maintenance				
210	Office Supplies	-	100	1,100
216	Reference Books and Materials	-	40	40
217	Dues and Subscriptions	-	140	240
218	Non-Capital Equipment and Furniture	-	240	3,764
222	Chemicals	-	60	100
229	Materials and Supplies	-	500	-
240	Equipment Repair and Maintenance	-	100	100
243	Non-Capital Computer Equipment and Supplies	-	855	-
247	Safety Expenses	-	300	300
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	13,663	67	-
261	Telephone Charges	3	1,364	1,484
264	Printing and Copying	-	60	60
273	Fleet Lease - Operating and Maintenance	-	-	12,109
274	Fleet Lease - Replacement	-	-	6,826
	<i>Subtotal</i>	<i>13,666</i>	<i>4,226</i>	<i>26,523</i>
Capital Outlay				
432	Vehicles	4,555	-	-
	<i>Subtotal</i>	<i>4,555</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$122,167	\$145,775	\$174,428

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Environmental Services Manager	0.40	0.30	0.25
Sustainability Coordinator	0.00	0.20	0.20
Economic Sustainability Specialist	0.00	0.00	0.09
Civil Engineer II	0.00	1.05	0.95
Civil Engineer	0.80	0.00	0.00
Neighborhood Resource Specialist	0.00	0.00	0.09
Environmental Project Specialist	0.40	0.00	0.00
Total	1.60	1.55	1.58

Service: Water Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	151,726	147,166	152,780
112	Wages - Temporary	-	-	14,560
115	One Time Payment	-	900	750
122	Longevity Compensation	-	558	480
126	Retirement Health Savings Plan	-	620	632
128	FICA	-	-	903
129	Medicare	45	1,586	1,957
131	MOPC	250	7,358	7,638
132	Employee Insurance	-	23,546	24,445
133	Employee Retirement	-	10,596	11,764
136	Unemployment Insurance	-	280	124
137	Staff Training and Conferences	-	8,000	8,900
139	Dental Insurance	-	1,030	-
	<i>Subtotal</i>	<i>152,021</i>	<i>201,640</i>	<i>224,933</i>
Operating and Maintenance				
210	Office Supplies	-	100	1,371
216	Reference Books and Materials	-	200	240
217	Dues and Subscriptions	-	600	892
218	Non-Capital Equipment and Furniture	-	1,448	2,579
235	Station Maintenance	989	20,000	-
240	Equipment Repair and Maintenance	-	-	20,500
243	Non-Capital Computer Equipment and Supplies	-	2,771	-
245	Mileage Allowance	-	500	500
247	Safety Expenses	-	-	200
250	Professional and Contracted Services	112,807	58,000	83,316
259	Licenses and Permits	-	10,125	10,150
263	Postage	9	9,000	9,000
264	Printing and Copying	-	5,000	6,860
273	Fleet Lease - Operating and Maintenance	-	866	1,039
	<i>Subtotal</i>	<i>113,805</i>	<i>108,610</i>	<i>136,647</i>
	SERVICE TOTAL	\$265,826	\$310,250	\$361,580

Service: **Meter Reading**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Meter Reading is responsible for reading approximately 70,000 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:	2016 Budget	2017 Budget	2018 Budget
Meter Reading Supervisor	0.37	0.37	0.30
Metering & Application Support Coord	0.15	0.15	0.12
Senior Meter Reader	0.73	0.37	0.30
Meter Reader	2.39	2.76	2.26
Total	3.64	3.64	2.98

Service: Meter Reading**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	207,585	179,234	150,750
115	One Time Payment	-	195	-
123	Leave Expense	84	-	-
126	Retirement Health Savings Plan	-	1,455	1,192
129	Medicare	63	2,599	2,186
131	MOPC	248	8,962	7,537
132	Employee Insurance	-	28,677	24,120
133	Employee Retirement	-	12,905	11,608
135	Compensation Insurance	-	-	12,917
136	Unemployment Insurance	-	341	106
137	Staff Training and Conferences	-	3,252	2,655
139	Dental Insurance	-	1,255	-
141	Uniforms and Protective Clothing	-	662	540
	<i>Subtotal</i>	<i>207,979</i>	<i>239,537</i>	<i>213,611</i>
Operating and Maintenance				
210	Office Supplies	-	-	1,131
218	Non-Capital Equipment and Furniture	-	1,294	300
229	Materials and Miscellaneous Supplies	-	1,385	-
240	Equipment Repair and Maintenance	-	7,718	8,460
246	Liability Insurance	-	-	939
247	Safety Expenses	-	827	675
250	Professional and Contracted Services	58,788	3,124	2,550
261	Telephone Charges	-	992	810
264	Printing and Copying	-	184	150
270	Administrative and Management Services	-	32,203	24,798
273	Fleet Lease - Operating and Maintenance	-	-	8,624
274	Fleet Lease - Replacement	-	-	1,607
	<i>Subtotal</i>	<i>58,788</i>	<i>47,727</i>	<i>50,044</i>
Capital Outlay				
440	Machinery and Equipment	-	8,948	-
	<i>Subtotal</i>	<i>-</i>	<i>8,948</i>	<i>-</i>
	SERVICE TOTAL	\$266,768	\$296,212	\$263,655

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DRN021 Storm Drainage Rehabilitation and Improvements	7,500
DRN037 Oligarchy Ditch Improvements	90,400
PBF082 Municipal Buildings HVAC Replacement	9,635
PBF192 Operations and Maintenance Building and Site Improvement	285,302
PRO121 Park Ponds Dredging and Stabilization	53,025
PRO200 Public Education and Interpretive Signage	5,750
TRP129 Air Quality Monitoring Installation	27,450
WTR066 Water Distribution Rehabilitation and Improvements	1,269,590
WTR112 North St Vrain Pipeline Replacement	550,000
WTR150 Automatic Meter Reading	56,250
WTR155 Water Treatment Plant Improvements	100,000
WTR173 Raw Water Irrigation Planning and Construction	100,180
WTR181 Water Resources Rehab and Improvements	1,331,040
WTR182 Flow Monitoring Program	50,000
WTR188 Regional Potable Water Interconnections	656,700
WTR191 Montgomery Tank Replacement	255,000
WTR192 Price Park Transmission Line Rehabilitation	50,000
TOTAL	\$ 4,897,822

WATER CONSTRUCTION FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	117,140	2,500	-
Non-Operating	761	-	626,696
Capital	908,705	1,621,374	1,049,400
TOTAL	\$ 1,026,606	\$ 1,623,874	\$ 1,676,096

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.

2018 Budget

The following capital projects are funded in 2018. Detailed capital project descriptions are included in the 2018-2022 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2018 Budget
WTR109 Clover Basin Water Transmission Line	646,400
WTR137 Union Reservoir Land Acquisition Program	50,000
WTR179 Water System Oversizing	50,500
WTR188 Regional Potable Water Interconnections	281,500
WTR191 Montgomery Tank Replacement	21,000
TOTAL	\$ 1,049,400

WATER CONSTRUCTION FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 20,245,897	\$ 24,216,355	\$ 24,026,552
Committed Working Capital	-	801,129	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	4,882,751	2,143,100	2,345,400
Developer Participation	-	-	-
Miscellaneous	-	-	-
Interest	114,313	92,100	124,600
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	4,997,064	2,235,200	2,470,000
EXPENSES			
Non-Operating	-	626,696	626,696
Capital Projects	1,026,606	997,178	1,049,400
TOTAL EXPENSES	1,026,606	1,623,874	1,676,096
ENDING WORKING CAPITAL	24,216,355	24,026,552	24,820,456
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,970,458	\$ 611,326	\$ 793,904

RAW WATER STORAGE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	415,000
TOTAL	\$ -	\$ -	\$ 415,000

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 411,688	\$ 413,902	\$ 415,402
SOURCES OF FUNDS			
REVENUES			
Interest	2,214	1,500	1,000
TOTAL FUNDS	2,214	1,500	1,000
EXPENSES			
Capital Projects	-	-	415,000
TOTAL EXPENSES	-	-	415,000
ENDING WORKING CAPITAL	413,902	415,402	1,402
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,214	\$ 1,500	\$ (414,000)

WATER CASH ACQUISITION FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	42,456	100,000	100,000
Non-Operating	-	-	-
Capital	-	50,000	5,835,000
TOTAL	\$ 42,456	\$ 150,000	\$ 5,935,000

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 5,231,668	\$ 6,219,729	\$ 6,099,929
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	1,000,095	5,000	5,000
Interest	30,422	25,200	30,100
TOTAL FUNDS	1,030,517	30,200	35,100
EXPENSES			
Conservation Initiatives and Misc Operating	42,456	100,000	100,000
Purchase of Water Rights	-	50,000	50,000
Capital Projects	-	-	5,785,000
TOTAL EXPENSES	42,456	150,000	5,935,000
ENDING WORKING CAPITAL	6,219,729	6,099,929	200,029
CONTRIBUTION TO/(FROM) RESERVES	\$ 988,061	\$ (119,800)	\$ (5,899,900)

SEWER FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,511,919	3,938,949	4,189,698
Operating and Maintenance	4,600,333	5,003,674	4,975,071
Non-Operating	5,218,501	3,674,128	3,622,859
Capital	20,365,001	2,977,094	2,877,984
TOTAL	\$ 33,695,755	\$ 15,593,845	\$ 15,665,612

Fund Description

The Sewer Fund pays for all costs associated with delivering sewer services to Longmont customers. Those services include collection of raw sewage, treatment of the sewage, treatment of the solid waste resulting from treatment of raw sewage, and maintenance of the City's wastewater collection system. The largest source of revenue to pay for those expenses is payments of monthly bills from sewer customers.

The Sewer Fund includes eleven budget services:

- Public Works and Natural Resources Director
- Wastewater Administration/Engineering
- Industrial Pretreatment
- Collection System
- Wastewater Treatment Plant
- Wastewater Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

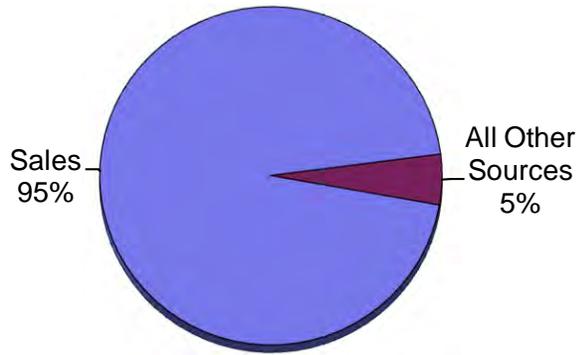
Sewer System

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

SEWER FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 39,382,515	\$ 23,026,641	\$ 3,629,203
Committed Working Capital	-	18,777,645	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	13,416,910	14,254,100	14,575,000
Developer Contribution	-	-	-
Intergovernmental	1,641,549	162,076	155,034
Interest - Operating	68,294	30,600	36,480
Interest - Debt Service	123,976	-	-
Miscellaneous	70,987	-	-
Operating Transfers	2,177,885	527,276	524,922
TOTAL FUNDS	17,499,601	14,974,052	15,291,436
EXPENSES BY BUDGET SERVICE			
Wastewater Utility Director	3,912,421	3,969,716	4,107,552
Wastewater Administration/Engineering	3,613,077	2,190,488	2,220,718
Industrial Pretreatment	130,497	154,410	156,189
Collection System	1,354,657	1,630,116	1,662,860
Wastewater Treatment Plant	3,335,667	3,857,741	3,443,574
Wastewater Quality Laboratory	618,572	576,936	745,137
Wastewater Construction Inspection	96,779	72,889	89,341
Wastewater Regulatory Compliance	161,646	307,482	339,264
Wastewater Meter Reading	89,336	98,740	87,080
Wastewater Engineering/Survey Tech Services	102,510	107,341	171,312
CIP Projects	20,280,594	2,627,986	2,642,585
Total Operating Expenses	33,695,755	15,593,845	15,665,612
Adjustment for GAAP Expenses	159,720	-	-
TOTAL ADJUSTED EXPENSES	33,855,475	15,593,845	15,665,612
ENDING WORKING CAPITAL	23,026,641	3,629,203	3,255,027
CONTRIBUTION TO/(FROM) RESERVES	\$ (16,355,874)	\$ (619,793)	\$ (374,176)

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 95% of its operating revenues from sales to the City’s wastewater customers in 2018.
- The Sewer Fund will require a contribution from fund balance of \$374,176 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.

	2016 Actual	2017 Budget	2018 Budget
OPERATING REVENUE			
Sales	\$ 13,416,910	\$ 14,254,100	\$ 14,575,000
Intergovernmental Revenue	1,641,549	162,076	155,034
Interest Income	68,294	30,600	36,480
Interest on Debt Service	123,976		
Operating Transfers	2,177,885	527,276	524,922
Other Revenue	70,987	-	-
Contribution from/(to) Fund Balance	16,355,874	619,793	374,176
TOTAL FUNDS NEEDED TO MEET EXPENSES			
	\$ 33,855,475	\$ 15,593,845	\$ 15,665,612

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:	2016 Budget	2017 Budget	2018 Budget
General Manager PW&NR	0.20	0.20	0.17
PWNR Business & Strategic Planning Manager	0.20	0.20	0.17
PWNR Communications Coord	0.00	0.20	0.17
Multi Media/Marketing Spec	0.20	0.00	0.00
PWNR Rate Analyst	0.20	0.20	0.17
Flood Recovery Manager	0.00	0.00	0.15
Business Analyst	0.20	0.20	0.17
Executive Assistant	0.20	0.20	0.17
Weed Technician	0.00	0.03	0.03
Customer Services Representative	0.00	0.10	0.05
Administrative Supervisor	0.25	0.10	0.05
Administrative Assistant	0.00	0.10	0.05
Total	1.45	1.53	1.35

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	137,936	170,091	200,985
112 Wages - Temporary	7,940	3,200	1,690
114 Skill Based Pay	28	-	90
115 One Time Payment	596	1,127	-
121 Wages - Overtime	-	150	150
122 Longevity Compensation	192	181	102
123 Leave Expense	2,211	-	-
126 Retirement Health Savings Plan	1,345	672	540
128 FICA	474	198	105
129 Medicare	1,341	1,550	1,342
131 MOPC	6,996	7,240	6,400
132 Employee Insurance	19,859	23,169	20,463
133 Employee Retirement	17,099	10,426	9,854
135 Compensation Insurance	92	114	82
136 Unemployment Insurance	231	275	89
137 Staff Training and Conferences	458	1,081	1,066
139 Dental Insurance	860	1,014	-
142 Food Allowance	149	425	425
<i>Subtotal</i>	<i>197,807</i>	<i>220,913</i>	<i>243,383</i>
Operating and Maintenance			
210 Office Supplies	1,558	-	1,605
216 Reference Books and Materials	369	100	100
217 Dues and Subscriptions	436	214	257
218 Non-Capital Equipment and Furniture	1,660	581	1,481
222 Chemicals	-	240	240
229 Materials and Supplies	-	1,250	-
240 Equipment Repair and Maintenance	3,216	9,685	11,458
243 Non-Capital Computer Equipment and Supplies	-	1,001	-
245 Mileage Allowance	482	580	580
246 Liability Insurance	333	785	350
250 Professional and Contracted Services	68,517	81,637	212,665
252 Advertising and Legal Notices	7	550	550
263 Postage	-	750	830
264 Printing and Copying	1,453	965	958
269 Other Services and Charges	18,682	20,000	20,000
273 Fleet Lease - Operating and Maintenance	305	707	1,997
274 Fleet Lease - Replacement	2,879	2,879	1,722
<i>Subtotal</i>	<i>99,896</i>	<i>121,924</i>	<i>254,793</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	2,026,932	1,890,293	1,827,520
923 Bond Principal - Current	1,545,000	1,735,000	1,780,000
970 Transfers to Other Funds	1,541	1,586	1,856
<i>Subtotal</i>	<i>3,573,473</i>	<i>3,626,879</i>	<i>3,609,376</i>
Capital Outlay			
440 Machinery and Equipment	41,245	-	-
<i>Subtotal</i>	<i>41,245</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$3,912,421	\$3,969,716	\$4,107,552

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Engineering Services	0.20	0.15	0.15
PWNR Engineering Administrator	0.50	0.75	0.85
Senior Civil Engineer	1.30	1.65	1.75
Civil Engineer II	0.00	1.10	1.36
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	0.60	0.10
Administrative Assistant	0.20	0.42	0.43
Total	3.45	4.79	4.76

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	364,865	444,433	464,696
112 Wages - Temporary	15,931	6,500	1,500
114 Skill Based Pay	81	-	300
115 One Time Payment	302	827	-
121 Wages - Overtime	153	-	-
122 Longevity Compensation	819	1,426	2,025
123 Leave Expense	10,591	9,000	9,000
126 Retirement Health Savings Plan	2,837	1,916	1,904
128 FICA	991	403	93
129 Medicare	4,528	6,234	6,445
131 MOPC	18,494	22,222	23,250
132 Employee Insurance	71,892	71,110	74,351
133 Employee Retirement	48,889	31,999	35,805
135 Compensation Insurance	236	326	269
136 Unemployment Insurance	820	844	325
137 Staff Training and Conferences	3,071	4,200	4,200
139 Dental Insurance	3,054	3,111	-
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	3	300	300
<i>Subtotal</i>	<i>547,557</i>	<i>604,951</i>	<i>624,563</i>
Operating and Maintenance			
210 Office Supplies	9,890	800	8,000
215 Audiovisual Materials	-	100	-
216 Reference Books and Materials	96	300	300
217 Dues and Subscriptions	504	1,579	1,579
218 Non-Capital Equipment and Furniture	116	2,421	3,477
223 Lab and Photo Supplies	-	100	-
229 Materials and Supplies	-	600	-
230 Printing and Copier Supplies	-	1,000	-
232 Building Repair and Maintenance	18,361	300	-
240 Equipment Repair and Maintenance	-	9,535	9,445
243 Non-Capital Computer Equipment and Supplies	-	5,785	-
245 Mileage Allowance	-	334	200
246 Liability Insurance	1,228	1,199	1,299
247 Safety Expenses	-	-	500
250 Professional and Contracted Services	30,650	34,300	34,300
252 Advertising and Legal Notices	192	400	400
259 Licenses and Permits	2,250	250	250
261 Telephone Charges	610	762	3,130
263 Postage	634	1,500	1,500
264 Printing and Copying	2	1,000	1,000
269 Other Services and Charges	50,318	15,000	15,000
270 Administrative and Management Services	740,067	879,370	909,683
271 Franchise Equivalency	551,772	570,164	583,000
273 Fleet Lease - Operating and Maintenance	5,736	3,845	1,965
274 Fleet Lease - Replacement	7,644	7,644	7,644
275 Building Permits To LDDA	420	-	-
<i>Subtotal</i>	<i>1,420,491</i>	<i>1,538,288</i>	<i>1,582,672</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	(132,387)	-	-
950 Bad Debt	1,863	2,000	2,000
970 Transfers to Other Funds	1,775,552	45,249	11,483
<i>Subtotal</i>	<i>1,645,028</i>	<i>47,249</i>	<i>13,483</i>
SERVICE TOTAL	\$3,613,077	\$2,190,488	\$2,220,718

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:	2016 Budget	2017 Budget	2018 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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	316,216	450,289	478,572
112 Wages - Temporary	26,484	52,050	52,050
114 Skill Based Pay	134	225	225
115 One Time Payment	2,867	890	403
121 Wages - Overtime	22,062	19,800	19,800
123 Leave Expense	13,511	-	-
126 Retirement Health Savings Plan	6,243	3,040	3,040
128 FICA	2,062	3,227	3,227
129 Medicare	5,794	7,287	7,697
131 MOPC	19,923	22,525	23,940
132 Employee Insurance	70,218	72,046	76,572
133 Employee Retirement	57,430	32,437	36,867
135 Compensation Insurance	28,973	28,447	24,120
136 Unemployment Insurance	813	856	324
139 Dental Insurance	3,026	3,152	-
141 Uniforms and Protective Clothing	2,270	3,550	5,250
142 Food Allowance	143	200	200
<i>Subtotal</i>	<i>578,169</i>	<i>700,021</i>	<i>732,287</i>
Operating and Maintenance			
210 Office Supplies	9,181	705	13,826
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	1,836	1,616	1,616
218 Non-Capital Equipment and Furniture	5,730	10,500	24,549
220 Gas and Oil	-	50	50
222 Chemicals	-	5,000	5,000
228 Janitorial Supplies	-	300	-
229 Materials and Supplies	-	7,100	-
230 Printing and Copier Supplies	-	390	-
232 Building Repair and Maintenance	209,188	4,950	-
233 Facility Repair and Maintenance	-	10,000	-
235 Station Maintenance	-	17,000	-
237 Line Repair/maintenance	-	65,000	-
239 Meter Repair and Maintenance	-	4,000	-
240 Equipment Repair and Maintenance	-	16,825	119,275
241 Grounds Maintenance	-	500	-
242 Street Repair/maintenance	-	1,000	-
243 Non-Capital Computer Equipment and Supplies	-	7,933	-
245 Mileage Allowance	-	400	400
246 Liability Insurance	196,625	166,267	159,614
247 Safety Expenses	4,888	5,000	5,000
249 Operating Leases and Rentals	35	500	500
250 Professional and Contracted Services	79,115	140,000	140,000
252 Advertising and Legal Notices	-	300	300
259 Licenses and Permits	1,565	1,850	1,850
260 Utilities	12,936	13,430	13,715
261 Telephone Charges	5,292	5,285	1,586
262 Radio Repair and Maintenance	-	2,000	-
263 Postage	1	-	-
264 Printing and Copying	-	1,000	1,000
269 Other Services and Charges	766	1,850	1,850
273 Fleet Lease - Operating and Maintenance	98,736	94,741	87,119
274 Fleet Lease - Replacement	150,596	171,078	196,824
<i>Subtotal</i>	<i>776,488</i>	<i>756,970</i>	<i>774,474</i>
Capital Outlay			
432 Vehicles	-	-	2,574
440 Machinery and Equipment	-	19,600	-
481 Taps	-	1,200	1,200
486 Meters	-	152,325	152,325
<i>Subtotal</i>	<i>-</i>	<i>173,125</i>	<i>156,099</i>
SERVICE TOTAL	\$1,354,657	\$1,630,116	\$1,662,860

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:	2016 Budget	2017 Budget	2018 Budget
Industrial Pretreatment Coordinator	1.00	0.90	0.90
Environmental Regulatory Specialist	0.20	0.00	0.00
Total	1.20	0.90	0.90

Service: Industrial Pretreatment**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	69,456	79,515	78,253
115	One Time Payment	450	1,425	-
121	Overtime Wages	35	-	-
122	Longevity Compensation	384	99	-
123	Leave Expense	3,110	-	-
126	Retirement Health Savings Plan	1,052	380	360
129	Medicare	817	1,105	1,135
131	MOPC	3,770	3,976	3,913
132	Employee Insurance	12,434	12,722	12,520
133	Employee Retirement	13,005	5,725	6,025
135	Compensation Insurance	1,099	896	831
136	Unemployment Insurance	146	151	55
137	Staff Training and Conferences	-	1,100	1,500
139	Dental Insurance	542	557	-
	<i>Subtotal</i>	<i>106,300</i>	<i>107,651</i>	<i>104,592</i>
Operating and Maintenance				
210	Office Supplies	11,358	300	13,700
216	Reference Books and Materials	91	600	500
217	Dues and Subscriptions	538	700	700
218	Non-Capital Equipment and Furniture	19	700	500
223	Lab and Photo Supplies	-	1,400	-
229	Materials and Supplies	-	10,300	-
240	Equipment Repair and Maintenance	422	7,000	7,000
243	Non-Capital Computer Equipment and Supplies	-	500	-
245	Mileage Allowance	-	200	100
246	Liability Insurance	250	199	211
247	Safety Expenses	2	550	500
250	Professional and Contracted Services	10,144	18,750	24,870
252	Advertising and Legal Notices	36	200	200
259	Licenses and Permits	-	150	400
261	Telephone Charges	419	750	850
263	Postage	-	-	800
264	Printing and Copying	175	2,300	1,000
273	Fleet Lease - Operating and Maintenance	743	2,160	266
	<i>Subtotal</i>	<i>24,196</i>	<i>46,759</i>	<i>51,597</i>
	SERVICE TOTAL	\$130,497	\$154,410	\$156,189

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:	2016 Budget	2017 Budget	2018 Budget
Water Quality Laboratory Supervisor	0.70	0.50	0.55
Water Quality Analyst	2.10	1.50	1.65
Laboratory Technician II	0.00	0.00	0.55
Laboratory Technician	2.10	1.75	1.66
Office Assistant	0.00	0.30	0.28
Total	4.90	4.05	4.69

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	264,827	253,665	293,034
112	Wages - Temporary	13,596	24,000	20,900
115	One Time Payment	1,040	363	2,338
121	Wages - Overtime	18,305	2,708	18,000
122	Longevity Compensation	1,152	594	571
123	Leave Expense	11,449	-	-
126	Retirement Health Savings Plan	2,444	1,620	1,876
128	FICA	843	1,488	1,296
129	Medicare	3,736	3,870	4,402
131	MOPC	13,611	12,683	14,651
132	Employee Insurance	44,458	40,586	46,885
133	Employee Retirement	33,394	18,264	22,564
135	Compensation Insurance	4,179	3,499	2,931
136	Unemployment Insurance	518	482	222
137	Staff Training and Conferences	6,256	4,000	4,000
139	Dental Insurance	1,928	1,776	-
141	Uniforms and Protective Clothing	-	101	110
142	Food Allowance	23	-	-
	<i>Subtotal</i>	<i>421,759</i>	<i>369,699</i>	<i>433,780</i>
Operating and Maintenance				
210	Office Supplies	71,842	750	69,769
216	Reference Books and Materials	133	500	275
217	Dues and Subscriptions	622	1,000	1,255
218	Non-Capital Equipment and Furniture	720	9,125	7,979
223	Lab and Photo Supplies	-	55,250	-
228	Janitorial Supplies	-	1,495	-
229	Materials and Supplies	-	1,950	-
230	Printing and Copier Supplies	-	1,500	-
232	Building Repair and Maintenance	20,691	12,000	-
240	Equipment Repair and Maintenance	-	24,438	51,196
243	Non-Capital Computer Equipment and Supplies	-	6,524	-
246	Liability Insurance	641	586	488
247	Safety Expenses	234	920	1,012
250	Professional and Contracted Services	60,066	74,000	105,450
259	Licenses and Permits	-	1,000	1,000
261	Telephone Charges	786	500	825
263	Postage	-	63	69
264	Printing and Copying	-	1,850	1,650
269	Other Services and Charges	-	60	55
273	Fleet Lease - Operating and Maintenance	1,559	726	1,034
	<i>Subtotal</i>	<i>157,295</i>	<i>194,237</i>	<i>242,057</i>
Capital Outlay				
440	Machinery and Equipment	39,518	13,000	69,300
	<i>Subtotal</i>	<i>39,518</i>	<i>13,000</i>	<i>69,300</i>
	SERVICE TOTAL	\$618,572	\$576,936	\$745,137

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Operations	0.25	0.25	0.20
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
Sr Elec & Control Sys Eng	0.00	0.00	0.50
Electrical Engineering/Programmer	0.00	0.50	0.00
Operations and Maintenance Technician Lead	7.80	9.30	8.30
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	1.50
Total	13.45	15.45	15.40

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	868,176	1,075,804	1,120,249
112 Temporary Wages	959	15,000	15,000
114 Skill Based Pay	-	210	210
115 One Time Payment	2,965	4,464	-
121 Wages - Overtime	26,073	26,000	26,000
122 Longevity Compensation	2,100	2,160	2,220
123 Leave Expense	25,475	-	-
126 Retirement Health Savings Plan	7,932	6,180	6,160
128 FICA	-	930	930
129 Medicare	10,721	14,874	15,478
131 MOPC	44,344	53,801	56,022
132 Employee Insurance	146,763	172,128	179,239
133 Employee Retirement	119,635	77,473	86,275
135 Compensation Insurance	51,612	69,286	76,347
136 Unemployment Insurance	1,692	2,044	796
137 Staff Training and Conferences	9,979	13,500	13,500
139 Dental Insurance	6,293	7,531	-
141 Uniforms and Protective Clothing	3,313	9,600	9,600
142 Food Allowance	488	600	600
<i>Subtotal</i>	<i>1,328,519</i>	<i>1,551,585</i>	<i>1,608,626</i>
Operating and Maintenance			
210 Office Supplies	25,311	3,100	37,280
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	1,300	1,300
217 Dues and Subscriptions	6,915	2,870	2,870
218 Non-Capital Equipment and Furniture	13,332	32,000	34,167
220 Gas and Oil	1,212	5,000	5,000
222 Chemicals	48,702	53,000	73,000
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	296,482	105,000	-
233 Facility Repair and Maintenance	-	175,000	-
240 Equipment Repair and Maintenance	-	17,900	307,112
241 Grounds Maintenance	-	500	-
243 Non-Capital Computer Equipment and Supplies	-	23,663	-
245 Mileage Allowance	-	700	700
246 Liability Insurance	8,667	8,554	7,172
247 Safety Expenses	9,563	16,000	16,000
249 Operating Leases and Rentals	1,799	1,000	1,000
250 Professional and Contracted Services	983,159	1,047,500	641,100
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	46,903	55,675	55,675
260 Utilities	509,207	527,000	567,000
261 Telephone Charges	4,096	3,415	3,415
263 Postage	97	-	-
264 Printing and Copying	80	200	200
269 Other Services and Charges	-	150	150
273 Fleet Lease - Operating and Maintenance	36,819	27,064	42,890
274 Fleet Lease - Replacement	14,804	23,415	28,317
<i>Subtotal</i>	<i>2,007,148</i>	<i>2,146,156</i>	<i>1,824,948</i>
Capital Outlay			
440 Machinery and Equipment	-	160,000	10,000
<i>Subtotal</i>	<i>-</i>	<i>160,000</i>	<i>10,000</i>
SERVICE TOTAL	\$3,335,667	\$3,857,741	\$3,443,574

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Technology/GIS Coordinator	0.09	0.10	0.15
Engineering and Survey Tech Supervisor	0.09	0.10	0.15
Lead GIS Analyst	0.09	0.10	0.15
PWNR Applications Support Analyst	0.09	0.10	0.15
Sr GIS Analyst	0.00	0.00	0.15
Senior GIS/Mapping Technician	0.09	0.10	0.00
GIS/Mapping Technician	0.09	0.10	0.15
Engineering Technician	0.18	0.20	0.30
Senior Engineering Technician	0.09	0.10	0.15
Total	0.81	0.90	1.35

Service: Wastewater Engineering and Survey Technical Services**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	78,350	61,841	96,674
114 Skill Based Pay	1	-	30
115 One Time Payment	-	281	-
121 Wages - Overtime	-	167	250
123 Leave Expense	48	-	-
126 Retirement Health Savings Plan	-	360	540
129 Medicare	29	897	1,402
131 MOPC	117	3,092	4,835
132 Employee Insurance	-	9,895	15,468
133 Employee Retirement	-	4,453	7,446
136 Unemployment Insurance	-	118	68
137 Staff Training and Conferences	-	1,888	2,832
139 Dental Insurance	-	433	-
141 Uniforms and Protective Clothing	-	30	45
<i>Subtotal</i>	<i>78,545</i>	<i>83,455</i>	<i>129,590</i>
Operating and Maintenance			
210 Office Supplies	-	-	2,337
216 Reference Books and Materials	-	10	15
217 Dues and Subscriptions	-	2,290	3,435
218 Non-Capital Equipment and Furniture	-	1,180	1,645
219 Drafting Supplies	-	300	-
229 Materials and Supplies	-	100	-
240 Equipment Repair and Maintenance	23,965	16,354	25,260
243 Non-Capital Computer Equipment and Supplies	-	150	-
247 Safety Expenses	-	100	150
250 Professional and Contracted Services	-	3,275	2,395
261 Telephone Charges	-	77	5,572
264 Printing and Copying	-	50	75
273 Fleet Lease - Operating and Maintenance	-	-	838
<i>Subtotal</i>	<i>23,965</i>	<i>23,886</i>	<i>41,722</i>
SERVICE TOTAL	\$102,510	\$107,341	\$171,312

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:	2016 Budget	2017 Budget	2018 Budget
Construction Inspection Supervisor	0.10	0.10	0.10
Senior Construction Inspector	0.20	0.20	0.20
Construction Inspector	0.30	0.40	0.40
Total	0.60	0.70	0.70

Service: Wastewater Construction Inspection**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	81,982	43,752	46,585
112	Wages - Temporary	-	6,000	6,000
115	One Time Payment	-	391	-
121	Wages - Overtime	41	6,000	6,000
122	Longevity Compensation	-	204	210
123	Leave Expense	92	-	-
126	Retirement Health Savings Plan	-	280	280
128	FICA	-	372	372
129	Medicare	15	629	663
131	MOPC	73	2,188	2,329
132	Employee Insurance	-	7,000	7,454
133	Employee Retirement	-	3,150	3,587
136	Unemployment Insurance	-	83	33
137	Staff Training and Conferences	-	400	400
139	Dental Insurance	-	306	-
141	Uniforms and Protective Clothing	-	20	40
	<i>Subtotal</i>	<i>82,203</i>	<i>70,775</i>	<i>73,953</i>
Operating and Maintenance				
210	Office Supplies	-	50	550
216	Reference Books and Materials	-	20	20
217	Dues and Subscriptions	-	70	120
218	Non-Capital Equipment and Furniture	-	120	1,882
222	Chemicals	-	30	30
229	Materials and Supplies	-	250	-
240	Equipment Repair and Maintenance	-	50	50
243	Non-Capital Computer Equipment and Supplies	-	428	-
247	Safety Expenses	-	150	150
249	Operating Leases and Rentals	-	200	200
250	Professional and Contracted Services	10,930	34	-
261	Telephone Charges	2	682	540
264	Printing and Copying	-	30	30
273	Fleet Lease - Operating and Maintenance	-	-	8,403
274	Fleet Lease - Replacement	-	-	3,413
	<i>Subtotal</i>	<i>10,932</i>	<i>2,114</i>	<i>15,388</i>
Capital Outlay				
432	Vehicles	3,644	-	-
	<i>Subtotal</i>	<i>3,644</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$96,779	\$72,889	\$89,341

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Environmental Services Manager	0.25	0.30	0.25
Sustainability Coordinator	0.00	0.15	0.18
Civil Engineer II	0.00	0.65	0.65
Civil Engineer	0.50	0.00	0.00
Neighborhood Resouce Spec	0.00	0.00	0.08
Environmental Regulatory Specialist	0.25	0.05	0.05
Total	1.00	1.15	1.21

Service: Wastewater Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	100,959	107,477	117,553
112	Wages - Temporary	-	-	5,210
115	One Time Payment	-	300	375
122	Longevity Compensation	-	558	582
126	Retirement Health Savings Plan	-	440	484
128	FICA	-	-	323
129	Medicare	28	1,011	1,263
131	MOPC	180	5,374	5,878
132	Employee Insurance	-	17,197	18,809
133	Employee Retirement	260	7,738	9,052
136	Unemployment Insurance	-	204	97
137	Staff Training and Conferences	-	9,000	8,900
139	Dental Insurance	-	752	-
	<i>Subtotal</i>	<i>101,427</i>	<i>150,051</i>	<i>168,526</i>
Operating and Maintenance				
210	Office Supplies	-	-	1,341
216	Reference Books and Materials	-	200	240
217	Dues and Subscriptions	336	25,350	25,892
218	Non-Capital Equipment and Furniture	-	1,414	2,426
235	Station Maintenance	-	20,000	-
240	Equipment Repair and Maintenance	-	-	20,500
243	Non-Capital Computer Equipment and Supplies	-	2,201	-
245	Mileage Allowance	-	1,000	1,000
247	Safety Expenses	-	500	200
250	Professional and Contracted Services	59,884	76,000	83,000
259	Licenses and Permits	-	29,900	33,900
264	Printing and Copying	-	-	1,200
273	Fleet Lease - Operating and Maintenance	-	866	1,039
	<i>Subtotal</i>	<i>60,220</i>	<i>157,431</i>	<i>170,738</i>
	SERVICE TOTAL	\$161,646	\$307,482	\$339,264

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:	2016 Budget	2017 Budget	2018 Budget
Meter Reading Supervisor	0.12	0.12	0.10
Metering & Application Support Coord	0.05	0.05	0.04
Senior Meter Reader	0.25	0.12	0.10
Meter Reader	0.80	0.92	0.74
Total	1.22	1.22	0.98

Service: Wastewater Meter Reading**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	69,504	59,745	49,635
115 One Time Payment	-	67	-
123 Leave Expense	27	-	-
126 Retirement Health Savings Plan	-	485	392
129 Medicare	20	866	720
131 MOPC	81	2,987	2,482
132 Employee Insurance	-	9,559	7,942
133 Employee Retirement	-	4,302	3,822
135 Compensation Insurance	-	-	4,306
136 Unemployment Insurance	-	114	34
137 Staff Training and Conferences	-	1,084	885
139 Dental Insurance	-	418	-
141 Uniforms and Protective Clothing	-	221	180
<i>Subtotal</i>	<i>69,633</i>	<i>79,848</i>	<i>70,398</i>
Operating and Maintenance			
210 Office Supplies	-	-	377
218 Non-Capital Equipment and Furniture	-	431	100
229 Materials and Miscellaneous Supplies	-	462	-
240 Equipment Repair and Maintenance	-	2,573	2,820
246 Liability Insurance	-	-	313
247 Safety Expenses	-	276	225
250 Professional and Contracted Services	19,703	1,041	850
261 Telephone Charges	-	331	270
264 Printing and Copying	-	61	50
270 Administrative and Management Services	-	10,734	8,266
273 Fleet Lease - Operating and Maintenance	-	-	2,875
274 Fleet Lease - Replacement	-	-	536
<i>Subtotal</i>	<i>19,703</i>	<i>15,909</i>	<i>16,682</i>
Capital Outlay			
440 Machinery and Equipment	-	2,983	-
<i>Subtotal</i>	<i>-</i>	<i>2,983</i>	<i>-</i>
SERVICE TOTAL	\$89,336	\$98,740	\$87,080

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2018 Budget
PBF082 Municipal Buildings HVAC Replacement	\$ 4,817
PBF192 Operations and Maintenance Building and Site Improvement	143,418
SWR053 Sanitary Sewer Rehabilitation and Improvements	800,000
SWR147 Infiltration/Inflow Investigation and Evaluation	175,000
SWR149 Wastewater Treatment Master Plan Improvements	1,500,600
WTR150 Automatic Meter Reading	18,750
TOTAL	\$ 2,642,585

SEWER CONSTRUCTION FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	-	2,500	-
Non-Operating	552,119	527,276	524,922
Capital	-	-	399,700
TOTAL	\$ 552,119	\$ 529,776	\$ 924,622

Fund Description

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

SEWER CONSTRUCTION FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 4,140,579	\$ 6,142,809	\$ 3,979,298
Committed Working Capital	-	3,173,835	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,459,528	1,529,900	1,627,800
Developer Participation Fees	67,226	-	-
Miscellaneous	-	-	-
Interest	27,595	10,200	21,400
Adjustment for GAAP Revenue	-		
TOTAL FUNDS	2,554,349	1,540,100	1,649,200
EXPENSES			
Non-Operating	552,119	529,776	524,922
Capital Projects	-	-	399,700
TOTAL EXPENSES	552,119	529,776	924,622
ENDING WORKING CAPITAL	6,142,809	3,979,298	4,703,876
CONTRIBUTION TO/(FROM) RESERVES	2,002,230	1,010,324	724,578

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER CONSTRUCTION FUND PROJECTS	2018 Budget
SWR149 Wastewater Treatment Master Plan Improvements	\$ 399,700
TOTAL	\$ 399,700

STREET IMPROVEMENT FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	3,622,298	3,724,503	4,048,256
Operating and Maintenance	5,044,976	5,881,980	5,823,934
Non-Operating	250,217	247,158	237,138
Capital	21,828,764	11,625,156	12,029,260
TOTAL	\$ 30,746,255	\$ 21,478,797	\$ 22,138,588

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 3.530% 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.

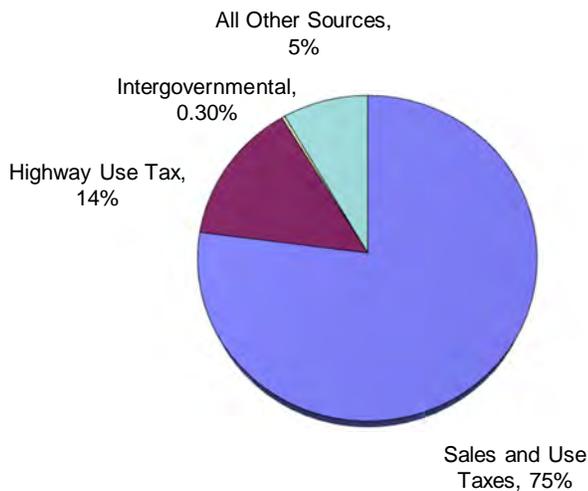
2018-2022 Capital Improvement Program

Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program, Transportation System Management, Resilient St. Vrain, Operations and Maintenance Building/Site Improvements, and Missing Sidewalks. Detailed descriptions for all capital projects are included in the 2018-2022 Capital Improvement Program.

STREET IMPROVEMENT FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING FUND BALANCE	\$ 15,966,553	\$ 8,952,360	\$ 3,678,844
Committed Working Capital	-	6,375,578	-
SOURCES OF FUNDS			
REVENUES			
Taxes	18,220,310	18,570,327	19,208,208
Licenses and Permits	78,045	15,000	15,000
Intergovernmental	5,202,497	472,171	568,426
Developer Participation	112,294	-	650,000
Interest	60,915	13,318	26,335
Miscellaneous	58,000	10,000	10,000
Estimated Revenue Adjustment	-	3,500,043	-
TOTAL FUNDS	23,732,061	22,580,859	20,477,969
EXPENSES BY BUDGET SERVICE			
Public Works Utility Director	233,042	255,124	285,635
Concrete Repair	101,887	193,425	207,761
Construction Inspection	436,269	462,635	478,658
Snow and Ice Removal	783,389	927,998	1,216,069
Street and Alley Maintenance	1,937,439	2,194,653	2,052,949
Street Cleaning	623,543	600,783	570,394
Street Improvement	1,803,091	1,653,326	1,857,804
Street Rehabilitation	134,571	136,092	201,976
Street Signing and Marking	642,690	782,607	802,525
Traffic Signals	770,045	860,825	903,461
Transportation Engineering	552,502	601,304	627,437
Transportation System Management	694,480	993,396	863,069
Regulatory Compliance	4,629	5,237	83,414
Engineering/Survey Tech Services	256,671	268,736	288,376
CIP Projects	21,772,005	11,542,656	11,699,060
TOTAL EXPENSES	30,746,254	21,478,797	22,138,588
ENDING WORKING CAPITAL	8,952,360	3,678,844	2,018,225
CONTRIBUTION TO/(FROM) RESERVES	\$ (7,014,193)	\$ 1,102,062	\$ (1,660,619)

STREET IMPROVEMENT FUND - Sources of Funds



- Approximately 75% of the revenues of the Street Improvement Fund for 2018 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 0.3% comes from intergovernmental sources.
- The 2018 Budget requires a contribution of \$1,695,561 to fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, based on actual collections through July 2017, sales and use tax collections are 6.74% greater than for the same period in 2016. Sales tax is showing growth of 6.2% in 2017 while use tax activity is up 9.2% after six months. Projections for sales and use tax for 2018 are 1.77% over the projections for 2017; sales tax is 2.71% and use tax is negative 2.5%

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.

	2016 Actual	2017 Budget	2018 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 14,161,758	\$ 14,934,596	\$ 15,383,208
Automobile Tax	1,186,545	975,000	975,000
State Highway Use Tax	2,872,007	2,660,731	2,850,000
Intergovernmental	4,763,761	55,000	61,050
County Road/Bridge Maintenance	120,590	105,000	105,000
State Highway Maintenance	38,906	37,131	72,336
State Traffic Control Maintenance	279,240	275,040	330,040
Street Cut Permit/Inspection Fee	78,045	15,000	15,000
Developer Participation	112,294	-	650,000
Other Revenue	58,000	10,000	10,000
Interest Income	60,915	13,318	26,335
Contribution from/(to) Fund Balance	7,014,193	(1,102,062)	1,660,619
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 30,746,254	\$ 21,478,797	\$ 22,138,588

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:	2016 Budget	2017 Budget	2018 Budget
General Manager PW&NR	0.20	0.20	0.18
PWNR Business & Strategic Planning Manager	0.20	0.20	0.18
PWNR Communications Coordinator	0.00	0.20	0.18
Multi Media/Marketing Specialist	0.20	0.00	0.25
PWNR Rate Analyst	0.20	0.20	0.18
Flood Recovery Manager	0.00	0.00	0.20
Business Analyst	0.20	0.20	0.18
Executive Assistant	0.20	0.20	0.18
Weed Technician	0.00	0.03	0.03
Customer Service Representative	0.00	0.10	0.05
Administrative Supervisor	0.00	0.10	0.05
Administrative Assistant	0.00	0.10	0.05
Total	1.20	1.53	1.71

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	138,404	175,859	205,725
112	Wages - Temporary	5,060	3,200	3,381
114	Skill Based Pay	28	-	90
115	One Time Payment	596	1,126	-
121	Wages - Overtime	-	250	250
122	Longevity Compensation	192	181	102
123	Leave Expense	2,215	-	-
126	Retirement Health Savings Plan	1,345	692	584
128	FICA	316	198	210
129	Medicare	1,352	1,606	1,486
131	MOPC	7,183	7,434	6,917
132	Employee Insurance	22,458	23,792	22,118
133	Employee Retirement	9,654	10,706	10,651
135	Compensation Insurance	88	126	82
136	Unemployment Insurance	259	283	96
137	Staff Training and Conferences	1,887	1,381	1,381
139	Dental Insurance	964	1,041	-
142	Food Allowance	418	425	425
	<i>Subtotal</i>	<i>192,419</i>	<i>228,300</i>	<i>253,498</i>
Operating and Maintenance				
210	Office Supplies	1,535	-	3,180
217	Dues and Subscriptions	180	414	542
218	Non-Capital Equipment and Furniture	920	581	1,633
222	Chemicals	-	240	240
229	Materials and Supplies	-	3,150	-
240	Equipment Repair and Maintenance	1,031	3,600	3,600
243	Non-Capital Computer Equipment and Supplies	-	626	-
245	Mileage Allowance	482	580	580
246	Liability Insurance	186	263	204
250	Professional and Contracted Services	15,412	7,850	10,210
252	Ads and Legal Notices	9	150	150
263	Postage	-	2,250	2,490
264	Printing and Copying	2,177	2,865	2,865
273	Fleet Lease - Operating and Maintenance	-	-	315
274	Fleet Lease - Replacement	-	-	1,151
	<i>Subtotal</i>	<i>21,932</i>	<i>22,569</i>	<i>27,160</i>
Non-Operating Expense				
970	Transfers to Other Funds	4,133	4,255	4,977
	<i>Subtotal</i>	<i>4,133</i>	<i>4,255</i>	<i>4,977</i>
Capital Outlay				
440	Machinery and Equipment	14,557	-	-
	<i>Subtotal</i>	<i>14,557</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$233,042	\$255,124	\$285,635

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:	2016 Budget	2017 Budget	2018 Budget
Public Works Tech I	1.50	0.50	0.50
Total	1.50	0.50	0.50

Service: Concrete Repair**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	7,398	22,698	23,315
115	One Time Payment	1,500	57	-
121	Wages - Overtime	922	1,000	1,000
123	Leave Expense	728	-	-
126	Retirement Health Savings Plan	400	200	200
129	Medicare	575	329	338
131	MOPC	2,192	1,135	1,166
132	Employee Insurance	7,255	3,632	3,730
133	Employee Retirement	2,942	1,634	1,795
135	Compensation Insurance	2,102	2,869	2,688
136	Unemployment Insurance	84	43	16
139	Dental Insurance	312	159	-
	<i>Subtotal</i>	<i>26,409</i>	<i>33,756</i>	<i>34,248</i>
Operating and Maintenance				
210	Office Supplies	-	-	15,000
218	Non-Capital Equipment and Furniture	4,400	4,000	4,000
229	Materials and Supplies	1,844	10,000	-
240	Equipment Repair and Maintenance	272	1,000	1,000
246	Liability Insurance	4,805	3,702	6,035
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	4,382	40,000	40,000
273	Fleet Lease - Operating and Maintenance	26,005	53,096	39,963
274	Fleet Lease - Replacement	33,771	46,871	66,515
	<i>Subtotal</i>	<i>75,479</i>	<i>159,669</i>	<i>173,513</i>
	SERVICE TOTAL	\$101,887	\$193,425	\$207,761

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	99,785	240,636	256,218
112	Wages - Temporary	47,542	33,000	33,000
115	One Time Payment	4,152	2,147	-
121	Wages - Overtime	65,497	33,000	33,000
122	Longevity Compensation	1,980	1,122	1,155
123	Leave Expense	11,099	-	-
126	Retirement Health Savings Plan	4,978	1,540	1,540
128	FICA	3,428	2,046	2,046
129	Medicare	5,662	3,458	3,647
131	MOPC	20,709	12,032	12,811
132	Employee Insurance	69,698	38,502	40,995
133	Employee Retirement	27,790	17,326	19,729
135	Compensation Insurance	3,357	3,606	2,559
136	Unemployment Insurance	804	457	180
137	Staff Training and Conferences	1,639	2,200	2,200
139	Dental Insurance	2,993	1,684	-
141	Uniforms and Protective Clothing	116	110	220
	<i>Subtotal</i>	<i>371,228</i>	<i>392,866</i>	<i>409,300</i>
Operating and Maintenance				
210	Office Supplies	9,487	275	3,025
216	Reference Books and Materials	176	110	110
217	Dues and Subscriptions	1,230	385	660
218	Non-Capital Equipment and Furniture	1,585	660	10,360
222	Chemicals	150	165	-
229	Materials and Supplies	-	1,375	-
240	Equipment Repair and Maintenance	289	275	275
243	Non-Capital Computer Equipment and Supplies	(40,987)	2,351	-
246	Liability Insurance	8,359	3,049	6,015
247	Safety Expenses	1,209	825	825
249	Operating Leases and Rentals	2,736	1,100	1,100
250	Professional and Contracted Services	622	185	-
261	Telephone Charges	7,492	3,749	2,970
263	Postage	1	-	-
264	Printing and Copying	43	165	165
273	Fleet Lease - Operating and Maintenance	38,818	32,201	25,081
274	Fleet Lease - Replacement	17,128	22,899	18,772
	<i>Subtotal</i>	<i>48,339</i>	<i>69,769</i>	<i>69,358</i>
Capital Outlay				
432	Vehicles	16,702	-	-
	<i>Subtotal</i>	<i>16,702</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$436,269	\$462,635	\$478,658

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:	2016 Budget	2017 Budget	2018 Budget
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician I	1.50	2.20	2.20
Total	1.75	2.45	2.45

Service: Snow and Ice Removal**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	151,247	122,107	122,220
112 Wages - Temporary	6,181	11,500	11,500
114 Skill Based Pay	7	-	-
115 One Time Payment	2,583	2,040	1,271
121 Wages - Overtime	32,876	46,350	47,740
122 Longevity Compensation	1,275	870	-
123 Leave Expense	4,075	-	-
124 Skill Based Overtime Pay	4	-	-
126 Retirement Health Savings Plan	856	980	980
128 FICA	157	713	713
129 Medicare	1,331	1,938	1,939
131 MOPC	4,711	6,105	6,111
132 Employee Insurance	16,111	19,537	19,555
133 Employee Retirement	6,336	8,792	9,411
135 Compensation Insurance	1,586	1,803	4,034
136 Unemployment Insurance	186	232	85
139 Dental Insurance	692	855	-
142 Food Allowance	450	500	500
<i>Subtotal</i>	<i>230,665</i>	<i>224,322</i>	<i>226,059</i>
Operating and Maintenance			
210 Office Supplies	16,472	-	43,300
218 Non-Capital Equipment and Furniture	328	-	2,100
222 Chemicals	297,268	320,000	320,000
229 Materials and Supplies	-	35,000	-
232 Building Repair and Maintenance	23,615	4,000	-
233 Facility Repair and Maintenance	-	25,000	-
240 Equipment Repair and Maintenance	-	25,000	54,000
242 Street Repair and Maintenance	-	-	3,343
246 Liability Insurance	19,496	29,802	30,458
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	15,643	70,000	85,000
252 Ads and Legal Notices	17,437	-	-
261 Telephone Charges	-	264	264
262 Radio Repair and Maintenance	-	2,000	-
273 Fleet Lease - Operating and Maintenance	64,208	56,325	42,820
274 Fleet Lease - Replacement	72,757	110,285	112,725
<i>Subtotal</i>	<i>527,224</i>	<i>678,676</i>	<i>695,010</i>
Capital Outlay			
432 Vehicles	25,500	-	270,000
475 Building and Facility Improvement	-	25,000	25,000
<i>Subtotal</i>	<i>25,500</i>	<i>25,000</i>	<i>295,000</i>
SERVICE TOTAL	\$783,389	\$927,998	\$1,216,069

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:	2016 Budget	2017 Budget	2018 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	2.70	2.70
Public Works Technician I	3.00	2.30	2.30
Senior Engineering Technician	1.00	0.00	0.00
Operations Support Specialist	0.00	0.50	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	8.30	8.30

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	486,009	481,814	494,844
112	Wages - Temporary	33,942	35,600	35,600
115	One Time Payment	5,598	2,846	537
121	Wages - Overtime	9,927	15,000	15,000
123	Leave Expense	11,280	-	-
124	Skill Based Overtime Pay	-	2,500	2,500
126	Retirement Health Savings Plan	2,491	3,320	3,320
128	FICA	1,710	2,207	2,207
129	Medicare	6,413	7,502	7,691
131	MOPC	22,525	24,091	24,742
132	Employee Insurance	80,416	77,090	79,175
133	Employee Retirement	30,267	34,691	38,103
135	Compensation Insurance	18,611	19,228	23,697
136	Unemployment Insurance	928	915	346
137	Staff Training and Conferences	3,689	8,500	8,500
139	Dental Insurance	3,453	3,373	-
141	Uniforms and Protective Clothing	6,995	5,675	8,000
142	Food Allowance	348	300	300
	<i>Subtotal</i>	<i>724,602</i>	<i>724,652</i>	<i>744,562</i>
Operating and Maintenance				
210	Office Supplies	-	1,500	38,750
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	200	250	250
218	Non-Capital Equipment and Furniture	5,958	13,500	26,931
222	Chemicals	511	-	-
228	Janitorial Supplies	-	750	-
229	Materials and Supplies	43,754	30,000	-
230	Printing and Copier Supplies	-	750	-
232	Building Repair and Maintenance	211,159	15,000	-
233	Facility Repair and Maintenance	-	15,000	-
240	Equipment Repair and Maintenance	-	13,270	321,500
241	Grounds Maintenance	-	500	-
242	Street Repair and Maintenance	-	275,000	30,087
243	Non-Capital Computer Equipment and Supplies	-	4,500	-
245	Mileage Allowance	70	200	200
246	Liability Insurance	30,903	33,920	31,913
247	Safety Expenses	5,552	8,000	8,000
249	Operating Leases and Rentals	83	20,000	20,000
250	Professional and Contracted Services	301,417	238,209	189,459
252	Advertising and Legal Notices	-	500	500
260	Utilities	27,485	38,200	38,200
261	Telephone Charges	6,123	7,020	1,320
262	Radio Repair and Maintenance	-	2,000	-
263	Postage	1,402	-	-
264	Printing and Copying	-	750	750
269	Other Services and Charges	123	3,000	3,000
273	Fleet Lease - Operating and Maintenance	203,515	232,664	181,959
274	Fleet Lease - Replacement	374,582	457,768	415,318
	<i>Subtotal</i>	<i>1,212,837</i>	<i>1,412,501</i>	<i>1,308,387</i>
Capital Outlay				
432	Vehicles	-	11,000	-
440	Machinery and Equipment	-	46,500	-
	<i>Subtotal</i>	<i>-</i>	<i>57,500</i>	<i>-</i>
	SERVICE TOTAL	\$1,937,439	\$2,194,653	\$2,052,949

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 island 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:	2016 Budget	2017 Budget	2018 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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	98,452	85,613	86,017
112 Wages - Temporary	1,175	-	-
115 One Time Payment	1,675	1,590	1,933
121 Wages - Overtime	2,751	2,000	2,000
123 Leave Expense	2,201	-	-
126 Retirement Health Savings Plan	1,280	680	680
129 Medicare	1,118	1,241	1,247
131 MOPC	4,266	4,281	4,301
132 Employee Insurance	13,901	13,698	13,763
133 Employee Retirement	5,734	6,164	6,623
135 Compensation Insurance	2,348	1,443	1,320
136 Unemployment Insurance	160	163	60
139 Dental Insurance	597	599	-
141 Uniforms and Protective Clothing	1,072	850	1,272
<i>Subtotal</i>	<i>136,730</i>	<i>118,322</i>	<i>119,216</i>
Operating and Maintenance			
210 Office Supplies	-	-	3,000
216 Reference Books and Materials	-	50	50
218 Non-Capital Equipment and Furniture	484	3,000	3,000
229 Materials and Supplies	1,534	3,000	-
232 Building Repair and Maintenance	10,900	2,000	-
233 Facility Repair and Maintenance	-	15,000	-
240 Equipment Repair and Maintenance	-	15,000	32,000
243 Non-Capital Computer Equipment and Supplies	-	226	-
246 Liability Insurance	36,286	32,026	28,345
247 Safety Expenses	-	1,000	1,000
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	78,301	125,150	135,000
252 Legal Notices and Advertising	-	1,000	1,000
260 Utilities	9,534	9,500	9,500
261 Telephone Charges	1,430	1,800	1,800
269 Other Services and Charges	-	100	250
273 Fleet Lease - Operating and Maintenance	134,375	115,793	106,386
274 Fleet Lease - Replacement	213,970	157,416	129,447
<i>Subtotal</i>	<i>486,813</i>	<i>482,461</i>	<i>451,178</i>
SERVICE TOTAL	\$623,543	\$600,783	\$570,394

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Engineering Services	0.60	0.35	0.35
PWNR Engineering Administrator	0.80	0.95	0.85
Senior Civil Engineer	1.80	1.50	1.15
Civil Engineer II	0.00	1.00	1.91
Construction Inspector	0.00	0.15	0.15
Natural Resource Specialist	0.00	0.05	0.05
Project Manager II	0.10	0.35	0.90
Project Manager	0.20	0.00	0.00
Total	3.50	4.35	5.36

Service: Street Improvements**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	413,947	437,256	530,492
114	Skill Based Pay	81	-	300
115	One Time Payment	75	1,472	-
121	Overtime Pay	398	-	-
122	Longevity Compensation	1,455	814	693
123	Leave Expense	16,870	-	-
126	Retirement Health Savings Plan	4,265	1,740	2,144
129	Medicare	4,800	5,629	6,952
131	MOPC	21,780	21,863	26,540
132	Employee Insurance	65,584	69,961	84,879
133	Employee Retirement	29,270	31,482	40,871
135	Compensation Insurance	4,962	4,629	9,733
136	Unemployment Insurance	756	831	371
137	Staff Training and Conferences	1,623	6,000	-
139	Dental Insurance	2,816	3,061	-
142	Food Allowace	302	-	-
	<i>Subtotal</i>	568,982	584,738	702,975
Operating and Maintenance				
210	Office Supplies	5,162	-	2,500
217	Dues and Subscriptions	1,750	-	-
218	Non-Capital Equipment and Furniture	1,781	-	1,389
240	Equipment Repair and Maintenance	-	570	570
243	Non-Capital Computer Equipment and Supplies	-	3,500	-
246	Liability Insurance	717	700	1,069
250	Professional and Contracted Services	1,260	33,000	-
252	Advertising and Legal Notices	356	500	500
261	Telephone Charges	405	-	-
264	Printing and Copying	-	100	-
270	Administrative and Management Services	976,593	787,315	916,640
	<i>Subtotal</i>	988,025	825,685	922,668
Non-Operating Expense				
910	Transfer To General Fund	246,084	235,623	223,774
970	Transfers to Other Funds	-	7,280	8,387
	<i>Subtotal</i>	246,084	242,903	232,161
	SERVICE TOTAL	\$1,803,091	\$1,653,326	\$1,857,804

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:	2016 Budget	2017 Budget	2018 Budget
Sr Civil Engineer	0.00	1.00	1.00
Civil Engineer II	1.00	0.00	0.50
Total	1.00	1.00	1.50

Service: Street Rehabilitation**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	100,612	102,036	150,939
115 One Time Payment	-	240	-
123 Leave Expense	635	-	-
126 Retirement Health Savings Plan	400	400	600
129 Medicare	1,209	1,480	2,189
131 MOPC	5,062	5,102	7,547
132 Employee Insurance	16,266	16,326	24,150
133 Employee Retirement	6,803	7,347	11,622
135 Compensation Insurance	1,097	1,148	2,271
136 Unemployment Insurance	188	194	106
139 Dental Insurance	699	714	-
<i>Subtotal</i>	<i>132,971</i>	<i>134,987</i>	<i>199,424</i>
Operating and Maintenance			
216 Reference Books and Materials	-	100	-
217 Dues and Subscriptions	-	650	-
218 Non-Capital Equipment and Furniture	-	-	2,400
229 Materials and Miscellaneous Supplies	133	-	-
246 Liability Insurance	149	154	152
250 Professional and Contracted Services	1,200	1	-
264 Printing and Copying	119	200	-
<i>Subtotal</i>	<i>1,600</i>	<i>1,105</i>	<i>2,552</i>
SERVICE TOTAL	\$134,571	\$136,092	\$201,976

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	49,602	43,242	42,491
112	Wages - Temporary	3,808	-	-
115	One Time Payment	783	903	-
121	Wages - Overtime	1,041	750	750
122	Longevity Compensation	1,275	870	-
123	Leave Expense	2,303	-	-
126	Retirement Health Savings Plan	376	300	300
129	Medicare	488	627	616
131	MOPC	1,857	2,162	2,125
132	Employee Insurance	6,984	6,919	6,799
133	Employee Retirement	2,495	3,113	3,272
135	Compensation Insurance	505	502	979
136	Unemployment Insurance	81	82	30
139	Dental Insurance	300	303	-
	<i>Subtotal</i>	<i>71,898</i>	<i>59,773</i>	<i>57,362</i>
Operating and Maintenance				
210	Office Supplies	-	-	60,000
218	Non-Capital Equipment and Furniture	-	5,500	5,500
229	Materials and Supplies	27,364	55,000	-
240	Equipment Repair and Maintenance	-	1,500	1,500
243	Non-Capital Computer Equipment and Supplies	-	5,000	-
246	Liability Insurance	7,521	7,843	8,401
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	520,631	625,000	650,000
261	Telephone Charges	135	-	-
264	Printing and Copying	-	250	-
273	Fleet Lease - Operating and Maintenance	10,881	10,668	7,688
274	Fleet Lease - Replacement	4,259	11,823	11,824
	<i>Subtotal</i>	<i>570,792</i>	<i>722,834</i>	<i>745,163</i>
	SERVICE TOTAL	\$642,690	\$782,607	\$802,525

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:	2016 Budget	2017 Budget	2018 Budget
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	1.00	1.00	2.00
Total	2.00	2.00	3.00

Service: Traffic Signals**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	114,420	118,212	177,893
115	One Time Payment	-	1,235	-
121	Wages - Overtime	27,445	33,000	33,000
122	Longevity Compensation	2,280	2,340	2,400
123	Leave Expense	2,790	-	-
126	Retirement Health Savings Plan	800	800	1,200
129	Medicare	872	797	1,638
131	MOPC	5,870	5,911	8,894
132	Employee Insurance	18,844	18,914	28,463
133	Employee Retirement	7,889	8,511	13,698
135	Compensation Insurance	4,507	4,615	3,365
136	Unemployment Insurance	217	225	192
137	Staff Training and Conferences	475	-	-
139	Dental Insurance	809	827	-
141	Uniforms and Protective Clothing	-	500	830
	<i>Subtotal</i>	<i>187,219</i>	<i>195,887</i>	<i>271,573</i>
Operating and Maintenance				
210	Office Supplies	2,658	300	3,300
217	Dues and Subscriptions	160	250	300
218	Non-Capital Equipment and Furniture	2,822	1,000	1,000
229	Materials and Supplies	-	750	-
234	System Maintenance	216,398	233,500	-
240	Equipment Repair and Maintenance	-	60,000	293,500
243	Non-Capital Computer Equipment and Supplies	-	500	-
246	Liability Insurance	34,106	33,434	22,535
247	Safety Expenses	475	750	670
250	Professional and Contracted Services	282,671	312,500	214,000
260	Utilities	1,459	1,500	30,000
261	Telephone Charges	3,732	4,600	3,040
263	Postage	1,064	2,000	2,000
273	Fleet Lease - Operating and Maintenance	17,626	13,854	26,343
274	Fleet Lease - Replacement	19,655	-	-
	<i>Subtotal</i>	<i>582,826</i>	<i>664,938</i>	<i>596,688</i>
Capital Outlay				
432	Vehicles	-	-	35,200
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>35,200</i>
	SERVICE TOTAL	\$770,045	\$860,825	\$903,461

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:	2016 Budget	2017 Budget	2018 Budget
Traffic Engineering Administrator	1.00	1.00	1.00
Sr Civil Engineer	0.00	1.00	1.00
Civil Engineer II	0.00	0.00	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	0.53	0.52
Total	4.70	4.53	4.52

Service: Transportation Engineering**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	336,900	367,830	378,661
112	Wages - Temporary	3,912	3,500	3,500
115	One Time Payment	584	1,308	-
121	Wages - Overtime	199	800	800
123	Leave Expense	3,226	10,800	10,800
126	Retirement Health Savings Plan	10,322	1,812	1,808
128	FICA	212	217	217
129	Medicare	4,241	5,384	5,542
131	MOPC	16,881	18,392	18,933
132	Employee Insurance	55,063	58,853	60,586
133	Employee Retirement	22,682	26,484	29,157
135	Compensation Insurance	264	254	222
136	Unemployment Insurance	635	699	265
137	Staff Training and Conferences	3,023	-	7,000
139	Dental Insurance	2,365	2,575	-
141	Uniforms and Protective Clothing	-	100	100
142	Food Allowance	414	500	500
	<i>Subtotal</i>	<i>460,924</i>	<i>499,508</i>	<i>518,091</i>
Operating and Maintenance				
210	Office Supplies	7,905	3,100	16,140
216	Reference Books and Materials	-	500	100
217	Dues and Subscriptions	2,199	2,550	3,000
218	Non-Capital Equipment and Furniture	2,825	7,523	6,900
229	Materials and Supplies	-	3,200	-
230	Printing and Copier Supplies	-	1,650	-
240	Equipment Repair and Maintenance	9,237	11,380	10,990
243	Non-Capital Computer Equipment and Supplies	-	8,290	-
245	Mileage Allowance	-	300	100
246	Liability Insurance	5,207	4,809	5,225
247	Safety Expenses	280	800	800
250	Professional and Contracted Services	16,689	15,000	23,000
252	Advertising and Legal Notices	570	1,600	1,600
260	Utilities	1,309	3,000	-
261	Telephone Charges	3,371	2,788	5,448
263	Postage	935	1,500	1,500
264	Printing and Copying	410	2,100	2,100
273	Fleet Lease - Operating and Maintenance	17,998	9,063	9,693
274	Fleet Lease - Replacement	22,643	22,643	22,750
	<i>Subtotal</i>	<i>91,579</i>	<i>101,796</i>	<i>109,346</i>
	SERVICE TOTAL	\$552,503	\$601,304	\$627,437

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:	2016 Budget	2017 Budget	2018 Budget
Project Manager II	0.00	0.50	0.00
Civil Engineer II	0.00	1.00	0.50
Project Manager	2.00	0.00	0.00
Total	2.00	1.50	0.50

Service: Transportation System Management**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	134,619	128,790	46,130
112	Wages - Temporary	108,741	114,770	141,480
115	One Time Payment	-	1,272	-
123	Leave Expense	4,104	-	-
126	Retirement Health Savings Plan	640	600	200
128	FICA	7,938	7,116	8,772
129	Medicare	3,567	3,531	2,720
131	MOPC	6,772	6,440	2,307
132	Employee Insurance	21,773	20,606	7,381
133	Employee Retirement	9,100	9,273	3,552
135	Compensation Insurance	19,893	20,284	28,824
136	Unemployment Insurance	251	245	33
139	Dental Insurance	935	902	-
	<i>Subtotal</i>	<i>318,333</i>	<i>313,829</i>	<i>241,399</i>
Operating and Maintenance				
210	Office Supplies	-	-	7,850
217	Dues and Subscriptions	9,004	9,500	10,100
218	Non-Capital Furniture Equipment and Tools	11,690	-	700
229	Materials and Supplies	514	2,850	-
243	Non-Capital Computer Equipment and Supplies	-	385	-
246	Liability Insurance	455	382	670
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	304,830	613,200	544,200
252	Advertising and Legal Notices	-	150	150
263	Postage	2	-	-
264	Printing and Copying	-	2,600	2,500
269	Other Services and Charges	49,652	50,000	55,000
	<i>Subtotal</i>	<i>376,146</i>	<i>679,567</i>	<i>621,670</i>
	SERVICE TOTAL	\$694,480	\$993,396	\$863,069

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Environmental Svs Mgr	0.00	0.00	0.05
Neighborhood Resource Specialist	0.00	0.00	0.08
Sustainability Coordinator	0.00	0.05	0.20
Economic Sustainability Specialist	0.00	0.00	0.08
Total	0.00	0.05	0.41

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	3,156	3,760	36,743
112	Temporary Wages	-	-	5,210
122	Longevity Compensation	-	-	96
126	Retirement Health Savings Plan	-	20	164
128	FICA	-	-	323
129	Medicare	-	55	515
131	MOPC	-	188	1,837
132	Employee Insurance	-	602	5,879
133	Employee Retirement	-	271	2,829
136	Unemployment Insurance	-	7	41
137	Staff Training and Conferences	-	-	900
139	Dental Insurance	-	26	-
	<i>Subtotal</i>	<i>3,156</i>	<i>4,929</i>	<i>54,537</i>
Operating and Maintenance				
210	Office Supplies	-	-	241
216	Reference Books and Materials	-	-	40
217	Dues and Subscriptions	-	-	250
218	Non-Capital Equipment and Furniture	-	67	1,218
210	Office Supplies	-	-	500
243	Non-Capital Computer Equipment and Supplies	-	241	-
250	Professional and Contracted Services	1,473	-	25,098
264	Printing Copying and Binding	-	-	1,530
	<i>Subtotal</i>	<i>1,473</i>	<i>308</i>	<i>28,877</i>
	SERVICE TOTAL	\$4,629	\$5,237	\$83,414

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:	2016 Budget	2017 Budget	2018 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
Sr GIS Analyst	0.00	0.00	0.25
Senior GIS/Mapping Technician	0.25	0.25	0.00
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**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	195,853	154,604	161,123
114	Skill Based Pay	3	-	75
115	One Time Payment	-	702	-
121	Wages - Overtime	-	417	417
123	Leave Expense	119	-	-
126	Retirement Health Savings Plan	-	900	900
129	Medicare	72	2,242	2,337
131	MOPC	293	7,730	8,060
132	Employee Insurance	-	24,737	25,780
133	Employee Retirement	422	11,131	12,412
136	Unemployment Insurance	-	294	113
137	Staff Training and Conferences	-	4,720	4,720
139	Dental Insurance	-	1,082	-
141	Uniforms and Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>196,761</i>	<i>208,634</i>	<i>216,012</i>
Operating and Maintenance				
210	Office Supplies	-	-	3,860
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	-	5,725	5,725
218	Non-Capital Equipment and Furniture	-	2,950	2,742
219	Drafting Supplies	-	750	-
229	Materials and Supplies	-	250	-
240	Equipment Repair and Maintenance	59,910	40,887	42,129
243	Non-Capital Computer Equipment and Supplies	-	375	-
247	Safety Expenses	-	250	250
250	Professional and Contracted Services	-	8,558	4,395
261	Telephone Charges	-	192	9,620
264	Printing and Copying	-	140	140
273	Fleet Lease - Operating and Maintenance	-	-	2,054
274	Fleet Lease - Replacement	-	-	1,424
	<i>Subtotal</i>	<i>59,910</i>	<i>60,102</i>	<i>72,364</i>
	SERVICE TOTAL	\$256,671	\$268,736	\$288,376

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 2018-2022 Capital Improvement Program.

STREET FUND PROJECTS	2018 Budget
DRN39 St Vrain Channel Improvements	\$ 524,980
PBF082 Municipal Buildings HVAC Replacement	24,327
PBF192 Operations & Maintenance Building/Site Improvement	1,458,333
TRP001 Street Rehabilitation Program	6,590,000
TRP011 Transportation System Management Program	2,585,000
TRP076 South Pratt Parkway Bridge over St Vrain River	-
TRP094 Railroad Quiet Zones	-
TRP105 Missing Sidewalks	341,000
TRP106 Hover Street Rehabilitation	75,000
TRP128 County Rd 26 Imprv - County Line Rd to Union Res	94,320
TRP129 Air Quality Monitoring Installation	6,100
TOTAL	\$ 11,699,060

SANITATION FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	2,051,882	2,185,355	2,364,855
Operating and Maintenance	4,228,550	4,490,350	4,613,760
Non-Operating	21,361	42,624	27,795
Capital	612,492	218,698	3,287,750
TOTAL	\$ 6,914,284	\$ 6,937,027	\$ 10,294,160

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:

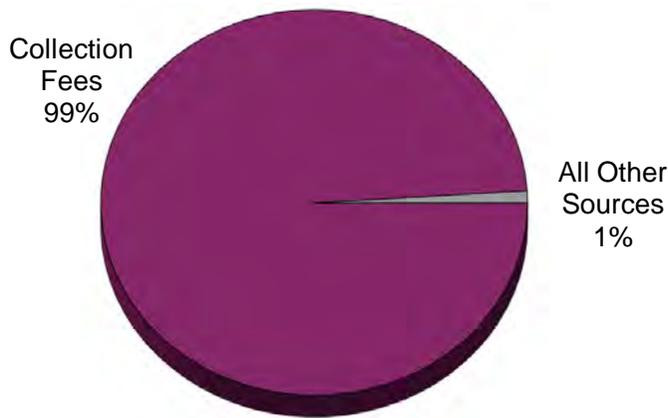
- Public Works and Natural Resources Director
- Solid Waste Removal/Disposal
- Curbside Recycling
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

Administration of this fund is provided by the Public Works and Natural Resources Department.

SANITATION FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 2,663,929	\$ 2,831,758	\$ 3,579,454
Committed Working Capital	-	940,639	-
REVENUES			
Charges for Services	6,540,082	8,567,000	8,057,000
Intergovernmental	380,079	-	-
Interest	14,368	11,363	21,866
Miscellaneous	87,582	47,000	47,000
TOTAL FUNDS	7,022,111	8,625,363	8,125,866
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utility Director	266,997	295,077	494,413
Composting	14,937	400,000	197,283
Landfill Maintenance	7,335	15,450	15,450
Solid Waste Removal/Disposal	4,161,995	4,053,098	4,177,592
Special Trash Pickup	1,002,934	1,025,922	1,042,334
Curbside Recycling	851,272	930,056	1,007,667
Regulatory Compliance	9,223	36,327	103,671
CIP Projects	599,591	181,098	3,255,750
Total Operating Expenses	6,914,284	6,937,028	10,294,160
Adjustment for GAAP Expenses	(60,002)	-	-
TOTAL ADJUSTED EXPENSES	6,854,282	6,937,028	10,294,160
ENDING WORKING CAPITAL	2,831,758	3,579,454	1,411,160
CONTRIBUTION TO/(FROM) RESERVES	\$ 167,829	\$ 1,688,335	\$ (2,168,294)

SANITATION FUND - Sources of Funds



- Approximately 99% of the revenues of the Sanitation Fund for 2018 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.

	2016 Actual	2017 Budget	2018 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	3,968,286	5,113,500	4,282,600
Solid Waste Collection Fees (reduced volume)	1,106,296	1,650,400	2,073,400
Special Trash Collection Fees	67,613	60,000	60,000
Waste Management Fees	1,267,711	1,282,600	1,298,400
Compost Collection	-	390,600	282,700
Metal Management Revenue	21,779	30,000	20,000
Tree Limb Diversion Fee	69,990	22,000	22,000
Polycart Escrow	38,407	17,900	17,900
Intergovernmental Revenue	380,079	-	-
Other Revenue	87,582	47,000	47,000
Interest Income	14,368	11,363	21,866
Contribution from/(to) Fund Balance	(167,829)	(1,688,335)	2,168,294
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 6,854,282	\$ 6,937,028	\$ 10,294,160

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:	2016 Budget	2017 Budget	2018 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 Coord & Mktg Mngr	0.00	0.15	0.15
PWNR Rate Analyst	0.15	0.15	0.15
PWNR Applications Supp Analyst	0.00	0.00	0.05
PWNR Technology/GIS Coordinator	0.00	0.00	0.05
Engineering & Surveying Tech Supervisor	0.00	0.00	0.05
Sr Engineering Tech	0.00	0.00	0.05
Engineering Technician	0.00	0.00	0.10
GIS/Mapping Technician	0.00	0.00	0.05
Sr GIS Analyst	0.00	0.00	0.05
Lead GIS Analyst	0.00	0.00	0.05
Sr Civil Engineer	0.00	0.05	0.05
Civil Engineer II	0.00	0.00	0.25
Construction Inspector	0.00	0.05	0.05
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Weed Technician	0.00	0.10	0.10
Customer Service Representative	1.00	0.50	0.55
Administrative Supervisor	0.50	0.50	0.55
Administrative Assistant	0.50	0.50	0.55
Total	2.90	2.60	3.45

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	162,917	190,969	290,961
112 Wages - Temporary	650	16,000	18,593
114 Skill Based Pay	139	-	450
115 One Time Payment	1,625	1,442	-
121 Wages - Overtime	133	500	583
122 Longevity Compensation	960	903	1,122
123 Leave Expense	3,063	-	-
126 Retirement Health Savings Plan	1,889	1,040	1,380
128 FICA	-	992	1,153
129 Medicare	1,459	2,070	3,101
131 MOPC	8,234	8,810	12,536
132 Employee Insurance	25,258	28,192	40,043
133 Employee Retirement	25,037	12,686	19,306
135 Compensation Insurance	141	139	115
136 Unemployment Insurance	293	335	476
137 Staff Training and Conferences	207	826	2,285
139 Dental Insurance	1,091	1,233	-
141 Uniforms and Protective Clothing	-	-	15
142 Food Allowance	135	425	425
<i>Subtotal</i>	<i>233,231</i>	<i>266,562</i>	<i>392,544</i>
Operating and Maintenance			
210 Office Supplies	2,292	-	3,423
216 Reference Books and Materials	-	-	5
217 Dues and Subscriptions	82	95	1,346
218 Non-Capital Equipment and Furniture	7,008	1,095	3,332
222 Chemicals	-	780	780
229 Materials and Miscellaneous Supplies	-	2,625	-
240 Equipment Repair and Maintenance	3,615	6,640	16,763
243 Non-Capital Computer Equipment and Supplies	-	953	-
245 Mileage Allowance	361	460	460
246 Liability Insurance	299	289	325
247 Safety Expenses	-	-	50
250 Professional and Contracted Services	9,224	9,000	59,450
252 Ads and Legal Notices	2	125	125
261 <i>Telephone Charges</i>	-	-	<i>7,904</i>
263 <i>Postage</i>	-	<i>1,875</i>	<i>2,075</i>
264 Printing and Copying	1,452	2,450	2,483
269 Other Services and Charges	1,279	-	-
273 Fleet Lease Operating and Maintenance	-	-	295
274 Fleet Lease Replacement	-	-	864
<i>Subtotal</i>	<i>25,615</i>	<i>26,387</i>	<i>99,680</i>
Non-Operating Expense			
970 Transfers to Other Funds	2,067	2,128	2,489
<i>Subtotal</i>	<i>2,067</i>	<i>2,128</i>	<i>2,489</i>
Capital Outlay			
440 Vehicles	6,084	-	-
<i>Subtotal</i>	<i>6,084</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$266,997	\$295,077	\$494,713

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Operations	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.50	0.00	1.00
Solid Waste Manager	0.00	1.00	0.00
Sanitation Supervisor	0.50	0.00	0.00
Public Works Tech II	0.00	3.00	2.00
Public Works Tech I	10.00	8.00	8.50
Administrative Assistant	0.25	0.25	0.25
Total	11.45	12.45	11.95

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	518,544	651,083	640,762
112 Wages - Temporary	49,951	40,000	40,000
114 Skill Based Pay	301	300	300
115 One Time Payment	13,173	6,145	1,370
121 Wages - Overtime	19,440	30,000	30,000
122 Longevity Compensation	3,270	2,160	-
123 Leave Expense	12,209	8,000	8,000
124 Skill Based Overtime Pay	10	2,500	2,500
126 Retirement Health Savings Plan	24,042	4,980	4,780
128 FICA	3,046	2,480	2,480
129 Medicare	7,483	9,272	9,875
131 MOPC	27,478	32,558	32,053
132 Employee Insurance	94,831	104,173	102,522
133 Employee Retirement	83,378	46,883	49,362
135 Compensation Insurance	61,134	62,470	56,498
136 Unemployment Insurance	1,094	1,237	448
137 Staff Training and Conferences	2,667	4,225	5,000
139 Dental Insurance	4,070	4,557	-
141 Uniforms and Protective Clothing	15,462	14,000	16,000
142 Food Allowance	528	500	1,000
<i>Subtotal</i>	<i>942,111</i>	<i>1,027,523</i>	<i>1,002,950</i>
Operating and Maintenance			
210 Office Supplies	26,297	2,500	37,000
217 Dues and Subscriptions	400	750	750
218 Non-Capital Equipment and Furniture	307,283	55,000	55,566
228 Janitorial Supplies	-	2,000	-
229 Materials and Supplies	-	26,000	-
232 Building Repair and Maintenance	14,566	25,000	-
240 Equipment Repair and Maintenance	-	5,000	32,500
241 Grounds Maintenance	-	2,500	-
243 Non-Capital Computer Equipment and Supplies	-	6,933	-
246 Liability Insurance	57,525	39,286	41,788
247 Safety Expenses	4,574	3,500	3,500
250 Professional and Contracted Services	660,942	641,615	673,015
252 Advertising and Legal Notices	1,890	5,000	5,000
260 Utilities	18,721	28,000	28,000
261 Telephone Charges	8,396	7,500	1
263 Postage	21,584	15,000	15,000
264 Printing and Copying	22,590	5,500	5,500
269 Other Services and Charges	23,323	25,000	25,000
270 Administrative and Management Services	601,254	585,762	611,671
273 Fleet Lease - Operating and Maintenance	742,843	794,646	860,560
274 Fleet Lease - Replacement	681,585	670,986	722,485
<i>Subtotal</i>	<i>3,193,773</i>	<i>2,947,478</i>	<i>3,117,336</i>
Non-Operating Expense			
950 Bad Debt	14,115	19,000	19,000
970 Transfers To Other Funds	5,179	21,496	6,306
<i>Subtotal</i>	<i>19,294</i>	<i>40,496</i>	<i>25,306</i>
Capital Outlay			
440 Machinery and Equipment	6,817	37,600	32,000
<i>Subtotal</i>	<i>6,817</i>	<i>37,600</i>	<i>32,000</i>
SERVICE TOTAL	\$4,161,995	\$4,053,097	\$4,177,592

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:	2016 Budget	2017 Budget	2018 Budget
Sanitation Supervisor	0.50	0.00	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	0.40
Total	6.50	6.00	5.90

Service: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	280,285	279,888	281,089
112	Temporary Wages	15,518	-	-
114	Skill Based Pay	602	600	600
115	One Time Payment	8,556	3,056	2,641
121	Wages - Overtime	11,828	10,000	10,000
122	Longevity Compensation	1,170	-	-
123	Leave Expense	10,206	-	-
124	Skill Based Overtime Pay	21	-	-
126	Retirement Health Savings Plan	7,476	2,400	2,360
128	FICA	828	-	-
129	Medicare	3,890	4,062	4,085
131	MOPC	14,424	14,009	14,084
132	Employee Insurance	50,804	44,782	44,974
133	Employee Retirement	43,815	20,174	21,690
135	Compensation Insurance	8,872	8,764	7,040
136	Unemployment Insurance	586	532	197
139	Dental Insurance	2,181	1,959	-
	<i>Subtotal</i>	<i>461,060</i>	<i>390,226</i>	<i>388,760</i>
Operating and Maintenance				
210	Office Supplies	-	-	5,000
218	Non-Capital Equipment and Furniture	37,507	45,000	45,904
229	Materials and Supplies	430	5,000	-
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	-	565	-
246	Liability Insurance	8,180	11,282	20,978
247	Safety Expenses	215	500	500
250	Professional and Contracted Services	170,748	140,000	195,000
260	Utilities	2,706	-	-
263	Postage	1	4,000	4,000
264	Printing and Copying	3	4,000	4,000
273	Fleet Lease - Operating and Maintenance	169,657	121,755	135,797
274	Fleet Lease - Replacement	765	207,173	207,173
	<i>Subtotal</i>	<i>390,212</i>	<i>539,830</i>	<i>618,907</i>
	SERVICE TOTAL	\$851,272	\$930,056	\$1,007,667

Service: **Curbside Composting**

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: Composting

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Public Works Technician I	0.00	0.00	0.50
Administrative Assistant	0.00	0.00	0.10
Total	0.00	0.00	0.60

Service: Curbside Composting**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	-	-	28,272
126 RHS	-	-	240
129 Medicare	-	-	410
131 MOPC	-	-	1,414
132 Employee Insurance	-	-	4,524
133 Employee Retirement	-	-	2,177
136 Unemployment Insurance	-	-	20
<i>Subtotal</i>	-	-	37,057
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	14,062	-	55,226
250 Professional and Contracted Services	875	400,000	105,000
<i>Subtotal</i>	14,937	400,000	160,226
SERVICE TOTAL	\$14,937	\$400,000	\$197,283

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:	2016 Budget	2017 Budget	2018 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	2.00	2.00
Administrative Assistant	0.25	0.25	0.25
Total	5.95	6.95	6.95

Service: Special Trash Pickup**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	243,276	326,005	337,447
112	Wages - Temporary	20,826	20,000	20,000
114	Skill Based Pay	1,159	1,200	300
115	One Time Payment	4,239	2,700	2,698
121	Wages - Overtime	8,453	15,000	15,000
123	Leave Expense	10,624	-	-
124	Skill Based Overtime Pay	12	-	-
126	Retirement Health Savings Plan	1,500	2,780	2,780
128	FICA	1,291	1,240	1,240
129	Medicare	3,844	5,031	5,187
131	MOPC	13,530	16,349	16,887
132	Employee Insurance	45,814	52,161	53,991
133	Employee Retirement	37,988	23,542	26,006
135	Compensation Insurance	14,141	12,421	12,391
136	Unemployment Insurance	528	619	236
139	Dental Insurance	1,964	2,282	-
	<i>Subtotal</i>	<i>409,190</i>	<i>481,330</i>	<i>494,163</i>
Operating and Maintenance				
210	Office Supplies	-	-	2,000
218	Non-Capital Equipment and Furniture	16,047	-	566
229	Materials and Supplies	13,541	2,000	-
243	Non-Capital Computer Equipment and Supplies	-	283	-
246	Liability Insurance	8,791	5,955	5,820
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	444,146	425,000	428,750
252	Ads and Legal Notices	1,300	-	-
273	Fleet Lease - Operating and Maintenance	47,949	48,884	48,565
274	Fleet Lease - Replacement	61,970	61,970	61,970
	<i>Subtotal</i>	<i>593,744</i>	<i>544,592</i>	<i>548,171</i>
	SERVICE TOTAL	\$1,002,934	\$1,025,922	\$1,042,334

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:	2016 Budget	2017 Budget	2018 Budget
Sustainability Coordinator	0.00	0.20	0.20
PWNR Environmental Services Manager	0.01	0.00	0.05
Neighborhood Resouce Specialist	0.00	0.00	0.09
Environmental Project Specialist	0.01	0.00	0.00
Civil Engineer	0.02	0.00	0.00
Total	0.04	0.20	0.34

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	6,289	15,041	30,471
112	Wages - Temporary	-	-	8,320
122	Longevity Compensation	-	-	96
126	Retirement Health Savings Plan	-	80	136
128	FICA	-	-	516
129	Medicare	-	218	469
131	MOPC	-	752	1,523
132	Employee Insurance	-	2,406	4,875
133	Employee Retirement	-	1,083	2,346
136	Unemployment Insurance	-	29	29
137	Staff Training and Conferences	-	-	900
139	Dental Insurance	-	105	-
	<i>Subtotal</i>	<i>6,289</i>	<i>19,714</i>	<i>49,681</i>
Operating and Maintenance				
216	Reference Books and Materials	-	-	40
217	Dues and Subscriptions	-	-	250
218	Non-Capital Equipment and Furniture	-	134	-
240	Equipment Repair and Maintenance	-	-	500
243	Non-Capital Computer Equipment and Supplies	-	479	-
250	Professional and Contracted Services	2,934	15,000	50,000
259	Licenses and Permits	-	1,000	1,000
264	Printing and Copying	-	-	2,200
	<i>Subtotal</i>	<i>2,934</i>	<i>16,613</i>	<i>53,990</i>
	SERVICE TOTAL	\$9,223	\$36,327	\$103,671

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

	2016 Actual	2017 Budget	2018 Budget
Operating and Maintenance			
241 Grounds Maintenance	174	-	-
250 Professional and Contracted Services	7,161	15,450	15,450
<i>Subtotal</i>	7,335	15,450	15,450
SERVICE TOTAL	\$7,335	\$15,450	\$15,450

CAPITAL IMPROVEMENT PROGRAM PROJECTS

	2018 Budget
SANITATION FUND PROJECTS	
PRO200 Public Education and Interpretive Signage	\$ 5,750
SWR149 Wastewater Treatment Master Plan Improvements	3,250,000
TOTAL	\$ 3,255,750

AFFORDABLE HOUSING FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	105,341	125,495	143,934
Operating and Maintenance	777,596	563,233	958,601
Non-Operating	-	29,918	4,500
Capital	-	-	-
TOTAL	\$ 882,938	\$ 718,646	\$ 1,107,035

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 5,740,348	\$ 5,702,907	\$ 5,796,035
Committed Working Capital	-	5,541	-
SOURCES OF FUNDS			
REVENUES			
Interest	23,969	-	-
Miscellaneous	144,213	125,000	125,000
Operating Transfers	677,315	692,315	1,159,815
TOTAL FUNDS	845,497	817,315	1,284,815
EXPENDITURES			
Personal Services	105,341	125,495	143,934
Operating and Maintenance	777,596	563,233	958,601
Non- Operating	-	29,918	4,500
TOTAL ADJUSTED EXPENDITURES	882,938	718,646	1,107,035
ENDING WORKING CAPITAL	5,702,907	5,796,035	5,973,815
CONTRIBUTION TO/(FROM) RESERVES	\$ (37,441)	\$ 98,669	\$ 177,780

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:	2016 Budget	2017 Budget	2018 Budget
CDBG Disaster Recovery Manager	0.50	0.20	0.31
Accountant	0.00	0.25	0.24
Housing/Comm Investment Program Specialist	2.15	0.55	0.67
Administrative Assistant	0.00	0.25	0.00
Total	2.65	1.25	1.22

Service: Affordable Housing Administration**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	59,946	82,793	93,670
114	Skill Based Pay	11	-	-
115	One Time Payment	-	965	-
121	Wages - Overtime	297	1,894	3,000
123	Leave Expense	1,305	610	610
126	Retirement Health Savings Plan	791	500	488
129	Medicare	998	1,147	1,324
131	MOPC	4,019	3,954	5,872
132	Employee Insurance	21,373	12,652	18,787
133	Employee Retirement	5,401	5,694	9,041
135	Compensation Insurance	9,645	10,082	9,319
136	Unemployment Insurance	423	150	63
137	Staff Training and Conferences	269	4,000	1,400
139	Dental Insurance	864	554	-
142	Food Allowance	-	500	360
	<i>Subtotal</i>	<i>105,341</i>	<i>125,495</i>	<i>143,934</i>
Operating and Maintenance				
210	Office Supplies	482	2,000	1,600
218	Non-Capital Equipment and Furniture	3,924	1,000	500
229	Materials and Supplies	-	1,000	-
240	Equipment Repair and Maintenance	-	1,000	1,000
243	Non-Capital Computer Equipment and Supplies	-	2,000	-
245	Mileage Allowance	281	700	1,150
246	Liability Insurance	192	43	121
249	Operating Leases and Rentals	863	1,290	1,040
250	Professional and Contracted Services	657,736	550,000	950,000
252	Advertising and Legal Notices	810	1,200	1,100
260	Utilities	62	-	-
263	Postage	675	1,000	900
264	Printing and Copying	653	2,000	1,190
269	Other Services and Charges	111,918	-	-
	<i>Subtotal</i>	<i>777,596</i>	<i>563,233</i>	<i>958,601</i>
Non-Operating Expense				
971	City Council Contingency	-	29,918	4,500
	<i>Subtotal</i>	<i>-</i>	<i>29,918</i>	<i>4,500</i>
	SERVICE TOTAL	\$882,938	\$718,646	\$1,107,035

AIRPORT FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	130,188	129,644	133,389
Operating and Maintenance	243,693	267,908	225,565
Non-Operating	41	-	-
Capital	268,690	8,700	400,000
TOTAL	\$ 642,612	\$ 406,252	\$ 758,954

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 External Services Department.

AIRPORT FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 87,902	\$ 196,271	\$ 203,956
REVENUES			
Charges for Services	441,348	413,937	432,283
Grants and Donations	299,541	-	380,000
Interest	1,378	-	220
Miscellaneous	(290)	-	-
TOTAL FUNDS	741,977	413,937	812,503
EXPENSES			
Airport Operations	373,922	406,252	358,954
CIP Projects	268,690	-	400,000
Total Operating Expenses	642,612	406,252	758,954
Adjustment for GAAP Expenses	(9,004)	-	-
TOTAL ADJUSTED EXPENSES	633,608	406,252	758,954
ENDING WORKING CAPITAL	196,271	203,956	257,505
CONTRIBUTION TO/(FROM) RESERVES	\$ 108,369	\$ 7,685	\$ 53,549

CAPITAL IMPROVEMENT PROGRAM PROJECTS

AIRPORT FUND PROJECTS	2018 Budget
TRP012 Vance Brand Airport Improvements	\$ 400,000
TOTAL	\$ 400,000

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:	2016 Budget	2017 Budget	2018 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Airport Operations**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	93,158	96,102	100,448
115 One Time Payment	-	348	-
123 Leave Expense	2,522	-	-
126 Retirement Health Savings Plan	400	400	400
129 Medicare	1,154	1,378	1,419
131 MOPC	4,716	4,752	4,895
132 Employee Insurance	15,151	15,206	15,663
133 Employee Retirement	10,908	6,843	7,538
135 Compensation Insurance	70	69	57
136 Unemployment Insurance	175	181	69
137 Staff Training and Conferences	1,108	2,500	2,100
139 Dental Insurance	651	665	-
142 Food Allowance	175	1,200	800
<i>Subtotal</i>	<i>130,188</i>	<i>129,644</i>	<i>133,389</i>
Operating and Maintenance			
210 Office Supplies	651	400	6,750
215 Audio Visual Materials	-	800	1,200
217 Dues and Subscriptions	610	1,375	1,175
218 Non-Capital Equipment and Furniture	-	-	10,000
229 Materials and Supplies	-	1,000	-
232 Building Repair and Maintenance	1,753	2,000	-
233 Facility Repair and Maintenance	-	3,000	-
240 Equipment Repair and Maintenance	-	150	14,500
245 Mileage Allowance	41	150	150
246 Liability Insurance	4,513	4,131	4,420
250 Professional and Contracted Services	95,949	68,450	78,075
252 Advertising and Legal Notices	-	1,500	5,300
260 Utilities	9,940	6,500	6,850
261 Telephone Charges	-	500	500
263 Postage	16	300	300
264 Printing and Copying	-	-	-
270 Administrative and Management Services	129,001	173,755	93,974
273 Fleet Lease - Operating and Maintenance	1,219	2,897	671
<i>Subtotal</i>	<i>243,693</i>	<i>267,908</i>	<i>225,565</i>
Non-Operating Expense			
970 Transfers to Other Funds	41	-	-
<i>Subtotal</i>	<i>41</i>	<i>-</i>	<i>-</i>
Capital Outlay			
440 Machinery and Equipment	-	8,700	-
<i>Subtotal</i>	<i>-</i>	<i>8,700</i>	<i>-</i>
SERVICE TOTAL	\$373,922	\$406,252	\$358,954

ART IN PUBLIC PLACES FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	42,325	40,107	41,854
Operating and Maintenance	41,149	274,594	78,541
Non-Operating	-	-	-
Capital	85,000	-	200,000
TOTAL	\$ 168,475	\$ 314,701	\$ 320,395

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 687,707	\$ 803,882	\$ 522,114
Committed Working Capital	-	193,370	-
SOURCES OF FUNDS			
REVENUES			
Interest	3,804	-	-
Miscellaneous	-	-	-
Transfers from Other Funds	280,846	226,303	239,054
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	284,650	226,303	239,054
EXPENDITURES			
Personal Services	42,325	40,107	41,854
Operating and Maintenance	41,149	274,594	78,541
Non-Operating	-	-	-
Capital	85,000	-	200,000
TOTAL EXPENDITURES	168,475	314,701	320,395
ENDING WORKING CAPITAL	803,882	522,114	440,773
CONTRIBUTION TO/(FROM) RESERVES	\$ 116,175	\$ (88,398)	\$ (81,341)

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:	2016 Budget	2017 Budget	2018 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		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	30,145	29,005	30,233
115	One Time Payment	450	120	-
123	Leave Expense	810	-	-
126	Retirement Health Savings Plan	200	200	200
129	Medicare	471	416	427
131	MOPC	1,548	1,434	1,473
132	Employee Insurance	4,573	4,590	4,714
133	Employee Retirement	2,080	2,065	2,269
135	Compensation Insurance	21	21	17
136	Unemployment Insurance	53	55	21
137	Staff Training and Conferences	1,779	2,000	2,500
139	Dental Insurance	196	201	-
	<i>Subtotal</i>	<i>42,325</i>	<i>40,107</i>	<i>41,854</i>
Operating and Maintenance				
210	Office Supplies	763	200	8,000
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	837	500	2,000
218	Non Capital Equipment and Furniture	-	-	2,200
225	Freight	21	1,000	1,000
229	Materials and Supplies	-	4,800	-
233	Facility Repair and Maintenance	2,030	14,000	-
240	Equipment Repair and Maintenance	-	600	19,386
241	Grounds Maintenance	-	4,000	-
243	Non-Capital Computer Equipment and Supplies	-	1,300	-
245	Mileage Allowance	111	600	600
246	Liability Insurance	3,514	44	305
250	Professional and Contracted Services	29,084	240,000	37,000
252	Advertising and Legal Notices	-	2,000	2,000
261	Telephone Charges	268	300	300
263	Postage	163	800	800
264	Printing and Copying	1,323	2,650	3,150
269	Other Services and Charges	3,036	1,600	1,600
	<i>Subtotal</i>	<i>41,149</i>	<i>274,594</i>	<i>78,541</i>
Capital Outlay				
473	Site Improvements, Landscaping, Street Development	85,000	-	200,000
	<i>Subtotal</i>	<i>85,000</i>	<i>-</i>	<i>200,000</i>
	SERVICE TOTAL	\$168,475	\$314,701	\$320,395

CALLAHAN HOUSE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	90,386	95,766	93,648
Operating and Maintenance	44,618	39,437	50,389
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 135,004	\$ 135,203	\$ 144,037

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 21,272	\$ 33,003	\$ 29,956
SOURCES OF FUNDS			
REVENUES			
Charges for Services	64,921	47,900	58,500
Grants and Donations	30	-	-
Interest	178	200	200
Transfers from Other Funds	81,606	84,056	84,056
TOTAL FUNDS	146,735	132,156	142,756
EXPENDITURES			
Personal Services	90,386	95,766	93,648
Operating and Maintenance	44,618	39,437	50,389
TOTAL EXPENDITURES	135,004	135,203	144,037
ENDING WORKING CAPITAL	33,003	29,956	28,675
CONTRIBUTION TO/(FROM) RESERVES	\$ 11,731	\$ (3,047)	\$ (1,281)

Service: Callahan House

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Callahan House Manager	0.85	1.00	1.00
Total	0.85	1.00	1.00

LINE ITEM BUDGET

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	55,394	60,923	64,388
112 Wages - Temporary	9,129	13,175	8,300
115 One Time Payment	1,125	1,356	-
123 Leave Expense	5,057	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	555	817	515
129 Medicare	860	1,065	1,030
131 MOPC	3,024	3,014	3,138
132 Employee Insurance	9,297	9,644	10,040
133 Employee Retirement	4,063	4,340	4,832
135 Compensation Insurance	976	495	961
136 Unemployment Insurance	107	115	44
139 Dental Insurance	399	422	-
<i>Subtotal</i>	<i>90,386</i>	<i>95,766</i>	<i>93,648</i>
Operating and Maintenance			
210 Office Supplies	4,030	5,350	5,000
217 Dues and Subscriptions	749	350	350
218 Non-Capital Equipment and Furniture	4,144	1,500	4,200
232 Building Repair and Maintenance	2,621	2,950	-
240 Equipment Repair and Maintenance	-	-	2,950
245 Mileage Allowance	876	750	1,000
246 Liability Insurance	179	187	176
250 Professional and Contracted Services	24,408	14,500	24,500
252 Advertising and Legal Notices	7,033	10,700	10,363
259 Licenses and Permits	-	-	350
261 Telephone Charges	422	750	750
263 Postage	141	500	250
264 Printing and Copying	15	1,400	500
269 Other Services and Charges	-	500	-
<i>Subtotal</i>	<i>44,618</i>	<i>39,437</i>	<i>50,389</i>
SERVICE TOTAL	\$135,004	\$135,203	\$144,037

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	401,154	164,249	154,698
Operating and Maintenance	7,229,028	552,064	470,956
Non-Operating	4,651	-	4,500
Capital	96,356	-	-
TOTAL	\$ 7,731,189	\$ 716,313	\$ 630,154

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 469,885	\$ (57,728)	\$ (0)
COMMITTED WORKING CAPITAL	-	343,483	-
SOURCES OF FUNDS			
REVENUES			
Grants	6,792,641	603,900	620,958
Interest	36,743	-	-
Miscellaneous	374,192	25,000	42,000
Estimated Revenue Revisions	-	488,624	-
TOTAL FUNDS	7,203,576	1,117,524	662,958
EXPENDITURES			
Personal Services	401,154	164,249	154,698
Operating and Maintenance	7,229,028	552,064	470,956
Non-Operating	4,651	-	4,500
Capital	96,356	-	-
TOTAL ADJUSTED EXPENDITURES	7,731,189	716,313	630,154
ENDING WORKING CAPITAL	(57,728)	(0)	32,804
CONTRIBUTION TO/(FROM) RESERVES	\$ (527,613)	\$ 401,211	\$ 32,804

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:	2016 Budget	2017 Budget	2018 Budget
CDBG Disaster Recovery Manager	0.50	0.20	0.69
Housing/Comm Investment Program Specialist	1.35	0.55	1.33
Rehabilitation Ins Specialist	1.00	0.50	0.50
Project Manager II	0.00	0.00	3.00
Accountant	0.00	0.25	0.76
Administrative Assistant	0.00	0.25	0.00
Total	2.85	1.75	6.28

Service: CDBG and HOME Grant Administration**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	299,823	122,048	118,435
112	Wages - Temporary	5,275	-	-
114	Skill Based Pay	328	-	-
115	One Time Payment	-	964	-
121	Wages - Overtime	3,288	2,062	2,000
123	Leave Expense	5,785	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	1,296	700	620
128	FICA	327	-	-
129	Medicare	3,795	1,598	1,542
131	MOPC	14,974	5,512	4,955
132	Employee Insurance	36,798	17,638	15,854
133	Employee Retirement	20,108	7,937	7,630
135	Compensation Insurance	5,665	2,809	2,588
136	Unemployment Insurance	288	209	74
137	Staff Training and Conferences	1,721	2,000	1,000
139	Dental Insurance	1,681	772	-
	<i>Subtotal</i>	<i>401,154</i>	<i>164,249</i>	<i>154,698</i>
Operating and Maintenance				
210	Office Supplies	1,479	2,691	1,000
217	Dues and Subscriptions	1,090	2,500	1,310
218	Non-Capital Equipment and Furniture	-	1,000	500
229	Materials and Supplies	-	1,500	-
240	Equipment Repair and Maintenance	-	500	-
243	Non-Capital Computer Equipment and Supplies	-	1,000	-
245	Mileage Allowance	908	683	700
246	Liability Insurance	161	154	147
250	Professional and Contracted Services	885,957	521,666	448,166
252	Advertising and Legal Notices	326	1,000	500
261	Telephone Charges	-	-	208
263	Postage	549	870	200
264	Printing and Copying	1,666	1,500	1,225
269	Other Services and Charges	-	17,000	17,000
	<i>Subtotal</i>	<i>892,136</i>	<i>552,064</i>	<i>470,956</i>
Non-Operating Expense				
970	Transfer to Other Funds	4,651	-	-
971	Contingency	-	-	4,500
	<i>Subtotal</i>	<i>4,651</i>	<i>-</i>	<i>4,500</i>
Capital Outlay				
475	Building and Facility Improvements	96,356	-	-
	<i>Subtotal</i>	<i>96,356</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$1,394,297	\$716,313	\$630,154

CONSERVATION TRUST FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	36,529	50,000	50,000
Non-Operating	-	-	-
Capital	313,245	800,000	1,115,750
TOTAL	\$ 349,774	\$ 850,000	\$ 1,165,750

Fund Description

The Conservation Trust Fund’s revenues are the City’s share of state lottery proceeds. By state law, these funds can be expended only for the acquisition, development and maintenance of new conservation sites.

CONSERVATION TRUST FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 7,785,155	\$ 8,491,761	\$ 1,968,110
Committed Working Capital	-	6,484,331	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	1,012,988	800,000	800,000
Interest	43,392	10,680	8,904
TOTAL FUNDS	1,056,380	810,680	808,904
EXPENDITURES			
Operating and Maintenance	36,529	50,000	50,000
Capital	313,245	800,000	1,115,750
TOTAL EXPENDITURES	349,774	850,000	1,165,750
ENDING WORKING CAPITAL	8,491,761	1,968,110	1,611,264
CONTRIBUTION TO/(FROM) RESERVES	\$ 706,606	\$ (39,320)	\$ (356,846)

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	249,253	250,871	264,526
Operating and Maintenance	301,023	280,725	866,340
Non-Operating	417,699	276,354	666,291
Capital	944,497	230,262	32,044
TOTAL	\$ 1,912,473	\$ 1,038,212	\$ 1,829,201

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 181,596	\$ 220,987	\$ 198,786
Committed Working Capital	-	27,325	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	176,347	178,899	214,256
Automobile Taxes	9,578	10,000	10,000
Intergovernmental Revenue	-	-	-
Interest Income	1,587	1,200	3,360
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	45,000	38,160	36,640
Miscellaneous	26	-	-
TOTAL FUNDS	235,038	230,759	266,756
EXPENSES			
Operations	196,069	225,635	266,593
Adjustment for GAAP Expenses	(422)	-	-
TOTAL EXPENSES	195,647	225,635	266,593
ENDING WORKING CAPITAL	220,987	198,786	198,949
CONTRIBUTION TO/(FROM) RESERVES	\$ 39,391	\$ 5,124	\$ 163

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 2,166,220	\$ 1,260,810	\$ 95,928
COMMITTED WORKING CAPITAL	-	1,164,882	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	10,428	-	-
Proceeds from Advance	68,987	268,422	584,684
TOTAL FUNDS	79,415	268,422	584,684
EXPENSES			
Operations	98,485	38,160	552,640
Capital	888,334	230,262	32,044
Adjustment for GAAP Expense	(1,994)	-	-
TOTAL EXPENSES	984,825	268,422	584,684
ENDING WORKING CAPITAL	1,260,810	95,928	95,928
CONTRIBUTION TO/(FROM) RESERVES	\$ (905,410)	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 2,688,062	\$ 3,025,616	\$ 3,440,686
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	691,086	688,492	681,124
Interest Income	16,667	-	-
TOTAL FUNDS	707,753	688,492	681,124
EXPENSES			
Principal	368,987	268,422	640,089
Interest and Fiscal Charges	1,212	5,000	5,000
TOTAL EXPENSES	370,199	273,422	645,089
ENDING WORKING CAPITAL	3,025,616	3,440,686	3,476,721
CONTRIBUTION TO/(FROM) RESERVES	\$ 337,554	\$ 415,070	\$ 36,035

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 138,445	\$ 158,460	\$ 121,177
Committed Working Capital	-	44,783	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental	58,670	30,000	30,000
Interest Income	725	-	-
TOTAL FUNDS	59,395	30,000	30,000
EXPENSES			
Operations	39,380	22,500	52,500
TOTAL EXPENSES	39,380	22,500	52,500
ENDING WORKING CAPITAL	158,460	121,177	98,677
CONTRIBUTION TO/(FROM) RESERVES	\$ 20,015	\$ 7,500	\$ (22,500)

DOWNTOWN DEVELOPMENT AUTHORITY CDBG

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 29,711	\$ (8)	\$ (8)
SOURCES OF FUNDS			
REVENUES			
Miscellaneous	26,444	-	-
TOTAL FUNDS	26,444	-	-
EXPENSES			
Capital			
Capital	56,163	-	-
TOTAL EXPENSES	56,163	-	-
ENDING WORKING CAPITAL	(8)	(8)	(8)
CONTRIBUTION TO/(FROM) RESERVES	\$ (29,719)	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 473,674	\$ 776,237	\$ 476,237
COMMITTED WORKING CAPITAL	-	300,000	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	2,563	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	300,000	-	-
TOTAL FUNDS	302,563	-	-
ENDING WORKING CAPITAL	776,237	476,237	476,237
CONTRIBUTION TO/(FROM) RESERVES	\$ 302,563	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 505,220	\$ 346,969	\$ 125,790
COMMITTED WORKING CAPITAL	-	14,446	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	5,000	-	5,000
Charges for Service	93,744	10,000	92,000
Interest Income	2,044	1,500	2,200
Proceeds from Advance	-	-	55,405
Transfer from City General Fund	5,000	5,000	-
Miscellaneous	2,210	25,000	-
TOTAL FUNDS	107,998	41,500	154,605
EXPENSES			
Operations	263,843	248,233	280,335
Adjustment for GAAP Expenses	2,406	-	-
TOTAL EXPENSES	266,249	248,233	280,335
ENDING WORKING CAPITAL	346,969	125,790	60
CONTRIBUTION TO/(FROM) RESERVES	\$ (158,251)	\$ (206,733)	\$ (125,730)

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:	2016 Budget	2017 Budget	2018 Budget
LDDA Executive Director	0.57	0.67	0.67
Downtown Specialist	0.52	0.45	0.50
Administrative Assistant	0.30	0.34	0.35
Total	1.39	1.46	1.52

Service: LDDA Operations**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	110,218	126,953	137,307
112 Wages - Temporary	7,567	-	-
115 One Time Pay	410	6,700	3,350
121 Wages - Overtime	195	-	-
123 Leave Expense	1,213	-	-
126 Retirement Health Savings Plan	508	584	608
128 FICA	277	-	-
129 Medicare	1,516	1,821	1,973
131 MOPC	5,579	6,279	6,804
132 Employee Insurance	20,155	20,092	21,774
133 Employee Retirement	7,498	9,041	10,479
136 Unemployment Insurance	232	239	96
137 Staff Training and Conferences	671	1,500	1,500
139 Dental Insurance	866	879	-
142 Food Allowance	477	400	150
<i>Subtotal</i>	<i>157,384</i>	<i>174,488</i>	<i>184,041</i>
Operating and Maintenance			
210 Office Supplies	3,529	600	3,750
217 Dues and Subscriptions	419	1,425	1,350
218 Non-Capital Equipment and Furniture	838	500	500
229 Materials and Supplies	-	2,500	-
232 Building Repair and Maintenance	-	2,000	-
240 Equipment Repair and Maintenance	-	-	2,000
245 Mileage Allowance	-	250	250
246 Liability Insurance	7,229	8,400	8,650
249 Operating Leases and Rentals	8,891	11,900	23,100
250 Professional and Contracted Services	7,850	15,000	15,000
252 Advertising and Legal Notices	411	750	500
260 Utilities	1,077	2,000	2,000
261 Telephone Charges	422	1,140	1,500
263 Postage	149	250	250
264 Printing and Copying	3,033	2,500	3,500
269 Other Services and Charges	4,838	1,500	1,500
<i>Subtotal</i>	<i>38,685</i>	<i>50,715</i>	<i>63,850</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	432	1,402
971 Contingency	-	-	17,300
<i>Subtotal</i>	<i>-</i>	<i>432</i>	<i>18,702</i>
SERVICE TOTAL	\$196,069	\$225,635	\$266,593

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:	2016 Budget	2017 Budget	2018 Budget
LDDA Executive Director	0.30	0.20	0.18
Downtown Specialist	0.25	0.10	0.15
Administrative Assistant	0.20	0.33	0.35
Total	0.75	0.63	0.68

LINE ITEM BUDGET

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	59,461	46,619	50,856
112 Wages - Temporary	12,360	12,000	12,000
115 One Time Payment	276	2,000	900
123 Leave Expense	615	-	-
126 Retirement Health Savings Plan	310	252	272
128 FICA	344	744	744
129 Medicare	858	841	728
131 MOPC	2,999	2,299	2,509
132 Employee Insurance	9,801	7,358	8,028
133 Employee Retirement	4,029	3,311	3,863
136 Unemployment Insurance	113	87	35
137 Staff Training and Conferences	284	300	300
139 Dental Insurance	421	322	-
142 Food Allowance	-	250	250
<i>Subtotal</i>	<i>91,869</i>	<i>76,383</i>	<i>80,485</i>
Operating and Maintenance			
210 Office Supplies	11,860	500	15,000
217 Dues and Subscriptions	-	2,950	2,950
229 Materials and Supplies	-	8,000	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	758	400	1,000
249 Operating Leases and Rentals	19,485	26,000	-
250 Professional and Contracted Services	105,487	92,000	125,000
252 Advertising and Legal Notices	24,326	25,000	30,000
260 Utilities	541	1,200	7,700
263 Postage	1,351	4,000	3,000
264 Printing and Copying	3,796	8,600	10,000
269 Other Services and Charges	4,370	3,000	5,000
<i>Subtotal</i>	<i>171,973</i>	<i>171,850</i>	<i>199,850</i>
SERVICE TOTAL	\$263,843	\$248,233	\$280,335

DOWNTOWN PARKING FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	26,582	33,001	38,387
Operating and Maintenance	76,113	27,450	29,415
Non-Operating	-	-	-
Capital	-	10,000	30,000
TOTAL	\$ 102,695	\$ 70,451	\$ 97,802

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	19,703	24,605	29,065
112 Temporary Wages	345	-	-
115 One Time Payment	177	800	500
123 Leave Expense	124	-	-
126 Retirement Health Savings Plan	135	152	160
128 FICA	6	-	-
129 Medicare	261	353	416
131 MOPC	992	1,219	1,433
132 Employee Insurance	3,312	3,900	4,586
133 Employee Retirement	1,333	1,755	2,207
135 Compensation Insurance	15	-	-
136 Unemployment Insurance	38	46	20
139 Dental Insurance	142	171	-
<i>Subtotal</i>	26,582	33,001	38,387
Operating and Maintenance			
210 Office Supplies	1,758	350	2,250
218 Non-Capital Furniture Equipment and Tools	357	-	-
229 Materials and Supplies	-	2,500	-
232 Building Repair and Maintenance	-	200	-
240 Equipment Repair and Maintenance	-	-	200
246 Liability Insurance	3,373	3,800	3,915
249 Operating Leases and Rentals	3,020	2,500	3,950
250 Professional and Contracted Services	67,218	15,000	16,000
252 Advertising and Legal Notices	-	500	500
260 Utilities	177	500	500
263 Postage	29	200	200
264 Printing and Copying	179	1,500	1,500
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	76,113	27,450	29,415
SERVICE TOTAL	\$102,695	\$60,451	\$67,802

Downtown Parking Fund - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 185,047	\$ 204,065	\$ 198,694
Committed Working Capital	-	20,420	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	93,070	80,000	90,000
Intergovernmental Revenue	24,900	-	-
Interest Income	1,111	500	1,450
Miscellaneous	9	-	-
Interfund Transfers	2,623	5,000	-
TOTAL FUNDS	121,713	85,500	91,450
EXPENDITURES			
Personal Services	26,582	33,001	38,387
Operating and Maintenance	76,113	27,450	29,415
Capital	-	10,000	30,000
TOTAL EXPENDITURES	102,695	70,451	97,802
ENDING WORKING CAPITAL	204,065	198,694	192,342
CONTRIBUTION TO/(FROM) RESERVES	\$ 19,018	\$ 15,049	\$ (6,352)

SERVICE: Downtown Parking

	2016 Budget	2017 Budget	2018 Budget
Budgeted Positions:			
LDDA Executive Director	0.05	0.08	0.10
Downtown Specialist	0.08	0.05	0.05
Administrative Assistant	0.20	0.25	0.25
Total	0.33	0.38	0.40

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING FUND PROJECTS	2018 Budget
DTR023 Downtown Parking Lot Improvements	\$ 30,000
TOTAL	\$ 30,000

FLEET FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,557,205	1,567,379	1,662,045
Operating and Maintenance	2,045,823	2,238,191	2,328,871
Non-Operating	4,872	9,171	11,712
Capital	4,310,474	2,989,963	6,943,657
TOTAL	\$ 7,918,375	\$ 6,804,704	\$ 10,946,285

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.

2018 Budget

Approximately \$6.8 million is budgeted for the purchase of replacement vehicles and equipment.

FLEET FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 10,860,485	\$ 12,319,658	\$ 14,093,090
Committed Working Capital	-	1,174,928	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	8,517,483	9,196,835	9,451,173
Grants	-		
Interest	90,922	106,229	205,624
Miscellaneous	770,460	450,000	450,000
TOTAL FUNDS	9,378,865	9,753,064	10,106,797
EXPENSES			
Personal Services	1,557,205	1,567,379	1,662,045
Operating and Maintenance	2,045,823	2,238,191	2,328,871
Non-Operating	4,872	9,171	11,712
Capital	4,310,474	2,989,963	6,943,657
Total Operating Expenses	7,918,375	6,804,704	10,946,285
Adjustment for GAAP Expenses	1,317	-	-
TOTAL ADJUSTED EXPENSES	7,919,692	6,804,704	10,946,285
ENDING WORKING CAPITAL	12,319,658	14,093,090	13,253,602
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,459,173	\$ 2,948,360	\$ (839,488)

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:	2016 Budget	2017 Budget	2018 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	5.00	8.00
Master ASE Equipment Tech I	1.00	1.00	0.00
Lead Master Equipment Tech	1.00	1.00	1.00
Equipment Technician II	2.00	2.00	0.00
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	1.00	0.00
Automotive Parts Tech	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	18.00	18.00

Service: Fleet**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	984,689	1,077,452	1,177,776
112 Wages - Temporary	27,503	-	-
115 One Time Payment	6,960	10,190	-
121 Wages - Overtime	27,310	22,117	26,000
122 Longevity Compensation	2,160	2,220	2,280
123 Leave Expense	32,482	4,000	4,000
126 Retirement Health Savings Plan	10,474	7,200	7,200
128 FICA	1,705	-	-
129 Medicare	12,159	14,381	15,557
131 MOPC	49,385	53,238	57,394
132 Employee Insurance	162,614	170,361	183,660
133 Employee Retirement	139,456	76,662	88,386
135 Compensation Insurance	72,924	99,381	78,288
136 Unemployment Insurance	1,873	2,023	804
137 Staff Training and Conferences	10,402	12,300	12,300
139 Dental Insurance	6,987	7,454	-
141 Uniforms and Protective Clothing	7,804	8,250	8,250
142 Food Allowance	317	150	150
<i>Subtotal</i>	<i>1,557,205</i>	<i>1,567,379</i>	<i>1,662,045</i>
Operating and Maintenance			
210 Office Supplies	34,337	1,200	31,280
216 Reference Books and Materials	76	600	600
217 Dues and Subscriptions	558	2,145	2,150
218 Non-Capital Equipment and Furniture	30,403	24,327	23,310
220 Gas and Oil	609,343	765,844	775,401
221 Parts	656,382	613,880	665,000
225 Freight	38	300	300
228 Janitorial Supplies	-	3,500	-
229 Materials and Supplies	-	7,500	-
230 Printing and Copier Supplies	-	450	-
232 Building Repair and Maintenance	120,584	400	-
233 Facility Repair and Maintenance	-	11,000	-
240 Equipment Repair and Maintenance	-	23,111	145,102
243 Non-Capital Computer Equipment and Supplies	-	11,520	-
246 Liability Insurance	6,460	9,675	9,949
247 Safety Expenses	5,692	4,875	7,275
249 Operating Leases and Rentals	47,950	48,000	48,000
250 Professional and Contracted Services	244,161	293,550	293,550
259 Licenses and Permits	1,160	1,000	1,200
260 Utilities	10,088	20,000	20,000
261 Telephone Charges	2,647	3,200	3,275
262 Radio Repair and Maintenance	-	110,591	-
263 Postage	65	1,200	1,200
264 Printing and Copying	433	450	450
269 Other Services and Charges	148	420	420
270 Administrative and Management Services	275,298	279,453	300,409
<i>Subtotal</i>	<i>2,045,823</i>	<i>2,238,191</i>	<i>2,328,871</i>
Non-Operating Expense			
970 Transfers to Other Funds	4,872	9,171	11,712
<i>Subtotal</i>	<i>4,872</i>	<i>9,171</i>	<i>11,712</i>
Capital Outlay			
432 Vehicles	4,097,046	2,989,963	6,802,757
440 Machinery and Equipment	7,895	-	130,900
<i>Subtotal</i>	<i>4,104,941</i>	<i>2,989,963</i>	<i>6,933,657</i>
SERVICE TOTAL	\$7,712,842	\$6,804,704	\$10,936,285

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	34,542	28,851	20,122
Operating and Maintenance	69,262	88,979	86,893
Non-Operating	-	-	7,000
Capital	-	-	-
TOTAL	\$ 103,804	\$ 117,830	\$ 114,015

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:	2016 Budget	2017 Budget	2018 Budget
LDDA Executive Director	0.08	0.05	0.05
Downtown Specialist	0.15	0.20	0.10
Administrative Assistant	0.05	0.08	0.05
Total	0.28	0.33	0.20

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 88,332	\$ 91,025	\$ 79,227
Committed Working Capital	-	2,568	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	87,378	90,000	97,000
Property Tax Increment - 1016	12,169	12,000	12,000
Automobile Taxes	5,860	6,000	6,000
Interest Income	894	600	1,280
Miscellaneous	196	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	106,497	108,600	116,280
EXPENDITURES			
Personal Services	34,542	28,851	20,122
Operating and Maintenance	69,262	88,979	86,893
Non-Operating	-	-	7,000
Total Operating Expenses	103,804	117,830	114,015
TOTAL EXPENDITURES	103,804	117,830	114,015
ENDING WORKING CAPITAL	91,025	79,227	81,492
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,693	\$ (9,230)	\$ 2,265

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

LINE ITEM BUDGET

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	26,014	21,677	15,249
112 Wages - Temporary	646	-	-
115 One Time Payment	162	500	250
123 Leave Expense	192	-	-
126 Retirement Health Savings Plan	147	132	80
128 FICA	15	-	-
129 Medicare	344	311	218
131 MOPC	1,311	1,071	752
132 Employee Insurance	3,747	3,427	2,405
133 Employee Retirement	1,761	1,542	1,157
136 Unemployment Insurance	43	41	11
139 Dental Insurance	161	150	-
<i>Subtotal</i>	<i>34,542</i>	<i>28,851</i>	<i>20,122</i>
Operating and Maintenance			
210 Office Supplies	2,513	250	3,000
218 Non Capital Equipment and Furniture	52	-	-
229 Materials and Supplies	-	2,250	-
232 Building Repair and Maintenance	108	150	-
240 Equipment Repair and Maintenance	-	-	5,900
241 Grounds Maintenance	-	5,500	-
246 Liability Insurance	3,775	4,300	4,430
249 Operating Leases and Rentals	559	650	1,200
250 Professional and Contracted Services	51,149	61,000	60,500
260 Utilities	3,806	5,000	550
263 Postage	20	50	50
264 Printing and Copying	515	1,000	1,000
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	6,764	7,829	9,263
<i>Subtotal</i>	<i>69,262</i>	<i>88,979</i>	<i>86,893</i>
Non-Operating Expense			
971 Contingency	-	-	7,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>7,000</i>
SERVICE TOTAL	\$103,804	\$117,830	\$114,015

GOLF FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,085,450	1,169,465	1,263,168
Operating and Maintenance	1,048,953	1,153,427	1,351,086
Non-Operating	16,207	202,995	144,236
Capital	266,538	195,200	215,100
TOTAL	\$ 2,417,148	\$ 2,721,087	\$ 2,973,590

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 1,448,472	\$ 1,491,874	\$ 1,051,099
Committed Working Capital	-	283,288	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,568,981	2,559,300	2,661,500
Developer Participation	-		
Interest	8,693	3,300	5,060
Miscellaneous	5	1,000	1,000
TOTAL FUNDS	2,577,679	2,563,600	2,667,560
EXPENSES BY BUDGET SERVICE			
Golf Administration	337,537	534,496	563,711
Sunset Golf Course	363,083	419,667	451,906
Twin Peaks Golf Course	600,400	693,204	772,202
Ute Creek Golf Course	849,590	878,520	970,671
CIP Projects	266,538	195,200	215,100
Total Operating Expenses	2,417,148	2,721,087	2,973,590
Adjustment for GAAP Expenses	117,129	-	-
TOTAL EXPENDITURES	2,534,277	2,721,087	2,973,590
ENDING WORKING CAPITAL	1,491,874	1,051,099	745,069
CONTRIBUTION TO/(FROM) RESERVES	\$ 43,402	\$ (157,487)	\$ (306,030)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF FUND PROJECTS	2018 Budget
PRO169 Golf Course Cart Path Improvements	\$ 60,600
PRO191 Golf Buildings Rehabilitation	154,500
TOTAL	\$ 215,100

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:	2016 Budget	2017 Budget	2018 Budget
Golf Operations Manager	0.70	0.70	0.70
Marketing Coordinator	0.00	0.00	0.25
Administrative Assistant	0.75	0.75	0.75
Total	1.45	1.45	1.70

Service: Golf Administration**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	91,638	113,752	143,255
115 One Time Payment	108	-	-
122 Longevity Compensation	1,554	1,596	1,638
123 Leave Expense	2,467	5,000	5,000
126 Retirement Health Savings Plan	1,199	580	680
129 Medicare	351	498	758
131 MOPC	4,972	5,253	6,244
132 Employee Insurance	16,434	16,809	19,981
133 Employee Retirement	13,923	7,564	9,616
135 Compensation Insurance	75	80	757
136 Unemployment Insurance	189	200	87
137 Staff Training and Conferences	1,518	2,400	2,400
139 Dental Insurance	705	735	-
142 Food Allowance	83	400	400
<i>Subtotal</i>	<i>135,218</i>	<i>154,867</i>	<i>190,816</i>
Operating and Maintenance			
210 Office Supplies	1,828	-	2,500
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	3,252	3,735	3,735
218 Non-Capital Equipment and Furniture	90	5,400	500
229 Materials and Supplies	-	2,500	-
240 Equipment Repair and Maintenance	124	300	300
245 Mileage Allowance	-	100	100
246 Liability Insurance	159	1,085	1,028
249 Operating Leases and Rentals	687	-	-
250 Professional and Contracted Services	1,949	8,000	5,600
252 Advertising and Legal Notices	15,572	11,200	14,700
261 Telephone Charges	1,211	1,380	600
263 Postage	93	500	1,000
264 Printing and Copying	285	3,000	2,000
270 Administrative and Management Services	160,862	139,334	196,496
<i>Subtotal</i>	<i>186,112</i>	<i>176,634</i>	<i>228,659</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	194,658	133,144
928 Interest Expense on Notes and Contracts	9,161	-	-
970 Transfers to Other Funds	7,046	8,337	11,092
<i>Subtotal</i>	<i>16,207</i>	<i>202,995</i>	<i>144,236</i>
SERVICE TOTAL	\$337,537	\$534,496	\$563,711

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:	2016 Budget	2017 Budget	2018 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	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	130,686	135,169	140,346
112 Wages - Temporary	25,067	28,070	33,380
115 One Time Payment	1,512	-	-
121 Wages - Overtime	1,670	1,768	1,846
122 Longevity Compensation	222	228	234
123 Leave Expense	5,739	-	-
126 Retirement Health Savings Plan	1,197	1,040	1,040
128 FICA	1,466	1,740	2,070
129 Medicare	1,567	2,221	2,369
131 MOPC	5,139	6,758	7,017
132 Employee Insurance	21,496	21,627	22,455
133 Employee Retirement	12,651	9,732	10,807
135 Compensation Insurance	20,364	21,395	17,248
136 Unemployment Insurance	248	257	99
139 Dental Insurance	924	946	-
141 Uniforms and Protective Clothing	388	760	760
<i>Subtotal</i>	<i>230,336</i>	<i>231,711</i>	<i>239,671</i>
Operating and Maintenance			
210 Office Supplies	2,427	-	3,520
218 Non-Capital Equipment and Furniture	1,144	3,000	3,000
222 Chemicals	9,907	11,000	12,000
229 Materials and Supplies	-	3,520	-
232 Building Repair and Maintenance	14,165	9,360	-
240 Equipment Repair and Maintenance	-	8,000	38,864
241 Grounds Maintenance	-	9,000	-
246 Liability Insurance	5,103	3,761	5,062
247 Safety Expenses	187	600	600
249 Operating Leases and Rentals	7,237	7,900	11,280
250 Professional and Contracted Services	50,400	50,400	50,400
259 Licenses and Permits	100	200	200
260 Utilities	8,296	9,500	9,000
261 Telephone Charges	1,761	1,800	1,800
262 Radio Repair and Maintenance	-	100	-
264 Printing and Copying	669	2,200	2,200
269 Other Services and Charges	10,342	10,200	10,500
273 Fleet Lease - Operating and Maintenance	9,317	6,770	14,873
274 Fleet Lease - Replacement	11,692	50,645	48,936
<i>Subtotal</i>	<i>132,747</i>	<i>187,956</i>	<i>212,235</i>
SERVICE TOTAL	\$363,083	\$419,667	\$451,906

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:	2016 Budget	2017 Budget	2018 Budget
Golf Operations Manager	0.10	0.10	0.10
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.60	3.60	3.60

Service: Twin Peaks Golf Course**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	139,777	197,797	204,675
112 Wages - Temporary	46,337	58,320	62,758
115 One Time Payment	2,796	-	-
121 Wages - Overtime	1,051	2,704	2,834
122 Longevity Compensation	222	228	234
123 Leave Expense	10,873	-	-
126 Retirement Health Savings Plan	2,399	1,440	1,440
128 FICA	2,967	3,616	3,891
129 Medicare	2,529	3,568	3,727
131 MOPC	7,876	9,890	10,234
132 Employee Insurance	31,481	31,648	32,748
133 Employee Retirement	27,438	14,241	15,760
135 Compensation Insurance	3,496	2,323	17,924
136 Unemployment Insurance	363	376	143
139 Dental Insurance	1,352	1,385	-
141 Uniforms and Protective Clothing	1,110	1,400	1,400
<i>Subtotal</i>	<i>282,067</i>	<i>328,936</i>	<i>357,768</i>
Operating and Maintenance			
210 Office Supplies	-	-	13,720
218 Non-Capital Equipment and Furniture	2,565	7,000	4,000
222 Chemicals	27,717	25,000	27,000
228 Janitorial Supplies	5,293	-	-
229 Materials and Supplies	-	13,840	-
232 Building Repair and Maintenance	-	13,160	-
240 Equipment Repair and Maintenance	-	22,000	90,730
241 Grounds Maintenance	-	24,000	-
243 Non-Capital Computer Equipment and Supplies	-	1,000	-
246 Liability Insurance	6,140	5,659	7,681
247 Safety Expenses	1,083	1,600	1,400
249 Operating Leases and Rentals	16,859	18,900	26,160
250 Professional and Contracted Services	63,600	63,600	63,600
259 Licenses and Permits	-	200	200
260 Utilities	41,357	44,000	43,000
261 Telephone Charges	1,858	2,940	2,700
262 Radio Repair and Maintenance	60,084	200	-
264 Printing and Copying	3,006	2,500	2,900
269 Other Services and Charges	16,386	16,900	16,500
273 Fleet Lease - Operating and Maintenance	16,785	16,953	21,211
274 Fleet Lease - Replacement	55,602	84,816	93,632
<i>Subtotal</i>	<i>318,333</i>	<i>364,268</i>	<i>414,434</i>
SERVICE TOTAL	\$600,400	\$693,204	\$772,202

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:	2016 Budget	2017 Budget	2018 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**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	209,628	229,111	236,840
112 Wages - Temporary	102,329	115,840	124,526
115 One Time Payment	1,248	-	-
121 Wages - Overtime	2,953	2,704	2,834
122 Longevity Compensation	2,892	2,388	2,454
123 Leave Expense	5,460	-	-
126 Retirement Health Savings Plan	2,049	1,640	1,640
128 FICA	6,347	7,182	7,721
129 Medicare	3,057	3,766	3,970
131 MOPC	10,569	11,456	11,842
132 Employee Insurance	36,479	36,658	37,894
133 Employee Retirement	29,620	16,496	18,237
135 Compensation Insurance	22,062	22,971	25,089
136 Unemployment Insurance	420	435	166
139 Dental Insurance	1,567	1,604	-
141 Uniforms and Protective Clothing	1,149	1,700	1,700
<i>Subtotal</i>	<i>437,830</i>	<i>453,951</i>	<i>474,913</i>
Operating and Maintenance			
210 Office Supplies	11,637	-	14,240
218 Non-Capital Equipment and Furniture	9,113	8,000	12,800
222 Chemicals	27,321	28,000	28,000
229 Materials and Supplies	-	14,240	-
232 Building Repair and Maintenance	67,083	13,360	-
240 Equipment Repair and Maintenance	-	28,000	72,050
241 Grounds Maintenance	-	30,000	-
243 Non-Capital Computer Equipment and Supplies	-	3,200	-
246 Liability Insurance	25,135	21,778	23,802
247 Safety Expenses	1,167	1,500	1,500
249 Operating Leases and Rentals	9,802	11,860	66,480
250 Professional and Contracted Services	71,350	70,800	70,800
259 Licenses and Permits	200	200	200
260 Utilities	49,191	51,000	51,000
261 Telephone Charges	1,505	3,720	3,240
262 Radio Repair and Maintenance	-	200	-
264 Printing and Copying	2,462	2,800	2,600
269 Other Services and Charges	22,782	23,500	23,500
273 Fleet Lease - Operating and Maintenance	35,187	25,266	22,388
274 Fleet Lease - Replacement	77,826	87,145	103,158
<i>Subtotal</i>	<i>411,761</i>	<i>424,569</i>	<i>495,758</i>
SERVICE TOTAL	\$849,590	\$878,520	\$970,671

LIBRARY SERVICES FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	89,634	46,500	46,500
Non-Operating	23,587	20,500	20,500
Capital	-	-	-
TOTAL	\$ 113,221	\$ 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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
142 Food Allowance	-	2,000	2,000
<i>Subtotal</i>	-	2,000	2,000
Operating and Maintenance			
210 Office Supplies	27,662	-	-
211 Adult Books	2,752	11,500	11,500
212 Children's Books	4,554	7,000	7,000
215 Audiovisual Materials	5,992	5,000	5,000
216 Reference Books and Materials	-	11,000	11,000
218 Non-Capital Equipment and Furniture	3,227	-	-
250 Professional and Contracted Services	28,808	12,000	12,000
263 Postage	396	-	-
264 Printing and Copying	1,969	-	-
269 Other Services and Charges	14,275	-	-
<i>Subtotal</i>	89,634	46,500	46,500
Non-Operating Expense			
970 Transfers to Other Funds	23,587	20,500	20,500
<i>Subtotal</i>	23,587	20,500	20,500
SERVICE TOTAL	\$113,221	\$69,000	\$69,000

LIBRARY SERVICES - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 154,646	\$ 165,146	\$ 206,097
COMMITTED WORKING CAPITAL	-	1,950	-
SOURCES OF FUNDS			
REVENUES			
Interest	425	450	-
Grants and Donations	108,811	91,451	84,000
Miscellaneous	14,485	20,000	15,000
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	123,721	111,901	99,000
EXPENSES BY BUDGET SERVICE			
Personal Services	-	2,000	2,000
Operating and Maintenance	89,634	46,500	46,500
Non-Operating	23,587	20,500	20,500
Total Operating Expenses	113,221	69,000	69,000
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	113,221	69,000	69,000
ENDING WORKING CAPITAL	165,146	206,097	236,097
CONTRIBUTION TO/(FROM) RESERVES	\$ 10,500	\$ 42,901	\$ 30,000

LODGERS' TAX FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	363,730	381,549	474,616
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 363,730	\$ 381,549	\$ 474,616

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

	2016 Actual	2017 Budget	2018 Budget
Operating and Maintenance			
250 Professional and Contracted Services	363,730	381,549	474,616
<i>Subtotal</i>	363,730	381,549	474,616
SERVICE TOTAL	\$363,730	\$381,549	\$474,616

LODGERS' TAX FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 117,541	\$ 123,904	\$ 45,033
Committed Working Capital	-	78,871	-
SOURCES OF FUNDS			
REVENUES			
Taxes	369,731	381,549	474,616
Interest	362	-	-
TOTAL FUNDS	370,093	381,549	474,616
EXPENDITURES			
Operating and Maintenance	363,730	381,549	474,616
TOTAL EXPENDITURES	363,730	381,549	474,616
ENDING WORKING CAPITAL	123,904	45,033	45,033
CONTRIBUTION TO/(FROM) RESERVES	\$ 6,363	\$ -	\$ -

LONGMONT URBAN RENEWAL FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	29,400	-	-
Operating and Maintenance	1,450	-	-
Non-Operating	519,271	1,469,237	2,079,844
Capital	-	-	-
TOTAL	\$ 550,121	\$ 1,469,237	\$ 2,079,844

LONGMONT URBAN RENEWAL FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 175,966	\$ 5,707	\$ 5,707
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment	-	693,472	1,720,000
Sales Tax Increment	379,271	775,765	359,844
Interest	591	-	-
TOTAL FUNDS	379,862	1,469,237	2,079,844
EXPENDITURES			
Personal Services	29,400	-	-
Operating and Maintenance	1,450	-	-
Non-Operating	519,271	1,469,237	2,079,844
TOTAL EXPENDITURES	550,121	1,469,237	2,079,844
ENDING WORKING CAPITAL	5,707	5,707	5,707
CONTRIBUTION TO/(FROM) RESERVES	\$ (170,259)	\$ -	\$ -

MUSEUM SERVICES FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	51,793	91,032	78,776
Operating and Maintenance	143,121	89,399	112,457
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 194,914	\$ 180,431	\$ 191,233

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 13,975	\$ 10,279	\$ 91,041
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	31,149	30,000	31,000
Charges for Services	98,759	81,000	99,100
Grants and Donations	35,701	46,000	25,500
Interest	287	-	-
Miscellaneous	18,029	4,000	23,500
Other Funds Transfer	9,000	-	-
Estimated Revenue Revision	-	100,193	-
TOTAL FUNDS	192,925	261,193	179,100
EXPENSES BY BUDGET SERVICE			
Personal Services	51,793	91,032	78,776
Operating and Maintenance	143,121	89,399	112,457
Adjustment for GAAP Expenses	1,707	-	-
TOTAL EXPENDITURES	196,621	180,431	191,233
ENDING WORKING CAPITAL	10,279	91,041	78,908
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,696)	\$ 80,762	\$ (12,133)

Service: Museum Services**SERVICE: Museum Services**

Budgeted Positions:	2016 Budget	2017 Budget	2018 Budget
Museum Program Leader	0.00	1.00	1.00
Total	0.00	1.00	1.00

LINE ITEM BUDGET

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	33,298	49,428	55,737
112 Wages - Temporary	14,476	23,775	5,501
121 Wages - Overtime	-	213	-
126 Retirement Health Savings Plan	-	400	400
128 FICA	860	1,474	341
129 Medicare	573	1,061	868
131 MOPC	-	2,471	2,716
132 Employee Insurance	-	7,908	8,691
133 Employee Retirement	2,296	3,559	4,183
135 Compensation Insurance	290	303	301
136 Unemployment Insurance	-	94	38
139 Dental Insurance	-	346	-
<i>Subtotal</i>	<i>51,793</i>	<i>91,032</i>	<i>78,776</i>
Operating and Maintenance			
210 Office Supplies	7,420	-	21,088
216 Reference Books and Materials	34	400	100
217 Membership Dues and Subscriptions	546	-	-
218 Non-Capital Equipment and Furniture	405	600	-
223 Lab and Photo Supplies	8,041	300	-
224 Resale Merchandise	60	-	-
225 Freight	-	200	-
229 Materials and Supplies	15,230	28,410	-
240 Equipment Repair and Maintenance	542	-	-
243 Non-Capital Computer Equipment and Supplies	-	1,400	-
245 Mileage Allowance	994	300	300
246 Liability Insurance	52	49	109
249 Operating Leases and Rentals	26,428	9,250	20,060
250 Professional and Contracted Services	55,403	33,179	41,900
252 Ads and Legal Notices	5,748	7,811	5,100
263 Postage	3,457	2,450	5,050
264 Printing and Copying	18,161	4,750	18,350
269 Other Services and Charges	601	300	400
<i>Subtotal</i>	<i>143,121</i>	<i>89,399</i>	<i>112,457</i>
SERVICE TOTAL	\$194,914	\$180,431	\$191,233

MUSEUM TRUST FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,171	-	-
Operating and Maintenance	70,574	36,000	29,000
Non-Operating	9,000	-	-
Capital	-	-	-
TOTAL	\$ 80,745	\$ 36,000	\$ 29,000

Fund Description

The Museum Trust Fund is an expendable trust created for the purpose of receiving bequests to the Longmont Museum. Additional revenues include gift shop revenues. This fund administers expenses related to resale merchandise for the Museum's gift shop, Museum advertising, and collections acquisition, and provides additional support for exhibits and special programming of the Longmont Museum.

LINE ITEM BUDGET

	2016 Actual	2017 Budget	2018 Budget
Operating and Maintenance			
112 Temporary Wages	1,088	-	-
128 FICA	67	-	-
129 Medicare	16	-	-
<i>Subtotal</i>	<i>1,171</i>	-	-
Operating and Maintenance			
210 Office Supplies	4,389	-	-
218 Non-Capital Equipment and Furniture	1,298	-	-
224 Resale Merchandise	16,851	20,000	20,000
249 Operating Leases and Rentals	11,500	-	-
250 Professional and Contracted Services	20,761	600	-
252 Ads and Legal Notices	7,389	6,400	9,000
264 Printing Copying and Binding	7,099	9,000	-
269 Other Services and Charges	1,287	-	-
<i>Subtotal</i>	<i>70,574</i>	<i>36,000</i>	<i>29,000</i>
Non-Operating Expense			
970 Transfer to Other Funds	9,000	-	-
<i>Subtotal</i>	<i>9,000</i>	-	-
SERVICE TOTAL	\$80,745	\$36,000	\$29,000

MUSEUM TRUST FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 88,639	\$ 41,139	\$ 41,139
SOURCES OF FUNDS			
REVENUES			
Sales	30,267	36,000	29,000
Interest	378	-	-
Grants and Donations	2,600	-	2,000
TOTAL FUNDS	33,245	36,000	31,000
EXPENSES BY BUDGET SERVICE			
Personal Services	1,171	-	-
Operating and Maintenance	70,574	36,000	29,000
Non-Operating Expense	9,000	-	-
TOTAL EXPENDITURES	80,745	36,000	29,000
ENDING WORKING CAPITAL	41,139	41,139	43,139
CONTRIBUTION TO/(FROM) RESERVES	\$ (47,500)	\$ -	\$ 2,000

OPEN SPACE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	310,280	366,654	429,458
Operating and Maintenance	411,624	498,499	577,207
Non-Operating	2,168,855	2,145,778	2,125,584
Capital	713,990	3,820,698	902,270
TOTAL	\$ 3,604,749	\$ 6,831,629	\$ 4,034,519

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 4,915,665	\$ 5,906,200	\$ 2,570,171
Committed Working Capital	-	2,029,129	-
SOURCES OF FUNDS			
REVENUES			
Taxes	3,776,469	3,982,559	4,102,189
Intergovernmental Revenue	658,274	177,957	177,957
Developer Participation	-	120,000	-
Interest	43,647	6,953	6,871
Miscellaneous	61,512	100,000	55,000
Other Funds Transfer	77,400	-	-
Estimated Revenue Adjustment	-	1,158,840	-
TOTAL FUNDS	4,617,302	5,546,309	4,342,017
EXPENDITURES			
Personal Services	323,386	380,434	443,238
Operating and Maintenance	420,536	506,299	585,007
Non-Operating	2,168,855	2,145,778	2,125,584
Capital	713,990	3,820,698	902,270
TOTAL EXPENDITURES	3,626,767	6,853,209	4,056,099
ENDING WORKING CAPITAL	5,906,200	2,570,171	2,856,089
CONTRIBUTION TO/(FROM) RESERVES	\$ 990,535	\$ (1,306,900)	\$ 285,918

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2018 Budget
PRO083 Primary and Secondary Greenway Connection	\$ 500,000
PRO122 Open Space Acquisition Program	200,000
PRO200 Public Education and Interpretive Signage	5,750
PRO202 Montgomery Farms Land Acquisition	67,375
TRP128 County Rd 26 Imprv - County Line Rd to Union Res	94,320
TRP129 Air Quality Monitoring Installation	27,450
TOTAL	\$ 894,895

OPEN SPACE SANDSTONE RANCH FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	13,106	13,780	13,780
Operating and Maintenance	8,912	7,800	7,800
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 22,017	\$ 21,580	\$ 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**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
112 Wages - Temporary	12,180	12,800	12,800
128 FICA	750	794	794
129 Medicare	175	186	186
<i>Subtotal</i>	<i>13,106</i>	<i>13,780</i>	<i>13,780</i>
Operating and Maintenance			
210 Office Supplies	2,581	5,500	5,500
218 Non-Capital Equipment and Furniture	37	-	-
250 Professional and Contracted Services	6,294	2,000	2,000
263 Postage	-	300	300
<i>Subtotal</i>	<i>8,912</i>	<i>7,800</i>	<i>7,800</i>
SERVICE TOTAL	\$22,017	\$21,580	\$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:	2016 Budget	2017 Budget	2018 Budget
PWNR Natural Resources Manager	0.50	0.35	0.35
Project Manager II	0.10	0.10	0.23
Flood Recovery Manager	0.00	0.00	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	0.20	0.20
Neighborhood Resource Specialist	0.00	0.00	0.08
Construction Inspector	0.00	0.20	0.20
Volunteer Coordinator	0.00	0.00	0.13
Weed Technician	0.00	0.17	0.17
Executive Assistant	0.00	0.10	0.20
Total	2.10	2.52	3.06

Service: Open Space and Trails**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	181,976	223,776	268,527
112 Wages - Temporary	48,413	57,781	60,960
115 One Time Payment	2,208	2,019	-
121 Wages - Overtime	787	500	500
123 Leave Expense	1,962	2,000	2,000
126 Retirement Health Savings Plan	1,434	1,048	1,224
128 FICA	3,073	3,006	3,780
129 Medicare	3,110	3,920	4,687
131 MOPC	9,291	11,094	13,114
132 Employee Insurance	33,045	35,499	41,965
133 Employee Retirement	12,490	15,974	20,195
135 Compensation Insurance	3,825	3,862	4,495
136 Unemployment Insurance	382	422	211
137 Staff Training and Conferences	2,494	2,100	4,200
139 Dental Insurance	1,419	1,553	-
141 Uniforms and Protective Clothing	3,600	1,500	3,000
142 Food Allowance	771	600	600
<i>Subtotal</i>	<i>310,280</i>	<i>366,654</i>	<i>429,458</i>
Operating and Maintenance			
210 Office Supplies	12,148	2,000	14,566
214 Pamphlets and Documents	80	300	300
216 Reference Books and Materials	80	550	1,000
217 Dues and Subscriptions	714	450	900
218 Non-Capital Equipment and Furniture	12,397	2,181	10,346
221 Parts	987	500	500
222 Chemicals	3,046	4,380	4,380
223 Lab and Photo Supplies	-	500	-
229 Materials and Supplies	-	5,501	-
232 Building Repair and Maintenance	14,380	2,000	-
240 Equipment Repair and Maintenance	-	2,000	84,500
241 Grounds Maintenance	-	66,500	-
243 Non-Capital Computer Equipment and Supplies	-	6,730	-
244 Assessments	17,032	-	-
246 Liability Insurance	5,507	2,878	2,122
247 Safety Expenses	488	300	900
249 Operating Leases and Rentals	130	500	500
250 Professional and Contracted Services	156,171	196,850	203,766
252 Advertising and Legal Notices	83	100	100
261 Telephone Charges	2,535	4,592	4,592
263 Postage	57	500	500
264 Printing and Copying	196	1,500	2,180
269 Other Services and Charges	1,112	2,150	2,150
270 Administrative and Management Services	134,978	151,049	181,032
273 Fleet Lease - Operating and Maintenance	22,687	10,076	21,094
274 Fleet Lease - Replacement	26,816	34,412	41,779
<i>Subtotal</i>	<i>411,624</i>	<i>498,499</i>	<i>577,207</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	998,814	975,414	940,314
923 Principal - Current Bond Issues	1,170,000	1,170,000	1,185,000
970 Transfers to Other Funds	41	364	270
<i>Subtotal</i>	<i>2,168,855</i>	<i>2,145,778</i>	<i>2,125,584</i>
Capital Outlay			
432 Vehicles	24,500	11,000	7,375
440 Machinery and Equipment	-	5,000	-
<i>Subtotal</i>	<i>24,500</i>	<i>16,000</i>	<i>7,375</i>
SERVICE TOTAL	\$2,915,259	\$3,026,931	\$3,139,624

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	20,000
Operating and Maintenance	240,840	20,000	31,530
Non-Operating	7,472	5,000	5,000
Capital - Non-Flood	1,122,708	1,241,545	958,868
Capital - Flood	-	-	-
TOTAL	\$ 1,371,020	\$ 1,266,545	\$ 1,015,398

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.

2018 Budget

The following capital projects are funded in 2018. Detailed descriptions for these projects are included in the 2018-2022 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2018 Budget
MAINTENANCE FEE PROJECTS	
PRO186 Park Infrastructure Rehab and Replacement	\$ 891,868
PRO192 Park and Greenway Misc Asset Renewal	55,000
PRO200 Public Education and Interpretive Signage	12,000
TOTAL	\$ 958,868

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ 1,922,314	\$ 4,438,983	\$ 803,153
Committed Working Capital - Maintenance	-	1,559,297	-
Committed Working Capital - Flood	-	1,734,651	-
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	943,498	923,438	939,038
Park and Greenway Maintenance Flood Fee	943,414	-	-
Intergovernmental Revenue - Flood	1,456,794	-	-
Interest - Maintenance	7,787	1,225	774
Interest - Flood	7,105	-	-
Miscellaneous	668	-	-
Miscellaneous - Flood	667	-	-
Transfer from Other Funds	527,756	-	-
TOTAL FUNDS	3,887,689	924,663	939,812
EXPENDITURES			
Personal Services	-	-	20,000
Operating and Maintenance	240,840	20,000	31,530
Non-Operating	7,472	5,000	5,000
Non-Operating - Flood	-	-	-
Capital Projects - Maintenance	1,122,708	1,241,545	958,868
TOTAL EXPENDITURES	1,371,020	1,266,545	1,015,398
ENDING WORKING CAPITAL MAINTENANCE FEE	4,438,983	803,153	727,567
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,516,669	\$ (341,882)	\$ (75,586)

PARK IMPROVEMENT FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	113,954	-	-
Non-Operating	-	-	-
Capital	988,606	2,161,030	5,854,440
TOTAL	\$ 1,102,560	\$ 2,161,030	\$ 5,854,440

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).

2018 Budget

The following capital projects are funded in 2018. Detailed descriptions for these projects are included in the 2018-2022 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2018 Budget
PRO44B Sandstone Ranch Community Park	\$ 5,096,500
PRO127 South Clover Basin Neighborhood Park	100,000
PRO140 Fox Meadows Neighborhood Park	2,700
PRO150 Quail Campus Master Planned Improvements	124,900
PRO200 Public Education and Interpretive Signage	13,000
PRO202 Montgomery Farms Land Acquisition	517,340
TOTAL	\$ 5,854,440

PARK IMPROVEMENT FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 5,373,769	\$ 8,096,824	\$ 7,599,542
Committed Working Capital	-	209,306	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	3,776,516	1,846,350	2,107,950
Interest	37,267	26,704	28,960
Grants and Donations	2,600	-	-
TOTAL FUNDS	3,816,383	1,873,054	2,136,910
EXPENDITURES			
Operating and Maintenance	113,954	-	-
Capital Projects	988,606	2,161,030	5,854,440
Adjustment for GAAP Expense	(9,232)	-	-
TOTAL EXPENDITURES	1,093,328	2,161,030	5,854,440
ENDING WORKING CAPITAL	8,096,824	7,599,542	3,882,012
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,723,055	\$ (287,976)	\$ (3,717,530)

PROBATION SERVICES FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	35,674	75,440	78,162
Operating and Maintenance	624	8,240	8,566
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 36,298	\$ 83,680	\$ 86,728

PROBATION SERVICES FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 86,617	\$ 99,392	\$ 66,112
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	48,581	50,000	50,000
Interest	492	400	800
TOTAL FUNDS	49,073	50,400	50,800
EXPENDITURES			
Personal Services	35,674	75,440	78,162
Operating and Maintenance	624	8,240	8,566
TOTAL EXPENDITURES	36,298	83,680	86,728
ENDING WORKING CAPITAL	99,392	66,112	30,184
CONTRIBUTION TO/(FROM) RESERVES	\$ 12,775	\$ (33,280)	\$ (35,928)

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	9,652	57,597	60,037
112 Temporary Wages	13,510	-	-
115 One Time Payment	1,500	-	-
126 Retirement Health Savings Plan	-	400	400
129 Medicare	133	826	848
131 MOPC	449	2,848	2,926
132 Employee Insurance	9,275	9,114	9,362
133 Employee Retirement	601	4,101	4,505
135 Compensation Insurance	49	47	43
136 Unemployment Insurance	107	108	41
139 Dental Insurance	398	399	-
<i>Subtotal</i>	<i>35,674</i>	<i>75,440</i>	<i>78,162</i>
Operating and Maintenance			
240 Equipment Repair and Maintenance	125	300	300
246 Liability Insurance	499	89	415
250 Professional and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	<i>624</i>	<i>8,240</i>	<i>8,566</i>
SERVICE TOTAL	\$36,298	\$83,680	\$86,728

SERVICE: Probation Services

	2015 Budget	2016 Budget	2017 Budget
Budgeted Positions:			
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	59,116	1,882,920	-
TOTAL	\$ 59,116	\$ 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). This fee was repealed in May 2016.

PUBLIC BUILDINGS CIF FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 1,388,815	\$ 2,715,290	\$ 729,370
Committed Working Capital	-	103,000	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	1,375,206	-	-
Interest	10,385	-	-
TOTAL FUNDS	1,385,591	-	-
EXPENDITURES			
Capital	59,116	1,882,920	-
TOTAL EXPENDITURES	59,116	1,882,920	-
ENDING WORKING CAPITAL	2,715,290	729,370	729,370
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,326,475	\$ (1,882,920)	\$ -

PUBLIC IMPROVEMENT FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	914,125	44,550	444,894
Non-Operating	2,740,508	2,748,113	3,599,100
Capital	1,584,855	6,730,603	2,581,155
TOTAL	\$ 5,239,488	\$ 9,523,266	\$ 6,625,149

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 3.53%.

PUBLIC IMPROVEMENT FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 3,277,576	\$ 5,678,764	\$ 660,136
Committed Working Capital	-	4,354,842	-
SOURCES OF FUNDS			
REVENUES			
Taxes	6,204,559	5,973,839	6,099,307
Intergovernmental Revenue	2,822	-	-
Interest	21,276	2,000	40,000
Miscellaneous	970,030	2,317,250	-
Operating Transfers	441,989	-	-
Estimated Revenue Revision	-	566,391	-
TOTAL FUNDS	7,640,676	8,859,480	6,139,307
EXPENDITURES			
Operating and Maintenance	914,125	44,550	444,894
Non-Operating	2,740,508	2,748,113	3,599,100
Capital	1,584,855	6,730,603	2,581,155
TOTAL EXPENDITURES	5,239,488	9,523,266	6,625,149
ENDING WORKING CAPITAL	5,678,764	660,136	174,294
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,401,188	\$ (663,786)	\$ (485,842)

Service: **Public Improvement Fund**

Service Description:

Capital projects for 2018 are listed below, and detailed descriptions of each project are included in the 2018-2022 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2018 Budget
PBF001 Municipal Buildings Roof Improvements	\$ 70,007
PBF002 Municipal Facilities ADA Improvements	193,856
PBF037 Fire Stations Improvements	138,750
PBF080 Municipal Buildings Boiler Replacement	32,330
PBF082 Muni Buildings HVAC Replacement	919,292
PBF109 Municipal Facilities Parking Lot Rehabilitation	140,000
PBF119 Muni Buildings Flooring Replacement	111,100
PBF145 Community Services Specialized Equipment	219,850
PBF178 Council Chambers Remodel	10,000
PBF181 Municipal Buildings UPS Repair and Replacement	20,000
PBF189 Municipal Buildings Exterior Maintenance	15,000
PBF190 Municipal Buildings Interior Maintenance	19,800
PRO102 Swimming and Wading Pools Maintenance	255,042
PRO113 Park Irrigation Pump Systems Rehabilitation	120,000
PRO121 Park Ponds Dredging and Stabilization	53,025
PRO186 Park Infrastructure Rehabilitation and Replacement	263,103
TOTAL	\$ 2,581,155

SENIOR SERVICES FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	24,822	29,008	75,592
Operating and Maintenance	231,168	259,806	259,280
Non-Operating	5,769	5,769	26,085
Capital	73,188	-	-
TOTAL	\$ 334,947	\$ 294,583	\$ 360,957

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 229,573	\$ 274,926	\$ 292,488
COMMITTED WORKING CAPITAL	-	855	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	375,028	307,500	291,465
Interest	1,521	-	-
Miscellaneous	3,751	5,500	500
TOTAL FUNDS	380,300	313,000	291,965
EXPENDITURES			
Personal Services	24,822	29,008	75,592
Operating and Maintenance	231,168	259,806	259,280
Non-Operating	5,769	5,769	26,085
Capital	73,188	-	-
Total Operating Expenses	334,947	294,583	360,957
TOTAL EXPENDITURES	334,947	294,583	360,957
ENDING WORKING CAPITAL	274,926	292,488	223,496
CONTRIBUTION TO/(FROM) RESERVES	\$ 45,353	\$ 18,417	\$ (68,992)

Service: Senior Services Fund**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	75	-	30,961
112	Wages - Temporary	23,284	26,000	30,000
126	Retirement Health Savings Plan	-	-	200
128	FICA	1,104	1,612	1,860
129	Medicare	258	377	873
131	MOPC	-	-	1,508
132	Employee Insurance	-	-	4,828
133	Employee Retirement	-	-	2,324
135	Compensation Insurance	51	19	16
136	Unemployment Insurance	-	-	22
137	Staff Training and Conferences	50	1,000	3,000
	<i>Subtotal</i>	<i>24,822</i>	<i>29,008</i>	<i>75,592</i>
Operating and Maintenance				
210	Office Supplies	29,571	650	60,550
217	Dues and Subscriptions	854	500	500
218	Non-Capital Equipment and Furniture	7,561	10,000	10,000
223	Lab and Photo Supplies	-	100	-
229	Materials and Supplies	8,342	48,200	-
230	Printing and Copier Supplies	-	2,000	-
243	Non-Capital Computer Equipment and Supplies	-	5,000	-
245	Mileage Allowance	278	400	400
246	Liability Insurance	109	4	39
247	Safety Expenses	-	50	50
250	Professional and Contracted Services	182,311	160,000	160,000
261	Telephone Charges	103	100	100
264	Printing and Copying	2,010	8,500	8,500
269	Other Services and Charges	30	11,000	2,500
273	Fleet Lease - Operating and Maintenance	-	-	3,339
274	Fleet Lease - Replacement	-	13,302	13,302
	<i>Subtotal</i>	<i>231,168</i>	<i>259,806</i>	<i>259,280</i>
Non-Operating Expense				
970	Transfers to Other Funds	5,769	5,769	26,085
	<i>Subtotal</i>	<i>5,769</i>	<i>5,769</i>	<i>26,085</i>
Capital Outlay				
432	Vehicles	73,188	-	-
	<i>Subtotal</i>	<i>73,188</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$334,947	\$294,583	\$360,957

STORM DRAINAGE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	1,743,892	1,939,747	2,057,606
Operating and Maintenance	1,286,614	1,482,609	1,679,790
Non-Operating	3,516,557	2,575,358	2,462,409
Capital	7,560,027	5,481,562	10,193,902
TOTAL	\$ 14,107,090	\$ 11,479,276	\$ 16,393,707

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.

2018 Budget

The 2018 Budget includes \$10,177,322 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2018-2022 Capital Improvement Program. The following capital projects are funded in 2018.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE FUND PROJECTS	2018 Budget
DRN021 Storm Drainage Rehabilitation and Improvements	\$ 1,072,450
DRN037 Oligarchy Ditch Improvements	90,400
DRN039 Resilient St Vrain Project	8,811,880
DRN045 Spring Gulch #2 Channel Improvements	50,000
PBF082 Municipal Buildings HVAC Replacement	9,154
PBF192 Operations & Maintenance Building/Site Improvements	143,418
TOTAL	\$ 10,177,302

STORM DRAINAGE FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 20,720,555	\$ 16,646,323	\$ 3,652,057
Committed Working Capital	-	9,534,329	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	6,815,489	6,757,421	6,997,400
Capital Investment Fee	527,748	230,408	246,900
Developer Participation	71,577	-	-
Intergovernmental Revenue	1,177,585	-	8,786,900
Interest	147,345	15,526	30,600
Miscellaneous	61,153	5,630	5,600
Bond Proceeds	-	-	-
Transfer from Storm Drainage	1,165,832	-	-
Estimated Revenue Adjustment	-	1,010,354	-
TOTAL FUNDS	9,966,729	8,019,339	16,067,400
EXPENSES BY BUDGET SERVICE			
Public Works and Water Utilities Director	3,448,710	2,707,226	2,410,706
Storm Drainage Engineering	1,764,012	1,100,509	1,155,979
Storm Drainage Maintenance	800,269	1,115,393	1,118,883
Storm Drainage Water Quality Lab	7,312	98,707	150,411
Storm Drainage Construction Inspection	145,169	109,328	131,190
Storm Drainage Regulatory Compliance	196,063	671,471	1,078,572
Storm Drainage Engineering/Survey Tech Services	205,013	214,680	170,664
CIP Projects	7,540,543	5,461,962	10,177,302
Total Operating Expenses	14,107,090	11,479,276	16,393,707
Adjustment for GAAP Expenses	(66,129)	-	-
TOTAL EXPENDITURES	14,040,961	11,479,276	16,393,707
ENDING WORKING CAPITAL	16,646,323	3,652,057	3,325,750
CONTRIBUTION TO/(FROM) RESERVES	\$ (4,074,232)	\$ (3,459,937)	\$ (326,307)

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:	2016 Budget	2017 Budget	2018 Budget
General Manager PW&NR	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
PWNR Communications Coord & Mktg Mngr	0.00	0.15	0.15
Flood Recovery Manager	0.00	0.00	0.25
Multi Media/Marketing Specialist	0.15	0.00	0.25
PWNR Rate Analyst	0.15	0.15	0.15
Weed Technician	0.00	0.02	0.02
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Total	0.90	0.92	1.42

Service: Public Works and Natural Resources General Manager**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	102,919	120,486	152,412
115	One Time Payment	239	739	-
121	Wages - Overtime	-	100	100
123	Leave Expense	1,460	-	-
126	Retirement Health Savings Plan	853	468	468
129	Medicare	944	1,164	1,223
131	MOPC	5,163	5,390	5,756
132	Employee Insurance	15,596	17,248	18,421
133	Employee Retirement	12,412	7,761	8,865
135	Compensation Insurance	60	82	53
136	Unemployment Insurance	180	205	85
137	Staff Training and Conferences	259	826	826
139	Dental Insurance	671	754	-
142	Food Allowance	158	425	425
	<i>Subtotal</i>	<i>140,915</i>	<i>155,648</i>	<i>188,634</i>
Operating and Maintenance				
210	Office Supplies	1,001	-	1,380
217	Dues and Subscriptions	162	38	80
218	Non-Capital Equipment and Furniture	1,407	455	1,108
222	Chemicals	-	180	180
229	Materials and Miscellaneous Supplies	-	1,050	-
240	Equipment Repair and Maintenance	1,636	3,495	4,595
243	Non-Capital Computer Equipment and Supplies	-	576	-
245	Mileage Allowance	375	460	460
246	Liability Insurance	127	170	181
250	Professional and Contracted Services	20,089	6,850	55,180
252	Legal Notices and Advertising	8	50	50
263	Postage	-	750	830
264	Printing and Copying	4	950	950
269	Other Services and Charges	111,974	-	-
273	Fleet Lease - Operating and Maintenance	-	-	295
274	Fleet Lease - Replacement	-	-	865
	<i>Subtotal</i>	<i>136,784</i>	<i>15,024</i>	<i>66,154</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	1,047,711	1,130,845	705,088
923	Bond Principal - Current	1,360,000	1,405,000	1,450,000
928	Interest - Notes and Contracts	(85,698)	-	-
970	Transfers to Other Funds	834,980	709	830
	<i>Subtotal</i>	<i>3,156,993</i>	<i>2,536,554</i>	<i>2,155,918</i>
Capital Outlay				
440	Machinery and Equipment	14,018	-	-
	<i>Subtotal</i>	<i>14,018</i>	<i>-</i>	<i>-</i>
	SERVICE TOTAL	\$3,448,710	\$2,707,226	\$2,410,706

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Director of Engineering Services	0.00	0.35	0.35
PWNR Engineering Administrator	0.10	0.35	0.35
Senior Civil Engineer	2.00	1.70	1.95
Civil Engineer II	0.00	1.00	0.62
Civil Engineer	0.80	0.00	0.00
Construction Inspector	0.50	0.45	0.45
Environmental Project Specialist	0.10	0.10	0.10
Environmental Regulatory Specialist	0.00	0.00	0.00
Industrial Pre Treatment Coordinator	0.00	0.00	0.00
Water Quality Lab Supervisor	0.05	0.00	0.00
Project Manager	0.50	0.00	0.00
Project Manager II	0.39	0.64	0.59
Water Quality Analyst	0.15	0.00	0.00
Laboratory Technician	0.15	0.00	0.00
Administrative Assistant	0.00	0.13	0.12
Total	4.74	4.72	4.53

Service: Storm Drainage Engineering**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	565,822	439,986	441,083
112 Temporary Wages	35,028	2,000	-
114 Skill Based Pay	81	-	300
115 One Time Payment	3,098	670	-
121 Wages - Overtime	3,630	-	-
122 Longevity Compensation	2,187	672	693
123 Leave Expense	11,460	-	-
126 Retirement Health Savings Plan	3,538	1,888	1,812
128 FICA	4,057	124	-
129 Medicare	6,942	5,698	5,655
131 MOPC	27,735	22,000	22,069
132 Employee Insurance	90,063	70,398	70,573
133 Employee Retirement	49,630	31,679	33,986
135 Compensation Insurance	292	370	2,191
136 Unemployment Insurance	1,034	836	309
137 Staff Training and Conferences	1,778	2,700	4,700
139 Dental Insurance	3,848	3,080	-
141 Uniforms and Protective Clothing	154	100	100
142 Food Allowance	404	200	200
<i>Subtotal</i>	<i>810,781</i>	<i>582,401</i>	<i>583,671</i>
Operating and Maintenance			
210 Office Supplies	4,244	2,000	5,550
216 Reference Books and Materials	22	205	100
217 Dues and Subscriptions	200	395	395
218 Non-Capital Equipment and Furniture	3,702	4,523	4,588
229 Materials and Supplies	-	50	-
240 Equipment Repair and Maintenance	2,075	4,285	3,895
243 Non-Capital Computer Equipment and Supplies	-	4,100	-
245 Mileage Allowance	-	50	50
246 Liability Insurance	826	879	976
247 Safety Expenses	413	100	100
250 Professional and Contracted Services	47,228	20,000	10,000
252 Advertising and Legal Notices	1,636	300	300
259 Licenses and Permits	2,020	3,000	-
260 Utilities	415	-	-
261 Telephone Charges	1,211	335	1,870
263 Postage	-	200	200
264 Printing and Copying	49	375	375
270 Administrative and Management Services	546,335	455,968	538,495
273 Fleet Lease - Operating and Maintenance	1,953	2,539	1,823
274 Fleet Lease - Replacement	4,704	-	-
<i>Subtotal</i>	<i>617,033</i>	<i>499,304</i>	<i>568,717</i>
Non-Operating Expense			
970 Transfers to Other Funds	336,198	18,804	3,591
<i>Subtotal</i>	<i>336,198</i>	<i>18,804</i>	<i>3,591</i>
SERVICE TOTAL	\$1,764,012	\$1,100,509	\$1,155,979

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:	2016 Budget	2017 Budget	2018 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	0.30	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	0.70	0.70
Public Works Tech I	1.30	0.80	0.80
Sr Arborist Technician	0.00	0.00	0.25
Arborist Technician II	0.25	0.25	0.00
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
Total	4.55	4.90	4.90

Service: Storm Drainage Maintenance and Repair**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	226,988	281,714	295,384
112 Wages - Temporary	14,497	46,250	46,250
114 Skill Based Pay	134	225	225
115 One Time Payment	3,061	1,448	636
121 Wages - Overtime	3,705	5,000	5,000
123 Leave Expense	5,118	4,800	4,800
126 Retirement Health Savings Plan	3,834	1,960	1,960
128 FICA	698	2,868	2,868
129 Medicare	3,345	4,759	4,957
131 MOPC	12,096	14,097	14,780
132 Employee Insurance	41,335	45,074	47,261
133 Employee Retirement	35,290	20,299	22,762
135 Compensation Insurance	4,426	4,432	4,109
136 Unemployment Insurance	475	535	204
137 Staff Training and Conferences	79	2,750	2,750
139 Dental Insurance	1,768	1,972	-
141 Uniforms and Protective Clothing	1,828	2,200	3,044
142 Food Allowance	133	200	200
<i>Subtotal</i>	<i>358,810</i>	<i>440,583</i>	<i>457,190</i>
Operating and Maintenance			
210 Office Supplies	7,143	470	11,145
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	7	200	200
218 Non-Capital Equipment and Furniture	4,344	3,700	9,849
228 Janitorial Supplies	-	300	-
229 Materials and Supplies	-	6,200	-
230 Printing and Copier Supplies	-	260	-
232 Building Repair and Maintenance	54,850	10,700	-
233 Facility Repair and Maintenance	-	16,000	-
235 Station Maintenance	-	4,000	-
237 Line Repair/maintenance	-	90,000	-
240 Equipment Repair and Maintenance	-	10,400	133,400
241 Grounds Maintenance	-	300	-
243 Non-Capital Computer Equipment and Supplies	-	6,067	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	18,755	15,633	12,368
247 Safety Expenses	3,227	4,000	4,000
249 Operating Leases and Rentals	-	7,000	7,000
250 Professional and Contracted Services	26,473	139,602	157,602
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	1,456	1,500	1,500
260 Utilities	13,669	13,960	13,960
261 Telephone Charges	2,386	3,500	1,200
262 Radio Repair and Maintenance	-	2,000	-
264 Printing and Copying	-	200	200
269 Other Services and Charges	25,395	19,450	19,450
273 Fleet Lease - Operating and Maintenance	91,448	88,137	75,556
274 Fleet Lease - Replacement	168,942	190,981	193,613
<i>Subtotal</i>	<i>418,094</i>	<i>635,210</i>	<i>641,693</i>
Non-Operating Expense			
950 Bad Debt	23,366	20,000	20,000
<i>Subtotal</i>	<i>23,366</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
440 Machinery and Equipment	-	19,600	-
<i>Subtotal</i>	<i>-</i>	<i>19,600</i>	<i>-</i>
SERVICE TOTAL	\$800,269	\$1,115,393	\$1,118,883

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:	2016 Budget	2017 Budget	2018 Budget
Water Quality Lab Supervisor	0.00	0.10	0.10
Water Quality Analyst	0.00	0.30	0.30
Laboratory Tech II	0.00	0.00	0.10
Laboratory Tech	0.00	0.35	0.30
Office Assistant	0.00	0.00	0.05
Total	0.00	0.75	0.85

Service: Storm Drainage Quality Laboratory**LINE ITEM BUDGET**

Personal Services	2016 Actual	2017 Budget	2018 Budget
111 Salaries and Wages	1,201	48,573	53,154
112 Temporary Wages	-	-	3,800
115 One Time Payment	-	3	425
121 Overtime Pay	137	-	500
122 Longevity	-	-	102
123 Leave Expense	268	-	-
126 Retirement Health Savings Plan	-	300	340
128 FICA	-	-	236
129 Medicare	24	704	799
131 MOPC	86	2,428	2,657
132 Employee Insurance	-	7,772	8,505
133 Employee Retirement	-	3,497	4,093
136 Unemployment Insurance	-	93	40
137 Staff Training and Conferences	-	800	800
139 Dental Insurance	-	340	-
141 Uniforms and Protective Clothing	-	-	20
<i>Subtotal</i>	<i>1,716</i>	<i>64,510</i>	<i>75,471</i>
Operating and Maintenance			
210 Office Supplies	-	11,200	12,685
216 Reference Books and Materials	-	-	50
217 Dues and Subscriptions	-	-	190
218 Non-Capital Equipment and Furniture	-	1,825	11,450
240 Equipment Repair and Maintenance	-	4,887	8,418
243 Non-Capital Computer Equipment and Supplies	-	1,188	-
247 Safety Expenses	-	184	184
250 Professional and Contracted Services	5,596	14,800	24,900
261 Telephone Charges	-	100	150
263 Postage	-	13	13
264 Printing, Copying and Binding	-	-	300
<i>Subtotal</i>	<i>5,596</i>	<i>34,197</i>	<i>58,340</i>
Capital Outlay			
440 Machinery and Equipment	-	-	16,600
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>16,600</i>
SERVICE TOTAL	\$7,312	\$98,707	\$150,411

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:	2016 Budget	2017 Budget	2018 Budget
Construction Inspection Supervisor	0.15	0.15	0.15
Senior Construction Inspector	0.30	0.30	0.30
Construction Inspector	0.45	0.60	0.60
Total	0.90	1.05	1.05

Service: Construction Inspection**LINE ITEM BUDGET**

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	122,974	65,628	69,878
112 Wages - Temporary	-	9,000	9,000
115 One Time Payment	-	585	-
121 Wages - Overtime	62	9,000	9,000
122 Longevity Compensation	-	306	315
123 Leave Expense	138	-	-
126 Retirement Health Savings Plan	-	420	420
128 FICA	-	558	558
129 Medicare	22	943	995
131 MOPC	110	3,281	3,494
132 Employee Insurance	-	10,500	11,180
133 Employee Retirement	-	4,725	5,381
136 Unemployment Insurance	-	125	49
137 Staff Training and Conferences	-	600	600
139 Dental Insurance	-	459	-
141 Uniforms and Protective Clothing	-	30	60
<i>Subtotal</i>	<i>123,306</i>	<i>106,160</i>	<i>110,930</i>
Operating and Maintenance			
210 Office Supplies	-	75	825
216 Reference Books and Materials	-	30	30
217 Dues and Subscriptions	-	105	180
218 Non-Capital Equipment and Furniture	-	180	2,395
222 Chemicals	-	45	-
229 Materials and Supplies	-	375	-
240 Equipment Repair and Maintenance	-	75	75
243 Non-Capital Computer Equipment and Supplies	-	641	-
247 Safety Expenses	-	225	225
249 Operating Leases and Rentals	-	300	300
250 Professional and Contracted Services	16,395	50	-
261 Telephone Charges	2	1,022	810
264 Printing and Copying	-	45	45
273 Fleet Lease - Operating and Maintenance	-	-	10,256
274 Fleet Lease - Replacement	-	-	5,119
<i>Subtotal</i>	<i>16,397</i>	<i>3,168</i>	<i>20,260</i>
Capital Outlay			
432 Vehicles	5,466	-	-
<i>Subtotal</i>	<i>5,466</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$145,169	\$109,328	\$131,190

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Environmental Services Manager	0.34	0.40	0.40
Sustainability Coordinator	0.00	0.20	0.15
Neighborhood Resource Specialist	0.00	0.00	0.08
Industrial Pre-Treatment Coordinator	0.00	0.10	0.10
Civil Engineer II	0.00	1.30	1.65
Civil Engineer	0.68	0.00	0.00
Environmental Project Specialist	0.34	0.00	0.00
Environmental Regulatory Specialist	0.00	1.95	1.95
Total	1.36	3.95	4.33

Service: Regulatory Compliance**LINE ITEM BUDGET**

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	13,115	314,859	357,470
112	Wages - Temporary	601	-	29,120
115	One Time Payment	-	3,244	3,375
121	Overtime Wages	197	-	-
122	Longevity Compensation	1,800	2,625	2,706
123	Leave Expense	5,553	-	-
126	Retirement Health Savings Plan	939	1,580	1,732
128	FICA	37	-	1,805
129	Medicare	1,642	2,916	3,937
131	MOPC	13,548	15,743	17,873
132	Employee Insurance	48,135	50,377	57,196
133	Employee Retirement	56,761	22,670	27,525
135	Compensation Insurance	296	221	188
136	Unemployment Insurance	562	599	257
137	Staff Training and Conferences	5,499	6,500	8,900
139	Dental Insurance	2,093	2,204	-
142	Food Allowance	501	-	-
	<i>Subtotal</i>	<i>151,280</i>	<i>423,538</i>	<i>512,084</i>
Operating and Maintenance				
210	Office Supplies	2,439	100	1,100
216	Reference Books and Materials	21	200	240
217	Dues and Subscriptions	24,844	127,440	127,756
218	Non-Capital Equipment and Furniture	1,989	568	1,080
240	Equipment Repair and Maintenance	830	30	500
243	Non-Capital Computer Equipment and Supplies	-	2,825	-
245	Mileage Allowance	97	600	600
246	Liability Insurance	626	626	932
247	Safety Expenses	73	500	1,200
250	Professional and Contracted Services	7,114	102,500	129,150
259	Licenses and Permits	94	3,000	3,150
261	Telephone Charges	202	400	1,240
263	<i>Postage</i>	<i>6,183</i>	<i>1,000</i>	<i>1,000</i>
264	Printing and Copying	271	500	2,030
269	Other Services and Charges	-	-	10
273	Fleet Lease - Operating and Maintenance	-	2,987	8,944
274	Fleet Lease - Replacement	-	4,657	4,656
	<i>Subtotal</i>	<i>44,783</i>	<i>247,933</i>	<i>283,588</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	-	-	282,900
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>282,900</i>
	SERVICE TOTAL	\$196,063	\$671,471	\$1,078,572

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:	2016 Budget	2017 Budget	2018 Budget
PWNR Technology/GIS Coordinator	0.20	0.20	0.15
Engineering and Survey Tech Supervisor	0.20	0.20	0.15
Lead GIS Analyst	0.20	0.20	0.15
Senior GIS Analyst	0.00	0.00	0.15
PWNR Applications Support Analyst	0.20	0.20	0.15
Senior GIS/Mapping Technician	0.20	0.20	0.00
GIS/Mapping Technician	0.20	0.20	0.15
Senior Engineering Technician	0.20	0.20	0.15
Engineering Technician	0.40	0.40	0.30
Total	1.80	1.80	1.35

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

Personal Services		2016 Actual	2017 Budget	2018 Budget
111	Salaries and Wages	156,695	123,683	96,674
114	Skill Based Pay	2	-	60
115	One Time Payment	-	562	-
121	Wages - Overtime	-	334	250
123	Leave Expense	96	-	-
126	Retirement Health Savings Plan	-	720	540
129	Medicare	58	1,794	1,403
131	MOPC	234	6,184	4,837
132	Employee Insurance	-	19,789	15,468
133	Employee Retirement	-	8,905	7,449
136	Unemployment Insurance	-	235	68
137	Staff Training and Conferences	-	3,776	2,832
139	Dental Insurance	-	865	-
141	Uniforms and Protective Clothing	-	60	45
	<i>Subtotal</i>	<i>157,084</i>	<i>166,907</i>	<i>129,626</i>
Operating and Maintenance				
210	Office Supplies	-	-	2,316
216	Reference Books and Materials	-	20	15
217	Dues and Subscriptions	-	4,580	3,435
218	Non-Capital Equipment and Furniture	-	2,360	2,076
219	Drafting Supplies	-	600	-
229	Materials and Supplies	-	200	-
240	Equipment Repair and Maintenance	47,928	32,709	25,260
243	Non-Capital Computer Equipment and Supplies	-	300	-
247	Safety Expenses	-	200	200
250	Professional and Contracted Services	-	6,550	2,395
261	Telephone Charges	-	154	2,272
264	Printing and Copying	-	100	75
273	Fleet Lease - Operating and Maintenance	-	-	1,855
274	Fleet Lease - Replacement	-	-	1,139
	<i>Subtotal</i>	<i>47,928</i>	<i>47,773</i>	<i>41,038</i>
	SERVICE TOTAL	\$205,013	\$214,680	\$170,664

TRANSPORTATION CIF FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	818,833	-	1,500,000
TOTAL	\$ 818,833	\$ -	\$ 1,500,000

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 1,612,144	\$ 1,371,983	\$ 1,668,965
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	583,326	295,554	777,100
Interest	7,174	1,428	6,623
Adjustment for GAAP Revenue	(11,828)	-	-
TOTAL FUNDS	578,672	296,982	783,723
EXPENDITURES			
Capital	818,833	-	1,500,000
TOTAL EXPENDITURES	818,833	-	1,500,000
ENDING WORKING CAPITAL	1,371,983	1,668,965	952,688
CONTRIBUTION TO/(FROM) RESERVES	\$ (240,161)	\$ 296,982	\$ (716,277)

VILLAGE AT THE PEAKS FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	-	-	-
Operating and Maintenance	4,442	250	250
Non-Operating	1,351,432	1,867,455	2,129,605
Capital	-	-	-
TOTAL	\$ 1,355,874	\$ 1,867,705	\$ 2,129,855

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

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 83,630	\$ 3,474	\$ 465,623
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	215,828	436,811	246,000
Interest	1,079	-	-
Transfer from Other Funds	1,058,811	1,469,237	1,759,844
Estimated Revenue Revision	-	423,806	-
TOTAL FUNDS	1,275,718	2,329,854	2,005,844
EXPENDITURES			
Operating and Maintenance	4,442	250	250
Non-Operating	1,351,432	1,867,455	2,129,605
TOTAL EXPENDITURES	1,355,874	1,867,705	2,129,855
ENDING WORKING CAPITAL	3,474	465,623	341,612
CONTRIBUTION TO/(FROM) RESERVES	\$ (80,156)	\$ 462,149	\$ (124,011)

YOUTH SERVICES FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	91,136	-	86,999
Operating and Maintenance	149,530	6,000	20,808
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 240,666	\$ 6,000	\$ 107,807

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

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
111 Salaries and Wages	16,134	-	65,260
112 Wages - Temporary	67,455	-	-
114 Skill Based Pay	-	-	1,200
126 Retirement Health Savings Plan	-	-	400
128 FICA	3,688	-	-
129 Medicare Contribution	971	-	939
131 MOPC	375	-	3,240
132 Employee Insurance	750	-	10,176
133 Employee Retirement	1,073	-	4,989
136 Unemployment	690	-	45
137 Staff Training and Conferences	-	-	750
<i>Subtotal</i>	91,136	-	86,999
Operating and Maintenance			
210 Office Supplies	5,370	-	5,250
218 Non Capital Equipment and Furniture	1,138	-	-
229 Materials and Supplies	102,882	5,000	-
230 Computer Equipment and Supplies	-	-	300
245 Mileage Allowance	342	-	-
250 Professional and Contracted Services	39,342	1,000	1,000
261 Telephone Charges	-	-	500
264 Printing and Copying	456	-	-
274 Fleet Lease - Replacement	-	-	13,758
<i>Subtotal</i>	149,530	6,000	20,808
SERVICE TOTAL	\$240,666	\$6,000	\$107,807

YOUTH SERVICES FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 161,867	\$ 220,730	\$ 203,991
COMMITTED WORKING CAPITAL	-	266,084	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	21,940	-	-
Grants and Donations	271,258	6,000	94,125
Interest	1,164	-	-
Miscellaneous	3,189	-	-
Transfer from Other Funds	1,978	-	-
Estimated Revenue Revisions	-	249,345	-
TOTAL FUNDS	299,529	255,345	94,125
EXPENDITURES			
Personal Services	91,136	-	86,999
Operating and Maintenance	149,530	6,000	20,808
TOTAL EXPENDITURES	240,666	6,000	107,807
ENDING WORKING CAPITAL	220,730	203,991	190,309
CONTRIBUTION TO/(FROM) RESERVES	\$ 58,863	\$ 249,345	\$ (13,682)

JUDICIAL WEDDING FEE FUND - Fund Summary

	2016 Actual	2017 Budget	2018 Budget
Personal Services	974	1,500	2,000
Operating and Maintenance	13,796	-	-
Non-Operating	4,987	-	-
Capital	-	-	-
TOTAL	\$ 19,757	\$ 1,500	\$ 2,000

LINE ITEM BUDGET

	2016 Actual	2017 Budget	2018 Budget
Personal Services			
137 Staff Training and Conferences	974	1,500	2,000
<i>Subtotal</i>	974	1,500	2,000
Operating and Maintenance			
210 Office Supplies	10,233	-	-
240 Repair and Maintenance	175	-	-
250 Professional and Contracted Services	2,360	-	-
269 Other Services and Charges	1,028	-	-
<i>Subtotal</i>	13,796	-	-
Non-Operating Expense			
970 Transfers to Other Funds	4,987	-	-
<i>Subtotal</i>	4,987	-	-
SERVICE TOTAL	\$19,757	\$1,500	\$2,000

JUDICIAL WEDDING FEE FUND - Fund Statement

	2016 Actual	2017 Budget	2018 Budget
BEGINNING WORKING CAPITAL	\$ 24,448	\$ 6,306	\$ 4,606
COMMITTED WORKING CAPITAL	-	1,000	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	1,525	800	1,500
Interest	90	-	-
TOTAL FUNDS	1,615	800	1,500
EXPENDITURES			
Personal Services	974	1,500	2,000
Operating and Maintenance	13,796	-	-
Non-Operating	4,987	-	-
TOTAL EXPENDITURES	19,757	1,500	2,000
ENDING WORKING CAPITAL	6,306	4,606	4,106
CONTRIBUTION TO/(FROM) RESERVES	\$ (18,142)	\$ (700)	\$ (500)

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.

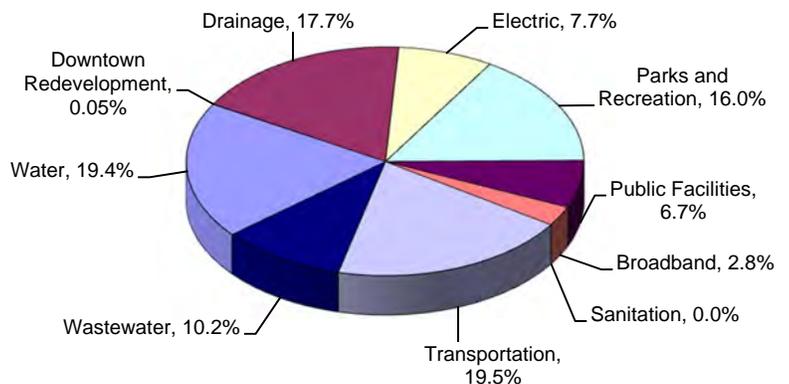
The annual Capital Improvement Program update began in March with a kick-off meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups 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 to be funded in 2018 are included in the City’s 2018 Operating Budget, and a 2018-2022 Capital Improvement Program document also is created. CIP projects are grouped into the following categories:

- Broadband
- Downtown Redevelopment
- Drainage
- Electric
- Parks and Recreation
- Public Buildings and Facilities
- Transportation
- Wastewater
- Water

2018 CIP Expenditures by Project Category

Downtown Redevelopment	30,000
Drainage	10,667,650
Electric	4,666,000
Parks and Recreation	9,672,978
Public Facilities	4,052,219
Broadband	1,685,000
Sanitation	0
Transportation	11,740,640
Wastewater	6,125,300
Water	11,686,910
Total	60,326,697



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 will also increase the City's operating expenses. By timing the construction of new facilities to coincide with staff needs and training, operational impacts can be spread over a couple of years rather than impacting the budget all at once.

Projects that are financed using debt also will increase the operating budget by generating a debt service that will need to be paid off. The amount of required debt service relative to the size of the annual budget is an important indicator since debt service expenditures reduce the amount of funds available for other operating or capital uses. The City has 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 2018 capital projects can be found below and in the accompanying table titled 2018-2022 Capital Improvement Funded Projects - Operating Costs.

Broadband Projects: There are two projects planned for 2018. The annual principle and interest payment for 2018 of \$3,714,763 will be paid from the Electric and Broadband Fund.

Downtown Redevelopment Projects: The funded Downtown Redevelopment project is not expected to generate additional operating needs.

Drainage Projects: The funded projects in this category are expected to have an operating impact of \$3,000. In 2008, 2014 and 2016 revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2018 is \$2,815,045, which will be paid from the Storm Drainage Fund.

Electric Projects: None of the eight funded Electric projects are expected to generate additional operating needs.

Parks and Recreation Projects: This category of projects has several that are for ongoing maintenance of existing infrastructure that will not impact the operating budget for 2018. 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 2018. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2018 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 for ongoing maintenance of existing facilities and that are not expected to impact the operating budget significantly but which may, in fact, decrease 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 (2018 payment is \$296,915), 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 is currently paying \$350,000 annually. Prior public building projects have been completed using revenue and general obligation bonds. The revenue bonds paid for construction of a new recreation center, a new museum and cultural center, and the remodel of the Roosevelt Park campus in 2001/02. Debt service on these bonds for 2018 is \$2,799,100. This debt is paid from the Public Improvement 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 2018. The City also is funding improvements to the Vance Brand Airport in 2018.

Wastewater Projects: There are three funded three sewer projects in 2018. In 2010, 2013, and 2015, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2018 is \$3,607,520.

Water Projects: 2018 water projects are expected to have no operating impact since they are mostly upgrades to or replacement of current infrastructure. Several projects are expected to be revenue neutral, and one major project, the Windy Gap Firming Project, has unknown operating costs at this time. A loan from the Colorado Resources and Power Authority for construction of the Nelson-Flanders Water Treatment Plant is currently being paid from the Water Fund. The total 2018 cost for this loan is \$1,339,530.

CIP Funded Projects by Category

	2018	2019	2020	2021	2022
Downtown Redevelopment	30,000	10,000	30,000	10,000	30,000
Drainage	10,667,650	3,563,377	785,950	1,675,050	1,119,600
Electric	4,666,000	2,261,300	1,368,550	943,000	2,310,000
Parks and Recreation	9,672,978	11,467,776	7,195,980	6,559,593	4,672,964
Public Facilities	4,052,219	24,592,255	2,513,220	3,050,907	2,355,147
Broadband	1,685,000	1,150,000	2,900,000	1,440,000	540,000
Sanitation	-	151,500	202,000	-	-
Transportation	11,740,640	9,493,500	12,722,000	9,632,500	11,494,000
Wastewater	6,125,300	1,650,000	6,175,000	3,025,000	2,575,000
Water	11,686,910	5,137,314	8,679,006	1,905,340	2,872,150
Total	60,326,697	59,477,022	42,571,706	28,241,390	27,968,861

CIP Funded Projects by Fund

	2018	2019	2020	2021	2022
Airport	400,000	-	-	-	-
Conservation Trust	1,115,750	1,787,262	1,160,000	650,000	350,000
Downtown Parking	30,000	10,000	30,000	10,000	30,000
Electric and Broadband Fund	5,144,830	2,821,300	4,417,530	2,395,730	1,461,918
Electric CIF	1,300,000	610,000	150,000	35,000	1,400,000
Fleet	10,000	20,000	-	200,100	-
Golf	215,100	95,371	60,600	60,600	60,600
LDDA	-	-	-	-	-
Open Space	894,895	1,692,412	1,512,375	1,217,375	2,077,375
Open Space Bonds	-	-	-	-	-
Park Improvement	5,854,440	1,516,628	2,916,270	1,332,940	517,339
Park and Greenway	958,868	895,052	710,424	655,642	1,170,281
Public Buildings CIF	-	-	-	-	-
Public Improvement	2,581,155	31,398,320	3,439,720	4,645,583	3,323,703
Public Safety	-	-	-	-	-
Sanitation	3,255,750	242,796	203,414	-	1,192
Sewer	2,642,585	1,194,835	1,199,547	3,047,080	2,577,384
Sewer Bonds	-	-	-	-	-
Sewer Construction	399,700	500,000	5,000,000	-	-
Storm Drainage	1,390,422	1,548,860	440,963	1,616,740	541,388
Storm Drainage - CDBG	8,786,900	-	-	-	-
Storm Drainage Bonds	-	-	-	-	-
Street	11,699,080	8,838,144	11,563,794	10,185,820	10,246,360
Transportation CIF	1,500,000	750,000	700,000	250,000	1,250,000
Water Acquisition	5,785,000	-	-	-	-
Water	4,897,822	4,042,838	3,956,373	1,620,480	2,860,821
Water Construction	1,049,400	1,513,204	5,110,696	318,300	100,500
Water Storage Fund	415,000	-	-	-	-
Total	60,326,697	59,477,022	42,571,706	28,241,390	27,968,861

2018-2022 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2018	2019	2020	2021	2022	5 Year Total	
Downtown Redevelopment projects								
DTR023	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area	30,000	10,000	30,000	10,000	30,000	110,000
Total			30,000	10,000	30,000	10,000	30,000	110,000
Drainage projects								
DRN021	Storm Drainage Rehabilitation and Improvements	Minor storm sewer rehabilitation and improvements	1,079,950	1,417,950	635,950	1,549,550	1,119,600	5,803,000
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch.	-	1,853,427	-	-	-	1,853,427
DRN037	Oligarchy Ditch Improvements	Drainage and greenway improvements along the Oligarchy ditch.	180,800	202,000	100,000	75,500	-	558,300
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.	9,336,900	50,000	50,000	50,000	-	9,486,900
DRN045	Spring Gulch #2 Channel Improvements	Develop maintenance and access plans along with channel improvements	50,000	-	-	-	-	50,000
DRN046	Stormwater Pollution Control Facility for Serv/Utility Center	Design and installation of Permanent Stormwater Control features	20,000	40,000	-	-	-	60,000
Total			10,667,650	3,563,377	785,950	1,675,050	1,119,600	17,811,627
Electric projects								
ELE009	Electric Feeder Underground Conversion	Convert main feeder overhead lines to underground	34,000	131,300	168,550	-	-	333,850
ELE014	Electric Main Feeder Extensions	New main feeder extensions built as development generates a need to expand.	300,000	410,000	150,000	35,000	200,000	1,095,000
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.	1,000,000	200,000	-	-	1,200,000	2,400,000
ELE017	Electric Substation Upgrades	Improvements to County Line Road and Terry Street substations.	50,000	120,000	50,000	50,000	50,000	320,000
ELE044	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	222,000	150,000	150,000	108,000	110,000	740,000
ELE091	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	50,000	50,000	50,000	50,000	50,000	250,000
ELE097	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	3,000,000	1,200,000	800,000	700,000	700,000	6,400,000
ELE099	Advanced Metering	New electric meters for data collection and analysis	10,000	-	-	-	-	10,000
Total			4,666,000	2,261,300	1,368,550	943,000	2,310,000	11,548,850

2018-2022 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2018	2019	2020	2021	2022	5 Year Total	
Parks and Recreation projects								
PRO05B	St Vrain Greenway	Multiphase trail corridor along the St Vrain River.	1,110,000	1,290,000	1,160,000	650,000	100,000	4,310,000
PRO010	Union Reservoir Master Planned Improvements	Development of loop trail on the west and south sides of Union reservoir	-	301,570	640,530	815,600	-	1,757,700
PRO024	Ute Creek Maintenance Facility	Development of maintenance facility to replace trailer at Ute Creek golf course.	-	1,478,600	-	-	-	1,478,600
PRO027	Twin Peaks Irrigation System	Replacement of irrigation system at Twin Peaks golf course.	-	3,100,400	-	-	-	3,100,400
PRO44B	Sandstone Ranch Community Park	This project (Phase IV) will complete the Sandstone Ranch Community park project.	5,096,500	-	-	-	-	5,096,500
PRO083	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	500,000	500,000	425,000	1,676,200	1,010,000	4,111,200
PRO090	Sunset Irrigation System	Replacement of field controllers and central control system.	-	854,800	-	-	-	854,800
PRO102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	255,042	155,153	248,372	608,720	547,208	1,814,495
PRO113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	120,000	61,500	80,000	50,000	60,000	371,500
PRO121	Park Ponds Dredging and Stabilization	Sediment removal at select park ponds.	106,050	106,050	136,350	20,000	20,000	388,450
PRO122	Open Space Acquisition Program	This project consists of Open Space acquisitions and the associated costs.	200,000	500,000	500,000	600,000	1,000,000	2,800,000
PRO127	South Clover Basin Neighborhood Park	Design for development of South Clover Basin Neighborhood Park	100,000	-	-	-	-	100,000
PRO134	Centennial Pool Renovation	Renovation of lobby, locker rooms, public restrooms at Centennial Pool.	-	941,428	-	-	-	941,428
PRO140	Fox Meadows Neighborhood Park	Fox Meadows Neighborhood Park construction costs	2,700	176,700	1,758,400	-	-	1,937,800
PRO146	Roosevelt Park Reconstruction	Redevelopment of Roosevelt park to complete the improvements started in 2001.	-	-	-	66,500	151,500	218,000
PRO147	Kensington Park Rehabilitation	Redevelopment of Kensington per the approved master plan.	-	-	696,150	-	-	696,150
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	124,900	-	-	-	-	124,900
PRO169	Golf Course Cart Path Improvements	Improvements to golf course cart path systems.	60,600	60,600	60,600	60,600	60,600	303,000
PRO184	Alta Park Master Planned Improvements	New restroom and lighting improvements at Alta Park	-	-	-	272,660	-	272,660
PRO186	Park Infrastructure Rehabilitation and Replacement	Renew aging park infrastructure.	1,154,971	1,040,860	880,863	890,498	1,113,942	5,081,134
PRO191	Golf Buildings Rehabilitation	Rehabilitation and repairs to golf course clubhouses and maintenance buildings.	154,500	-	-	-	-	154,500
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	55,000	25,000	25,000	25,000	25,000	155,000

2018-2022 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2018	2019	2020	2021	2022	5 Year Total
PRO197	Golf Irrigation Rehabilitation and Replacement Rehab or replacement of critical irrigation system components at the three City golf courses.	-	290,400	-	-	-	290,400
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.	48,000	-	-	-	-	48,000
PRO202	Montgomery Farms Land Acquisition Land acquisition for a future community park.	584,715	584,715	584,715	584,715	584,714	2,923,574
Total		9,672,978	11,467,776	7,195,980	6,559,593	4,672,964	39,569,291

Public Buildings and Facilities projects

PBF001	Municipal Buildings Roof Improvements Roof replacement and repair at various City facilities based on annual evaluation.	70,007	766,860	674,600	329,143	219,008	2,059,618
PBF002	Municipal Buildings ADA Improvements Improvements to City buildings for accessibility for the handicapped.	193,856	195,869	172,890	287,208	269,113	1,118,936
PBF037	Fire Stations Improvements General improvements, maintenance and repairs at the City's fire stations.	138,750	40,000	40,000	40,000	-	258,750
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.	32,330	232,936	164,590	232,300	365,883	1,028,039
PBF082	Municipal Buildings HVAC Replacement HVAC replacement and repair at various City facilities based on annual evaluation.	1,020,755	762,305	712,145	377,892	687,878	3,560,975
PBF109	Municipal Facilities Parking Lot Rehabilitation Overlay and restriping of parking lots at various City buildings and parks.	140,000	143,000	141,000	144,000	113,000	681,000
PBF119	Municipal Buildings Flooring Replacement Carpet and flooring replacement at various City buildings based on industry standards and condition evaluations.	141,400	49,490	91,910	69,690	-	352,490
PBF145	Community Services Specialized Equipment Scheduled replacement for a variety of recreational and customer service equipment.	219,850	225,225	238,050	511,630	511,720	1,706,475
PBF160	Municipal Buildings Auto Door and Gate Replacement Replacement of powered and automatic doors and gates.	-	-	-	-	15,000	15,000
PBF163	Municipal Buildings Keyless Entry Retrofit doors and gates throughout the City with keyless entry.	-	-	-	-	15,000	15,000
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.	-	-	38,950	-	-	38,950
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.	20,000	16,500	16,500	15,000	25,000	93,000
PBF185	Longmont Recreation Center Facility Improvements Repair Woodpecker damage to exterior of Rec Center.	-	-	110,335	-	-	110,335
PBF186	Longmont Recreation Center Fitness Improvements Rehab of arcade/vending room to workspace for fitness and personal trainers.	-	-	8,250	352,294	-	360,544
PBF189	Municipal Buildings Exterior Maintenance Repairs, updates or replacements to exterior of buildings to maintain integrity.	15,000	10,000	10,000	10,000	10,000	55,000
PBF190	Municipal Buildings Interior Maintenance Repairs, updates or replacements to interior of buildings to maintain integrity.	19,800	16,200	-	-	18,000	54,000

2018-2022 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2018	2019	2020	2021	2022	5 Year Total	
PBF192	Operations & Maintenance Building/Site Improvements	Site evaluation and construction of facility for vehicle washing/storage and material storage.	2,030,471	-	-	-	-	2,030,471
PBF197	Safety & Justice Center Improvements	This project will accommodate growth within the existing building.	-	-	-	-	105,545	105,545
PBF200	Civic Center Rehabilitation	Foundational replacement or repairs at the Civic Center.	-	7,332,630	-	-	-	7,332,630
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
PBF212	Mag Chloride Secondary Containment at Public Works	Design and installation of secondary containment for the mag chloride tanks	-	5,000	19,000	-	-	24,000
Total			4,052,219	24,592,255	2,513,220	3,050,907	2,355,147	36,563,748
Sanitation projects								
SAN004	Waste Diversion Center Upgrades	Redevelop entry area to enhance security and customer access	-	151,500	202,000	-	-	353,500
Total			-	151,500	202,000	-	-	353,500
Broadband projects								
BRB002	Broadband Aid to Construction	Construction and installation for residential and commercial customers	85,000	50,000	30,000	30,000	30,000	225,000
BRB004	Broadband Fiber Construction & Installations	Installation to areas not constructed prior to 2018, and areas of redevelopment	1,600,000	1,100,000	2,870,000	1,410,000	510,000	7,490,000
Total			1,685,000	1,150,000	2,900,000	1,440,000	540,000	7,715,000
Transportation projects								
TRP001	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	6,590,000	6,400,000	6,195,000	7,056,000	7,409,000	33,650,000
TRP011	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	3,085,000	1,150,000	1,105,000	1,100,000	1,100,000	7,540,000
TRP012	Vance Brand Airport Improvements	Various improvements and maintenance of existing infrastructure	400,000	-	-	-	-	400,000
TRP105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	341,000	265,000	-	250,000	250,000	1,106,000
TRP106	Hover Street Rehabilitation	Improve structural condition and smoothness of aging Hover Street concrete pavement from Pike Rd to SH 66	75,000	100,000	-	-	-	175,000
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.	-	178,500	-	976,500	-	1,155,000
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.	500,000	-	-	250,000	2,735,000	3,485,000

2018-2022 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2018	2019	2020	2021	2022	5 Year Total
TRP121	Ken Pratt Blvd/SH119 Improvement - Hover St Intersect	-	-	500,000	-	-	500,000
TRP122	Hover St Improvement - Ken Pratt Blvd to Boston Ave	500,000	750,000	200,000	-	-	1,450,000
TRP128	County Rd 26 Imprv - County Line Rd to Union Res	188,640	-	1,572,000	-	-	1,760,640
TRP129	Air Quality Monitoring Installation	61,000	-	-	-	-	61,000
Total		11,740,640	9,493,500	12,722,000	9,632,500	11,494,000	55,082,640
Wastewater projects							
SWR053	Sanitary Sewer Rehabilitation and Improvements	800,000	900,000	1,000,000	850,000	900,000	4,450,000
SWR147	Infiltration/Inflow Investigation and Evaluation	175,000	-	175,000	175,000	175,000	700,000
SWR149	Wastewater Treatment Master Plan Improvements	5,150,300	750,000	5,000,000	2,000,000	1,500,000	14,400,300
Total		6,125,300	1,650,000	6,175,000	3,025,000	2,575,000	19,550,300
Water projects							
WTR066	Water Distribution Rehabilitation and Improvements	1,269,590	1,552,430	1,191,820	1,387,040	1,646,650	7,047,530
WTR109	Clover Basin Water Transmission Line	646,400	-	-	-	-	646,400
WTR112	North St Vrain Pipeline Replacement	550,000	-	778,710	-	-	1,328,710
WTR137	Union Reservoir Land Acquisition Program	50,000	50,000	50,000	50,000	50,000	250,000
WTR150	Automatic Meter Reading	75,000	75,000	75,000	75,000	-	300,000
WTR155	Water Treatment Plant Improvements	100,000	100,000	100,000	100,000	100,000	500,000
WTR172	Windy Gap Firming Project	6,200,000	-	-	-	-	6,200,000
WTR173	Raw Water Irrigation Planning and Construction	100,180	-	-	-	-	100,180
WTR179	Water System Oversizing	50,500	50,500	50,500	50,500	50,500	252,500

2018-2022 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2018	2019	2020	2021	2022	5 Year Total
WTR188	Regional Potable Water Interconnections This project will include studies, planning, design, permitting and construction of regional potable water interconnections with adjacent water districts.	938,200	1,159,200	788,400	-	-	2,885,800
WTR189	Nelson-Flanders WTP Expansion Nelson-Flanders WTP Expansion	-	1,064,904	4,774,296	-	-	5,839,200
WTR191	Montgomery Tank Replacement Demolition of existing and construction of new 8 million gallon above ground concrete storage tank	276,000	-	-	-	-	276,000
WTR192	Price Park Transmission Line Rehabilitation Reduce leakage on the existing water transmission lines that constitute the Price Park Water Transmission Line	50,000	-	-	-	-	50,000
Total		11,686,910	5,137,314	8,679,006	1,905,340	2,872,150	30,280,720
2017-2021 Funded Projects Totals		60,326,697	59,477,022	42,571,706	28,241,390	27,968,861	218,585,676

2018-2022 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2018	2019	2020	2021	2022	5 Year Total	
Downtown Redevelopment projects								
DR023	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	
Drainage projects								
DRN021	Storm Drainage Rehabilitation and Improvemets	No impact to operating budget.	-	-	-	-	-	
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	Staff and operating supplies to maintain drainage and greenway.	3,000	-	-	-	3,000	
DRN037	Oligarchy Ditch Improvements	No impact to operating budget.	-	-	-	-	-	
DRN039	St Vrain Channel Improvements	No impact to operating budget.	-	-	-	-	-	
DRN045	Spring Gulch #2 Channel Improvements	No impact to operating budget.	-	-	-	-	-	
DRN046	Stormwtr Pollution Cntrl Fac for Serv/Utility Ctr	Staff and operating supplies to maintain improvements.	-	-	500	515	530	1,545
Debt	Debt payments for prior year's projects.	2,815,045	2,442,688	2,440,438	2,440,038	2,446,438	12,584,647	
Total		2,818,045	2,442,688	2,440,938	2,440,553	2,446,968	12,589,192	
Electric projects								
ELE009	Electric Feeder Underground Conversion	No impact to operating budget.	-	-	-	-	-	
ELE014	Electric Main Feeder Extensions	No impact to operating budget.	-	-	-	-	-	
ELE016	Electric Substation Expansion	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.	-	-	-	-	-	
ELE099	Advanced Metering	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	
Parks and Recreation projects								
PRO05B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	16,000	16,000	-	-	32,000	
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	-	6,000	6,180	6,365	6,556	25,102
PRO027	Twin Peaks Irrigation System	No impact to operating budget.	-	-	-	-	-	
PRO44B	Sandstone Ranch Community Park	No impact to operating budget.	-	-	-	-	-	
PRO083	Primary and Secondary Greenway Connection	Staff and operating supplies to maintain greenway.	3,000	-	-	-	3,000	
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.	-	-	-	-	-	
PRO122	Open Space Acquisition Program	Staff and operating supplies to maintain improvements.	-	30,000	110,000	30,000	30,000	200,000
PRO127	South Clover Basin Neighborhood Park	Staff and operating supplies to maintain improvements.	-	-	35,000	-	-	35,000
PRO134	Centennial Pool Renovation	No impact to operating budget.	-	-	-	-	-	

2018-2022 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2018	2019	2020	2021	2022	5 Year Total
PRO140	Fox Meadows Neighborhood Park	No impact to operating budget.	-	-	-	-	-
PRO146	Roosevelt Park Reconstruction	No impact to operating budget.	-	-	-	-	-
PRO147	Kensington Park Rehabilitation	No impact to operating budget.	-	-	-	-	-
PRO149	Bohn Farm Pocket Park	No impact to operating budget.	-	-	-	-	-
PRO150	Quail Campus Master Planned Improvements	No impact to operating budget.	29,000	29,000	-	-	58,000
PRO169	Golf Course Cart Path Improvements	No impact to operating budget.	-	-	-	-	-
PRO184	Alta Park Master Planned Improvements	No impact to operating budget.	-	450	-	-	450
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	No impact to operating budget.	-	-	-	-	-
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.	2,125,314	2,109,764	2,093,614	2,075,639	2,055,176	10,459,507
Total		2,173,314	2,191,214	2,244,794	2,139,004	2,091,732	10,840,059

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	Generators will require semi-annual service	-	5,000	5,000	5,000	5,000
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.	-	-	-	-	-
PBF190	Municipal Buildings Interior Maintenance	No impact to operating budget.	-	-	-	-	-

2018-2022 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2018	2019	2020	2021	2022	5 Year Total
PBF192	Operations & Maintenance Building/Site Improvements	Staff and operating supplies to maintain.	-	-	-	-	-
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.	-	-	-	-	-
PBF212	Mag Chloride Secondary Containment at Public Works	Minimal impact to operating budget.	-	-	30	30	60
Debt	Debt payments for prior year's projects.	2,799,100	2,786,150	-	-	-	5,585,250
Lease	Fire Station lease payment.	347,834	347,834	347,834	-	-	1,043,502
Lease	Energy performance contract lease payment.	296,915	309,706	323,364	342,600	362,980	1,635,565
Savings	Energy performance contract savings.	(218,471)	(231,362)	(231,362)	(231,362)	(231,362)	(1,143,919)
Total		3,225,378	3,217,328	444,836	116,268	136,648	5,605,310
Sanitation projects							
SAN004	Waste Diversion Center Upgrades	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Broadband projects							
BRB002	Broadband Aid to Construction	No impact to operating budget.	-	-	-	-	-
BRB004	Broadband Fiber Construction & Installations	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	3,714,763	3,717,013	3,713,263	3,713,513	3,712,263	18,570,815
Total		3,714,763	3,717,013	3,713,263	3,713,513	3,712,263	18,570,815
Transportation projects							
TRP001	Street Rehabilitation Program	No impact to operating budget.	-	-	-	-	-
TRP011	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-
TRP012	Vance Brand Airport Improvements	Minimal impact to operating budget.	20,000	16,667	-	275,000	311,667
TRP105	Missing Sidewalks	Minimal impact to operating budget.	3,600	3,600	3,600	3,600	18,000
TRP106	Hover Street Rehabilitation	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	No impact to operating budget.	-	-	-	-	-
TRP121	Ken Pratt Blvd/SH119 Imprvmnt - Hover St Intersect	No impact to operating budget.	-	-	-	-	-
TRP122	Hover St Imprvmnt - Ken Pratt Blvd to Boston Ave	No impact to operating budget.	-	-	-	-	-
TRP128	County Rd 26 Imprv - County Line Rd to Union Res	No impact to operating budget.	-	-	-	-	-
TRP129	Air Quality Monitoring Installation	No impact to operating budget.	-	4,000	4,000	4,000	16,000
Total		23,600	24,267	7,600	7,600	282,600	345,667

2018-2022 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2018	2019	2020	2021	2022	5 Year Total
Wastewater projects							
SWR053	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if NOT funded.	-	-	-	-	-
SWR147	Infiltration/Inflow Investigation and Evaluation	No impact to operating budget.	-	-	-	-	-
SWR149	Wastewater Treatment Master Plan Improvements	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	3,607,520	3,593,068	3,575,970	3,591,260	3,580,770	17,948,588
Total		3,607,520	3,593,068	3,575,970	3,591,260	3,580,770	17,948,588
Water projects							
WTR066	Water Distribution Rehabilitation and Improvements	Potential impact to perating budget if NOT funded.	-	-	-	-	-
WTR109	Clover Basin Water Transmission Line	No impact to operating budget.	-	-	-	-	-
WTR112	North St Vrain Pipeline Replacement	No impact to operating budget.	-	-	-	-	-
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.	-	-	-	-	-
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.	-	-	-	-	-
WTR191	Montgomery Tank Replacement	No impact to operating budget.	-	-	-	-	-
WTR192	Price Park Transmission Line Rehabilitation	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	1,339,530	1,322,442	1,304,556	1,288,846	1,302,328	6,557,702
Total		1,339,530	1,322,442	1,304,556	1,288,846	1,302,328	6,557,702
2017-2021 Funded Projects Totals		16,902,150	16,508,020	13,731,957	13,297,044	13,553,310	72,457,333

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ORDINANCE O-2017-65

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR
THE CITY OF LONGMONT FOR THE YEAR 2018

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The annual budget for the City of Longmont for the year 2018 (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 \$315,231,739 and expenses in the amount of \$315,231,739, is hereby adopted as the official budget for the year 2018.

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 10th day of October, 2017.

Passed and adopted this 24th day of October, 2017.

Dennis L Combs
MAYOR

ATTEST:

Valeria H. Skott
CITY CLERK



1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
 2 7:00 P.M. ON THE 24TH DAY OF OCTOBER, 2017, IN THE
 3 LONGMONT COUNCIL CHAMBERS.

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6 APPROVED AS TO FORM:

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9 *Jeresas* 10/4/17
 10 ASSISTANT CITY ATTORNEY DATE

11

12 *f. Petrucco* 10/4/17
 13 PROOFREAD DATE

14
 15
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17 APPROVED AS TO FORM AND SUBSTANCE:

18
 19 *Debra Mally* 10/4/17
 20 BUDGET MANAGER DATE

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 22
 23 CA File: 10406

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ORDINANCE O-2017-66

A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES
AND LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR
BEGINNING JANUARY 1, 2018

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, 2018, 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: \$82,693,636, 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: \$10,294,160, 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: \$2,973,590, 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: \$85,160,620, 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: \$1,300,000, 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: \$20,566,768, 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: \$1,676,096, for the purpose of making improvements
9 to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$5,935,000, for the purpose of acquiring additional
11 water rights for the City as needed to support its water enterprise system.

12 RAW WATER STORAGE FUND: \$415,000, for the purpose of developing the City's
13 winter water supply as part of the City's water enterprise system.

14 SEWER FUND: \$15,665,612, 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: \$924,622, 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: \$16,393,707, 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: \$758,954, 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: \$6,625,149, 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: \$86,728, for the purposes of paying any authorized
6 expenditures for municipal court probation services as designated by the City Council of the City
7 of Longmont, including compensation.

8 JUDICIAL WEDDING FUND: \$2,000, 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: \$630,154, 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: \$1,107,035, 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: \$97,802, 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: \$22,138,588, 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: \$107,807, 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: \$191,233, 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: \$144,037, 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: \$360,957, 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: \$320,395, 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: \$5,854,440, 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: \$1,500,000, for the
15 purpose of transportation capital improvement projects related to growth, as designated by the City
16 Council of the City of Longmont.

17 OPEN SPACE FUND: \$4,056,099, for the purposes of paying any authorized expenditures
18 for open space as designated by the City Council of the City of Longmont, including compensation.

19 PUBLIC SAFETY FUND: \$7,398,586, for the purposes of paying any authorized
20 expenditures for public safety as designated by the City Council of the City of Longmont, including
21 compensation.

22 LODGERS TAX FUND: \$474,616 for the purposes of paying any authorized expenditures
23 for expanding tourism as designated by the City Council of the City of Longmont.

1 CONSERVATION TRUST FUND: \$1,165,750, for the acquisition, development, and
2 maintenance of new conservation sites as designated by the City Council of the City of Longmont.

3 MUSEUM TRUST FUND: \$29,000, for the purposes of paying any authorized
4 expenditures for museum services as designated by the City Council of the City of Longmont.

5 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$114,015, for the purpose of paying
6 any authorized expenditures for the General Improvement District # 1 as designated by the City
7 Council of the City of Longmont.

8 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,829,201, for the purpose of
9 paying any authorized expenditures for the Downtown Development Authority as designated by
10 the City Council of the City of Longmont, including compensation.

11 FLEET SERVICE FUND: \$10,946,285, for the maintenance, operation and replacement
12 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

13 PARK AND GREENWAY MAINTENANCE FUND: \$1,015,398, for the maintenance,
14 operations, repair, and renewal of city-owned parks, greenways, and pools.

15 VILLAGE AT THE PEAKS FUND: \$2,129,855, for the purpose of paying any authorized
16 expenditures of tax increment revenues to pay the debt service on certificates of participation
17 issued to finance Village at the Peaks public improvements.

18 LONGMONT URBAN RENEWAL FUND: \$2,079,844, for the purpose of paying any
19 authorized expenditures of tax increment revenues of the Longmont Urban Renewal Authority.

20 Section 2

21 The Council finds that every contract funded in this ordinance for charitable, industrial,
22 education, or benevolent purposes or with any denominational or sectarian institution or
23 association serves a public purpose.

1 Section 3

2 To the extent only that they conflict with this ordinance, the Council repeals any conflicting
3 ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity
4 of any part shall not affect the validity or effectiveness of the rest of this ordinance.

5 Introduced this 10th day of October, 2017.

6 Passed and adopted this 24th day of October, 2017.

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8
9 Dennis L. Coombs
10 MAYOR



11
12 ATTEST:

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14 Valeria H. Skatt
15 CITY CLERK
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19 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT
20 7:00 P.M. ON THE 24TH DAY OF OCTOBER, 2017, IN THE
21 LONGMONT COUNCIL CHAMBERS.
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23

24 APPROVED AS TO FORM:

25
26 Teresa Suford 10/4/17
27 ASSISTANT CITY ATTORNEY DATE
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29

30 P. Petrucco 10/4/17
31 PROOFREAD DATE
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33

34 APPROVED AS TO FORM AND SUBSTANCE:

35
36 Lorise Malley 10/4/17
37 BUDGET MANAGER DATE
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ORDINANCE O-2017- 63

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2017 TO
PAY BUDGETED CITY EXPENSES FOR THE 2018 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 2017, 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, 2018.

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 10th day of October, 2017.

Passed and adopted this 24th day of October, 2017.

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Dennis L Coombs
MAYOR



ATTEST:

Valeria R. Stett
CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 24TH DAY OF OCTOBER, 2017, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

Teresa Saporito
ASSISTANT CITY ATTORNEY

10/2/17
DATE

J. Petrucci
PROOFREAD

10/2/17
DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jesse M. Mally
BUDGET MANAGER

10/2/17
DATE

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ORDINANCE O-2017- 64

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND
PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT
DISTRICT FOR THE YEAR 2017 TO PAY BUDGETED EXPENSES OF THE LONGMONT
DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2018 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 2017, 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, 2018.

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.

Introduced this 10th day of October, 2017.

Passed and adopted this 24th day of October, 2017.

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Dennis L Coombs

MAYOR



ATTEST:

Valeriah. Skato

CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 24TH DAY OF OCTOBER, 2017, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

Jessie Suford

ASSISTANT CITY ATTORNEY

10/2/17

DATE

f. Petrows

PROOFREAD

10/2/17

DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jessie Molloy

BUDGET MANAGER

10/2/17

DATE

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RESOLUTION R-2017-102

A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
LONGMONT FOR 2018

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 24, 2017, now before the Council. The Financial Policies adopted by this resolution shall become effective January 1, 2018.

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 24th day of October, 2017.

Dennis Z. Combs
MAYOR

ATTEST:

Valeria H. Stath
CITY CLERK



1 APPROVED AS TO FORM

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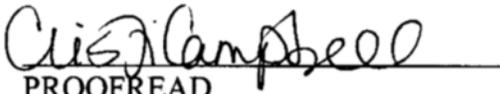
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5 ASSISTANT CITY ATTORNEY

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9 PROOFREAD

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11 APPROVED AS TO FORM AND SUBSTANCE:

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15 BUDGET MANAGER

10/10/17
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RESOLUTION LGID-2017- 04

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 2018

BE IT RESOLVED that the Board of Directors of the Longmont General Improvement District No. 1 (District), does hereby adopt the annual budget for the District for the fiscal year 2018 (edition 1), showing the: estimated beginning fund balance in the amount of \$79,227; estimated revenues in the amount of \$116,280; and estimated expenses in the amount of \$114,015.

Passed and adopted this 24th day of October, 2017.

Dennis L Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valeria H. Skala
CITY CLERK



APPROVED AS TO FORM

Teressa [Signature]
ASSISTANT CITY ATTORNEY

10/11/17
DATE

1
2
3 Cristi Campbell
4 PROOFREAD

10/10/17
DATE

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6
7 APPROVED AS TO FORM AND SUBSTANCE:

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9 Jeran Malloy
10 BUDGET MANAGER
11

10/10/17
DATE

RESOLUTION LGID-2017-03

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 FOR THE YEAR 2017 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE 2018 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of Longmont General Improvement District No. 1 (District), does hereby fix and levy upon the taxable real and personal property within the corporate limits of the Longmont General Improvement District No. 1, according to the assessed valuation thereof for the fiscal year 2017, 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, 2018. 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 24th day of October, 2017.

Dennis L Coombs
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

Valeria H. Skitt
CITY CLERK



1 APPROVED AS TO FORM:

2

3

4 *Seres Taylor*
5 ASSISTANT CITY ATTORNEY

10/11/17
DATE

6

7 *Cristi Campbell*
8 PROOFREAD

10/10/17
DATE

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12 APPROVED AS TO FORM AND SUBSTANCE:

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14 *Seres Malloy*
15 BUDGET MANAGER

10/11/17
DATE

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RESOLUTION R-2017- 110

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE CITY OF
LONGMONT 2018 CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:

Section 1

The Council finds:

Section 3.04.080 of the Longmont Municipal Code requires City Council approval of the
City’s classification plan; and

Section 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 Sections 3.04.100 and 3.04.120 of the Longmont Municipal Code, the City
Manager recommends the City of Longmont 2018 Classification and Pay Plan to the Council.

Section 2

Pursuant to Sections 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 2018 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 18, 2017.

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.

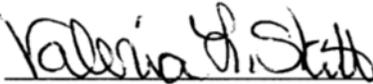
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Passed and adopted this 14th day of November, 2017.



MAYOR

ATTEST:



CITY CLERK



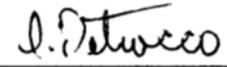
APPROVED AS TO FORM



ASSISTANT CITY ATTORNEY

11/3/17

DATE

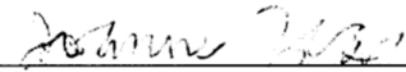


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APPROVED AS TO FORM AND SUBSTANCE:



ORIGINATING DEPARTMENT

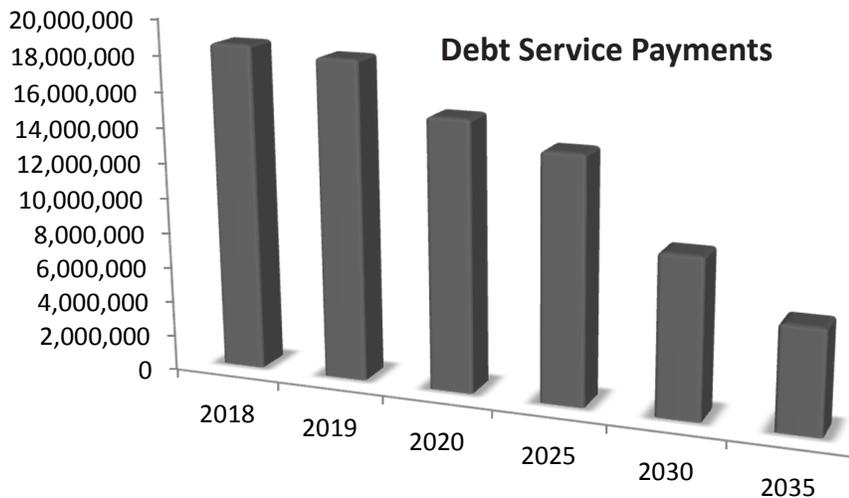
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2018 Debt Service

The City’s 2018 debt service payments total \$18,530,876, which is 5.9% 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 2016 was approximately \$10.303 billion. The 3% limitation equaled \$259,936,901. The City had no outstanding debt applicable to the debt limitation at the end of 2016. 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.

2018 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
Series 2010A & 2010 B Revenue Bonds	620,000	459,495	1,079,495	2030
Series 2013 Revenue Bonds	340,000	222,200	562,200	2032
Series 2015 Revenue Bonds	1,145,825	820,000	1,965,825	2035
WATER FUND				
2003 Series A Loan	1,083,530	256,000	1,339,530	2023
PUBLIC IMPROVEMENT FUND				
Series 2006 Rev Refunding Bonds	2,560,000	239,100	2,799,100	2019
OPEN SPACE FUND				
Revenue Bonds	1,185,000	940,314	2,125,314	2033
STORM DRAINAGE FUND				
2008 Revenue Bonds	680,000	404,257	1,084,257	2018
2014 Revenue Bonds	770,000	677,888	1,447,888	2034
Series 2016 Rev Refunding Bonds	0	282,900	282,900	2028
ELECTRIC AND BROADBAND FUND				
2014 Revenue Bonds	2,355,000	1,359,763	3,714,763	2029
VILLAGE AT THE PEAKS FUND				
2014A Certificates of Participation	875,000	1,254,605	2,129,605	2037
TOTAL ALL FUNDS	11,614,355	6,916,521	18,530,876	

2018 Debt Service Payments by Fund

SEWER FUND

Series 2010A & 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
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
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
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
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
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

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
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
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
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 Refunding Bonds (Maturity 2028)

Year	Principal	Interest	Total Payment
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
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.

VILLAGE AT THE PEAKS FUND

**Series 2014A & Series 2014B
Certificates of Participation (Maturity 2037)**

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.

Year	Principal	Interest	Total Payment
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

2018 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment 328,078

Public Safety Fund

Fire Station #6 Lease 350,000

TOTAL ALL FUNDS \$ 678,078

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.