

City of Longmont, Colorado



# 2019 Operating Budget







**2019  
Adopted  
OPERATING BUDGET**

**City of Longmont, Colorado**

**Adopted by Longmont City Council  
November 13, 2018**







# City of Longmont, Colorado **2019 ADOPTED OPERATING BUDGET**



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Mayor



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Mayor Pro Tem  
Council Member At-Large



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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For the Fiscal Year Beginning

**January 1, 2018**

*Christopher P. Morill*

Executive Director

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## CITY MANAGER'S OFFICE

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



**TO:** Honorable Mayor and City Council

**FROM:** Harold Dominguez, City Manager 

**DATE:** January 1, 2019

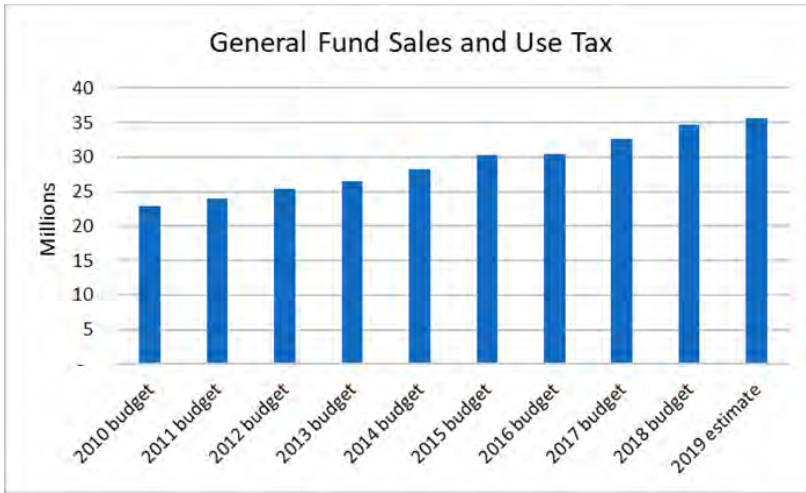
**SUBJECT:** 2019 Adopted Operating Budget Summary

I hereby present to you the 2019 Adopted 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 2019, including all funds, is \$363.2 million, which is \$48 million more than the budget adopted for 2018. This is a 15.23% increase over the 2018 budget of \$315.23 million. The large increase is driven by the Windy Gap Firing Project, which is included in the 2019 budget at a cost of \$41.2 million. All funds are balanced with sources of revenue identified to meet all projected expenses. Included as part of this budget is an average increase of 9% in water rates and an average increase of 2% in sewer rates that were approved in separate ordinances previously adopted by the City Council. A storm drainage rate increase was approved in concept on August 21, 2018, though additional study is required. An increase may be recommended during 2019. Fee increases of 5% are proposed in recreation. Approximately \$14.4 million in accumulated fund balances will be drawn down in 2019, 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 adopted budget allows our operating funds to continue to maintain most service levels, and in some cases, enhance service levels and to 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.

The City Council's adopted Financial Policies have always been aimed at assuring the financial stability of the City of Longmont. Staff uses the financial policies as a guideline for preparing the annual adopted budget. A key policy in that regard is the Balanced Budget policy, which states that the City will balance operating expenditures with operating revenues. Effectively, this assures that we will not use one-time revenues to pay for ongoing expenses. This is a factor in the challenges we face with the 2019 General Fund budget.

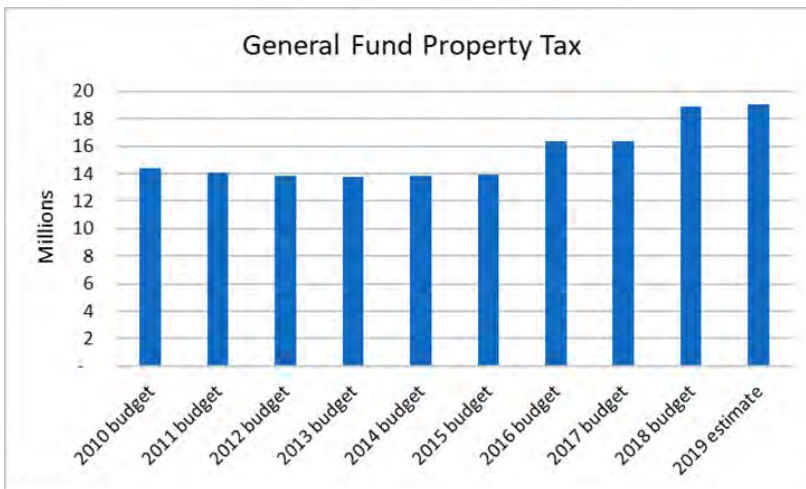
Other than charges for services in the enterprise funds, sales and use tax and property tax are the two key drivers of resources in our adopted budget. The performance of these two tax sources has a significant impact on the annual budget for the City, particularly for the General Fund. It is important to understand what influences the performance of both of these tax sources and how they are being projected and budgeted for 2019.



Sales and use tax has shown continued growth since the 2008-09 economic downturn. The chart above shows the amount of sales and use tax revenue that was budgeted for the General Fund over 10 years. While there has always been an increase during this period of time, the amount of that increase has varied from year to year. Sales and use tax growth has been relatively strong from year to year since we came out of the economic downturn. While 2016 appears to show very little growth, it was actually stronger because we reset the tax rate between the General Fund and the Public Improvement Fund and also had the impact of sales tax increment going to the Urban Renewal Authority. Overall sales and use tax growth in 2016 was over 6.7%. In the past five years the minimum growth from the General Fund sales and use tax was over \$1.7 million with the maximum growth at \$2.15 million. Actual sales and use tax revenues in 2016 and 2017 grew by close to 7% driven by new retail at Village at the Peaks and from Amazon as well as growth in building permit use tax. In 2018 we are experiencing that type of growth only from the permit use tax.

Sales and use tax activity in 2018 has been impacted by a number of factors resulting in underwhelming results in the first quarter and into the second quarter. The first quarter of 2017 included a significant amount of one-time revenue from either use tax audits or one-time sales tax payments. These anomalies put our comparative collections in 2018 significantly behind. Other use tax revenues also were behind the level of 2017 collections. Overall performance picked up over the last two months of collections and now, through June, the growth for the year is 6.3%, which essentially meets budget. The increase in the public safety sales tax rate is essentially a 7.8% increase on its own. On a rate-adjusted basis the sales and use tax for 2018 is actually down 1.3%, but this was projected because of the impact of the previously mentioned anomalies.

For this adopted 2019 budget we will have only \$1,076,518 of new ongoing sales and use tax revenue for the General Fund. With the exception of 2016 this is the lowest dollar amount of new ongoing sales and use tax revenue in six years.



Unlike the sales and use tax, the trend of property tax has been much less consistent over the same period of time. The chart above shows the amount of property tax revenue that was budgeted for the General Fund over 10 years. In 2010 the budgeted property tax was almost \$14.4 million. It dropped in each of the next three years, and by 2015 it was only \$13.9 million. It was quite a while before property values began to grow, which was a product of the economic downturn as well as the property tax assessment process. Property tax assessment timing captures market adjustments every other year with typically only new construction being captured in non-reassessment years. The reassessment years where property value growth was finally recognized resulted in significant property tax revenue growth of \$2.45 million in 2016 and \$2.47 million in 2018. The first significant boost in 2016 offset the low budgeted growth in General Fund sales and use tax referenced above. The second boost in 2018, in conjunction with over \$2 million of budget growth in General Fund sales and use tax, resulted in a 2018 budget that addressed numerous needs in the General Fund.

The state of Colorado is forecasting that with projected property value increases, the constitutional provisions of the Gallagher Amendment could reduce the residential assessment ratio from 7.2% to 6.11% in 2019. If this turns out to be the case the impact would be a 15% reduction in our property tax base beginning in 2020. Since preliminary assessed valuation information is not received from the counties until late August, our projections are based on informal feedback from the Boulder County Assessor's Office. For this adopted 2019 budget we have only \$200,000 of new property tax revenue in the General Fund. Given the possible risk of a reduction in property tax revenue, staff is proposing that none of that \$200,000 be considered to be ongoing revenue.

The combined new ongoing revenue in the General Fund for 2019 from sales and use tax and property tax is \$1,076,518. This is the lowest combined new revenue from these sources since 2013. In 2014 this amount was \$1.8 million, and it was as high as \$4.56 million in 2018. This limited new tax revenue, combined with reductions in budgeted revenue for cable franchise fees and court and fine revenues, created challenges in building the adopted 2019 General Fund budget.

Longmont is again experiencing very strong construction activity in 2018 with significant growth through July in both overall permits (20.2%) and valuations (46.7%) and is on track to meet or exceed budget projections. New residential construction value is well above 2017 after seven months with single family dwellings up 59.3% and the total new dwelling units up 9.6%. The total rate-adjusted use tax generated by building permit activity through June is 13.0% greater in 2018 than it was for the same period in 2017. Other development revenues in the General Fund are well on their way to exceeding budget projections. In the first quarter of 2018 there has been a net gain of 37 primary jobs and 4 new primary industry businesses in Longmont.

Revenue activity through July 2018 in areas other than sales and use tax, property tax and building permits has had mixed results. Franchise revenue from Xcel Energy has exceeded budget so far. Conversely the cable franchise fee continues to decline likely due to the numerous options available for video services. All other franchise revenues, along with recreation fees, have been meeting budget. We continue to see declines in revenue from court activity and fines.

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 activity the combined sales and use tax has increased 6.3% from the 2017 level of collections. Our budgeted projection of sales and use tax growth for 2018 turned out to be 6.25% above the actual level of 2017 collections. We have analyzed the year-to-date results carefully and project to end 2018 with a combined increase in sales and use tax of 6.78%. We expect growth in both sales tax and use tax to continue in the second half of 2018 with the likelihood of some use tax growth from building permit use tax and primary employer use tax as the impact of the anomalies continues to be stretched over the full year. The real growth of building permit use tax is up 21.8% through June, and projections from Development Services are for it to end the year up 21.2%. Recent hail storms will likely contribute to that growth.

Revenue estimates included in this 2019 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 \$200,000 increase in budgeted property tax revenues based on estimated property valuations from the County Assessor.
- A projected 5.2% increase in sales and use tax revenue in 2019 over the projected collections for 2018.

- A projection of 985 building permits for dwelling units for 2019, including 300 single-family units, 35 townhouse/condo units, and 650 multifamily units.

The overall sales and use tax increase for 2019 is projected to be 5.2%. Sales tax alone is expected to increase 5.43% in 2019. Our general approach to retail was a 2.5% population growth and 2% economic or inflationary growth. We also anticipate increases from the addition of retail marijuana sales and some new retail from At Home and Big Lots in 2019. 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 4% increase in use tax for 2019 from construction activity over the projected 2018 growth referred to above of 21.2%, due mainly to continued construction and higher valuations. We also anticipate an increase in primary employer use tax of 2% due to economic or inflationary growth. We also projected additional growth on top of that from new employers. Auto sales outside the city are projected to increase by 4.5%. These assumptions combine for a projected overall use tax increase of 4.1% in 2019. Together these projections combine to form the overall increase in sales and use tax of 5.2% that we are using for this 2019 budget.

Sales tax revenue from Village at the Peaks (VATP) should exceed \$3.8 million in 2018. The payments due on the Certificates of Participation (COP) for 2019 will be \$2,130,435. The property tax from the Twin Peaks Metro District and the Twin Peaks Urban Renewal Authority tax increment in 2018 should be close to \$1.77 million. We are projecting \$1,773,141 from those sources toward the COP payments in 2019. Thus, under the covenants of the COP, it is projected that only \$357,294 of the 2019 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 2018 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 maintain them and try to continue their growth 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 VATP sales tax TIF years from now. Nevertheless, the reliance on sales tax TIF to make the payment should be extremely limited with over 83% of the payment in 2019 expected to come from property tax. The projected reserve should be in excess of \$500,000 at the end of 2018 and 2019.

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 2019 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. 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.

Another financial policy incorporated as part of this adopted 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 2017 is 17.0% of 2018 budgeted operating expenditures and 16.5% of the 2019 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 \$13.2 million to \$17.2 million. It is a goal to reach this over time. This adopted 2019 budget sets aside \$1.85 million for the reserve, which would raise the reserve balance to \$11.83 million and would fully fund the 8% reserve Committed to Emergencies as well as fund just over 1% of operating expenditures toward the Stabilization Reserve. The funding is from 2018 operations with projections of revenue exceeding budget by about \$1.44 million and expenses being 0.5% below budget and saving over \$400,000. The excess revenues are primarily from development revenue and the ambulance service contract.

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 2019 budget uses General Fund fund balance and any 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 2019 development revenues based on 985 dwelling units there is \$1,529,473 of incremental development revenue included as a part of the 2019 adopted budget.

From 2008 through 2017, the City had a financial policy that in the allocation of the sales and use tax we would 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 were 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 as use tax revenue is historically volatile. Given the uncertainty of it, it was preferable to tie use tax more to one-time expenses in the PIF as opposed to ongoing expenses in the General Fund. In periods of growth this policy resulted in some wide swings in results between the General Fund and the PIF causing the City Council to approve a transfer from the General Fund to the PIF in 2016 when the General Fund revenues exceeded their budgeted projections while PIF revenues failed to meet budget projections. As a result, last year staff proposed to amend the policy to use it only in a period of economic downturn. With the 2019 budget we have identified a similar concern with the level of growth in building permit use tax revenue. In 2010 and 2011 our annual revenue from this source was about \$1 million. In 2012 it was \$1.78 million and by 2015 it had doubled to \$3.56 million. It has continued to grow reaching \$4.65 million in 2016 and \$5.32 million in 2017. We are now projecting it to reach \$6.44 million in 2018 and \$6.7 million in 2019. Staff has become concerned about continuing to budget the full amount as ongoing revenues. Similar to how we have treated fees from development as incremental development revenue we have built this adopted 2019 budget treating any revenue from building permit use tax above \$5,094,566 as one-time revenue instead of ongoing revenue. When building activity slows we will likely see a decline in this source of revenue. The ongoing revenue limit number of \$5.09 million is based on an early estimate of permit use tax that we had been using for 2019. Once the current estimates were received from Development Services we began to think a limit like this would be necessary. The limit will likely need to be reevaluated in the future.

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

In 2016 the City Council adopted Envision Longmont, a multimodal and comprehensive plan that provides strategic direction and guidance for Longmont over a period of 10 to 20 years. Both the priority based budgeting process and the Envision Longmont process include 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 10 to 20 years to ensure that Longmont remains a livable, prosperous and attractive community.

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. During the first half of 2018 the staff worked to incorporate the Envision Longmont guiding principles into the priority based budgeting process. This included the involvement of the City Council and the community along with a diverse representation of City staff. We now are using the guiding principles from Envision Longmont as the desired results in priority based budgeting. The guiding principles and their relative priority weightings as determined by the community are:

- Livable centers, corridors and neighborhoods 17.1%
- A complete, balanced and connected transportation system 12.2%
- Housing, services, amenities, and opportunities for all 20.3%
- A safe, healthy, and adaptable community 17.7%
- Responsible stewardship of our resources 16.0%
- Job growth and economic vitality through innovation and collaboration 16.7%

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 2019 budget are allocated to support the desired outcomes and guiding principles that have been identified by the City Council and the community.

### **Livable Centers, Corridors and Neighborhoods**

The first guiding principle is to create livable centers, corridors and neighborhoods allowing residents to live close to where they work, lead active and healthy lifestyles, conveniently access essential goods and services, and choose from a variety of transportation and housing options. Within the adopted 2019 budget the neighborhood improvement program will receive its annual funding of \$50,000 from the Public Improvement Fund.

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 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. The Sandstone Reach and City Reach 1 sections of the project were completed in late 2018. Also in 2018, construction began on City Reach 2A and City Reach 2B, extending upstream from Main Street and including the replacement of the BNSF Railroad Bridge. The next section upstream, known as Izaak Walton Reach 1, extends from the BNSF Railroad Bridge to the Boston Avenue Bridge and is in the initial stages of the design and permitting process. Staff anticipates commencing with construction late in 2019 or early 2020. 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 early 2019. Dickens Farm Nature Area was partially constructed 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 2018-2019. The Garden Acres Park Renewal project, which began in 2016, will be completed in 2018. A variety of smaller park renewal projects will be in various stages of design and construction in 2019, including improvements at Loomiller Park, Affolter Park, Carr Park, Sandstone Ranch, Spangler Park, Hover Park, Thompson Park, and Sunset Park. The Wertman and South Clover Basin Neighborhood Parks are under design in 2018 with construction of both currently scheduled to start in 2019. Design for a planned expansion of the Sandstone Ranch Nature Area, including the construction of additional sports facilities, will be initiated in 2018 and completed in 2019.

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 \$214,256 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 \$873,026 in 2018. The TIF revenue for 2019 in the adopted budget is projected at \$873,026 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 adopted 2019 budget it will provide funding of \$180,000 for placemaking projects; \$50,000 for connectivity projects; \$40,000 for Creative District projects; \$25,000 for business recruitment and retention; \$30,000 for parking lot updates; \$25,000 for alley planning; \$41,767 for the downtown infrastructure replacement program; and \$40,300 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.

Within this adopted 2019 budget there are one-time dollars of \$400,000 being transferred to the Public Improvement Fund for partial funding of TRP131 1st and Main Transit Station Area Improvements. This will bring total available funding for this project to over \$1.25 million.

### **A Complete, Balanced and Connected Transportation System**

As a growing city the continued development of our transportation system and transportation options is critical. This adopted 2019 budget includes \$162,300 for the FLEX bus program providing bus service between Longmont, Fort Collins, and other cities. This is an increase from the 2018 funding level, which was \$42,300. Of this amount, \$21,600 is from the General Fund and the balance of the funding is from the Streets Fund. Additionally, VIA is funded at \$150,000, although this amount does not meet their full funding request. RideFree Longmont funding continues at a cost of \$280,000, and Longmont's local match for enhanced Main Street bus service is \$41,000 bringing total transit program funding to \$633,300. This is 25% greater than the 2018 transit funding amount of \$508,300.

Capital work planned for 2019 in the transportation area includes the annual street rehabilitation program, improvements to Pike Road, 3rd Avenue bridge (westbound) replacement design, County Road 26 improvements, Ken Pratt Boulevard/SH 119 improvements (design), 2nd Avenue construction, improvements to the 1st Avenue/Emery Street intersection, and planning and design of Railroad Quiet Zones. Other annual work includes the Transportation System Management program, which helps improve the safety of the street system. In addition, the design for the Boston Avenue bridge replacement will begin in 2019. As with the Main Street, Sunset Street, and South Pratt Parkway bridge replacements, this project will work in concert with channel capacity improvements being made in the Resilient St. Vrain Project in order to pass 100-year flood flows safely through the City.

### **Housing, Services, Amenities and Opportunities for All**

This guiding principle focuses broadly on efforts that contribute to having a vibrant community and a high quality of life for all residents of Longmont. Within the adopted 2019 budget there is again \$1 million from the General Fund (ongoing) to continue efforts to capitalize the City's Affordable Housing Fund. 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 new funding source to increase funding for affordable housing development through 50% of the 3% special sales tax on the sale of marijuana. This revenue should begin to flow soon. While estimated at \$145,000 the actual amount could differ significantly, so a specific budget for those expenses will not be proposed until a firm estimate can be made after the revenue begins to be collected. The Longmont Housing and Human Services Advisory Board plans to allocate a portion of its 2019 funding for housing stabilization and homeless intervention programs. Finally, ongoing support of \$106,543 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.

This adopted 2019 budget increases ongoing resources to the Library with a \$12,028 increase for Library courier costs, which is Longmont's share of the Front Range Library Consortium's courier service. Ongoing resources in this adopted budget to support the Longmont Museum include \$2,500 for increased contract AV support; \$4,000 for concession resales; and \$478 for dues and subscriptions. Senior Services is receiving \$5,000 of ongoing resources for temp wages; \$8,000 for GO editing and printing costs; and \$1,200 for clinical consultations. Other increases in ongoing resources in Community Services include \$1,000 to support Parking Enforcement operations for maintenance of the handheld units.

In this adopted budget, we have increased wages for various Recreation Services staff by \$122,400 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. Recreation ongoing resources are also being increased by \$27,000 for credit card merchant fees.

One-time resources for Community Services in this adopted 2019 budget include \$97,418 for the Library to continue the campus supervisor position in 2019 and \$8,000 for keycard swipes. An upgrade of an audio system in Senior Services for \$4,000 is included. There is \$8,952 of one-time funding for Recreation for RecTrac migration fees. A museum digital initiative pilot is budgeted at \$5,000. Children, Youth and Families is receiving one-time funding of \$25,000 for the REWIND juvenile redirection program and \$4,500 for supplemental meal program funding. There is \$25,000 included for a web-based neighborhood dashboard and \$5,610 for computer upgrades for Neighborhood Resources. Finally there is \$50,000 of resources from the Museum Services Fund being contributed to the St. Vrain Valley School District mobile lab.

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 adopted 2019 budget will provide funding of \$1,306,210 for human service agencies, which is \$44,536 more than in 2018.

From the Public Improvement Fund, funding of \$225,225 is proposed in 2019 for specialized equipment replacements for Recreation and other Community Services facilities; \$155,153 for maintenance of swimming pools and wading pools; \$194,160 for park infrastructure rehabilitation and replacement; \$158,594 for replacement of bridges in parks; \$61,500 for rehabilitation of park irrigation pump systems; and \$34,280 for dredging and stabilization of ponds in city parks. The Golf Fund does have major capital needs for irrigation system replacements and maintenance facility improvements or replacements that will begin to be addressed in 2019 through an additional appropriation as approved by voters in November. That same ballot question would provide over \$940,000 for renovation of Centennial Pool.

With the impending opening of Dickens Park this adopted 2019 budget includes \$75,000 of ongoing maintenance resources from the Conservation Trust Fund. Historically, the CTF has been used only for construction of new amenities. The expansion of these funds to include maintenance helps to enhance the financial resiliency of the parks system. Elsewhere in Public Works and Natural Resources this adopted 2019 budget includes increased ongoing resources of \$12,000 for parks maintenance contracts; \$11,000 for parks repair and maintenance costs; \$12,500 for overtime for snow removal; \$4,000 for online safety training; \$600 for staff safety boots; \$1,500 for the Mountain View/Pace greenway; and \$900 for copier and printer rental. There is also \$71,200 of ongoing expense and \$10,600 of one-time expense for parks, open space and greenway rangers. One-time expenses in PWNR included in the 2019 adopted General Fund budget include \$60,000 for Roosevelt Park rehabilitation; \$200,000 for contract services for the urban forestry pruning cycle; \$68,953 for a fixed-term EAB Arborist Technician; \$85,000 for EAB treatments, tree removals and planting; \$30,000 for EAB tree replacements; \$5,000 for a utility locator; and \$5,000 for a fall protection tripod for confined space.

### **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 that tax has allowed for the addition of a total of 47.38 FTE through 2018 including 6 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. In November of 2017, voters approved an increase in the public safety sales and use tax rate from .325 cent to a total of .58 cent. The new tax rate went into effect in January of 2018 allowing for the addition of 20 new FTE including 6 FTE in Communications, 13 FTE in the Police Department, and 1 Legal Advisor in the City Attorney office. The new tax also provided funding for the following one-time resources: replacement of the Fire Records Management System, replacement of the Police Records Management System, replacement of the target system at the Firing Range, and over \$1 million toward addressing space needs to accommodate the additional staff.

The full public safety tax rate of .58 cent will provide over \$12.56 million of funding for public safety in this 2019 budget, including new ongoing resources of 7 FTE in the Police Department; \$64,820 of ongoing expenses to support the new positions; \$17,251 for overtime expense; \$14,000 for hose testing; \$4,500 for a contract

increase for Lumen; \$4,290 for training funds; \$3,500 for fire uniforms; \$3,500 for bunker gear; \$3,500 for software licensing; and \$2,300 for RSA annual maintenance. It also is providing one-time expenses of \$60,000 for supplemental cooling for the Communications server; \$55,000 for Armorer cage/office; \$45,929 for MDC (mobile data computer) replacement; \$45,000 for a cardiac monitor; \$28,000 rescue tools for a new fire engine; \$24,000 for a hose deployment trainer; \$20,150 for Opticon; \$7,500 for a forcible entry system for the ladder truck; \$8,250 for RSA token renewal; \$6,100 for desks and lockers; \$55,765 for a new police GCSU vehicle; \$33,000 for a thermal imager; \$30,000 for night vision equipment; \$25,000 for speed enforcement equipment; \$7,000 for laptops for training/testing; \$4,000 for emergency sheltering cots replacement; \$3,000 for personal first aid bags; \$13,000 for video laryngoscopes; \$12,000 for Bosch CDR hardware & software updates; \$100,650 for an update of the records work area; and \$350,000 for the annual lease payment for Fire Station #1. There is also included ongoing expense of \$770 associated with the police GCSU vehicle.

The adopted 2019 General Fund budget includes over \$37.5 million of funding for public safety services, which includes 258.5 FTE. New resources for Public Safety from the General Fund include ongoing resources of \$58,479 for overtime; \$8,710 for training expense; \$27,810 for Master Police Officer appointments; \$12,850 for contract increases with Humane Society, Aspen Meadows, and LEU; \$39,161 for instructor trainings, certifications and recertifications; \$21,500 for bunker gear; \$6,200 for generator/UPS/VHF repeater O&M/repair; \$10,000 for the emergency warning system; \$4,000 for Dropbox subscriptions; \$6,250 for cell phone software, pole camera replacement and maintenance; \$15,000 of incremental development revenue for third-party contract reviews of codes and planning; and \$6,300 for various other supplies and cost increases. The 2019 budget includes one-time resources from the General Fund for Public Safety totaling \$356,860. Those one-time expenses include, for Police, \$209,234 for MDC replacement; \$194,400 for bulletproof vests, gas masks and electronic hearing; and \$10,000 for SCBA pack replacements. For Fire it includes \$60,000 for SCBA mask replacements; \$40,500 for quad-certified boots; \$14,600 for defibrillator battery replacements; and \$14,000 for a compression device.

One-time funding within the 2019 adopted budget to address community health and human service needs includes \$91,700 for Supporting Action for Mental Health; \$35,000 for a Human Services needs assessment; and \$40,000 for implementation of Homeless Services Action Team recommendations.

**Responsible Stewardship of our Resources**

Along with this 2019 adopted budget you will receive a copy of the adopted 2019-2023 CIP. The CIP is broken into major categories of capital projects. For the year 2019, those categories are proposed to be funded with the following dollar levels of capital projects. A list of the projects to be funded from the 2019 Public Improvement Fund can be found under the *Other Funds* section of this adopted budget. Some highlights on specific infrastructure projects are below. For detail on individual projects please refer to the adopted 2019-2023 CIP.

Downtown Redevelopment projects	\$ 80,000
Drainage projects	8,783,450
Electric projects	4,930,000
Parks, Recreation and Open Space projects	5,140,638
Public Buildings and Facilities projects	3,868,397
Broadband projects	2,230,000
Sanitation projects	151,500
Transportation projects	13,836,000
Wastewater projects	1,625,000
Water projects	47,274,964

One-time funding included in this adopted budget that is targeted toward stewardship of the various resources of the City include the following: \$462,000 for investigation of oil and gas facilities within city limits; \$60,000 for a back-up generator for monitoring of the north tank at the water treatment plant; \$60,000 for roof repairs on Price Park; \$25,000 for water rate consulting to provide for water rate schedules from 2020-2024 to support ongoing operations of the water utility and scheduled capital improvements; \$100,000 for storm drainage rate consulting to include data analysis of impervious surface areas on each parcel throughout the city, review of cost of service analysis between customer classes, and regional program comparison; \$125,000 for Business Process Analysis consulting for the Sanitation enterprise to provide a study of the business process and systems used in the provision of waste services and how they can be improved; and \$225,000 for regulatory backflow device replacement at City facilities as under new Colorado regulations the City has three years to upgrade existing



domestic facilities with a new device and two years after a failed annual test to replace devices on irrigation systems.

Phase II of planned improvements to the Wastewater Treatment Plant, funded through voter-approved bonds issued in 2015, are ongoing. The design-build project that included a new dewatering facility, secondary process improvements, and addition of advanced ammonia removal is complete. Infrastructure renewal projects at the wastewater plant will continue into 2019. 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 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 to begin in 2018 with completion in 2019. This project is partially funded from a \$1 million grant from the Colorado Department of Local Affairs.

In-depth evaluations completed in 2015 for the Library and Safety and Justice Center call for expenditures of several million dollars. Several other City buildings are in need of in-depth evaluations due to their age and functional requirements. The 2019 budget will be amended to include the funding of CIP projects that will address the repair and rehabilitation of vital public infrastructure including the Civic Center Complex at a cost of up to \$8.6 million; the Safety and Justice Center at a cost of up to \$3 million; the Library at a cost of \$2.12 million; and other aging City facilities at a cost of up to \$2.5 million as approved by voters in November 2018. Additionally the bond will fund the renovation or replacement of Fire Station #2 for \$4.4 million and Fire Station #6 for up to \$5 million.

In the Public Improvement Fund, there is funding in the 2019 budget for annual rehab and replacement of core building infrastructure at or within City facilities, including \$732,089 for roofs; \$635,942 for HVAC systems; \$46,814 for boilers; \$18,180 for flooring; \$16,200 for interior maintenance; \$10,000 for exterior maintenance; and \$166,650 for parking lots. There is also \$40,000 for expansion of the Sunset campus where the parks facility is located.

Final design is continuing by the Northern Colorado Municipal Sub District on the Windy Gap Firming Project. The City of Longmont is participating in this water storage project that will provide 8,000 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, and this budget includes \$41.2 million of funding for this purpose. Longmont voters approved the issuance of up to \$36.3 million in water utility bonds to fund the project. Once the final project costs are known, staff will work to identify funding options to pay for any unfunded portions of the City's share of the project.

An update to the Storm Drainage Master Plan will be completed in 2019; it will provide the necessary information for the Storm Drainage Rate and Fee Study that will also be initiated later on in the year. Staff will perform a comprehensive Water Rate and Fee study next year. Staff also will initiate work in preparation for a Storm Water Bond election as early as 2019. Repayment of the bond will require Storm Drainage rate increases.

City staff initiated a comprehensive review and update to the City's Public Improvement Design Standards and Construction Specifications in 2018. This work will be completed in 2019.

In 2016, Emerald Ash Borer (EAB) 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 10 inches or more in diameter. In 2016, efforts were accelerated to treat 327 public ash trees. In 2017, 394 public ash trees were treated, and in 2018 an additional 223 trees have been treated. 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. Funding for this program is coming primarily from the

Resilient St. Vrain Project, which involves the removal of many trees to complete the flood control channel improvements.

An update of the Wildlife Management Plan adopted in 2005 is anticipated to begin in late September 2018 with completion in 2019. City staff, along with a diverse technical advisory team and consultants, 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 along with movement corridors. Management plan recommendations will be brought to the Parks and Recreation Advisory Board and likely the Board of Environmental Affairs for a recommendation, which will then be presented to City Council for approval in 2019.

The Longmont Sustainability Plan was approved by City Council in November 2016 and was updated in August 2018 to include recommendations from the recently completed Greenhouse Gas Report. 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 those targets. It 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 was initiated in 2018 included the following: 1) Working with Community and Neighborhood Resources to develop a framework for the "Sustainable Neighborhood Solutions" program, 2) Partnering with the St. Vrain Valley School District, Eco-Cycle, and Boulder County to bring additional Longmont schools into the Green Star Schools program and install recycling infrastructures at the Longmont and Silver Creek high school sports fields, 3) Hiring an Economic Sustainability Specialist to implement economic vitality strategies, including the development and launch of the Sustainable Business Program, 4) Partnering with the CU Energy and Climate Justice Office to pilot and adapt the Foundations for Leaders Organizing for Water and Sustainability (FLOWS) program in Longmont, 5) coordinating the Longmont Sustainability Coalition, and 6) launching an online indicators dashboard in collaboration with Envision Longmont to track and report to the community progress toward meeting sustainability goals.

In support of the Sustainability Plan this proposed budget includes the following resources: \$40,000 for a Service Center Campus Sustainability Options study to address energy and water conservation, stormwater management, waste reduction and recycling, and other sustainable features and practices; \$82,000 for a temporary marketing specialist for increased marketing and outreach efforts related to waste diversion and sustainability; and \$40,000 toward the first Sustainability Summit to educate the community on sustainability issues and the Sustainability Plan, and a "Sustainability Toolkit" related to the Sustainability Plan for residents and businesses.

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 of 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. The budgeted amount to keep building to and installing new customers is \$2.2 million for 2019.

Longmont Power & Communications' continued focus for the Electric Utility is to provide innovative service that keeps electric rates low while providing best-in-class reliability and service for Longmont businesses and residents. Several of the Electric CIP projects contribute directly to this goal. The largest Electric project is Aid to Construction, funded at \$3.6 million in 2019, 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 switchgear to complete the installation of a new substation transformer in 2019 to accommodate increased growth.

### **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. The City of Longmont organizationally focuses 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. The Longmont Economic Development Partnership leads the City's business recruitment, retention and expansion efforts.

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. Similarly, the Longmont Economic Development Partnership at 15th and Main serves as the City's one-stop shop for business owners and site selectors just as the DSC serves developers, contractors, etc.

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 Planning & Development Services Department continues to focus on long-range planning as seen from the adoption of Envision Longmont, the City's comprehensive plan, and a development code update that reflects the City's growing emphasis on redevelopment. Though development activity has steadily increased, the department has worked to streamline processes, has added staff, and continues to implement new options via its permitting and land management software.

Within this adopted 2019 budget, Planning & Development Services is receiving operating resource increases being funded with incremental development revenues for two Associate Planner FTE, one for long-range planning and the other for development review; \$4,300 for annual software maintenance and licensing increases; and \$12,000 for credit card fees. There are new ongoing resources being added as well of \$3,597 in increased wages for a Planning intern. This adopted budget for 2019 also includes one-time expenses of \$5,000 for the census project and one-time expenses funded with incremental development revenues of \$50,000 for a remodel of the lobby at the DSC; and \$6,500 for OnBase concurrent clients.

Vance Brand Municipal Airport is also a focus with the completion and adoption of a south side utility masterplan in 2017 and a 2018 FAA/State of Colorado grant for new taxiways on the south side of the airport property. Ground lease revenue has continued to increase allowing the airport to pay for a number of pavement maintenance projects.

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 2019 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 2019 budget also includes \$20,000 of ongoing resources for the US 36 lobbying contract. The Lodgers' Tax is projected to provide \$462,121 to Visit Longmont to fund operations and to support tourism and visitor-related programs.

Continued construction of the Resilient St. Vrain Project - a multiyear program to rebuild the flood-damaged St. Vrain Creek - will improve the resiliency of City infrastructure in the area, protect residents from life-threatening floods and support redevelopment in core business areas of the city through significant reductions in Longmont's designated floodplain areas. When complete, the project will allow for redevelopment projects that implement the City Council's vision of providing affordable housing and becoming a center for science, technology, engineering, mathematics and the arts. These new assets and others throughout the community will be connected by a comprehensive transportation network centered at a new transit hub located at 1st & Main, another area that will be removed from the floodplain with completion of the Resilient St. Vrain Project.

### **Responsive Internal Operations & Governance**

Along with the guiding principles the final desired result identified by the City Council is Responsive Internal Operations & Governance. It aligns somewhat 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 Solution. Staff does not project that any additional funding will be needed in 2019, but we continue to reassess 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 2019. The HATS project is providing significant efficiencies throughout the organization by automating processes and providing easy access to needed data, eliminating the need for numerous shadow financial systems.

Another major technology project involving replacement of existing software is the Customer Information System (CIS) replacement. The City's current CIS software is over 20 years old, and with changes in both services billed as well as functionality desired from a CIS it is time to seek out a new CIS for the billing of City services. This effort is being funded through all of the enterprise funds that are currently billed through our CIS system, and there is \$2.7 million included in this adopted 2019 budget toward the initial stages of this effort, including functionality analysis and selection of the next provider. There are 7 term-limited FTE budgeted as backfill throughout LPC, PWRN and Utility Billing to free existing staff to work on this project. With resources coming from a number of funds staff is proposing to create a new Utility Billing CIS Internal Service Fund to account for the Citywide costs related to this effort. The revenue for this fund will come from transfers from the respective funds funding the project.

Ongoing resources added to this 2019 budget in the area of governance include \$12,287 to cover costs of maintenance of the Utility Billing CIS at Platte River Power Authority; \$32,136 for Cisco hardware maintenance; \$6,000 for increased election costs; \$1,500 for legal ads in the City Clerk's budget; \$5,000 for Azure environment lease, \$5,000 for SSL certificate renewals and \$1,000 for Neustar domain register in ETS; \$15,000 for custodial contract services for 1200 Lashley Street; \$5,500 for labor rate increases on contract services; \$3,418 for alarm contract cost increases; \$1,504 for elevator and handicap lift maintenance; \$571 for UPS preventative maintenance; \$1,560 for software maintenance; \$336 for overtime; \$7,516 for increased costs for Munis software maintenance; \$8,756 for City Line printing, insertion and translation costs; \$2,000 for the costs for bank bags for Treasury; \$6,244 for additional NLC, DRCOG and CML dues; \$900 for increased costs for Westlaw Online; \$400 for legal files maintenance; \$1,400 for copier leasing costs in the City Attorney's Office; \$245 for parking lot cost increases; and \$1,500 for background screenings in Human Resources.

This adopted 2019 budget includes funding of technology support in the General Fund, including \$500,000 for VMWare infrastructure; \$74,000 for legacy data conversion and management; \$15,000 for public safety IP segmentation; \$5,000 for point to point radio upgrades; and \$207,215 for scheduled PC and monitor replacements. A portion of these technology enhancements will be offset by transfers to the General Fund from other operating funds. There also are \$74,565 of computer replacements from various enterprise funds and \$5,650 of new desktop computers from the Sanitation Fund. .

Other one-time expenses in the governance area include \$124,260 for fire sprinkler deficiencies; \$30,000 for a smart cities project; \$25,000 for a cleanup of OnBase; \$20,000 for an online engagement tool; \$4,000 for efficiency rebates and a low-income help brochure; \$5,000 for hardware/software for live video production; \$2,200 for telepresence unity for the Council Chambers; \$4,200 for a new computer for video streaming; \$1,230 in Purchasing for software and licensing; and \$4,000 for cultural competency and bilingual training.

Within this adopted 2019 budget there is \$3,121,431 for the replacement of 52 vehicles and motorized equipment from the Fleet Fund. Other Fleet Fund one-time expenses include \$4,900 for swamp coolers; \$3,200 for shop equipment; \$1,510 for a replacement laptop; \$1,000 for diagnostic software; \$1,200 for CDL third-party testing; and \$35,418 for a 4x4 vehicle for use by the Fleet shop staff. From the enterprise funds there is \$14,907 to upgrade three vehicle replacements from the Electric & Broadband Fund; and \$183,885 to add four new vehicles, one trailer, one UTV and an ATV in PWNR.

Within this adopted budget there are ongoing expenses being added of \$120,000 for a grocery sales tax rebate program. Of that amount, \$20,000 is for the costs of administering the program while the \$100,000 is for projected rebates. The adopted budget also includes \$200,000 of one-time expenses for the rebate program. This amount is budgeted as the format of the rebate program still needs to be identified. Depending on how the program is administered it could result in rebates of more than \$100,000. The \$100,000 estimate is based on the type of program that is in place in Arvada and Boulder. If the City chooses another format that results in greater rebates or exemption of taxes the \$200,000 of one-time funding is included as a fallback. The actual additional costs of such an alternate rebate format will need to be budgeted ongoing beginning in 2020.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$1.85 million of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$11.82 million.

### **Other Expenses**

While the categories of desired results identified reflect much of the City's budget, this adopted budget for 2019 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. Close to 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 the 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 274 valid job matches derived from these surveys. The results of these comparisons indicate that, on average, our salary ranges are 1.15% below the defined labor market for open range positions while our actual rates of pay are 0.29% below market salaries for 2018.

In 2018, benchmarks for each individual position were reviewed throughout the City for the first time since they were initially established. Of the benchmarks that have been established throughout the City, 73 positions were reviewed to determine if a more specific benchmark could be established. New, more specific benchmarks were identified for 58 positions, while 15 of reviewed positions retained their initial benchmark following this review. It is anticipated that a benchmark review will occur periodically across the pay plan to ensure that positions are being matched to their actual market data,

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. Employers Council is projecting that pay ranges in 2019 will increase by 1.80% and actual salaries will increase by 3.1%.

Considering the projected market range movement of 1.80% in the coming year, we are recommending a 1.80% increase to pay ranges. In doing so, the City's pay ranges would remain competitive at 100% of market. Within this adopted budget we are adjusting the market midpoints for 107 positions that have experienced market fluctuation of more than plus 2% in the last year to the current market midpoint of those positions. We are also adjusting the market midpoints for one position that has experienced a market fluctuation of greater than minus 2% in the last year two years. This adopted 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 and strive to pay up 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. In the 2018 budget pay was budgeted at 101% of market. Due to funding constraints within the General Fund, this adopted 2019 budget has pay budgeted at 100% of market. For employees being paid at the market midpoint, a 1.80% increase in the pay range combined with budgeting and managing salaries at 100% instead of 101% will result in a 0.80% 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 farther above their established market. The one-time payment proposed is 0.8% of their base salary up to \$1,500 for each open range non-collective bargaining full-time benefited employee with a salary that exceeds 100% of the position midpoint established in the 2019 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 100% of market level pay this adopted 2019 budget includes funding for up to a 5% increase to base pay for open range employees who are below the 2019 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to 100% of the 2019 position midpoint.

This adopted 2019 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 100% 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.

Two-year contracts for both the Police and the Fire collective bargaining units were recently negotiated and will be presented to the City Council for approval. This adopted 2019 budget includes the increases that were negotiated in those contracts. Those increases are designed to bring the bargaining unit employees to the projected 2019 market for their positions.

There are 11 step positions in LPC that will be adjusted by 1.8% to stay competitive with the existing labor market.

The 2019 pay plan includes \$95,120 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 4.35%. 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% of budgeted salary in 2018, and the Health Benefits Fund is expected to grow in 2018 from \$7.5 million to \$8 million. The fund balance has been growing with recent growth in compensation and, thus, contributions to the Health Benefit Fund. For 2019, there will be a 9.9% increase in the Kaiser health premium cost. This is the largest annual increase in quite a number of years and it was driven by significant claims in the last year. With this increase we project that the level of contributions to the Health Benefit Fund should be raised to 16.5%, which would maintain the fund balance at close to the \$8 million level. Thus, this adopted budget for 2019 includes the budgeted contributions at 16.5% 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 \$52,000; 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. Other reasons for maintaining this level of fund balance in the Health Benefits Fund include to use it as a reserve if the City ever decides to go back to self-insuring these benefits and also as a means to reduce unfunded liabilities for OPEB or the defined benefit pension plans.

### **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 by 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 contributions have been adjusted annually based on the actuarial study resulting in the current split of 7.7% 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 2018 actuary study, and the actuarially required contribution decreased from 12.3% to 12.1% while the funded ratio increased from 91.8% to 92.9%. In order to continue to move the GERP toward a fully funded status this adopted budget maintains the total required contributions at 7.7% City and 5.8% employee.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. There are only 9 participants remaining in the police plan and 10 participants remaining in the fire plan. The 2018 actuary studies for these plans find the fire plan to be more than fully funded at 118.7% while the police plan is at 99.4% funding. For 2019 we plan to leave the annual contribution for the police plan at \$24,168 as was budgeted for 2018, which should bring this plan to a fully funded status. This contribution amount is included in this 2019 adopted budget.

### **2019 Operating Budget Overview**

The General Fund for 2019 is balanced with \$85.86 million in sources of revenue and expenses. This is an increase of 3.8% or \$3,164,818 above the adopted 2018 budget. The growth is occurring in ongoing expenses as well as one-time expenses. There is \$82.4 million of ongoing expenses in the 2019 General Fund budget compared to \$80.2 million in 2018. One-time expenses have grown from \$2,487,324 in 2018 to a total of \$3,269,012 for capital and other one-time expenses in the 2019 budget.

Net ongoing expenses in the General Fund are increasing \$2,172,826 in this adopted 2019 budget. Major sources of the increase include level 1 increases of \$613,436; level 2 increases of \$120,000; new positions at a cost of \$161,384; and Human Service Agency increases of \$44,536. There are \$1,716,039 of increases in pay for the Police and Fire bargaining units along with, \$68,690 of step pay increases. Pay increases for other General Fund employees require \$120,113 of additional budget, which includes increases to exceptional pay and temp wages. Funding increases to the Health Benefits Fund in 2019 are \$206,807. Also for 2019 there is an increase in fleet lease charges of \$103,983.

In order to increase ongoing expenses in the General Fund by \$2,172,826, there is also an increase in ongoing budgeted revenue by the same amount. The largest source of the increased revenue is \$1,076,518 from sales and use tax. Other sources of increased revenue are \$225,356 from net franchise revenues; \$220,173 from ambulance dispatching; \$422,798 from building permits; \$207,519 from plan check fees; \$245,457 from recreation revenues; \$60,000 from marijuana vendor licenses; \$29,000 from Pcard rebates; \$25,000 from cell phone rebates; \$52,400 from interest revenue; and \$98,024 from administrative transfer fees. Sources of ongoing revenue that decreased include \$168,450 from fines and forfeits; \$116,401 of intergovernmental revenue; \$100,000 from cable TV franchise revenue; \$32,052 from telephone franchise revenue; \$25,000 of land development revenue; \$25,000 of GID maintenance revenue; \$20,000 of fire inspection revenue; and \$10,145 of miscellaneous revenue.

The new ongoing expenses along with the declines in ongoing revenue are greater than the new ongoing revenue in the General Fund. In order for this adopted 2019 budget to be balanced it required reductions in or

adjustments to ongoing expenses that were a part of the 2018 adopted budget. Those reductions and adjustments included the following:

- Eliminated the \$27,000 budgeted for 4th of July fireworks
- Reduced contracted park maintenance by \$70,000
- Reduced \$20,000 of mosquito control spraying
- Reduced by \$53,272, the transfer from the General Fund to the Affordable Housing Fund to supplement staffing and administration costs associated with the City's Affordable Housing Fund, CDBG and HOME programs
- Reduced \$31,000 from the repair and maintenance account in ETS
- Reduced \$15,000 of contract services from Community Services administration
- Reduced \$11,190 of transfer to the Downtown Parking Fund
- Reduced \$11,000 of temp wages and contract services from the Museum
- Reduced \$7,000 in City Manager Office budget for welcome guide and Visit Longmont ad
- Reduced \$9,479 from line items in Risk Management, Safety & Wellness
- Reduced \$3,000 of software repair & maintenance in Budget
- Eliminated \$5,000 for dues for Alliance for Innovation
- A reorganization in PWNR will move management of the parks division saving \$19,221 in the General Fund.
- A reorganization in Community Services moved management of the Golf division saving \$61,332 in the General Fund.

There are 5.0 FTE from the General Fund being eliminated in this adopted budget. Each of the positions is vacant at this time. The positions being eliminated are:

- One FTE Chief Information Officer in Enterprise Technology Services – Enterprise Technology Services will realign these duties to offset this position being eliminated. This is a savings of \$182,524 to the organization of which \$109,076 is to the General Fund.
- One FTE Programmer Analyst in Enterprise Technology Services – This position has been vacant, and the duties are being outsourced and will continue being contracted. This is a savings of \$119,597 to the organization of which \$70,850 is to the General Fund.
- 0.50 FTE Education Coordinator in Public Safety – This position has been vacant for a number of years and duties have been absorbed by other public safety staff. This is a savings of \$46,130 to the General Fund.
- One Administrative Assistant in Public Safety Support Services – The loss of this position will cause other staff to absorb workload in mostly administrative duties. This is a savings of \$65,712 to the General Fund.
- 1.5 FTE Library Pages in the Library – These three half-time positions have been held vacant as we have moved to perform these duties through automation. Efficiency improvements from automation should allow us to continue to provide service without the need for these positions. This is a savings of \$69,201 to the General Fund.

In the 2018 budget we were planning for a possible new model for ambulance transport services for the community due to concerns with the viability of AMR. Thus, we eliminated the \$220,173 of revenue that we were previously receiving under the contract with AMR and added \$200,000 of ongoing expenses for the potential new model. Subsequently, changes in state law improved the financial viability of AMR so that the old model remained in place. As a result the revenue of \$220,173 is being added back in the adopted 2019 budget, and the ongoing expenses of \$200,000 can be removed.

There are a total of 24.33 new FTE being added in this budget: 2.0 in the General Fund, 7.0 in the Public Safety Fund, 0.70 in the Sanitation Fund, 3.27 in the Water Fund, 0.28 in the Sewer Fund, 2.35 in the Storm Drainage Fund, 0.15 in the Street Fund, 0.75 in the Open Space Fund, and 0.75 in the Downtown Development Authority; .03 in the Downtown Parking Fund; .05 in the General Improvement District #1; and 7.0 in the new proposed Utility Billing CIS Fund. New positions included in this budget are:

- One FTE Billing Specialist in Utility Billing - The City is beginning a major project to replace its 20-year-old customer information utility billing system. This position is a term-limited backfill position needed to assume the duties of existing staff that will be dedicated to the CIS replacement project.
- One FTE Customer Services Representative in Utility Billing – This position is a term-limited backfill position needed as a result of the CIS replacement project.
- One FTE Senior Customer Services Representative in Utility Billing – This position is a term-limited backfill position needed as a result of the CIS replacement project.
- One FTE Utilities Financial Analyst in Longmont Power & Communications – This position is a term-limited backfill position needed as a result of the CIS replacement project.
- One FTE Applications Support Analyst in Longmont Power & Communications – This position is a term-limited backfill position needed as a result of the CIS replacement project.
- One FTE Utilities Financial Analyst in Public Works and Natural Resources Business Services – This position is a term-limited backfill position needed as a result of the CIS replacement project.
- One FTE Applications Support Analyst in Public Works and Natural Resources Business Services – This position is a term limited backfill position needed as a result of the CIS replacement project.
- Five FTE Police Officers in Public Safety - These positions are part of the resources being added in year two of the increased public safety sales and use tax rate. Four of these are to supplement staffing in Patrol and the fifth is for the Traffic Unit.
- One FTE MDC Specialist in Public Safety - Another position being added through public safety tax resources to support the mobile data computers that are outfitted in all of our police vehicles.
- One FTE Sustainability Specialist in Public Works and Natural Resources Environmental Services – This new FTE is to support strategies from the Water Efficiency Master Plan and also to work on programs from the Sustainability Plan.
- 0.25 FTE Economic Sustainability Specialist in Public Works and Natural Resources Environmental Services – This increase to an existing position is needed for implementation of immediate and near-term strategies of the sustainability plan.
- One FTE Water Resources Engineer in Public Works and Natural Resources Water Resources – This FTE is needed to provide engineering support for the raw water system.
- One FTE Engineering Technician in Public Works and Natural Resources Environmental Services – This position is needed to support the management of the stormwater quality program and to meet MS4 permit requirements.
- One FTE Water Utility Technician in Public Works and Natural Resources Operations – This position is needed to meet increased inspection and increased natural waterway maintenance needs.
- One FTE Natural Resources Maintenance Technician in Public Works and Natural Resources-Natural Resources – This position is needed to help with the existing workload from staff working to develop a Natural Stream Corridor Management Plan.
- One FTE Administrative Assistant in Public Works and Natural Resources Business Services – This position is being converted from temporary to full time, and it supports the Customer Service Center in PWNR.
- 0.25 FTE Weed Technician in Public Works and Natural Resources-Natural Resources – This position is to increase an existing 0.75 position to full time to provide greater reduction of Colorado noxious weeds, enhance our wildlife management ability, and increase our ability to monitor City properties.
- One FTE Operations & Maintenance Technician Lead in Public Works and Natural Resources Operations – This position is needed at the Water Plant to help cover operator vacations and call-outs and to enhance coverage to ensure regulatory compliance.
- One FTE Associate Planner in Planning & Development Services – The position will focus on long-range planning to help implement the Envision Longmont action. This is a term-limited position funded with incremental development revenue.
- One FTE Associate Planner in Planning & Development Services – The position will focus on development review to help process development applications, and it will assist with the implementation of the inclusionary housing program. This is a term-limited position funded with incremental development revenue.
- 0.08 FTE Downtown Specialist in the Downtown Development Authority – This is an increase in the staffing for an existing position that administers many of the DDA incentive programs and also manages DDA capital projects.
- 0.75 FTE Program Specialist in the Downtown Development Authority – This position is being moved from temporary to part time, and it is supporting programs from the Downtown Master Plan including event facilitation, marketing and business outreach.

The overall impact of all changes to FTEs in this adopted budget is an increase of 19.33 FTE, which brings the total budgeted positions to 970.7.

One-time expenses from the General Fund are \$3,269,012 in this adopted 2019 budget. Of this amount, \$1,497,649 is coming from projected available fund balance. The rest is coming from one-time revenues including \$200,000 of projected property tax growth; \$772,690 of projected building permit use tax; \$293,220 of incremental development revenue; \$183,953 from tree mitigation revenue; \$173,000 from transfers from other operating funds for ETS equipment funding; \$100,000 for oil and gas royalties; and \$48,500 from Union Reservoir fees.

This adopted 2019 budget for the General Fund was challenging as we went from 2018, a rare year where there were strong increases in projected revenue from both sales and use tax and property tax, to 2019, which is the exact opposite. As indicated earlier, the combined new ongoing revenue in the General Fund for 2019 from those two sources is \$1,076,518, the lowest combined new revenues from these sources since 2013. Conversely there is a much larger amount of funding for one-time expenses in the 2019 General Fund. Some of that funding is projected to be from 2018 operations while other amounts are from revenues that are being treated as one-time revenues in 2019. The one-time revenue growth has presented the opportunity to devote resources in the 2019 budget to some of the following more significant sized needs:

- Funding of the Emergency Reserve
- Funding toward the 1st and Main transit station
- Funding of a grocery tax rebate program
- Enhancements in ETS including VMWare infrastructure replacement
- Replacement of mobile data computers in Police
- Replacement of personal protective equipment in Public Safety
- Investigation of oil and gas facilities in City limits

In addition, funding throughout the 2019 adopted budget is providing increased resources across a variety of areas providing direct services such as 7 new FTE in Public Safety; 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 enhanced resources to implement the Sustainability Plan. These are all key resources that strengthen our ability to provide valuable resources to the community.

While not a part of this adopted 2019 budget, the three questions approved by voters in November 2018 will have an impact on future services and, will require amendments to the 2019 budget. Each of the three questions is requesting bonding authority for funding City infrastructure repair or rehabilitation projects. If approved by voters in November, the 2019 budget would be amended to include the funding of CIP projects that will address the repair and rehabilitation of the Civic Center Complex at a cost of up to \$8.6 million; the Safety and Justice Center at a cost of up to \$3 million; the Library at a cost of \$2.12 million; and other aging City facilities at a cost of up to \$2.5 million. A second question would fund the renovation or replacement of Fire Station #2 for \$4.4 million and Fire Station #6 for up to \$5 million. The third question would fund \$5.7 million of major capital needs in Golf including irrigation system replacements and maintenance facility improvements or replacements. That same ballot question would provide over \$940,000 for renovation of Centennial Pool.

Looking beyond 2019, our ability to fund adequate service levels will likely always be a challenge. Providing services is a labor-intensive effort. In 2019, 73.7% 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 as we have seen in this 2019 budget. When the local economy is strong it generally is 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. The property tax cycle does not always match up well with those costs. When the economy slows or declines it also can present challenges. 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 some other one-time revenues and thus are earmarked to be reduced when that revenue declines. But reductions in other sources of revenues, whether tax or fee-based, can require adjustments to service levels as they have for this adopted 2019 budget. Our priority budget based models do provide us a tool to address these challenges, but tough decisions are still 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 growth of sales tax on internet sales, while likely to be an assist in the future, still needs to play out before it can be relied on as a significant ongoing source of revenue. The development of Village at the Peaks brought growth in sales tax though somewhat limited for the General Fund and the Public Improvement Fund since that sales tax is subject to the tax increment and must first go to repay the Certificates of Participation issued to finance public improvements at the development. Continued growth or even retention of brick and mortar retail will likely always be limited due to the amount of commerce that takes place over the internet.

Other threats to our revenue base include the declines we have been experiencing in franchise revenues and court fine revenues. While historically cable franchising revenues were often threatened at the federal level, ironically they are instead being impacted by alternative methods to secure video services. Gas franchise revenues are volatile and have tended to rise and fall in past years. Revenues from telephone occupation taxes have declined as land lines are eliminated. 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 budget deficits and trade policies. Finally, the world economy has also been volatile in recent years.

The City has expressed a 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 as all City services went through identification and costing evaluations followed by evaluation and scoring of how each service influences the desired results. 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.

Over the past five years the City worked to reset an approximate \$3 million gap in the General Fund budget through a process that was aimed to bring our ongoing expenses in line with our ongoing revenues on a sustainable basis. We completed that reset with the adoption of the 2018 budget, but we will continue to refine our budget practices wherever needed to further increase the sustainability of our budgets. Administrative transfer fees are reviewed and adjusted annually. One-time expenses such as 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.

The revenue projections in this adopted budget are believed to be conservative, but they do assume some growth from the local economy during 2019. 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 event of immediate unforeseen revenue declines, staff will 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**

I thank you for your time, attention and guidance in preparing the City's Operating Budget for 2019. This is one of the most important tasks that is undertaken each year by Longmont's City Council.

Preparation of the 2019 Operating Budget and the 2019-2023 Capital Improvement Program was made possible through the dedication and efforts of many staff members throughout the organization. We look forward to working together to implement this budget and provide the best services and programs possible for the citizens of Longmont.

If you have questions or comments, please contact Teresa Molloy, Budget Manager, at 303-651-8970 or by email at [teresa.molloy@longmontcolorado.gov](mailto:teresa.molloy@longmontcolorado.gov).



## COMMUNITY INFORMATION

### HISTORY OF LONGMONT, COLORADO

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



Downtown Longmont  
100 years ago

*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 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.

Recessions and cutbacks at IBM and StorageTek, a large computer storage company, slowed growth during the 1980s. Rapid growth resumed in the 1990s, and the 2000 Census measured Longmont’s population at 71,093. Growth in high-technology businesses continued throughout the 2000s.

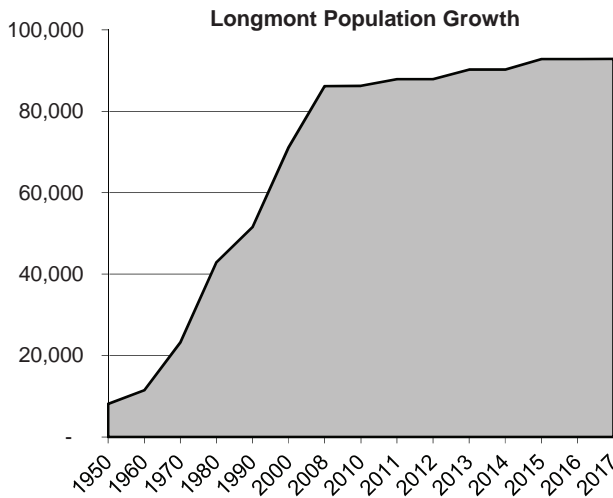
In September 2013, a major flood struck Colorado’s Front Range, with serious impact to Longmont. Both St. Vrain and Left Hand creeks overflowed into neighborhoods and business districts. Rebuilding began immediately, but full recovery will take years.



## 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 Census Bureau estimated that more than 4.33 million people lived along the Front Range. Longmont has seen a large population increase during and since this time, as have other Front Range cities.

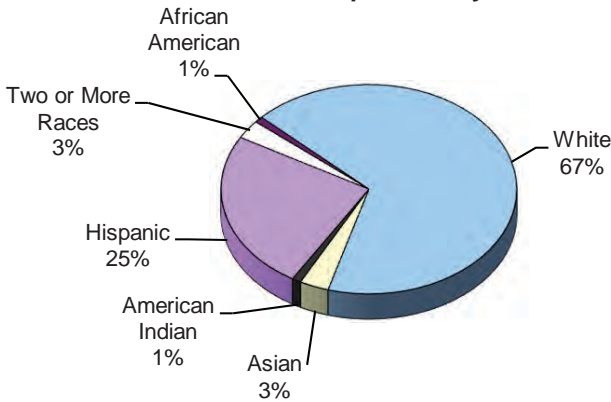
Although commercial and industrial acreage and building square footage all have increased, residential land use has been the dominant factor in Longmont’s growth over the past several years. This trend has helped provide a balance between residential growth and jobs in Longmont. Currently, Longmont has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

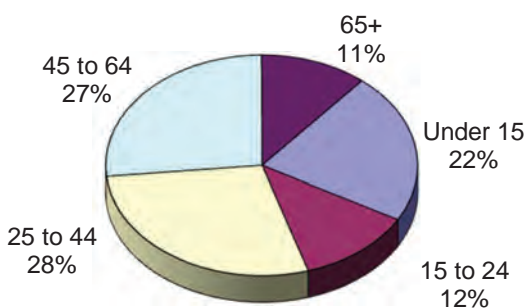
Longmont has an educated population, with more than 66% of those over 25 years of age having some level of college education and over 38% having obtained a bachelor’s degree or higher. The average annual wages in Boulder County are typically higher than those in adjoining Larimer and Weld counties. Jobs 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.

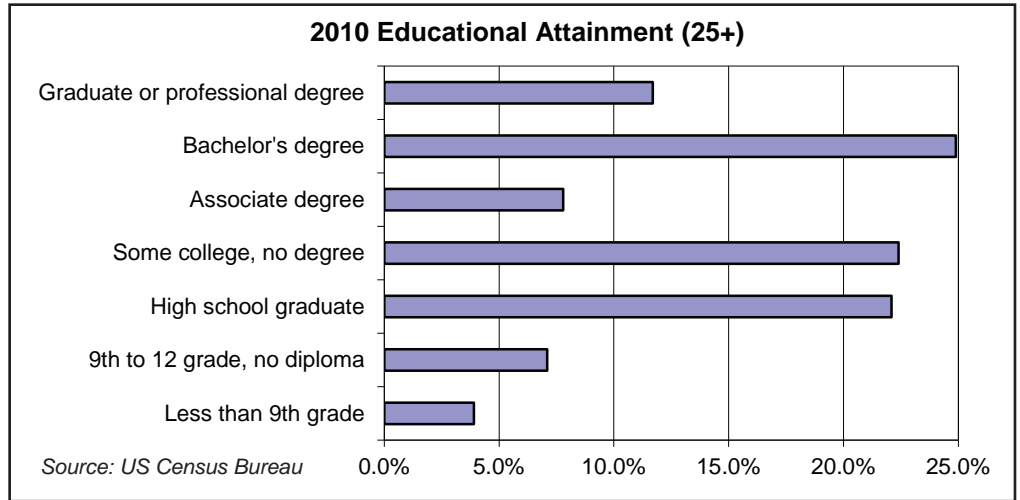
(Sources: Longmont Museum, City of Longmont Planning & Development Services Department, Colorado Department of Local Affairs)

2010 Population by Race



2010 Population by Age

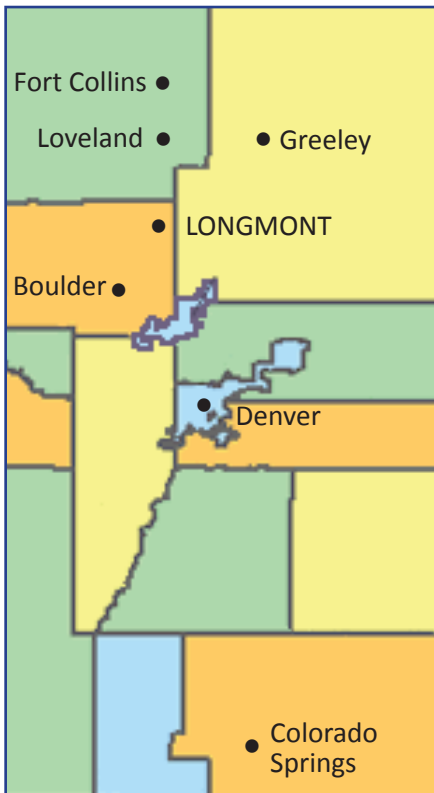




### Average Annual Wage

	2008	2009	2010	2011	2012	2013	2014	2017	2018
Boulder County	\$53,455	\$55,588	\$53,976	\$57,928	\$58,968	\$61,048	\$62,140	\$61,984	\$64,220
Broomfield County	\$59,915	\$62,036	\$58,552	\$62,764	\$68,224	\$71,084	\$93,080	\$109,200	\$82,784
Larimer County	\$40,151	\$43,732	\$40,716	\$44,564	\$46,124	\$46,800	\$47,112	\$46,748	\$48,412
Weld County	\$38,696	\$40,196	\$39,260	\$42,068	\$43,212	\$45,292	\$48,464	\$46,488	\$49,660
Colorado	\$46,614	\$50,180	\$46,696	\$50,700	\$53,664	\$53,196	\$55,692	\$54,184	\$55,900

*Source: Colorado Department of Labor and Employment LMI Gateway*  
[colmigateway.com](http://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

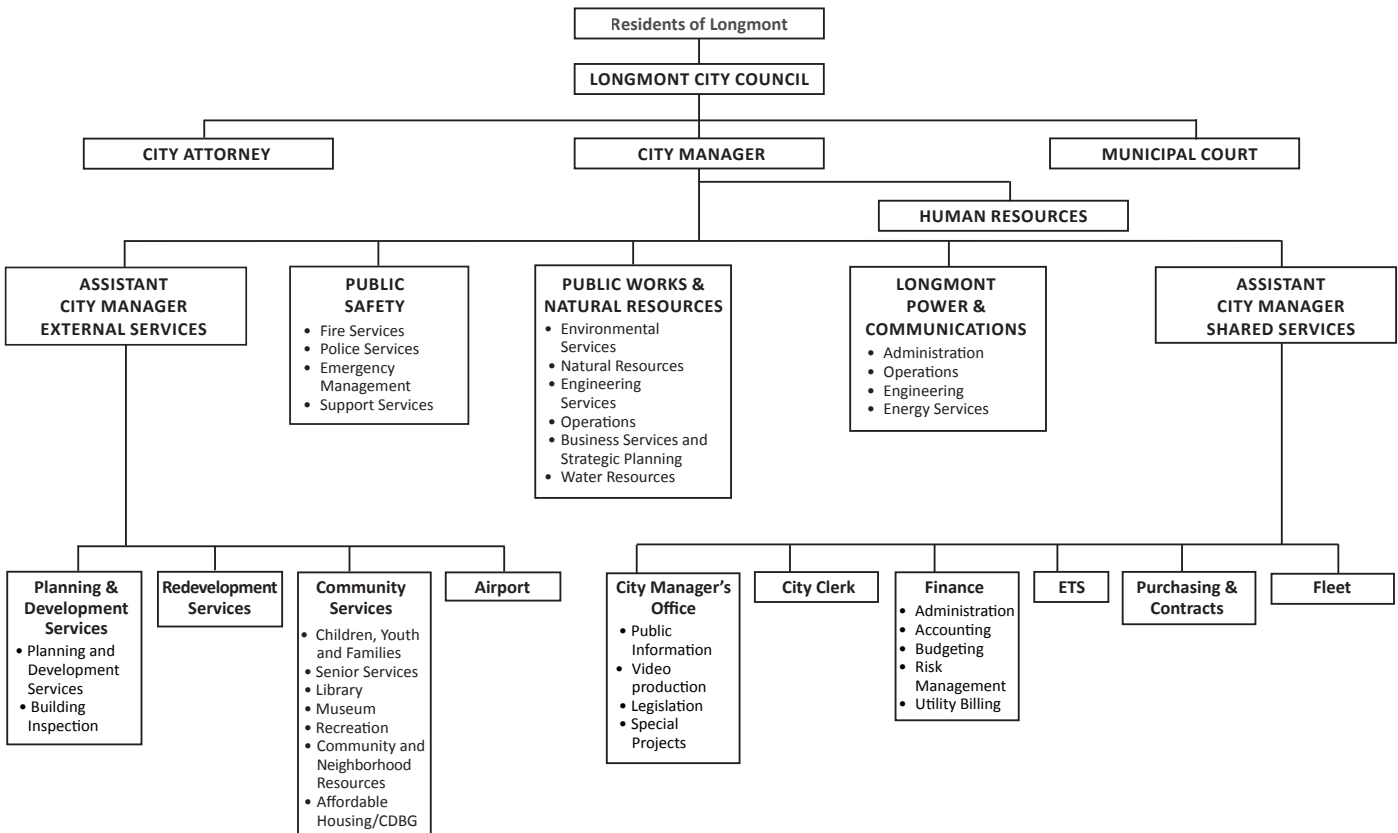
The City of Longmont was established in 1871 and incorporated in 1873. On August 5, 1961, the City was chartered as a home rule city under the provisions of Article XX of the Constitution of the State of Colorado (Home Rule City Act). The City is a full-service municipality operating under a council-manager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

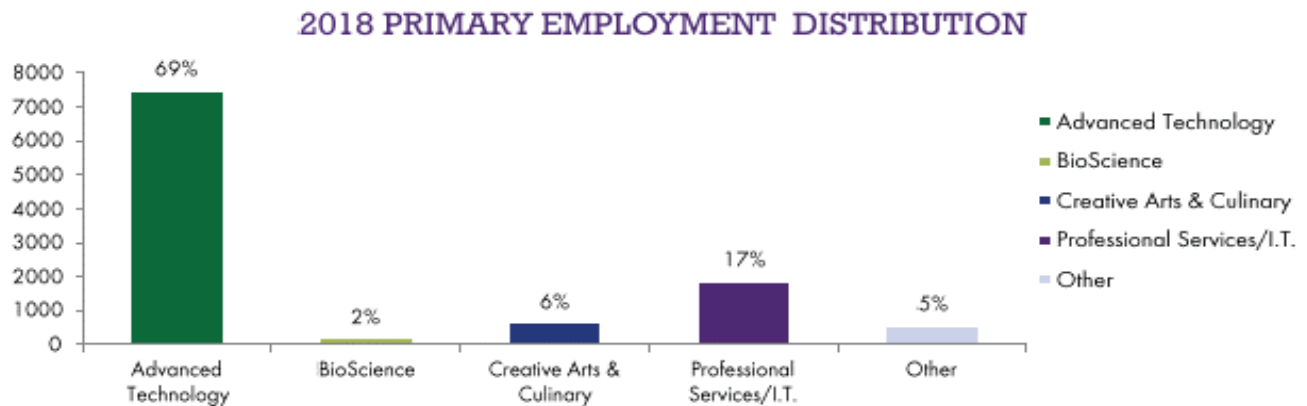


## ECONOMIC DATA

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, from the Envision Longmont Comprehensive and Multimodal Plan, were the foundation of the budget prioritization process:

- 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 Stewards of Our Resources
- Job Growth and Economic Vitality Through Innovation and Collaboration
- Responsible 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.



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 2017. This table represents the assessed valuation for real and personal property for the city only and does not include assessments for the Downtown Development Authority or the General Improvement District.

**Assessed Valuation of Taxable Property**

Collection Year	Real Property	Personal Property	Total
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	1,117,294,789	124,768,199	1,242,062,988
2017	1,132,037,404	124,365,772	1,256,403,176

Source: City of Longmont 2017 CAFR

## BUDGET PROCESS AND POLICIES

### OVERVIEW

This operating budget is the City of Longmont’s comprehensive financial and operational plan for 2019. 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 2019 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 (2017 actual, 2018 budget and 2019 budget).

The 2019-2023 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 2019 are included in the 2019 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 Assesment 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
- Envision Longmont, 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 Transporation 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).



<b>Fund Type, Name</b> <i>General Fund</i>	<b>Major Revenues</b> Property, sales and use taxes, franchise fees, transfers from other funds.	<b>Major Expenses</b> Police, Fire, Parks and Recreation, Library, Museum, Finance, Legal, Human Resources, et al.
<b>SPECIAL REVENUE FUNDS</b>		
<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>Parks Grants and Donations Fund</i>	Grants and Donations	Receiving funds donated or granted to the city for the development or improvement of parks.
<i>Longmont Urban Renewal</i>	Sales and property tax TIF transfer to Village of 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
<b>CAPITAL PROJECTS FUND</b>		
<i>Public Improvement Fund</i>	Use taxes.	New construction and improvements to public buildings and facilities.
<b>ENTERPRISE FUNDS</b>		
<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.
<b>INTERNAL SERVICE FUND</b>		
<i>Utility Billing Customer Information System</i>	Transfers from other funds.	All costs associated with maintaining and replacing the City's CIS system.

## BUDGET PREPARATION PROCESS

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

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

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

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

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

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

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

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

The CIP is a planning document that details the City's capital infrastructure needs for the budget year and the following four years. Only the capital projects scheduled in the first year are funded in the operating budget. A more detailed description of the CIP process and each capital project are included in the 2019-2023 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.

## 2019 BUDGET CALENDAR

DATE	EVENT
August 25	Last day for county assessors to certify the valuation for assessment of taxable real property to local governments
Tuesday, August 28	City Council Meeting: Presentation of the proposed 2019 Operating Budget and 2019-2023 Capital Improvement Program
Tuesday, September 4 - Tuesday, September 18	City Council Meetings: Budget presentations
Tuesday, September 25	City Council Meeting: Budget presentation; public hearing on the proposed 2019 Operating Budget and 2019-2023 CIP
Tuesday, October 2	City Council Meeting: Review budget revisions and receive final direction from City Council; second public hearing on the proposed 2019 Operating Budget and 2019-2023 CIP
Tuesday, October 9	City Council Regular Meeting: First reading of the 2019 Operating Budget adoption and appropriation ordinances and ordinances adopting any fee increases
Tuesday, October 23	City Council Regular Meeting: Second reading, public hearing and final passage of the 2019 Operating Budget adoption and appropriation ordinances; ordinances adopting any fee increases; and various resolutions

### CHARTER REQUIREMENTS

September 1	Last day for city manager to present Proposed Budget and Budget Message to City Council.
October 1	Last day for City Council to hold a public hearing on the proposed Budget. Notice must be published at least once five days prior to the hearing.
December 15	Last day for City Council to adopt on final reading Budget adoption and appropriation ordinances and certify the mill levy to the Board of County Commissioners.

## 2019 FINANCIAL POLICIES

Adopted by Resolution R-2018-108

### REVENUE POLICIES

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#### 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 City currently follows this policy.*

#### 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 assuring prompt collections. The City contracts with a third party to conduct sales and use tax audits.*

#### Sales Tax Receipts

The 3.53 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 (0.58 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 2019 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 2019 Operating Budget includes fee increases for Sewer, Water, and Recreation.*

### **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 continuing to mature as a city and as the remaining greenfield development opportunities transition to infill and redevelopment, the City should be cautious in treating all revenues from building permits and plan check fees as typical ongoing revenues. Each year the City will designate a benchmark, above which the revenue budgeted from this source would be considered incremental development revenue. Incremental development revenue will only be available for development related expenses that may be 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 2019 Budget there is a projection of 985 new dwelling units. As this is above the benchmark of 120 dwelling units that was set with the 2008 budget, the 2019 budget includes incremental development revenue of \$1,570,709 from 865 dwelling permits. This incremental development revenue is used to cover ongoing expenses in the 2019 Operating Budget associated with development related activities.*

### **Oil and Gas Revenue**

Royalty proceeds received by the City from City owned oil and gas mineral rights and leases will be deposited into the fund or funds that own the mineral rights. The revenues will be used first to defray all costs related to air quality, water quality, and soil monitoring, or other site investigations necessary to ensure public safety. Non-property specific costs, or City costs related to plugged and abandoned oil and gas facilities located on private property, are properly paid from the General Fund. In the event that oil and gas revenues received in the General Fund are not sufficient to cover these costs, revenue will be transferred from other City funds to the General Fund to cover the required expenditures in proportion to the amount of oil and gas revenue received in any one fund in the prior year. All non-royalty revenues associated with costs of operating or maintaining specific sites will be deposited into the fund or funds that own those sites.

*The City currently follows this policy.*

## **OPERATING POLICIES**

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### **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 properly authorized travel, supplies, maintenance, repair and operating expenses needed during the course of business. All expenditures made on a City procurement card must comply with Purchasing Code (LMC 4.12). 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, and approved 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 invest sufficient funds to renew all capital assets on a regular schedule.

*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 periodically.*

**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) will be allocated for this purpose.

*The 2019 Operating Budget includes \$1,306,210 for contracts for service with human service agencies.*

**Longmont Cable Trust Funding**

In order to provide a 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 2019 Operating Budget includes \$165,000 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 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 2019 budget, salaries will be budgeted and managed at 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 otherwise appropriately disposed of. At no time will City surplus property be offered to employees exclusive of a public offering.

*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 POLICIES**

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**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. Non-resident senior citizens will pay an additional 20% for all programs.

*The City currently follows this policy.*

**Short Checks**

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

*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.*

**Boulder County Hazardous Materials Response Authority**

In September 2017, an Intergovernmental Agreement to establish the Boulder County Hazardous Materials Response Authority (Authority) was put into place to provide and maintain the Members' combined capability for effective response to a Hazardous Materials Incident. It is comprised of 11 members in Boulder County including the City of Longmont. The City is obligated to give an annual contribution to the Authority, along with the other members, to fund their annual budget. When a hazardous materials incident occurs, the Authority is called upon to deal with the situation. Any overtime or training time incurred by the City having to do with an incident will be reimbursed to the City by the Authority.

*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, 2012, and 2018. 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
- Senior corporate debt obligations
- Local government investment pools pursuant to Part 7 of Article 75 of Title 24, CRS
- Money-market funds as allowed by state law

*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 2017, the actual value of taxable property within the City totaled \$10.423 billion. The 3% limitation equaled \$312,710,681. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 36 of the City's 2017 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**

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**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 2018 are \$80,206,312. The unrestricted fund balance in the General Fund at the beginning of 2018 is \$13,602,719, which is 17.0% 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>\$4,404,117</i>	<i>fully funded</i>	<i>\$4,404,117</i>
<i>Emergency reserve 8%</i>	<i>\$6,416,505</i>	<i>funded at 6.94%</i>	<i>\$5,568,956</i>
<i>Stabilization Reserve at 3%</i>	<i>\$2,406,189</i>	<i>unfunded</i>	<i>\$ 0</i>
<i>Stabilization Reserve at 8%</i>	<i>\$6,416,505</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 2019 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 2019.*

**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 2019.*



**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 2019 due to the communitywide 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 2019.*

**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 2019.*

**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 2019.*

**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 2019.*

**ADMINISTRATIVE AND FRANCHISE FEE POLICIES**

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**Administrative Transfer Fee**

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

*The City uses a computer model to determine the amount of the administrative transfer fee charged to each operating fund. The charges set in the model are included in the budget under the line item labeled "Administrative/Management Services." 100% of the fee is waived for the Downtown Development Fund and the Public Safety Fund. Fifty percent 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 estimated Electric Utility Franchise Fee for 2019 is \$5,488,217.*

**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 2019 is \$642,236.*

**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 2019 is \$416,940. Including the water service results in a net fee of approximately 10.9%.*

**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 2019 is \$6,840.*

## ENTERPRISE FUND POLICIES

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### 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. The most recent rate study for the Sewer fund was completed in 2016. 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 2017 was \$1,370,485.*

### 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 installation and provision of 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 in accordance with regulations, guidelines and Grant Assurances of the Federal Aviation Administration (FAA) and 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**

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**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 2019 in the 2019-2023 Capital Improvement Program are included in the 2019 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, redevelopment, or upgrades. 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.*

**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 Impact 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.*

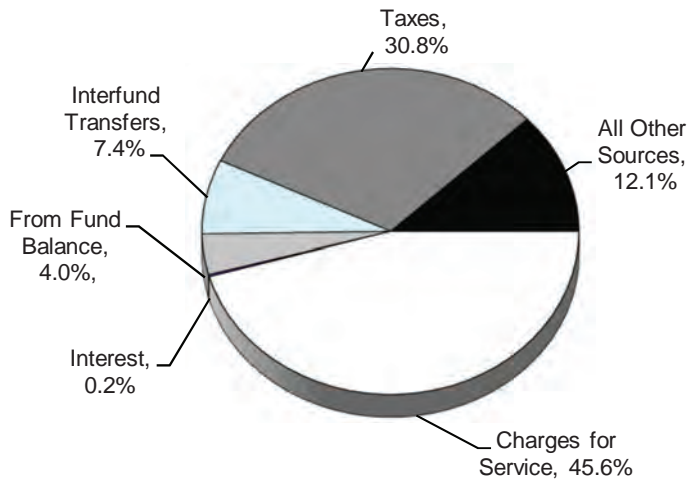
**Relocation of Existing Utility Facilities in ROW**

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.*

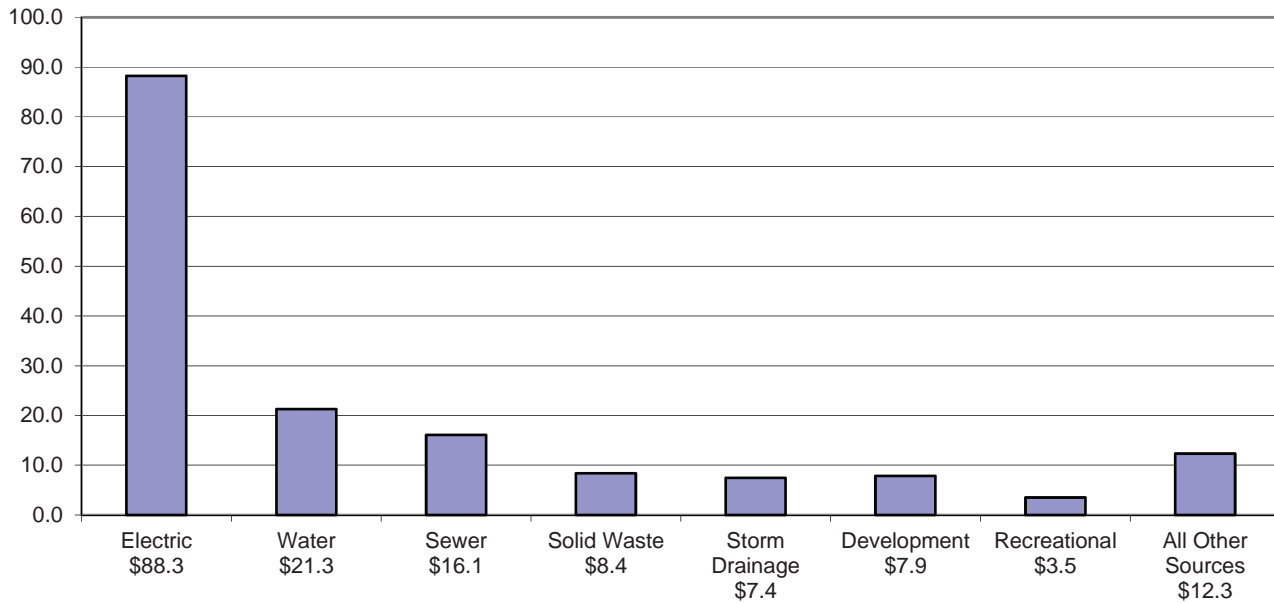


## 2019 OPERATING BUDGET: Sources of Funds



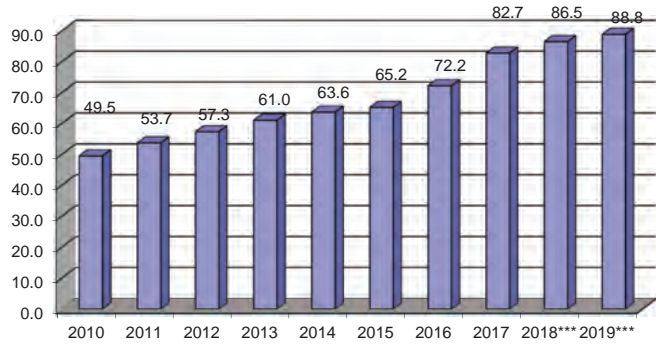
Revenue and other sources used to support the City’s programs and projects in 2019 will come from a variety of sources and total \$348,842,545. This is 17.4% above the total revenues in the 2018 budget of \$297.0 million.

**Charges for Services, Licenses and Permits** represent 45.6% or \$165.6 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 2019 budget is based on 300 single-family permits, 35 townhouse/condo permits, 650 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.

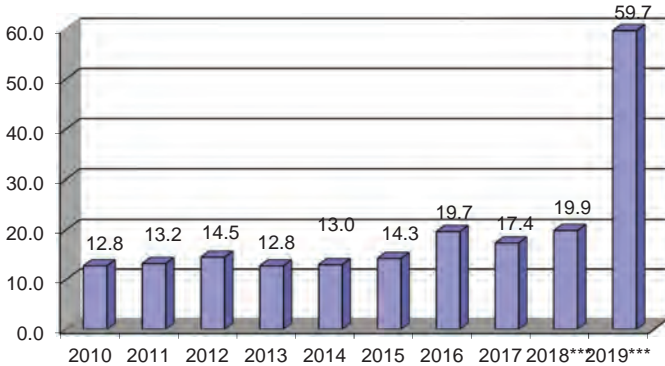
**Electric**



\*\*\*budget

In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2019, Electric and Broadband utility revenues equal 99.4% of all electric and broadband revenues. There is no rate increase.

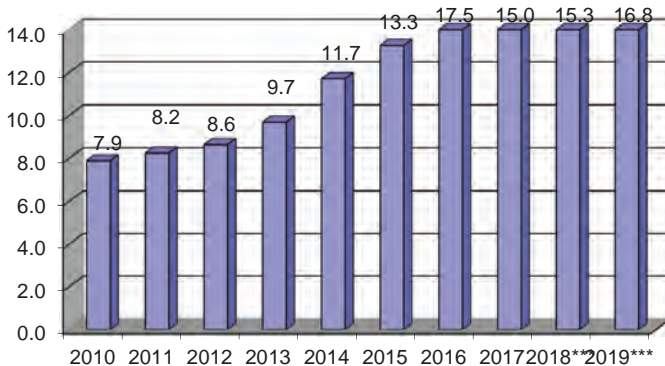
**Water**



\*\*\*budget

In 2019, charges for water services represent 94.6% of all water revenues. There is an average rate increase of 9% included for 2019 that was previously adopted by Council in 2015.

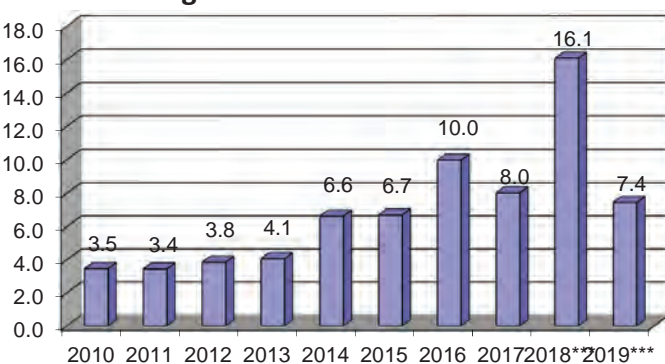
**Sewer**



\*\*\*budget

The sewer utility will receive 95.8% of its revenue from charges for services in 2019. A rate increase of 2% was adopted in 2017.

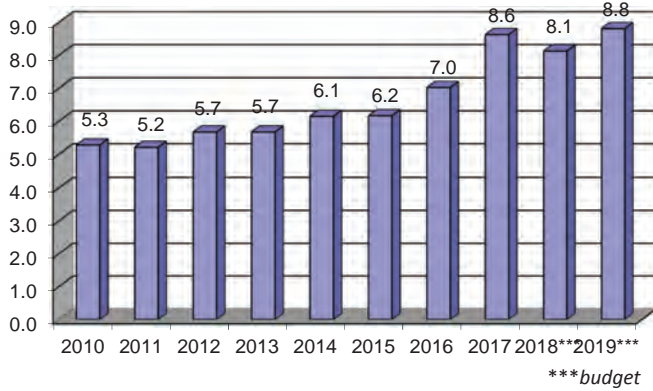
**Storm Drainage**



\*\*\*budget

In 2019, Storm Drainage will receive 99.7% of its revenue from charges for services. There is no rate increase.

**Sanitation**

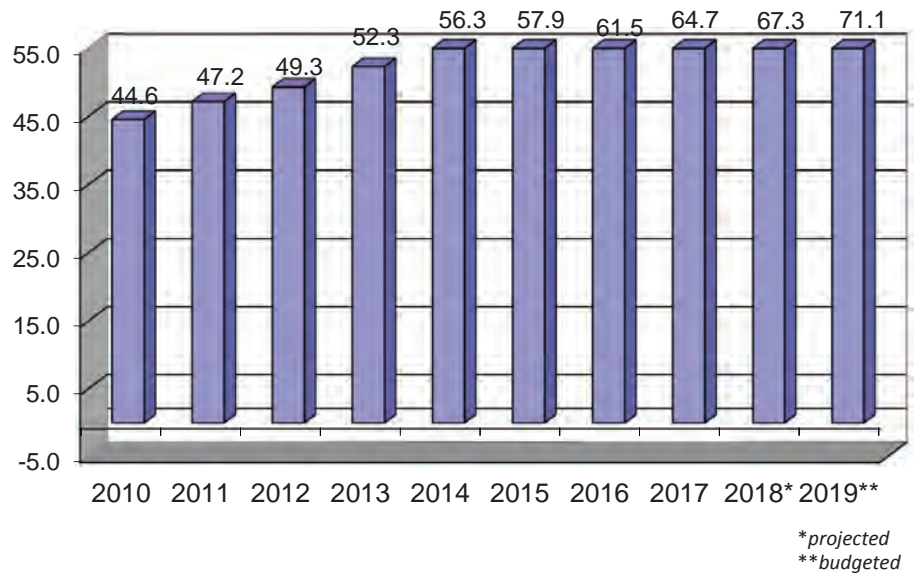


Sanitation will receive 95.3% of its 2019 revenues from charges for service. Sanitation rates changed April 1, 2017, to include a new composting service and a rebalancing of sanitation rates.

**Taxes** represent 30.8%, or \$111.8 million, and include citywide sales and use, property, cigarette, and franchise taxes.

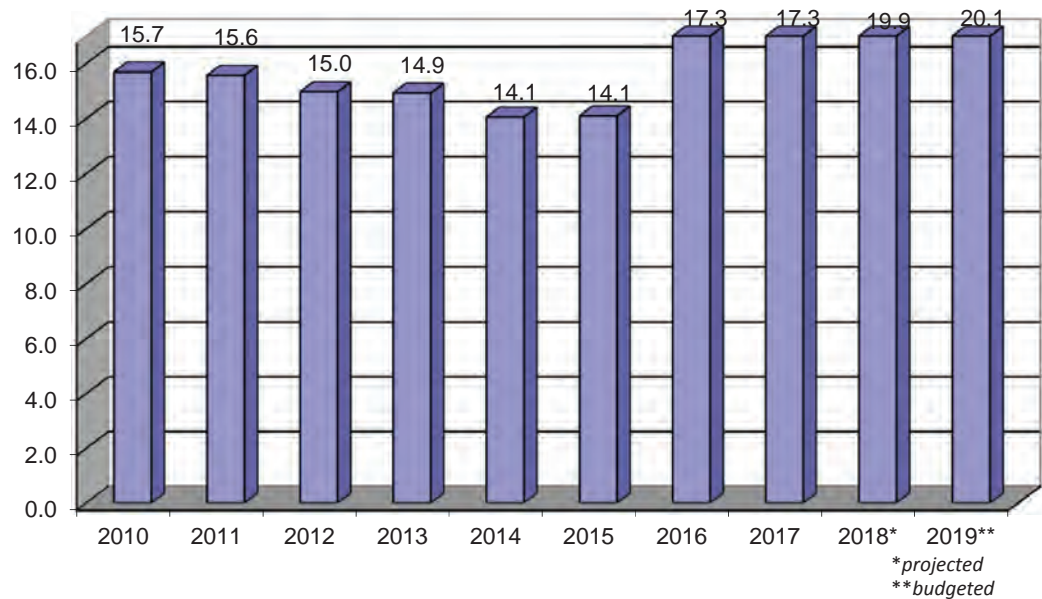
Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open space. In November 2006, voters approved an increase of 0.325% to fund additional public safety needs, and in November 2017 voters approved another increase of 0.255% for public safety needs. Sales and use tax, the City’s largest single revenue source, accounts for 43.5% 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**



Property Tax accounts for 19.5% of the General Fund’s revenue. In 1991 the City increased the property tax mill levy to fund additional public safety positions. This mill levy increase temporarily reversed the trend of declining or flat property tax revenue. 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 \$18.9 million in 2018. 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 2019 budget is based on preliminary assessed valuations from the county assessor’s office.

**Property Tax History**



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 2019, \$14,395,562, or 4.0%, of the total sources of funds will come from the use of fund balance.

**Interfund Transfers** are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions, and city attorney services. This revenue is based on an estimate of time spent by General Fund services in support of the City's enterprise funds. That estimated time is then converted into a dollar figure and charged to the enterprise funds on the theory that the enterprise funds would have to pay someone to provide those services if they did not have the General Fund departments to assist them. This revenue is 7.7% of the General Fund's total revenues.

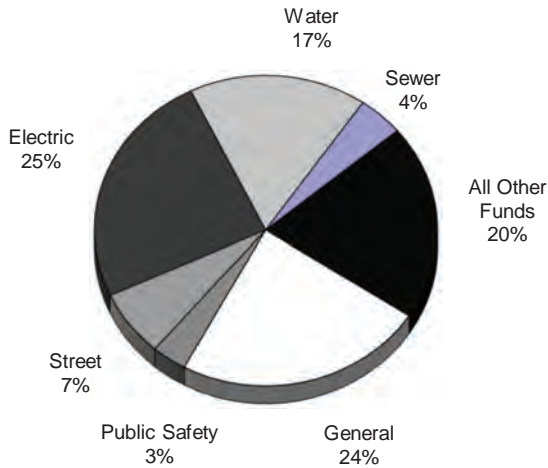
**Interest and Other Sources** are 2.4% of the City's sources of funds. Interest earnings are estimated at \$809,982 for 2019, and all other sources are \$43.9 million and include intergovernmental funds from Boulder County, state and federal governments, fines, proceeds from bonds and advances, and miscellaneous sources.



## 2019 OPERATING BUDGET: Uses of Funds

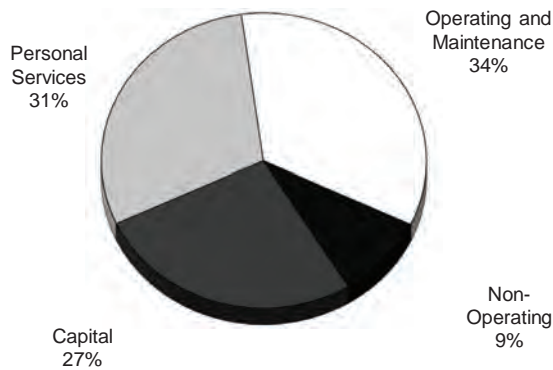
The City of Longmont’s 2019 Operating Budget totals \$363,238,107.

### Expenditures by Fund



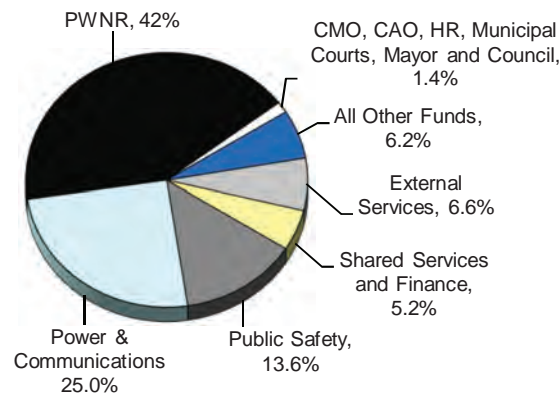
Expenditures in the largest funds include General Fund, \$85.8 million; Electric Fund, \$89.9 million; Water Fund, \$60.9 million; and Street Fund, \$25.2 million. These funds will account for 72.1% of all City expenditures in 2019. Other funds include Sewer, \$15.5 million; Storm Drainage, \$9.3 million; Open Space, \$7.7 million; Public Improvement, \$6.7 million; Sanitation, \$8.0 million; Fleet, \$7.4 million; Public Safety, \$12.0 million; and several minor funds.

### Expenditures by Category



Budgeted expenditures, by category, are personal services, \$107.6 million, which includes salaries, wages and benefits; operating and maintenance, \$124.8 million, which includes routine operating expenditures; non-operating, \$33.6 million, which includes interfund transfers and interest payments; and capital, \$97.3 million, which includes machinery, equipment, furniture, vehicles, facility and system improvements, renovations and replacements, engineering and design, water rights, and land.

### Expenditures by Department



Budgeted expenditures by department include Public Works and Natural Resources, \$152.6 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, \$90.9 million; Public Safety Department, \$49.5 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$18.9 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, \$23.8 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

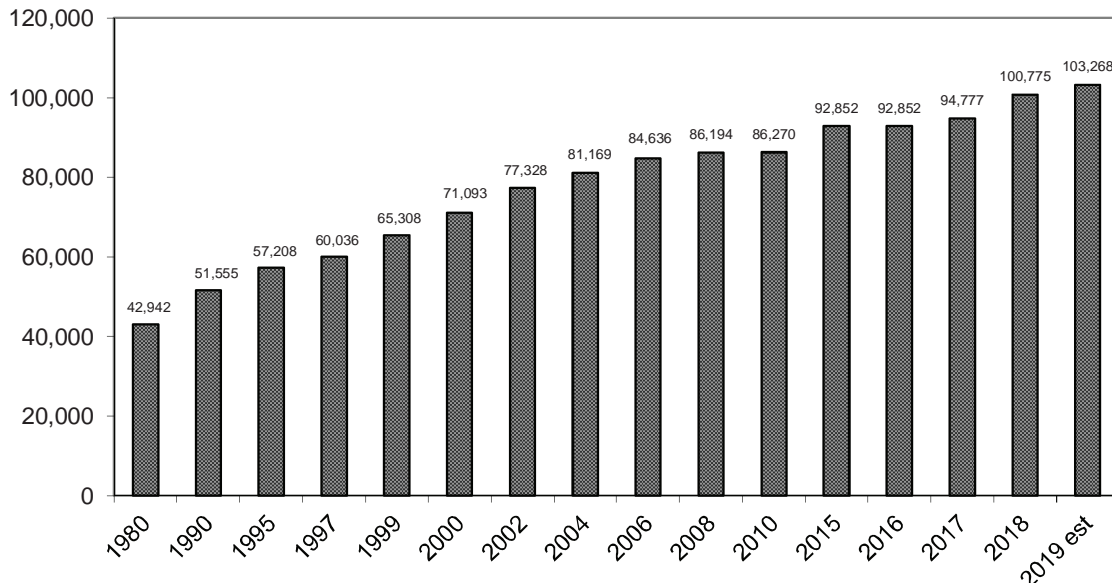
Places, Airport, Redevelopment, Economic Development Programs and Planning & Development Services); City Manager’s Office, \$1.4 million; City Attorney’s Office, \$1.2 million; Judicial Department, \$882,462; Mayor and Council, \$449,686; and Human Resources, \$1.1 million. The remaining funds total \$22.3 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.

### 2015 - 2019 Budgeted FTE Positions by Department

Department	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2018-2019 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	6.50	6.50	6.50	7.50	7.00	-0.50
City Attorney	7.50	7.50	7.50	8.00	8.00	0.00
City Clerk	4.00	0.00	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	80.20	84.83	90.88	93.98	97.88	3.90
External Services	138.78	145.18	153.06	156.01	150.61	-5.40
Power and Communications	91.90	98.90	100.10	100.84	100.84	0.00
Public Safety	297.50	295.50	301.50	303.50	332.00	28.50
Public Works and Natural Resources	220.44	224.35	232.90	240.06	247.16	7.10
Downtown Development Authority	2.85	3.00	2.80	2.80	3.71	0.91
<b>TOTAL</b>	<b>873.17</b>	<b>889.26</b>	<b>918.74</b>	<b>936.19</b>	<b>970.70</b>	<b>34.51</b>

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 - 2019





## Summary of Financing Sources and Uses

	2017 Actual	2018 Budget	2019 Budget
<b><u>Revenues and Other Financing Sources</u></b>			
Taxes	84,453,925	101,247,850	111,766,409
Licenses and Permits	3,118,379	2,236,686	2,932,947
Intergovernmental Revenue	13,577,477	12,989,001	4,184,746
Charges for Service	128,526,324	154,532,751	162,618,378
Fines and Forfeits	1,024,935	924,250	755,800
Interest Earnings	816,110	1,155,687	809,982
Interfund Transfers	10,791,846	21,859,847	26,819,817
Miscellaneous	1,635,531	1,448,425	1,978,114
Proceeds from Advance	-	640,089	684,752
Proceeds from Bonds	7,265,000	-	36,291,600
Proceeds from Lease Purchase	-	-	-
Contribution from/(to) Fund Balance	19,350,967	18,197,153	14,395,562
<b>TOTAL SOURCES</b>	<b>\$ 270,560,494</b>	<b>\$ 315,231,739</b>	<b>\$ 363,238,107</b>

### **Expenditures and Other Financing Uses**

Personal Services	83,737,336	99,116,120	107,585,844
Operating and Maintenance	95,024,564	120,164,178	124,824,262
Non-Operating	4,193,461	26,027,049	33,559,962
Capital	32,832,116	69,924,392	97,268,039
<b>TOTAL USES</b>	<b>\$ 215,787,477</b>	<b>\$ 315,231,739</b>	<b>\$ 363,238,107</b>

## 2019 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2019 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2019 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.

## 2019 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 13,327,139	\$ 7,134,731	\$ 21,745,856	\$ 6,923,646
 <b>SOURCES OF FUNDS</b>				
Taxes	63,769,761	-	-	-
Licenses and Permits	2,827,947	-	-	-
Intergovernmental Revenue	532,575	-	-	147,189
Charges for Service	7,937,986	88,273,077	21,275,496	16,055,900
Fines and Forfeits	755,800	-	-	-
Interest Earnings	11,000	85,000	86,900	39,400
Interfund Transfers	7,878,483	288,202	1,958,314	523,132
Miscellaneous	463,300	198,250	45,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	36,291,600	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>84,176,852</b>	 <b>88,844,529</b>	 <b>59,657,310</b>	 <b>16,765,621</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	63,096,936	10,114,154	6,231,012	4,460,016
Operating and Maintenance	19,721,978	66,995,857	8,877,935	4,935,497
Non-Operating	2,218,247	5,909,193	4,096,660	4,140,700
Capital	821,293	6,834,107	41,679,832	1,979,286
 <b>TOTAL EXPENSES</b>	 <b>85,858,454</b>	 <b>89,853,311</b>	 <b>60,885,439</b>	 <b>15,515,499</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 11,645,537	\$ 6,125,949	\$ 20,517,727	\$ 8,173,768
Contribution to/(from) Fund Balance	(1,681,602)	(1,008,782)	(1,228,129)	1,250,122

## 2019 CONSOLIDATED FUND STATEMENT

	Street Improvement Fund	Sanitation Fund	Golf Fund	Storm Drainage Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 4,336,715	\$ 1,839,329	\$ 1,074,498	\$ 3,333,828
 <b>SOURCES OF FUNDS</b>				
Taxes	20,568,155	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	568,426	-	-	-
Charges for Service	-	8,389,600	2,641,496	7,424,000
Fines and Forfeits	-	-	-	-
Interest Earnings	32,014	7,363	20,000	15,500
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	409,000	126,464	5,600
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>21,193,595</b>	 <b>8,805,963</b>	 <b>2,787,960</b>	 <b>7,445,100</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	4,187,967	2,673,688	1,176,773	2,377,252
Operating and Maintenance	6,108,392	4,867,480	1,309,484	2,220,219
Non-Operating	248,086	262,586	142,970	2,703,840
Capital	14,612,443	226,270	244,371	1,975,186
 <b>TOTAL EXPENSES</b>	 <b>25,156,888</b>	 <b>8,030,024</b>	 <b>2,873,598</b>	 <b>9,276,497</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 373,422	\$ 2,615,268	\$ 988,860	\$ 1,502,431
Contribution to/(from) Fund Balance	(3,963,293)	775,939	(85,638)	(1,831,397)

## 2019 CONSOLIDATED FUND STATEMENT

	Fleet Fund	Airport Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 14,662,943	\$ 218,666	\$ (252,648)	\$ 1,907,982
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	6,443,286	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	979,555
Charges for Service	-	457,178	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	190,963	-	40,000	-
Interfund Transfers	9,427,324	-	697,000	-
Miscellaneous	450,000	-	-	72,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>10,068,287</b>	 <b>457,178</b>	 <b>7,180,286</b>	 <b>1,051,555</b>
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,697,365	139,620	-	495,330
Operating and Maintenance	2,537,306	166,622	54,550	568,965
Non-Operating	12,226	-	3,186,150	-
Capital	3,176,849	-	3,463,514	-
 <b>TOTAL EXPENSES</b>	 <b>7,423,746</b>	 <b>306,242</b>	 <b>6,704,214</b>	 <b>1,064,295</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 17,307,484	\$ 369,602	\$ 223,424	\$ 1,895,242
Contribution to/(from) Fund Balance	2,644,541	150,936	476,072	(12,740)

## 2019 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 4,816,536	\$ 2,628,984	\$ 3,562,283	\$ 1,527,957
 <b>SOURCES OF FUNDS</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	800,000	-	-
Charges for Service	2,113,000	-	673,912	794,204
Fines and Forfeits	-	-	-	-
Interest Earnings	23,263	9,004	30,000	7,976
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>2,136,263</b>	 <b>809,004</b>	 <b>703,912</b>	 <b>802,180</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	48,820	-	-
Operating and Maintenance	-	125,000	-	-
Non-Operating	-	-	-	-
Capital	2,062,240	2,340,255	1,020,000	750,000
 <b>TOTAL EXPENSES</b>	 <b>2,062,240</b>	 <b>2,514,075</b>	 <b>1,020,000</b>	 <b>750,000</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 4,890,559	\$ 923,913	\$ 3,246,195	\$ 1,580,137
Contribution to/(from) Fund Balance	74,023	(1,705,071)	(316,088)	52,180

## 2019 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>	\$ -	\$ 1,084,452	\$ 5,449,387	\$ 26,670,969
 <b>SOURCES OF FUNDS</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	1,668,600	2,370,500
Fines and Forfeits	-	-	-	-
Interest Earnings	-	-	29,800	117,400
Interfund Transfers	-	227,643	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 -	 <b>227,643</b>	 <b>1,698,400</b>	 <b>2,487,900</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	42,820	-	-
Operating and Maintenance	-	97,030	-	-
Non-Operating	-	-	523,132	1,958,314
Capital	-	500,000	148,000	5,633,204
 <b>TOTAL EXPENSES</b>	 -	 <b>639,850</b>	 <b>671,132</b>	 <b>7,591,518</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ -	\$ 672,245	\$ 6,476,655	\$ 21,567,351
Contribution to/(from) Fund Balance	-	(412,207)	1,027,268	(5,103,618)

## 2019 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 2,172	\$ 904,722	\$ 51,201	\$ 4,433,297
 <b>SOURCES OF FUNDS</b>				
Taxes	-	-	-	1,127,918
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	35,000
Charges for Service	-	750,000	40,647	92,000
Fines and Forfeits	-	-	-	-
Interest Earnings	-	2,300	200	6,350
Interfund Transfers	-	-	83,059	42,800
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	684,752
Proceeds from Bonds	-	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>	<b>-</b>	<b>752,300</b>	<b>123,906</b>	<b>1,988,820</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	-	89,501	324,902
Operating and Maintenance	-	100,000	36,848	687,845
Non-Operating	-	-	-	694,014
Capital	-	1,500,000	-	96,767
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>1,600,000</b>	<b>126,349</b>	<b>1,803,528</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 2,172	\$ 57,022	\$ 48,758	\$ 4,618,589
Contribution to/(from) Fund Balance	-	(847,700)	(2,443)	\$ 185,292



## 2019 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Downtown Parking Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 92,680	\$ 241,809	\$ 5,067,466	\$ 4,964,121
 <b>SOURCES OF FUNDS</b>				
Taxes	141,169	-	-	4,331,508
Licenses and Permits	-	90,000	-	-
Intergovernmental Revenue	-	-	-	177,957
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,940	3,600	-	13,940
Interfund Transfers	-	-	1,106,543	-
Miscellaneous	-	-	125,000	55,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>143,109</b>	 <b>93,600</b>	 <b>1,231,543</b>	 <b>4,578,405</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	28,880	45,353	159,100	505,832
Operating and Maintenance	81,896	34,682	1,135,189	576,600
Non-Operating	7,000	-	-	2,743,508
Capital	-	-	-	3,827,353
 <b>TOTAL EXPENSES</b>	 <b>117,776</b>	 <b>80,035</b>	 <b>1,294,289</b>	 <b>7,653,293</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 118,013	\$ 255,374	\$ 5,004,720	\$ 1,889,233
Contribution to/(from) Fund Balance	25,333	13,565	(62,746)	(3,074,888)

## 2019 CONSOLIDATED FUND STATEMENT

	<b>Youth Services Fund</b>	<b>Senior Services Fund</b>	<b>Public Safety Fund</b>	<b>Library Services Fund</b>	<b>Museum Services Fund</b>
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 262,554	\$ 177,045	\$ 719,075	\$ 185,427	\$ 112,850
 <b>SOURCES OF FUNDS</b>					
Taxes	-	-	12,561,373	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	93,254	80,000	396,639	71,000	55,500
Charges for Service	-	258,000	40,640	-	337,204
Fines and Forfeits	-	-	-	-	-
Interest Earnings	836	-	23,656	600	754
Interfund Transfers	-	-	-	-	-
Miscellaneous	-	1,000	-	15,000	2,500
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>94,090</b>	 <b>339,000</b>	 <b>13,022,308</b>	 <b>86,600</b>	 <b>395,958</b>
 <b>EXPENSES BY CATEGORY</b>					
Personal Services	88,004	82,262	8,710,532	2,000	108,340
Operating and Maintenance	32,867	273,871	2,242,117	46,500	400,468
Non-Operating	-	24,586	171,697	20,500	-
Capital	-	-	876,880	-	-
 <b>TOTAL EXPENSES</b>	 <b>120,871</b>	 <b>380,719</b>	 <b>12,001,226</b>	 <b>69,000</b>	 <b>508,808</b>
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 235,773	\$ 135,326	\$ 1,740,157	\$ 203,027	\$ 0
Contribution to/(from) Fund Balance	(26,781)	(41,719)	1,021,082	17,600	(112,850)

## 2019 CONSOLIDATED FUND STATEMENT

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fee Fund	Park Grants and Donations	Park and Greenway Maintenance Fund	Lodgers Tax Fund	Village at the Peaks Fund
<i>BEGINNING</i>							
<i>FUND BALANCE</i>	\$ 48,287	\$ 68,193	\$ 6,350	\$ 620,012	\$ 574,912	\$ 83,605	\$ 439,185
<b>SOURCES OF FUNDS</b>							
Taxes	-	-	-	-	-	462,121	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental Revenue	2,000	-	-	-	-	-	245,651
Charges for Service	30,000	40,000	1,500	-	953,438	-	-
Fines and Forfeits	-	-	-	-	-	-	-
Interest Earnings	-	900	-	8,900	423	-	-
Interfund Transfers	-	-	-	-	-	-	1,887,317
Miscellaneous	-	-	-	-	-	-	-
Proceeds from Advance	-	-	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>	<b>32,000</b>	<b>40,900</b>	<b>1,500</b>	<b>8,900</b>	<b>953,861</b>	<b>462,121</b>	<b>2,132,968</b>
<b>EXPENSES BY CATEGORY</b>							
Personal Services	-	80,093	2,000	-	-	-	-
Operating and Maintenance	20,000	8,573	-	2,600	75,000	462,121	3,500
Non-Operating	-	-	-	-	5,000	-	2,130,435
Capital	-	-	-	600,600	834,151	-	-
<b>TOTAL EXPENSES</b>	<b>20,000</b>	<b>88,666</b>	<b>2,000</b>	<b>603,200</b>	<b>914,151</b>	<b>462,121</b>	<b>2,133,935</b>
<i>ENDING</i>							
<i>FUND BALANCE</i>	\$ 60,287	\$ 20,427	\$ 5,850	\$ 25,712	\$ 614,622	\$ 83,605	\$ 438,218
Contribution to/(from) Fund Balance	12,000	(47,766)	(500)	(594,300)	39,710	-	(967)

## 2019 CONSOLIDATED FUND STATEMENT

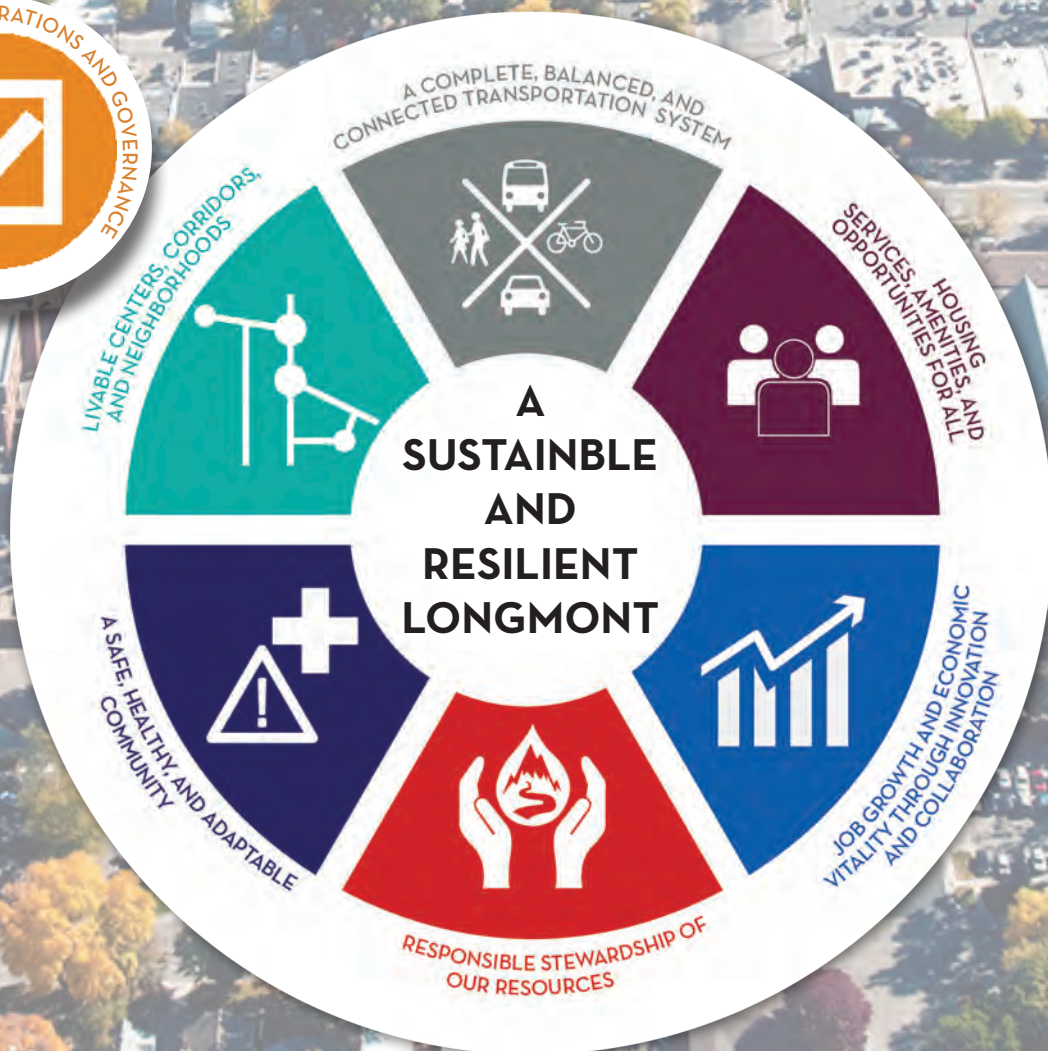
	Longmont Urban Renewal Fund	Utility Billing CIS Fund		GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 6,923	\$ -		\$ 141,055,140
 <i>SOURCES OF FUNDS</i>				
Taxes	2,361,118	-		111,766,409
Licenses and Permits	-	-		2,932,947
Intergovernmental Revenue	-	-		4,184,746
Charges for Service	-	-		162,618,378
Fines and Forfeits	-	-		755,800
Interest Earnings	-	-		809,982
Interfund Transfers	-	2,700,000		26,819,817
Miscellaneous	-	-		1,978,114
Proceeds from Advance	-	-		684,752
Proceeds from Bonds	-	-		36,291,600
<b>TOTAL SOURCES OF FUNDS</b>	<b>2,361,118</b>	<b>2,700,000</b>		<b>348,842,545</b>
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	-	617,292		107,585,844
Operating and Maintenance	-	17,270		124,824,262
Non-Operating	2,361,118	-		33,559,962
Capital	-	2,065,438		97,268,039
<b>TOTAL EXPENSES</b>	<b>2,361,118</b>	<b>2,700,000</b>		<b>363,238,107</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 6,923	\$ -		\$ 126,659,578
Contribution to/(from) Fund Balance	-	-		(14,395,562)

# 2019

## BUDGET PRIORITIZATION

# DESIRED RESULTS *and*

# PERFORMANCE MEASURES





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## **LIVABLE CENTERS, CORRIDORS, AND NEIGHBORHOODS**.....PM7

- Embrace a compact and efficient pattern of growth
- Promote a sustainable mix of land uses
- Maintain and enhance the character of established neighborhoods
- Focus infill and redevelopment in centers, corridors, and other areas of change
- Support the continued revitalization of Downtown as a community and regional destination
- Provide, maintain, and enhance public infrastructure, facilities, and services to meet the changing needs of the community
- Reinforce Longmont’s unique identity and sense of community
- Create an integrated and quality parks, recreation, greenway, and open space system

## **A COMPLETE, BALANCED, AND CONNECTED TRANSPORTATION SYSTEM**.....PM11

- Integrate land use and transportation planning to enhance the overall quality of life in the City
- Provide a transportation system that offers safe, healthy, and reliable mobility for people of all ages, income levels, and abilities
- Enhance the transportation system in a manner that improves the economic vitality of the City, while being responsible stewards of limited resources

## **HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL**.....PM13

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

## **A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY** .....PM17

- Support healthy and active lifestyles among residents of all ages
- Support increased access to affordable, healthy food
- Ensure residents have access to health and human services
- Partner with our community to ensure the best level of proactive, reactive and coactive public safety services are available
- Minimize risks to property, infrastructure, and lives due to natural disasters and other natural or manmade hazards

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## **RESPONSIBLE STEWARDSHIP OF OUR RESOURCES** .....PM21

- Protect and conserve Longmont’s natural resources and environment
- Maintain a quality renewable water supply to meet the long-term needs of the community
- Preserve Longmont’s historic and cultural resources
- Preserve Longmont’s agricultural resources
- Recognize and enhance the ecological functions of the City’s system of parks, open space, greenways, waterways, and urban forest
- Strive to be as efficient and effective as possible as a City organization

## **JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION** .....PM27

- Recruit, support, incentivize, and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity
- Promote and increase opportunities for collaboration, innovation, and entrepreneurship
- Address building space, infrastructure needs, and other considerations of target industries and the workforce
- Foster an educated and skilled workforce that meets the needs of local businesses and increases economic opportunities for residents
- Ensure Longmont is a desirable place to live, work, play, learn, and start a business
- Maintain a safe and efficient airport to meet the City’s needs for commerce and recreation aviation

## **RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE** .....PM29

- Deliver responsive, timely, efficient operations that support City services
- Provide assurance of compliance with regulations, mandates, policies and best practices
- Maintain clear, ethical, inclusive, accountable, transparent leadership and collaboration
- Protect, invest in and value the City’s human, physical and technological resources
- Implement sound fiscal policies and enable trust and transparency by ensuring accountability, efficiency, integrity, and best practices in all operations





# About Budget Prioritization



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 City’s operating budget is based on a budget prioritization process and, for 2019, organized around Envision Longmont’s Guiding Principles.

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.

To learn more about the budget prioritization process, visit [bit.ly/budgetoffice](https://bit.ly/budgetoffice).

To learn more about Envision Longmont, visit [bit.ly/EnvisionLongmont](https://bit.ly/EnvisionLongmont).



# Desired Result of Government



## LIVABLE CENTERS, CORRIDORS, AND NEIGHBORHOODS

1. Embrace a compact and efficient pattern of growth.
2. Promote a sustainable mix of land uses.
3. Maintain and enhance the character of established neighborhoods.
4. Focus infill and redevelopment in centers, corridors, and other areas of change.
5. Support the continued revitalization of Downtown as a community and regional destination.
6. Provide, maintain, and enhance public infrastructure, facilities, and services to meet the changing needs of the community.
7. Reinforce Longmont's unique identity and sense of community.
8. Create an integrated and quality parks, recreation, greenway, and open space system.

# LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
PLANNING & DEVELOPMENT SERVICES		Number of new dwelling units	1,009	945	592
		New DUs and nonresidential square feet built in Areas of Change as a % of the total	249 DUs and 395,688 sq ft	TBD	TBD
	Development Services	Development Incentive Program Permits (LDDA)	98	100	105
	Planning	Façade Improvement Program Applications	0	1	1
	Planning	Number of historically designated structures in downtown (cumulative)	29	29	30
	Planning	Number of historic landmarks (cumulative)	134	136	138
	Planning	Building permits issued in the downtown for remodels	29	20	20
		Other residential (non-single-family detached units) as a percentage of total units permitted	71.30%	71.00%	70.00%
		Renter and homeowner households spending 30% of income or more on housing, as a percentage of total households	Owner = 11.8% Renter = 48.3% Total = 26.6%	—	—
		Dwelling units per acre within the Municipal Area (except areas zoned P or A)	2.56	2.60	2.60
COMMUNITY SERVICES	Community & Neighborhood Resources	Number of neighborhood revitalization plans developed and implemented	0	0	0
	Community & Neighborhood Resources	Number of neighborhood groups accessing activity funds	39	34	36
	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	3,823	4,000	4,500
	Community & Neighborhood Resources	Translation access/services provided	300	350	370

# LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
COMMUNITY SERVICES	Community & Neighborhood Resources	Mediation/facilitation services provided	531	600	650
	Community & Neighborhood Resources	Number of city block gatherings accessing Discover Neighbor Fund	19	28	24
	Community & Neighborhood Resources	Number of neighborhood groups accessing improvement funds	11	10	10
	Community & Neighborhood Resources	Education attendance: landlord training, tenant training, fair housing, conflict resolution	750	750	750
FINANCE	Sales Tax	Percent change in Central Business District sales tax	7.70%	17.00%	5.20%
PUBLIC WORKS AND NATURAL RESOURCES	Natural Resources	Total acres of parks (community, neighborhood and nature areas)	3,331.7	3,394.2	3,399
	Natural Resources	Number of public trees planted	194	383	400
	Natural Resources	Supplemental trees given to the community through grants and donations	6	9	7
	Natural Resources	Trim cycle in years (standard is 7 years)	13	9	9





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# Desired Result of Government

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## **A COMPLETE, BALANCED, AND CONNECTED TRANSPORTATION SYSTEM**

1. Integrate land use and transportation planning to enhance the overall quality of life in the city.
2. Provide a transportation system that offers safe, healthy, and reliable mobility for people of all ages, income levels, and abilities.
3. Enhance the transportation system in a manner that improves the economic vitality of the city, while being responsible stewards of limited resources.

# A COMPLETE, BALANCED AND CONNECTED TRANSPORTATION SYSTEM

<b>Responsible Department(s)</b>	<b>Responsible Division(s)</b>	<b>Performance Measures</b>	<b>2017 Actual</b>	<b>2018 Estimated</b>	<b>2019 Projected</b>
PUBLIC WORKS AND NATURAL RESOURCES	Engineering Services	Road rehab expenditures per paved lane mile	\$5,055.21	\$5,144.12	\$6,020.19
	Engineering Services	Road rehab expenditures per capita	\$61.04	\$61.89	\$72.18
	Engineering Services	Resurfacing expenditures	\$4,322,000	\$4,290,000	\$4,530,000
	Engineering Services	NFIP community rating	8	6	5
	Engineering Services	Total VMT per capita on arterial and collector roadways	3,815	3,949	4,067

# Desired Result of Government



## HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

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



# HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
COMMUNITY SERVICES	Senior Services	Annual number of students in SeniorNet Computer Learning Center for older adults	2,079	2,000	2,000
	CDBG	Percentage of affordable housing units	4.07%	4.29%	4.00%
	CDBG	Number of affordable housing units added annually	—	83	70
		AH units lost annually	—	1	3
		Net gain (loss)	—	82	67
	Children, Youth and Families	Counseling/parent education - % of youth/families served showing improvement	85	90	95
	Children, Youth and Families	Number of preschool children enrolled in Mayor's Book Club	1,139	1,150	1,175
	Children, Youth and Families	Community education levels:			
		- Those age 25+ with a high school diploma	88.50%	86%	86.50%
		- Those age 25+ with a bachelor's degree	38.50%	39%	39%
		High school drop-out rate	2.30%	2.30%	2.30%
		- Male	2.60%	2.60%	2.60%
		- Female	2.00%	2.00%	2.00%
	Children, Youth and Families	Number of families given new Digital Divide accounts annually	N/A	N/A	75
	Children, Youth and Families	Total number of Digital Divide accounts	N/A	N/A	160
	Children, Youth and Families	Attendance at middle school after-school programs/events	12,716	13,000	14,000
	Recreation and Golf Services	Rhythm on the River attendance (estimated)	20,000	20,000	20,000
	Recreation and Golf Services	Longmont Lights attendance (estimated)	15,000	15,000	15,000

# HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
COMMUNITY SERVICES	Community & Neighborhood Resources	Inclusive Communities Celebration attendance (estimated)	500	700	750
	Community & Neighborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	7	11	13
	Community & Neighborhood Resources	Attendance at multicultural events cosponsored by the Multicultural Action Committee	1,470	8,800	15,500
COMMUNITY SERVICES CITY MANAGER'S OFFICE	Community & Neighborhood Resources <i>and</i> City Manager's Office	Number of substantial community involvement processes	8	6	4



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# Desired Result of Government

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## A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY

1. Support healthy and active lifestyles among residents of all ages.
2. Support increased access to affordable, healthy food.
3. Ensure that residents have access to health and human services.
4. Partner with our community to ensure that the best levels of proactive, reactive and coactive public safety services are available.
5. Minimize risks to property, infrastructure, and lives due to natural disasters and other natural or manmade hazards.



# A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
PUBLIC SAFETY	Fire	Value of property damage due to fire	\$1,000,000	\$5,434,902	\$1,200,00
	Fire	Value of property saved	\$2,200,000	\$109,398,744	\$2,400,00
	Fire	Number of fires	232	213	215
	Fire	Structure fires in urban area confined to building of origin	100%	100%	100%
	Fire	Fires interceded before extending beyond room of origin	90%	90%	90%
	Fire	Median emergency response time (tone to arrival)	4:54	4:55	4:57
	Fire	Civilian deaths related to fire	0	0	0
	Fire	On-duty firefighter deaths	0	0	0
	Fire	On-duty firefighter injuries	0	0	0
	Fire	Cardiac arrest survival rate (national average 9.4%)	43%	45%	48%
	Fire	Cardiac arrest survival rate if CPR is initiated prior to FSD arrival (national average 33.3%)	43%	45%	45%
	Fire	Total Inspections; includes fire crew inspections and codes and planning	5,398	5,000	5,300
	Fire	On-scene time for trauma (national average 10:00)	12:21	12:21	12:21
	Fire	Total outreach and education contacts	8,894	9,200	9,400
	Fire	Total internal training hours instructed	2,500	2,500	2,500

# A SAFE, HEALTHY, AND ADAPTABLE COMMUNITY

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
JUDICIAL DEPARTMENT	Probation <i>and</i>	Successful completion of REWiND Program	N/A	87%	90%
COMMUNITY SERVICES	Children, Youth & Families				
COMMUNITY SERVICES	Parking Enforcement	Disability parking tickets	77	102	137
	Children, Youth & Families	Meals served in after-school and summer meal programs	21,328	14,000	15,000
	Recreation and Golf Services	Recreation center visitors and recreation program participants	772,595	775,000	775,000



# Desired Result of Government



## RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

1. Protect and conserve Longmont's natural resources and environment.
2. Maintain a quality renewable water supply to meet the long-term needs of the community.
3. Preserve Longmont's historic and cultural resources.
4. Preserve Longmont's agricultural resources.
5. Recognize and enhance the ecological functions of the City's system of parks, open space, greenways, waterways, and urban forest.
6. Strive to be as efficient and effective as possible as a City organization.

# RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
PUBLIC WORKS & NATURAL RESOURCES	Business Services and Strategic Planning	Total square footage of City facilities/buildings	754,284	764,284	764,284
	Business Services and Strategic Planning	Facilities Maintenance Services operating expenditures per square foot	\$2.0415	\$2.2231	\$2.2973
	Business Services and Strategic Planning	Facilities Operations Services operating expenditures per square foot	\$1.8969	\$2.0545	\$2.2313
	Business Services and Strategic Planning	Utility expenditures per per square foot - electricity	\$0.6303	\$0.6345	\$0.6345
	Business Services and Strategic Planning	Utility expenditures per per square foot - natural gas	\$0.2101	\$0.2115	\$0.2157
	Business Services and Strategic Planning	Percentage of maintenance hours spent on preventive maintenance	10	12	N/A
POWER & COMMUNICATIONS	Engineering	Electric system average interruption frequency index - not more than 1 event per year per customer	0.58	0.59	0.50
	Engineering	Electric system average interruption duration index - not more than 80 minutes per customer per event	33.7	30	30
	Engineering	Electric customer average interruption duration index	58.3	60	60
	Customer Service	Electric residential reliability rating (% somewhat/very satisfied)	95%	95%	95%
	Customer Service	Electric commercial reliability rating (% somewhat/very satisfied)	99%	95%	95%

# RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
POWER & COMMUNICATIONS	Customer Service	Electric key account reliability rating (% good/excellent)	100%	100%	100%
	Customer Service	Electric residential overall satisfaction (10-point scale)	8.2	8.8	8.8
	Customer Service	Electric commercial overall satisfaction (10-point scale)	8.7	8.8	8.8
	Customer Services	Electric key account overall satisfaction (10-point scale)	9.4	9.4	9.4
	Customer Service	Electric residential value rating (% good/excellent)	94%	95%	95%
	Customer Service	Electric commercial value rating (% good/excellent)	91%	95%	95%
	Customer Service	Electric key account value rating (% good/excellent)	100%	100%	100%
	Customer Service	Electric residential environmental rating (right amount of emphasis on energy efficiency/conservation)	70%	80%	80%
	Customer Service	Electric commercial environmental rating (% somewhat/very satisfied with energy services)	90%	90%	90%
	Customer Service	Electric key account environmental rating (% somewhat/very satisfied with energy services)	100%	100%	100%
	Customer Service	Electric customer contact overall satisfaction rating (% satisfied)	94%	98%	98%
	Customer Service	Electric construction project satisfaction rating (% acceptable/very effective)	100%	100%	100%
	Customer Service	Electric consumption in city facilities (in million kwh)	21	20	21
	Customer Service	Natural gas consumption in city facilities (in therms)	673,494	695,000	710,000

# RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
POWER & COMMUNICATIONS	Customer Service	Number of energy-efficient consumer products sold	11,308	16,306	19,241
		- kwh reductions	211,489	229,000	270,220
		- CO <sub>2</sub> reductions in pounds	311,946	337,775	398,575
	Customer Service	Commercial Efficiency Works - number of projects	210	200	236
		- kw demand reductions	938	1000	1180
		- kwh reductions	4,458,000	6,575,000	7,758,500
		- CO <sub>2</sub> reductions in pounds	6,575,550	9,698,125	11,443,788
	Customer Service	Residential Efficiency Works - number of projects/assessments	94	125	148
		- kwh reductions	76,970	150,000	177,000
		- CO <sub>2</sub> reductions in pounds	113,530	221,250	261,075
	Customer Service	Percentage renewable energy in LPC's energy mix	19% large hydro 9.8% wind 2% solar	19% large hydro 9.8% wind 2% solar	19% large hydro 9.8% wind 2% solar
	Administration	NextLight network uptime	99.999%	99.999%	99.999%
	Administration	NextLight initial sales order experience satisfaction (10-point scale)	9.3	9.4	9.4
	Administration	NextLight service installation satisfaction (10-point scale)	9.2	9.3	9.3
Administration	NextLight internet speed and reliability satisfaction (10-point scale)	9.1	9.1	9.1	
Administration	NextLight digital voice quality satisfaction (10-point scale)	9.2	9.2	9.2	
Administration	Residential electric rates (state ranking)	2nd lowest	2nd lowest	2nd lowest	
Administration	Small commercial electric rates (state ranking)	4th lowest	4th lowest	4th lowest	
Administration	Large commercial electric rates (state ranking)	3rd lowest	3rd lowest	3rd lowest	
Administration	Industrial electric rates (state ranking)	8th lowest	7th lowest	5th lowest	



# RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected		
PUBLIC WORKS & NATURAL RESOURCES	Engineering Services	Meet peak water demands (min peak day pressure of 55 psi, min peak hour pressure of 40 psi)					
		- Mtn View Ave & Huntington Ct	53 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 55 psi (peak day)		
		- Pike Rd & Airport Rd	60 psi (peak hour) 66 psi (peak day)	55 psi (peak hour) 65 psi (peak day)	55 psi (peak hour) 65 psi (peak day)		
		- 3rd Ave & Pratt St	58 psi (peak hour) 60 psi (peak day)	55 psi (peak hour) 58 psi (peak day)	55 psi (peak hour) 58 psi (peak day)		
		- Price Park playground	53 psi (peak hour) 55 psi (peak day)	50 psi (peak hour) 54 psi (peak day)	50 psi (peak hour) 54 psi (peak day)		
		- 9th Ave & Pace St	59 psi (peak hour) 62 psi (peak day)	55 psi (peak hour) 60 psi (peak day)	55 psi (peak hour) 60 psi (peak day)		
		Engineering Services	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		
	Business Services	Water consumption per capita per day	154	154	154		



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# Desired Result of Government

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## **JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION**

1. Recruit, support, incentivize, and retain quality businesses to provide a comprehensive range of job opportunities and promote economic diversity.
2. Promote and increase opportunities for collaboration, innovation, and entrepreneurship.
3. Address building space, infrastructure needs, and other considerations of target industries and the workforce.
4. Foster an educated and skilled workforce that meets the needs of local businesses and increases economic opportunities for residents.
5. Ensure that Longmont is a desirable place to live, work, play, learn, and start a business.
6. Maintain a safe and efficient airport to meet the city's needs for commerce and recreational aviation.

# JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
PLANNING & DEVELOPMENT SERVICES		Annual unemployment rate	2.4%	2.4%	2.4%
		Average annual wage - Boulder County MSA	\$66,404	\$66,404	\$66,404
LONGMONT ECONOMIC DEVELOPMENT PARTNERSHIP		Residents living and working in Longmont as a percentage of all residents age 16 and older	46%	46%	46%
		Annual net change in the number of jobs with primary employers	up 1%	up 1%	up 1%
		Net change in primary employment	up 4%	up 4%	up 4%

# Desired Result of Government



## RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

1. Deliver responsive, timely, efficient operations that support City services.
2. Provide assurance of compliance with regulations, mandates, policies and best practices.
3. Maintain clear, ethical, inclusive, accountable, transparent leadership and collaboration.
4. Protect, invest in and value the City's human, physical and technological resources.
5. Implement sound fiscal policies and enable trust and transparency by ensuring accountability, efficiency, integrity, and best practices in all operations.



# RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
SHARED SERVICES	Fleet Services	Hours billed per vehicle/ piece of equipment	22.16	21.00	22.00
	Fleet Services	Percentage of contracted maintenance expenditures	17.90%	18.50%	18.00%
	Fleet Services	Percentage of fleet availability to users	93.54%	94.00%	95.00%
	Fleet Services	Downtime percentage	6.46%	5.90%	5.00%
	Fleet Services	Work orders completed in less than 1 day	60.38%	66.00%	67.00%
	Fleet Services	Work orders completed in 1-2 days	13.65%	14.00%	18.00%
	Fleet Services	Work orders completed in more than 2 days	25.97%	20.00%	15.00%
	Fleet Services	Total number of work orders per year	2,182	2,100	2,200
	Enterprise Technology Services	Central IT expenditures per workstation	826	826	900
	Enterprise Technology Services	Percent availability for systems	100%	99.90%	99.90%
	Enterprise Technology Services	Average time for device specialist to resolve helpdesk tickets	3 days	3 days	3 days
	Purchasing	Amount of purchases made, reviewed or approved by central purchasing officer per central purchasing FTE	\$76,998,100	\$86,000,000	\$80,000,000
	Purchasing	Number of protests filed and sustained	0	0	0
	Purchasing	Percentage of purchases on purchasing cards	10%	8%	8%

# RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
HUMAN RESOURCES		Number of appeal-eligible disciplinary actions issued	9	6	6
		Percentage of disciplinary actions upheld following appeal	100%	100%	100%
		Percentage of grievances resolved before passing from management control	100%	100%	100%
		Turnover rate	7.78%	10.72%	8.93%
		City staff who speak a language in addition to English (including American Sign Language) as a percentage of total staff	10.70%	10.30%	10.10%
FINANCE	Risk Management	National Council on Compensation Insurance work comp claims modifier	1.05	1	0.8
	Risk Management	Workers' compensation claims per FTE	0.1	0.1	0.09
	Risk Management	General liability claims per FTE	0.04	0.03	0.03
	Risk Management	Auto liability claims per FTE	0.02	0.01	0.01
	Risk Management	Property claims per FTE	0.002	0.002	0.002
	Accounting	Monthly financial reports issued by 15th of the following month	25%	25%	100%
	Accounting	Audit completed/CAFR to city council by May	June	June	May
	Accounting	Audit opinion	Unmodified	Unmodified	Unmodified
	Accounting	GFOA Award for Excellence in Financial Reporting	Received	Receive	Receive
	Accounting	Quarterly investment reports, including policy compliance data and market valuation, to city council within 1 month of quarter end	0%	75%	100%



# RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
FINANCE	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive
	Budget	Additional appropriations/ CIP amendments completed annually	11	10	10
	Utility Billing	Overall customer satisfaction with Utility Billing on a scale of 1-5 (75% of respondents rating 4 or 5)	97%	97%	97%
	Sales Tax	Tax collections resulting from administrative efforts	\$628,166	\$960,146	\$500,000
	Sales Tax	Tax collections resulting from field audits	\$1,518,883	\$484,020	\$500,000
	Sales Tax	Audit collections as a percentage of audit costs	676%	470%	400%
	Sales Tax	Sales tax classes/workshops held	4	4	4
	Sales Tax	Sales/use tax report issued within 10 days of month end	100%	100%	100%
	Administration	2006 Sales and Use Tax Revenue Bonds: Standard and Poors	AA+	AA+	AA+
	Administration	2008 Storm Drainage Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2010 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2010 Open Space Sales and Use Tax Revenue Bonds: Standard and Poors	A	A	A
	Administration	2010 Open Space Sales and Use Tax Revenue Bonds: Moody's	A1	A1	A1
	Administration	2018 Open Space Sales and Use Tax Revenue Bonds: Standard and Poors	A1	A1	A1
	Administration	2018 Open Space Sales and Use Tax Revenue Bonds: Moody's	A1	A1	A1

# RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2017 Actual	2018 Estimated	2019 Projected
FINANCE	Administration	2013 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2014 Certificates of Participation: Standard and Poors	AA	AA	AA
	Administration	2014 Electric and Broadband Revenue Bonds: Standard and Poors	AA insured	AA insured	AA insured
	Administration	2017 Electric and Broadband Revenue Bonds: Standard and Poors	AA insured	AA insured	AA insured
	Administration	2014 Storm Drainage Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2015 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA
	Administration	2016 Storm Drainage Revenue Refunding Bonds: Standard and Poors	AA	AA	AA
CITY CLERK		Use of Public Places permits issued:			
		- Special event	128	130	125
		- Block party	25	20	20
		- Alcohol on public places	17	17	17
	Total number of liquor licenses and permits	202	205	207	



## 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 3.53% split as follows: Street Fund, 0.75 cents; Open Space, 0.20 cents; Public Safety Fund, 0. 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

### *2019 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 2019 budget, that amount is \$9,973,073 (12.1%).

The General Fund budget includes a net decrease of 6.0 FTEs and brings the total FTEs in the General Fund to 550.56. These changes are detailed on the following page.

<b>Department/Division</b>	<b>Position</b>	<b>FTE</b>
<b>FTE Additions</b>		
<i>Planning and Development Services</i> <i>Development Services</i>	Associate Planner (one time)	2.00
<i>Recovery Office</i>	Flood Recovery Manager	1.00
<b>FTE Reductions</b>		
<i>ETS</i>	Chief Information Officer	(1.00)
	Programmer Analyst	(1.00)
<i>Public Safety</i> <i>Support Services</i> <i>Office of Emergency Management</i>	Administrative Assistant	(1.00)
	Safety Education Coordinator	(0.50)
<i>Community Services</i> <i>Library</i>	Library Page	(1.50)
<i>Public Works and Natural Resources</i> <i>Parks and Facilities</i>	Sr. Ground Maintenance Tech	(1.00)
	Administrative Assistant	(0.75)
<i>Recovery Office</i>	Administrative Assistant	(0.75)
	Administrative Analyst	(0.50)
	Senior Accountant	(1.00)
<b>Net FTE Change to the General Fund</b>		<b>(6.00)</b>

## GENERAL FUND - Fund Statement

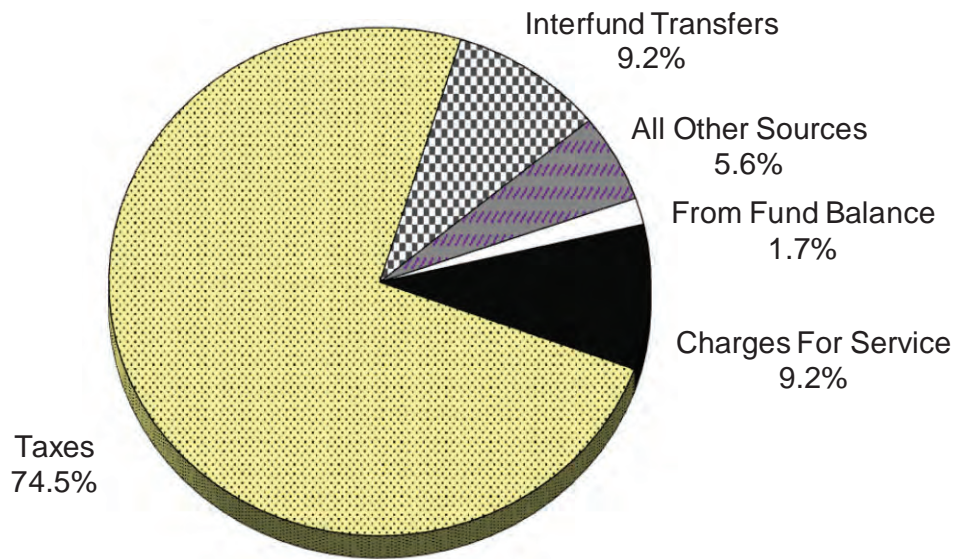
	2017 Actual	2018 Budget	2019 Budget
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	57,902,020	61,597,249	63,769,761
Licenses and Permits	2,780,536	2,101,686	2,827,947
Intergovernmental	1,621,872	648,976	532,575
Charges for Service	7,374,571	7,044,404	7,937,986
Fines and Forfeits	1,024,935	924,250	755,800
Interest and Miscellaneous	331,467	330,045	474,300
Interfund Transfers	7,465,167	7,684,370	7,878,483
<b>TOTAL REVENUES</b>	<b>\$78,500,568</b>	<b>\$80,330,980</b>	<b>\$84,176,852</b>
<b>EXPENDITURES BY BUDGET SERVICE</b>			
Finance Administration	267,653	323,069	326,858
Accounting	1,250,292	1,007,633	985,578
Sales Tax	292,680	394,605	716,082
Treasury	192,651	382,691	386,479
Information Desk	84,486	68,684	71,205
Utility Billing	1,555,288	1,806,546	1,830,995
Mail Delivery	64,623	64,269	69,718
Enterprise Technology Services Operations	2,091,345	2,259,213	2,757,651
Enterprise Technology Services Applications	1,233,003	1,889,550	1,386,041
Enterprise Technology Services Telephone System	347,202	403,511	365,894
Risk Management	288,893	309,205	328,148
Safety	134,474	153,696	150,506
Wellness	84,632	93,203	87,008
Purchasing and Contracts	607,077	605,690	633,790
Budget	364,437	394,579	410,255
Human Resources	989,599	1,098,285	1,136,476
Community Services Director	1,554,278	1,929,760	1,875,952
Neighborhood Resources	345,008	398,272	430,161
Community Relations	76,090	93,317	96,331
Parking Enforcement	89,511	123,327	126,349
Youth Services	714,069	799,492	859,623
Library Administration	490,141	481,790	528,240
Adult Services	1,022,253	1,061,581	1,081,185

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Children's and Teen Services	491,890	468,094	476,386
Technical Services	681,502	725,186	747,026
Circulation	713,513	850,839	794,696
Museum	843,578	864,168	838,763
Museum Auditorium	166,323	240,619	253,555
Recreation Administration	427,940	488,914	468,581
Recreation Center	1,673,956	1,773,560	1,835,527
Athletics and Team Sports	492,694	509,135	512,736
Recreation for Special Needs	50,929	63,449	65,087
General Programs and Facilities	599,809	830,106	795,475
Outdoor Recreation	46,864	48,231	48,226
Aquatics	932,060	1,094,882	1,124,088
Concessions	82,635	58,463	61,163
Community Events	223,555	164,786	234,650
Seasonal Ice Rink	187,708	162,369	156,984
Youth Recreation Programs	61,260	48,715	49,185
Sports Field Maintenance	276,510	307,838	326,925
Senior Services	745,861	855,952	879,031
Human Service Agencies	1,172,200	1,261,674	1,306,210
Public Safety Director	708,352	727,941	759,742
Communication Center	1,856,280	1,850,441	1,938,761
Public Safety Information and Technology Services	129,926	570,455	583,083
Emergency Management	139,662	329,784	164,399
EDGE	168,000	50,000	172,112
Support Services	382,800	798,598	919,057
Training and Personnel	1,310,781	1,169,748	1,267,468
Information Services	375,237	225,027	-
Outreach	106,904	161,817	105,344
Volunteer Programs	59,367	34,516	33,860
Records Unit	942,772	607,740	636,904
Patrol	10,545,364	10,571,068	11,453,682
Investigations	964,385	2,947,234	3,150,834
Animal Control	657,207	562,005	595,186
Special Enforcement Unit	1,003,667	949,892	1,038,040
School Resource Officers	603,145	626,470	683,621
Special Operations	497,313	612,603	377,869
Traffic Unit	1,140,351	1,142,053	1,175,559
SWAT Team	518,331	476,182	436,058



	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Fire Operations	11,046,838	10,603,989	11,461,552
Fire Prevention	2,381,849	535,431	556,241
Redevelopment	255,434	209,982	165,832
Economic Development Programs	235,557	644,454	255,758
Development and Planning Services	1,491,020	1,559,013	1,888,395
Building Permits and Inspections	1,467,577	1,584,881	1,515,021
Code Enforcement	498,073	661,054	628,032
Facility Maintenance	1,867,916	1,984,531	2,014,339
Facility Operations	1,430,787	1,570,189	1,711,691
Parks Administration	416,915	675,740	902,756
Parks Maintenance	2,321,985	2,235,318	2,020,007
Parks Development and Improvement	202,604	234,392	204,815
Forestry Maintenance	750,860	995,700	985,004
Municipal Grounds Maintenance	232,485	358,589	318,909
Right of Way Maintenance	517,469	623,425	597,013
Union Reservoir	278,438	383,045	400,585
Parks Resource Management	-	-	-
Engineering/Survey Technical Services	137,696	166,705	171,479
Mayor and City Council	376,033	455,123	449,686
City Manager	1,237,312	1,415,296	1,404,418
Non-Departmental	677,479	1,325,017	2,043,523
Recovery Office	273,187	388,258	293,746
City Clerk	516,683	537,817	559,819
Elections and Voter Registration	119,180	116,780	121,338
City Attorney	1,059,726	1,185,780	1,199,635
Judicial Department	514,868	570,120	573,115
Probation	287,791	300,485	309,347
<b>TOTAL EXPENDITURES</b>	<b>\$76,716,073</b>	<b>\$82,693,637</b>	<b>\$85,858,454</b>
CONTRIBUTION TO/(FROM) FUND BALANCE	\$1,784,495	\$(2,362,657)	\$(1,681,602)

## GENERAL FUND - Sources of Funds



The General Fund will receive 74.3% (\$63.77 million) of its total sources of funds from taxes in 2019. Sales and use tax collections will total \$35.7 million, or 56.9% of all taxes collected.

- Interfund transfers will account for 9.2% 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 are \$1.77 million of one-time revenues and a contribution from the General Fund’s fund balance of \$1.50 million for one-time expenses.

### Estimating Major Sources of Funds

**Sales and Use Taxes:** From Finance Department projections, based on actual collections through July 2018, sales and use tax collections are 6.78% greater than for the same period in 2017. Sales tax is showing growth of 7.7% in 2018 while use tax activity is up 2.8% after six months. Projections for sales and use tax for 2019 are 5.20% over the projections for 2018; sales tax is 5.43% and use tax is 4.1%.

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

**Building Permits:** The 2019 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 300 single-family dwelling units, 35 townhouse/condo units, and 650 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 2019	\$	82,589,442
2019 estimated revenues other than property taxes	\$	63,720,396
<b>Total revenue needed from property taxes</b>	<b>\$</b>	<b>18,869,046</b>

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

Estimated assessed valuation for the tax year 2018, collected in 2019:

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

Average collection rate of property taxes:

2019 est	98.5%
2018 est	98.5%
2017	98.5%
2016	98.5%
2015	98.5%
2014	98.5%
2013	98.7%
2012	98.5%
2011	98.3%
2010	98.5%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2019 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 2018 and the projected General Fund cash surplus for 2019.

	<b>2018 Adopted Budget</b>	<b>2018 Projected Actual</b>
Beginning Available Fund Balance	\$ 13,843,897	\$ 13,843,897
Revenues		
Sales Tax	28,590,057	28,380,684
Use Tax	6,072,685	6,312,518
Property Tax	18,869,046	18,858,067
All Other	26,799,192	28,212,141
TOTAL REVENUES	\$ 80,330,980	\$ 81,763,410
TOTAL EXPENSES	\$ 82,693,637	\$ 82,280,168
Ending Available Fund Balance	\$ 11,481,240	\$ 13,327,139

### Projected 2019 Ending Available Fund Balance

2019 General Operating Expenditures	\$ 82,589,442	
TABOR Reserve		\$ 4,404,117
Emergency Reserve		5,568,956
Fund Balance used in 2019 budget		1,497,649
2019 Available for Emergency Reserve		1,856,417
<i>Projected ending available fund balance</i>		<i>\$ 0</i>

<b>TAXES</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Property Taxes-Current	16,395,211	18,869,046	18,869,046
Property Taxes-Delinquent	(9,384)	-	-
Sales Taxes	32,480,757	28,590,057	29,939,451
Use Taxes	1,149,744	6,072,685	5,799,809
Cigarette Taxes	155,617	150,000	155,000
Natural Gas Franchise	669,227	640,000	665,000
Cable Television Franchise	751,697	760,000	660,000
Telephone Franchise	186,369	186,584	154,532
Electric Franchise	5,219,180	5,402,889	5,488,217
Telecommunications Franchise	9,632	6,840	6,840
Water Franchise	323,806	336,148	416,940
Wastewater Franchise	570,164	583,000	642,236
<i>Taxes Subtotal</i>	<i>57,902,020</i>	<i>61,597,249</i>	<i>62,797,071</i>
<b>LICENSES AND PERMITS</b>			
Liquor Application Fee	39,925	36,000	38,000
Liquor Licenses	9,704	8,000	10,000
Marijuana Application Fee	30,000	-	-
Marijuana Licenses	-	-	60,000
Sales Tax Business Permits	27,575	28,000	27,500
Business Licenses	4,715	4,700	4,300
Building Permits	2,538,615	1,845,379	1,327,482
Building Permits (IDR used for ongoing)	-	-	940,695
Wood Burning Exemption Permits	30	-	-
Contractor Licenses	120,122	122,750	118,000
Parade Licenses	200	100	250
Use of Public Places Permit	7,700	7,000	7,000
Alcohol in Public Places Permits	1,950	2,000	1,500
<i>Licenses and Permits Subtotal</i>	<i>2,780,536</i>	<i>2,053,929</i>	<i>2,534,727</i>
<b>INTERGOVERNMENTAL</b>			
Federal Grants	416,950	388,583	293,746
Nongrant Federal Revenue	405,456	-	-
Federal Mineral Lease Distribution	44,763	-	-
State Grants	115,064	-	-
Nongrant State Revenue	868	-	-
State Severance Tax	49,823	30,000	20,000
Local Government Grants	-	-	-
Nongrant Local Revenue	120,526	-	-

<b>INTERGOVERNMENTAL, cont.</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Boulder County	121,270	127,588	133,024
St. Vrain Valley School District	198,014	-	-
Town of Frederick	5,000	-	-
City of Lafayette	21,209	-	-
Boulder County Fire IGA	28,624	25,805	25,805
Boulder County Shared Fines	81,281	77,000	60,000
Weld County Shared Fines	649	-	-
Mtn View Fire Protection	12,375	-	-
<i>Intergovernmental Subtotal</i>	<i>1,621,872</i>	<i>648,976</i>	<i>532,575</i>
<b>CHARGES FOR SERVICE</b>			
Land Development	130,583	125,000	100,000
Parks Maintenance Fee	-	-	-
Maps and Publications	726	800	600
Sales Tax Commission	106,220	65,000	65,000
Purchasing Card Rebates	110,452	110,000	139,000
Cell Phone Rebate	68,800	37,500	62,500
Criminal Justice Records	25,510	23,000	25,500
Extra Duty Police Officer Reimbursement	81,849	-	-
Sex Offender Registration Fees	11,258	10,000	9,500
Vehicle Impound Fees	3,150	1,500	2,500
Fingerprinting	10,708	11,500	10,000
NSF Check	1,540	-	-
Fireworks Stand Fees	8,000	7,000	7,000
Fire Inspection Fees	94,638	100,000	80,000
Emergency Dispatching	220,173	-	220,173
Unbilled Utility Revenue	(2,679)	-	-
Work in R-O-W Permits	9,246	-	2,000
Plan Check Fees	831,560	671,269	582,960
Plan Check Fees (IDR used for ongoing)	-	-	295,828
Variance and Appeals Board	-	-	-
Elevator Inspection Fees	47,495	46,000	43,700
Right of Way Maintenance	235,623	223,774	226,903
GID Maintenance	-	25,000	-
Shutoff Reconnect Fees	246,688	250,000	220,000
Disconnect Tag Fees	411,541	400,000	405,000
Recreation Center - Admission/Passes	1,382,643	1,615,757	1,696,545
Recreation Center - Athletic Fees	-	-	-
Recreation Center - Aquatic Fees	111,754	106,575	111,904
Recreation Center - Activity Fees	91,473	107,625	113,006

<b>CHARGES FOR SERVICE (Continued)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Center - Rentals	33,502	42,000	44,100
Recreation Center - Concessions	19,445		5,000
Recreation Center - Resale Merchandise	19,186	16,000	16,800
Silver Sneakers Program	140,975	93,000	120,951
Pool Fees/Passes/Lessons	524,213	559,945	587,942
Recreation Non-Resident Fees	37,594	36,000	37,800
Recreation Community Events	134,204	68,044	71,446
Union Reservoir Fees	418,414	440,000	440,000
Ice Rink Program Fees	114,565	149,196	156,656
Mobile Stage Setup	5,720	3,675	3,859
Athletic Program Fees	320,845	331,036	347,588
Recreation Activity Fees	568,512	624,511	655,737
Senior Services Subscriptions	334	350	350
Outdoor Recreation Activity Fees	71,885	78,750	82,687
Special Recreation Activity Fees	28,789	26,775	28,114
Concessions-Sandstone Ranch #2	-	-	-
Concessions-Sandstone Ranch #1	-	-	-
Concessions-Centennial Pool	1,425	-	1,000
Concession-Clark Park	-	-	-
Concessions-Roosevelt Park	899	-	472
Concessions-Sunset Pool	62,378	45,000	48,250
Concessions-Memorial Building	2,126	-	1,700
Concessions-Garden Acres	-	-	-
Concessions-Union Reservoir	50	-	-
Concessions-Ice Rink	2,702	3,200	3,360
Ice Rink Rentals	38,385	40,425	42,446
Memorial Building Rentals	47,869	49,875	52,369
Willow Barn Rental	30,090	20,265	21,076
Senior Center Rentals	19,233	21,000	21,000
Swimming Pool Rentals	72,887	63,000	66,150
Other Facility Rentals	162,331	136,857	143,700
Batting Cage Licensing Fee	2,000	2,000	2,000
Park Shelter Rentals	47,142	46,200	48,510
Museum Special Events Fee	69,237	76,000	80,000
Museum Auditorium ticket sales	66,877	65,000	60,000
Museum Auditorium rental fees	43,361	43,000	45,000
Museum Auditorium beverage sales	28,445	26,000	23,500
Friends of the Museum	-	-	-
Transfer From Museum Services	-	-	210,304
<i>Charges for Service Subtotal</i>	<i>7,374,571</i>	<i>7,044,404</i>	<i>7,889,486</i>



<b>FINES AND FORFEITS</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Parking Fines	96,660	142,000	100,000
Court Fines	398,168	450,000	370,000
Jury Fees	-	-	-
Bond Forfeitures	12,283	15,000	7,000
Court Education Fees	17,555	20,000	16,000
Home Detention Services	-	-	-
Probation Monitoring Fees	17,926	20,000	16,000
Substance Abuse Group	405	1,000	300
Surcharge on Violations	48,040	50,000	45,000
Court Costs	62,208	70,000	73,000
Outside Judgments/Warrants-City	4,610	4,000	4,000
Library Fines/Penalties	97,377	100,000	98,000
Code Enforcement Admin Penalty	1,100	1,500	1,000
Miscellaneous Penalties	490	750	500
False Alarm Fines	32,050	32,000	15,000
Tree Mitigation Fine	222,055	-	-
Weed Cutting	14,008	18,000	10,000
<i>Fines and Forfeits Subtotal</i>	<i>1,024,935</i>	<i>924,250</i>	<i>755,800</i>
<b>INTEREST AND MISCELLANEOUS</b>			
Miscellaneous Revenue	24,620	33,445	25,000
Miscellaneous Revenue-Police	27,646	11,000	11,000
Miscellaneous Revenue-Library	56	-	-
Miscellaneous Revenue-Court	623	500	500
Miscellaneous Revenue-City Clerk	593	300	500
Miscellaneous Revenue-Fire	8,646	1,000	500
Sale of Equipment	35,981	4,000	4,000
Prior Years Revenue/Expenses	(69,895)	-	-
Interest Income	218,909	277,600	330,000
Unrealized Gain/Loss	(69,378)	-	-
Lease of Real Property	-	-	-
Oil and Gas Lease Royalties	9,994	-	-
Fire Community Room Rental Fee	2,666	2,200	2,800
Private Grant/Donations	140,905	-	-
Developer Participation	101	-	-
Lease Purchase Proceeds	-	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>331,467</i>	<i>330,045</i>	<i>374,300</i>

<b>INTERFUND TRANSFERS</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Transfer from Sanitation Fund	587,890	622,353	608,941
Transfer from Golf Fund	144,927	196,496	187,304
Transfer from Electric Fund	1,607,070	1,660,040	1,686,610
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	5,000		-
Transfer from Broadband Fund	205,451	331,092	360,654
Transfer from Water Fund	1,575,496	1,506,441	1,618,591
Transfer from Sewer Fund	891,690	923,277	966,634
Transfer from Storm Drainage Fund	456,677	538,495	619,307
Transfer from Airport Fund	173,755	93,974	62,965
Transfer from Judicial Wedding Fund	-		-
Transfer from Street Fund	791,570	933,375	913,779
Transfer from Library Services Fund	18,054	20,500	20,500
Transfer from Senior Services Fund	59,769	26,085	24,586
Transfer from Open Space Fund	151,049	181,032	150,329
Transfer from Self Insurance Fund	112,206	112,206	-
Transfer from Workers Comp Fund	129,421	129,421	129,421
Transfer from General Imprvmnt District	7,829	9,263	10,033
Transfer from Fleet Fund	283,861	300,409	322,829
<i>Interfund Transfers Subtotal</i>	<i>7,224,715</i>	<i>7,607,459</i>	<i>7,705,483</i>
<b>TOTAL ONGOING REVENUES</b>	<b>78,260,116</b>	<b>80,206,312</b>	<b>82,589,442</b>
<b>ONE TIME REVENUES</b>			
Incremental Development Revenue	-	47,757	293,220
One time Property Tax	-	-	200,000
One time Use Tax			772,690
One time Union Reservoir Fees			48,500
Oil and Gas Royalties	-	-	100,000
One Time Transfers from Other Funds	240,452	76,911	173,000
Fund Balance Reserved for Tree Mitigation	-	208,610	183,953
Contribution from/(to) Fund Balance	(1,784,495)	2,362,657	1,497,649
<b>TOTAL ONE TIME REVENUES</b>	<b>(1,544,043)</b>	<b>2,695,935</b>	<b>3,269,012</b>
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>76,716,073</b>	<b>82,693,637</b>	<b>85,858,454</b>



**CITY COUNCIL**

**Resource Alignment 2019 Proposed Budget - \$384,686**

Q1						280,166
Q2	11,000					
Q3	93,520					
Q4	0					

**Q1 Programs - \$280,166**

Council Administrative Support	157,940
Council Meeting Administration	122,226

**Q2 Programs - \$11,000**

Regional Air Quality Council	11,000
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**Q3 Programs - \$93,520**

Sister Cities	32,520
Citywide Projects Support	21,000
Longmont Council for Arts	15,000
Restorative Justice (LCJP)	13,000
Old Firehouse Arts Studio	12,000



## Mayor and City Council Overview

	<b>2017 Actual</b>		<b>2018 Budget</b>		<b>2019 Budget</b>
Personal Services	133,266		151,739		157,314
Operating and Maintenance	237,767		238,384		227,372
Non-Operating	5,000		65,000		65,000
Capital	-		-		-
<b>TOTAL</b>	<b>\$ 376,033</b>		<b>\$ 455,123</b>		<b>\$ 449,686</b>

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.

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**SERVICE: Mayor and City Council**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Mayor	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	88,433	90,000	90,000
128	FICA	4,963	-	5,580
129	Medicare	1,161	1,305	1,305
135	Compensation Insurance	66	54	49
137	Staff Training and Conferences	33,928	51,880	51,880
142	Food Allowance	4,715	8,500	8,500
	<i>Subtotal</i>	<i>133,266</i>	<i>151,739</i>	<i>157,314</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,862	5,923	5,923
216	Reference Books and Materials	30	300	300
217	Dues and Subscriptions	87,348	89,093	95,337
218	Non-Capital Equipment and Furniture	2,474	-	-
240	Equipment Repair and Maintenance	-	4,410	4,410
245	Mileage Allowance	235	600	600
246	Liability Insurance	39,522	25,266	8,010
250	Professional and Contracted Services	86,653	104,520	104,520
261	Telephone Charges	1,487	4,600	4,600
263	Postage	-	500	500
264	Printing and Copying	86	3,172	3,172
269	Other Services and Charges	18,070	-	-
	<i>Subtotal</i>	<i>237,767</i>	<i>238,384</i>	<i>227,372</i>
<b>Non-Operating Expense</b>				
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>
	<b>SERVICE TOTAL</b>	<b>\$376,033</b>	<b>\$455,123</b>	<b>\$449,686</b>



CITY MANAGER

**Resource Alignment 2019 Proposed Budget - \$2,399,989**

Q1						872,439
Q2			440,130			
Q3						1,019,490
Q4	67,931					

**Q1 Programs - \$872,439**

Citywide Projects Support	467,006
Leadership & Supervision	317,975
Council Meeting Administration	87,458

**Q2 Programs - \$440,130**

Proactive Public Information, Education and Marketing	315,451
Oil and Gas Coordination	65,333
Reactive Public Information Media Relations	59,346

**Q3 Programs - \$1,019,490**

Sick Conversion	759,592
Video Services/Channel 8 Cable Trust	108,825
Council Administrative Support	84,080
Public Information Event Sponsorship and Support	26,440
Customer Requests	23,430
Senior Refunds	10,000
Customer Satisfaction Survey	7,123

**Q4 Programs - \$67,931**

Legislative Affairs	35,438
Employee Recognition	20,524
Employee Activities	11,969



## City Manager Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	1,069,131	1,231,629	1,221,875
Operating and Maintenance	168,181	183,667	182,543
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,237,312</b>	<b>\$ 1,415,296</b>	<b>\$ 1,404,418</b>

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.

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**SERVICE: City Manager**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Communications Manager	0.00	0.00	1.00
Public Information Officer	1.00	1.00	0.50
Public Information Specialist	0.50	0.50	0.50
Special Projects Manager	1.00	1.00	1.00
Digital Media Specialist	0.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00
<b>Total</b>	<b>6.50</b>	<b>7.50</b>	<b>7.00</b>

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**Service: City Manager****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	789,453	919,246	910,717
112	Wages - Temporary	2,841	6,303	6,303
114	Skill Based Pay	1,200	1,200	-
115	One Time Payment	745	3,000	-
121	Wages - Overtime	1,196	4,841	4,841
123	Leave Expense	16,876	-	-
124	Skill Based Overtime Pay	28	-	-
126	Retirement Health Savings Plan	3,406	3,000	2,800
128	FICA	181	391	391
129	Medicare	10,298	13,380	13,241
131	MOPC	40,246	45,827	45,284
132	Employee Insurance	130,865	146,455	149,240
133	Employee Retirement	58,106	70,574	69,738
135	Compensation Insurance	583	484	2,499
136	Unemployment Insurance	1,489	740	633
137	Staff Training and Conferences	9,502	13,488	13,488
142	Food Allowance	2,117	2,700	2,700
	<i>Subtotal</i>	<i>1,069,131</i>	<i>1,231,629</i>	<i>1,221,875</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	4,746	3,500	3,500
216	Reference Books and Materials	173	150	150
217	Dues and Subscriptions	10,721	10,307	10,307
218	Non-Capital Equipment and Furniture	2,561	300	11,700
230	Printing/Copier Supplies	-	5,000	5,000
245	Mileage Allowance	5,532	5,430	5,430
246	Liability Insurance	1,215	1,210	1,430
250	Professional and Contracted Services	109,604	85,700	66,800
252	Advertising and Legal Notices	17,838	22,630	22,630
261	Telephone Charges	2,000	2,080	2,080
263	Postage	1,172	1,360	1,360
264	Printing and Copying	6,271	38,000	44,156
269	Other Services and Charges	6,348	8,000	8,000
	<i>Subtotal</i>	<i>168,181</i>	<i>183,667</i>	<i>182,543</i>
	<b>SERVICE TOTAL</b>	<b>\$1,237,312</b>	<b>\$1,415,296</b>	<b>\$1,404,418</b>

## 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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	-	558,700	589,592
123	Leave Expense	-	178,000	170,000
142	Food Allowance	4,364	-	-
	<i>Subtotal</i>	<i>4,364</i>	<i>736,700</i>	<i>759,592</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	72	-	-
217	Dues and Subscriptions	-	5,550	50
250	Professional and Contracted Services	315,413	402,027	207,027
256	Refunds	5,332	10,000	10,000
269	Other Services and Charges	11,382	20,150	20,150
275	Building Permits To LDDA	51,656	-	-
	<i>Subtotal</i>	<i>383,854</i>	<i>437,727</i>	<i>237,227</i>
<b>Non-Operating Expense</b>				
927	Principal	-	130,000	130,000
928	Interest	12,177	-	-
950	Bad Debt	24,084	9,400	9,400
970	Transfers To Other Funds	253,000	11,190	907,304
	<i>Subtotal</i>	<i>289,261</i>	<i>150,590</i>	<i>1,046,704</i>
	<b>SERVICE TOTAL</b>	<b>\$677,479</b>	<b>\$1,325,017</b>	<b>\$2,043,523</b>

#### Line Item Notes:

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

#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 2019 Proposed Budget - \$1,136,281**

Q1	<b>972,959</b>			
Q2	<b>96,745</b>			
Q3	<b>0</b>			
Q4	<b>66,577</b>			

**Q1 Programs - \$972,959**

Compensation Administration	200,382
Benefits Administration	193,087
Regulatory Compliance	174,178
Staffing and Recruitment	158,014
Employee / Labor Relations	147,514
Collective Bargaining	58,070
Records Management	41,714

**Q2 Programs - \$96,745**

Training and Development/Organizational Development	90,225
Volunteer Management	6,520

**Q3 Programs - \$0**

**Q4 Programs - \$66,577**

Tuition Reimbursement	45,655
Recognition Program	20,922



## Human Resources Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	792,043	861,509	906,187
Operating and Maintenance	197,556	228,714	230,289
Non-Operating	-	-	-
Capital	-	8,062	-
<b>TOTAL</b>	<b>\$ 989,599</b>	<b>\$ 1,098,285</b>	<b>\$ 1,136,476</b>

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.

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**SERVICE: Human Resources**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief Human Resources Officer	1.00	1.00	1.00
Human Resources Asst Director	0.00	0.00	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	2.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

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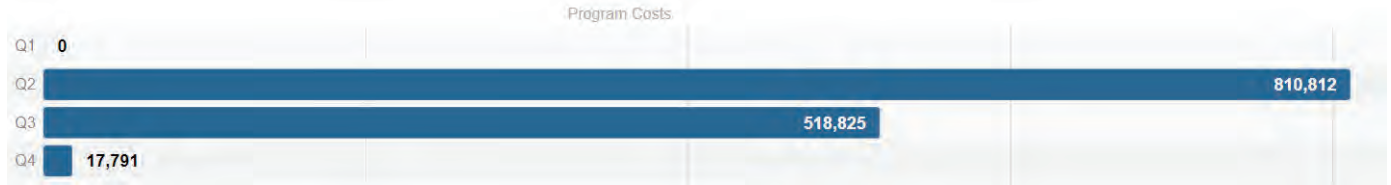
**Service: Human Resources****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	560,388	607,334	645,557
112	Wages - Temporary	600	24,978	13,590
115	One Time Payment	1,500	-	-
121	Wages - Overtime	122	300	300
123	Leave Expense	12,881	-	-
126	Retirement Health Savings Plan	3,945	3,200	3,200
128	FICA	54	1,549	843
129	Medicare	7,118	9,162	9,556
131	MOPC	28,664	30,367	32,277
132	Employee Insurance	96,192	97,173	106,518
133	Employee Retirement	41,392	46,765	49,707
135	Compensation Insurance	2,717	856	786
136	Unemployment Insurance	1,094	425	453
137	Staff Training and Conferences	11,228	9,000	13,000
138	Tuition Reimbursement	23,404	30,000	30,000
142	Food Allowance	745	400	400
	<i>Subtotal</i>	<i>792,043</i>	<i>861,509</i>	<i>906,187</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	10,232	7,520	7,520
215	Audiovisual Materials	-	1,500	1,500
216	Reference Books and Materials	158	1,500	1,500
217	Dues and Subscriptions	8,785	8,140	8,140
218	Non-Capital Equipment and Furniture	1,041	1,600	1,600
240	Equipment Repair and Maintenance	1,529	3,773	3,773
245	Mileage Allowance	-	500	500
246	Liability Insurance	908	897	972
250	Professional and Contracted Services	139,437	164,284	165,784
252	Advertising and Legal Notices	22,895	15,000	15,000
263	Postage	1,772	3,000	3,000
264	Printing and Copying	1,566	5,000	5,000
269	Other Services and Charges	9,233	16,000	16,000
	<i>Subtotal</i>	<i>197,556</i>	<i>228,714</i>	<i>230,289</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	8,062	-
	<i>Subtotal</i>	<i>-</i>	<i>8,062</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$989,599</b>	<b>\$1,098,285</b>	<b>\$1,136,476</b>



CITY ATTORNEY

**Resource Alignment 2019 Proposed Budget - \$1,347,427**



**Q1 Programs - \$0**

**Q2 Programs - \$810,812**

Legal Advice and Support	356,959
Contracts	195,650
Ordinances	132,625
Non-Traffic Violations	113,927
Collective Bargaining	11,651

**Q3 Programs - \$518,825**

Traffic Violations	155,669
Citywide Projects Support	150,881
Litigation	118,566
Council Administrative Support	60,327
Oil and Gas Coordination	26,660
Liquor License Violations	6,722

**Q4 Programs - \$17,791**

Bankruptcy	11,740
Collections	6,051





## City Attorney Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	983,154	1,085,586	1,104,566
Operating and Maintenance	76,572	100,194	95,069
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,059,726</b>	<b>\$ 1,185,780</b>	<b>\$ 1,199,635</b>

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.

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**SERVICE: City Attorney**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Assistant City Attorney II	2.00	2.00	2.00
Prosecuting Attorney II	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00
Administrative Assistant	1.50	2.00	2.00
<b>Total</b>	<b>7.50</b>	<b>8.00</b>	<b>8.00</b>

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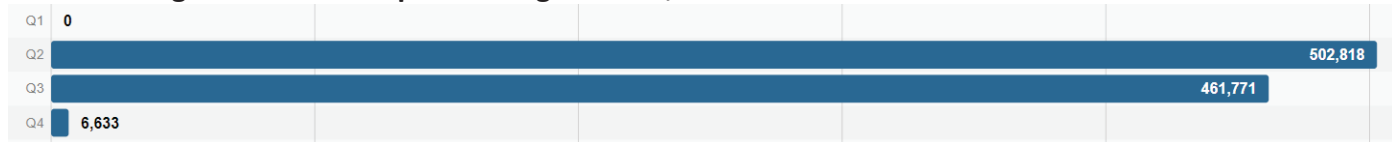
**Service: City Attorney****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	721,102	820,538	833,006
112	Wages - Temporary	1,854	6,190	6,190
114	Skill Based Pay	900	900	-
121	Wages - Overtime	-	150	150
123	Leave Expense	22,431	-	-
126	Retirement Health Savings Plan	5,435	3,200	3,200
128	FICA	115	384	384
129	Medicare	9,252	11,868	12,035
131	MOPC	36,766	40,616	41,193
132	Employee Insurance	125,370	129,826	135,594
133	Employee Retirement	53,081	62,548	63,439
135	Compensation Insurance	618	573	605
136	Unemployment Insurance	1,426	598	575
137	Staff Training and Conferences	4,535	7,895	7,895
142	Food Allowance	270	300	300
	<i>Subtotal</i>	<i>983,154</i>	<i>1,085,586</i>	<i>1,104,566</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	5,196	4,853	4,853
216	Reference Books and Materials	467	2,463	2,463
217	Dues and Subscriptions	5,328	3,955	3,955
218	Non-Capital Equipment and Furniture	270	600	600
240	Equipment Repair and Maintenance	3,840	8,935	10,735
245	Mileage Allowance	3,821	4,000	4,000
246	Liability Insurance	9,552	9,095	1,270
250	Professional and Contracted Services	10,328	22,522	22,522
255	Jury and Witness Fees	125	550	550
261	Telephone Charges	316	617	617
263	Postage	396	1,224	1,224
264	Printing and Copying	25	1,180	1,180
269	Other Services and Charges	36,907	40,200	41,100
	<i>Subtotal</i>	<i>76,572</i>	<i>100,194</i>	<i>95,069</i>
	<b>SERVICE TOTAL</b>	<b>\$1,059,726</b>	<b>\$1,185,780</b>	<b>\$1,199,635</b>



JUDICIAL DEPARTMENT

**Resource Alignment 2019 Proposed Budget - \$971,222**



**Q1 Programs - \$0**

**Q2 Programs - \$502,818**

Judicial Process	417,951
Longmont Liquor Licensing Authority	22,799
Longmont Marijuana Licensing Authority	22,799
Indigent Counsel Representation	22,638
Judicial Education Programs and Training	16,631

**Q3 Programs - \$461,771**

REWiND, Rebuilding Expectations and Walking into New Directions	134,236
Probation Supervision and Case Management	116,233
Pre-sentence investigations and Direct Sentence to Probation Intakes	84,205
Court Security	65,631
Community Service Work Program and Specialized Offender Programs	61,466

**Q4 Programs - \$6,633**

Weddings and Civil Ceremony	6,633
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## Judicial Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	676,220	720,202	732,900
Operating and Maintenance	126,438	150,403	149,562
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 802,659</b>	<b>\$ 870,605</b>	<b>\$ 882,462</b>

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.

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**SERVICE: Municipal Court**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Municipal Judge	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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**Service: Municipal Court****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	286,908	322,742	326,692
112	Wages - Temporary	158	1,408	2,407
114	Skill Based Pay	3,001	3,000	-
121	Wages - Overtime	1,669	600	2,600
123	Leave Expense	11,495	-	-
124	Skill Based Overtime Pay	39	-	-
126	Retirement Health Savings Plan	1,600	1,600	1,600
128	FICA	10	87	149
129	Medicare	3,733	4,743	4,771
131	MOPC	15,070	16,287	16,334
132	Employee Insurance	49,122	51,639	53,409
133	Employee Retirement	21,762	25,082	25,155
135	Compensation Insurance	224	578	591
136	Unemployment Insurance	559	226	226
137	Staff Training and Conferences	340	2,000	1
142	Food Allowance	121	-	-
	<i>Subtotal</i>	<i>395,811</i>	<i>429,992</i>	<i>433,935</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	14,358	7,314	7,314
216	Reference Books and Materials	-	2,000	1,000
217	Dues and Subscriptions	1,853	800	800
218	Non-Capital Equipment and Furniture	10,038	7,598	7,598
240	Equipment Repair and Maintenance	2,676	1,903	1,903
246	Liability Insurance	466	447	499
250	Professional and Contracted Services	78,481	109,880	109,880
255	Jury and Witness Fees	356	200	200
263	Postage	1,244	2,500	2,500
264	Printing and Copying	1,446	1,486	1,486
269	Other Services and Charges	8,139	6,000	6,000
	<i>Subtotal</i>	<i>119,057</i>	<i>140,128</i>	<i>139,180</i>
	<b>SERVICE TOTAL</b>	<b>\$514,868</b>	<b>\$570,120</b>	<b>\$573,115</b>

## 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.

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**SERVICE: Probation Division**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

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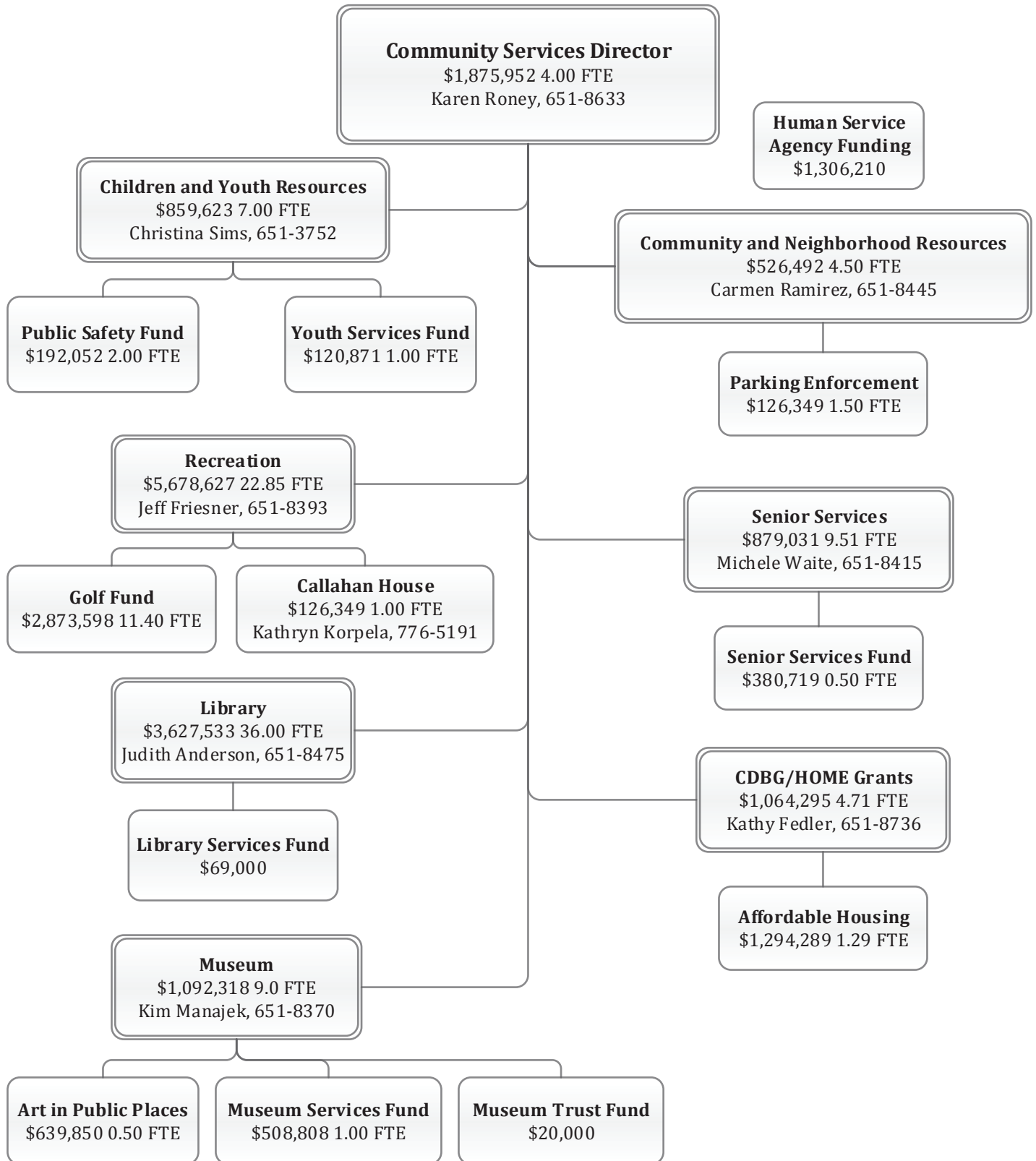
**Service: Probation Division****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	198,907	211,915	222,205
112	Wages - Temporary	-	2,205	2,205
114	Skill Based Pay	2,542	3,000	-
115	One Time Payment	1,358	1,500	-
121	Wages - Overtime	108	800	800
123	Leave Expense	5,811	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	2,189	1,400	1,400
128	FICA	-	137	137
129	Medicare	2,825	3,148	3,254
131	MOPC	11,745	10,746	11,087
132	Employee Insurance	34,311	33,906	36,191
133	Employee Retirement	16,960	16,548	17,075
135	Compensation Insurance	494	456	157
136	Unemployment Insurance	390	149	154
137	Staff Training and Conferences	2,768	4,300	4,300
	<i>Subtotal</i>	<i>280,409</i>	<i>290,210</i>	<i>298,965</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,809	2,180	2,180
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	100	150	150
218	Non-Capital Equipment and Furniture	745	1,000	1,000
240	Equipment Repair and Maintenance	10	80	80
245	Mileage Allowance	-	200	200
246	Liability Insurance	1,742	1,181	1,188
247	Safety Expenses	122	400	400
250	Professional and Contracted Services	800	1,000	1,000
261	Telephone Charges	-	550	550
263	Postage	186	500	500
264	Printing and Copying	675	800	800
273	Fleet Lease - Operating and Maintenance	1,192	2,084	2,184
	<i>Subtotal</i>	<i>7,381</i>	<i>10,275</i>	<i>10,382</i>
	<b>SERVICE TOTAL</b>	<b>\$287,791</b>	<b>\$300,485</b>	<b>\$309,347</b>



# Community Services Department

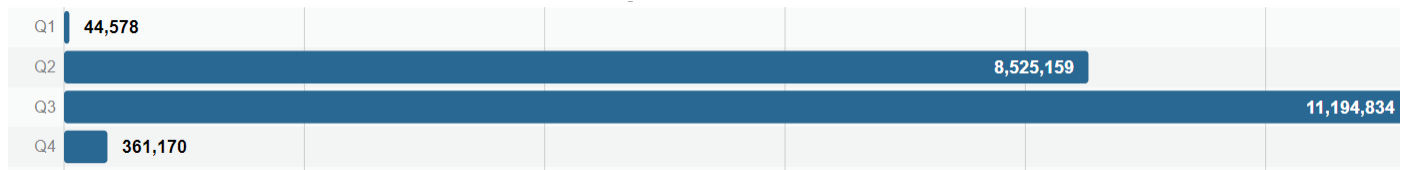
## \$23,261,966 117.76 FTE





COMMUNITY SERVICES

**Resource Alignment 2019 Proposed Budget - \$20,125,740**



**Q1 Programs - \$44,578**

Landscape and hardscape maintenance for parks, greenways, rights-of-way, and City facilities 44,578

**Q2 Programs - \$8,525,159**

Recreation Center - Programs, Events and Services	1,674,270
Human Service Agency Contracts	1,391,211
Aquatics - Centennial Pool - Programs and Services	451,497
Memorial Building - General Programs Operation/Repair and Maintenance	405,003
Flood Related Work	336,894
Youth Development	334,664
Recreation Center - Operation/Repair and Maintenance	303,262
Museum Auditorium & Atrium	278,946
Aquatics - Sunset Pool - Programs, Events and Services	272,082
Conflict Resolution Facilitation Direct services to the Community	259,993
Temporary Exhibitions	258,097
Memorial Building - General Programs - Contracted	252,088
Community Problem Solving (Gang Response & Intervention) and Violence Reduction	248,051
City Produced Special Events	205,777
Aquatics - Centennial Pool - Operation/Repair and Maintenance	199,509
Parking Enforcement	140,947
Family Success and Parenting	139,810
Memorial Building - General Programs - In-house	133,777
Aquatics - Sunset Pool - Operation/Repair and Maintenance	128,014
Leadership & Supervision	126,278
Museum Events	115,777
CYF Administration / Youth Center / Meeker Center Management	109,881
Rewind	94,867
Neighborhood Group Leaders Association	76,787
Permanent Public Art Installations	75,137
Museum Permanent Collection	59,971
Portal Gallery Exhibitions	54,414
Outdoor Program	54,194
Permanent Exhibition	49,704
Caregiver Information, Education, & Support	48,653
Educational Programs	43,261
Neighborhood Improvement Grants	28,294
Cultural Competency	27,733
Boards & Commissions Support	26,364
Art on the Move	24,616
Translations/Interpretation	20,784
Public Art Maintenance and Conservation	19,451
Early Childhood Collaboration and Alignment	19,221
Community-based Artwork	11,007

## COMMUNITY SERVICES, continued

Public Art Outreach and Education	9,636
Neighborhood Activity Grants	8,927
Special Projects	6,310
<b>Q3 Programs - \$11,194,834</b>	
Adult Collection	1,691,161
Rental Housing Programs	899,423
Children/Teen Collection	795,524
Home Ownership Programs	574,814
Recreation & Leisure	347,014
Home Buyer Programs	346,278
Senior Center Management	297,232
Homeless Assistance Programs	295,329
Adult Reference Assistance	275,871
Ute Creek Golf Course - Turf Maintenance and Irrigation	266,145
Athletics - Adults	252,976
Twin Peaks Golf Course - Turf Maintenance and Irrigation	248,640
Collaborative Service Coordination-Community	240,859
Basic Needs Information, Referral, & Assistance	228,694
Adult Programs	210,273
Counseling	206,854
Sunset Golf Course - Turf Maintenance and Irrigation	191,351
Summer Camps	188,159
Ute Creek Golf Course - Building and Equipment Maintenance	175,638
Reactive Public Information Media Relations	173,116
Children/Teen Programs	166,136
Seasonal Ice Rink	165,020
Athletics - Youth	164,137
Twin Peaks Golf Course - Building and Equipment Maintenance	153,682
Athletics - Rentals	147,553
Health & Physical Wellbeing	134,946
Children/Teen Outreach	126,345
Children/Teen Reference Assistance	123,407
Adult Computer Lab	112,921
Field Maintenance - Garden Acres	110,279
Field Maintenance - Off Seasonal	103,500
Volunteer Management	100,596
City Produced Special Events Public Information Sponsorship and Support	92,252
Dia de los Muertos	91,518
Sunset Golf Course - Building and Equipment Maintenance	86,233
Collaborative Service Coordination-Internal	80,846
Field Maintenance - Clark Park	73,185
Educational Programs	63,163
Youth Programs - Intramurals	61,741
Discovery Days	59,281
Therapeutics - Recreation Programs	57,464
Proactive Public Information, Education and Marketing	55,422
Field Maintenance - Sandstone Ranch	53,180
Museum Archives	52,514
Childrens and Teens Computer Lab	51,580
Adult Outreach	51,022
Counseling	49,308



## COMMUNITY SERVICES, continued

Memorial Building - General Programs - Rentals	49,234
Aquatics - Kanemoto Pool - Operation/Repair and Maintenance	42,105
Aquatics - Roosevelt Pool - Operation//Repair and Maintenance	42,036
Proactive Public Information, Education and Marketing	40,043
Aquatics - Kanemoto Pool - Programs, Events and Services	36,966
Aquatics - Centennial Pool - Special Events	35,711
Aquatics - Roosevelt Pool - Programs, Events and Services	35,495
Aquatics - Sunset Pool - Rentals	34,547
Meeting Rooms	32,728
Resource Referral & Education	29,328
Recreation Center - Rentals	29,186
Boards & Commissions Support	25,833
Aquatics - Centennial Pool - Rentals	23,424
Internal Support for Conflict Resolution Facilitation and Community Involvement	23,294
Facility and Grounds Maintenance	23,222
Summer Concert Series	22,812
Ute Creek Golf Course - Golf and Clubhouse Operations	20,803
Twin Peaks Golf Course - Golf and Clubhouse Operations	18,926
Sunset Golf Course - Golf and Clubhouse Operations	15,294
Boards & Commissions Support	13,227
City Produced Special Events	11,954
Leadership & Homeowners Association Training	11,431
Summer Concert Series	11,346
Field Maintenance - Neighborhood Parks - Athletic Activity Preparations	11,260
Boards & Commissions Support	10,812
Recreation Center - Support of Union Reservoir Swim Beach and Events	10,718
Volunteer Parking Patrol	10,633
Discover Neighbor, Discover Home Grants	8,363
Genesis	7,549
Community Special Events	5,166
Boards & Commissions Support	3,459
Community Investment Programs	2,958
Outdoor Programs - Outdoor Programs and Adventure Camps	2,389
<b>Q4 Programs - \$361,170</b>	
Proactive Public Information, Education and Marketing	114,156
Concessions - Sunset Pool	68,284
Facility Event Rentals	61,141
Homebound Service	33,986
Clubs	28,456
Senior Led Activities	28,035
Museum Store	20,000
City Meetings Special events	4,154
Economic Development Programs	2,958



## Community Services Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	9,126,520	10,090,319	10,275,687
Operating and Maintenance	4,139,048	4,370,329	4,506,846
Non-Operating	876,371	1,159,815	1,106,543
Capital	20,195	84,056	83,059
<b>TOTAL</b>	<b>\$ 14,162,134</b>	<b>\$ 15,704,519</b>	<b>\$ 15,972,135</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	484,466	458,045	530,029
Operating and Maintenance	1,365,641	1,573,574	1,545,590
Non-Operating	876,371	1,159,815	1,106,543
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 2,726,478</b>	<b>\$ 3,191,434</b>	<b>\$ 3,182,162</b>

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.

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**SERVICE: Community Services Director**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Director of Community Services	1.00	1.00	1.00
Community Services Project Coordinator	0.00	1.00	1.00
Public Relations and Marketing Specialist	0.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	187,893	346,073	355,111
112	Temporary Wages	229,304	-	58,700
114	Skill Based Pay	69	-	-
121	Wages - Overtime	805	2,589	2,589
123	Leave Expense	456	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	1,704	1,600	1,600
128	FICA	3,226	-	-
129	Medicare	3,169	5,000	5,129
131	MOPC	9,181	17,238	17,690
132	Employee Insurance	32,278	55,163	58,231
133	Employee Retirement	13,259	26,548	27,242
135	Compensation Insurance	140	118	191
136	Unemployment Insurance	367	416	246
137	Staff Training and Conferences	550	2,500	2,500
142	Food Allowance	2,062	800	800
	<i>Subtotal</i>	<i>484,466</i>	<i>458,045</i>	<i>530,029</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	6,063	1,670	1,070
216	Reference Books and Materials	-	159	159
217	Dues and Subscriptions	83	50	50
218	Non-Capital Equipment and Furniture	51,229	8,006	5,000
229	Materials and Supplies	-	200	-
232	Building Repair and Maintenance	5,164	50,000	10,000
240	Equipment Repair and Maintenance	-	5,140	5,140
243	Non-Capital Computer Equipment and Supplies	-	4,555	1,600
245	Mileage Allowance	2,400	2,400	2,400
246	Liability Insurance	293	295	536
249	Operating Leases and Rentals	662	670	670
250	Professional and Contracted Services	133,066	135,860	158,660
252	Ads and Legal Notices	325	-	-
261	Telephone Charges	-	420	420
263	Postage	503	853	853
264	Printing and Copying	1,550	872	872
269	Other Services and Charges	92,104	100,750	51,950
	<i>Subtotal</i>	<i>293,441</i>	<i>311,900</i>	<i>239,380</i>
<b>Non-Operating Expense</b>				
970	Transfers To Other Funds	776,371	1,159,815	1,106,543
	<i>Subtotal</i>	<i>776,371</i>	<i>1,159,815</i>	<i>1,106,543</i>
	<b>SERVICE TOTAL</b>	<b>\$1,554,278</b>	<b>\$1,929,760</b>	<b>\$1,875,952</b>

## 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

<b>Operating and Maintenance</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
250	Professional and Contracted Services	1,072,200	1,261,674	1,306,210
	<i>Subtotal</i>	<i>1,072,200</i>	<i>1,261,674</i>	<i>1,306,210</i>
<b>Non-Operating Expense</b>				
970	Transfers To Other Funds	100,000	-	-
	<i>Subtotal</i>	<i>100,000</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>		<b>\$1,172,200</b>	<b>\$1,261,674</b>	<b>\$1,306,210</b>



## Community and Neighborhood Resources Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	477,617	533,468	540,614
Operating and Maintenance	32,992	81,448	112,227
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 510,609</b>	<b>\$ 614,916</b>	<b>\$ 652,841</b>

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

## Service: **Community and Neighborhood Response**

**FUND: General Fund**

**DEPARTMENT: Community Services**

**Service Description:**

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

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

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

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

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**SERVICE:** Community and Neighborhood Response

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	239,971	278,291	283,545
114	Skill Based Pay	3,302	2,100	-
123	Leave Expense	5,282	-	-
126	Retirement Health Savings Plan	1,000	1,400	1,400
129	Medicare	3,075	4,065	4,111
131	MOPC	12,428	14,020	14,177
132	Employee Insurance	42,807	44,527	46,240
133	Employee Retirement	17,948	21,590	21,833
135	Compensation Insurance	1,265	1,144	1,026
136	Unemployment Insurance	487	195	197
137	Staff Training and Conferences	1,650	1,400	1,400
142	Food Allowance	379	500	500
	<i>Subtotal</i>	<i>329,595</i>	<i>369,232</i>	<i>374,429</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	10,661	21,600	21,600
218	Non-Capital Equipment and Furniture	-	350	2,220
245	Mileage Allowance	586	1,850	1,850
246	Liability Insurance	1,654	1,740	1,562
250	Professional and Contracted Services	2,500	3,500	28,500
263	Postage	12	-	-
	<i>Subtotal</i>	<i>15,413</i>	<i>29,040</i>	<i>55,732</i>
	<b>SERVICE TOTAL</b>	<b>\$345,008</b>	<b>\$398,272</b>	<b>\$430,161</b>

## 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.

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**SERVICE:** Community and Neighborhood Support Services

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	42,949	49,575	51,163
112	Wages - Temporary	585	1,930	1,930
114	Skill Based Pay	1,200	1,200	-
121	Overtime Pay	32	-	-
123	Leave Expense	1,836	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	120	120
129	Medicare	524	764	769
131	MOPC	2,299	2,539	2,558
132	Employee Insurance	7,652	7,932	8,244
133	Employee Retirement	3,320	3,909	3,939
135	Compensation Insurance	2,125	2,558	1,072
136	Unemployment Insurance	87	35	35
137	Staff Training and Conferences	2,135	1,400	1,400
142	Food Allowance	1,033	2,100	2,100
	<i>Subtotal</i>	<i>66,179</i>	<i>74,462</i>	<i>73,730</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	3,200	3,200
216	Reference Books and Materials	600	1,300	1,300
217	Dues and Subscriptions	802	911	911
218	Non-Capital Equipment and Furniture	1,923	248	3,988
230	Printing and Copier Supplies	-	-	-
240	Equipment Repair and Maintenance	-	150	150
246	Liability Insurance	581	486	492
249	Operating Leases and Rentals	2,635	4,765	4,765
250	Professional Contracted Services	247	-	-
252	Advertising and Legal Notices	-	332	332
263	<i>Postage</i>	<i>245</i>	<i>3,215</i>	<i>3,215</i>
264	Printing and Copying	2,877	4,248	4,248
	<i>Subtotal</i>	<i>9,911</i>	<i>18,855</i>	<i>22,601</i>
	<b>SERVICE TOTAL</b>	<b>\$76,090</b>	<b>\$93,317</b>	<b>\$96,331</b>

## 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 Disability Parking Patrol volunteers.

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**SERVICE:** Parking Enforcement

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Parking Enforcement Officer	1.50	1.50	1.50
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

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**Service: Parking Enforcement****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	58,054	66,801	67,323
121	Overtime Pay	55	-	-
123	Leave Expense	2,006	-	-
126	Retirement Health Savings Plan	400	600	600
129	Medicare	715	969	976
131	MOPC	3,003	3,340	3,366
132	Employee Insurance	10,858	10,688	11,108
133	Employee Retirement	4,339	5,144	5,184
135	Compensation Insurance	937	335	2,001
136	Unemployment Insurance	124	47	47
137	Staff Training and Conferences	-	300	300
141	Uniforms and Protective Clothing	1,078	1,100	1,100
142	Food Allowance	274	450	450
	<i>Subtotal</i>	<i>81,843</i>	<i>89,774</i>	<i>92,455</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,826	2,620	2,620
217	Dues and Subscriptions	2,109	12,075	12,075
218	Non-Capital Equipment and Furniture	-	6,100	3,800
240	Equipment Repair and Maintenance	-	1,900	2,900
245	Mileage Allowance	554	1,600	1,600
246	Liability Insurance	98	663	535
250	Professional and Contracted Services	219	-	-
261	Telephone Charges	1,223	-	2,300
263	Postage	836	1,150	1,150
264	Printing and Copying	802	900	900
273	Fleet Lease Operating and Maintenance	-	6,545	6,014
	<i>Subtotal</i>	<i>7,667</i>	<i>33,553</i>	<i>33,894</i>
	<b>SERVICE TOTAL</b>	<b>\$89,511</b>	<b>\$123,327</b>	<b>\$126,349</b>





## Library Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	2,693,602	2,855,079	2,874,699
Operating and Maintenance	685,501	732,411	752,834
Non-Operating	-	-	-
Capital	20,195	-	-
<b>TOTAL</b>	<b>\$ 3,399,298</b>	<b>\$ 3,587,490</b>	<b>\$ 3,627,533</b>

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.

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**SERVICE:** Library Administration

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Library Director	1.00	1.00	1.00
Customer Services Assistant	0.50	0.50	0.00
Library Marketing Generalist	0.00	0.00	0.75
Marketing Coordinator	0.75	0.75	0.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50
<b>Total</b>	<b>3.75</b>	<b>3.75</b>	<b>3.25</b>

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**Service: Library Administration****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	253,461	261,364	246,223
112	Wages - Temporary	22,476	41,930	91,425
115	One Time Payment	1,059	-	-
121	Wages - Overtime	4,456	5,000	5,000
122	Longevity Compensation	2,340	2,400	2,460
123	Leave Expense	7,060	-	-
126	Retirement Health Savings Plan	2,425	1,500	1,300
128	FICA	1,394	90	6,129
129	Medicare	3,084	3,092	4,279
131	MOPC	13,449	13,068	12,311
132	Employee Insurance	41,641	41,818	40,627
133	Employee Retirement	19,419	20,125	18,958
135	Compensation Insurance	494	441	424
136	Unemployment Insurance	474	183	172
137	Staff Training and Conferences	2,051	6,369	6,369
141	Uniforms and Protective Clothing	331	100	100
	<i>Subtotal</i>	<i>375,613</i>	<i>397,480</i>	<i>435,777</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	33,371	34,786	34,786
217	Dues and Subscriptions	2,486	700	700
218	Non-Capital Equipment and Furniture	34,316	1,000	9,000
232	Building Repair and Maintenance	3,198	-	-
240	Equipment Repair and Maintenance	-	6,000	6,000
245	Mileage Allowance	59	32	32
246	Liability Insurance	379	752	905
247	Safety Expenses	234	2,500	2,500
249	Operating Leases and Rentals	-	4,640	4,640
250	Professional and Contracted Services	38,959	31,650	31,650
261	Telephone Charges	1,306	900	900
263	Postage	114	350	350
264	Printing and Copying	-	500	500
269	Other Services and Charges	107	500	500
	<i>Subtotal</i>	<i>114,528</i>	<i>84,310</i>	<i>92,463</i>
	<b>SERVICE TOTAL</b>	<b>\$490,141</b>	<b>\$481,790</b>	<b>\$528,240</b>

## 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.

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**SERVICE:** Adult Services

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	2.00
<b>Total</b>	<b>8.25</b>	<b>8.25</b>	<b>8.50</b>

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**Service: Adult Services****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	456,287	478,488	495,080
112	Wages - Temporary	55,539	60,010	56,441
114	Skill Based Pay	245	225	-
115	One Time Payment	1,208	-	-
122	Longevity Compensation	2,280	2,340	-
123	Leave Expense	15,788	-	-
126	Retirement Health Savings Plan	11,815	3,300	3,400
128	FICA	3,494	3,721	3,499
129	Medicare	5,823	7,025	7,996
131	MOPC	22,863	23,935	24,754
132	Employee Insurance	77,378	76,558	81,660
133	Employee Retirement	33,009	36,861	38,120
135	Compensation Insurance	731	626	1,702
136	Unemployment Insurance	880	335	346
	<i>Subtotal</i>	<i>687,339</i>	<i>693,424</i>	<i>712,998</i>
<b>Operating and Maintenance</b>				
209	Ebooks/Eaudiobooks	46,813	36,000	-
210	Office Supplies	75	-	-
211	Adult Books	161,149	182,550	218,550
213	Periodicals	16,006	18,050	18,050
214	Pamphlets and Documents	100	-	-
215	Audiovisual Materials	46,007	51,500	51,500
216	Reference Books and Materials	12,405	-	-
240	Equipment Repair and Maintenance	895	-	-
245	Mileage Allowance	347	450	450
246	Liability Insurance	816	797	827
250	Professional and Contracted Services	503	6,450	6,450
263	Postage	-	300	300
269	Other Services and Charges	49,798	72,060	72,060
	<i>Subtotal</i>	<i>334,914</i>	<i>368,157</i>	<i>368,187</i>
	<b>SERVICE TOTAL</b>	<b>\$1,022,253</b>	<b>\$1,061,581</b>	<b>\$1,081,185</b>

## 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.

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

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Librarian II	1.00	1.00	1.00
Librarian I	3.25	2.75	2.75
Library Technician	0.60	0.50	0.50
<b>Total</b>	<b>4.85</b>	<b>4.25</b>	<b>4.25</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	279,842	264,110	268,862
112 Wages - Temporary	33,419	19,789	19,789
114 Skill Based Pay	1,040	900	-
115 One Time Payment	998	-	-
123 Leave Expense	7,907	-	-
126 Retirement Health Savings Plan	1,812	1,700	1,701
128 FICA	1,997	1,227	1,227
129 Medicare	3,802	4,130	4,187
131 MOPC	13,643	13,251	13,443
132 Employee Insurance	42,574	42,258	44,252
133 Employee Retirement	19,699	20,405	20,702
135 Compensation Insurance	530	189	2,122
136 Unemployment Insurance	484	185	188
<i>Subtotal</i>	<i>407,747</i>	<i>368,144</i>	<i>376,473</i>
<b>Operating and Maintenance</b>			
209 Ebooks/Eaudiobooks	9,867	7,325	-
210 Office Supplies	11,220	9,000	9,000
212 Children's Books	51,617	62,857	70,182
213 Periodicals	1,292	2,000	2,000
215 Audiovisual Materials	8,778	13,165	13,165
245 Mileage Allowance	24	230	230
246 Liability Insurance	473	473	436
250 Professional Contracted Services	250	2,000	2,000
264 Printing and Copying	-	1,700	1,700
269 Other Services and Charges	622	1,200	1,200
<i>Subtotal</i>	<i>84,143</i>	<i>99,950</i>	<i>99,913</i>
<b>SERVICE TOTAL</b>	<b>\$491,890</b>	<b>\$468,094</b>	<b>\$476,386</b>

## 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.

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**SERVICE: Circulation**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Circulation Desk Manager	1.00	1.00	1.00
Senior Library Technician	1.00	1.00	1.00
Library Technician	0.00	0.75	0.75
Library Assistant	5.90	6.21	3.46
Library Page	4.50	4.50	5.75
<b>Total</b>	<b>12.40</b>	<b>13.46</b>	<b>11.96</b>

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**Service: Circulation****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	415,794	523,378	480,046
112	Wages - Temporary	106,276	131,556	131,556
114	Skill Based Pay	2,082	2,100	-
115	One Time Payment	1,876	-	-
122	Longevity Compensation	2,100	2,160	2,220
123	Leave Expense	13,494	-	-
126	Retirement Health Savings Plan	5,911	5,384	4,785
128	FICA	6,609	6,880	8,156
129	Medicare	6,602	8,383	8,014
131	MOPC	23,182	26,274	23,988
132	Employee Insurance	78,967	83,741	78,813
133	Employee Retirement	33,478	40,462	36,941
135	Compensation Insurance	746	2,299	1,805
136	Unemployment Insurance	898	366	334
	<i>Subtotal</i>	<i>698,015</i>	<i>832,983</i>	<i>776,658</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	6,966	2,900	2,900
218	Non-Capital Equipment and Furniture	-	2,300	2,300
245	Mileage Allowance	-	32	32
246	Liability Insurance	801	824	1,006
250	Professional Contracted Services	7,144	10,000	10,000
263	Postage	586	1,800	1,800
	<i>Subtotal</i>	<i>15,497</i>	<i>17,856</i>	<i>18,038</i>
	<b>SERVICE TOTAL</b>	<b>\$713,513</b>	<b>\$850,839</b>	<b>\$794,696</b>

## 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.

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**SERVICE: Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Librarian II	1.00	1.00	1.00
Device Specialist	1.00	1.00	1.00
Senior Library Tech	0.75	0.75	0.75
Library Technician	3.10	3.50	3.50
Library Assistant	1.35	1.29	1.29
Library Page	0.50	0.50	0.50
<b>Total</b>	<b>7.70</b>	<b>8.04</b>	<b>8.04</b>

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**Service: Technical Services****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	372,855	409,260	416,749
112	Wages - Temporary	10,315	22,851	22,851
114	Skill Based Pay	1,721	1,800	-
115	One Time Payment	1,062	-	-
123	Leave Expense	18,002	-	-
126	Retirement Health Savings Plan	3,386	3,216	3,214
128	FICA	450	1,417	1,417
129	Medicare	4,774	6,291	6,374
131	MOPC	18,904	20,553	20,837
132	Employee Insurance	65,089	65,482	68,502
133	Employee Retirement	27,296	31,652	32,088
135	Compensation Insurance	294	239	472
136	Unemployment Insurance	740	287	289
	<i>Subtotal</i>	<i>524,888</i>	<i>563,048</i>	<i>572,793</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	34,440	34,440
217	Dues and Subscriptions	-	9,235	9,235
240	Equipment Repair and Maintenance	102,304	100,866	112,894
243	Non-Capital Computer Equipment and Supplies	18,271	-	-
246	Liability Insurance	612	597	664
263	Postage	2,203	3,000	3,000
264	Printing and Copying	2,879	3,000	3,000
269	Other Services and Charges	10,150	11,000	11,000
	<i>Subtotal</i>	<i>136,419</i>	<i>162,138</i>	<i>174,233</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	20,195	-	-
	<i>Subtotal</i>	<i>20,195</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$681,502</b>	<b>\$725,186</b>	<b>\$747,026</b>



## Museum Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	785,117	857,607	845,187
Operating and Maintenance	224,785	247,180	247,131
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,009,901</b>	<b>\$ 1,104,787</b>	<b>\$ 1,092,318</b>

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.

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**SERVICE:** Museum Division

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Museum Director	1.00	1.00	1.00
Museum Curator	3.00	3.00	3.00
Assistant Museum Curator	0.60	0.75	0.75
Executive Assistant	1.00	1.00	1.00
Registrar	0.50	0.50	0.50
Fund Dev & Marketing Spec	0.75	0.75	0.75
Visitor Services Manager	1.00	0.50	0.50
<b>Total</b>	<b>7.85</b>	<b>7.50</b>	<b>7.50</b>

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**Service: Museum Division****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	440,117	472,243	481,248
112	Wages - Temporary	52,555	70,415	46,548
115	One Time Payment	6,556	-	-
121	Wages - Overtime	191	1,185	1,185
123	Leave Expense	13,696	-	-
126	Retirement Health Savings Plan	12,270	3,000	2,941
128	FICA	3,213	4,366	2,886
129	Medicare	6,444	7,859	7,654
131	MOPC	22,606	23,613	24,063
132	Employee Insurance	78,349	75,559	79,405
133	Employee Retirement	32,625	36,362	37,055
135	Compensation Insurance	21,542	10,722	2,287
136	Unemployment Insurance	891	339	335
137	Staff Training and Conferences	2,642	4,000	5,200
	<i>Subtotal</i>	<i>693,697</i>	<i>709,663</i>	<i>690,807</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	22,277	27,274	29,564
216	Reference Books and Materials	159	200	335
217	Dues and Subscriptions	8,541	4,013	7,091
218	Non-Capital Equipment and Furniture	4,297	2,150	6,350
225	Freight	945	2,215	-
232	Building Repair and Maintenance	3,052	-	-
240	Equipment Repair and Maintenance	-	3,958	13,932
245	Mileage Allowance	633	500	700
246	Liability Insurance	980	999	1,172
247	Safety Expenses	-	-	2,020
249	Operating Leases and Rentals	82,748	63,203	975
250	Professional and Contracted Services	4,826	35,845	22,394
252	Ads and Legal Notices	7,879	500	18,292
261	Telephone Charges	378	240	362
263	Postage	1,735	4,415	4,415
264	Printing and Copying	10,325	8,843	38,728
269	Other Services and Charges	1,106	150	1,626
	<i>Subtotal</i>	<i>149,881</i>	<i>154,505</i>	<i>147,956</i>
	<b>SERVICE TOTAL</b>	<b>\$843,578</b>	<b>\$864,168</b>	<b>\$838,763</b>

## 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.

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**SERVICE: Museum Auditorium**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Auditorium and Event Manager	1.00	1.00	1.00
Visitor Services Manager	0.00	0.50	0.50
<b>Total</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>

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**Service: Museum Auditorium****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	60,234	90,140	92,858
112 Temporary Wages	11,479	25,039	25,490
121 Overtime Wages	-	4,889	4,889
123 Leave Expense	297	-	-
126 Retirement Health Savings Plan	400	600	600
128 FICA	467	-	1,580
129 Medicare	889	1,307	1,717
131 MOPC	3,027	4,507	4,643
132 Employee Insurance	10,098	14,422	15,322
133 Employee Retirement	4,370	6,941	7,150
135 Compensation Insurance	44	36	66
136 Unemployment Insurance	115	63	65
<i>Subtotal</i>	<i>91,420</i>	<i>147,944</i>	<i>154,380</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	2,058	2,300	2,300
218 Non Capital Equipment and Furniture	259	-	-
224 Resale Merchandise	11,447	16,000	20,000
243 Non-Capital Computer Equipment and Supplies	-	-	-
245 Mileage Allowance	93	-	-
249 Operating Leases and Rentals	7,484	8,000	8,000
250 Professional and Contracted Services	13,354	21,550	24,050
252 Ads and Legal Notices	262	650	650
256 Refunds	31,471	35,500	35,500
259 Licenses and Permits	825	675	675
263 Postage	2,073	2,000	2,000
264 Printing and Copying	5,541	6,000	6,000
269 Other Services and Charges	39	-	-
<i>Subtotal</i>	<i>74,903</i>	<i>92,675</i>	<i>99,175</i>
<b>SERVICE TOTAL</b>	<b>\$166,323</b>	<b>\$240,619</b>	<b>\$253,555</b>



## Recreation and Golf Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	3,433,877	3,954,602	4,021,717
Operating and Maintenance	1,622,041	1,511,790	1,573,851
Non-Operating	-	-	-
Capital	-	84,056	83,059
<b>TOTAL</b>	<b>\$ 5,055,918</b>	<b>\$ 5,550,448</b>	<b>\$ 5,678,627</b>

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.

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**SERVICE:** Recreation Administration

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation & Golf Manager	1.00	1.00	0.60
Recreation Program Supervisor	0.50	0.10	0.10
Marketing Coordinator	0.00	0.25	0.25
<b>Total</b>	<b>1.50</b>	<b>1.35</b>	<b>0.95</b>

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**Service: Recreation Administration****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	155,068	133,461	93,548
112	Wages - Temporary	32,667	36,120	32,306
121	Wages - Overtime	28	200	200
123	Leave Expense	3,225	-	-
126	Retirement Health Savings Plan	1,358	540	380
128	FICA	2,096	1,702	1,858
129	Medicare	2,464	2,333	1,792
131	MOPC	7,915	6,673	4,677
132	Employee Insurance	23,719	21,354	15,436
133	Employee Retirement	11,428	10,277	7,204
135	Compensation Insurance	118	101	93
136	Unemployment Insurance	270	94	65
137	Staff Training and Conferences	3,924	4,600	4,600
141	Uniforms and Protective Clothing	556	850	850
142	Food Allowance	211	500	500
	<i>Subtotal</i>	<i>245,046</i>	<i>218,805</i>	<i>163,509</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	6,611	22,962	22,962
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	4,637	660	660
218	Non-Capital Equipment and Furniture	7,212	300	300
240	Equipment Repair and Maintenance	14,086	21,315	21,315
245	Mileage Allowance	1,062	2,937	2,937
246	Liability Insurance	246	253	261
247	Safety Expenses	27	296	296
249	Operating Leases and Rentals	4,917	1,900	1,900
250	Professional and Contracted Services	19,051	3,000	11,952
252	Advertising and Legal Notices	818	2,000	2,000
261	Telephone Charges	5,463	3,540	3,540
263	Postage	19,921	39,125	39,125
264	Printing and Copying	21,175	28,774	28,774
269	Other Services and Charges	77,910	58,941	85,941
276	Scholarships	(241)	-	-
	<i>Subtotal</i>	<i>182,894</i>	<i>186,053</i>	<i>222,013</i>
<b>Non-Operating Expense</b>				
970	Transfers To Other Funds	-	84,056	83,059
	<i>Subtotal</i>	<i>-</i>	<i>84,056</i>	<i>83,059</i>
	<b>SERVICE TOTAL</b>	<b>\$427,940</b>	<b>\$488,914</b>	<b>\$468,581</b>

## 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.

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**SERVICE:** Recreation Center

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.35	1.10	1.10
Recreation Program Coordinator	1.00	0.80	0.80
Recreation Specialist	0.20	0.00	0.00
Aquatics Specialist	0.00	0.00	0.00
Pool Technician	0.35	0.35	0.35
Fitness Specialist	0.75	0.75	0.75
Swim Lesson Specialist	0.75	0.50	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
<b>Total</b>	<b>8.90</b>	<b>9.00</b>	<b>9.00</b>

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**Service: Recreation Center****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	397,487	459,918	466,742
112 Wages - Temporary	692,833	740,485	788,466
114 Skill Based Pay	300	300	-
115 One Time Payment	825	-	-
121 Wages - Overtime	1,219	1,000	1,000
123 Leave Expense	3	-	-
124 Skill Based Overtime Pay	13,253	-	-
126 Retirement Health Savings Plan	11,751	3,600	3,601
128 FICA	42,061	38,705	45,910
129 Medicare	14,928	15,725	17,502
131 MOPC	20,225	23,011	23,338
132 Employee Insurance	70,913	73,587	76,964
133 Employee Retirement	29,199	35,437	35,940
135 Compensation Insurance	43,695	42,498	35,405
136 Unemployment Insurance	807	322	328
141 Uniforms and Protective Clothing	4,602	3,800	3,800
<i>Subtotal</i>	<i>1,344,099</i>	<i>1,438,388</i>	<i>1,498,996</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	26,737	26,737
217 Dues and Subscriptions	3,235	1,315	1,315
218 Non-Capital Equipment and Furniture	5,102	9,000	9,000
222 Chemicals	28,184	29,605	29,605
224 Resale Merchandise	11,974	8,000	8,000
228 Janitorial Supplies	28,853	-	-
232 Building Repair and Maintenance	23,447	-	-
240 Equipment Repair and Maintenance	-	29,734	29,734
245 Mileage Allowance	312	600	600
246 Liability Insurance	3,855	3,034	4,393
247 Safety Expenses	1,805	1,500	1,500
249 Operating Leases and Rentals	3,462	1,700	1,700
250 Professional and Contracted Services	25,491	31,650	31,650
252 Advertising and Legal Notices	-	2,000	2,000
260 Utilities	185,505	173,116	173,116
263 Postage	52	6,500	6,500
264 Printing and Copying	8,580	9,481	9,481
269 Other Services and Charges	-	1,200	1,200
<i>Subtotal</i>	<i>329,856</i>	<i>335,172</i>	<i>336,531</i>
<b>SERVICE TOTAL</b>	<b>\$1,673,956</b>	<b>\$1,773,560</b>	<b>\$1,835,527</b>

## 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.

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**SERVICE:** Athletics and Team Sports

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Program Supervisor	0.60	0.80	0.60
Recreation Program Coordinator	0.80	0.60	0.80
<b>Total</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	79,592	85,341	87,390
112 Wages - Temporary	163,387	213,028	226,859
115 One Time Payment	4	-	-
121 Wages - Overtime	348	-	-
123 Leave Expense	2,018	-	-
126 Retirement Health Savings Plan	1,022	560	560
128 FICA	10,014	11,215	13,208
129 Medicare	3,341	3,860	4,356
131 MOPC	4,027	4,267	4,369
132 Employee Insurance	13,875	13,654	14,420
133 Employee Retirement	5,808	6,571	6,730
135 Compensation Insurance	35,896	21,222	5,579
136 Unemployment Insurance	158	60	62
141 Uniforms and Protective Clothing	971	900	900
<i>Subtotal</i>	<i>320,461</i>	<i>360,678</i>	<i>364,433</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	49,613	26,406	26,406
217 Dues and Subscriptions	94	345	345
218 Non-Capital Equipment and Furniture	2,066	700	700
233 Facility Repair and Maintenance	24	-	-
240 Equipment Repair and Maintenance	-	500	500
245 Mileage Allowance	900	500	500
246 Liability Insurance	2,231	2,507	2,353
247 Safety Expenses	1,097	500	500
250 Professional and Contracted Services	38,814	30,650	30,650
260 Utilities	76,988	79,599	79,599
263 Postage	-	850	850
264 Printing and Copying	185	900	900
269 Other Services and Charges	219	5,000	5,000
<i>Subtotal</i>	<i>172,232</i>	<i>148,457</i>	<i>148,303</i>
<b>SERVICE TOTAL</b>	<b>\$492,694</b>	<b>\$509,135</b>	<b>\$512,736</b>

## 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.

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**SERVICE:** Aquatics

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Aquatics Supervisor	0.00	0.00	0.00
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Coordinator	0.90	1.40	1.40
Recreation Program Supervisor	1.10	0.60	0.60
Recreation Specialist	0.00	0.00	0.00
Aquatics Specialist	0.00	0.00	0.00
Swim Lesson Specialist	0.00	0.25	0.25
Head Lifeguard	0.25	0.00	0.00
Pool Technician	0.65	0.65	0.65
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>4.90</b>	<b>4.90</b>	<b>4.90</b>

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**Service: Aquatics****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	270,287	289,794	295,821
112 Wages - Temporary	281,562	386,298	411,222
114 Skill-based Pay	1,200	1,200	-
121 Wages - Overtime	1,304	200	200
122 Longevity Compensation	1,800	1,860	1,920
123 Leave Expense	4,428	-	-
124 Skill Based Overtime Pay	14	-	-
126 Retirement Health Savings Plan	2,955	1,960	1,959
128 FICA	19,169	21,353	23,950
129 Medicare	7,951	9,213	9,890
131 MOPC	13,770	14,550	14,791
132 Employee Insurance	47,529	46,367	48,614
133 Employee Retirement	19,884	22,406	22,779
135 Compensation Insurance	27,196	40,750	50,679
136 Unemployment Insurance	541	203	207
141 Uniforms and Protective Clothing	573	700	700
<i>Subtotal</i>	<i>700,164</i>	<i>836,854</i>	<i>882,732</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	20,384	36,011	36,011
217 Dues and Subscriptions	3,873	2,990	2,990
218 Non-Capital Equipment and Furniture	2,711	1,900	1,900
222 Chemicals	32,336	43,675	43,675
224 Resale Merchandise	2,346	2,000	2,000
232 Building Repair and Maintenance	33,581	-	-
240 Equipment Repair and Maintenance	-	28,792	28,792
245 Mileage Allowance	61	-	-
246 Liability Insurance	24,195	25,252	11,091
247 Safety Expenses	1,231	1,180	1,180
249 Operating Leases and Rentals	2,329	-	-
250 Professional and Contracted Services	15,792	15,000	15,000
260 Utilities	84,680	88,017	88,017
263 Postage	44	240	240
264 Printing and Copying	230	1,000	1,000
269 Other Services and Charges	-	750	750
273 Fleet Lease - Operating and Maintenance	2,993	5,916	3,405
274 Fleet Lease - Replacement	5,110	5,305	5,305
<i>Subtotal</i>	<i>231,896</i>	<i>258,028</i>	<i>241,356</i>
<b>SERVICE TOTAL</b>	<b>\$932,060</b>	<b>\$1,094,882</b>	<b>\$1,124,088</b>

## 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.

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**SERVICE: Concessions**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Specialist	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**Service: Concessions****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
112 Wages - Temporary	16,796	26,999	28,712
121 Wages - Overtime	-	400	400
128 FICA	1,161	1,440	1,674
129 Medicare	272	337	391
135 Compensation Insurance	820	598	498
141 Uniforms and Protective Clothing	-	100	100
<i>Subtotal</i>	<i>19,048</i>	<i>29,874</i>	<i>31,775</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	26,928	1,125	1,125
217 Dues and Subscriptions	100	-	-
218 Non-Capital Equipment and Furniture	-	250	250
224 Resale Merchandise	2,092	18,920	18,920
240 Equipment Repair and Maintenance	-	1,840	1,840
246 Liability Insurance	1,009	154	153
247 Safety Expenses	-	300	300
250 Professional Contracted Services	16	-	-
259 Licenses and Permits	235	-	-
260 Utilities	25,371	6,000	6,000
273 Fleet Lease - Operating and Maintenance	7,836	-	800
<i>Subtotal</i>	<i>63,587</i>	<i>28,589</i>	<i>29,388</i>
<b>SERVICE TOTAL</b>	<b>\$82,635</b>	<b>\$58,463</b>	<b>\$61,163</b>

## 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.

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**SERVICE: General Programs and Facilities**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Area Supervisor	0.60	0.60	0.00
Recreation Program Supervisor	0.20	0.35	0.35
Recreation Program Coordinator	1.90	1.90	1.90
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>3.70</b>	<b>3.85</b>	<b>3.25</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	184,734	223,385	182,163
112	Wages - Temporary	-	233,946	249,194
115	One Time Payment	5	-	-
121	Wages - Overtime	1,637	1,000	1,000
123	Leave Expense	7,325	-	-
126	Retirement Health Savings Plan	1,245	1,540	1,300
128	FICA	13,102	12,886	14,505
129	Medicare	5,312	6,253	6,034
131	MOPC	9,555	11,169	9,107
132	Employee Insurance	34,122	35,742	30,057
133	Employee Retirement	13,800	17,201	14,026
135	Compensation Insurance	33,959	9,582	8,396
136	Unemployment Insurance	388	156	128
141	Uniforms and Protective Clothing	204	500	500
	<i>Subtotal</i>	<i>305,389</i>	<i>553,360</i>	<i>516,410</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	8,301	12,116	12,116
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	383	100	100
218	Non-Capital Equipment and Furniture	216	1,605	1,605
224	Resale Merchandise	-	500	500
240	Equipment Repair and Maintenance	315	1,990	1,990
246	Liability Insurance	1,762	3,035	3,046
247	Safety Expenses	1,790	1,005	1,005
249	Operating Leases and Rentals	966	3,150	3,150
250	Professional and Contracted Services	211,692	166,000	166,000
252	Advertising and Legal Notices	571	250	250
259	Licenses and Permits	400	1,775	1,775
260	Utilities	35,206	54,018	54,018
261	Telephone Charges	252	84	84
263	Postage	92	2,595	2,595
264	Printing and Copying	265	1,300	1,300
269	Other Services and Charges	174	1,200	1,200
273	Fleet Lease - Operating and Maintenance	6,851	3,399	9,440
274	Fleet Lease - Replacement	25,184	22,424	18,691
	<i>Subtotal</i>	<i>294,419</i>	<i>276,746</i>	<i>279,065</i>
	<b>SERVICE TOTAL</b>	<b>\$599,809</b>	<b>\$830,106</b>	<b>\$795,475</b>

## 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**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
112	Wages - Temporary	3,541	1,417	1,417
121	Wages - Overtime	-	69	69
128	FICA	-	88	88
129	Medicare	-	21	21
135	Compensation Insurance	996	25	20
	<i>Subtotal</i>	<i>4,537</i>	<i>1,620</i>	<i>1,615</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	25,103	25,000	25,000
218	Non-Capital Equipment and Furniture	-	105	105
246	Liability Insurance	2	2	2
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	16,964	18,500	18,500
252	Advertising and Legal Notices	85	1,374	1,374
259	Licenses and Permits	-	350	350
263	Postage	48	380	380
264	Printing and Copying	125	500	500
	<i>Subtotal</i>	<i>42,327</i>	<i>46,611</i>	<i>46,611</i>
	<b>SERVICE TOTAL</b>	<b>\$46,864</b>	<b>\$48,231</b>	<b>\$48,226</b>

## 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.

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**SERVICE:** Recreation for Special Needs

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Program Coordinator	0.10	0.10	0.10
<b>Total</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	3,831	5,452	5,667
112 Wages - Temporary	41,818	36,676	39,003
121 Wages - Overtime	59	-	-
126 Retirement Health Savings Plan	-	40	40
128 FICA	1,344	1,620	2,274
129 Medicare	364	458	614
131 MOPC	186	273	283
132 Employee Insurance	886	872	935
133 Employee Retirement	269	420	436
135 Compensation Insurance	532	16,578	14,756
136 Unemployment Insurance	10	3	4
<i>Subtotal</i>	<i>49,300</i>	<i>62,392</i>	<i>64,012</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,568	300	300
217 Dues and Subscriptions	-	75	75
218 Non-Capital Equipment and Furniture	-	400	400
246 Liability Insurance	46	47	65
250 Professional and Contracted Services	15	100	100
263 Postage	-	75	75
264 Printing and Copying	-	60	60
<i>Subtotal</i>	<i>1,629</i>	<i>1,057</i>	<i>1,075</i>
<b>SERVICE TOTAL</b>	<b>\$50,929</b>	<b>\$63,449</b>	<b>\$65,087</b>

## 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.

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**SERVICE: Community Events**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Area Supervisor	0.30	0.30	1.00
<b>Total</b>	<b>0.30</b>	<b>0.30</b>	<b>1.00</b>

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**Service: Community Events****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	21,288	22,943	76,132
112 Wages - Temporary	287	838	838
121 Wages - Overtime	-	500	500
123 Leave Expense	1,689	-	-
126 Retirement Health Savings Plan	120	120	400
128 FICA	-	52	52
129 Medicare	277	345	1,116
131 MOPC	1,149	1,147	3,807
132 Employee Insurance	3,684	3,671	12,562
133 Employee Retirement	1,659	1,767	5,862
135 Compensation Insurance	406	386	325
136 Unemployment Insurance	42	16	53
141 Uniforms and Protective Clothing	-	911	911
142 Food Allowance	220	100	100
<i>Subtotal</i>	<i>30,819</i>	<i>32,796</i>	<i>102,658</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	10,717	3,965	3,965
218 Non-Capital Equipment and Furniture	4,280	1,097	1,097
246 Liability Insurance	1,903	1,235	1,237
249 Operating Leases and Rentals	41,488	35,152	35,152
250 Professional and Contracted Services	132,327	83,458	83,458
252 Advertising and Legal Notices	1,038	4,309	4,309
261 Telephone Charges	126	-	-
263 Postage	-	600	600
264 Printing and Copying	306	2,174	2,174
269 Other Services and Charges	550	-	-
<i>Subtotal</i>	<i>192,735</i>	<i>131,990</i>	<i>131,992</i>
<b>SERVICE TOTAL</b>	<b>\$223,555</b>	<b>\$164,786</b>	<b>\$234,650</b>

## 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.

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**SERVICE: Seasonal Ice Rink**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Program Supervisor	0.00	0.00	0.00
Recreation Area Supervisor	0.10	0.10	0.00
<b>Total</b>	<b>0.10</b>	<b>0.10</b>	<b>0.00</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	8,976	7,648	-
112 Wages - Temporary	93,464	89,982	95,944
121 Wages - Overtime	4,077	1,210	1,210
123 Leave Expense	563	-	-
126 Retirement Health Savings Plan	40	40	-
128 FICA	5,507	4,909	5,579
129 Medicare	1,380	1,259	1,305
131 MOPC	383	382	-
132 Employee Insurance	1,228	1,224	-
133 Employee Retirement	553	589	-
135 Compensation Insurance	5,044	1,677	4,365
136 Unemployment Insurance	14	6	-
<i>Subtotal</i>	<i>121,228</i>	<i>108,926</i>	<i>108,403</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	5,457	5,000	5,000
217 Dues and Subscriptions	164	2,200	2,200
218 Non-Capital Equipment and Furniture	451	2,800	2,800
240 Equipment Repair and Maintenance	1,318	5,617	5,617
246 Liability Insurance	17,079	16,196	11,334
247 Safety Expenses	341	150	150
249 Operating Leases and Rentals	-	1,600	1,600
250 Professional and Contracted Services	16,705	17,270	17,270
252 Advertising and Legal Notices	-	2,000	2,000
259 Licenses and Permits	-	110	110
260 Utilities	24,844	-	-
261 Telephone Charges	35	200	200
264 Printing and Copying	85	300	300
<i>Subtotal</i>	<i>66,479</i>	<i>53,443</i>	<i>48,581</i>
<b>SERVICE TOTAL</b>	<b>\$187,708</b>	<b>\$162,369</b>	<b>\$156,984</b>

## 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.

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**SERVICE: Youth Recreation Programs**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Coordinator	0.10	0.00	0.00
Children and Youth Program Leader	0.00	0.00	0.00
<b>Total</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	5,169	-	-
112 Wages - Temporary	18,729	29,258	31,094
123 Leave Expense	68	-	-
126 Retirement Health Savings Plan	40	-	-
128 FICA	1,582	1,502	1,814
129 Medicare	438	351	424
131 MOPC	262	-	-
132 Employee Insurance	886	-	-
133 Employee Retirement	378	-	-
135 Compensation Insurance	16,724	488	392
136 Unemployment Insurance	10	-	-
<i>Subtotal</i>	<i>44,286</i>	<i>31,599</i>	<i>33,724</i>
<b>Operating and Maintenance</b>			
210 Supplies	1,614	3,260	3,260
246 Liability Insurance	3,442	2,411	2,936
273 Fleet Lease - Operating and Maintenance	5,445	4,972	2,792
274 Fleet Lease - Replacement	6,473	6,473	6,473
<i>Subtotal</i>	<i>16,974</i>	<i>17,116</i>	<i>15,461</i>
<b>SERVICE TOTAL</b>	<b>\$61,260</b>	<b>\$48,715</b>	<b>\$49,185</b>

## 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.

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**SERVICE: Sports Field Maintenance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Recreation Program Supervisor	0.25	0.25	0.25
Senior Grounds Maintenance Technician	2.00	2.00	2.00
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	107,163	123,390	124,366
112	Wages - Temporary	76,983	96,256	64,902
115	One Time Payment	133	-	-
121	Wages - Overtime	15,066	12,000	12,000
122	Longevity Compensation	2,160	2,220	2,280
123	Leave Expense	1,308	-	-
126	Retirement Health Savings Plan	1,373	900	900
128	FICA	5,221	3,123	3,637
129	Medicare	2,064	1,751	1,880
131	MOPC	5,567	6,169	6,218
132	Employee Insurance	19,572	19,742	20,519
133	Employee Retirement	8,037	9,501	9,575
135	Compensation Insurance	4,044	3,922	6,837
136	Unemployment Insurance	223	86	86
137	Staff Training and Conferences	470	-	-
141	Uniforms and Protective Clothing	115	250	250
	<i>Subtotal</i>	<i>249,498</i>	<i>279,310</i>	<i>253,450</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	14,806	20,000	20,000
218	Non-Capital Equipment and Furniture	6,458	5,300	-
240	Equipment Repair and Maintenance	3,311	-	-
246	Liability Insurance	1,025	2,523	5,182
250	Professional Contracted Services	213	-	-
260	Utilities	359	-	-
261	Telephone Charges	840	400	400
273	Fleet Lease Operating and Maintenance	-	305	16,892
274	Fleet Lease - Replacement	-	-	31,001
	<i>Subtotal</i>	<i>27,012</i>	<i>28,528</i>	<i>73,475</i>
	<b>SERVICE TOTAL</b>	<b>\$276,510</b>	<b>\$307,838</b>	<b>\$326,925</b>



## Senior Services Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	663,092	757,667	773,028
Operating and Maintenance	82,769	98,285	106,003
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 745,861</b>	<b>\$ 855,952</b>	<b>\$ 879,031</b>

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.

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**SERVICE: Senior Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Seniors Services Manager	1.00	1.00	1.00
Sr Counseling & Resource Education Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	2.63	2.63	2.63
Seniors Recreation Program Coordinator	1.00	1.00	1.00
Seniors Program Leader	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.88	1.88	1.88
<b>Total</b>	<b>9.51</b>	<b>9.51</b>	<b>9.51</b>

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**Service: Senior Services****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	448,953	542,139	562,960
112 Wages - Temporary	12,325	14,238	20,256
114 Skill Based Pay	2,400	1,200	-
115 One Time Payment	4,187	-	-
121 Wages - Overtime	1,526	6,250	6,250
122 Longevity Compensation	2,100	2,160	2,220
123 Leave Expense	14,285	-	-
124 Skill Based Overtime Pay	30	-	-
126 Retirement Health Savings Plan	6,335	3,804	3,804
128 FICA	517	883	946
129 Medicare	4,919	6,928	7,094
131 MOPC	22,893	27,167	28,148
132 Employee Insurance	85,794	86,742	92,492
133 Employee Retirement	33,055	41,837	43,348
135 Compensation Insurance	18,953	16,940	1,117
136 Unemployment Insurance	976	379	393
137 Staff Training and Conferences	3,844	7,000	4,000
<i>Subtotal</i>	<i>663,092</i>	<i>757,667</i>	<i>773,028</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	16,300	17,897	18,000
216 Reference Books and Materials	91	200	200
217 Dues and Subscriptions	1,416	525	525
218 Non-Capital Equipment and Furniture	1,580	950	4,950
232 Building Repair and Maintenance	583	-	-
240 Equipment Repair and Maintenance	-	890	890
245 Mileage Allowance	96	50	50
246 Liability Insurance	4,357	4,944	4,405
247 Safety Expenses	54	150	150
249 Operating Leases and Rentals	4,051	4,500	4,500
250 Professional and Contracted Services	8,030	21,223	25,758
252 Advertising and Legal Notices	765	500	500
261 Telephone Charges	-	150	150
263 Postage	1,959	2,500	2,300
264 Printing and Copying	20,149	21,000	25,000
269 Other Services and Charges	247	1	1
273 Fleet Lease - Operating and Maintenance	10,887	10,602	6,421
274 Fleet Lease - Replacement	12,203	12,203	12,203
<i>Subtotal</i>	<i>82,769</i>	<i>98,285</i>	<i>106,003</i>
<b>SERVICE TOTAL</b>	<b>\$745,861</b>	<b>\$855,952</b>	<b>\$879,031</b>





## Children, Youth and Families Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	588,750	673,851	690,413
Operating and Maintenance	125,319	125,641	169,210
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 714,069</b>	<b>\$ 799,492</b>	<b>\$ 859,623</b>

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.

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

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Children and Youth Family Resources Manager	1.00	1.00	1.00
Children and Youth Family Counselor	2.00	2.00	2.00
Children and Youth Family Resource Community Coordinator	2.00	2.00	2.00
Children and Youth Family Program Leader	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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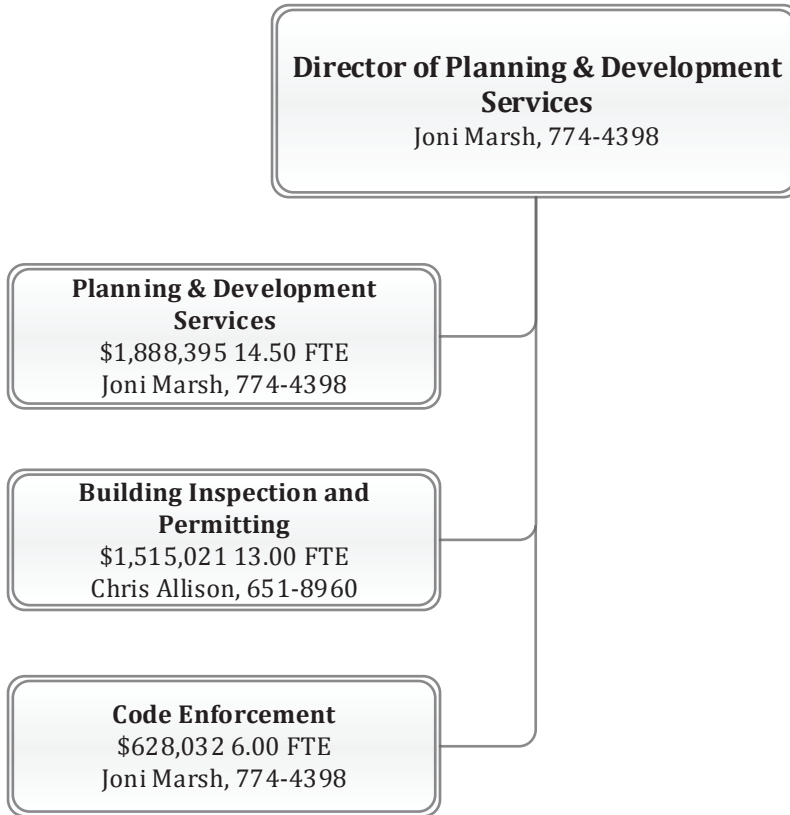
**Service: Children, Youth and Families Division****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	371,792	445,934	466,726
112	Wages - Temporary	46,327	58,404	58,404
114	Skill Based Pay	5,703	5,700	-
115	One Time Payment	2,295	-	-
121	Wages - Overtime	3,351	4,232	4,232
123	Leave Expense	19,122	-	-
124	Skill Based Overtime Pay	45	-	-
126	Retirement Health Savings Plan	2,577	2,800	2,800
128	FICA	2,860	3,621	3,621
129	Medicare	5,760	7,382	7,615
131	MOPC	20,661	22,582	23,336
132	Employee Insurance	67,936	71,349	76,268
133	Employee Retirement	29,838	34,776	35,937
135	Compensation Insurance	5,586	12,759	7,151
136	Unemployment Insurance	773	312	323
137	Staff Training and Conferences	4,124	4,000	4,000
	<i>Subtotal</i>	<i>588,750</i>	<i>673,851</i>	<i>690,413</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	53,671	52,303	51,303
215	Audiovisual Materials	-	344	344
216	Reference Books and Materials	-	700	700
217	Dues and Subscriptions	690	866	866
218	Non-Capital Equipment and Furniture	2,100	1,000	1,000
229	Materials and Supplies	-	-	4,500
240	Equipment Repair and Maintenance	-	7,608	7,608
245	Mileage Allowance	1,510	500	1,500
246	Liability Insurance	1,176	1,799	6,099
250	Professional and Contracted Services	44,274	46,783	71,783
261	Telephone Charges	755	-	-
263	Postage	2,450	4,047	4,047
264	Printing and Copying	1,762	1,335	1,335
269	Other Services and Charges	1,749	3,945	3,945
273	Fleet Lease - Operating and Maintenance	7,201	4,411	2,923
274	Fleet Lease - Replacement	7,981	-	11,257
	<i>Subtotal</i>	<i>125,319</i>	<i>125,641</i>	<i>169,210</i>
	<b>SERVICE TOTAL</b>	<b>\$714,069</b>	<b>\$799,492</b>	<b>\$859,623</b>



# ***Planning & Development Services Department***

***\$4,031,448 33.50 FTE***



PLANNING & DEVELOPMENT SERVICES

**Resource Alignment 2019 Proposed Budget - \$3,958,144**

Q1	3,351,532		
Q2	161,817		
Q3	444,795		
Q4	0		

**Q1 Programs - \$3,351,532**

Building Inspection	691,684
Building Permit Issuance	660,241
Development Review	571,711
Nuisance Codes Enforcement	294,119
Health and Safety Codes Enforcement	279,905
Development Services	262,567
Transportation Planning	191,584
Comprehensive Planning	162,970
Code Amendments	145,511
Intergovernmental Activities	49,533
Data and report Generation	41,707

**Q2 Programs - \$161,817**

Historic Preservation	82,927
Environmental Codes Enforcement	53,469
Project Management of Capital Projects	25,421

**Q3 Programs - \$444,795**

Boards and Commissions Support	157,784
Contractor Licensing	111,277
Elevator Inspections	107,332
LDDA Support	38,328
Liquor Licensing Inspections	30,074

**Q4 Programs - \$0**

## Planning & Development Services Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	2,973,851	3,262,097	3,447,125
Operating and Maintenance	482,819	482,009	584,323
Non-Operating	-	-	-
Capital	-	60,842	-
<b>TOTAL</b>	<b>\$ 3,456,670</b>	<b>\$ 3,804,948</b>	<b>\$ 4,031,448</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	2,547,770	2,737,065	2,912,794
Operating and Maintenance	410,828	380,011	490,622
Non-Operating	-	-	-
Capital	-	26,818	-
<b>TOTAL</b>	<b>\$ 2,958,597</b>	<b>\$ 3,143,894</b>	<b>\$ 3,403,416</b>

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.

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**SERVICE: Planning & Development Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Director of Planning and Development	1.00	1.00	1.00
Planning Manager	0.00	1.00	1.00
Principal Planner	1.00	3.00	3.00
Transportation Planner	1.00	1.00	1.00
Senior Planner	5.00	1.50	1.75
Planning Technician	0.75	0.75	0.75
Planner	1.00	1.00	1.00
Associate Planner (Fixed Term)	0.00	0.00	2.00
Application Support Analyst	0.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.00	0.50	0.50
Office Assistant	0.50	0.50	0.50
<b>Total</b>	<b>11.25</b>	<b>12.25</b>	<b>14.50</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	956,443	1,053,099	1,251,349
112	Temporary Wages	-	5,000	5,000
115	One Time Payment	6,818	-	-
121	Wages - Overtime	777	600	600
123	Leave Expense	22,373	-	-
126	Retirement Health Savings Plan	7,504	4,900	5,800
128	FICA	-	-	310
129	Medicare	11,918	15,270	18,307
131	MOPC	48,764	52,655	60,525
132	Employee Insurance	149,506	168,496	199,738
133	Employee Retirement	70,417	81,089	93,209
135	Compensation Insurance	2,896	3,446	6,912
136	Unemployment Insurance	1,701	737	847
137	Staff Training and Conferences	10,705	15,519	21,019
142	Food Allowance	1,059	700	700
	<i>Subtotal</i>	<i>1,290,880</i>	<i>1,401,511</i>	<i>1,664,316</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	9,890	11,345	9,780
216	Reference Books and Materials	377	600	600
217	Dues and Subscriptions	9,053	5,795	8,052
218	Non-Capital Equipment and Furniture	939	2,530	10,250
240	Equipment Repair and Maintenance	14,346	18,160	36,050
245	Mileage Allowance	242	550	550
246	Liability Insurance	1,354	1,338	2,295
247	Safety Expenses	17	25	25
250	Professional and Contracted Services	158,309	81,802	97,777
252	Advertising and Legal Notices	1,071	1,875	1,875
261	Telephone Charges	1,569	2,125	2,125
263	Postage	1,029	2,507	2,507
264	Printing and Copying	1,858	2,950	2,950
269	Other Services and Charges	86	25,900	49,243
	<i>Subtotal</i>	<i>200,140</i>	<i>157,502</i>	<i>224,079</i>
	<b>SERVICE TOTAL</b>	<b>\$1,491,020</b>	<b>\$1,559,013</b>	<b>\$1,888,395</b>

## 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.

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**SERVICE:** Building Inspection and Permitting

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	1.00	1.00	0.00
Sr Project Manager/Plans Examiner	0.00	0.00	1.00
Building Inspection Supervisor	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	1.00	0.00	0.00
Application Support Analyst	1.00	0.00	0.00
Sr Plans Examiner	0.00	1.00	1.00
Plans Examiner	2.00	2.00	2.00
Historic Preservation Planner	0.50	0.00	0.00
Sr Electrical Inspector	0.00	2.00	2.00
Electrical Inspector	1.00	0.00	0.00
Building Permit Technician II	0.00	2.00	2.00
Building Permit Technician	2.00	0.00	0.00
Administrative Assistant	1.50	1.00	1.00
<b>Total</b>	<b>14.00</b>	<b>13.00</b>	<b>13.00</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	818,183	928,323	859,603
112 Wages - Temporary	113,860	78,898	78,898
114 Skill Based Pay	900	900	-
115 One Time Payment	1,731	-	-
121 Wages - Overtime	6,165	28,584	28,584
123 Leave Expense	25,797	-	-
124 Skill Based Overtime Pay	33	-	-
126 Retirement Health Savings Plan	6,552	5,200	4,800
128 FICA	3,133	4,892	4,892
129 Medicare	11,263	14,618	13,328
131 MOPC	42,229	46,461	42,981
132 Employee Insurance	153,880	148,532	141,685
133 Employee Retirement	60,983	71,550	66,191
135 Compensation Insurance	4,452	600	569
136 Unemployment Insurance	1,751	650	601
137 Staff Training and Conferences	4,867	4,677	4,677
141 Uniforms and Protective Clothing	1,109	1,500	1,500
142 Food Allowance	-	169	169
<i>Subtotal</i>	<i>1,256,889</i>	<i>1,335,554</i>	<i>1,248,478</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	5,310	5,108	5,108
216 Reference Books and Materials	2,170	7,674	2,174
217 Dues and Subscriptions	2,409	2,590	2,590
218 Non-Capital Equipment and Furniture	1,389	3,030	1,280
240 Equipment Repair and Maintenance	21,132	36,249	24,249
245 Mileage Allowance	-	100	100
246 Liability Insurance	1,774	2,485	2,910
247 Safety Expenses	465	497	497
250 Professional and Contracted Services	106,090	88,050	138,050
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	8,011	10,500	10,500
263 Postage	770	2,276	2,276
264 Printing and Copying	1,244	2,262	2,262
269 <i>Other Services and Charges</i>	<i>26,032</i>	<i>22,000</i>	<i>34,000</i>
273 Fleet Lease - Operating and Maintenance	15,123	14,477	10,442
274 Fleet Lease - Replacement	18,769	25,011	29,905
<i>Subtotal</i>	<i>210,688</i>	<i>222,509</i>	<i>266,543</i>
<b>Capital Outlay</b>			
432 Vehicles	-	26,818	-
<i>Subtotal</i>	<i>-</i>	<i>26,818</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$1,467,577</b>	<b>\$1,584,881</b>	<b>\$1,515,021</b>



## Code Enforcement Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	426,081	525,032	534,331
Operating and Maintenance	71,991	101,998	93,701
Non-Operating	-	-	-
Capital	-	34,024	-
<b>TOTAL</b>	<b>\$ 498,073</b>	<b>\$ 661,054</b>	<b>\$ 628,032</b>

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.

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**SERVICE:** Code Enforcement

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	4.00	4.00
<b>Total</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>

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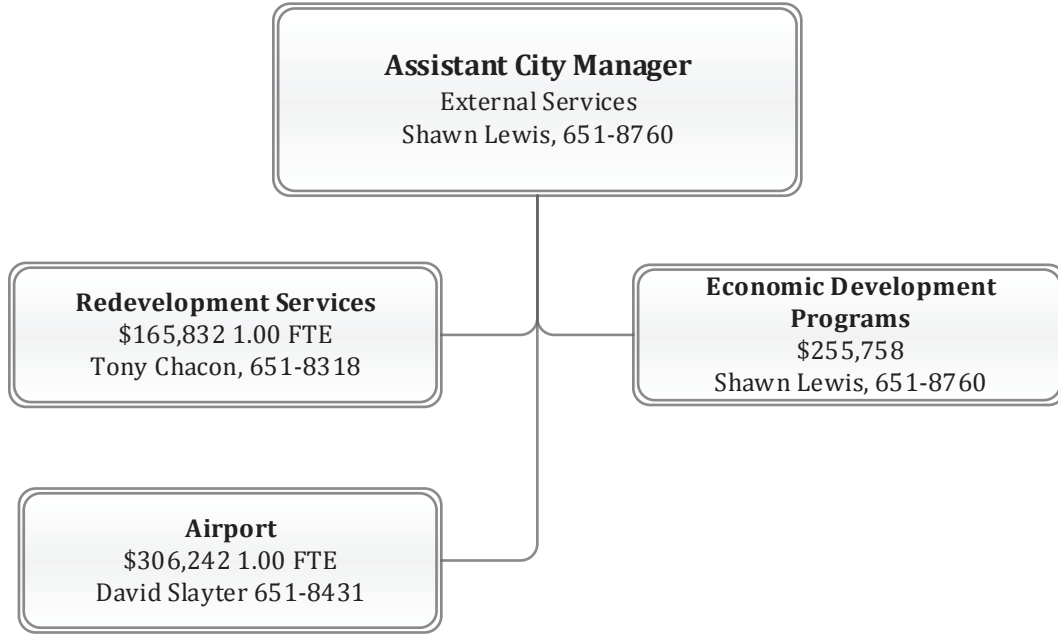
**Service: Code Enforcement****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	262,288	358,752	362,801
112	Wages - Temporary	34,244	37,523	41,120
114	Skill Based Pay	1,200	1,200	-
115	One Time Payment	226	-	-
121	Wages - Overtime	-	1,837	1,837
123	Leave Expense	23,562	-	-
126	Retirement Health Savings Plan	6,289	2,400	2,400
128	FICA	2,123	2,326	2,326
129	Medicare	3,892	5,754	5,803
131	MOPC	14,225	17,997	18,142
132	Employee Insurance	49,338	57,401	59,665
133	Employee Retirement	20,541	27,716	27,934
135	Compensation Insurance	4,832	4,743	4,985
136	Unemployment Insurance	561	318	253
137	Staff Training and Conferences	1,120	4,100	4,100
141	Uniforms and Protective Clothing	1,595	2,925	2,925
142	Food Allowance	45	40	40
	<i>Subtotal</i>	<i>426,081</i>	<i>525,032</i>	<i>534,331</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	5,320	5,320
216	Reference Books and Materials	314	200	200
217	Dues and Subscriptions	984	1,501	1,501
218	Non-Capital Equipment and Furniture	-	6,455	2,200
223	Lab and Photo Supplies	1,530	-	-
230	Printing and Copier Supplies	-	300	300
240	Equipment Repair and Maintenance	13,678	19,349	19,349
246	Liability Insurance	1,807	3,153	2,394
247	Safety Expenses	1,850	2,394	2,394
250	Professional and Contracted Services	14,039	27,069	27,069
261	Telephone Charges	4,586	4,200	4,200
263	Postage	968	1,577	1,577
264	Printing and Copying	204	1,822	1,822
273	Fleet Lease - Operating and Maintenance	22,928	19,555	16,275
274	Fleet Lease - Replacement	9,103	9,103	9,100
	<i>Subtotal</i>	<i>71,991</i>	<i>101,998</i>	<i>93,701</i>
<b>Capital Outlay</b>				
432	Vehicles	-	34,024	-
	<i>Subtotal</i>	<i>-</i>	<i>34,024</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$498,073</b>	<b>\$661,054</b>	<b>\$628,032</b>



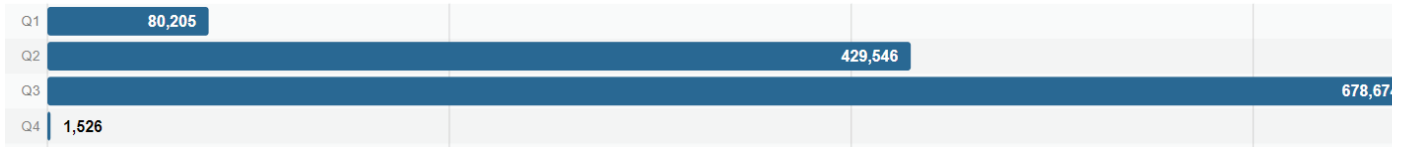
# ***External Services Department***

**\$727,832 2.00 FTE**



EXTERNAL SERVICES

**Resource Alignment 2019 Proposed Budget - \$1,189,951**



**Q1 Programs - \$80,205**

Airport Management	52,477
Regulatory Compliance	27,728

**Q2 Programs - \$429,546**

Longmont EDP Contract	180,833
Urban Renewal Projects	67,790
Routine Maintenance	66,346
Development and Redevelopment Projects	60,332
Major Maintenance	26,842
Public Airport Development	19,861
Development Services	7,542

**Q3 Programs - \$678,674**

Visit Longmont Contract	462,121
Boulder Small Business Development Center	39,922
Reactive Public Info Media Relations	35,095
Latino Chamber of Boulder County	30,000
Private Airport Development	24,856
Boards & Commissions Support	24,797
LDDA Support	15,083
Proactive Public Education and Marketing	12,621
City Produced Special Events	8,730
Business Grants and Loan Program	7,542
Primary Employment Incentives	7,542
Colorado Enterprise Fund	5,000
Public Information Sponsorship and Support	3,540
Other Events	1,825

**Q4 Programs - \$1,526**

Private Special Events	1,526
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## External Services Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	155,479	162,904	131,099
Operating and Maintenance	335,512	691,532	290,491
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 490,991</b>	<b>\$ 854,436</b>	<b>\$ 421,590</b>



## Redevelopment Services Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	155,479	162,904	131,099
Operating and Maintenance	99,955	47,078	34,733
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 255,434</b>	<b>\$ 209,982</b>	<b>\$ 165,832</b>

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/ 1<sup>st</sup> 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.

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**SERVICE: Redevelopment Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Redevelopment and Revitalization Manager	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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**Service: Redevelopment Services****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	109,026	119,328	94,540
115	One Time Payment	1,500	-	-
123	Leave Expense	3,892	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	1,334	1,730	1,371
131	MOPC	5,646	5,966	4,727
132	Employee Insurance	18,282	19,093	15,599
133	Employee Retirement	8,153	9,188	7,280
135	Compensation Insurance	79	65	66
136	Unemployment Insurance	208	84	66
137	Staff Training and Conferences	6,804	6,500	6,500
139	Dental Insurance	-	-	-
142	Food Allowance	155	550	550
	<i>Subtotal</i>	<i>155,479</i>	<i>162,904</i>	<i>131,099</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	559	700	700
217	Dues and Subscriptions	2,322	3,500	3,500
245	Mileage Allowance	-	200	200
246	Liability Insurance	13,210	12,528	183
250	Professional and Contracted Services	73,129	15,000	15,000
252	Ads and Legal Notices	291	-	-
261	Telephone Charges	-	150	150
263	Postage	29	-	-
264	Printing and Copying	-	500	500
269	Other Services and Charges	10,414	14,500	14,500
	<i>Subtotal</i>	<i>99,955</i>	<i>47,078</i>	<i>34,733</i>
	<b>SERVICE TOTAL</b>	<b>\$255,434</b>	<b>\$209,982</b>	<b>\$165,832</b>

## 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**

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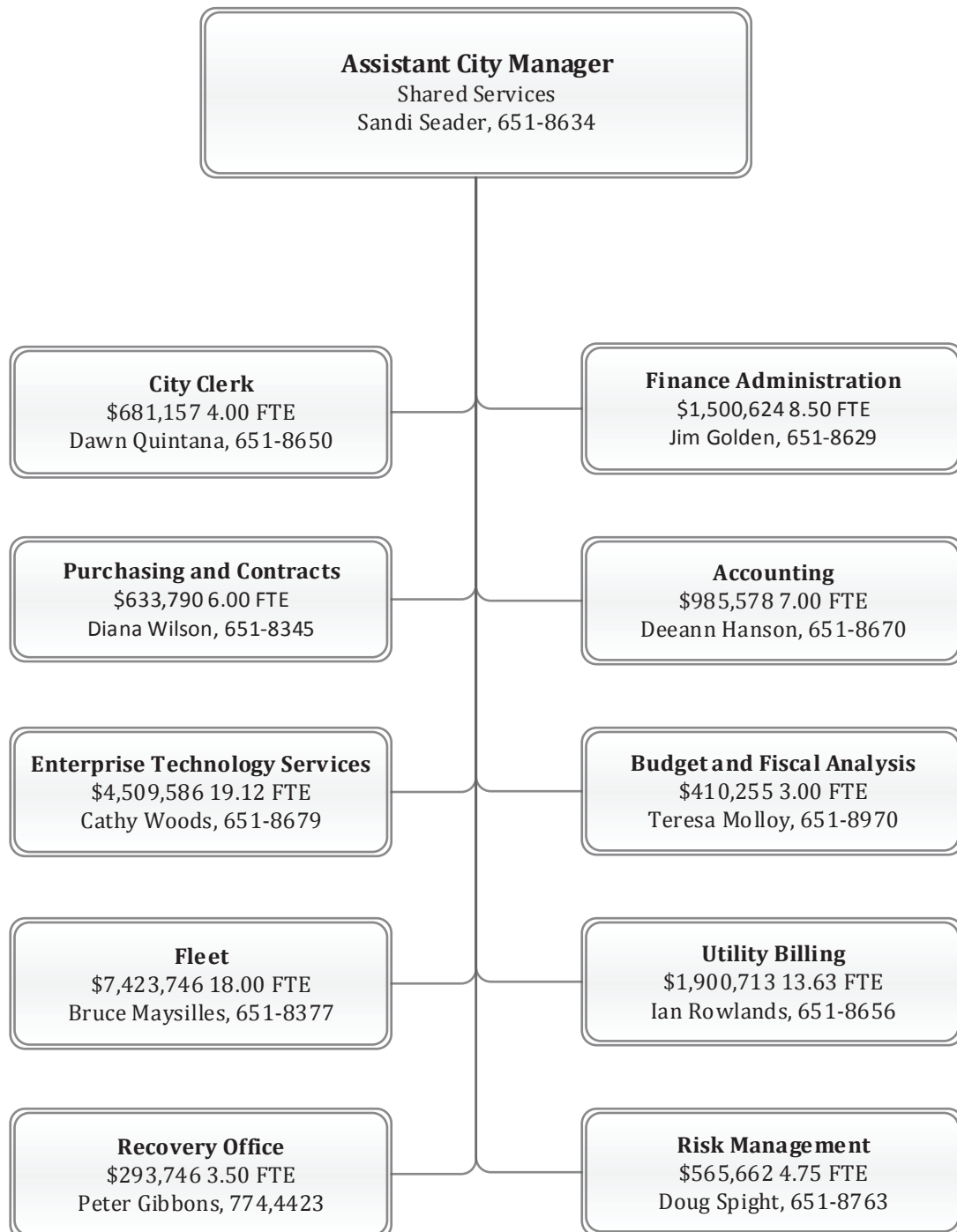
**LINE ITEM BUDGET**

<b>Operating and Maintenance</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
250	Professional and Contracted Services	223,828	255,758	255,758
269	Other Services and Charges	11,729	388,696	-
	<i>Subtotal</i>	<i>235,557</i>	<i>644,454</i>	<i>255,758</i>
	<b>SERVICE TOTAL</b>	<b>\$235,557</b>	<b>\$644,454</b>	<b>\$255,758</b>



# *Shared Services Department*

## *\$18,904,857 87.50 FTE*



SHARED SERVICES

**Resource Alignment 2019 Proposed Budget - \$14,334,383**

Q1					4,738,813
Q2					4,917,836
Q3			3,711,881		
Q4	965,853				

**Q1 Programs - \$4,738,813**

Device Management and Support	1,415,917
Applications	1,283,959
Security Systems	550,866
Server Infrastructure	479,215
Contract Administration	212,782
Purchasing Services	206,604
Network Reliability	196,846
Website	133,852
Council Agenda Management	93,984
Records Management--Central Records and File Management	80,640
Records Management--Citywide Records Program Administration	61,920
Records Management--Open Records Research Requests	22,228

**Q2 Programs - \$4,917,836**

Vehicle Purchases/ Vehicle Salvage	3,316,556
ETS Leadership and Support	367,827
Flood Related Work	241,282
Budget and Fleet Lease Rates	180,791
Accidents	175,355
Radio and Radio Infrastructure Management	123,140
P-Card Program	108,368
Phone System	82,844
Fuel Infrastructure Management	65,163
Licensing and Permitting--Liquor Licensing	61,337
Citywide Projects Support	60,520
Citywide Projects Support	52,464
Vehicle Infrastructure Management	36,567
City Produced Special Events	25,498
Boards & Commissions Support	13,916
Licensing and Permitting--Specialty Business Licenses	6,208

**Q3 Programs - \$3,711,881**

Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance	1,406,280
Fuel Management	1,013,713
Information Technology	606,940
Records	219,244
Database Management	123,416
Elections	106,537
Building and infrastructure Management	69,944
Council Support	55,400
Private Special Events	45,292
Compressed Natural Gas (CNG) Fueling Management	18,700
Records Management--Recording	14,814

Federal and State Regulatory Reporting	14,789
Surplus Disposal	12,638
Airport Management	2,725
Pension Elections	1,449
<b>Q4 Programs - \$965,853</b>	
Parts Purchase and Inventory	789,626
Vendor Outreach	59,305
Parts Management	57,097
Cell Phones	31,173
Elections--LFCPA	14,912
Direct Customer Services	12,756
Legislative Affairs	984





## Shared Services Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	3,332,495	3,891,664	3,667,054
Operating and Maintenance	1,714,101	1,781,859	1,741,991
Non-Operating	-	-	-
Capital	141,080	527,296	709,234
<b>TOTAL</b>	<b>\$ 5,187,676</b>	<b>\$ 6,200,819</b>	<b>\$ 6,118,279</b>

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

	<b>2017 Actual</b>		<b>2018 Budget</b>		<b>2019 Budget</b>
Personal Services	425,852		442,280		465,793
Operating and Maintenance	210,011		212,317		215,364
Non-Operating	-		-		-
Capital	-		-		-
<b>TOTAL</b>	<b>\$ 635,863</b>		<b>\$ 654,597</b>		<b>\$ 681,157</b>

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.

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**SERVICE: City Clerk**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
City Clerk	0.85	0.85	0.85
Deputy City Clerk/Program Manager	0.98	0.95	0.95
Info/Records System Coord	0.00	1.00	0.00
Executive Assistant	0.00	1.00	1.00
Records Manager/Assistant City Clerk	1.00	0.00	1.00
Administrative Assistant	1.00	0.00	0.00
<b>Total</b>	<b>3.83</b>	<b>3.80</b>	<b>3.80</b>

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**Service: City Clerk****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	280,510	306,273	305,620
112 Wages - Temporary	7,745	2,500	27,545
114 Skill Based Pay	1,175	1,176	-
115 One Time Payment	2,520	1,275	-
121 Wages - Overtime	1,000	500	1,379
123 Leave Expense	6,011	-	-
126 Retirement Health Savings Plan	1,455	1,520	1,520
128 FICA	-	155	158
129 Medicare	3,599	4,475	4,468
131 MOPC	14,295	15,308	15,280
132 Employee Insurance	50,221	48,796	50,234
133 Employee Retirement	20,643	23,574	23,532
135 Compensation Insurance	2,293	1,805	1,605
136 Unemployment Insurance	571	213	213
137 Staff Training and Conferences	4,652	4,960	5,560
142 Food Allowance	145	300	300
<i>Subtotal</i>	<i>396,836</i>	<i>412,830</i>	<i>437,414</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,716	6,139	3,700
216 Reference Books and Materials	75	-	-
217 Dues and Subscriptions	1,257	2,000	2,130
218 Non-Capital Equipment and Furniture	37,956	-	-
240 Equipment Repair and Maintenance	16,193	36,800	34,180
245 Mileage Allowance	194	300	300
246 Liability Insurance	450	453	475
249 Operating Leases and Rentals	7,169	7,800	8,000
250 Professional and Contracted Services	19,510	33,575	33,950
252 Advertising and Legal Notices	26,924	27,000	28,500
261 Telephone Charges	420	850	850
263 Postage	909	1,000	1,000
264 Printing and Copying	358	500	750
269 Other Services and Charges	6,717	8,570	8,570
<i>Subtotal</i>	<i>119,847</i>	<i>124,987</i>	<i>122,405</i>
<b>SERVICE TOTAL</b>	<b>\$516,683</b>	<b>\$537,817</b>	<b>\$559,819</b>

## 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.

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**SERVICE: Elections and Voter Registration**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
City Clerk	0.15	0.15	0.15
Deputy City Clerk/Program Manager	0.02	0.05	0.05
<b>Total</b>	<b>0.17</b>	<b>0.20</b>	<b>0.20</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	21,882	21,814	21,107
112	Temporary Wages	75	-	-
114	Skill Based Pay	23	24	-
115	One Time Payment	480	225	-
121	Wages - Overtime	-	600	600
123	Leave Expense	107	-	-
126	Retirement Health Savings Plan	206	80	80
129	Medicare	281	316	306
131	MOPC	1,083	1,092	1,055
132	Employee Insurance	3,262	3,490	3,479
133	Employee Retirement	1,564	1,682	1,625
135	Compensation Insurance	15	12	12
136	Unemployment Insurance	37	15	15
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>29,016</i>	<i>29,450</i>	<i>28,379</i>
<b>Operating and Maintenance</b>				
245	Mileage Allowance	131	200	200
246	Liability Insurance	31	30	34
250	Professional and Contracted Services	44,402	35,000	41,000
252	Advertising and Legal Notices	8,226	11,000	11,000
263	Postage	24,916	18,100	24,725
264	Printing and Copying	12,458	23,000	16,000
	<i>Subtotal</i>	<i>90,164</i>	<i>87,330</i>	<i>92,959</i>
	<b>SERVICE TOTAL</b>	<b>\$119,180</b>	<b>\$116,780</b>	<b>\$121,338</b>





## Enterprise Technology Services Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	2,067,963	2,500,398	2,291,826
Operating and Maintenance	1,462,506	1,524,580	1,508,526
Non-Operating	-	-	-
Capital	141,080	527,296	709,234
<b>TOTAL</b>	<b>\$ 3,671,549</b>	<b>\$ 4,552,274</b>	<b>\$ 4,509,586</b>

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.

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### **SERVICE:** Enterprise Technology Services Operations

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief Information Officer	0.50	0.50	0.00
Manager of Ent Tech Services	0.60	0.60	0.60
Lead Network Architect	1.00	1.00	1.00
Lead Info Security Architect	1.00	1.00	1.00
Network Analyst	1.00	1.00	1.00
Systems Administrator/Analyst	1.00	1.00	1.00
Systems Administrator	0.00	1.00	1.00
Device Specialist	2.00	2.00	3.00
Computer Operations Specialist	0.50	0.50	0.00
Administrative Analyst	0.38	0.50	0.50
<b>Total</b>	<b>7.98</b>	<b>9.10</b>	<b>9.10</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	640,357	754,727	718,982
115	One Time Payment	1,541	-	-
121	Wages - Overtime	2,191	200	200
122	Longevity Compensation	3,090	3,180	2,040
123	Leave Expense	14,362	-	-
126	Retirement Health Savings Plan	16,509	3,592	3,640
129	Medicare	6,818	9,098	8,979
131	MOPC	32,349	37,736	35,950
132	Employee Insurance	108,130	120,756	118,633
133	Employee Retirement	46,720	58,114	55,363
135	Compensation Insurance	896	806	785
136	Unemployment Insurance	1,230	625	503
137	Staff Training and Conferences	2,074	10,000	10,000
	<i>Subtotal</i>	<i>876,267</i>	<i>998,834</i>	<i>955,075</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	182,335	178,365	7,150
216	Reference Books and Materials	234	-	-
217	Dues and Subscriptions	4,555	1,500	1,500
218	Non-Capital Equipment and Furniture	78,643	101,905	193,010
225	Freight	-	120	120
232	Building Repair and Maintenance	523,842	-	-
240	Equipment Repair and Maintenance	18,950	651,508	575,975
243	Non-Capital Computer Equipment and Supplies	-	63,035	-
245	Mileage Allowance	225	500	500
246	Liability Insurance	14,087	13,473	1,292
248	Lease Purchase Installment	-	-	5,000
249	Operating Leases and Rentals	2,365	21,700	35,000
250	Professional and Contracted Services	244,230	169,647	263,300
261	Telephone Charges	3,540	3,750	3,750
263	Postage	34	-	-
269	Other Services and Charges	422	550	550
273	Fleet Lease - Operating and Maintenance	536	726	1,123
274	Fleet Lease - Replacement	-	-	5,072
	<i>Subtotal</i>	<i>1,073,998</i>	<i>1,206,779</i>	<i>1,093,342</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	141,080	53,600	709,234
	<i>Subtotal</i>	<i>141,080</i>	<i>53,600</i>	<i>709,234</i>
	<b>SERVICE TOTAL</b>	<b>\$2,091,345</b>	<b>\$2,259,213</b>	<b>\$2,757,651</b>

## 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.

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### **SERVICE: Enterprise Technology Services Applications**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief Information Officer	0.30	0.30	0.00
Manager of Ent Tech Services	0.30	0.30	0.30
CIS Technical Functional Analyst	0.00	1.00	0.12
Lead ERP Technical Function Analyst	0.00	0.00	1.00
ERP Technical Function Analyst	0.00	1.00	1.00
Lead ERP Systems Analyst	1.00	1.00	0.00
Lead Systems Integ Analyst	1.00	1.00	1.00
Programmer Analyst	3.00	1.00	0.00
Database Administrator	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00
Systems Analyst/DBA	1.00	1.00	1.00
Website Coordinator	1.00	1.00	1.00
Computer Operations Specialist	0.50	0.50	0.00
Billing System Technical Project Manager	0.00	1.00	0.00
Project Manager I	0.00	1.00	0.00
CIS Senior Tech Functional Analyst	0.00	0.00	1.00
CIS Tech Functional Analyst	0.00	0.00	0.88
Administrative Analyst	0.37	1.50	0.50
<b>Total</b>	<b>10.47</b>	<b>13.60</b>	<b>9.80</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	790,594	999,730	897,296
112	Wages - Temporary	-	9,765	9,765
115	One Time Payment	3,220	-	-
122	Longevity Compensation	1,170	1,200	-
123	Leave Expense	18,215	-	-
126	Retirement Health Savings Plan	11,828	4,588	3,920
128	FICA	-	605	605
129	Medicare	9,903	14,226	13,154
131	MOPC	40,254	49,986	44,864
132	Employee Insurance	146,975	159,957	148,053
133	Employee Retirement	58,120	76,979	69,092
135	Compensation Insurance	686	532	554
136	Unemployment Insurance	1,672	787	629
137	Staff Training and Conferences	10,981	12,807	12,807
139	Dental Insurance	-	-	-
	<i>Subtotal</i>	<i>1,093,617</i>	<i>1,331,162</i>	<i>1,200,739</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	959	610	610
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	9,750	-	1,435
218	Non-Capital Equipment and Furniture	500	4,143	5,000
240	Equipment Repair and Maintenance	19,014	35,075	59,159
246	Liability Insurance	1,429	1,329	1,551
250	Professional and Contracted Services	107,430	42,500	116,897
261	Telephone Charges	304	300	-
263	Postage	-	35	-
264	Printing and Copying	-	50	-
	<i>Subtotal</i>	<i>139,386</i>	<i>84,692</i>	<i>185,302</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	473,696	-
	<i>Subtotal</i>	<i>-</i>	<i>473,696</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,233,003</b>	<b>\$1,889,550</b>	<b>\$1,386,041</b>

## 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.

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**SERVICE:** Enterprise Technology Services Telephone System

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief Information Officer	0.20	0.20	0.00
Manager of Enterprise Tech Services	0.10	0.10	0.10
Systems Analyst/Security	1.00	1.00	1.00
<b>Total</b>	<b>1.30</b>	<b>1.30</b>	<b>1.10</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	59,105	130,403	103,656
123	Leave Expense	1,917	-	-
126	Retirement Health Savings Plan	8,813	520	440
129	Medicare	755	1,891	1,503
131	MOPC	2,819	6,520	5,183
132	Employee Insurance	19,547	20,865	17,103
133	Employee Retirement	4,065	10,041	7,982
135	Compensation Insurance	67	70	72
136	Unemployment Insurance	222	92	73
137	Staff Training and Conferences	768	-	-
	<i>Subtotal</i>	<i>98,079</i>	<i>170,402</i>	<i>136,012</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	3,612	3,150	3,150
217	Dues and Subscriptions	8,517	410	-
218	Non-Capital Equipment and Furniture	414	100	100
240	Equipment Repair and Maintenance	67,340	69,433	62,000
246	Liability Insurance	139	175	200
250	Professional and Contracted Services	71,002	47,000	47,000
261	Telephone Charges	98,099	112,841	117,432
263	Postage	-	-	-
	<i>Subtotal</i>	<i>249,122</i>	<i>233,109</i>	<i>229,882</i>
	<b>SERVICE TOTAL</b>	<b>\$347,202</b>	<b>\$403,511</b>	<b>\$365,894</b>





## Purchasing and Contracts Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	593,532	592,888	620,409
Operating and Maintenance	13,546	12,802	13,381
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 607,077</b>	<b>\$ 605,690</b>	<b>\$ 633,790</b>

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.

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**SERVICE:** Purchasing and Contracts

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	3.00	3.00
Purchasing Technician	1.00	1.00	1.00
Purchasing Card Administrator	1.00	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	396,610	418,851	435,325
112	Temporary Wages	41,591	37,500	38,175
115	One Time Payment	4,775	-	-
123	Leave Expense	14,308	-	-
126	Retirement Health Savings Plan	2,844	2,400	2,400
128	FICA	2,579	-	2,367
129	Medicare	5,829	6,073	6,866
131	MOPC	20,546	20,943	21,766
132	Employee Insurance	67,328	67,016	71,828
133	Employee Retirement	29,667	32,252	33,520
135	Compensation Insurance	569	402	697
136	Unemployment Insurance	766	293	307
137	Staff Training and Conferences	6,031	7,030	7,030
142	Food Allowance	89	128	128
	<i>Subtotal</i>	<i>593,532</i>	<i>592,888</i>	<i>620,409</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,755	3,350	3,100
217	Dues and Subscriptions	2,014	2,465	2,465
218	Non-Capital Equipment and Furniture	420	415	415
232	Building Repair and Maintenance	573	-	-
240	Equipment Repair and Maintenance	-	325	1,305
246	Liability Insurance	807	602	701
249	Operating Leases and Rentals	1,967	3,500	3,500
250	Professional and Contracted Services	4,500	450	450
252	Advertising and Legal Notices	1,015	975	725
261	Telephone Charges	420	420	420
263	Postage	76	200	200
264	Printing and Copying	-	100	100
	<i>Subtotal</i>	<i>13,546</i>	<i>12,802</i>	<i>13,381</i>
	<b>SERVICE TOTAL</b>	<b>\$607,077</b>	<b>\$605,690</b>	<b>\$633,790</b>



## Flood Recovery Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	245,149	356,098	289,026
Operating and Maintenance	28,038	32,160	4,720
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 273,187</b>	<b>\$ 388,258</b>	<b>\$ 293,746</b>

## Service: Flood Recovery

**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

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**SERVICE: Flood Recovery**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Flood Recovery Manager	1.00	0.00	1.00
Flood Recovery Program Specialist	1.00	0.00	0.00
Administrative Assistant	0.75	0.75	0.00
Administrative Analyst	2.00	3.00	2.50
Volunteer Coordinator	1.00	0.00	0.00
Sr Accountant	1.00	1.00	0.00
<b>Total</b>	<b>6.75</b>	<b>4.75</b>	<b>3.50</b>

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**Service: Flood Recovery****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	167,041	270,464	218,501
123	Leave Expense	8,496	-	-
126	Retirement Health Savings Plan	2,373	1,900	1,400
129	Medicare	2,087	3,922	3,169
131	MOPC	8,666	13,523	10,926
132	Employee Insurance	42,997	43,274	36,053
133	Employee Retirement	12,507	20,826	16,825
136	Unemployment Insurance	489	189	152
137	Staff Training and Conferences	493	2,000	2,000
	<i>Subtotal</i>	<i>245,149</i>	<i>356,098</i>	<i>289,026</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	844	1,500	1,500
218	Non-Capital Equipment and Furniture	-	2,000	1,500
245	Mileage Allowance	655	500	500
249	Operating Leases and Rentals	22,505	-	-
250	Professional and Contracted Services	3,314	27,960	220
261	Telephone Charges	720	-	850
263	Postage	-	200	150
	<i>Subtotal</i>	<i>28,038</i>	<i>32,160</i>	<i>4,720</i>
	<b>SERVICE TOTAL</b>	<b>\$273,187</b>	<b>\$388,258</b>	<b>\$293,746</b>





FINANCE DEPARTMENT

**Resource Alignment 2019 Proposed Budget - \$5,353,145**

Q1	651,382		
Q2			1,643,049
Q3			1,741,664
Q4	1,317,050		

**Q1 Programs - \$651,382**

Budgeting	191,777
Daily deposit/Balancing/Banking	183,456
Payroll Processing	175,322
Additional Appropriations	64,861
CIP Development	15,116
Debt Management/Capital Funding	14,217
CIP Amendments	6,633

**Q2 Programs - \$1,643,049**

Internal Controls	288,385
Fiscal Analysis	206,714
Audit Coordination	172,147
Loss Control (Claims)	168,958
Risk Management	163,451
Financial Reporting	160,875
Cashiering/cash receipts	135,184
Loss Prevention	121,842
Investments	99,843
Pension Administration	90,943
Debt Management/Capital Funding	15,576
Emergency Management	11,291
Collective Bargaining	5,879
Development and Redevelopment Projects	1,961

**Q3 Programs - \$1,741,664**

Collections Activity	803,660
Calculating and Producing Monthly Bills	610,715
Accounts Payable	127,027
Sales Tax Collections	62,630
Licensing	49,968
Accounts Receivable/Collections	32,595
Leadership and Supervision	26,129
LDDA Support	13,866
Environmental Response	13,113
GID Support	1,961

**Q4 Programs - \$1,317,050**

Connecting and Disconnecting Service	416,600
Sales Tax Customer Service	366,698
Information Desk	138,610
Sales Tax Auditing	135,288
Wellness	87,008
Process City Mail	69,716
Sales Tax Reporting	50,221
Processing Returns	50,110
Pool Cars	2,799



## Finance Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	3,098,425	3,243,957	3,346,237
Operating and Maintenance	1,481,684	1,746,223	2,016,595
Non-Operating	-	-	-
Capital	(0)	8,000	-
<b>TOTAL</b>	<b>\$ 4,580,109</b>	<b>\$ 4,998,180</b>	<b>\$ 5,362,832</b>

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



## Finance Administration Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	777,594	803,341	831,799
Operating and Maintenance	59,877	365,708	668,825
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 837,471</b>	<b>\$ 1,169,049</b>	<b>\$ 1,500,624</b>

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

## Service: **Finance Administration**

**FUND: General Fund**

**DEPARTMENT: Finance Department**

**Service Description:**

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

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**SERVICE:** Finance Administration

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief Financial Officer	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

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**Service: Finance Administration****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	183,150	183,316	185,128
115	One Time Payment	2,245	-	-
123	Leave Expense	260	-	-
126	Retirement Health Savings Plan	1,904	600	600
129	Medicare	432	523	539
131	MOPC	9,010	9,101	9,191
132	Employee Insurance	28,086	29,123	30,332
133	Employee Retirement	13,009	14,015	14,155
135	Compensation Insurance	125	101	101
136	Unemployment Insurance	320	128	129
137	Staff Training and Conferences	1,055	7,000	7,000
142	Food Allowance	-	125	50
	<i>Subtotal</i>	239,596	244,032	247,225
<b>Operating and Maintenance</b>				
210	Office Supplies	1,779	2,655	2,655
216	Reference Books and Materials	139	100	100
217	Dues and Subscriptions	640	690	690
218	Non-Capital Equipment and Furniture	3,393	150	150
240	Equipment Repair and Maintenance	2,950	2,610	2,810
245	Mileage Allowance	2,433	2,400	2,400
246	Liability Insurance	538	573	579
249	Operating Leases and Rentals	1,749	1,750	1,750
250	Professional and Contracted Services	2,399	65,000	65,000
263	Postage	27	225	100
264	Printing and Copying	15	100	100
269	Other Services and Charges	199	500	500
273	Fleet Lease - Operating and Maintenance	3,974	2,284	2,799
274	Fleet Lease - Replacement	7,822	-	-
	<i>Subtotal</i>	28,057	79,037	79,633
	<b>SERVICE TOTAL</b>	<b>\$267,653</b>	<b>\$323,069</b>	<b>\$326,858</b>

## 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.

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**SERVICE:** Sales Tax

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Sales Tax Administrator	1.00	1.00	1.00
Sales Tax Auditor	1.00	0.00	0.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Assistant	1.00	0.00	0.00
Sales Tax Technician	0.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>

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**Service: Sales Tax****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	189,923	199,951	201,504
112 Wages - Temporary	5,999	15,340	33,626
114 Skill Based Pay	69	-	-
115 One Time Payment	-	1,500	-
121 Wages - Overtime	-	115	115
123 Leave Expense	7,539	-	-
126 Retirement Health Savings Plan	1,200	1,200	1,200
128 FICA	-	951	2,085
129 Medicare	2,497	3,121	3,408
131 MOPC	9,877	9,998	10,041
132 Employee Insurance	43,328	31,992	33,136
133 Employee Retirement	14,261	15,396	15,463
135 Compensation Insurance	816	159	118
136 Unemployment Insurance	493	140	140
137 Staff Training and Conferences	636	2,000	2,000
<i>Subtotal</i>	<i>276,638</i>	<i>281,863</i>	<i>302,836</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,788	3,060	2,060
217 Dues and Subscriptions	90	135	135
218 Non-Capital Equipment and Furniture	2,340	700	700
240 Equipment Repair and Maintenance	2,961	2,847	3,428
245 Mileage Allowance	-	100	89
246 Liability Insurance	434	397	331
250 Professional and Contracted Services	-	100,000	100,000
252 Advertising and Legal Notices	-	100	100
263 Postage	7,977	4,653	5,653
264 Printing and Copying	453	750	750
290 Rebates	-	-	300,000
<i>Subtotal</i>	<i>16,043</i>	<i>112,742</i>	<i>413,246</i>
<b>SERVICE TOTAL</b>	<b>\$292,680</b>	<b>\$394,605</b>	<b>\$716,082</b>

## 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.

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**SERVICE: Treasury**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Treasury Supervisor	0.90	0.90	0.90
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
<b>Total</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>

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**Service: Treasury****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	95,972	138,293	142,164
112	Wages - Temporary	29,055	20,014	20,374
114	Skill Based Pay	672	900	-
115	One Time Payment	702	-	-
121	Wages - Overtime	48	300	300
123	Leave Expense	5,096	-	-
126	Retirement Health Savings Plan	1,000	1,160	1,160
128	FICA	2,423	1,241	1,263
129	Medicare	1,867	2,303	2,356
131	MOPC	5,087	6,960	7,108
132	Employee Insurance	22,525	22,127	23,309
133	Employee Retirement	7,347	10,718	10,947
135	Compensation Insurance	5,576	5,125	1,935
136	Unemployment Insurance	256	97	99
137	Staff Training and Conferences	-	400	400
	<i>Subtotal</i>	<i>177,626</i>	<i>209,638</i>	<i>211,415</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,677	2,265	4,265
217	Dues and Subscriptions	-	45	45
218	Non-Capital Equipment and Furniture	1,655	200	200
240	Equipment Repair and Maintenance	11,449	10,310	10,310
243	Non-Capital Computer Equipment and Supplies	-	-	-
246	Liability Insurance	243	233	244
250	Professional and Contracted Services	-	160,000	160,000
	<i>Subtotal</i>	<i>15,025</i>	<i>173,053</i>	<i>175,064</i>
	<b>SERVICE TOTAL</b>	<b>\$192,651</b>	<b>\$382,691</b>	<b>\$386,479</b>

## Service: Information Desk

**FUND: General Fund**

**DEPARTMENT: Finance Department**

**Service Description:**

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

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**SERVICE:** Information Desk

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Treasury Supervisor	0.10	0.10	0.10
Public Information Assistant	1.00	1.00	1.00
<b>Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>

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**Service: Information Desk****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	63,553	44,071	45,691
112	Temporary Wages	-	9,244	9,410
115	One Time Payment	702	-	-
123	Leave Expense	2,912	-	-
126	Retirement Health Savings Plan	600	440	440
128	FICA	-	573	583
129	Medicare	784	771	798
131	MOPC	3,323	2,204	2,284
132	Employee Insurance	6,943	7,051	7,539
133	Employee Retirement	4,799	3,393	3,518
135	Compensation Insurance	40	30	29
136	Unemployment Insurance	79	31	31
	<i>Subtotal</i>	<b>83,734</b>	<b>67,808</b>	<b>70,323</b>
<b>Operating and Maintenance</b>				
210	Office Supplies	679	600	600
217	Dues and Subscriptions	(10)	-	-
218	Non-Capital Equipment and Furniture	-	200	200
246	Liability Insurance	83	76	82
	<i>Subtotal</i>	<b>752</b>	<b>876</b>	<b>882</b>
	<b>SERVICE TOTAL</b>	<b>\$84,486</b>	<b>\$68,684</b>	<b>\$71,205</b>



## Accounting Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	757,882	685,714	706,104
Operating and Maintenance	492,410	313,919	279,474
Non-Operating	-	-	-
Capital	(0)	8,000	-
<b>TOTAL</b>	<b>\$ 1,250,292</b>	<b>\$ 1,007,633</b>	<b>\$ 985,578</b>

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.

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**SERVICE: Accounting**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Accounting Manager	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	0.00
Lead Accountant	0.00	0.00	2.00
Senior Accountant	2.00	2.00	1.00
Accountant	1.00	1.00	1.00
Accounting Technician	0.00	1.00	1.00
Payroll Administrator	0.00	0.00	1.00
Payroll Technician	1.00	1.00	0.00
Accounting Assistant	1.00	0.00	0.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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**Service: Accounting****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	574,179	514,440	528,003
112	Wages - Temporary	1,146	5,339	5,435
121	Wages - Overtime	55	465	465
123	Leave Expense	12,814	-	-
126	Retirement Health Savings Plan	4,025	2,800	2,800
128	FICA	-	331	337
129	Medicare	7,262	7,535	7,735
131	MOPC	29,528	25,722	26,399
132	Employee Insurance	82,855	82,310	87,120
133	Employee Retirement	42,641	39,612	40,656
135	Compensation Insurance	302	300	286
136	Unemployment Insurance	943	360	368
137	Staff Training and Conferences	1,933	6,500	6,500
142	Food Allowance	200	-	-
	<i>Subtotal</i>	<i>757,882</i>	<i>685,714</i>	<i>706,104</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	5,285	5,865	5,865
216	Reference Books and Materials	480	150	150
217	Dues and Subscriptions	754	375	375
218	Non-Capital Equipment and Furniture	264	1,200	1,200
240	Equipment Repair and Maintenance	157,438	165,665	173,181
243	Non-Capital Computer Equipment and Supplies	-	-	8,000
246	Liability Insurance	630	760	799
250	Professional and Contracted Services	242,398	50,050	50
251	Auditing	76,200	80,000	80,000
263	Postage	7,628	8,804	8,654
264	Printing and Copying	476	350	350
269	Other Services and Charges	858	700	850
	<i>Subtotal</i>	<i>492,410</i>	<i>313,919</i>	<i>279,474</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	8,000	-
	<i>Subtotal</i>	<i>-</i>	<i>8,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,250,292</b>	<b>\$1,007,633</b>	<b>\$985,578</b>



## Budget and Fiscal Analysis Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	339,880	367,794	386,880
Operating and Maintenance	24,558	26,785	23,375
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 364,437</b>	<b>\$ 394,579</b>	<b>\$ 410,255</b>

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.

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**SERVICE:** Budget and Fiscal Analysis

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	1.00	1.00	1.00
Budget Analyst	0.50	1.00	1.00
<b>Total</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	257,498	276,276	289,425
115 One Time Payment	1,500	-	-
123 Leave Expense	3,684	-	-
126 Retirement Health Savings Plan	2,242	1,200	1,200
129 Medicare	3,185	4,006	4,196
131 MOPC	13,007	13,814	14,471
132 Employee Insurance	37,470	44,204	47,755
133 Employee Retirement	18,783	21,273	22,285
135 Compensation Insurance	162	134	152
136 Unemployment Insurance	426	193	202
137 Staff Training and Conferences	1,922	6,694	7,194
<i>Subtotal</i>	<i>339,880</i>	<i>367,794</i>	<i>386,880</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	700	300
217 Dues and Subscriptions	300	450	600
218 Non-Capital Equipment and Furniture	2,358	500	500
240 Equipment Repair and Maintenance	-	3,000	-
243 Non-Capital Computer Equipment and Supplies	238	-	-
246 Liability Insurance	338	335	425
250 Professional and Contracted Services	20,000	20,000	20,000
263 Postage	-	50	-
264 Printing and Copying	774	1,100	900
269 Other Services and Charges	550	650	650
<i>Subtotal</i>	<i>24,558</i>	<i>26,785</i>	<i>23,375</i>
<b>SERVICE TOTAL</b>	<b>\$364,437</b>	<b>\$394,579</b>	<b>\$410,255</b>



## Risk Management Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	422,865	462,203	481,518
Operating and Maintenance	85,133	93,901	84,144
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 507,998</b>	<b>\$ 556,104</b>	<b>\$ 565,662</b>

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.

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#### SERVICE: Risk Management

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Budgeted Positions:	2017 Budget	2018 Budget	2019 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	0.17	0.17	0.00
Administrative Assistant	0.72	0.72	0.96
<b>Total</b>	<b>2.80</b>	<b>2.80</b>	<b>2.87</b>

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**Service: Risk Management****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	185,624	202,494	217,987
115	One Time Payment	1,500	-	-
123	Leave Expense	756	-	-
126	Retirement Health Savings Plan	2,340	1,120	1,148
129	Medicare	2,308	2,936	3,160
131	MOPC	9,318	10,125	10,899
132	Employee Insurance	31,670	32,399	35,968
133	Employee Retirement	13,456	15,592	16,785
135	Compensation Insurance	132	113	111
136	Unemployment Insurance	360	142	153
137	Staff Training and Conferences	5,200	3,700	3,700
	<i>Subtotal</i>	<i>252,664</i>	<i>268,621</i>	<i>289,911</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,251	2,776	2,526
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	785	825	825
218	Non-Capital Equipment and Furniture	1,050	1,000	750
240	Equipment Repair and Maintenance	29,100	31,600	30,100
246	Liability Insurance	276	283	311
250	Professional and Contracted Services	280	1,500	1,125
263	Postage	1,791	1,850	1,850
264	Printing and Copying	696	700	700
	<i>Subtotal</i>	<i>36,229</i>	<i>40,584</i>	<i>38,237</i>
	<b>SERVICE TOTAL</b>	<b>\$288,893</b>	<b>\$309,205</b>	<b>\$328,148</b>

## 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.

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**SERVICE: Safety**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Risk Manager	0.22	0.22	0.22
Safety Officer	0.80	0.80	0.80
Administrative Analyst	0.01	0.01	0.00
Administrative Assistant	0.03	0.03	0.04
<b>Total</b>	<b>1.06</b>	<b>1.06</b>	<b>1.06</b>

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**Service: Safety****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	73,899	88,744	89,908
123	Leave Expense	864	-	-
126	Retirement Health Savings Plan	576	424	424
129	Medicare	881	1,287	1,303
131	MOPC	3,738	4,437	4,495
132	Employee Insurance	12,898	14,199	14,835
133	Employee Retirement	5,398	6,833	6,923
135	Compensation Insurance	54	46	49
136	Unemployment Insurance	147	63	62
	<i>Subtotal</i>	<i>98,454</i>	<i>116,033</i>	<i>117,999</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	304	350	350
215	Audiovisual Materials	3,000	3,000	2,250
216	Reference Books and Materials	106	100	100
217	Dues and Subscriptions	293	599	599
218	Non-Capital Equipment and Furniture	8,470	8,470	6,353
240	Equipment Repair and Maintenance	664	1,000	750
246	Liability Insurance	112	256	402
247	Safety Expenses	200	200	200
250	Professional and Contracted Services	19,165	20,582	17,495
261	Telephone Charges	901	710	578
263	Postage	-	50	50
269	Other Services and Charges	-	-	1,632
273	Fleet Lease - Operating and Maintenance	2,803	2,346	1,748
	<i>Subtotal</i>	<i>36,019</i>	<i>37,663</i>	<i>32,507</i>
	<b>SERVICE TOTAL</b>	<b>\$134,474</b>	<b>\$153,696</b>	<b>\$150,506</b>

## 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.

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**SERVICE:** Wellness

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Risk Manager	0.07	0.07	0.07
Wellness Coordinator	0.75	0.75	0.75
Administrative Analyst	0.07	0.07	0.00
Administrative Assistant	0.00	0.00	0.00
<b>Total</b>	<b>0.89</b>	<b>0.89</b>	<b>0.82</b>

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**Service: Wellness****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	54,601	58,873	55,747
123	Leave Expense	1,018	-	-
126	Retirement Health Savings Plan	502	356	328
129	Medicare	608	854	808
131	MOPC	2,784	2,944	2,788
132	Employee Insurance	7,710	9,420	9,199
133	Employee Retirement	4,021	4,533	4,292
135	Compensation Insurance	39	28	32
136	Unemployment Insurance	88	41	39
142	Food Allowance	376	500	375
	<i>Subtotal</i>	<i>71,747</i>	<i>77,549</i>	<i>73,608</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	251	500	500
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	633	695	695
246	Liability Insurance	81	69	90
250	Professional and Contracted Services	11,820	13,000	11,000
264	Printing and Copying	-	240	240
269	Other Services and Charges	100	1,100	825
	<i>Subtotal</i>	<i>12,885</i>	<i>15,654</i>	<i>13,400</i>
	<b>SERVICE TOTAL</b>	<b>\$84,632</b>	<b>\$93,203</b>	<b>\$87,008</b>



## Utility Billing Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	800,204	924,905	939,936
Operating and Maintenance	819,707	945,910	960,777
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,619,911</b>	<b>\$ 1,870,815</b>	<b>\$ 1,900,713</b>

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.

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**SERVICE: Utility Billing**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Utility Billing Manager	0.98	0.98	0.98
UB Customer Service Supervisor	0.00	1.00	1.00
Senior Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	7.55	7.55	7.54
Billing Specialist	2.00	2.00	2.00
<b>Total</b>	<b>11.53</b>	<b>12.53</b>	<b>12.52</b>

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**Service: Utility Billing****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	545,655	659,185	671,109
114	Skill Based Pay	4,276	4,500	-
115	One Time Payment	1,300	-	-
121	Wages - Overtime	74	750	2,000
123	Leave Expense	18,310	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	4,726	5,012	5,010
129	Medicare	7,043	9,623	9,732
131	MOPC	28,316	33,184	33,552
132	Employee Insurance	95,255	105,469	109,992
133	Employee Retirement	40,890	51,104	51,680
135	Compensation Insurance	608	520	519
136	Unemployment Insurance	1,084	515	470
137	Staff Training and Conferences	-	1,500	1,500
	<i>Subtotal</i>	<i>747,537</i>	<i>871,362</i>	<i>885,564</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	17,920	22,200	21,930
218	Non-Capital Equipment and Furniture	1,295	2,730	1,600
240	Equipment Repair and Maintenance	158,785	180,600	184,330
246	Liability Insurance	1,828	1,804	1,014
250	Professional and Contracted Services	414,986	491,500	510,957
263	Postage	209,307	228,850	219,600
264	Printing and Copying	-	5,000	2,500
269	Other Services and Charges	3,630	2,500	3,500
	<i>Subtotal</i>	<i>807,751</i>	<i>935,184</i>	<i>945,431</i>
	<b>SERVICE TOTAL</b>	<b>\$1,555,288</b>	<b>\$1,806,546</b>	<b>\$1,830,995</b>

## Service: **Mail Delivery**

**FUND: General Fund**

**DEPARTMENT: Finance Department**

### **Service Description:**

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

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**SERVICE: Mail Delivery**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Customer Service Representative	0.08	0.08	0.08
<b>Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>

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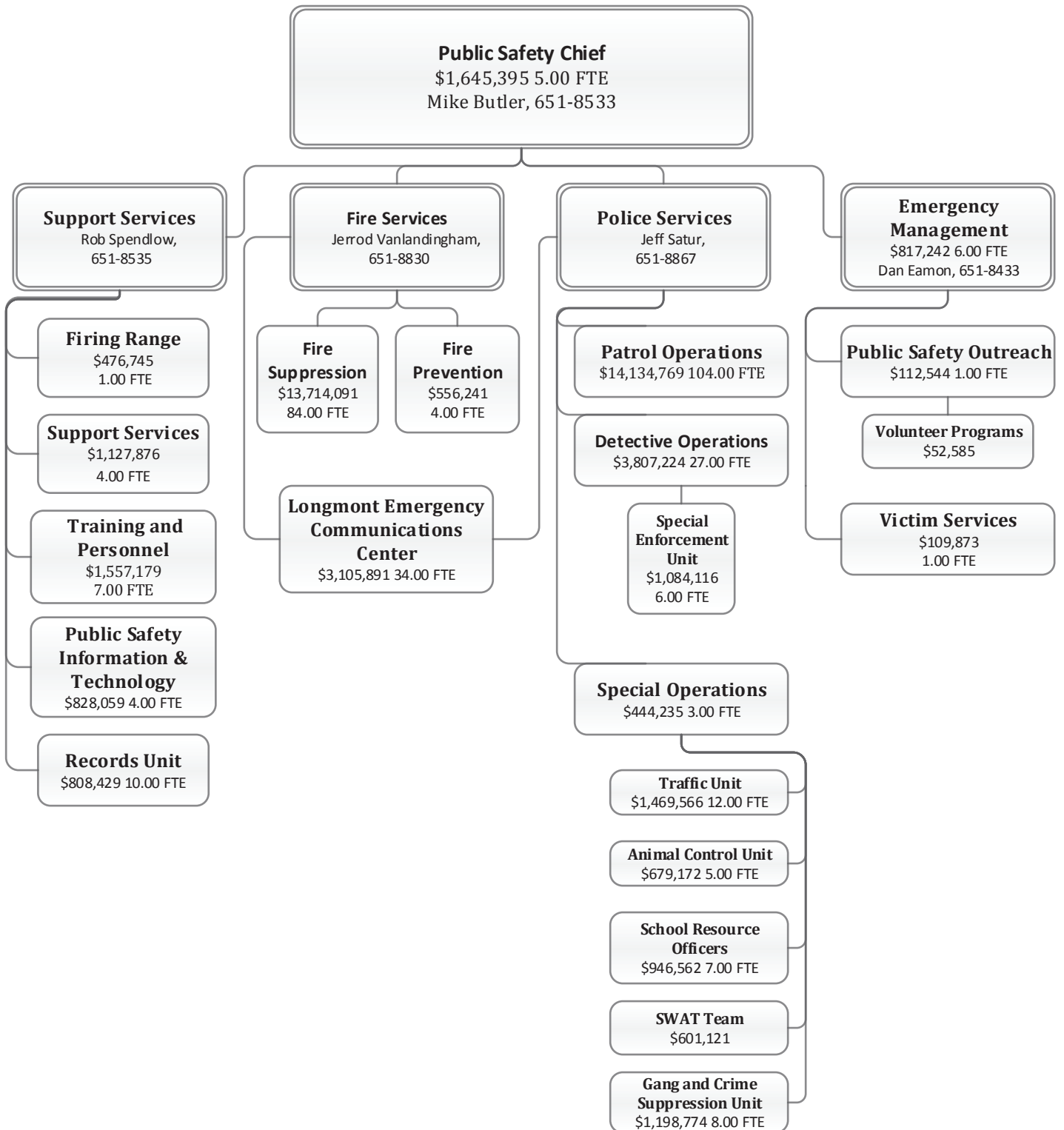
**Service: Mail Delivery****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	39,755	40,454	40,934
121	Wages - Overtime	-	100	100
123	Leave Expense	37	-	-
126	Retirement Health Savings Plan	485	440	441
129	Medicare	515	587	593
131	MOPC	1,989	2,023	2,047
132	Employee Insurance	6,551	6,473	6,754
133	Employee Retirement	2,872	3,115	3,152
135	Compensation Insurance	218	23	22
136	Unemployment Insurance	75	28	29
141	Uniform and Protective Clothing	170	300	300
	<i>Subtotal</i>	<i>52,667</i>	<i>53,543</i>	<i>54,372</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,345	2,500	2,500
240	Equipment Repair and Maintenance	2,216	2,500	2,500
246	Liability Insurance	181	238	461
249	Operating Leases and Rentals	840	1,100	1,100
259	Licenses and Permits	225	-	-
263	Postage	100	-	-
273	Fleet Lease - Operating and Maintenance	7,049	-	4,397
274	Fleet Lease - Replacement	-	4,388	4,388
	<i>Subtotal</i>	<i>11,956</i>	<i>10,726</i>	<i>15,346</i>
	<b>SERVICE TOTAL</b>	<b>\$64,623</b>	<b>\$64,269</b>	<b>\$69,718</b>



# Public Safety Department

## \$49,510,598 333.00 FTE



PUBLIC SAFETY

**Resource Alignment 2019 Proposed Budget - \$47,662,277**

Q1	16,329,604	
Q2		21,192,421
Q3	9,702,939	
Q4	437,314	

**Q1 Programs - \$16,329,604**

Emergency and Non Emergency Calls for Service	11,691,400
Proactive Patrol	3,675,683
Personnel	615,894
Special Operations - Traffic Unit	232,169
Field Training and Evaluation	114,458

**Q2 Programs - \$21,192,421**

Reactive Services (All Hazard)	5,035,167
Training	2,456,264
Person Crimes	2,004,846
Training	1,186,792
Property Crimes	1,090,266
Fire Crew Inspections/Target Hazards/Pre Plans	951,976
Fire Safety Outreach/Education/Special Events	858,057
Special Operations - Traffic Unit	799,097
Hazardous Materials Training and Response	733,380
Special Enforcement Unit	720,274
Special Operations - SWAT	703,041
Special Operations - Gang Intervention and Prevention	657,292
Police Patrol - Animal Control	513,444
Logistics	437,816
Emergency Management	433,717
Special Operations - School Resource Officer Unit	415,858
LEAD and CO-Responder	309,731
Development Review	219,483
Leadership & Supervision	219,330
Proactive Public Information, Education and Marketing	205,630
Boulder Regional Emergency Telephone Service Authority (BRETSA)	187,184
Emergency Notification System	179,092
Codes and Planning Inspections/Permits	124,837
City Produced Special Events	119,377
Victim Services	107,304
Crime Analysis	105,760
Utilities Calls for Services	89,364
Community Engagement	77,453
Hazardous Material Inspection and Compliance	76,699
Special Operations - Extra Duty Employment Program	71,301
Special Operations - School Resource Officer Unit	68,175
Research and Development	30,719
Collective Bargaining	739
Contracts	739
Legal Advice and Support	739

## PUBLIC SAFETY, continued

Non-Traffic Violations	739
Ordinances	739

**Q3 Programs - \$9,702,939**

Administrative Duties	2,381,310
Records	1,260,175
Administrative Duties	1,069,288
Fire Services Maintenance	795,948
Wildland Fire Training and Response	704,131
Firing Range	591,288
Technical Rescue Training and Response	538,171
Restorative Justice	404,558
Information Technology	342,566
Property and Evidence	285,748
Fire Cause Investigations	283,278
Special Operations - SWAT - Bomb Squad	247,736
Professional Standards	221,677
Crime Scene Investigator	128,116
Police Patrol - Report Taker Unit	116,914
Volunteer Management	103,478
Radio Programming and Maintenance	100,945
K-9	75,395
Longmont Ending Violence Initiative	35,000
Reactive Public Information Media Relations	12,783
Citywide Projects Support	739
Council Administrative Support	739
Liquor License Violations	739
Litigation	739
Oil and Gas Coordination	739
Traffic Violations	739

**Q4 Programs - \$437,314**

Wellness	194,798
Car Seat Installation/Inspection	149,741
Honor Guard	53,485
Peer Support	37,812
Bankruptcy	739
Collections	739





## Public Safety Department Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	30,598,202	30,541,254	32,607,273
Operating and Maintenance	4,818,964	5,011,740	4,878,099
Non-Operating	-	-	-
Capital	121,364	-	24,000
<b>TOTAL</b>	<b>\$ 35,538,530</b>	<b>\$ 35,552,994</b>	<b>\$ 37,509,372</b>

The Public Safety Department comprises the Public Safety Chief's Office and four major divisions: Police Services, Fire Services, Support Services, and Office of Emergency Management. 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, and Support 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, and Animal Control
- Support Services Division – Training & Personnel Unit, Records Unit, and Information & Technology



## Public Safety Administration Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	482,318	504,469	537,004
Operating and Maintenance	226,033	223,472	222,738
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 708,352</b>	<b>\$ 727,941</b>	<b>\$ 759,742</b>

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 four major divisions: Police Services, Fire Services, Support Services, and Office of Emergency Management. 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 Office of Emergency Management. This service ensures that all Public Safety Department divisions, sections, units, offices and teams are appropriately responsive to our community.

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.

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**SERVICE:** Public Safety Chief

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Chief of Public Safety	1.00	1.00	1.00
Research and Comm Engagement Manager	1.00	1.00	1.00
Marketing Analyst	1.00	1.00	1.00
PS Data/Statistical Analyst	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	354,546	383,272	407,238
115	One Time Payment	1,174	-	-
123	Leave Expense	5,425	-	-
126	Retirement Health Savings Plan	3,314	1,600	1,600
129	Medicare	4,571	5,539	5,887
131	MOPC	9,708	10,690	11,821
132	Employee Insurance	62,102	61,115	66,979
133	Employee Retirement	14,020	16,463	18,206
134	Police and Fire Retirement	16,389	16,816	16,950
135	Compensation Insurance	6,383	5,858	5,190
136	Unemployment Insurance	707	268	285
137	Staff Training and Conferences	2,256	1,000	1,000
139	Dental Insurance	-	-	-
141	Uniforms and Protective Clothing	300	600	600
142	Food Allowance	1,423	1,248	1,248
	<i>Subtotal</i>	<i>482,318</i>	<i>504,469</i>	<i>537,004</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	3,536	3,755	3,755
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	3,066	3,943	3,943
218	Non-Capital Equipment and Furniture	2,825	600	600
246	Liability Insurance	5,382	5,333	4,753
250	Professional and Contracted Services	187,320	185,300	185,300
263	Postage	8,010	12,663	12,663
264	Printing and Copying	114	2,549	2,549
269	Other Services and Charges	233	-	-
273	Fleet Lease - Operating and Maintenance	8,956	2,537	2,385
274	Fleet Lease - Replacement	6,592	6,592	6,590
	<i>Subtotal</i>	<i>226,033</i>	<i>223,472</i>	<i>222,738</i>
	<b>SERVICE TOTAL</b>	<b>\$708,352</b>	<b>\$727,941</b>	<b>\$759,742</b>



## Office of Emergency Management Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	183,440	295,672	359,175
Operating and Maintenance	290,493	330,445	116,540
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 473,933</b>	<b>\$ 576,117</b>	<b>\$ 475,715</b>

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

## 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.

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**SERVICE:** Office of Emergency Management

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
OEM Management Analyst	1.00	1.00	0.00
Emergency Management Coordinator	0.00	0.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	59,793	65,501	80,978
121	Overtime Wages	827	-	-
123	Leave Expense	681	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	761	950	1,174
131	MOPC	3,024	3,275	4,049
132	Employee Insurance	9,811	10,480	13,361
133	Employee Retirement	4,367	5,044	6,235
135	Compensation Insurance	42	3,247	3,209
136	Unemployment Insurance	112	45	56
137	<i>Staff Training and Conferences</i>	<i>4,138</i>	<i>1,250</i>	<i>1,250</i>
141	Uniforms and Protective Clothing	53	-	-
142	Food Allowance	279	500	500
	<i>Subtotal</i>	<i>84,287</i>	<i>90,692</i>	<i>111,212</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,669	750	750
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	2,419	700	4,700
218	Non-Capital Equipment and Furniture	5,946	203,000	3,000
240	Equipment Repair and Maintenance	632	2,000	2,000
245	Mileage Allowance	304	400	400
246	Liability Insurance	5,419	1,169	2,668
250	Professional and Contracted Services	14,105	-	10,000
269	Other Services and Charges	8,324	12,400	11,934
273	Fleet Lease - Operating and Maintenance	1,871	4,487	3,550
274	Fleet Lease - Replacement	13,686	13,686	13,685
	<i>Subtotal</i>	<i>55,375</i>	<i>239,092</i>	<i>53,187</i>
	<b>SERVICE TOTAL</b>	<b>\$139,662</b>	<b>\$329,784</b>	<b>\$164,399</b>

## 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.

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**SERVICE: Public Safety Outreach**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Safety Outreach Manager	1.00	1.00	1.00
Safety Education Coordinator	0.50	0.50	0.00
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	66,064	102,301	69,695
112	Wages - Temporary	-	14,000	-
115	One Time Payment	1,500	1,500	-
123	Leave Expense	3,092	-	-
126	Retirement Health Savings Plan	400	600	400
128	FICA	-	868	868
129	Medicare	883	1,686	1,214
131	MOPC	3,458	5,115	3,458
132	Employee Insurance	16,938	16,368	11,411
133	Employee Retirement	4,993	7,877	5,325
135	Compensation Insurance	89	69	64
136	Unemployment Insurance	193	71	48
137	Staff Training and Conferences	-	-	1,000
142	Food Allowance	53	825	825
	<i>Subtotal</i>	<i>97,662</i>	<i>151,280</i>	<i>94,308</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	4,589	2,100	2,500
214	Pamphlets and Documents	-	500	500
216	Reference Books and Materials	-	-	150
218	Non-Capital Equipment and Furniture	4,143	5,850	3,296
246	Liability Insurance	185	349	343
264	Printing and Copying	-	-	150
269	Other Services and Charges	325	300	300
273	Fleet Lease - Operating and Maintenance	-	1,438	3,797
	<i>Subtotal</i>	<i>9,242</i>	<i>10,537</i>	<i>11,036</i>
	<b>SERVICE TOTAL</b>	<b>\$106,904</b>	<b>\$161,817</b>	<b>\$105,344</b>

## 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.

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**Service: Volunteer Programs****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
137	Staff Training and Conferences	942	1,000	1,000
142	Food Allowance	549	2,700	2,700
	<i>Subtotal</i>	<i>1,492</i>	<i>3,700</i>	<i>3,700</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	501	1,030	1,680
217	Dues and Subscriptions	-	70	70
246	Liability Insurance	697	1,105	1,049
250	Professional Contracted Services	936	-	-
273	Fleet Lease - Operating and Maintenance	36,125	8,995	7,745
274	Fleet Lease - Replacement	19,616	19,616	19,616
	<i>Subtotal</i>	<i>57,875</i>	<i>30,816</i>	<i>30,160</i>
	<b>SERVICE TOTAL</b>	<b>\$59,367</b>	<b>\$34,516</b>	<b>\$33,860</b>

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

## Service: **CORE**

**FUND: General Fund**

**DEPARTMENT: Public Safety**

The Crisis, Outreach, Response and Engagement (CORE) program pairs a police officer, a paramedic and a licensed clinician together in a dedicated response unit. This unit responds to behavioral health calls for service and uses the various skill sets of the team to reduce the number of unnecessary arrests and M1 holds. The team follows up with individuals after initial engagement and provides resource navigation services and outreach to those struggling with major mental illness.

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**SERVICE: CORE**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Clinician	0.00	0.00	1.00
Paramedic	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

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**Service: CORE****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	-	-	120,975
126	Retirement Health Savings Plan	-	-	800
129	Medicare	-	-	1,592
131	MOPC	-	-	5,491
132	Employee Insurance	-	-	18,119
133	Employee Retirement	-	-	8,455
136	Unemployment Insurance	-	-	77
142	Food Allowance	-	-	-
	<i>Subtotal</i>	-	-	155,509
<b>Operating and Maintenance</b>				
250	Professional Contracted Services	168,000	50,000	16,603
	<i>Subtotal</i>	168,000	50,000	16,603
	<b>SERVICE TOTAL</b>	<b>\$168,000</b>	<b>\$50,000</b>	<b>\$172,112</b>





## Fire Services Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	11,980,190	9,799,724	10,433,605
Operating and Maintenance	1,424,274	1,339,696	1,570,188
Non-Operating	-	-	-
Capital	24,223	-	14,000
<b>TOTAL</b>	<b>\$ 13,428,687</b>	<b>\$ 11,139,420</b>	<b>\$ 12,017,793</b>

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).

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**SERVICE: Fire Codes and Planning**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Assistant Fire Marshal	1.00	1.00	1.00
Fire Marshal	0.00	1.00	1.00
Fire Captain	1.00	0.00	0.00
Sr Fire Code Inspector	1.00	1.00	1.00
Hazardous Materials Inspector	0.00	0.00	0.00
Fire Protection Engineer	0.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	2,054,471	360,290	374,357
121	Wages - Overtime	146,738	6,142	6,153
122	Longevity Compensation	2,340	-	-
123	Leave Expense	1,428	-	-
126	Retirement Health Savings Plan	21,403	2,269	2,320
127	FPPA Death and Disability	1,379	1,412	1,569
129	Medicare	2,666	5,224	5,429
131	MOPC	8,031	12,671	13,116
132	Employee Insurance	43,635	57,646	61,769
133	Employee Retirement	11,596	19,513	20,198
134	Police and Fire Retirement	10,216	10,688	11,205
135	Compensation Insurance	4,557	3,802	4,374
136	Unemployment Insurance	497	357	261
141	Uniforms and Protective Clothing	607	1,000	1,000
142	Food Allowance	62	300	300
	<i>Subtotal</i>	<i>2,309,626</i>	<i>481,314</i>	<i>502,051</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	4,854	1,500	500
214	Pamphlets and Documents	-	500	500
217	Dues and Subscriptions	2,395	1,575	4,075
218	Non-Capital Equipment and Furniture	5,050	850	850
229	Materials and Supplies	-	-	1,000
240	Equipment Repair and Maintenance	590	1,900	1,900
246	Liability Insurance	1,332	1,432	2,580
250	Professional and Contracted Services	43,575	27,000	15,000
264	Printing Copying and Binding	299	-	-
273	Fleet Lease - Operating and Maintenance	7,168	8,013	11,164
274	Fleet Lease - Replacement	6,960	11,347	16,621
	<i>Subtotal</i>	<i>72,223</i>	<i>54,117</i>	<i>54,190</i>
	<b>SERVICE TOTAL</b>	<b>\$2,381,849</b>	<b>\$535,431</b>	<b>\$556,241</b>

## 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.

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**SERVICE: Fire Suppression**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
EMS Lieutenant	1.00	1.00	1.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant	16.00	16.00	17.00
Firefighter/Engineer/Paramedic	7.00	6.00	7.00
Firefighter/Engineer	12.00	12.00	12.00
Firefighter/Paramedic	14.00	14.00	14.00
Firefighter	16.00	17.00	15.00
Administrative Analyst	1.00	1.00	1.00
<b>Total</b>	<b>73.00</b>	<b>73.00</b>	<b>73.00</b>

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**Service: Fire Suppression****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	5,785,499	6,328,396	6,751,360
112 Temporary Wages	1,946	-	-
114 Skill Based Pay	22,903	3,600	-
115 One Time Payment	-	-	-
121 Wages - Overtime	1,326,363	787,389	792,645
122 Longevity Compensation	17,565	15,900	14,100
123 Leave Expense	196,140	-	-
124 Skill Based Overtime Pay	5,761	-	-
126 Retirement Health Savings Plan	98,254	59,714	63,600
127 FPPA Death and Disability	56,618	60,017	61,309
129 Medicare	87,998	86,057	91,943
131 MOPC	2,599	2,657	2,723
132 Employee Insurance	1,078,494	1,028,818	1,131,843
133 Employee Retirement	3,753	4,092	4,193
134 Police and Fire Retirement	603,895	623,827	667,095
135 Compensation Insurance	239,096	205,046	197,054
136 Unemployment Insurance	11,752	4,402	4,694
137 Staff Training and Conferences	63,441	42,495	42,495
139 Dental Insurance	-	-	-
141 Uniforms and Protective Clothing	65,400	64,000	104,500
142 Food Allowance	3,086	2,000	2,000
<i>Subtotal</i>	<i>9,670,564</i>	<i>9,318,410</i>	<i>9,931,554</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	51,308	47,100	45,400
216 Reference Books and Materials	1,198	500	500
217 Membership Dues and Subscriptions	7,107	48,825	6,500
218 Non-Capital Equipment and Furniture	173,550	48,175	135,475
232 Building Repair and Maintenance	227	-	-
240 Equipment Repair and Maintenance	2,129	94,000	83,000
243 Non-Capital Computer Equipment and Supplies	945	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	83,600	96,213	85,374
247 Safety Expenses	58,820	64,000	64,000
250 Professional and Contracted Services	48,784	53,318	117,143
262 Radio Repair and Maintenance	96,696	-	-
263 Postage	20	-	-
264 Printing/Copying and Binding	538	-	-
269 Other Services and Charges	1,087	700	700
273 Fleet Lease - Operating and Maintenance	269,572	320,218	325,558
274 Fleet Lease - Replacement	556,471	512,330	652,148
<i>Subtotal</i>	<i>1,352,051</i>	<i>1,285,579</i>	<i>1,515,998</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	24,223	-	14,000
<i>Subtotal</i>	<i>24,223</i>	<i>-</i>	<i>14,000</i>
<b>SERVICE TOTAL</b>	<b>\$11,046,838</b>	<b>\$10,603,989</b>	<b>\$11,461,552</b>



## Police Services Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	15,546,149	17,464,961	18,697,215
Operating and Maintenance	2,142,753	2,272,987	2,152,395
Non-Operating	-	-	-
Capital	97,141	-	-
<b>TOTAL</b>	<b>\$ 17,786,044</b>	<b>\$ 19,737,948</b>	<b>\$ 20,849,610</b>

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 nine 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.

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**SERVICE: Police Patrol Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Deputy Public Safety Chief	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	10.00	11.00	11.00
Master Police Officer	19.00	19.00	20.00
Police Officer	42.00	44.00	43.00
Police Service Tech	0.00	0.00	4.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>76.00</b>	<b>79.00</b>	<b>83.00</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	6,108,728	6,503,783	7,229,461
112 Overtime Wages	268	-	-
114 Skill Based Pay	12,484	12,300	-
115 One Time Payment	2,273	-	-
121 Wages - Overtime	525,763	325,553	336,820
122 Longevity Compensation	9,960	10,260	8,340
123 Leave Expense	163,966	-	-
124 Skill Based Overtime Pay	1,162	-	-
126 Retirement Health Savings Plan	88,688	62,315	69,116
127 FPPA Death and Disability	74,814	70,970	88,648
129 Medicare	85,729	88,920	99,890
131 MOPC	5,184	5,170	14,622
132 Employee Insurance	1,057,560	1,056,760	1,202,447
133 Employee Retirement	7,485	7,962	22,517
134 Police and Fire Retirement	628,665	665,436	715,092
135 Compensation Insurance	511,151	500,185	480,826
136 Unemployment Insurance	11,664	4,553	5,021
137 Staf Training and Conferences	60,383	82,600	21,120
141 Uniforms and Protective Clothing	79,004	102,675	198,275
142 Food Allowance	1,045	1,000	1,000
<i>Subtotal</i>	<i>9,435,975</i>	<i>9,500,442</i>	<i>10,493,195</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	14,994	17,885	18,185
216 Reference Books and Materials	4,331	2,720	2,720
217 Dues and Subscriptions	980	1,000	1,000
218 Non-Capital Equipment and Furniture	87,585	6,450	7,450
240 Equipment Repair and Maintenance	824	600	600
246 Liability Insurance	143,851	140,517	139,053
247 Safety Expenses	8,523	11,340	11,340
250 Professional and Contracted Services	60,300	79,502	5,450
258 Investigative Expenses	-	500	500
263 Postage	23	-	-
264 Printing and Copying	5,379	6,835	6,835
269 Other Services and Charges	58	-	-
273 Fleet Lease - Operating and Maintenance	411,893	430,686	431,483
274 Fleet Lease - Replacement	318,357	372,591	335,871
<i>Subtotal</i>	<i>1,057,098</i>	<i>1,070,626</i>	<i>960,487</i>
<b>Capital Outlay</b>			
431 Furniture and Fixtures	12,218	-	-
432 Vehicles	40,073	-	-
<i>Subtotal</i>	<i>52,291</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$10,545,364</b>	<b>\$10,571,068</b>	<b>\$11,453,682</b>

## 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.

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**SERVICE: Detective Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Commander	1.00	1.00	1.00
Police Sergeant	3.00	2.00	2.00
Master Police Officer	14.00	15.00	14.00
Police Officer	2.00	1.00	2.00
CSO Evidence Crime Scene Technician	0.00	1.00	1.00
CSO Evidence Tech	0.00	1.00	1.00
Evidence/Crime Scene Technician	2.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>23.00</b>	<b>22.00</b>	<b>22.00</b>

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**Service: Detective Operations****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	-	1,889,198	2,009,370
112 Temporary Wages	1,733	-	-
114 Skill Based Pay	2,701	2,700	-
115 One Time Payment	2,365	-	-
121 Wages - Overtime	-	153,625	158,534
122 Longevity Compensation	9,900	7,800	6,060
123 Leave Expense	30,980	-	-
124 Skill Based Overtime Pay	272	-	-
126 Retirement Health Savings Plan	56,644	17,569	19,151
127 FPPA Death and Disability	21,581	21,762	25,337
129 Medicare	22,528	24,926	26,609
131 MOPC	7,336	8,582	8,811
132 Employee Insurance	320,996	302,272	331,100
133 Employee Retirement	10,597	13,216	13,569
134 Police and Fire Retirement	165,463	172,026	183,315
135 Compensation Insurance	79,991	80,119	81,381
136 Unemployment Insurance	3,652	1,322	1,405
137 Staff Training and Conferences	-	-	21,000
141 Uniforms and Protective Clothing	8,328	12,550	12,550
142 Food Allowance	1,038	3,550	3,550
<i>Subtotal</i>	<i>746,107</i>	<i>2,711,217</i>	<i>2,901,742</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	16,097	17,550	21,050
216 Reference Books and Materials	1,270	975	975
217 Dues and Subscriptions	1,069	1,825	1,825
218 Non-Capital Equipment and Furniture	-	12,425	12,425
229 Materials and Supplies	-	1,500	-
240 Equipment Repair and Maintenance	1,194	3,000	3,000
243 Non-Capital Computer Equipment and Supplies	-	2,000	-
246 Liability Insurance	31,123	27,788	51,427
250 Professional and Contracted Services	17,037	12,200	12,200
252 Advertising and Legal Notices	3,485	1,000	1,000
258 Investigative Expenses	13,408	20,450	20,450
264 Printing and Copying	4,871	2,350	2,350
269 Other Services and Charges	130	-	-
273 Fleet Lease - Operating and Maintenance	56,977	52,173	38,522
274 Fleet Lease - Replacement	71,617	80,781	83,868
<i>Subtotal</i>	<i>218,278</i>	<i>236,017</i>	<i>249,092</i>
<b>SERVICE TOTAL</b>	<b>\$964,385</b>	<b>\$2,947,234</b>	<b>\$3,150,834</b>

## 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.

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**SERVICE: Animal Control**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Sergeant	0.50	0.00	0.00
CSO Animal Control	4.00	4.00	4.00
<b>Total</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>

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**Service: Animal Control****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	251,397	206,512	215,367
121	Wages - Overtime	8,105	2,224	2,291
123	Leave Expense	6,290	-	-
126	Retirement Health Savings Plan	3,426	2,065	2,153
129	Medicare	3,474	2,994	3,123
131	MOPC	10,281	10,326	10,768
132	Employee Insurance	42,555	33,042	35,536
133	Employee Retirement	14,845	15,901	16,583
134	Police and Fire Retirement	5,093	-	-
135	Compensation Insurance	40,534	29,595	31,396
136	Unemployment Insurance	484	144	148
137	Staff Training and Conferences	-	-	1,500
141	Uniforms and Protective Clothing	1,572	2,875	2,875
	<i>Subtotal</i>	<i>388,055</i>	<i>305,678</i>	<i>321,740</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	551	800	800
217	Dues and Subscriptions	230	225	225
218	Non-Capital Equipment and Furniture	492	900	900
246	Liability Insurance	1,588	2,773	5,802
250	Professional and Contracted Services	192,433	194,146	201,996
273	Fleet Lease - Operating and Maintenance	32,053	22,514	28,756
274	Fleet Lease - Replacement	22,294	34,969	34,967
	<i>Subtotal</i>	<i>249,642</i>	<i>256,327</i>	<i>273,446</i>
<b>Capital Outlay</b>				
432	Vehicles	19,510	-	-
	<i>Subtotal</i>	<i>19,510</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$657,207</b>	<b>\$562,005</b>	<b>\$595,186</b>

## 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.

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**SERVICE: Special Enforcement Unit**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	4.00	5.00
Police Officer	1.00	1.00	0.00
<b>Total</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	499,857	532,056	580,332
114	Skill Based Pay	900	900	-
121	Wages - Overtime	138,241	59,835	61,719
123	Leave Expense	15,647	-	-
124	Skill Based Overtime Pay	245	-	-
126	Retirement Health Savings Plan	7,527	5,330	5,803
127	FPPA Death and Disability	9,524	9,772	10,994
129	Medicare	8,690	7,728	8,415
132	Employee Insurance	100,381	85,129	95,604
134	Police and Fire Retirement	51,512	53,296	58,033
135	Compensation Insurance	12,506	12,587	20,705
136	Unemployment Insurance	1,142	373	402
141	Uniforms and Protective Clothing	2,560	4,200	4,200
142	Food Allowance	2,064	500	500
	<i>Subtotal</i>	<i>850,796</i>	<i>771,706</i>	<i>846,707</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,797	2,925	6,625
217	Dues and Subscriptions	3,850	1,500	1,500
218	Non-Capital Equipment and Furniture	6,423	4,475	4,475
240	Equipment Repair and Maintenance	4,305	6,800	13,050
243	Non-Capital Computer Equipment and Supplies	-	3,700	-
246	Liability Insurance	7,369	8,483	12,708
247	Safety Expenses	-	4,000	4,000
250	Professional and Contracted Services	5,136	100	100
258	Investigative Expenses	19,513	22,475	22,475
273	Fleet Lease - Operating and Maintenance	93,213	113,463	116,135
274	Fleet Lease - Replacement	10,265	10,265	10,265
	<i>Subtotal</i>	<i>152,871</i>	<i>178,186</i>	<i>191,333</i>
	<b>SERVICE TOTAL</b>	<b>\$1,003,667</b>	<b>\$949,892</b>	<b>\$1,038,040</b>

## 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.

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**SERVICE: School Resource Officers**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	425,053	445,020	482,328
121 Wages - Overtime	20,394	24,892	25,639
123 Leave Expense	4,689	-	-
126 Retirement Health Savings Plan	6,785	4,450	4,823
127 FPPA Death and Disability	5,840	6,008	6,703
129 Medicare	6,327	6,453	6,994
132 Employee Insurance	72,157	71,203	79,583
134 Police and Fire Retirement	43,257	44,502	48,233
135 Compensation Insurance	13,613	12,379	10,067
136 Unemployment Insurance	821	312	335
137 Staff Training and Conferences	-	-	8,035
141 Uniforms and Protective Clothing	1,802	3,150	3,150
142 Food Allowance	261	425	425
<i>Subtotal</i>	<i>601,000</i>	<i>618,794</i>	<i>676,315</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	434	2,800	2,800
218 Non-Capital Equipment and Furniture	1,041	1,150	1,150
246 Liability Insurance	670	3,726	3,356
<i>Subtotal</i>	<i>2,145</i>	<i>7,676</i>	<i>7,306</i>
<b>SERVICE TOTAL</b>	<b>\$603,145</b>	<b>\$626,470</b>	<b>\$683,621</b>

## 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.

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**SERVICE: Police Special Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Commander	1.00	1.00	1.00
Police Sergeant	0.50	1.00	1.00
Police Services Technician	4.00	4.00	0.00
<b>Total</b>	<b>5.50</b>	<b>6.00</b>	<b>2.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	334,078	406,138	240,278
114	Skill Based Pay	883	-	-
121	Wages - Overtime	4,885	2,841	2,926
123	Leave Expense	1,801	-	-
124	Skill Based Overtime Pay	13	-	-
126	Retirement Health Savings Plan	3,837	3,228	1,560
129	Medicare	4,449	5,889	3,484
131	MOPC	8,143	8,902	-
132	Employee Insurance	57,198	64,982	39,646
133	Employee Retirement	11,760	13,708	-
134	Police and Fire Retirement	17,110	22,811	24,029
135	Compensation Insurance	7,088	6,637	10,797
136	Unemployment Insurance	651	284	169
137	Staff Training and Conferences	-	-	1,775
141	Uniforms and Protective Clothing	1,802	3,275	1,275
142	Food Allowance	88	-	-
	<i>Subtotal</i>	<i>453,786</i>	<i>538,695</i>	<i>325,939</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	146	500	200
217	Dues and Subscriptions	130	-	-
218	Non-Capital Equipment and Furniture	1,216	2,350	1,350
246	Liability Insurance	2,667	2,994	1,305
250	Professional and Contracted Services	1,625	300	300
269	Other Services and Charges	-	2,534	-
273	Fleet Lease - Operating and Maintenance	24,901	25,299	27,668
274	Fleet Lease - Replacement	6,342	39,931	21,107
	<i>Subtotal</i>	<i>37,027</i>	<i>73,908</i>	<i>51,930</i>
<b>Capital Outlay</b>				
475	Building and Facility Improvement	6,500	-	-
	<i>Subtotal</i>	<i>6,500</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>		<b>\$497,313</b>	<b>\$612,603</b>	<b>\$377,869</b>

## 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.

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**SERVICE: Traffic Unit**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	4.00	3.00
Police Officer	2.00	1.00	2.00
CSO Field Investigator	3.00	3.00	3.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

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**Service: Traffic Unit****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	595,449	702,552	719,055
114	Skill Based Pay	1,870	1,800	-
121	Wages - Overtime	66,173	38,314	39,463
123	Leave Expense	63,658	-	-
124	Skill Based Overtime Pay	159	-	-
126	Retirement Health Savings Plan	24,406	7,044	7,191
127	FPPA Death and Disability	6,897	8,358	9,268
129	Medicare	9,013	10,213	10,426
131	MOPC	5,792	8,525	8,576
132	Employee Insurance	112,626	112,408	118,346
133	Employee Retirement	8,362	13,128	13,208
134	Police and Fire Retirement	51,134	53,386	54,753
135	Compensation Insurance	79,728	88,021	70,819
136	Unemployment Insurance	1,281	492	499
137	Staff Training and Conferences	-	-	16,980
141	Uniforms and Protective Clothing	3,042	6,000	6,000
142	Food Allowance	382	-	-
	<i>Subtotal</i>	<i>1,029,972</i>	<i>1,050,241</i>	<i>1,074,584</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	3,350	4,350
217	Dues and Subscriptions	-	50	50
218	Non-Capital Equipment and Furniture	1,649	1,700	1,700
229	Materials and Supplies	-	-	-
240	Equipment Repair and Maintenance	1,034	1,600	1,600
243	Non-Capital Computer Equipment and Supplies	4,064	1,000	-
246	Liability Insurance	7,787	3,413	3,020
250	Professional and Contracted Services	175	1,000	1,000
258	Investigative Expenses	27,732	35,300	35,300
273	Fleet Lease - Operating and Maintenance	31,365	29,620	27,202
274	Fleet Lease - Replacement	36,572	14,779	26,753
	<i>Subtotal</i>	<i>110,379</i>	<i>91,812</i>	<i>100,975</i>
	<b>SERVICE TOTAL</b>	<b>\$1,140,351</b>	<b>\$1,142,053</b>	<b>\$1,175,559</b>

## 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**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
121	Wages - Overtime	223,161	116,521	120,167
124	Skill Based Overtime Pay	278	-	-
135	Compensation Insurance	2,152	31,413	26,799
137	Staff Training and Conferences	-	-	15,900
141	Uniforms and Protective Clothing	6,653	5,450	9,450
142	Food Allowance	1,474	400	400
	<i>Subtotal</i>	<i>233,718</i>	<i>153,784</i>	<i>172,716</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	14,955	29,386	32,586
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	825	775	775
218	Non-Capital Equipment and Furniture	48,534	44,300	39,800
229	Materials and Supplies	-	6,560	-
240	Equipment Repair and Maintenance	-	28,627	28,627
246	Liability Insurance	13,670	10,110	10,422
247	Safety Expenses	32,509	87,800	26,000
250	Professional and Contracted Services	248	225	225
262	Radio Repair and Maintenance	29,682	-	-
264	Printing and Copying	-	100	100
269	Other Services and Charges	78	-	-
273	Fleet Lease - Operating and Maintenance	48,791	44,542	42,181
274	Fleet Lease - Replacement	76,481	69,823	82,476
	<i>Subtotal</i>	<i>265,772</i>	<i>322,398</i>	<i>263,342</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	18,841	-	-
	<i>Subtotal</i>	<i>18,841</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>		<b>\$518,331</b>	<b>\$476,182</b>	<b>\$436,058</b>

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

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**SERVICE:** Longmont Emergency Communications Center

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
CSO Emergency Comm Tech System Support	1.00	1.00	1.00
Emergency Comm Tech Systems Administrator	1.00	1.00	1.00
<b>Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	1,154,650	1,304,451	1,342,226
114	Skill Based Pay	2,978	2,700	-
115	One Time Payment	3,000	-	-
121	Wages - Overtime	205,123	83,911	86,428
123	Leave Expense	31,333	-	-
124	Skill Based Overtime Pay	31	-	-
126	Retirement Health Savings Plan	17,358	11,694	12,279
129	Medicare	17,876	18,954	19,462
131	MOPC	59,068	65,357	67,008
132	Employee Insurance	212,179	208,712	220,972
133	Employee Retirement	85,535	100,650	103,186
134	Police and Fire Retirement	-	-	210
135	Compensation Insurance	1,354	1,161	10,528
136	Unemployment Insurance	2,414	914	928
137	Staff Training and Conferences	13,709	15,500	20,500
142	Food Allowance	131	400	550
	<i>Subtotal</i>	<i>1,806,739</i>	<i>1,814,404</i>	<i>1,884,277</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,826	4,650	7,150
216	Reference Books and Materials	-	-	250
217	Dues and Subscriptions	1,945	1,700	6,700
218	Non-Capital Equipment and Furniture	17,380	5,100	5,100
240	Equipment Repair and Maintenance	-	13,200	19,400
245	Mileage Allowance	-	200	200
246	Liability Insurance	2,372	2,320	2,681
250	Professional Contracted Services	3,660	-	500
262	Radio Repair and Maintenance	10,433	-	-
263	Postage	24	-	-
264	Printing and Copying	-	-	250
269	Other Services and Charges	701	2,000	2,000
273	Fleet Lease - Operating and Maintenance	11,200	6,867	10,253
	<i>Subtotal</i>	<i>49,541</i>	<i>36,037</i>	<i>54,484</i>
	<b>SERVICE TOTAL</b>	<b>\$1,856,280</b>	<b>\$1,850,441</b>	<b>\$1,938,761</b>



## Support Services Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	2,406,104	2,526,428	2,580,274
Operating and Maintenance	735,411	845,140	816,238
Non-Operating	-	-	-
Capital	-	-	10,000
<b>TOTAL</b>	<b>\$ 3,141,515</b>	<b>\$ 3,371,568</b>	<b>\$ 3,406,512</b>

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

## 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.

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**SERVICE:** Support Services

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.00
<b>Total</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>

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**Service: Support Services****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	-	352,257	316,287
115 One Time Payment	1,048	1,500	-
121 Wages - Overtime	17,259	11,688	31,423
122 Longevity Compensation	4,020	4,140	4,260
123 Leave Expense	5,127	-	-
124 Skill Based Overtime Pay	87	-	-
126 Retirement Health Savings Plan	-	1,600	1,200
129 Medicare	2,080	3,442	2,764
131 MOPC	1,611	5,144	2,753
132 Employee Insurance	48,703	56,361	52,188
133 Employee Retirement	2,329	7,922	4,239
134 Police and Fire Retirement	25,016	24,938	26,124
135 Compensation Insurance	58,302	52,781	11,018
136 Unemployment Insurance	554	246	222
141 Uniforms and Protective Clothing	475	525	950
142 Food Allowance	465	700	575
<i>Subtotal</i>	<i>167,077</i>	<i>523,244</i>	<i>454,003</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	12,510	13,185
216 Reference Books and Materials	2,741	1,450	1,600
217 Dues and Subscriptions	2,677	1,685	3,060
218 Non-Capital Equipment and Furniture	-	5,772	6,772
230 Printing and Copier Supplies	-	-	6,500
240 Equipment Repair and Maintenance	20,474	17,305	17,365
243 Non-Capital Computer Equipment and Supplies	-	-	-
245 Mileage Allowance	237	500	200
246 Liability Insurance	3,804	4,064	3,681
247 Safety Expenses	-	-	9,600
250 Professional and Contracted Services	132,908	144,521	174,371
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	-	-	163,271
264 Printing and Copying	305	1,664	1,664
269 Other Services and Charges	-	23,530	23,530
273 Fleet Lease - Operating and Maintenance	37,206	33,018	19,108
274 Fleet Lease - Replacement	15,371	29,135	10,947
<i>Subtotal</i>	<i>215,723</i>	<i>275,354</i>	<i>455,054</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	10,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>10,000</i>
<b>SERVICE TOTAL</b>	<b>\$382,800</b>	<b>\$798,598</b>	<b>\$919,057</b>

## 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.

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**SERVICE: Training & Personnel**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	2.00	2.00
Administrative Analyst	1.00	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	815,020	529,610	567,786
112	Temporary Wages	400	-	-
121	Wages - Overtime	72,406	237,280	244,398
122	Longevity Compensation	3,480	3,600	1,800
123	Leave Expense	16,714	-	-
124	Skill Based Overtime Pay	2,232	-	-
126	Retirement Health Savings Plan	28,577	5,165	5,532
127	FPPA Death and Disability	2,420	2,430	2,680
129	Medicare	7,168	7,679	8,234
131	MOPC	2,390	2,657	2,723
132	Employee Insurance	86,050	84,738	93,684
133	Employee Retirement	3,452	4,092	4,193
134	Police and Fire Retirement	45,534	47,647	51,334
135	Compensation Insurance	17,123	16,973	15,027
136	Unemployment Insurance	979	370	396
137	Staff Training and Conferences	20,195	55,250	99,211
141	Uniforms and Protective Clothing	-	4,800	4,800
142	Food Allowance	6,310	5,000	5,000
	<i>Subtotal</i>	<i>1,130,449</i>	<i>1,007,291</i>	<i>1,106,798</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	77,181	71,300	71,300
215	Audiovisual Materials	75	200	200
217	Dues and Subscriptions	603	3,850	3,850
218	Non-Capital Equipment and Furniture	57,650	3,000	8,600
229	Materials and Supplies	-	1,400	1,400
246	Liability Insurance	2,184	1,740	1,999
250	Professional and Contracted Services	3,684	39,000	39,000
269	Other Services and Charges	12,802	8,000	8,000
273	Fleet Lease - Operating and Maintenance	26,153	25,541	11,409
274	Fleet Lease - Replacement	-	8,426	14,912
	<i>Subtotal</i>	<i>180,332</i>	<i>162,457</i>	<i>160,670</i>
	<b>SERVICE TOTAL</b>	<b>\$1,310,781</b>	<b>\$1,169,748</b>	<b>\$1,267,468</b>

## 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.

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**SERVICE: Public Safety Records Unit**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Records Supervisor	1.00	1.00	1.00
Senior Police Services Technician	3.00	3.00	3.00
Police Services Technician	5.00	5.00	5.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	642,179	442,199	455,607
112	Wages - Temporary	-	1,723	1,723
114	Skill Based Pay	624	1,800	-
121	Wages - Overtime	12,755	17,170	17,685
123	Leave Expense	12,244	-	-
124	Skill Based Overtime Pay	11	-	-
126	Retirement Health Savings Plan	11,870	4,187	4,298
128	FICA	-	107	107
129	Medicare	5,175	6,463	6,856
131	MOPC	20,187	22,200	22,780
132	Employee Insurance	71,329	70,752	75,175
133	Employee Retirement	29,153	34,188	35,082
135	Compensation Insurance	318	266	253
136	Unemployment Insurance	812	309	319
141	Uniforms/Protective Cloth	99	-	-
142	Food Allowance	-	111	211
	<i>Subtotal</i>	<i>806,755</i>	<i>601,475</i>	<i>620,096</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	16,099	300	2,800
216	Reference Books and Materials	-	-	100
217	Dues and Subscriptions	100	200	200
218	Non-Capital Equipment and Furniture	-	1,000	1,000
240	Equipment Repair and Maintenance	116,178	-	-
245	Mileage Allowance	100	100	100
246	Liability Insurance	663	665	708
250	Professional and Contracted Services	2,878	4,000	4,500
264	Printing and Copying	-	-	7,400
	<i>Subtotal</i>	<i>136,017</i>	<i>6,265</i>	<i>16,808</i>
	<b>SERVICE TOTAL</b>	<b>\$942,772</b>	<b>\$607,740</b>	<b>\$636,904</b>

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

**FUND: General Fund**

**DEPARTMENT: Public Safety**

**Service Description:**

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

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

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Safety Info/Technology Manager	1.00	1.00	1.00
PS Technical Support	0.00	0.00	1.00
Sr PS Technical Support	0.00	0.00	1.00
Mobile Data Communications Specialist	2.00	2.00	0.00
PS IT Application Support Analyst	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	-	282,020	287,722
115 One Time Payment	23	-	-
121 Wages - Overtime	20,532	13,113	13,506
123 Leave Expense	7,398	-	-
126 Retirement Health Savings Plan	3,615	1,600	1,600
129 Medicare	3,692	4,089	4,172
131 MOPC	12,482	14,101	14,386
132 Employee Insurance	44,988	45,123	47,474
133 Employee Retirement	18,017	21,716	22,154
135 Compensation Insurance	204	169	162
136 Unemployment Insurance	512	198	201
137 Staff Training and Conferences	1,005	-	8,000
139 Dental Insurance	275	-	-
<i>Subtotal</i>	<i>112,741</i>	<i>382,129</i>	<i>399,377</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	37,525	34,675
216 Reference Books and Materials	-	-	875
217 Dues and Subscriptions	405	2,400	2,775
218 Non-Capital Equipment and Furniture	10,128	600	600
240 Equipment Repair and Maintenance	-	135,204	135,454
243 Non-Capital Computer Equipment and Supplies	-	2,600	-
246 Liability Insurance	610	676	789
250 Professional and Contracted Services	1,394	5,520	5,520
269 Other Services and Charges	15	-	-
273 Fleet Lease - Operating and Maintenance	4,632	3,801	3,018
<i>Subtotal</i>	<i>17,185</i>	<i>188,326</i>	<i>183,706</i>
<b>SERVICE TOTAL</b>	<b>\$129,926</b>	<b>\$570,455</b>	<b>\$583,083</b>

## Service: **Public Safety Information Services**

**FUND: General Fund**

**DEPARTMENT: Public Safety**

**Service Description:**

This service has been combined with Public Safety Support Services.

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**SERVICE:** Public Safety Information Services

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Deputy Public Safety Chief	1.00	0.00	0.00
Administrative Analyst	1.00	0.00	0.00
<b>Total</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>

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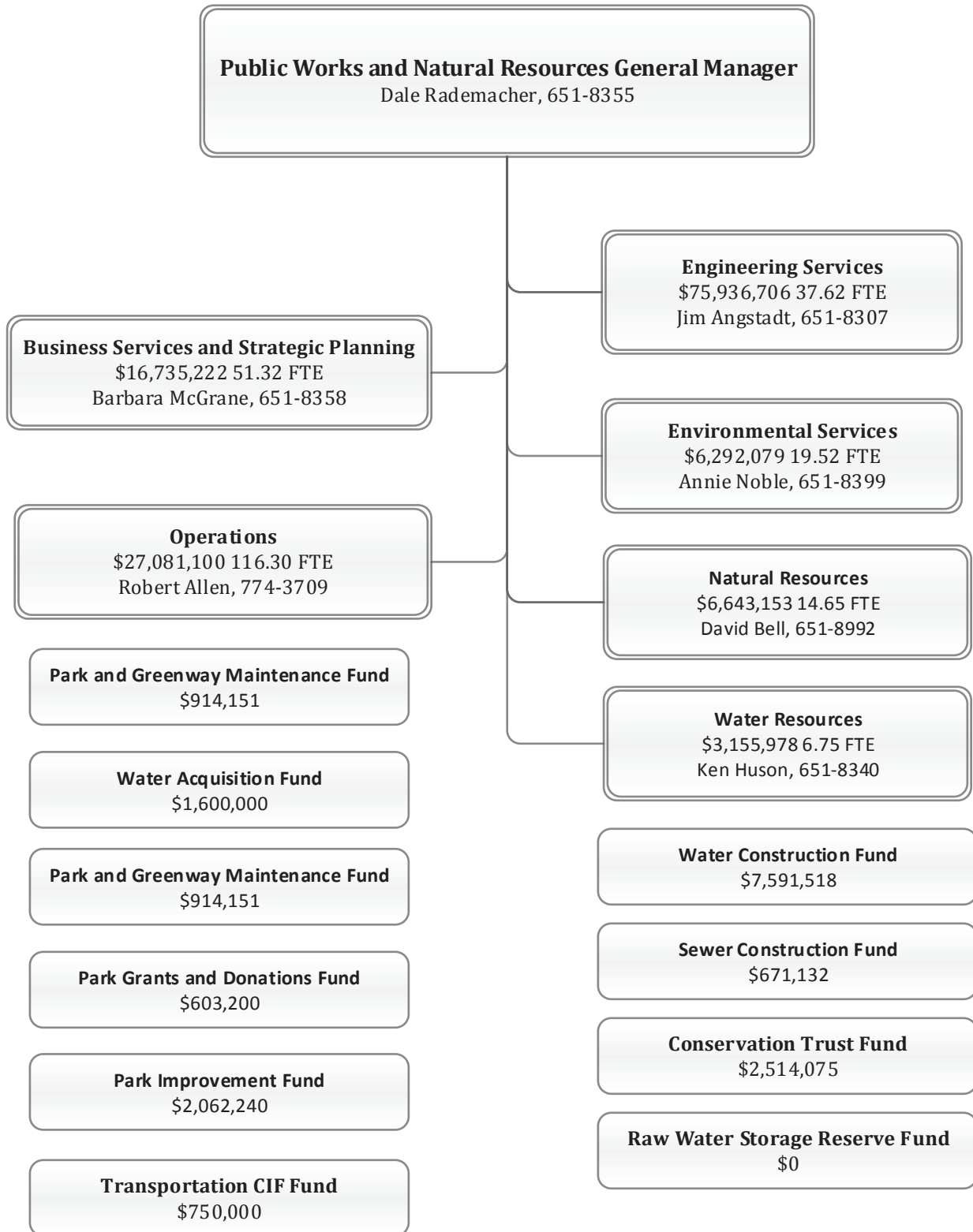
**Service: Public Safety Information Services****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	104,069	-	-
115	One Time Payment	1,199	-	-
121	Wages - Overtime	855	820	-
122	Longevity Compensation	2,810	-	-
123	Leave Expense	1,849	-	-
126	Retirement Health Savings Plan	32,267	-	-
129	Medicare	700	-	-
131	MOPC	2,735	-	-
132	Employee Insurance	30,599	-	-
133	Employee Retirement	3,950	-	-
134	Police and Fire Retirement	3,262	-	-
135	Compensation Insurance	2,423	2,219	-
136	Unemployment Insurance	348	-	-
137	Staff Training and Conferences	1,954	9,000	-
142	Food Allowance	62	250	-
	<i>Subtotal</i>	<i>189,083</i>	<i>12,289</i>	<i>-</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	13,100	13,275	-
216	Reference Books and Materials	286	1,525	-
217	Dues and Subscriptions	1,754	750	-
218	Non-Capital Equipment and Furniture	14,197	1,000	-
240	Equipment Repair and Maintenance	-	310	-
246	Liability Insurance	611	657	-
249	Operating Leases and Rentals	25,976	24,850	-
250	Professional and Contracted Services	957	1,000	-
261	Telephone Charges	113,224	163,271	-
264	Printing and Copying	6,100	6,100	-
273	Fleet Lease - Operating and Maintenance	9,949	-	-
	<i>Subtotal</i>	<i>186,154</i>	<i>212,738</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$375,237</b>	<b>\$225,027</b>	<b>\$ -</b>



# *Public Works and Natural Resources Department*

## **\$152,550,554 246.16 FTE**



PUBLIC WORKS AND NATURAL RESOURCES

**Resource Alignment 2019 Proposed Budget - \$57,516,743**

Q1				38,084,413
Q2		18,015,537		
Q3	1,388,572			
Q4	28,221			

**Q1 Programs - \$38,084,413**

Project Management of Capital Projects	7,292,628
Sewer Collection and Wastewater Treatment	5,127,281
Transportation Maintenance and Repair	5,063,962
Development Review and Project Management of public infrastructure installation	4,694,548
Landscape and hardscape maintenance for parks, greenways, rights-of-way, and City facilities	3,802,385
Potable and Raw Water Service	3,178,784
Facilities Maintenance, Safety, and Security	2,633,820
Stormwater Operations and Maintenance	1,425,531
Water Rights Administration and Accounting, and Raw Water System Administration	1,040,454
Button Rock Preserve and Ralph Price Reservoir Management	1,004,813
Natural Land Maintenance and Management	941,289
Sustainability	876,084
MS4 permit/program	706,321
Flood Plain Management and Permitting	165,238
Underground Utility Locates	131,275

**Q2 Programs - \$18,015,537**

Residential waste diversion and collection	6,618,460
Technical/Regulatory Support	4,105,483
Maintenance for Ditch Companies	1,637,078
Financial Analysis, and Rate and Fee Setting	1,080,942
Traffic Signal Operations, Maintenance, and Studies	972,807
Utilities	808,826
Union Reservoir Management	802,211
Transit Programs	674,380
Voluntary Curbside Organics Collection	407,778
School Safety	233,061
Oil and Gas Coordination	198,428
Industrial pretreatment	188,303
Graffiti Vandalism	129,356
Permit Review and Approval	88,237
Flood Related Work	35,203
MS4 permit/program	34,984

**Q3 Programs - \$1,388,572**

City Produced Special Events	1,211,340
RTD EcoPass Program	71,923
Serve on the Board of Directors for Ditch and Reservoir Companies	32,512
Private Special Events	23,220
Sunset Golf Course - Turf Maintenance and Irrigation	11,145
Twin Peaks Golf Course - Turf Maintenance and Irrigation	11,145
Ute Creek Golf Course - Turf Maintenance and Irrigation	11,145



## PUBLIC WORKS AND NATURAL RESOURCES, continued

Mosquito Control	4,997
Sunset Golf Course - Building and Equipment Maintenance	2,972
Twin Peaks Golf Course - Building and Equipment Maintenance	2,972
Ute Creek Golf Course - Building and Equipment Maintenance	2,972
Sunset Golf Course - Golf and Clubhouse Operations	743
Twin Peaks Golf Course - Golf and Clubhouse Operations	743
Ute Creek Golf Course - Golf and Clubhouse Operations	743
<b>Q4 Programs - \$28,221</b>	
Lease of Employee Parking Downtown	28,221



## Public Works and Natural Resources Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	3,859,860	4,772,915	4,734,473
Operating and Maintenance	4,297,296	4,403,843	4,587,125
Non-Operating	-	-	-
Capital	0	50,876	5,000
<b>TOTAL</b>	<b>\$ 8,157,156</b>	<b>\$ 9,227,634</b>	<b>\$ 9,326,598</b>

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

	2017 Actual	2018 Budget	2019 Budget
Personal Services	2,527,361	3,239,461	3,075,202
Operating and Maintenance	2,331,091	2,382,577	2,520,366
Non-Operating	-	-	-
Capital	0	50,876	5,000
<b>TOTAL</b>	<b>\$ 4,858,453</b>	<b>\$ 5,672,914</b>	<b>\$ 5,600,568</b>

Parks and Forestry includes nine budget services:

- Natural Resources Administration
- Forestry Maintenance
- Municipal Grounds Maintenance
- Parks Development and Improvement
- Parks Maintenance
- Right-of-way Maintenance
- Union Reservoir
- 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.

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**SERVICE: Natural Resources Administration**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
General Manager PW&NR	0.00	0.10	0.10
PWNR Director of Operations	0.00	0.10	0.00
PWNR Natural Resources Manager	0.50	0.50	0.50
PWNR Bus/Strategic Plan Mgr	0.00	0.10	0.10
PWNR Rate Analyst	0.00	0.10	0.10
PWNR Communications Coord	0.00	0.10	0.10
Business Analyst	0.00	0.10	0.10
Customer Service Rep	0.00	0.10	0.10
Sustainability Coordinator	0.00	0.10	0.10
Economic Sustainability Specialist	0.00	0.25	0.25
Volunteer Coordinator	0.00	0.25	0.00
Senior Parks Ranger Technician	1.00	1.00	1.00
Natural Resources Technician	0.00	0.00	0.85
Natural Resources Specialist	0.05	0.05	0.05
Parks/Open Space Ranger	0.30	0.30	0.30
Sr Project Manager	0.00	0.00	0.40
Project Manager II	0.15	0.40	0.15
Project Manager/Volunteer Coordinator	0.00	0.00	0.50
Executive Assistant	0.90	0.75	0.75
Administrative Supervisor	0.00	0.10	0.10
Administrative Assistant	0.00	0.10	0.10
<b>Total</b>	<b>2.90</b>	<b>4.50</b>	<b>5.65</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	189,195	342,707	504,101
115 One Time Payment	958	9,283	-
121 Wages - Overtime	1,300	800	800
122 Longevity	-	204	264
123 Leave Expense	3,388	-	-
126 Retirement Health Savings Plan	1,603	1,800	2,760
129 Medicare	2,426	4,607	6,930
131 MOPC	9,619	17,137	25,205
132 Employee Insurance	32,284	54,834	83,176
133 Employee Retirement	13,889	26,388	38,817
135 Compensation Insurance	135	1,097	121
136 Unemployment Insurance	368	306	351
137 Staff Training and Conferences	2,431	4,070	4,647
141 Uniforms and Protective Clothing	-	600	600
142 Food Allowance	406	500	500
<i>Subtotal</i>	<i>258,002</i>	<i>464,333</i>	<i>668,272</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	5,219	8,614	7,105
216 Reference Books and Materials	53	250	250
217 Dues and Subscriptions	712	478	478
218 Non-Capital Equipment and Furniture	4,947	7,893	514
222 Chemicals	4,586	-	-
240 Equipment Repair and Maintenance	-	8,240	8,240
245 Mileage Allowance	92	100	100
246 Liability Insurance	456	616	523
249 Operating Leases and Rentals	338	1,491	2,391
250 Professional and Contracted Services	128,874	153,515	201,015
252 Advertising and Legal Notices	-	550	550
261 Telephone Charges	1,710	2,000	2,000
263 Postage	21	600	600
264 Printing and Copying	669	220	220
269 Other Services and Charges	878	1,269	1,269
273 Fleet Lease - Operating and Maintenance	2,582	2,769	1,423
274 Fleet Lease - Replacement	7,777	8,052	7,806
<i>Subtotal</i>	<i>158,913</i>	<i>196,657</i>	<i>234,484</i>
<b>Capital Outlay</b>			
432 Vehicles	-	14,750	-
<i>Subtotal</i>	<i>-</i>	<i>14,750</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$416,915</b>	<b>\$675,740</b>	<b>\$902,756</b>

## 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.

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**SERVICE: Forestry Maintenance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
City Forester	1.00	1.00	1.00
Senior Arborist Technician	1.00	1.25	1.25
EAB Arborist Technician	0.00	1.00	1.00
Arborist Technician II	0.25	0.00	0.00
<b>Total</b>	<b>2.25</b>	<b>3.25</b>	<b>3.25</b>

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**Service: Forestry Maintenance****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	153,093	194,233	209,838
112 Wages - Temporary	121,884	133,580	135,404
115 One Time Payment	2,656	-	-
121 Wages - Overtime	276	1,000	1,000
122 Longevity Compensation	2,040	-	-
123 Leave Expense	2,749	-	-
126 Retirement Health Savings Plan	2,798	1,300	1,300
128 FICA	7,598	8,282	8,395
129 Medicare	2,788	3,576	3,811
131 MOPC	7,706	9,711	10,492
132 Employee Insurance	23,878	31,077	34,624
133 Employee Retirement	11,135	14,956	16,157
135 Compensation Insurance	8,788	8,257	8,056
136 Unemployment Insurance	272	186	184
141 Uniforms and Protective Clothing	861	760	760
142 Food Allowance	46	150	150
<i>Subtotal</i>	<i>348,566</i>	<i>407,068</i>	<i>430,171</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	2,471	-	-
216 Reference Books and Materials	158	150	150
217 Dues and Subscriptions	721	1,038	1,058
218 Non-Capital Equipment and Furniture	4,790	4,000	4,000
222 Chemicals	520	3,000	3,000
240 Equipment Repair and Maintenance	39,649	52,000	22,000
241 Grounds Maintenance	-	-	30,000
243 Non-Capital Computer Equipment and Supplies	-	2,855	-
246 Liability Insurance	9,162	14,322	18,776
247 Safety Expenses	2,732	1,000	1,000
250 Professional and Contracted Services	223,512	338,754	350,954
261 Telephone Charges	2,113	4,788	4,548
263 Postage	3	-	-
264 Printing and Copying	353	500	500
273 Fleet Lease - Operating and Maintenance	44,420	47,002	50,554
274 Fleet Lease - Replacement	71,691	83,097	68,293
<i>Subtotal</i>	<i>402,294</i>	<i>552,506</i>	<i>554,833</i>
<b>Capital Outlay</b>			
432 Vehicles	-	36,126	-
<i>Subtotal</i>	<i>-</i>	<i>36,126</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$750,860</b>	<b>\$995,700</b>	<b>\$985,004</b>

## 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.

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**SERVICE: Municipal Grounds Maintenance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Parks Supervisor	0.25	0.25	0.25
Parks Superintendant	0.00	0.10	0.10
Senior Grounds Maintenance Technician	3.30	3.55	2.85
<b>Total</b>	<b>3.55</b>	<b>3.90</b>	<b>3.20</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	124,935	217,264	182,345
112	Wages - Temporary	44	230	234
114	Skill Based Pay	221	225	-
115	One Time Payment	17	-	-
121	Wages - Overtime	2,768	-	-
122	Longevity Compensation	930	960	1,020
123	Leave Expense	4,653	-	-
124	Skill Based Overtime Pay	2	-	-
126	Retirement Health Savings Plan	1,291	1,560	1,280
128	FICA	-	14	14
129	Medicare	1,621	3,156	2,647
131	MOPC	6,463	10,874	9,117
132	Employee Insurance	29,723	34,762	30,051
133	Employee Retirement	9,325	16,746	14,041
135	Compensation Insurance	3,426	2,997	3,320
136	Unemployment Insurance	338	152	128
	<i>Subtotal</i>	<i>185,756</i>	<i>288,940</i>	<i>244,197</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	300	300
222	Chemicals	-	1,500	1,500
240	Equipment Repair and Maintenance	13,509	150	150
246	Liability Insurance	1,667	6,674	6,851
247	Safety Expenses	219	-	-
250	Professional and Contracted Services	3,259	22,455	23,655
273	Fleet Lease - Operating and Maintenance	5,705	4,774	5,882
274	Fleet Lease - Replacement	22,370	33,796	36,374
	<i>Subtotal</i>	<i>46,729</i>	<i>69,649</i>	<i>74,712</i>
	<b>SERVICE TOTAL</b>	<b>\$232,485</b>	<b>\$358,589</b>	<b>\$318,909</b>

## 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.

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**SERVICE: Parks Development and Improvement**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Sr Project Manager	1.60	1.60	1.60
<b>Total</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	134,119	147,617	150,549
112	Wages - Temporary	16,380	34,000	-
123	Leave Expense	2,187	-	-
126	Retirement Health Savings Plan	1,445	640	640
128	FICA	1,016	-	-
129	Medicare	1,882	2,140	2,183
131	MOPC	6,788	7,381	7,528
132	Employee Insurance	24,000	23,619	24,841
133	Employee Retirement	9,802	11,366	11,592
135	Compensation Insurance	129	2,528	2,434
136	Unemployment Insurance	273	103	105
142	Food Allowance	-	400	400
	<i>Subtotal</i>	<i>198,021</i>	<i>229,794</i>	<i>200,272</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	800	800
217	Dues and Subscriptions	234	770	770
218	Non-Capital Equipment and Furniture	11	230	230
243	Non-Capital Computer Equipment and Supplies	1,013	-	-
246	Liability Insurance	876	1,398	1,343
247	Safety Expenses	-	150	150
261	Telephone Charges	840	850	850
263	Postage	120	200	200
264	Printing and Copying	1,491	200	200
	<i>Subtotal</i>	<i>4,583</i>	<i>4,598</i>	<i>4,543</i>
<b>SERVICE TOTAL</b>		<b>\$202,604</b>	<b>\$234,392</b>	<b>\$204,815</b>

## 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 wheels parks, spray grounds, etc. This service includes vandalism and graffiti repair in the City parks.

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**SERVICE: Parks Maintenance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Parks Superintendant	1.00	0.70	0.70
Parks Supervisor	1.50	1.25	1.25
Sr Project Manager	0.40	0.40	0.00
Senior Grounds Maintenance Technician	10.25	10.25	9.30
Grounds Maintenance Technician II	0.75	0.75	0.00
Natural Resources Technician	0.85	0.85	0.00
Graffiti Removal Specialist	0.25	0.62	0.62
Administrative Assistant	0.68	0.68	0.00
<b>Total</b>	<b>15.68</b>	<b>15.50</b>	<b>11.87</b>

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**Service: Parks Maintenance****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	670,924	885,912	616,651
112 Wages - Temporary	51,516	61,605	73,136
114 Skill Based Pay	1,873	1,875	-
115 One Time Payment	2,199	-	-
121 Wages - Overtime	17,797	7,750	7,750
122 Longevity Compensation	930	960	1,020
123 Leave Expense	17,117	-	-
124 Skill Based Overtime Pay	32	-	-
126 Retirement Health Savings Plan	6,738	6,200	4,248
128 FICA	3,175	3,820	3,759
129 Medicare	9,450	13,750	9,825
131 MOPC	34,007	44,390	30,834
132 Employee Insurance	148,992	141,745	101,435
133 Employee Retirement	49,126	68,359	47,480
135 Compensation Insurance	28,978	47,649	54,247
136 Unemployment Insurance	1,695	620	431
137 Staff Training and Conferences	8,679	8,500	12,500
141 Uniforms and Protective Clothing	5,357	4,425	5,025
142 Food Allowance	414	249	249
<i>Subtotal</i>	<i>1,058,999</i>	<i>1,297,809</i>	<i>968,590</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	11,205	11,741
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	125	530	324
218 Non-Capital Equipment and Furniture	3,180	1,250	6,250
222 Chemicals	9,290	18,000	5,000
223 Lab and Photo Supplies	7,262	-	-
228 Janitorial Supplies	41,507	-	-
240 Equipment Repair and Maintenance	95,098	52,210	63,210
246 Liability Insurance	57,950	68,747	69,217
247 Safety Expenses	4,886	6,036	5,500
249 Operating Leases and Rentals	436	2,500	2,500
250 Professional and Contracted Services	614,916	373,659	506,330
252 Ads and Legal Notices	150	-	-
259 Licenses and Permits	103	-	206
261 Telephone Charges	10,939	13,064	13,064
263 Postage	16	200	200
264 Printing and Copying	486	500	500
269 Other Services and Charges	9,000	10,500	10,500
273 Fleet Lease - Operating and Maintenance	160,391	138,146	110,888
274 Fleet Lease - Replacement	247,252	240,912	240,937
<i>Subtotal</i>	<i>1,262,986</i>	<i>937,509</i>	<i>1,046,417</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	5,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>5,000</i>
<b>SERVICE TOTAL</b>	<b>\$2,321,985</b>	<b>\$2,235,318</b>	<b>\$2,020,007</b>

## 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.

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**SERVICE: Right-of-way Maintenance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Parks Supervisor	0.50	0.50	0.50
Parks Superintendant	0.00	0.20	0.20
Senior Grounds Maintenance Technician	2.00	2.00	2.00
Administrative Assistant	0.07	0.07	0.00
<b>Total</b>	<b>2.57</b>	<b>2.77</b>	<b>2.70</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	116,572	167,588	166,588
112	Wages - Temporary	9,589	129	132
115	One Time Payment	1,005	-	-
121	Wages - Overtime	1,425	-	-
123	Leave Expense	2,188	-	-
126	Retirement Health Savings Plan	4,938	1,108	1,080
128	FICA	588	8	8
129	Medicare	1,665	2,432	2,419
131	MOPC	5,860	8,379	8,330
132	Employee Insurance	23,372	26,814	27,486
133	Employee Retirement	8,466	12,904	12,826
135	Compensation Insurance	6,391	4,786	3,491
136	Unemployment Insurance	266	117	116
	<i>Subtotal</i>	<i>182,327</i>	<i>224,265</i>	<i>222,476</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,669	3,200	3,200
218	Non-Capital Equipment and Furniture	-	35,000	-
222	Chemicals	-	3,000	3,000
240	Equipment Repair and Maintenance	4,272	3,820	3,820
246	Liability Insurance	11,409	4,580	4,765
247	Safety Expenses	150	-	-
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	136,943	173,405	210,805
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	87,712	78,469	48,396
274	Fleet Lease - Replacement	91,987	97,326	100,191
	<i>Subtotal</i>	<i>335,142</i>	<i>399,160</i>	<i>374,537</i>
	<b>SERVICE TOTAL</b>	<b>\$517,469</b>	<b>\$623,425</b>	<b>\$597,013</b>

## 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.

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**SERVICE:** Union Reservoir

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Senior Parks Ranger Technician	1.00	1.00	1.00
Parks/Open Space Ranger	0.60	0.60	0.60
<b>Total</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

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**Service: Union Reservoir****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	85,173	91,560	94,544
112 Wages - Temporary	52,071	67,997	69,221
115 One Time Payment	845	-	-
121 Wages - Overtime	999	700	700
123 Leave Expense	2,631	-	-
126 Retirement Health Savings Plan	640	640	640
128 FICA	2,546	4,216	4,292
129 Medicare	1,742	2,297	2,375
131 MOPC	4,390	4,578	4,728
132 Employee Insurance	14,638	14,650	15,600
133 Employee Retirement	6,339	7,050	7,280
135 Compensation Insurance	2,480	2,477	2,385
136 Unemployment Insurance	167	64	66
141 Uniforms and Protective Clothing	682	1,275	1,275
142 Food Allowance	-	140	140
<i>Subtotal</i>	<i>175,341</i>	<i>197,644</i>	<i>203,246</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	7,747	4,143	4,143
214 Pamphlets and Documents	-	1	1
218 Non-Capital Equipment and Furniture	297	1,000	1,000
220 Gas and Oil	-	100	100
222 Chemicals	30	400	400
223 Lab and Photo Supplies	-	-	-
224 Resale Merchandise	-	1,500	1,500
232 Building Repair and Maintenance	17,272	-	-
240 Equipment Repair and Maintenance	-	12,289	12,289
246 Liability Insurance	3,263	3,923	2,561
247 Safety Expenses	1,439	2,500	2,500
249 Operating Leases and Rentals	-	80,276	80,276
250 Professional and Contracted Services	15,282	9,000	9,000
252 Advertising and Legal Notices	115	50	50
260 Utilities	3,429	-	-
261 Telephone Charges	108	1,764	1,764
263 Postage	13	20	20
264 Printing and Copying	1,100	1,900	1,900
269 Other Services and Charges	1,365	135	135
273 Fleet Lease - Operating and Maintenance	24,053	23,087	27,304
274 Fleet Lease - Replacement	27,583	43,313	52,396
<i>Subtotal</i>	<i>103,097</i>	<i>185,401</i>	<i>197,339</i>
<b>SERVICE TOTAL</b>	<b>\$278,438</b>	<b>\$383,045</b>	<b>\$400,585</b>

## 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.

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**SERVICE: Engineering/Survey Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	0.15	0.15
Senior GIS/Mapping Technician	0.15	0.00	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
<b>Total</b>	<b>1.35</b>	<b>1.35</b>	<b>1.35</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	87,416	96,674	103,152
114 Skill Based Pay	45	45	-
115 One Time Payment	293	-	-
121 Wages - Overtime	-	250	250
123 Leave Expense	3,012	-	-
126 Retirement Health Savings Plan	951	540	540
129 Medicare	1,118	1,403	1,496
131 MOPC	4,496	4,836	5,156
132 Employee Insurance	15,492	15,468	17,013
133 Employee Retirement	6,490	7,447	7,943
136 Unemployment Insurance	176	68	73
137 Staff Training and Conferences	861	2,832	2,310
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>120,349</i>	<i>129,608</i>	<i>137,978</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	2,316	900
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	2,140	3,435	1,450
218 Non-Capital Equipment and Furniture	1,257	1,645	510
240 Equipment Repair and Maintenance	12,649	25,260	26,184
243 Non-Capital Computer Equipment and Supplies	484	-	-
247 Safety Expenses	2	150	150
250 Professional and Contracted Services	426	1,620	1,620
261 Telephone Charges	350	72	72
263 Postage	38	-	-
264 Printing and Copying	1	75	75
273 Fleet Lease - Operating and Maintenance	-	1,655	1,628
274 Fleet Lease Replacement	-	854	897
<i>Subtotal</i>	<i>17,347</i>	<i>37,097</i>	<i>33,501</i>
<b>SERVICE TOTAL</b>	<b>\$137,696</b>	<b>\$166,705</b>	<b>\$171,479</b>



## Public Facilities Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	1,332,498	1,533,454	1,659,271
Operating and Maintenance	1,966,204	2,021,266	2,066,759
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 3,298,703</b>	<b>\$ 3,554,720</b>	<b>\$ 3,726,030</b>

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.

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**SERVICE: Facilities Maintenance Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Facilities Maintenance and CIP Manager	1.00	1.00	1.00
Facilities Maintenance Tech II	5.00	5.00	5.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	304,960	373,356	380,615
115	One Time Payment	1,500	-	-
121	Wages - Overtime	18,691	23,858	24,194
123	Leave Expense	33,692	-	-
126	Retirement Health Savings Plan	2,877	2,400	2,400
129	Medicare	4,630	5,414	5,519
131	MOPC	16,969	18,668	19,030
132	Employee Insurance	60,449	59,737	62,800
133	Employee Retirement	24,503	28,748	29,306
135	Compensation Insurance	6,514	22,417	20,692
136	Unemployment Insurance	688	261	268
137	Staff Training and Conferences	-	2,400	2,400
141	Uniforms and Protective Clothing	2,015	1,800	1,800
142	Food Allowance	37	-	-
	<i>Subtotal</i>	<i>477,524</i>	<i>539,059</i>	<i>549,024</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	6,609	8,481
217	Dues and Subscriptions	462	456	462
218	Non-Capital Equipment and Furniture	1,349	5,000	5,000
223	Photographic and Lab Supplies	5,132	-	-
232	Building Repair and Maintenance	128,190	-	7,500
240	Equipment Repair and Maintenance	-	129,140	134,620
246	Liability Insurance	7,585	11,293	9,068
247	Safety Expenses	941	995	995
248	Lease Purchase Installment	328,078	280,439	280,439
249	Operating Leases and Rentals	20,493	25,817	26,062
250	Professional and Contracted Services	214,709	230,877	230,374
260	Utilities	633,912	711,359	711,359
261	Telephone Charges	3,496	4,152	4,872
264	Printing/Copying and Binding	192	-	-
273	Fleet Lease - Operating and Maintenance	25,523	19,004	20,181
274	Fleet Lease - Replacement	20,331	20,331	25,902
	<i>Subtotal</i>	<i>1,390,392</i>	<i>1,445,472</i>	<i>1,465,315</i>
	<b>SERVICE TOTAL</b>	<b>\$1,867,916</b>	<b>\$1,984,531</b>	<b>\$2,014,339</b>

## 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.

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**SERVICE: Facilities Operations Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Facilities Operations and CIP Manager	1.00	1.00	1.00
Custodian	18.75	18.75	18.75
<b>Total</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	571,176	719,601	809,737
112	Temporary Wages	1,080	-	-
114	Skill Based Pay	3,560	3,600	-
115	One Time Payment	9,109	-	-
121	Wages - Overtime	19,642	24,000	24,000
122	Longevity Compensation	1,860	1,920	1,980
123	Leave Expense	18,758	-	-
124	Skill Based Overtime Pay	192	-	-
126	Retirement Health Savings Plan	6,606	7,900	7,900
128	FICA	4	-	-
129	Medicare	7,350	10,486	11,747
131	MOPC	29,463	36,160	40,479
132	Employee Insurance	117,848	115,136	133,010
133	Employee Retirement	42,540	55,686	62,350
135	Compensation Insurance	22,545	17,403	16,478
136	Unemployment Insurance	1,341	503	566
141	Uniforms and Protective Clothing	1,901	2,000	2,000
	<i>Subtotal</i>	<i>854,975</i>	<i>994,395</i>	<i>1,110,247</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	109,869	120,369
217	Dues and Subscriptions	-	370	370
218	Non-Capital Equipment and Furniture	4,549	16,000	16,000
228	Janitorial Supplies	119,900	3,000	-
232	Building Repair and Maintenance	36,847	-	-
240	Equipment Repair and Maintenance	-	20,114	20,114
246	Liability Insurance	1,228	1,234	1,272
250	Professional and Contracted Services	408,883	420,363	436,257
261	Telephone Charges	2,666	3,400	3,400
273	Fleet Lease - Operating and Maintenance	1,738	1,444	3,662
	<i>Subtotal</i>	<i>575,812</i>	<i>575,794</i>	<i>601,444</i>
	<b>SERVICE TOTAL</b>	<b>\$1,430,787</b>	<b>\$1,570,189</b>	<b>\$1,711,691</b>



## PUBLIC SAFETY FUND - Fund Summary

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	5,539,739	5,675,608	8,710,532
Operating and Maintenance	1,800,771	1,506,712	2,242,117
Non-Operating	12,617	160,082	171,697
Capital	118,600	56,184	876,880
<b>TOTAL</b>	<b>\$ 7,471,728</b>	<b>\$ 7,398,586</b>	<b>\$ 12,001,226</b>

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 Parks and Forestry.

## PUBLIC SAFETY FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,222,613</b>	<b>\$ 1,031,083</b>	<b>\$ 719,075</b>
Committed Working Capital	-	102,873	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	6,753,823	6,666,057	12,561,373
Intergovernmental revenue	470,343	363,125	396,639
Charges for Service	43,761	69,800	40,640
Grants and Donations	-	-	-
Interest	5,993	12,160	23,656
Miscellaneous	6,278	-	-
Proceeds from Advance	-	-	-
Estimated Revenue Revision	-	78,309	-
<b>TOTAL FUNDS</b>	<b>7,280,198</b>	<b>7,189,451</b>	<b>13,022,308</b>
<b>EXPENDITURES</b>			
Personal Services	5,539,739	5,675,608	8,710,532
Operating and Maintenance	1,800,771	1,506,712	2,242,117
Non- Operating	12,617	160,082	171,697
Capital	118,600	56,184	876,880
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,471,728</b>	<b>7,398,586</b>	<b>12,001,226</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,031,083</b>	<b>719,075</b>	<b>1,740,157</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (191,530)	\$ (209,135)	\$ 1,021,082

## Public Safety Administration Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	251	33,071	36,473
Operating and Maintenance	403,485	20,000	20,000
Non-Operating	12,617	160,082	171,697
Capital	-	-	500,000
<b>TOTAL</b>	<b>\$ 416,353</b>	<b>\$ 213,153</b>	<b>\$ 728,170</b>

The Public Safety Department consists of the Public Safety Chief’s Office and four major divisions: Fire Services, Police Services, Support Services, and Office of Emergency Management. 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, and Support 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. and Animal Control
- Support Services Division – Training & Personnel Unit, Firing Range, Information & Technology, and Records.

## Service: **Public Safety Chief**

**FUND: Public Safety Fund**

**DEPARTMENT: Public Safety**

### **Service Description:**

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

The Public Safety Chief provides oversight and direction for the services provided out of his office, Police Services Division, Fire Services Division, Support Services Division, and Office of Emergency Management. This service ensures that all Public Safety Department divisions, sections, units, offices and teams are appropriately responsive to our community.

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**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	-	12,821	16,223
123 Leave Expense	-	19,500	19,500
137 Staff Training and Conferences	36	750	750
142 Food Allowance	215	-	-
<i>Subtotal</i>	<i>251</i>	<i>33,071</i>	<i>36,473</i>
<b>Operating and Maintenance</b>			
218 Non Capital Furniture and Equipment	383,485	-	-
250 Professional and Contracted Services	20,000	20,000	20,000
<i>Subtotal</i>	<i>403,485</i>	<i>20,000</i>	<i>20,000</i>
<b>Non-Operating Expense</b>			
927 Principal and Contract	-	150,000	150,000
928 Interest on Notes and Contracts	4,514	-	-
970 Transfers to Other Funds	8,103	10,082	21,697
<i>Subtotal</i>	<i>12,617</i>	<i>160,082</i>	<i>171,697</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	500,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>500,000</i>
<b>SERVICE TOTAL</b>	<b>\$416,353</b>	<b>\$213,153</b>	<b>\$728,170</b>



## Office of Emergency Management Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	173,493	184,411	419,906
Operating and Maintenance	103,556	58,544	86,750
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 277,049</b>	<b>\$ 242,955</b>	<b>\$ 506,656</b>

## 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; 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.

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**SERVICE: Office of Emergency Management**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Assistant to Public Safety Chief	1.00	1.00	1.00
Police Officer (LEAD/Co-Responder)	0.00	0.00	2.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>3.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	104,944	109,184	251,375
112	Wages - Temporary	-	-	35,000
121	Wages - Overtime	7,725	7,327	10,333
123	Leave Expense	2,249	-	-
126	Retirement Health Savings Plan	1,384	400	1,668
129	Medicare	1,261	1,583	3,646
131	MOPC	5,320	5,459	6,228
132	Employee Insurance	17,007	17,469	41,476
133	Employee Retirement	7,682	8,407	9,591
134	Police/Fire Retirement	-	-	12,680
135	Compensation Insurance	19,677	17,194	15,759
136	Unemployment Insurance	202	76	175
137	Staff Training and Conferences	1,268	12,500	15,075
139	Dental Insurance	744	-	-
141	Uniforms/Protective Cloth	-	-	1,000
142	Food Allowance	40	-	1,000
	<i>Subtotal</i>	<i>169,503</i>	<i>179,599</i>	<i>405,006</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	42,714	5,500	5,250
214	Pamphlets and Documents	-	2,000	2,000
217	Dues and Subscriptions	548	-	-
218	Non-Capital Equipment and Furniture	14,794	1,500	5,500
229	Materials and Supplies	-	-	-
240	Equipment Repair and Maintenance	1,872	30,300	31,300
246	Liability Insurance	8,679	544	735
250	Professional Contracted Services	14,110	6,000	6,000
264	Printing/Copying and Binding	1,312	-	-
269	Other Services and Charges	103	-	-
273	Fleet Lease - Operating and Maintenance	2,498	4,675	12,469
274	Fleet Lease - Replacement	5,036	-	12,471
	<i>Subtotal</i>	<i>91,666</i>	<i>50,519</i>	<i>75,725</i>
	<b>SERVICE TOTAL</b>	<b>\$261,169</b>	<b>\$230,118</b>	<b>\$480,731</b>

## Service: **City Attorney’s Office**

**FUND: Public Safety Fund**  
**DEPARTMENT: Public Safety**

**Service Description:**

The Public Safety Legal Advisor provides legal advice and support to the Department of Public Safety. The Public Safety Legal Advisor also provides in-service training to Public Safety divisions on matters of federal, state and local law; provides legal counseling; assists with drafting, reviewing and updating policies and procedures; assists staff in handling discovery and records requests; prepares for and conducts litigation and administrative hearings; prepares pleadings, undertakes discovery, and pursues appeals; performs legal research and writes briefs, memoranda and opinions of law; prepares, reviews and approves contracts and legal agreements; and provides other advice and support as needed.

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**SERVICE:** City Attorney’s Office

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Assistant City Attorney II	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

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**Service: City Attorney's Office****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	-	-	112,820
126 Retirement Health Savings Plan	-	-	400
129 Medicare	-	-	1,636
131 MOPC	-	-	5,641
132 Employee Insurance	-	-	18,615
133 Employee Retirement	-	-	8,687
136 Unemployment Insurance	-	-	79
137 Staff Training and Conferences	-	-	2,080
139 Dental Insurance	-	-	-
<i>Subtotal</i>	-	-	149,958
<b>Operating and Maintenance</b>			
217 Dues and Subscriptions	-	-	325
269 Other Services and Charges	-	-	7,200
<i>Subtotal</i>	-	-	7,525
<b>SERVICE TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$157,483</b>

## 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**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
135 Compensation Insurance	93	62	-
<i>Subtotal</i>	93	62	-
<b>Operating and Maintenance</b>			
210 Office Supplies	1,897	-	-
218 Non-Capital Equipment and Furniture	6,736	1,500	1,500
250 Professional and Contracted Services	236	1,700	1,700
252 Advertising and Legal Notices	-	4,000	4,000
<i>Subtotal</i>	8,869	7,200	7,200
<b>SERVICE TOTAL</b>	<b>\$8,962</b>	<b>\$7,262</b>	<b>\$7,200</b>

## 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**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
137	Staff Training and Conferences	33	500	8,000
141	Uniforms and Protective Clothing	2,858	3,750	5,700
142	Food Allowance	1,006	500	1,200
	<i>Subtotal</i>	<i>3,897</i>	<i>4,750</i>	<i>14,900</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,666	525	525
218	Non-Capital Equipment and Furniture	-	300	300
229	Materials and Supplies	-	-	2,300
250	Professional Contracted Services	355	-	-
264	Printing/Copying and Binding	-	-	700
	<i>Subtotal</i>	<i>3,021</i>	<i>825</i>	<i>3,825</i>
<b>SERVICE TOTAL</b>		<b>\$6,918</b>	<b>\$5,575</b>	<b>\$18,725</b>

- **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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	1,462,613	1,453,511	1,487,210
Operating and Maintenance	552,520	598,109	720,329
Non-Operating	-	-	-
Capital	6,928	-	45,000
<b>TOTAL</b>	<b>\$ 2,022,061</b>	<b>\$ 2,051,620</b>	<b>\$ 2,252,539</b>

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.

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**SERVICE: Fire Suppression**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Engineer/Paramedic	2.00	2.00	1.00
Firefighter/Paramedic	1.00	2.00	2.00
Firefighter/Engineer	1.00	1.00	1.00
Firefighter	4.00	3.00	4.00
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

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**Service: Fire Suppression****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	895,598	953,916	965,145
114 Skill Based Pay	5,077	1,200	-
121 Wages - Overtime	138,001	131,413	134,930
123 Leave Expense	28,949	-	-
124 Skill Based Overtime Pay	1,407	-	-
126 Retirement Health Savings Plan	11,702	9,551	9,650
127 FPPA Death and Disability	11,185	11,779	12,690
129 Medicare	13,538	13,849	13,994
132 Employee Insurance	147,934	152,627	159,048
134 Police and Fire Retirement	91,078	95,512	96,514
135 Compensation Insurance	35,377	15,147	13,417
136 Unemployment Insurance	1,757	667	672
137 Staff Training and Conferences	6,041	9,450	19,250
139 Dental Insurance	6,472	-	-
141 Uniforms and Protective Clothing	68,047	57,400	60,900
142 Food Allowance	449	1,000	1,000
<i>Subtotal</i>	<i>1,462,613</i>	<i>1,453,511</i>	<i>1,487,210</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	8,995	14,450	16,950
217 Dues and Subscriptions	150	-	-
218 Non-Capital Equipment and Furniture	12,271	17,500	79,000
240 Equipment Repair and Maintenance	5,349	22,262	29,762
246 Liability Insurance	11,512	12,344	18,726
247 Safety Expenses	2,470	-	-
248 Lease Purchase Installment	347,834	350,000	350,000
250 Professional and Contracted Services	-	37,531	51,531
269 Other Services and Charges	-	-	-
273 Fleet Lease - Operating and Maintenance	44,851	44,569	58,525
274 Fleet Lease - Replacement	119,088	99,453	115,835
<i>Subtotal</i>	<i>552,520</i>	<i>598,109</i>	<i>720,329</i>
<b>Capital Outlay</b>			
432 Vehicles	6,928	-	-
440 Machinery and Equipment	-	-	45,000
<i>Subtotal</i>	<i>6,928</i>	<i>-</i>	<i>45,000</i>
<b>SERVICE TOTAL</b>	<b>\$2,022,061</b>	<b>\$2,051,620</b>	<b>\$2,252,539</b>





## Police Services Division Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	3,254,865	3,428,804	5,761,579
Operating and Maintenance	401,571	412,978	698,234
Non-Operating	-	-	-
Capital	111,673	56,184	271,880
<b>TOTAL</b>	<b>\$ 3,768,108</b>	<b>\$ 3,897,966</b>	<b>\$ 6,731,693</b>

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
- Animal Control

## 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.

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**SERVICE: Police Patrol Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	0.00	1.00	1.00
Police Officer	10.00	9.00	18.00
CSO Evidence Tech (Body Camera)	0.00	0.00	1.00
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>21.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	762,899	833,672	1,575,324
114	Skill Based Pay	381	-	-
121	Wages - Overtime	63,606	43,082	79,674
123	Leave Expense	17,220	-	-
124	Skill Based Overtime Pay	10	-	-
126	Retirement Health Savings Plan	10,188	8,337	15,754
127	FPPA Death and Disability	10,534	11,095	19,519
129	Medicare	11,154	12,088	22,842
131	MOPC	-	-	2,690
132	Employee Insurance	124,467	133,388	259,779
133	Employee Retirement	-	-	4,143
134	Police and Fire Retirement	78,036	83,367	152,151
135	Compensation Insurance	39,823	33,412	23,140
136	Unemployment Insurance	1,478	584	1,108
137	Staff Training and Conferences	10,650	12,100	8,200
139	Dental Insurance	5,445	-	-
141	Uniforms and Protective Clothing	12,315	6,950	33,200
	<i>Subtotal</i>	<i>1,148,206</i>	<i>1,178,075</i>	<i>2,197,524</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,288	3,290	4,250
216	Reference Books and Materials	-	580	980
218	Non-Capital Equipment and Furniture	87,987	60,900	39,440
240	Grounds Maintenance	-	704	704
243	Non-Capital Computer Equipment and Supplies	-	190	-
246	Liability Insurance	6,640	6,953	6,243
247	Safety Expenses	-	70	455
250	Professional Contracted Services	-	1,680	1,680
261	Telephone Charges	-	1,800	2,160
264	Printing and Copying	201	940	1,390
269	Other Services and Charges	-	500	-
273	Fleet Lease - Operating and Maintenance	68,862	73,344	93,638
274	Fleet Lease - Replacement	55,700	83,103	136,943
	<i>Subtotal</i>	<i>221,677</i>	<i>234,054</i>	<i>287,883</i>
<b>Capital Outlay</b>				
432	Vehicles	40,073	56,184	149,750
440	Machinery and Equipment	-	-	45,930
	<i>Subtotal</i>	<i>40,073</i>	<i>56,184</i>	<i>195,680</i>
	<b>SERVICE TOTAL</b>	<b>\$1,409,956</b>	<b>\$1,468,313</b>	<b>\$2,681,087</b>

## 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.

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**SERVICE: Detective Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Sergeant	0.00	0.00	1.00
CSO Detectives	1.00	1.00	2.00
CSO Evidence Crime Scene Technician	0.00	0.00	1.00
CSO Evidence Tech	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>5.00</b>

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**Service: Detective Operations****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	104,563	108,910	358,180
121	Wages - Overtime	22,143	22,320	49,680
123	Leave Expense	4,384	-	-
126	Retirement Health Savings Plan	969	968	3,581
127	Police and Fire Death and Disability	-	-	1,639
129	Medicare	1,452	1,579	5,194
131	MOPC	5,447	5,446	12,064
132	Employee Insurance	17,203	17,425	58,951
133	Employee Retirement	7,866	8,386	18,578
134	Police and Fire Retirement	-	-	11,690
135	Compensation Insurance	5,362	5,038	4,582
136	Unemployment Insurance	204	76	249
137	Staff Training and Conferences	4,560	-	16,950
139	Dental Insurance	753	-	-
141	Uniforms and Protective Clothing	550	2,100	5,300
142	Food Allowance	-	-	100
	<i>Subtotal</i>	<i>175,456</i>	<i>172,248</i>	<i>546,738</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	3,606	8,325	15,150
216	Reference Books and Materials	-	100	300
217	Dues and Subscriptions	350	400	600
218	Non-Capital Equipment and Furniture	3,572	5,650	8,600
229	Materials and Supplies	-	500	-
240	Equipment Repair and Maintenance Contracts	6,612	10,000	10,500
243	Non-Capital Computer Equipment and Supplies	-	5,000	-
246	Liability Insurance	1,352	1,008	1,690
250	Professional and Contracted Services	7,552	8,000	13,200
258	Investigative Expenses	3,730	5,000	6,250
264	Printing/Copying and Binding	-	-	325
273	Fleet Lease - Operating and Maintenance	17,420	8,847	13,764
274	Fleet Lease - Replacement	21,812	21,813	39,273
	<i>Subtotal</i>	<i>66,005</i>	<i>74,643</i>	<i>109,652</i>
	<b>SERVICE TOTAL</b>	<b>\$241,461</b>	<b>\$246,891</b>	<b>\$656,390</b>

## Service: **Animal Control**

**FUND: Public Safety 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.

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**SERVICE: Animal Control**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
CSO Animal Control	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

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**Service: Animal Control****LINE ITEM BUDGET**

	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	-	-	52,020
121 Wages - Overtime	-	-	1,545
126 Retirement Health Savings Plan	-	-	520
129 Medicare	-	-	754
131 MOPC	-	-	2,601
132 Employee Insurance	-	-	8,583
133 Employee Retirement	-	-	4,006
136 Unemployment Insurance	-	-	36
137 Staff Training and Conferences	-	-	500
141 Uniforms and Protective Clothing	-	-	765
<i>Subtotal</i>	-	-	71,330
<b>Operating and Maintenance</b>			
210 Office Supplies	-	-	50
218 Non-Capital Equipment and Furniture	-	-	100
274 Fleet Lease - Replacement	-	-	12,506
<i>Subtotal</i>	-	-	12,656
<b>SERVICE TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$83,986</b>

## 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**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	5,004	-	-
121 Wages - Overtime	28,521	21,527	22,173
124 Skill Based Overtime Pay	56	-	-
135 Compensation Insurance	299	277	270
<i>Subtotal</i>	<i>33,880</i>	<i>21,804</i>	<i>22,443</i>
<b>Operating and Maintenance</b>			
246 Liability Insurance	761	871	814
273 Fleet Lease - Operating and Maintenance	476	-	256
274 Fleet Lease - Replacement	15,630	-	22,563
<i>Subtotal</i>	<i>16,867</i>	<i>871</i>	<i>23,633</i>
<b>SERVICE TOTAL</b>	<b>\$50,747</b>	<b>\$22,675</b>	<b>\$46,076</b>

## 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.

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**SERVICE:** School Resource Officers

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Master Police Officer	2.00	2.00	2.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	165,996	174,072	185,376
121	Wages - Overtime	6,335	6,556	6,753
122	Longevity Compensation	1,920	1,980	1,980
123	Leave Expense	1,442	-	-
126	Retirement Health Savings Plan	3,296	1,741	1,854
127	FPPA Death and Disability	2,284	2,350	2,562
129	Medicare	1,136	1,262	1,344
132	Employee Insurance	27,041	27,852	30,586
134	Police and Fire Retirement	17,113	17,407	18,537
135	Compensation Insurance	2,508	2,325	2,262
136	Unemployment Insurance	321	122	128
137	Staff Training and Conferences	-	-	4,160
139	Dental Insurance	1,183	-	-
141	Uniforms and Protective Clothing	508	1,750	1,750
	<i>Subtotal</i>	<i>231,083</i>	<i>237,417</i>	<i>257,292</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	1,500	1,500
218	Non-Capital Equipment and Furniture	973	600	600
246	Liability Insurance	4,087	4,024	3,549
	<i>Subtotal</i>	<i>5,060</i>	<i>6,124</i>	<i>5,649</i>
	<b>SERVICE TOTAL</b>	<b>\$236,142</b>	<b>\$243,541</b>	<b>\$262,941</b>

## 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.

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**SERVICE: Special Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	48,952	49,575	49,963
121	Wages - Overtime	-	3,636	655
123	Leave Expense	1,525	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	557	719	724
131	MOPC	2,294	2,479	2,498
132	Employee Insurance	7,331	7,932	8,244
133	Employee Retirement	3,313	3,817	3,847
135	Compensation Insurance	668	614	-
136	Unemployment Insurance	87	35	35
139	Dental Insurance	321	-	-
	<i>Subtotal</i>	<i>65,449</i>	<i>69,207</i>	<i>66,366</i>
<b>Operating and Maintenance</b>				
243	Non-Capital Computer Equipment and Supplies	4,543	-	-
	<i>Subtotal</i>	<i>4,543</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$69,993</b>	<b>\$69,207</b>	<b>\$66,366</b>

## Service: Traffic Unit

**FUND: Public Safety 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.

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**SERVICE: Traffic Unit**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Officer	0.00	0.00	1.00
CSO Field Investigator	0.00	0.00	2.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>

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**Service: Traffic Unit****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	-	-	177,072
121 Wages - Overtime	-	-	3,090
126 Retirement Health Savings Plan	-	-	1,771
129 Medicare	-	-	2,566
131 MOPC	-	-	5,683
132 Employee Insurance	-	-	29,217
133 Employee Retirement	-	-	8,753
134 Police and Fire Retirement	-	-	6,341
136 Unemployment Insurance	-	-	124
137 Staff Training and Conferences	-	-	3,430
141 Uniforms and Protective Clothing	-	-	2,005
<i>Subtotal</i>	-	-	240,052
<b>Operating and Maintenance</b>			
210 Office Supplies	-	-	9,625
216 Reference Books and Materials	-	-	15
218 Non-Capital Equipment and Furniture	-	21,000	33,440
269 Other Services and Charges	-	500	1,000
274 Fleet Lease - Replacement	-	-	9,875
<i>Subtotal</i>	-	21,500	53,955
<b>SERVICE TOTAL</b>	<b>\$-</b>	<b>\$21,500</b>	<b>\$294,007</b>

## 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**

		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>				
121	Wages - Overtime	76,348	43,709	45,020
124	Skill Based Overtime Pay	156	-	-
135	Compensation Insurance	607	561	547
137	Staff Training and Conferences	-	-	900
141	Uniforms and Protective Clothing	-	600	600
	<i>Subtotal</i>	<i>77,111</i>	<i>44,870</i>	<i>47,067</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,503	5,100	7,450
218	Non-Capital Equipment and Furniture	1,727	5,000	44,100
240	Equipment Repair and Maintenance	-	-	2,856
246	Liability Insurance	674	759	713
247	Safety Expenses	522	3,200	3,200
273	Fleet Lease - Operating and Maintenance	4,547	3,369	4,946
274	Fleet Lease - Replacement	11,965	13,012	21,731
	<i>Subtotal</i>	<i>21,938</i>	<i>30,440</i>	<i>84,996</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	33,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>33,000</i>
	<b>SERVICE TOTAL</b>	<b>\$99,048</b>	<b>\$75,310</b>	<b>\$165,063</b>

## 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.

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**SERVICE: Gang and Crime Suppression Unit**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Police Sergeant	1.00	1.00	0.00
Master Police Officer	8.00	7.00	7.00
Police Officer	0.00	1.00	1.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	768,426	793,164	764,808
114	Skill Based Pay	104	-	-
121	Wages - Overtime	91,152	44,802	46,146
123	Leave Expense	12,752	-	-
124	Skill Based Overtime Pay	1	-	-
126	Retirement Health Savings Plan	13,395	7,932	7,647
127	FPPA Death and Disability	9,047	9,293	8,968
129	Medicare	12,094	11,501	11,090
132	Employee Insurance	123,214	126,906	126,190
134	Police and Fire Retirement	77,631	79,316	76,480
135	Compensation Insurance	55,594	49,516	64,537
136	Unemployment Insurance	1,463	555	530
137	Staff Training and Conferences	-	-	4,500
139	Dental Insurance	5,391	-	-
141	Uniforms and Protective Clothing	3,743	6,675	6,675
142	Food Allowance	189	-	-
	<i>Subtotal</i>	<i>1,174,197</i>	<i>1,129,660</i>	<i>1,117,571</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,682	2,850	2,850
217	Dues and Subscriptions	50	-	-
218	Non-Capital Equipment and Furniture	2,440	1,100	1,100
246	Liability Insurance	7,249	5,582	4,249
250	Professional Contracted Services	100	-	-
258	Investigative Expenses	120	-	-
273	Fleet Lease - Operating and Maintenance	23,081	9,855	27,067
274	Fleet Lease - Replacement	13,517	13,516	2,737
	<i>Subtotal</i>	<i>48,239</i>	<i>32,903</i>	<i>38,003</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	43,200
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>43,200</i>
	<b>SERVICE TOTAL</b>	<b>\$1,222,436</b>	<b>\$1,162,563</b>	<b>\$1,198,774</b>

## 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.

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**SERVICE:** Victim Services

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Victim Services Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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**Service: Victim Services****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	65,030	71,664	73,431
114	Skill Based Pay	1,201	1,200	-
123	Leave Expense	2,237	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	828	1,056	1,064
131	MOPC	3,423	3,643	3,672
132	Employee Insurance	10,735	11,466	11,918
133	Employee Retirement	4,944	5,610	5,654
135	Compensation Insurance	984	905	897
136	Unemployment Insurance	127	50	51
137	Staff Training and Conferences	33	-	1,000
139	Dental Insurance	470	-	-
141	Uniforms and Protective Clothing	3,822	1,000	1,000
	<i>Subtotal</i>	<i>94,234</i>	<i>96,994</i>	<i>99,087</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,120	-	800
216	Reference Books and Materials	-	-	200
217	Dues and Subscriptions	27	1,000	1,000
218	Non Capital Furniture and Equipment	-	-	1,000
246	Liability Insurance	230	249	246
264	Printing and Copying	-	2,000	2,000
273	Fleet Lease - Operating and Maintenance	4,081	1,676	1,958
274	Fleet Lease - Replacement	3,582	3,582	3,582
	<i>Subtotal</i>	<i>9,040</i>	<i>8,507</i>	<i>10,786</i>
	<b>SERVICE TOTAL</b>	<b>\$103,274</b>	<b>\$105,501</b>	<b>\$109,873</b>

## 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 9-1-1 phone calls and a myriad other emergency and nonemergency calls are routed to the LECC for processing. Communications specialists prioritize all calls as requests for emergency, urgent and less critical calls for service. They identify the best resource to resolve each incident and route the information appropriately for the best possible service. LECC staff provides 24-hour, 365-day-per-year dispatching services for Police, Fire and private ambulance service. At night and on weekends they also provide dispatching services for the Department of Public Works and Natural Resources. Communications specialists are the first contact for citizens during times of crisis and emergency.

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**SERVICE:** Longmont Emergency Communications Center

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Communications Specialist	5.00	6.00	11.00
ECC Technical Systems Specialist	0.00	0.00	1.00
Communications Shift Supervisor	0.00	0.00	1.00
<b>Total</b>	<b>5.00</b>	<b>6.00</b>	<b>13.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	165,180	332,987	765,908
121	Wages - Overtime	13,233	35,063	75,605
123	Leave Expense	3,058	-	-
126	Retirement Health Savings Plan	2,528	3,330	7,655
129	Medicare	2,235	4,828	11,106
131	MOPC	8,224	16,649	38,296
132	Employee Insurance	43,213	53,278	126,375
133	Employee Retirement	11,916	25,640	58,973
135	Compensation Insurance	1,330	1,206	1,110
136	Unemployment Insurance	513	298	531
137	Staff Training and Conferences	1,926	5,250	10,550
139	Dental Insurance	1,891	-	-
	<i>Subtotal</i>	<i>255,248</i>	<i>478,529</i>	<i>1,096,109</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	243	50	2,885
217	Dues and Subscriptions	92	250	950
218	Non-Capital Equipment and Furniture	7,420	3,040	61,450
229	Materials and Miscellaneous Supplies	-	50	2,550
240	Equipment Repair and Maintenance	-	-	1,500
246	Liability Insurance	447	446	566
261	Telephone Charges	-	-	720
269	Other Services and Charges	-	100	400
	<i>Subtotal</i>	<i>8,202</i>	<i>3,936</i>	<i>71,021</i>
<b>Capital Outlay</b>				
475	Building and Facility Development	71,600	-	-
	<i>Subtotal</i>	<i>71,600</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>		<b>\$335,050</b>	<b>\$482,465</b>	<b>\$1,167,130</b>





## Support Services Division Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	469,545	381,890	659,600
Operating and Maintenance	307,763	380,893	672,176
Non-Operating	-	-	-
Capital	-	-	60,000
<b>TOTAL</b>	<b>\$ 777,308</b>	<b>\$ 762,783</b>	<b>\$ 1,391,776</b>

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

## Service: **Support Services**

**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: Support Services****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
121	Wages - Overtime	-	-	2,000
141	Uniforms/Protective Cloth	-	-	500
	<i>Subtotal</i>	-	-	2,500
<b>Operating and Maintenance</b>				
210	Office Supplies	-	-	500
217	Dues and Subscriptions	-	-	250
218	Non-Capital Equipment and Furniture	-	-	2,500
240	Equipment Repair and Maintenance	-	-	4,520
247	Safety Expenses	-	-	140
250	Professional Contracted Services	-	-	56,800
261	Telephone Charges	-	-	81,609
	<i>Subtotal</i>	-	-	146,319
<b>Capital Outlay</b>				
475	Building and Facility Development	-	-	60,000
	<i>Subtotal</i>	-	-	60,000
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$208,819</b>

## 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.

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**SERVICE: Training & Personnel**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Armorer	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	37	-	43,764
121	Wages - Overtime	239,493	94,480	97,374
124	Skill Based Overtime Pay	264	-	0
126	RHS	0	-	400
129	Medicare	0	-	635
131	MOPC	0	-	2,188
132	Employee Insurance	0	-	7,221
133	Employee Retirement	0	-	3,370
135	Compensation Insurance	327	55	52
136	Unemployment Insurance	0	-	31
137	Staff Training and Conferences	49,270	56,850	102,950
	<i>Subtotal</i>	<i>289,391</i>	<i>151,385</i>	<i>257,985</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	959	7,500	15,930
218	Non-Capital Equipment and Furniture	-	-	4,671
240	Equipment Repair and Maintenance	-	-	180
246	Liability Insurance	101	137	-
247	Safety Expenses	-	725	725
250	Professional Contracted Services	-	2,000	2,000
261	Telephone Charges	-	-	7,820
269	Other Services and Charges	-	400	400
	<i>Subtotal</i>	<i>1,060</i>	<i>10,762</i>	<i>31,726</i>
	<b>SERVICE TOTAL</b>	<b>\$290,450</b>	<b>\$162,147</b>	<b>\$289,711</b>

## 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.

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**SERVICE: Firing Range**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Range Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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**Service: Firing Range****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	46,662	69,605	73,785
112	Wages - Temporary	62,996	80,000	80,000
115	One Time Payment	7	-	-
121	Wages - Overtime	25,164	30,346	31,256
123	Leave Expense	261	-	-
124	Skill Based Overtime Pay	54	-	-
126	Retirement Health Savings Plan	3,261	400	400
128	FICA	3,909	4,960	4,960
129	Medicare	1,511	2,169	2,230
131	MOPC	2,229	3,480	3,689
132	Employee Insurance	10,842	11,137	12,175
133	Employee Retirement	3,221	5,360	5,681
135	Compensation Insurance	2,136	3,547	13,008
136	Unemployment Insurance	129	48	52
139	Dental Insurance	474	-	-
141	Uniforms and Protective Clothing	1,422	1,600	2,600
142	Food Allowance	942	1,000	1,000
	<i>Subtotal</i>	<i>165,219</i>	<i>213,652</i>	<i>230,836</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	4,500	4,500
217	Dues and Subscriptions	108	-	-
218	Non-Capital Equipment and Furniture	12,693	9,000	9,000
224	Resale Merchandise	-	-	-
228	Janitorial Supplies	5,312	-	-
240	Equipment Repair and Maintenance	64,515	55,355	55,355
245	Mileage Allowance	113	-	-
246	Liability Insurance	429	542	539
247	Safety Expenses	772	2,000	5,000
250	Professional and Contracted Services	54,892	130,845	126,845
260	Utilities	38,814	37,075	37,075
269	Other Services and Charges	1,761	2,500	2,500
273	Fleet Lease - Operating and Maintenance	5,040	6,072	4,214
274	Fleet Lease - Replacement	881	881	881
	<i>Subtotal</i>	<i>185,329</i>	<i>248,770</i>	<i>245,909</i>
	<b>SERVICE TOTAL</b>	<b>\$350,548</b>	<b>\$462,422</b>	<b>\$476,745</b>

## 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.

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

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
MDC Specialist	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

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**Service: Information & Technology****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
121	Overtime Wages	-	-	61,485
135	Compensation Insurance	14,925	15,844	16,622
126	RHS	-	-	400
129	Medicare	-	-	892
131	MOPC	-	-	3,074
132	Employee Insurance	-	-	10,145
133	Employee Retirement	-	-	4,734
135	Compensation Insurance	11	9	9
136	Unemployment Insurance	-	-	43
	<i>Subtotal</i>	<i>14,936</i>	<i>15,853</i>	<i>97,404</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	2,145	4,720
218	Non Capital Equipment and Furniture	4,976	-	35,870
240	Equipment Repair and Maintenance	22,922	35,183	41,878
243	Non-Capital Computer Equipment and Supplies	8,101	150	1,000
246	Liability Insurance	23	23	24
250	Professional and Contracted Services	-	-	63,360
261	Telephone Charges	-	-	720
	<i>Subtotal</i>	<i>36,022</i>	<i>37,501</i>	<i>147,572</i>
	<b>SERVICE TOTAL</b>	<b>\$50,957</b>	<b>\$53,354</b>	<b>\$244,976</b>

## Service: **Public Safety Records Unit**

**FUND: Public Safety 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.

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**SERVICE: Public Safety Records Unit**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
CSO Evidence Tech (Body Camera)	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	-	-	53,808
126	RHS	-	-	538
129	Medicare	-	-	780
131	MOPC	-	-	2,690
132	Employee Insurance	-	-	8,878
133	Employee Retirement	-	-	4,143
136	Unemployment Insurance	-	-	38
	<i>Subtotal</i>	-	-	70,875
<b>Operating and Maintenance</b>				
218	Non-Capital Equipment and Furniture		-	-
	<i>Subtotal</i>		-	-
	<b>SERVICE TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>
				<b>\$171,525</b>



## Children, Youth and Families Division Overview

	2017 Actual	2018 Budget	2019 Budget
Personal Services	157,180	169,027	170,658
Operating and Maintenance	17,563	20,880	21,394
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 174,743</b>	<b>\$ 189,907</b>	<b>\$ 192,052</b>

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.

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**SERVICE:** Children, Youth and Families

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Children/Youth Resources Prog Specialist	2.00	2.00	2.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	109,142	122,693	126,064
114	Skill Based Pay	2,402	2,400	-
123	Leave Expense	2,895	-	-
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,477	1,814	1,829
131	MOPC	5,722	6,255	6,304
132	Employee Insurance	19,112	19,631	20,404
133	Employee Retirement	8,263	9,632	9,707
135	Compensation Insurance	1,947	1,716	1,464
136	Unemployment Insurance	227	86	86
137	Staff Training and Conferences	4,357	4,000	4,000
139	Dental Insurance	836	-	-
	<i>Subtotal</i>	<i>157,180</i>	<i>169,027</i>	<i>170,658</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	12,418	16,700	16,700
217	Dues and Subscriptions	416	-	-
245	Mileage Allowance	1,087	2,000	2,000
246	Liability Insurance	169	180	694
263	Postage	500	1,000	1,000
264	Printing and Copying	2,973	1,000	1,000
	<i>Subtotal</i>	<i>17,563</i>	<i>20,880</i>	<i>21,394</i>
	<b>SERVICE TOTAL</b>	<b>\$174,743</b>	<b>\$189,907</b>	<b>\$192,052</b>





## Parks & Forestry Overview

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	21,793	24,894	25,148
Operating and Maintenance	14,313	15,308	15,709
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 36,106</b>	<b>\$ 40,202</b>	<b>\$ 40,857</b>

## 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.

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**SERVICE: Graffiti Eradication**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Graffiti Removal Specialist	0.38	0.38	0.38
<b>Total</b>	<b>0.38</b>	<b>0.38</b>	<b>0.38</b>

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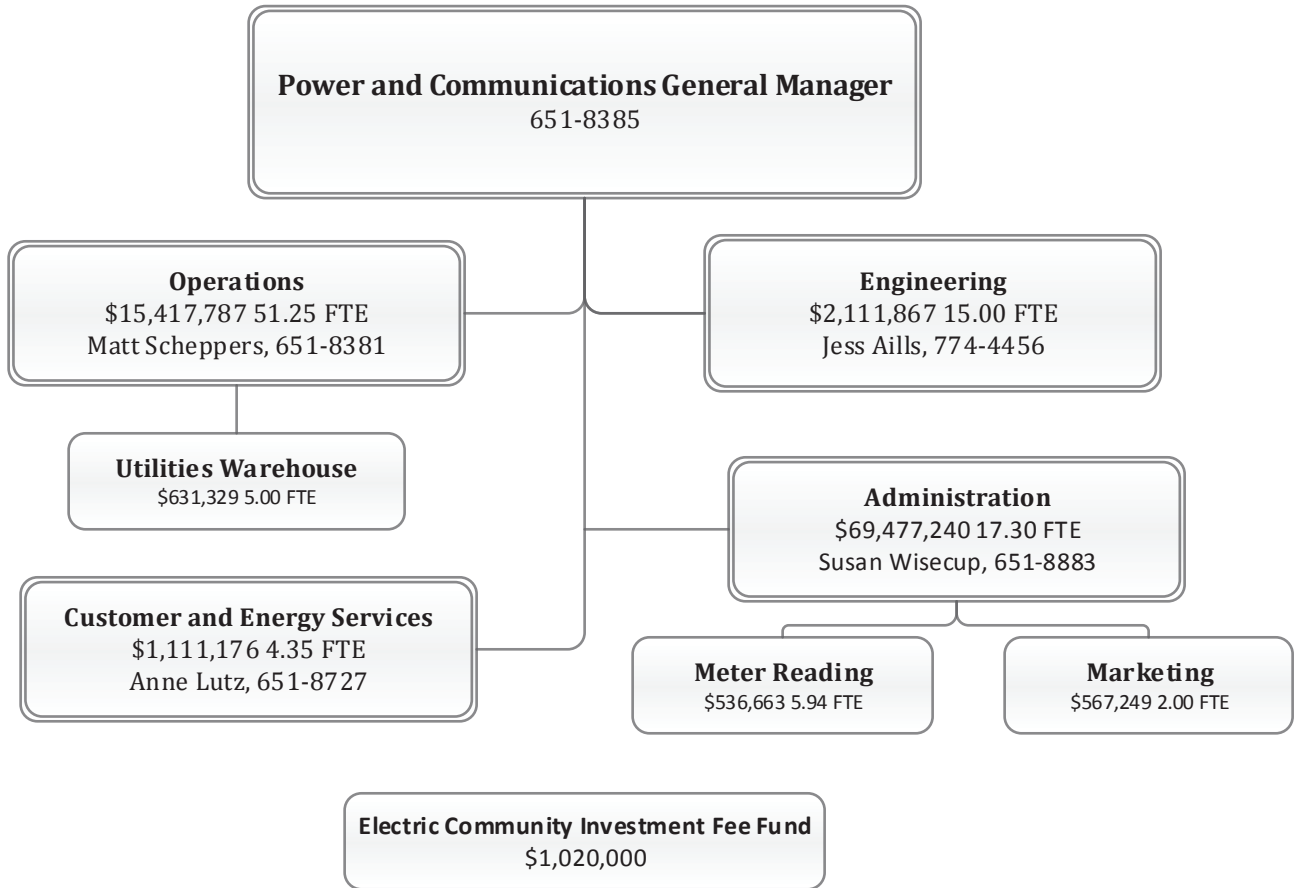
**Service: Graffiti Eradication****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	16,113	17,026	17,162
112	Wages - Temporary	-	1,925	1,925
121	Wages - Overtime	213	250	250
123	Leave Expense	65	-	-
126	Retirement Health Savings Plan	152	152	152
128	FICA	-	119	119
129	Medicare	199	275	277
131	MOPC	810	851	858
132	Employee Insurance	2,652	2,724	2,832
133	Employee Retirement	1,170	1,311	1,321
135	Compensation Insurance	271	249	240
136	Unemployment Insurance	31	12	12
139	Dental Insurance	116	-	-
	<i>Subtotal</i>	<i>21,793</i>	<i>24,894</i>	<i>25,148</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	6,161	6,161
223	Lab and Photo Supplies	5,316	-	-
240	Equipment Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	162	151	215
247	Safety Expenses	640	1,000	1,000
250	Professional and Contracted Services	-	1,500	1,500
261	Telephone Charges	157	180	180
273	Fleet Lease - Operating and Maintenance	6,428	4,339	4,676
274	Fleet Lease - Replacement	1,610	977	977
	<i>Subtotal</i>	<i>14,313</i>	<i>15,308</i>	<i>15,709</i>
	<b>SERVICE TOTAL</b>	<b>\$36,106</b>	<b>\$40,202</b>	<b>\$40,857</b>



# ***Power and Communications Department***

***\$90,873,311 100.84 FTE***





Power and Communications

**Resource Alignment 2019 Proposed Budget - \$79,329,376**

Q1	68,776,149		
Q2	7,587,940		
Q3	315,057		
Q4	2,650,230		

**Q1 Programs - \$68,776,149**

Electric Service Provision 68,776,149

**Q2 Programs - \$7,587,940**

Broadband Service Provision 6,808,646  
 Street Lighting 629,004  
 Development Review 120,681  
 Development Review 29,609

**Q3 Programs - \$315,057**

Longmont Area Economic Council (LAEC) Membership/Economic Development 167,653  
 Cost-of-service Studies and Rate and Impact Fee Development 46,235  
 Renewable Energy Services 45,744  
 Tree Planting 27,497  
 Electric Vehicle Infrastructure 18,939  
 Electric Rate Discount Programs 8,989

**Q4 Programs - \$2,650,230**

Commercial Works Programs 521,200  
 Proactive Public Education and Marketing 514,918  
 Financial Monitoring and Analysis 331,685  
 Residential "Efficiency Works" Program 275,941  
 Analysis and Coordination with Other Entities 268,085  
 Reactive Public Information Media Relations 209,277  
 Contract and Legal Coordination 141,313  
 Budgeting - Power and Communications 103,165  
 City Produced Special Events Public Information Sponsorship and Support 92,336  
 Project Analysis 60,250  
 Government Reporting 45,561  
 Department Performance Goal Tracking and Reporting 42,198  
 Residential Rebates 40,000  
 WiFi in Parks, at Events and at Select Customer Locations 4,301  
 Internet Service Provider Provision -





## ELECTRIC and BROADBAND FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	9,784,311	9,729,517	10,114,154
Operating and Maintenance	60,029,020	65,032,023	66,995,857
Non-Operating	1,850,400	4,934,556	5,909,193
Capital	13,093,744	5,464,524	6,834,107
<b>TOTAL</b>	<b>\$ 84,757,475</b>	<b>\$ 85,160,620</b>	<b>\$ 89,853,311</b>

### *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 ten 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

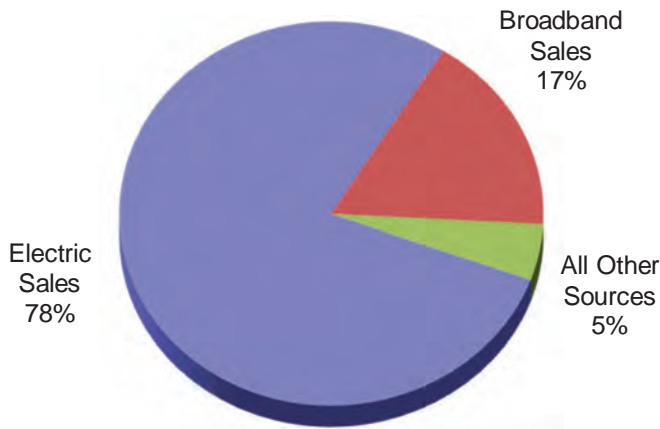
### *2019-2023 Capital Improvement Program*

Capital projects total \$47.2 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 2019-2023 Capital Improvement Program.

**ELECTRIC and BROADBAND FUND - Fund Statement**

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 4,955,720</b>	<b>\$ 9,465,346</b>	<b>\$ 7,134,731</b>
Committed Working Capital	-	3,643,475	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Electric Charges for Services	66,141,741	70,392,200	69,625,000
Electric Aid to Underground Construction	3,501,670	3,000,000	3,600,000
Electric Intergovernmental Revenue	101,200	-	-
Electric Interest	58,905	144,300	80,000
Electric Miscellaneous	126,030	225,880	180,250
Electric Operating Transfers	236,423	290,777	288,202
Electric Developer Capital Contribution	-	-	-
Broadband Charges for Services	10,824,169	12,313,643	15,018,077
Broadband Aid to Underground Construction	7,846	85,000	30,000
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest	22,814	5,180	5,000
Broadband Miscellaneous	18,901	16,500	18,000
Broadband Operating Transfers	225,954	-	-
Bond Proceeds	7,265,000	-	-
<b>TOTAL FUNDS</b>	<b>88,530,653</b>	<b>86,473,480</b>	<b>88,844,529</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Electric Distribution	7,170,540	5,600,162	5,565,843
Electric Engineering	1,309,617	1,518,196	1,465,086
Electric Administration	56,233,310	60,228,481	62,732,732
Electric Meter Reading	378,532	526,100	536,663
Electric Warehouse	523,311	591,173	631,329
Electric Customer Services and Marketing	152,509	223,695	199,153
Electric Energy Services	801,575	1,086,109	1,111,176
Electric CIP Projects	1,556,956	3,455,830	3,930,000
Broadband Administration	3,680,463	6,622,471	6,744,508
Broadband Marketing	-	340,976	368,096
Broadband Operations	2,791,737	2,843,281	3,691,944
Broadband Engineering	313,724	435,146	646,781
Broadband CIP Projects	9,845,203	1,689,000	2,230,000
Total Operating Expenses	84,757,475	85,160,620	89,853,311
Adjustment for GAAP Expenses	(736,448)	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>84,021,027</b>	<b>85,160,620</b>	<b>89,853,311</b>
<b>ENDING WORKING CAPITAL</b>	<b>9,465,346</b>	<b>7,134,731</b>	<b>6,125,949</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,509,626	\$ 1,312,860	\$ (1,008,782)

## ELECTRIC and BROADBAND FUND - Sources of Funds



- The Electric and Broadband Fund will receive 95% of its operating revenues from the sale of electricity and broadband services in 2019.
- The 2019 Budget will receive a contribution from fund balance of \$1,008,782.

### 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.

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>OPERATING REVENUE</b>			
Electricity Sales	\$ 66,141,741	\$ 70,392,200	\$ 69,625,000
Electric Aid to Underground Construction	3,501,670	3,000,000	3,600,000
Electric Other Revenue	126,030	225,880	180,250
Electric Operating Transfers	236,423	290,777	288,202
Electric Intergovernmental Revenue	101,200	-	-
Electric Interest Income	58,905	144,300	80,000
Electric Developer Capital Contribution	-	-	-
Broadband Sales	10,824,169	12,313,643	15,018,077
Broadband Aid to Underground Construction	7,846	85,000	30,000
Broadband Other Revenue	18,901	16,500	18,000
Broadband Intergovernmental Revenue	-	-	-
Broadband Interest Income	22,814	5,180	5,000
Bond Proceeds	-	-	-
Broadband Operating Transfers	225,954	-	-
Contribution from/(to) Fund Balance	(4,509,626)	(1,312,860)	1,008,782
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 84,021,027</b>	<b>\$ 85,160,620</b>	<b>\$ 89,853,311</b>

## 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.

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**SERVICE: Power & Communications Administration**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Gen Manager Longmont Power & Comm	0.75	0.75	0.70
Director Electric/Broadband Bus Sr	0.75	0.75	0.70
MDU & Commercial Sales Eng	0.00	0.00	0.10
Utilities Rate Analyst	1.60	1.10	1.10
Metering & Application Support Coor	0.30	0.30	0.30
Administrative Supervisor	1.00	1.00	0.95
Administrative Assistant	3.00	3.00	2.95
<b>Total</b>	<b>7.40</b>	<b>6.90</b>	<b>6.80</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	576,196	684,186	669,628
114 Skill Based Pay	848	900	-
115 One Time Payment	2,665	-	-
121 Wages - Overtime	-	500	500
122 Longevity Compensation	1,980	2,040	2,100
123 Leave Expense	18,885	17,000	17,000
126 Retirement Health Savings Plan	6,141	2,760	2,720
129 Medicare	6,751	7,926	7,914
131 MOPC	29,277	29,810	29,792
132 Employee Insurance	100,737	95,248	98,167
133 Employee Retirement	90,204	45,907	45,880
135 Compensation Insurance	471	368	376
136 Unemployment Insurance	1,140	417	416
137 Staff Training and Conferences	2,052	18,000	14,250
142 Food Allowance	87	300	300
<i>Subtotal</i>	<i>837,434</i>	<i>905,362</i>	<i>889,043</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	9,117	9,240	9,550
217 Dues and Subscriptions	46,679	44,985	48,265
218 Non-Capital Equipment and Furniture	560	900	800
232 Building Repair and Maintenance	20,142	-	-
240 Equipment Repair and Maintenance	-	44,403	20,954
245 Mileage Allowance	5,093	5,400	5,400
246 Liability Insurance	1,529	982	1,122
250 Professional and Contracted Services	9,691	149,933	189,258
261 Telephone Charges	1,686	1,590	1,188
263 Postage	1,419	1,250	1,900
264 Printing and Copying	59	500	500
266 Interest On Deposits	2,643	3,000	3,000
269 Other Services and Charges	317,507	290,000	320,000
270 Administrative and Management Services	1,435,002	1,432,298	1,508,799
271 Franchise Equivalency	5,219,180	5,553,824	5,488,217
273 Fleet Lease - Operating and Maintenance	1,081	2,052	2,378
274 Fleet Lease - Replacement	651	791	533
275 Building Permits to DDA	82	-	-
280 Purchased Power - General	47,564,436	51,036,487	52,528,424
281 Purchased Power - Renewable	540,977	572,000	550,000
282 Power Wheeling	14,807	15,000	15,000
<i>Subtotal</i>	<i>55,192,341</i>	<i>59,164,635</i>	<i>60,695,288</i>
<b>Non-Operating Expense</b>			
950 Bad Debt	119,351	144,000	132,000
970 Transfers to Other Funds	84,184	14,484	1,016,401
<i>Subtotal</i>	<i>203,535</i>	<i>158,484</i>	<i>1,148,401</i>
<b>SERVICE TOTAL</b>	<b>\$56,233,310</b>	<b>\$60,228,481</b>	<b>\$62,732,732</b>

## 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.

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**SERVICE: Marketing**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
LPC Communications & Marketing Manager	0.60	0.60	0.60
Public Relations & Marketing Specialist	0.60	0.60	0.60
<b>Total</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

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**Service: Marketing****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	71,267	90,822	91,591
115	One Time Payment	-	900	900
123	Leave Expense	1,291	-	-
126	Retirement Health Savings Plan	380	480	480
129	Medicare	890	1,317	1,328
131	MOPC	3,576	4,541	4,580
132	Employee Insurance	15,032	14,532	15,113
133	Employee Retirement	13,449	6,993	7,053
135	Compensation Insurance	5,243	4,854	4,284
136	Unemployment Insurance	170	64	64
137	Staff Training and Conferences	1,290	2,400	2,190
142	Food Allowance	-	150	150
	<i>Subtotal</i>	<i>112,587</i>	<i>127,053</i>	<i>127,733</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,026	600	555
217	Dues and Subscriptions	1,326	-	-
218	Non-Capital Equipment and Furniture	-	500	250
240	Equipment Repair and Maintenance	640	1,075	2,525
246	Liability Insurance	640	165	171
250	Professional and Contracted Services	3,327	18,000	14,200
252	Advertising and Legal Notices	9,984	27,174	12,762
261	Telephone Charges	647	732	504
263	Postage	4,428	10,000	5,000
264	Printing and Copying	9,321	16,600	11,600
269	Other Services and Charges	5,769	17,675	19,000
273	Fleet Lease - Operating and Maintenance	196	1,508	2,057
274	Fleet Lease - Replacement	118	113	296
	<i>Subtotal</i>	<i>37,422</i>	<i>94,142</i>	<i>68,920</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	2,500	2,500	2,500
	<i>Subtotal</i>	<i>2,500</i>	<i>2,500</i>	<i>2,500</i>
	<b>SERVICE TOTAL</b>	<b>\$152,509</b>	<b>\$223,695</b>	<b>\$199,153</b>

## 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.

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**SERVICE: Electric Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Director Electric/Broadband Ops	0.70	0.70	0.70
Electric Construction Coordinator	1.00	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	0.50	0.70
Journey Lineworker	10.00	10.00	10.00
Apprentice Lineworker	1.00	1.00	1.00
Journey Substation Worker	3.00	3.00	3.00
Electric Meter Technician	3.00	3.00	3.00
Groundworker	2.00	3.00	3.00
Street Light Technician	1.00	1.00	1.00
Sr Arborist Technician	0.00	0.25	0.25
Arborist Technician II	0.25	0.00	0.00
<b>Total</b>	<b>29.95</b>	<b>30.45</b>	<b>30.65</b>

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**Service: Electric Operations****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	1,918,114	1,957,014	1,879,093
112 Wages - Temporary	4,100	17,120	12,000
114 Skill Based Pay	300	300	-
115 One Time Payment	2,550	-	-
121 Wages - Overtime	224,372	225,000	225,000
122 Longevity Compensation	3,900	4,020	4,140
123 Leave Expense	85,503	-	-
124 Skill Based Overtime Pay	46	-	-
126 Retirement Health Savings Plan	19,270	12,180	12,260
128 FICA	254	1,061	744
129 Medicare	30,844	35,170	36,643
131 MOPC	120,875	130,036	135,561
132 Employee Insurance	420,792	416,068	447,321
133 Employee Retirement	390,064	200,255	208,767
135 Compensation Insurance	23,616	42,824	37,934
136 Unemployment Insurance	4,778	1,819	1,898
137 Staff Training and Conferences	10,436	20,600	19,600
141 Uniforms and Protective Clothing	19,580	20,000	30,800
142 Food Allowance	1,706	1,000	1,000
<i>Subtotal</i>	<i>3,281,100</i>	<i>3,084,467</i>	<i>3,052,761</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	77,769	118,250	106,850
216 Reference Books and Materials	1,339	4,500	2,950
217 Dues and Subscriptions	702	175	210
218 Non-Capital Equipment and Furniture	30,271	35,000	40,000
239 Meter Repair and Maintenance	527,975	-	-
240 Equipment Repair and Maintenance	-	432,466	499,172
246 Liability Insurance	166,705	178,474	200,658
247 Safety Expenses	32,434	25,000	31,530
249 Operating Leases and Rentals	31,645	20,000	30,000
250 Professional and Contracted Services	662,536	793,625	815,625
259 Licenses and Permits	603	1,000	1,000
260 Utilities	1,042	1,345	1,345
261 Telephone Charges	10,028	15,580	15,580
263 Postage	638	2,500	2,500
264 Printing and Copying	150	200	200
265 Loss on Obsolete Items	30,726	-	10,000
269 Other Services and Charges	123	500	500
273 Fleet Lease - Operating and Maintenance	207,354	191,725	167,816
274 Fleet Lease - Replacement	420,561	434,454	437,939
<i>Subtotal</i>	<i>2,202,601</i>	<i>2,254,794</i>	<i>2,363,875</i>
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	23,177	23,207	23,207
<i>Subtotal</i>	<i>23,177</i>	<i>23,207</i>	<i>23,207</i>
<b>Capital Outlay</b>			
432 Vehicles	-	134,694	-
440 Machinery and Equipment	-	-	15,000
480 System Improvements	1,559,943	-	-
486 Meters	103,719	103,000	111,000
<i>Subtotal</i>	<i>1,663,662</i>	<i>237,694</i>	<i>126,000</i>
<b>SERVICE TOTAL</b>	<b>\$7,170,540</b>	<b>\$5,600,162</b>	<b>\$5,565,843</b>

## 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.

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**SERVICE: Electric Engineering**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Director Electric/Broadband Eng	0.00	0.70	0.70
Chief Electrical Engineer	0.60	0.00	0.00
Senior Electrical Engineer	2.40	2.40	2.40
Elect Distr Field Engineer II	2.40	3.20	3.20
Engineering Project Coordinator	1.60	0.80	0.80
Electric Tech Services Coordinator	0.80	0.90	0.90
Sr Programmer Analyst	0.80	0.80	0.80
Sr GIS Analyst	0.00	1.00	1.00
Senior GIS/Mapping Technician	1.00	0.00	0.00
<b>Total</b>	<b>9.60</b>	<b>9.80</b>	<b>9.80</b>

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**Service: Electric Engineering****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	744,666	955,039	971,474
112	Temporary Wages	57,497	-	-
115	One Time Payment	2,065	-	-
121	Wages - Overtime	5,293	5,000	5,000
123	Leave Expense	17,115	-	-
126	Retirement Health Savings Plan	3,848	3,920	3,920
128	FICA	3,716	-	-
129	Medicare	9,929	13,848	14,089
131	MOPC	36,327	47,752	48,572
132	Employee Insurance	147,879	152,806	160,292
133	Employee Retirement	136,534	73,538	74,802
135	Compensation Insurance	546	528	527
136	Unemployment Insurance	1,669	669	680
137	Staff Training and Conferences	13,524	18,400	20,200
141	Uniforms and Protective Cloth	370	500	1,000
142	Food Allowance	246	500	500
	<i>Subtotal</i>	<i>1,181,225</i>	<i>1,272,500</i>	<i>1,301,056</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	5,229	19,000	12,950
216	Reference Books and Materials	403	750	750
217	Dues and Subscriptions	931	824	1,000
218	Non-Capital Equipment and Furniture	1,017	2,000	2,500
240	Equipment Repair and Maintenance	63,364	105,992	86,657
246	Liability Insurance	2,322	3,107	2,320
247	Safety Expenses	734	500	500
250	Professional and Contracted Services	21,946	80,000	30,000
261	Telephone Charges	5,024	2,646	4,086
264	Printing and Copying	72	-	100
269	Other Services and Charges	523	200	200
273	Fleet Lease - Operating and Maintenance	9,593	11,926	7,863
274	Fleet Lease - Replacement	17,235	18,751	15,104
	<i>Subtotal</i>	<i>128,392</i>	<i>245,696</i>	<i>164,030</i>
	<b>SERVICE TOTAL</b>	<b>\$1,309,617</b>	<b>\$1,518,196</b>	<b>\$1,465,086</b>

## 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.

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**SERVICE: Meter Reading**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Meter Reading Supervisor	0.51	0.60	0.60
Metering & Application Support Coor	0.20	0.24	0.24
Senior Meter Reader	0.51	0.60	0.60
Meter Reader	3.83	4.50	4.50
<b>Total</b>	<b>5.05</b>	<b>5.94</b>	<b>5.94</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	134,971	300,578	303,419
112	Wages - Temporary	37,404	-	-
115	One Time Payment	278	-	-
121	Wages - Overtime	854	-	-
123	Leave Expense	4,622	-	-
126	Retirement Health Savings Plan	1,739	2,376	2,376
128	FICA	2,062	-	-
129	Medicare	2,440	4,358	4,398
131	MOPC	7,726	15,029	15,172
132	Employee Insurance	39,972	48,093	50,062
133	Employee Retirement	57,047	23,145	23,362
135	Compensation Insurance	5,173	25,835	23,903
136	Unemployment Insurance	473	210	216
137	Staff Training and Conferences	1,202	5,310	5,310
141	Uniforms and Protective Clothing	673	1,080	960
142	Food Allowance	40	-	-
	<i>Subtotal</i>	296,676	426,014	429,178
<b>Operating and Maintenance</b>				
210	Office Supplies	1,176	2,262	2,475
218	Non-Capital Equipment and Furniture	856	600	600
240	Equipment Repair and Maintenance	10,336	16,920	14,916
246	Liability Insurance	1,877	1,879	3,068
247	Safety Expenses	533	1,350	1,680
250	Professional and Contracted Services	186	5,100	2,400
261	Telephone Charges	879	1,620	900
264	Printing and Copying	164	300	300
270	Administrative and Management Services	44,689	49,595	46,372
273	Fleet Lease - Operating and Maintenance	18,388	17,247	28,112
274	Fleet Lease - Replacement	2,772	3,213	6,662
	<i>Subtotal</i>	81,856	100,086	107,485
	<b>SERVICE TOTAL</b>	<b>\$378,532</b>	<b>\$526,100</b>	<b>\$536,663</b>

## 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.

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**SERVICE: Warehouse**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Warehouse Supervisor	1.00	1.00	1.00
Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	3.00	2.00	2.00
Warehouse Worker II	0.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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**Service: Utilities Warehouse****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	224,872	254,976	258,213
112 Wages - Temporary	-	50,000	50,000
114 Skill Based Pay	1,200	1,200	-
115 One Time Payment	1,216	-	-
121 Wages - Overtime	2,703	8,000	8,000
122 Longevity Compensation	1,980	2,040	2,100
123 Leave Expense	2,638	-	-
124 Skill Based Overtime Pay	11	-	-
126 Retirement Health Savings Plan	2,251	2,000	2,000
128 FICA	-	3,100	3,100
129 Medicare	2,029	3,440	3,463
131 MOPC	11,274	12,809	12,910
132 Employee Insurance	40,016	40,796	42,408
133 Employee Retirement	37,353	19,725	19,883
135 Compensation Insurance	5,158	4,242	4,562
136 Unemployment Insurance	454	178	179
137 Staff Training and Conferences	747	3,200	3,200
141 Uniforms and Protective Clothing	1,879	2,125	2,125
142 Food Allowance	22	125	125
<i>Subtotal</i>	<i>335,804</i>	<i>407,956</i>	<i>412,268</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	7,880	5,250
217 Dues and Subscriptions	100	100	100
218 Non-Capital Equipment and Furniture	2,591	11,010	11,010
225 Freight	314	3,500	3,500
229 Materials and Miscellaneous Supplies	4,535	-	-
232 Building Repair and Maintenance	838	-	-
240 Equipment Repair and Maintenance	-	7,700	7,700
246 Liability Insurance	2,422	2,776	2,208
247 Safety Expenses	739	800	800
250 Professional and Contracted Services	20,594	25,492	25,492
261 Telephone Charges	1,046	1,150	1,150
264 Printing/Copying and Binding	55	-	-
265 Loss on Obsolete Items	2,697	15,000	5,000
270 Administrative and Management Services	127,202	79,727	131,439
273 Fleet Lease - Operating and Maintenance	12,333	15,678	13,439
274 Fleet Lease - Replacement	12,042	4,404	11,973
<i>Subtotal</i>	<i>187,507</i>	<i>175,217</i>	<i>219,061</i>
<b>Capital Outlay</b>			
432 Vehicles	-	8,000	-
<i>Subtotal</i>	<i>-</i>	<i>8,000</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$523,311</b>	<b>\$591,173</b>	<b>\$631,329</b>

## 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.

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**SERVICE: Customer and Energy Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Director of Customer Service LPC	0.50	0.00	0.00
Director Electric/Broadband Cust Srvc	0.00	0.60	0.70
Key Account Manager	1.80	1.80	1.80
Energy Services Specialist	0.90	0.90	0.90
Sustainability Coordinator	0.20	0.05	0.05
Customer Services Energy Specialist	0.50	0.90	0.90
<b>Total</b>	<b>3.90</b>	<b>4.25</b>	<b>4.35</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	259,472	398,367	408,672
112	Temporary Wages	293	-	-
123	Leave Expense	8,779	-	-
126	Retirement Health Savings Plan	1,120	1,700	1,740
129	Medicare	3,254	5,776	5,926
131	MOPC	12,973	19,918	20,433
132	Employee Insurance	54,737	63,739	67,430
133	Employee Retirement	43,276	30,674	31,467
135	Compensation Insurance	230	191	219
136	Unemployment Insurance	635	279	286
137	Staff Training and Conferences	2,154	9,250	10,700
142	Food Allowance	63	500	500
	<i>Subtotal</i>	<i>386,986</i>	<i>530,394</i>	<i>547,373</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	998	2,000	2,350
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	5,392	12,365	12,188
218	Non-Capital Equipment and Furniture	65	3,000	3,090
240	Equipment Repair and Maintenance	14,440	34,696	25,250
246	Liability Insurance	1,029	530	680
250	Professional and Contracted Services	123,083	39,000	9,000
252	Ads and Legal Notices	2,168	3,016	8,324
261	Telephone Charges	2,563	1,764	1,794
263	Postage	-	750	-
264	Printing and Copying	424	10,000	-
269	Other Services and Charges	2,507	11,000	23,250
273	Fleet Lease - Operating and Maintenance	1,277	1,916	2,344
274	Fleet Lease - Replacement	770	678	533
290	Rebates	1,226	40,000	40,000
291	Residential Energy Efficiency Rebates	258,648	120,000	160,000
292	Commercial Energy Efficiency Rebates	-	274,500	274,500
	<i>Subtotal</i>	<i>414,589</i>	<i>555,715</i>	<i>563,803</i>
	<b>SERVICE TOTAL</b>	<b>\$801,575</b>	<b>\$1,086,109</b>	<b>\$1,111,176</b>

## 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 2019-2023 Capital Improvement Program.

<b>ELECTRIC PROJECTS</b>	<b>2019 Budget</b>
DRN046 Stormwtr Pollution Cntrl Fac for Serv/Utility Ctr	\$ 20,000
ELE009 Electric Feeder Underground Conversion	100,000
ELE017 Electric Substation Upgrades	75,000
ELE044 Electric System Reliability Improvements	100,000
ELE091 Street Lighting Program	25,000
ELE097 Electric Aid to Construction	3,600,000
ELE099 Advanced Metering	10,000
<b>TOTAL</b>	<b>\$ 3,930,000</b>

<b>BROADBAND PROJECTS</b>	<b>2019 Budget</b>
BRB004 Broadband Fiber Construction & Installations	\$ 2,200,000
BRB002 Broadband Aid to Construction	30,000
<b>TOTAL</b>	<b>\$ 2,230,000</b>

## 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.

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**SERVICE: Broadband Administration**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
General Manager Longmont Power & Comm	0.25	0.25	0.30
Dir Electric/Broadband Bus Srv	0.25	0.25	0.30
Dir Electric/Broadband Cust Srv	0.50	0.40	0.30
Energy Services Specialist	0.10	0.10	0.10
Field Service Supervisor	1.00	0.00	0.00
Key Account Manager	0.20	0.20	0.20
Utility Rate Analyst	0.40	0.90	0.90
MDU & Commercial Sales Eng	1.00	2.00	1.90
Metering & Application Support Coor	0.30	0.30	0.30
Customer Service Energy Specialist	0.50	0.10	0.10
Commercial Broadband Sales Coordinator	1.00	0.00	0.00
LPC Administrative Supervisor	0.00	1.00	1.05
Administrative Assistant	0.00	0.00	0.05
Broadband Sr Customer Service Rep	1.00	0.00	0.00
Broadband Customer Service Rep	5.00	5.00	5.00
<b>Total</b>	<b>11.50</b>	<b>10.50</b>	<b>10.50</b>

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**Service: Broadband Administration****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	824,044	870,675	833,549
112 Temporary Wages	53,122	-	-
114 Skill Based Pay	2,831	3,000	-
115 One Time Payment	1,048	600	600
121 Wages - Overtime	4,543	3,000	3,000
123 Leave Expense	15,695	3,200	3,200
124 Skill Based Overtime Pay	39	-	-
126 Retirement Health Savings Plan	6,422	4,520	4,200
128 FICA	1,608	-	-
129 Medicare	10,248	11,855	11,234
131 MOPC	39,334	40,880	38,737
132 Employee Insurance	140,427	130,336	127,490
133 Employee Retirement	119,907	62,955	59,659
135 Compensation Insurance	578	10,407	11,707
136 Unemployment Insurance	1,597	570	544
137 Staff Training and Conferences	3,454	18,600	18,600
142 Food Allowance	-	500	500
<i>Subtotal</i>	<i>1,224,897</i>	<i>1,161,098</i>	<i>1,113,020</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	5,051	10,000	14,920
217 Dues and Subscriptions	6,183	5,979	5,400
218 Non-Capital Equipment and Furniture	1,776	1,500	1,500
240 Equipment Repair and Maintenance	83,326	83,932	91,214
245 Mileage Allowance	19	-	-
246 Liability Insurance	1,755	1,597	1,686
247 Safety Expenses	-	150	150
250 Professional and Contracted Services	17,118	35,900	23,075
252 Ads and Legal Notices	37,600	-	-
260 Utilities	417	425	450
261 Telephone Charges	2,192	2,784	2,778
263 Postage	20,689	-	-
264 Printing and Copying	38,056	-	-
269 Other Services and Charges	401,492	225,000	383,300
270 Administrative and Management Services	205,451	331,092	360,654
271 Franchise Equivalency	9,632	6,840	6,840
273 Fleet Lease - Operating and Maintenance	2,260	4,129	4,390
274 Fleet Lease - Replacement	1,362	4,180	2,546
<i>Subtotal</i>	<i>834,378</i>	<i>713,508</i>	<i>898,903</i>
<b>Non-Operating Expense</b>			
922 Interest - Current Bond Issue	1,397,512	1,582,500	1,449,000
923 Principal - Current Bond Issue	-	2,880,000	3,010,000
950 Bad Debt	(2,278)	20,000	15,000
970 Transfers to Other Funds	225,954	265,365	258,585
<i>Subtotal</i>	<i>1,621,188</i>	<i>4,747,865</i>	<i>4,732,585</i>
<b>SERVICE TOTAL</b>	<b>\$3,680,463</b>	<b>\$6,622,471</b>	<b>\$6,744,508</b>

## 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.

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### **SERVICE: Broadband Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Dir of Electric/Broadband Ops	0.30	0.30	0.30
LPC Safety Coordinator	0.00	0.50	0.30
LPC Sr Network Engineer	0.00	1.00	1.00
Network Engineer	2.00	1.00	1.00
Field Service Supervisor	0.00	1.00	1.00
Broadband Network Operations Manager	1.00	1.00	1.00
Broadband System Administrator	1.00	0.00	0.00
Systems Administrator II	0.00	1.00	1.00
Fiber Optic Technician	2.00	2.00	1.00
Broadband Service Technician	3.00	3.00	3.00
Broadband Install Tech	7.00	6.00	5.00
Broadband Technical Service Representative	6.00	6.00	6.00
<b>Total</b>	<b>22.30</b>	<b>22.80</b>	<b>20.60</b>

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**Service: Broadband Operations****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	1,193,389	1,036,489	1,004,001
112 Temporary Wages	6,987	-	-
114 Skill Based Pay	17	-	-
115 One Time Payment	3,343	-	-
121 Wages - Overtime	58,370	31,800	43,600
123 Leave Expense	37,794	-	-
126 Retirement Health Savings Plan	8,344	5,520	8,240
128 FICA	3,007	-	-
129 Medicare	16,187	15,039	21,099
131 MOPC	59,020	51,858	72,714
132 Employee Insurance	235,346	165,947	239,962
133 Employee Retirement	184,948	79,862	111,981
135 Compensation Insurance	6,042	11,043	14,315
136 Unemployment Insurance	2,677	726	1,016
137 Staff Training and Conferences	4,983	13,000	17,500
141 Uniforms and Protective Cloth	6,724	4,600	10,290
142 Food Allowance	-	200	200
<i>Subtotal</i>	<i>1,827,178</i>	<i>1,416,084</i>	<i>1,544,918</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	15,600	31,700
218 Non-Capital Equipment and Furniture	13,764	40,000	67,800
228 Janitorial Supplies	12,689	-	-
234 System Maintenance	598,637	-	-
240 Equipment Repair and Maintenance	-	978,216	1,157,953
246 Liability Insurance	4,817	6,158	12,511
247 Safety Expenses	3,182	3,000	5,425
249 Operating Leases and Rentals	381	5,000	10,000
250 Professional and Contracted Services	164,921	166,500	164,000
252 Legal Notices and Advertising	1,462	-	-
260 Utilities	31	-	-
261 Telephone Charges	8,959	5,700	8,220
263 Postage	1,238	-	-
265 Loss on Obsolete Items	35,923	-	-
269 Other Services and Charges	658	50,000	50,000
273 Fleet Lease - Operating and Maintenance	37,290	26,905	35,190
274 Fleet Lease - Replacement	52,684	56,118	56,120
<i>Subtotal</i>	<i>936,636</i>	<i>1,353,197</i>	<i>1,598,919</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	14,907
440 Machinery and Equipment	11,128	74,000	533,200
480 System Improvements	16,795	-	-
<i>Subtotal</i>	<i>27,923</i>	<i>74,000</i>	<i>548,107</i>
<b>SERVICE TOTAL</b>	<b>\$2,791,737</b>	<b>\$2,843,281</b>	<b>\$3,691,944</b>

## 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.

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**SERVICE:** Broadband Engineering

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Dir of Electric/Broadband Eng	0.40	0.30	0.30
Elect Engineering Proj Coordinator	0.40	0.20	0.20
Electric Tech Services Coordinator	0.20	0.10	0.10
Fiber Optic Outside Plant Engineer	0.00	0.00	1.00
Fiber Optic Technician	0.00	0.00	1.00
Sr Programmer Analyst	0.20	0.20	0.20
Elect Distr Field Engineer II	0.60	0.80	0.80
Sr GIS Analyst	0.00	1.00	1.00
Sr GIS/Mapping Technician	1.00	0.00	0.00
Sr Electrical Engineer	0.60	0.60	0.60
<b>Total</b>	<b>3.40</b>	<b>3.20</b>	<b>5.20</b>

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**Service: Broadband Engineering****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	191,839	299,419	456,713
112 Wages - Temporary	9,136	-	-
115 One Time Payment	729	-	-
121 Overtime Wages	970	-	-
123 Leave Expense	4,118	-	-
126 Retirement Health Savings Plan	1,432	1,280	2,080
129 Medicare	3,102	4,342	6,623
131 MOPC	12,495	14,971	22,835
132 Employee Insurance	50,074	47,907	75,357
133 Employee Retirement	24,180	23,055	35,166
135 Compensation Insurance	1,780	3,805	4,012
136 Unemployment Insurance	569	210	321
137 Staff Training and Conferences	-	2,500	5,000
<i>Subtotal</i>	<i>300,425</i>	<i>397,489</i>	<i>608,107</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	300	300
217 Dues and Subscriptions	-	-	200
240 Equipment Repair and Maintenance	12,727	31,500	31,500
246 Liability Insurance	396	463	460
247 Safety Expenses	27	100	500
250 Professional Contracted Services	-	5,000	5,000
261 Telephone Charges	149	294	714
<i>Subtotal</i>	<i>13,299</i>	<i>37,657</i>	<i>38,674</i>
<b>SERVICE TOTAL</b>	<b>\$313,724</b>	<b>\$435,146</b>	<b>\$646,781</b>



## 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.

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**SERVICE: Broadband Marketing**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
LPC Communications & Marketing Manager	0.00	0.40	0.40
Public Relations & Marketing Specialist	0.00	0.40	0.40
<b>Total</b>	<b>0.00</b>	<b>0.80</b>	<b>0.80</b>

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**Service: Broadband Marketing****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	-	-	61,060
112	Temporary Wages	-	-	6,000
126	Retirement Health Savings Plan	-	-	320
128	FICA	-	-	372
129	Medicare	-	-	972
131	MOPC	-	-	3,053
132	Employee Insurance	-	-	10,075
133	Employee Retirement	-	-	4,702
136	Unemployment Insurance	-	-	43
137	Staff Training and Conferences	-	1,000	2,000
142	Food Allowance	-	100	100
	<i>Subtotal</i>	-	<i>1,100</i>	<i>88,697</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	-	330
218	Non-Capital Equipment and Furniture	-	200	250
240	Equipment Repair and Maintenance	-	875	2,325
250	Professional and Contracted Services	-	60,000	20,000
252	Ads and Legal Notices	-	157,148	141,348
261	Telephone Charges	-	168	336
263	Postage	-	20,000	25,000
264	Printing and Copying	-	56,960	61,960
269	Other Services and Charges	-	42,025	25,350
	<i>Subtotal</i>	-	<i>337,376</i>	<i>276,899</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	2,500	2,500
	<i>Subtotal</i>	-	<i>2,500</i>	<i>2,500</i>
	<b>SERVICE TOTAL</b>	<b>\$-</b>	<b>\$340,976</b>	<b>\$368,096</b>

## ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	35	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	341,447	1,300,000	1,020,000
<b>TOTAL</b>	<b>\$ 341,482</b>	<b>\$ 1,300,000</b>	<b>\$ 1,020,000</b>

*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.

*2019 Budget*

The following capital projects are funded in 2019. Detailed capital project descriptions are included in the 2019-2023 Capital Improvement Program.

<b>ELECTRIC CIF FUND PROJECTS</b>	<b>2019 Budget</b>
ELE014 Electric Main Feeder Extensions	\$ 820,000
ELE016 Electric Substation Expansion	\$ 200,000
<b>TOTAL</b>	<b>\$ 1,020,000</b>

## ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 3,857,157</b>	<b>\$ 4,622,778</b>	<b>\$ 3,562,283</b>
Committed Working Capital	-	549,367	-
<b>SOURCES OF FUNDS</b>			
Fees	1,085,117	773,872	673,912
Interest	21,985	15,000	30,000
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>1,107,102</b>	<b>788,872</b>	<b>703,912</b>
<b>EXPENSES</b>			
Personal Services	34	-	-
Capital Projects	341,447	1,300,000	1,020,000
<b>TOTAL EXPENSES</b>	<b>341,481</b>	<b>1,300,000</b>	<b>1,020,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>4,622,778</b>	<b>3,562,283</b>	<b>3,246,195</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 765,621	\$ (511,128)	\$ (316,088)

## WATER FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	5,669,256	5,695,567	6,231,012
Operating and Maintenance	6,006,219	8,096,699	8,877,935
Non-Operating	339,736	1,231,230	4,096,660
Capital	3,775,196	5,543,272	41,679,832
<b>TOTAL</b>	<b>\$ 15,790,407</b>	<b>\$ 20,566,768</b>	<b>\$ 60,885,439</b>

### *Fund Description*

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

The Water Fund includes eleven budget services:

- Public Works and Natural Resources Director
- Water Administration/Engineering
- Water Resources; Water Distribution
- Water Treatment Plants
- Water Quality Laboratory
- Instrumentation and Control
- Engineering/Survey Technical Services
- Construction Inspection
- Regulatory Compliance
- Meter Reading

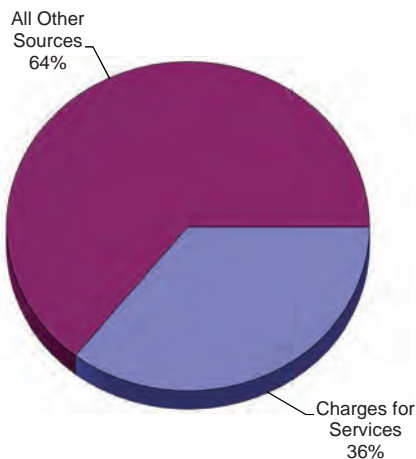
### *Water System*

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

## WATER FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 23,669,805</b>	<b>\$ 29,623,672</b>	<b>\$ 21,745,856</b>
Committed Working Capital	-	7,223,380	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	16,325,878	18,262,396	20,801,996
System Development Fees	1,471,736	576,500	473,500
Interest - Operating	121,779	96,740	86,900
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	2,281,282	-	-
Miscellaneous	999,682	350,000	45,000
Operating Transfers	626,696	626,696	1,958,314
Bond Proceeds	-	-	36,291,600
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>21,827,053</b>	<b>19,912,332</b>	<b>59,657,310</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Water Utility Director	506,961	849,684	3,764,788
Water Administration/Engineering	3,027,664	4,061,559	5,029,890
Water Resources	2,454,886	2,929,695	3,155,978
Water Treatment Plants	2,377,310	2,913,313	2,755,201
Water Distribution	2,815,939	3,348,950	3,603,672
Water Quality Laboratory	390,851	477,221	476,823
Water Engineering/Survey Tech Services	363,753	288,861	298,242
Water Construction Inspection	126,218	174,428	176,470
Water Regulatory Compliance	235,986	361,580	482,605
Water Meter Reading	253,955	263,655	271,947
CIP Projects	3,236,882	4,897,822	40,869,823
Total Operating Expenses	15,790,407	20,566,768	60,885,439
Adjustment for GAAP Expenses	82,779	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>15,873,186</b>	<b>20,566,768</b>	<b>60,885,439</b>
<b>ENDING WORKING CAPITAL</b>	<b>29,623,672</b>	<b>21,745,856</b>	<b>20,517,727</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 5,953,867	\$ (654,436)	\$ (1,228,129)

## WATER FUND - Sources of Funds



- The Water Fund will receive 36% of its operating revenues from charges for services to the City’s water customers in 2019.
- The 2019 Budget requires a contribution of \$1,228,129 from fund balance, primarily for capital projects.

### Estimating Major Sources of Funds

**Treated Water Sales:** The Water/Wastewater Division 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.

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>OPERATING REVENUE</b>			
Sale of Treated Water	\$ 15,065,843	\$ 18,022,396	\$ 20,561,996
Sale of Raw Water	1,007,032	200,000	200,000
Construction Inspection Fees	56,489	-	-
Water Meters	179,045	25,000	25,000
Lab Testing Fees	17,469	15,000	15,000
System Development Fees	1,471,736	576,500	473,500
Intergovernmental Revenue	2,281,282	-	-
Interest Income	121,779	96,740	86,900
Other Revenue	999,682	350,000	45,000
Operating Transfers	626,696	626,696	1,958,314
Bond Proceeds	-	-	36,291,600
Contribution from/(to) Fund Balance	(5,953,867)	654,436	1,228,129
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>			
	<b>\$ 15,873,186</b>	<b>\$ 20,566,768</b>	<b>\$ 60,885,439</b>

## 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.

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**SERVICE: Public Works and Natural Resources General Manager**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
General Manager PW&NR	0.30	0.25	0.25
PWNR Business & Strategic Planning Manager	0.30	0.25	0.25
PWNR Communications Coord	0.30	0.25	0.25
PWNR Natural Resources Mgr	0.00	0.15	0.15
Flood Recovery Manager	0.00	0.30	0.00
PWNR Rate Analyst	0.30	0.25	0.25
Business Analyst	0.30	0.25	0.25
Executive Assistant	0.30	0.40	0.40
Customer Services Representative	0.30	0.25	0.20
Project Manager II	0.00	0.12	0.00
Parks/Open Space Ranger	0.00	0.00	0.10
Watershed Ranger	0.00	0.00	1.00
Sr Arborist Technician	0.00	0.00	0.25
Natural Resources Technician	0.00	0.00	0.40
Natural Resources Specialist	0.00	0.00	0.35
Land Program Administrator	0.00	0.00	0.10
Weed Technician	0.40	0.40	0.40
Volunteer Coordinator	0.00	0.12	0.00
Administrative Supervisor	0.30	0.25	0.20
Administrative Assistant	0.30	0.25	0.50
<b>Total</b>	<b>3.10</b>	<b>3.49</b>	<b>5.30</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	275,122	385,591	513,631
112 Wages - Temporary	8,899	10,142	19,778
114 Skill Based Pay	299	270	-
115 One Time Payment	1,455	-	-
121 Wages - Overtime	168	350	350
122 Longevity Compensation	594	510	216
123 Leave Expense	6,676	-	19,600
126 Retirement Health Savings Plan	2,356	1,396	2,120
128 FICA	521	629	646
129 Medicare	2,635	3,365	5,135
131 MOPC	13,476	14,230	20,308
132 Employee Insurance	44,194	45,493	66,974
133 Employee Retirement	40,065	21,915	31,274
135 Compensation Insurance	3,003	2,739	2,457
136 Unemployment Insurance	499	217	284
137 Staff Training and Conferences	1,503	1,816	1,816
142 Food Allowance	251	425	425
<i>Subtotal</i>	<i>401,714</i>	<i>489,088</i>	<i>685,014</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	533	3,858	11,720
216 Reference Books and Materials	118	200	200
217 Dues and Subscriptions	1,000	905	6,905
218 Non-Capital Equipment and Furniture	605	3,113	3,265
222 Chemicals	2,585	3,180	3,180
240 Equipment Repair and Maintenance	7,837	16,761	16,400
245 Mileage Allowance	720	820	820
246 Liability Insurance	1,494	1,148	836
250 Professional and Contracted Services	76,549	313,485	189,472
252 Advertising and Legal Notices	295	2,125	12,125
261 Telephone Charges	840	800	800
263 Postage	1,408	2,075	2,075
264 Printing and Copying	1,796	2,420	4,420
269 Other Services and Charges	-	-	711,600
273 Fleet Lease Operating and Maintenance	71	355	255
274 Fleet Lease Replacement	2,879	1,727	1,439
<i>Subtotal</i>	<i>98,730</i>	<i>352,972</i>	<i>965,512</i>
<b>Non-Operating Expense</b>			
922 Interest - Current Bond	-	-	1,451,664
923 Principal - Current Bond	-	-	647,083
970 Transfers to Other Funds	6,517	7,624	7,624
<i>Subtotal</i>	<i>6,517</i>	<i>7,624</i>	<i>2,106,371</i>
<b>Capital Outlay</b>			
432 Interest - Current Bond	-	-	5,750
440 Principal - Current Bond	-	-	2,141
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>7,891</i>
<b>SERVICE TOTAL</b>	<b>\$506,961</b>	<b>\$849,684</b>	<b>\$3,764,788</b>

## 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.

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**SERVICE: Water Administration/Engineering**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Engineering Services	0.15	0.15	0.15
PWNR Engineering Administrator	0.95	0.95	0.95
Senior Civil Engineer	1.90	1.90	1.90
Civil Engineer II	0.90	1.61	1.61
Project Manager II	0.66	0.16	0.16
Construction Inspector	0.15	0.15	0.15
Planning Tech	0.13	0.13	0.13
Natural Resources Specialist	0.35	0.35	0.00
Administrative Analyst	0.00	0.00	0.07
Administrative Assistant	0.42	0.43	0.43
<b>Total</b>	<b>5.61</b>	<b>5.83</b>	<b>5.55</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	501,946	553,196	542,389
112 Wages - Temporary	2,100	1,500	16,500
114 Skill Based Pay	300	300	-
115 One Time Payment	1,146	-	-
121 Wages - Overtime	1,246	-	-
122 Longevity Compensation	846	489	198
123 Leave Expense	10,211	18,600	-
126 Retirement Health Savings Plan	4,199	2,332	2,220
128 FICA	130	93	465
129 Medicare	6,196	7,728	7,973
131 MOPC	25,284	27,675	27,118
132 Employee Insurance	85,253	88,511	89,446
133 Employee Retirement	73,640	42,619	41,764
135 Compensation Insurance	341	309	305
136 Unemployment Insurance	969	414	377
137 Staff Training and Conferences	4,068	2,700	5,000
141 Uniforms and Protective Clothing	86	100	100
142 Food Allowance	84	300	300
<i>Subtotal</i>	<i>718,044</i>	<i>746,866</i>	<i>734,155</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	7,200	7,200
216 Reference Books and Materials	729	300	300
217 Dues and Subscriptions	333	1,129	1,129
218 Non-Capital Equipment and Furniture	333	4,877	3,132
223 Lab and Photo Supplies	4,729	-	-
235 Station Maintenance	12,537	-	-
240 Equipment Repair and Maintenance	-	9,695	10,326
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,232	1,248	2,150
247 Safety Expenses	45	500	500
250 Professional and Contracted Services	2,544	25,300	75,300
252 Advertising and Legal Notices	466	400	400
256 Refunds	6,590	3,000	3,000
259 Licenses and Permits	1,568	1,400	1,400
261 Telephone Charges	1,420	3,240	3,240
263 Postage	299	2,000	2,000
264 Printing and Copying	185	1,000	1,000
269 Other Services and Charges	73,275	172,004	172,004
270 Administrative and Management Services	1,536,776	1,482,097	1,595,405
271 Franchise Equivalency	323,806	366,148	416,940
273 Fleet Lease - Operating and Maintenance	2,980	2,975	3,446
274 Fleet Lease - Replacement	6,374	6,374	6,374
275 Building Permits To LDDA	180	-	-
<i>Subtotal</i>	<i>1,976,401</i>	<i>2,091,087</i>	<i>2,305,446</i>
<b>Non-Operating Expense</b>			
927 Principal on Notes and Contracts	-	1,083,530	1,105,643
928 Interest on Notes and Contracts	272,686	102,360	77,026
950 Bad Debt	531	2,500	2,500
970 Transfers to Other Funds	60,002	35,216	805,120
<i>Subtotal</i>	<i>333,219</i>	<i>1,223,606</i>	<i>1,990,289</i>
<b>SERVICE TOTAL</b>	<b>\$3,027,664</b>	<b>\$4,061,559</b>	<b>\$5,029,890</b>

## 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.

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**SERVICE:** Water Quality Laboratory

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Water Quality Laboratory Supervisor	0.40	0.35	0.35
Water Quality Analyst	1.20	1.05	1.05
Laboratory Technician II	0.00	0.35	1.40
Laboratory Technician	1.40	1.04	0.00
Office Assistant	0.20	0.17	0.17
<b>Total</b>	<b>3.20</b>	<b>2.96</b>	<b>2.97</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	168,861	185,346	200,197
112 Wages - Temporary	12,250	1,330	21,840
115 One Time Payment	109	1,488	1,488
121 Wages - Overtime	4,758	8,000	8,000
122 Longevity Compensation	792	347	357
123 Leave Expense	11,519	-	-
126 Retirement Health Savings Plan	1,558	1,184	1,188
128 FICA	744	82	1,354
129 Medicare	2,410	2,616	3,129
131 MOPC	8,961	9,267	10,008
132 Employee Insurance	33,814	29,655	33,035
133 Employee Retirement	22,294	14,271	15,416
135 Compensation Insurance	2,626	2,500	2,597
136 Unemployment Insurance	383	140	137
137 Staff Training and Conferences	3,570	3,200	3,700
141 Uniforms and Protective Clothing	-	70	70
142 Food Allowance	36	-	35
<i>Subtotal</i>	<i>274,686</i>	<i>259,496</i>	<i>302,551</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	44,399	46,953
216 Reference Books and Materials	306	175	420
217 Dues and Subscriptions	355	935	935
218 Non-Capital Equipment and Furniture	9,730	5,079	5,043
232 Building Repair and Maintenance	13,079	-	-
240 Equipment Repair and Maintenance	-	29,461	29,811
243 Non-Capital Computer Equipment and Supplies	43,235	-	-
246 Liability Insurance	393	394	364
247 Safety Expenses	151	644	644
250 Professional and Contracted Services	42,962	101,650	69,650
259 Licenses and Permits	1,194	2,200	3,400
261 Telephone Charges	486	525	700
263 Postage	-	44	44
264 Printing and Copying	176	1,050	1,050
269 Other Services and Charges	-	35	35
273 Fleet Lease - Operating and Maintenance	726	1,034	917
<i>Subtotal</i>	<i>112,794</i>	<i>187,625</i>	<i>159,966</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	14,306
440 Machinery and Equipment	3,372	30,100	-
<i>Subtotal</i>	<i>3,372</i>	<i>30,100</i>	<i>14,306</i>
<b>SERVICE TOTAL</b>	<b>\$390,851</b>	<b>\$477,221</b>	<b>\$476,823</b>

## 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.

<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Natural Resources Manager	0.15	0.00	0.00
Land Program Administrator	0.10	0.10	0.00
Watershed/Wildfire Resil Coord	0.00	0.75	0.00
Water Resources Manager	1.00	1.00	1.00
Water Resources Analyst	2.00	2.00	2.00
Water Resources Engineer	0.00	0.00	1.00
Environmental Project Specialist	0.90	0.90	0.90
Watershed Ranger	1.00	1.00	0.00
Project Manager/Volunteer Coordinator	0.00	0.00	0.25
Parks/Open Space Ranger	0.10	0.10	0.00
Sr Arborist Technician	0.00	0.25	0.00
Arborist Technician II	0.25	0.00	0.00
Natural Resources Technician	0.15	0.15	0.00
<b>Total</b>	<b>5.65</b>	<b>6.25</b>	<b>5.15</b>

**Service: Water Resources****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	461,765	488,705	470,379
112 Wages - Temporary	66,506	72,300	72,300
115 One Time Payment	3,984	-	-
121 Wages - Overtime	3,597	5,750	5,750
122 Longevity Compensation	3,960	4,080	4,200
123 Leave Expense	8,226	-	-
126 Retirement Health Savings Plan	7,470	2,500	2,060
128 FICA	4,171	4,483	4,483
129 Medicare	4,443	5,307	4,961
131 MOPC	23,158	24,435	23,520
132 Employee Insurance	79,184	78,193	77,612
133 Employee Retirement	71,613	37,630	36,218
135 Compensation Insurance	10,179	11,167	5,476
136 Unemployment Insurance	900	342	329
137 Staff Training and Conferences	2,775	5,400	5,400
141 Uniforms and Protective Clothing	887	1,000	1,000
142 Food Allowance	318	1,600	1,600
<i>Subtotal</i>	<i>753,136</i>	<i>742,892</i>	<i>715,288</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	220	12,644	12,635
214 Pamphlets and Documents	16	3,700	3,700
216 Reference Books and Materials	4,943	200	200
217 Dues and Subscriptions	-	6,720	6,720
218 Non-Capital Equipment and Furniture	11,449	4,714	8,351
232 Building Repair and Maintenance	12,183	-	-
240 Equipment Repair and Maintenance	-	79,200	79,200
244 Assessments	1,190,560	1,424,077	1,702,695
245 Mileage Allowance	48	467	467
246 Liability Insurance	4,792	5,154	3,027
247 Safety Expenses	796	600	600
249 Operating Leases and Rentals	153,388	76,000	76,000
250 Professional and Contracted Services	273,550	450,434	430,485
252 Advertising and Legal Notices	178	2,000	2,000
259 Licenses and Permits	-	8,975	8,975
260 Utilities	9,733	29,300	29,300
261 Telephone Charges	2,537	2,400	2,400
264 Printing and Copying	2,608	2,000	2,000
269 Other Services and Charges	4,663	6,500	6,500
273 Fleet Lease - Operating and Maintenance	17,616	18,644	20,613
274 Fleet Lease - Replacement	12,470	45,699	44,822
<i>Subtotal</i>	<i>1,701,750</i>	<i>2,179,428</i>	<i>2,440,690</i>
<b>Capital Outlay</b>			
432 Vehicles	-	7,375	-
<i>Subtotal</i>	<i>-</i>	<i>7,375</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$2,454,886</b>	<b>\$2,929,695</b>	<b>\$3,155,978</b>

## 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.

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**SERVICE: Water Treatment Plants**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Operations	0.30	0.25	0.30
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.30
Field Engineer	0.50	0.50	0.50
Sr Elec & Control Sys Eng	0.00	0.50	0.50
Electrical Engineering/Programmer	0.50	0.00	0.00
Operations and Maintenance Technician Lead	7.70	7.70	8.80
Facilities Maintenance Tech I	0.30	0.30	0.00
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	1.00
<b>Total</b>	<b>13.10</b>	<b>13.05</b>	<b>14.20</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	894,104	977,266	1,081,073
112 Wages - Temporary	197	10,000	10,000
114 Skill Based Pay	-	90	-
115 One Time Payment	4,501	-	-
121 Wages - Overtime	31,676	31,400	31,400
123 Leave Expense	22,581	-	-
126 Retirement Health Savings Plan	20,628	5,220	5,680
128 FICA	-	620	620
129 Medicare	11,663	14,316	15,518
131 MOPC	43,995	48,867	54,055
132 Employee Insurance	157,156	156,362	178,378
133 Employee Retirement	142,519	75,256	83,241
135 Compensation Insurance	16,272	15,828	17,448
136 Unemployment Insurance	1,786	672	755
137 Staff Training and Conferences	2,738	-	8,700
141 Uniforms and Protective Clothing	1,969	4,275	4,275
142 Food Allowance	-	600	600
<i>Subtotal</i>	<i>1,351,785</i>	<i>1,340,772</i>	<i>1,491,743</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	24,190	38,226	38,226
216 Reference Books and Materials	729	1,600	1,600
217 Dues and Subscriptions	14,632	14,750	14,750
218 Non-Capital Equipment and Furniture	22,733	45,565	48,277
220 Gas and Oil	54	1,000	1,000
222 Chemicals	487,770	570,000	570,000
233 Facility Repair and Maintenance	159,216	-	-
240 Equipment Repair and Maintenance	-	161,612	161,875
245 Mileage Allowance	-	600	600
246 Liability Insurance	21,399	16,069	16,110
247 Safety Expenses	6,339	7,000	7,000
249 Operating Leases and Rentals	-	1,500	1,500
250 Professional and Contracted Services	131,258	499,350	162,750
259 Licenses and Permits	5,093	11,500	11,500
260 Utilities	117,256	180,000	180,000
261 Telephone Charges	3,140	1,500	1,500
263 Postage	138	-	-
273 Fleet Lease - Operating and Maintenance	12,395	10,158	10,743
274 Fleet Lease - Replacement	5,060	2,111	5,123
<i>Subtotal</i>	<i>1,011,401</i>	<i>1,562,541</i>	<i>1,232,554</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	20,904
440 Machinery and Equipment	14,125	10,000	10,000
<i>Subtotal</i>	<i>14,125</i>	<i>10,000</i>	<i>30,904</i>
<b>SERVICE TOTAL</b>	<b>\$2,377,310</b>	<b>\$2,913,313</b>	<b>\$2,755,201</b>

## 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.

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**SERVICE: Water Distribution**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	0.20	0.20	0.20
Utility Maintenance Supervisor	0.30	0.30	0.30
Public Works Tech II	1.30	1.30	1.00
Public Works Tech I	0.20	0.20	0.20
Water Utilities Technician Lead	5.25	6.25	6.25
Water Utilities Technician	2.45	2.45	2.95
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
<b>Total</b>	<b>13.35</b>	<b>14.35</b>	<b>14.55</b>

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**Service: Water Distribution****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	858,410	903,833	933,629
112 Wages - Temporary	29,227	22,000	24,000
114 Skill Based Pay	398	450	-
115 One Time Payment	2,291	403	403
121 Wages - Overtime	62,314	58,000	60,000
122 Longevity Compensation	1,980	2,040	2,100
123 Leave Expense	23,565	-	-
124 Skill Based Overtime Pay	4	-	-
126 Retirement Health Savings Plan	11,750	5,740	5,820
128 FICA	2,569	1,364	1,488
129 Medicare	10,445	12,508	12,961
131 MOPC	39,783	45,215	46,651
132 Employee Insurance	132,924	144,613	153,853
133 Employee Retirement	124,094	69,630	71,841
135 Compensation Insurance	22,064	19,718	31,853
136 Unemployment Insurance	1,514	689	652
137 Staff Training and Conferences	5,559	19,350	20,917
141 Uniforms and Protective Clothing	5,640	7,596	7,996
142 Food Allowance	497	700	700
<i>Subtotal</i>	<i>1,335,029</i>	<i>1,313,849</i>	<i>1,374,864</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	38,216	19,355	29,855
216 Reference Books and Materials	297	500	500
217 Dues and Subscriptions	3,213	3,500	3,500
218 Non-Capital Equipment and Furniture	36,478	58,361	41,482
220 Gas and Oil	-	100	100
222 Chemicals	9,736	10,000	10,000
240 Equipment Repair and Maintenance	-	326,265	355,265
245 Mileage Allowance	-	500	500
246 Liability Insurance	118,518	117,138	131,301
247 Safety Expenses	8,753	8,500	8,500
249 Operating Leases and Rentals	45	2,000	2,000
250 Professional and Contracted Services	37,430	415,197	416,277
252 Advertising and Legal Notices	572	2,000	2,000
254 Cross Connection Repair and Maintenance	271,587	7,000	7,000
259 Licenses and Permits	1,266	2,620	2,620
260 Utilities	52,409	64,440	64,440
261 Telephone Charges	10,897	4,489	4,489
263 Postage	2,062	-	-
264 Printing and Copying	99	1,000	1,000
269 Other Services and Charges	-	3,000	3,000
273 Fleet Lease - Operating and Maintenance	143,702	151,487	130,397
274 Fleet Lease - Replacement	224,814	239,674	257,674
<i>Subtotal</i>	<i>960,093</i>	<i>1,437,126</i>	<i>1,471,900</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	12,500
440 Machinery and Equipment	-	24,000	60,433
455 System Renovations and Replacement	-	53,000	113,000
481 Taps	27,811	20,000	20,000
484 Backflow Devices	270	3,000	3,000
486 Meters	492,736	497,975	547,975
<i>Subtotal</i>	<i>520,817</i>	<i>597,975</i>	<i>756,908</i>
<b>SERVICE TOTAL</b>	<b>\$2,815,939</b>	<b>\$3,348,950</b>	<b>\$3,603,672</b>

## 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.

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**SERVICE: Engineering/Survey Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Technology/GIS Coordinator	0.30	0.25	0.25
PWNR Applications Support Analyst	0.30	0.25	0.25
Engineering and Survey Tech Supervisor	0.30	0.25	0.25
Lead GIS Analyst	0.30	0.25	0.25
Sr GIS Analyst	0.00	0.25	0.25
Senior GIS/Mapping Technician	0.30	0.00	0.00
GIS/Mapping Technician	0.30	0.25	0.25
Engineering Technician	0.60	0.50	0.50
Senior Engineering Technician	0.30	0.25	0.25
<b>Total</b>	<b>2.70</b>	<b>2.25</b>	<b>2.25</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	177,128	161,123	171,938
114	Skill Based Pay	89	90	-
115	One Time Payment	586	-	-
121	Wages - Overtime	-	417	417
123	Leave Expense	6,023	-	-
126	Retirement Health Savings Plan	1,902	900	900
129	Medicare	2,237	2,337	2,494
131	MOPC	8,991	8,060	8,594
132	Employee Insurance	28,024	25,780	28,354
133	Employee Retirement	94,764	12,413	13,238
135	Compensation Insurance	432	112	89
136	Unemployment Insurance	353	113	120
137	Staff Training and Conferences	1,722	4,720	3,850
141	Uniforms and Protective Clothing	-	90	90
	<i>Subtotal</i>	<i>322,251</i>	<i>216,155</i>	<i>230,084</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	4,130	1,500
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	4,100	5,804	2,495
218	Non-Capital Equipment and Furniture	2,514	2,742	1,638
219	Drafting Supplies	533	-	-
240	Equipment Repair and Maintenance	25,298	42,156	44,003
246	Liability Insurance	1,226	735	457
247	Safety Expenses	(12)	250	250
250	Professional and Contracted Services	851	4,025	5,000
261	Telephone Charges	1,050	8,720	8,920
263	Postage	76	-	-
264	Printing and Copying	97	150	150
273	Fleet Lease - Operating and Maintenance	5,768	2,254	2,220
274	Fleet Lease - Replacement	-	1,710	1,495
	<i>Subtotal</i>	<i>41,502</i>	<i>72,706</i>	<i>68,158</i>
	<b>SERVICE TOTAL</b>	<b>\$363,753</b>	<b>\$288,861</b>	<b>\$298,242</b>

## 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.

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**SERVICE: Water Construction Inspection**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Construction Inspection Supervisor	0.20	0.20	0.20
Senior Construction Inspector	0.40	0.40	0.40
Construction Inspector	0.80	0.80	0.80
<b>Total</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	84,731	93,170	97,033
112	Wages - Temporary	4,888	12,000	12,000
115	One Time Payment	791	-	-
121	Wages - Overtime	9,887	12,000	12,000
122	Longevity Compensation	408	420	432
123	Leave Expense	2,714	-	-
126	Retirement Health Savings Plan	691	560	560
128	FICA	329	744	744
129	Medicare	1,083	1,326	1,377
131	MOPC	4,368	4,659	4,853
132	Employee Insurance	15,185	14,907	16,011
133	Employee Retirement	531	7,174	7,472
136	Unemployment Insurance	166	65	69
137	Staff Training and Conferences	-	800	800
141	Uniforms and Protective Clothing	160	80	80
	<i>Subtotal</i>	<i>125,933</i>	<i>147,905</i>	<i>153,431</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	1,100	1,200
216	Reference Books and Materials	-	40	40
217	Dues and Subscriptions	-	240	240
218	Non-Capital Equipment and Furniture	-	3,764	1,526
222	Chemicals	-	100	100
240	Equipment Repair and Maintenance	-	100	100
247	Safety Expenses	-	300	300
249	Operating Leases and Rentals	-	400	400
261	Telephone Charges	285	1,484	2,024
264	Printing and Copying	-	60	60
273	Fleet Lease - Operating and Maintenance	-	12,109	14,264
274	Fleet Lease - Replacement	-	6,826	2,785
	<i>Subtotal</i>	<i>285</i>	<i>26,523</i>	<i>23,039</i>
	<b>SERVICE TOTAL</b>	<b>\$126,218</b>	<b>\$174,428</b>	<b>\$176,470</b>

## 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.

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**SERVICE:** Water Regulatory Compliance

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Environmental Services Manager	0.30	0.25	0.25
Sustainability Coordinator	0.20	0.20	0.20
Sustainability Specialist	0.00	0.00	0.60
Economic Sustainability Specialist	0.00	0.09	0.21
Sr Civil Engineer	0.00	0.00	0.50
Civil Engineer II	1.05	0.95	0.50
Neighborhood Resource Specialist	0.00	0.09	0.09
<b>Total</b>	<b>1.55</b>	<b>1.58</b>	<b>2.35</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	149,942	152,780	218,259
112	Wages - Temporary	1,252	14,560	31,320
115	One Time Payment	900	750	750
122	Longevity Compensation	558	480	111
123	Leave Expense	2,090	-	-
126	Retirement Health Savings Plan	882	632	940
128	FICA	78	903	1,161
129	Medicare	1,487	1,957	2,952
131	MOPC	7,607	7,638	10,913
132	Employee Insurance	25,536	24,445	36,012
133	Employee Retirement	909	11,764	16,807
136	Unemployment Insurance	280	124	153
137	Staff Training and Conferences	1,486	8,900	9,300
142	Food Allowance	12	-	-
	<i>Subtotal</i>	<i>193,018</i>	<i>224,933</i>	<i>328,678</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	1,371	1,886
216	Reference Books and Materials	-	240	240
217	Dues and Subscriptions	666	892	3,682
218	Non-Capital Equipment and Furniture	634	2,579	3,930
235	Station Maintenance	10,917	-	-
240	Equipment Repair and Maintenance	-	20,500	21,850
243	Non-Capital Computer Equipment and Supplies	376	-	-
245	Mileage Allowance	-	500	500
247	Safety Expenses	-	200	200
250	Professional and Contracted Services	25,675	83,316	93,466
259	Licenses and Permits	-	10,150	10,150
263	Postage	1,053	9,000	9,000
264	Printing and Copying	2,783	6,860	6,860
269	Other Services and Charges	-	-	2,000
273	Fleet Lease - Operating and Maintenance	866	1,039	163
	<i>Subtotal</i>	<i>42,969</i>	<i>136,647</i>	<i>153,927</i>
	<b>SERVICE TOTAL</b>	<b>\$235,986</b>	<b>\$361,580</b>	<b>\$482,605</b>

# 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.

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**SERVICE: Meter Reading**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Meter Reading Supervisor	0.37	0.30	0.30
Metering & Application Support Coord	0.15	0.12	0.12
Senior Meter Reader	0.37	0.30	0.30
Meter Reader	2.76	2.26	2.26
<b>Total</b>	<b>3.64</b>	<b>2.98</b>	<b>2.98</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	115,046	150,750	152,175
112	Wages - Temporary	26,953	-	-
115	One Time Payment	200	-	-
121	Wages - Overtime	616	-	-
123	Leave Expense	3,330	-	-
126	Retirement Health Savings Plan	1,253	1,192	1,192
128	FICA	1,486	-	-
129	Medicare	1,758	2,186	2,206
131	MOPC	5,567	7,537	7,609
132	Employee Insurance	31,101	24,120	25,110
133	Employee Retirement	902	11,608	11,718
135	Compensation Insurance	3,728	12,917	11,952
136	Unemployment Insurance	341	106	107
137	Staff Training and Conferences	866	2,655	2,655
141	Uniforms and Protective Clothing	485	540	480
142	Food Allowance	29	-	-
	<i>Subtotal</i>	<i>193,660</i>	<i>213,611</i>	<i>215,204</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	847	1,131	1,238
218	Non-Capital Equipment and Furniture	617	300	300
240	Equipment Repair and Maintenance	8,758	8,460	10,458
246	Liability Insurance	1,353	939	1,534
247	Safety Expenses	384	675	840
250	Professional and Contracted Services	134	2,550	1,200
261	Telephone Charges	633	810	450
264	Printing and Copying	118	150	150
270	Administrative and Management Services	32,203	24,798	23,186
273	Fleet Lease - Operating and Maintenance	13,250	8,624	14,056
274	Fleet Lease - Replacement	1,998	1,607	3,331
	<i>Subtotal</i>	<i>60,295</i>	<i>50,044</i>	<i>56,743</i>
	<b>SERVICE TOTAL</b>	<b>\$253,955</b>	<b>\$263,655</b>	<b>\$271,947</b>

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>WATER FUND PROJECTS</b>	<b>2019 Budget</b>
DRN021 Storm Drainage Rehabilitation and Improvements	100,000
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	60,600
DRN037 Oligarchy Ditch Improvements	125,000
PBF080 Municipal Buildings Boiler Replacement	22,887
PBF082 Municipal Buildings HVAC Replacement	8,634
PBF119 Municipal Buildings Flooring Replacement	6,262
PBF192 Operations and Maintenance Building and Site Improvement	383,400
PRO121 Park Ponds Dredging and Stabilization	34,280
PRO200 Public Education and Interpretive Signage	5,750
WTR066 Water Distribution Rehabilitation and Improvements	1,414,960
WTR150 Automatic Meter Reading	56,250
WTR155 Water Treatment Plant Improvements	100,000
WTR172 Windy Gap Firming Project	35,580,000
WTR173 Raw Water Irrigation Planning and Construction	60,000
WTR181 Water Resources Rehab and Improvements	357,750
WTR182 Flow Monitoring Program	25,000
WTR188 Regional Potable Water Interconnections	811,400
WTR189 Nelson-Flanders WTP Expansion	250,000
WTR192 Price Park Transmission Line Rehabilitation	1,467,650
<b>TOTAL</b>	<b>\$ 40,869,823</b>

## WATER CONSTRUCTION FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	626,696	626,696	1,958,314
Capital	483,236	1,049,400	5,633,204
<b>TOTAL</b>	<b>\$ 1,109,932</b>	<b>\$ 1,676,096</b>	<b>\$ 7,591,518</b>

*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.

*2019 Budget*

The following capital projects are funded in 2019. Detailed capital project descriptions are included in the 2019-2023 Capital Improvement Program.

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>WATER CONSTRUCTION FUND PROJECTS</b>	<b>2019 Budget</b>
WTR137 Union Reservoir Land Acquisition Program	\$ 50,000
WTR172 Windy Gap FIRMING Project	4,120,000
WTR179 Water System Oversizing	50,500
WTR188 Regional Potable Water Interconnections	347,800
WTR189 Nelson-Flanders WTP Expansion	1,064,904
 <b>TOTAL</b>	 <b>\$ 5,633,204</b>

## WATER CONSTRUCTION FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 24,216,356</b>	<b>\$ 27,252,305</b>	<b>\$ 26,670,969</b>
Committed Working Capital	-	1,375,240	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	4,006,767	2,345,400	2,370,500
Developer Participation	-	-	-
Miscellaneous	-	-	-
Interest	139,114	124,600	117,400
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>4,145,881</b>	<b>2,470,000</b>	<b>2,487,900</b>
<b>EXPENSES</b>			
Non-Operating	-	626,696	1,958,314
Capital Projects	1,109,932	1,049,400	5,633,204
<b>TOTAL EXPENSES</b>	<b>1,109,932</b>	<b>1,676,096</b>	<b>7,591,518</b>
<b>ENDING WORKING CAPITAL</b>	<b>27,252,305</b>	<b>26,670,969</b>	<b>21,567,351</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,035,949	\$ 793,904	\$ (5,103,618)

## RAW WATER STORAGE FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	415,000	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 415,000</b>	<b>\$ -</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 413,902</b>	<b>\$ 416,172</b>	<b>\$ 2,172</b>
<b>SOURCES OF FUNDS</b>			
REVENUES			
Interest	2,270	1,000	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,270</b>	<b>1,000</b>	<b>-</b>
<b>EXPENSES</b>			
Capital Projects	-	415,000	-
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>415,000</b>	<b>-</b>
<b>ENDING WORKING CAPITAL</b>	<b>416,172</b>	<b>2,172</b>	<b>2,172</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,270	\$ (414,000)	\$ -

## WATER CASH ACQUISITION FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	29,227	100,000	100,000
Non-Operating	-	-	-
Capital	-	5,835,000	1,500,000
<b>TOTAL</b>	<b>\$ 29,227</b>	<b>\$ 5,935,000</b>	<b>\$ 1,600,000</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 6,219,730</b>	<b>\$ 6,804,622</b>	<b>\$ 904,722</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Cash in Lieu of Water Rights	580,091	5,000	750,000
Miscellaneous	-	-	-
Interest	34,028	30,100	2,300
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>614,119</b>	<b>35,100</b>	<b>752,300</b>
<b>EXPENSES</b>			
Conservation Initiatives and Misc Operating	29,227	100,000	100,000
Purchase of Water Rights	-	50,000	-
Capital Projects	-	5,785,000	1,500,000
<b>TOTAL EXPENSES</b>	<b>29,227</b>	<b>5,935,000</b>	<b>1,600,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>6,804,622</b>	<b>904,722</b>	<b>57,022</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 584,892	\$ (5,899,900)	\$ (847,700)



## SEWER FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	3,620,639	4,189,698	4,460,016
Operating and Maintenance	4,260,847	4,975,071	4,935,497
Non-Operating	3,505,246	3,622,859	4,140,700
Capital	7,921,907	2,877,984	1,979,286
<b>TOTAL</b>	<b>\$ 19,308,639</b>	<b>\$ 15,665,612</b>	<b>\$ 15,515,499</b>

### *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 10 budget services:

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

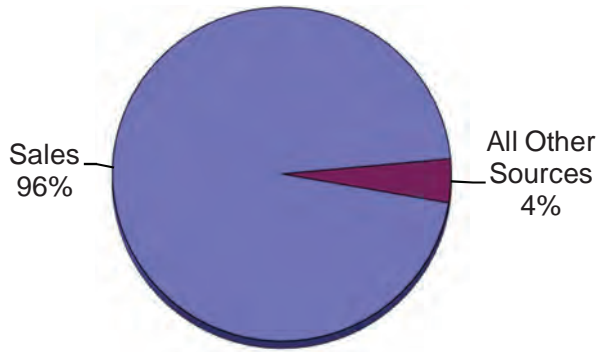
### *Sewer System*

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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 23,167,759</b>	<b>\$ 21,068,115</b>	<b>\$ 6,923,646</b>
Committed Working Capital	-	13,770,293	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	14,544,486	14,575,000	16,055,900
Developer Contribution	-	-	-
Intergovernmental	662,443	155,034	147,189
Interest - Operating	52,392	36,480	39,400
Interest - Debt Service	166,323	-	-
Miscellaneous	4,790	-	-
Operating Transfers	2,237,606	524,922	523,132
Bond Proceeds	-	-	-
Estimated Revenue Revisions	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>17,668,040</b>	<b>15,291,436</b>	<b>16,765,621</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Wastewater Utility Director	2,174,616	4,107,552	3,967,882
Wastewater Administration/Engineering	3,711,790	2,220,718	2,919,219
Industrial Pretreatment	131,222	156,189	170,481
Collection System	1,316,816	1,662,860	1,730,937
Wastewater Treatment Plant	3,250,006	3,443,574	3,419,254
Wastewater Quality Laboratory	559,486	745,137	751,951
Wastewater Construction Inspection	63,635	89,341	133,151
Wastewater Regulatory Compliance	192,471	339,264	414,507
Wastewater Meter Reading	91,470	87,080	89,835
Wastewater Engineering/Survey Tech Services	88,086	171,312	183,540
CIP Projects	7,729,041	2,642,585	1,734,742
Total Operating Expenses	19,308,639	15,665,612	15,515,499
Adjustment for GAAP Expenses	459,045	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>19,767,684</b>	<b>15,665,612</b>	<b>15,515,499</b>
<b>ENDING WORKING CAPITAL</b>	<b>21,068,115</b>	<b>6,923,646</b>	<b>8,173,768</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,099,644)	\$ (374,176)	\$ 1,250,122

### SEWER FUND - Sources of Funds



- The Sewer Fund will receive 96% of its operating revenues from sales to the City’s wastewater customers in 2019.
- The Sewer Fund will make a contribution to fund balance of \$1,250,122 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.

	2017 Actual	2018 Budget	2019 Budget
<b>OPERATING REVENUE</b>			
Sales	\$ 14,544,486	\$ 14,575,000	\$ 16,055,900
Industrial Sewer Surcharge	-	-	-
Developer Contribution	-	-	-
Intergovernmental Revenue	662,443	155,034	147,189
Interest Income	52,392	36,480	39,400
Interest on Debt Service	166,323	-	-
Operating Transfers	2,237,606	524,922	523,132
Other Revenue	4,790	-	-
Bond Proceeds	-	-	-
Contribution from/(to) Fund Balance	2,099,644	374,176	(1,250,122)
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 19,767,684</b>	<b>\$ 15,665,612</b>	<b>\$ 15,515,499</b>

# 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.

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**SERVICE: Public Works and Natural Resources General Manager**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
General Manager PW&NR	0.20	0.17	0.17
PWNR Business & Strategic Planning Manager	0.20	0.17	0.17
PWNR Communications Coord	0.20	0.17	0.17
PWNR Rate Analyst	0.20	0.17	0.17
Flood Recovery Manager	0.00	0.15	0.00
Business Analyst	0.20	0.17	0.17
Executive Assistant	0.20	0.17	0.17
Weed Technician	0.03	0.03	0.03
Customer Services Representative	0.10	0.05	0.05
Administrative Supervisor	0.10	0.05	0.05
Administrative Assistant	0.10	0.05	0.10
<b>Total</b>	<b>1.53</b>	<b>1.35</b>	<b>1.25</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	143,928	200,985	202,955
112 Wages - Temporary	2,893	1,690	3,473
114 Skill Based Pay	99	90	-
115 One Time Payment	829	-	-
121 Wages - Overtime	13	150	150
122 Longevity Compensation	198	102	207
123 Leave Expense	3,667	-	-
126 Retirement Health Savings Plan	1,429	540	500
128 FICA	170	105	215
129 Medicare	1,362	1,342	1,294
131 MOPC	7,379	6,400	6,216
132 Employee Insurance	23,151	20,463	20,500
133 Employee Retirement	23,727	9,854	9,571
135 Compensation Insurance	114	82	104
136 Unemployment Insurance	275	89	88
137 Staff Training and Conferences	897	1,066	1,081
139 Dental Insurance	1,014	-	-
142 Food Allowance	250	425	425
<i>Subtotal</i>	<i>211,396</i>	<i>243,383</i>	<i>246,779</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	170	1,605	1,605
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	546	257	257
218 Non-Capital Equipment and Furniture	406	1,481	1,291
222 Chemicals	185	240	240
240 Equipment Repair and Maintenance	4,353	11,458	11,430
245 Mileage Allowance	480	580	580
246 Liability Insurance	785	350	419
250 Professional and Contracted Services	65,332	212,665	82,127
252 Advertising and Legal Notices	112	550	550
263 Postage	552	830	830
264 Printing and Copying	624	958	1,965
269 Other Services and Charges	4,670	20,000	20,000
273 Fleet Lease - Operating and Maintenance	707	1,997	1,663
274 Fleet Lease - Replacement	2,879	1,722	979
<i>Subtotal</i>	<i>81,803</i>	<i>254,793</i>	<i>124,036</i>
<b>Non-Operating Expense</b>			
922 Interest - Current Bond Issue	1,879,830	1,827,520	1,753,070
923 Bond Principal - Current	-	1,780,000	1,840,000
970 Transfers to Other Funds	2,440,000	1,856	1,856
<i>Subtotal</i>	<i>4,319,831</i>	<i>3,609,376</i>	<i>3,594,926</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	2,141
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>2,141</i>
<b>SERVICE TOTAL</b>	<b>\$4,613,030</b>	<b>\$4,107,552</b>	<b>\$3,967,882</b>

## 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.

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**SERVICE: Wastewater Administration/Engineering**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Engineering Services	0.15	0.15	0.15
PWNR Engineering Administrator	0.75	0.85	0.85
Senior Civil Engineer	1.65	1.75	1.75
Civil Engineer II	1.10	1.36	1.36
Civil Engineer	0.00	0.00	0.00
Natural Resources Specialist	0.00	0.00	0.00
Planning Technician	0.12	0.12	0.12
Project Manager II	0.60	0.10	0.10
Administrative Assistant	0.42	0.43	0.43
<b>Total</b>	<b>4.79</b>	<b>4.76</b>	<b>4.76</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	361,933	464,696	472,669
112 Wages - Temporary	1,578	1,500	16,500
114 Skill Based Pay	301	300	-
115 One Time Payment	734	-	-
121 Wages - Overtime	126	-	-
122 Longevity Compensation	846	2,025	192
123 Leave Expense	10,014	9,000	9,000
126 Retirement Health Savings Plan	2,735	1,904	1,904
128 FICA	98	93	465
129 Medicare	4,401	6,445	5,582
131 MOPC	18,518	23,250	23,631
132 Employee Insurance	70,609	74,351	77,942
133 Employee Retirement	62,718	35,805	36,395
135 Compensation Insurance	326	269	256
136 Unemployment Insurance	844	325	330
137 Staff Training and Conferences	633	4,200	4,700
139 Dental Insurance	3,111	-	-
141 Uniforms and Protective Clothing	87	100	100
142 Food Allowance	84	300	300
<i>Subtotal</i>	<i>539,694</i>	<i>624,563</i>	<i>649,966</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	8,000	8,000
216 Reference Books and Materials	102	300	300
217 Dues and Subscriptions	921	1,579	1,579
218 Non-Capital Equipment and Furniture	383	3,477	3,132
223 Lab and Photo Supplies	4,560	-	-
235 Station Maintenance	11,037	-	-
240 Equipment Repair and Maintenance	-	9,445	10,076
245 Mileage Allowance	-	200	200
246 Liability Insurance	1,199	1,299	1,157
247 Safety Expenses	24	500	500
250 Professional and Contracted Services	-	34,300	64,300
252 Advertising and Legal Notices	466	400	400
259 Licenses and Permits	250	250	250
261 Telephone Charges	1,782	3,130	3,130
263 Postage	479	1,500	1,500
264 Printing and Copying	185	1,000	1,000
269 Other Services and Charges	65,441	15,000	15,000
270 Administrative and Management Services	879,370	909,683	958,905
271 Franchise Equivalency	570,164	583,000	642,236
273 Fleet Lease - Operating and Maintenance	3,845	1,965	4,171
274 Fleet Lease - Replacement	7,644	7,644	7,643
275 Building Permits To LDDA	415	-	-
<i>Subtotal</i>	<i>1,548,266</i>	<i>1,582,672</i>	<i>1,723,479</i>
<b>Non-Operating Expense</b>			
922 Interest - Current Bond Issue	(132,387)	-	-
950 Bad Debt	638	2,000	2,000
970 Transfers to Other Funds	1,755,579	11,483	543,774
<i>Subtotal</i>	<i>1,623,830</i>	<i>13,483</i>	<i>545,774</i>
<b>SERVICE TOTAL</b>	<b>\$3,711,790</b>	<b>\$2,220,718</b>	<b>\$2,919,219</b>

## 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.

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**SERVICE: Wastewater Collection System**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	0.30	0.30	0.30
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	318,087	478,572	485,361
112 Wages - Temporary	26,941	52,050	52,050
114 Skill Based Pay	199	225	-
115 One Time Payment	652	403	403
121 Wages - Overtime	21,997	19,800	20,400
123 Leave Expense	13,739	-	-
124 Skill Based Overtime Pay	2	-	-
126 Retirement Health Savings Plan	8,492	3,040	3,040
128 FICA	2,111	3,227	3,227
129 Medicare	6,224	7,697	7,792
131 MOPC	21,588	23,940	24,266
132 Employee Insurance	71,613	76,572	80,037
133 Employee Retirement	67,580	36,867	37,371
135 Compensation Insurance	28,447	24,120	24,320
136 Unemployment Insurance	856	324	339
137 Staff Training and Conferences	3,152	-	-
139 Dental Insurance	4,176	-	1,567
141 Uniforms and Protective Clothing	2,483	5,250	5,250
142 Food Allowance	196	200	200
<i>Subtotal</i>	<i>598,537</i>	<i>732,287</i>	<i>745,623</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	13,826	13,826
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	2,271	1,616	1,916
218 Non-Capital Equipment and Furniture	23,140	24,549	18,968
220 Gas and Oil	-	50	50
222 Chemicals	-	5,000	5,000
230 Printing and Copier Supplies	7,894	-	-
240 Equipment Repair and Maintenance	-	119,275	119,275
245 Mileage Allowance	112	400	400
246 Liability Insurance	166,267	159,614	175,620
247 Safety Expenses	7,655	5,000	7,500
249 Operating Leases and Rentals	110	500	500
250 Professional and Contracted Services	28,856	140,000	140,360
252 Advertising and Legal Notices	572	300	300
259 Licenses and Permits	1,601	1,850	1,850
260 Utilities	12,130	13,715	13,715
261 Telephone Charges	4,915	1,586	1,586
262 Radio Repair and Maintenance	45,043	-	-
263 Postage	5	-	-
264 Printing and Copying	88	1,000	1,000
269 Other Services and Charges	-	1,850	1,850
273 Fleet Lease - Operating and Maintenance	94,741	87,119	85,516
274 Fleet Lease - Replacement	171,078	196,824	214,440
<i>Subtotal</i>	<i>566,477</i>	<i>774,474</i>	<i>804,072</i>
<b>Capital Outlay</b>			
432 Vehicles	-	2,574	-
440 Machinery and Equipment	-	-	7,717
481 Taps	-	1,200	1,200
486 Meters	151,802	152,325	172,325
<i>Subtotal</i>	<i>151,802</i>	<i>156,099</i>	<i>181,242</i>
<b>SERVICE TOTAL</b>	<b>\$1,316,816</b>	<b>\$1,662,860</b>	<b>\$1,730,937</b>

## 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.

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**SERVICE: Industrial Pretreatment**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Industrial Pretreatment Coordinator	0.90	0.90	1.00
<b>Total</b>	<b>0.90</b>	<b>0.90</b>	<b>1.00</b>

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**Service: Industrial Pretreatment****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	79,769	78,253	87,637
115	One Time Payment	1,425	-	-
121	Overtime Wages	2	-	-
122	Longevity Compensation	99	-	-
123	Leave Expense	2,971	-	-
126	Retirement Health Savings Plan	380	360	400
129	Medicare	965	1,135	1,271
131	MOPC	4,007	3,913	4,382
132	Employee Insurance	12,638	12,520	14,460
133	Employee Retirement	12,788	6,025	6,748
135	Compensation Insurance	896	831	963
136	Unemployment Insurance	151	55	61
137	Staff Training and Conferences	65	1,500	1,500
139	Dental Insurance	557	-	-
	<i>Subtotal</i>	<i>116,713</i>	<i>104,592</i>	<i>117,422</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	586	13,700	13,700
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	530	700	700
218	Non-Capital Equipment and Furniture	-	500	500
240	Equipment Repair and Maintenance	-	7,000	7,000
245	Mileage Allowance	-	100	100
246	Liability Insurance	199	211	206
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	8,788	24,870	24,870
252	Advertising and Legal Notices	40	200	200
259	Licenses and Permits	-	400	400
261	Telephone Charges	947	850	850
263	Postage	381	800	800
264	Printing and Copying	879	1,000	1,000
273	Fleet Lease - Operating and Maintenance	2,160	266	1,733
	<i>Subtotal</i>	<i>14,509</i>	<i>51,597</i>	<i>53,059</i>
	<b>SERVICE TOTAL</b>	<b>\$131,222</b>	<b>\$156,189</b>	<b>\$170,481</b>

## 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.

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**SERVICE: Wastewater Quality Laboratory**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Water Quality Laboratory Supervisor	0.50	0.55	0.55
Water Quality Analyst	1.50	1.65	1.65
Laboratory Technician II	0.00	0.55	2.20
Laboratory Technician	1.75	1.66	0.00
Office Assistant	0.30	0.28	0.28
<b>Total</b>	<b>4.05</b>	<b>4.69</b>	<b>4.68</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	206,072	293,034	315,071
112 Wages - Temporary	25,711	20,900	34,320
115 One Time Payment	162	2,338	2,338
121 Wages - Overtime	5,967	18,000	18,000
122 Longevity Compensation	1,188	571	364
123 Leave Expense	14,393	-	-
126 Retirement Health Savings Plan	1,968	1,876	1,872
128 FICA	1,550	1,296	2,128
129 Medicare	3,158	4,402	4,916
131 MOPC	11,312	14,651	15,753
132 Employee Insurance	40,102	46,885	51,986
133 Employee Retirement	46,143	22,564	24,259
135 Compensation Insurance	3,499	2,931	4,083
136 Unemployment Insurance	482	222	219
137 Staff Training and Conferences	4,770	4,000	4,500
139 Dental Insurance	1,776	-	-
141 Uniforms and Protective Clothing	-	110	110
142 Food Allowance	371	-	55
<i>Subtotal</i>	<i>368,624</i>	<i>433,780</i>	<i>479,974</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	72,608	69,769	73,783
216 Reference Books and Materials	459	275	660
217 Dues and Subscriptions	882	1,255	1,255
218 Non-Capital Equipment and Furniture	6,670	7,979	7,923
232 Building Repair and Maintenance	25,231	-	-
240 Equipment Repair and Maintenance	-	51,196	53,846
246 Liability Insurance	586	488	575
247 Safety Expenses	216	1,012	1,012
250 Professional and Contracted Services	75,307	105,450	105,450
259 Licenses and Permits	-	1,000	1,200
261 Telephone Charges	766	825	1,100
263 Postage	-	69	69
264 Printing and Copying	264	1,650	1,650
269 Other Services and Charges	-	55	55
273 Fleet Lease - Operating and Maintenance	726	1,034	918
<i>Subtotal</i>	<i>183,714</i>	<i>242,057</i>	<i>249,496</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	22,481
440 Machinery and Equipment	7,148	69,300	-
<i>Subtotal</i>	<i>7,148</i>	<i>69,300</i>	<i>22,481</i>
<b>SERVICE TOTAL</b>	<b>\$559,486</b>	<b>\$745,137</b>	<b>\$751,951</b>

## 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.

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### **SERVICE: Wastewater Treatment Plant**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Operations	0.25	0.20	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	0.70
Field Engineer	0.50	0.50	0.50
Sr Elec & Control Sys Eng	0.00	0.50	0.50
Electrical Engineering/Programmer	0.50	0.00	0.00
Operations and Maintenance Technician Lead	9.30	8.30	9.20
Facilities Maintenance Tech I	0.70	0.70	0.00
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	1.50	1.00
<b>Total</b>	<b>15.45</b>	<b>15.40</b>	<b>15.35</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	887,204	1,120,249	1,162,690
112 Temporary Wages	460	15,000	15,000
114 Skill Based Pay	-	210	-
115 One Time Payment	5,698	-	-
121 Wages - Overtime	24,150	26,000	26,000
122 Longevity Compensation	2,160	2,220	-
123 Leave Expense	34,262	-	-
126 Retirement Health Savings Plan	15,731	6,160	6,140
128 FICA	-	930	930
129 Medicare	11,343	15,478	17,074
131 MOPC	46,696	56,022	58,133
132 Employee Insurance	172,102	179,239	191,843
133 Employee Retirement	150,358	86,275	89,531
135 Compensation Insurance	69,286	76,347	78,205
136 Unemployment Insurance	2,044	796	817
137 Staff Training and Conferences	3,707	13,500	17,200
139 Dental Insurance	7,531	-	-
141 Uniforms and Protective Clothing	4,137	9,600	9,600
142 Food Allowance	65	600	600
<i>Subtotal</i>	<i>1,436,933</i>	<i>1,608,626</i>	<i>1,673,763</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	20,464	37,280	37,280
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	1,300	1,300
217 Dues and Subscriptions	5,716	2,870	2,870
218 Non-Capital Equipment and Furniture	35,135	34,167	37,638
220 Gas and Oil	2,292	5,000	5,000
222 Chemicals	62,563	73,000	105,000
233 Facility Repair and Maintenance	368,111	-	-
240 Equipment Repair and Maintenance	-	307,112	307,375
245 Mileage Allowance	(100)	700	700
246 Liability Insurance	8,554	7,172	8,175
247 Safety Expenses	7,053	16,000	16,000
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	633,026	641,100	525,500
252 Advertising and Legal Notices	745	500	500
259 Licenses and Permits	48,978	55,675	25,130
260 Utilities	530,435	567,000	557,000
261 Telephone Charges	5,393	3,415	3,415
263 Postage	315	-	-
264 Printing and Copying	-	200	200
269 Other Services and Charges	-	150	150
273 Fleet Lease - Operating and Maintenance	27,064	42,890	23,163
274 Fleet Lease - Replacement	23,415	28,317	49,315
<i>Subtotal</i>	<i>1,779,158</i>	<i>1,824,948</i>	<i>1,706,811</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	38,680
440 Machinery and Equipment	33,915	10,000	-
<i>Subtotal</i>	<i>33,915</i>	<i>10,000</i>	<i>38,680</i>
<b>SERVICE TOTAL</b>	<b>\$3,250,006</b>	<b>\$3,443,574</b>	<b>\$3,419,254</b>

## 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.

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**SERVICE: Wastewater Engineering and Survey Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Technology/GIS Coordinator	0.10	0.15	0.15
Engineering and Survey Tech Supervisor	0.10	0.15	0.15
Lead GIS Analyst	0.10	0.15	0.15
PWNR Applications Support Analyst	0.10	0.15	0.15
Sr GIS Analyst	0.00	0.15	0.15
Senior GIS/Mapping Technician	0.10	0.00	0.00
GIS/Mapping Technician	0.10	0.15	0.15
Engineering Technician	0.20	0.30	0.30
Senior Engineering Technician	0.10	0.15	0.15
<b>Total</b>	<b>0.90</b>	<b>1.35</b>	<b>1.35</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	58,239	96,674	103,137
114	Skill Based Pay	30	30	-
115	One Time Payment	195	-	-
121	Wages - Overtime	-	250	250
123	Leave Expense	2,009	-	-
126	Retirement Health Savings Plan	634	540	540
129	Medicare	745	1,402	1,495
131	MOPC	2,997	4,835	5,155
132	Employee Insurance	10,282	15,468	17,013
133	Employee Retirement	426	7,446	7,942
136	Unemployment Insurance	118	68	73
137	Staff Training and Conferences	574	2,832	2,310
139	Dental Insurance	433	-	-
141	Uniforms and Protective Clothing	-	45	45
	<i>Subtotal</i>	<i>76,683</i>	<i>129,590</i>	<i>137,960</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	2,337	928
216	Reference Books and Materials	-	15	15
217	Dues and Subscriptions	1,340	3,435	1,450
218	Non-Capital Equipment and Furniture	838	1,645	983
219	Drafting Supplies	244	-	-
240	Equipment Repair and Maintenance	8,433	25,260	26,361
247	Safety Expenses	1	150	150
250	Professional and Contracted Services	284	2,395	7,600
261	Telephone Charges	237	5,572	5,772
263	Postage	25	-	-
264	Printing and Copying	1	75	75
273	Fleet Lease - Operating and Maintenance	-	838	1,349
274	Fleet Lease - Replacement	-	-	897
	<i>Subtotal</i>	<i>11,403</i>	<i>41,722</i>	<i>45,580</i>
	<b>SERVICE TOTAL</b>	<b>\$88,086</b>	<b>\$171,312</b>	<b>\$183,540</b>

## 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.

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**SERVICE: Wastewater Construction Inspection**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Construction Inspection Supervisor	0.10	0.10	0.15
Senior Construction Inspector	0.20	0.20	0.60
Construction Inspector	0.40	0.40	0.30
<b>Total</b>	<b>0.70</b>	<b>0.70</b>	<b>1.05</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	42,379	46,585	72,775
112	Wages - Temporary	2,445	6,000	9,000
115	One Time Payment	396	-	-
121	Wages - Overtime	4,946	6,000	9,000
122	Longevity Compensation	204	210	429
123	Leave Expense	1,357	-	-
126	Retirement Health Savings Plan	345	280	420
128	FICA	164	372	558
129	Medicare	542	663	1,034
131	MOPC	2,184	2,329	3,639
132	Employee Insurance	7,274	7,454	12,006
133	Employee Retirement	265	3,587	5,604
136	Unemployment Insurance	83	33	52
137	Staff Training and Conferences	-	400	600
139	Dental Insurance	306	-	-
141	Uniforms and Protective Clothing	-	40	60
	<i>Subtotal</i>	<i>62,890</i>	<i>73,953</i>	<i>115,177</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	503	550	900
216	Reference Books and Materials	-	20	30
217	Dues and Subscriptions	200	120	180
218	Non-Capital Equipment and Furniture	-	1,882	1,088
222	Chemicals	-	30	30
240	Equipment Repair and Maintenance	-	50	75
247	Safety Expenses	-	150	225
249	Operating Leases and Rentals	-	200	300
261	Telephone Charges	42	540	1,215
264	Printing and Copying	-	30	45
273	Fleet Lease - Operating and Maintenance	-	8,403	11,797
274	Fleet Lease - Replacement	-	3,413	2,089
	<i>Subtotal</i>	<i>745</i>	<i>15,388</i>	<i>17,974</i>
	<b>SERVICE TOTAL</b>	<b>\$63,635</b>	<b>\$89,341</b>	<b>\$133,151</b>

## 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.

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**SERVICE: Wastewater Regulatory Compliance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Environmental Services Manager	0.30	0.25	0.25
Sustainability Coordinator	0.15	0.10	0.10
Sustainability Specialist	0.00	0.00	0.10
Economic Sustainability Specialist	0.00	0.08	0.21
Sr Civil Engineer	0.00	0.00	0.50
Civil Engineer II	0.65	0.65	0.20
Neighborhood Resouce Spec	0.00	0.08	0.08
Environmental Regulatory Specialist	0.05	0.05	0.00
<b>Total</b>	<b>1.15</b>	<b>1.21</b>	<b>1.44</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	108,374	117,553	143,534
112	Wages - Temporary	627	5,210	24,210
115	One Time Payment	300	375	375
122	Longevity Compensation	558	582	111
123	Leave Expense	1,594	-	-
126	Retirement Health Savings Plan	374	484	576
128	FICA	39	323	580
129	Medicare	935	1,263	1,734
131	MOPC	5,502	5,878	7,177
132	Employee Insurance	17,870	18,809	23,683
133	Employee Retirement	656	9,052	11,052
136	Unemployment Insurance	204	97	100
137	Staff Training and Conferences	-	8,900	9,300
139	Dental Insurance	752	-	-
142	Food Allowance	12	-	-
	<i>Subtotal</i>	<i>137,796</i>	<i>168,526</i>	<i>222,432</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	97	1,341	1,232
216	Reference Books and Materials	-	240	240
217	Dues and Subscriptions	27,464	25,892	28,682
218	Non-Capital Equipment and Furniture	336	2,426	1,166
235	Station Maintenance	10,917	-	-
240	Equipment Repair and Maintenance	-	20,500	20,500
245	Mileage Allowance	-	1,000	1,000
247	Safety Expenses	-	200	200
250	Professional and Contracted Services	13,948	83,000	101,792
259	Licenses and Permits	886	33,900	33,900
264	Printing and Copying	161	1,200	1,200
269	Other Services and Charges	-	-	2,000
273	Fleet Lease - Operating and Maintenance	866	1,039	163
	<i>Subtotal</i>	<i>54,674</i>	<i>170,738</i>	<i>192,075</i>
	<b>SERVICE TOTAL</b>	<b>\$192,471</b>	<b>\$339,264</b>	<b>\$414,507</b>

## 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.

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**SERVICE: Wastewater Meter Reading**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Meter Reading Supervisor	0.12	0.10	0.10
Metering & Application Support Coord	0.05	0.04	0.04
Senior Meter Reader	0.12	0.10	0.10
Meter Reader	0.92	0.74	0.74
<b>Total</b>	<b>1.22</b>	<b>0.98</b>	<b>0.98</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	45,191	49,635	50,107
112 Wages - Temporary	8,984	-	-
115 One Time Payment	67	-	-
121 Wages - Overtime	205	-	-
123 Leave Expense	1,110	-	-
126 Retirement Health Savings Plan	418	392	392
128 FICA	495	-	-
129 Medicare	586	720	724
131 MOPC	1,856	2,482	2,505
132 Employee Insurance	9,933	7,942	8,271
133 Employee Retirement	293	3,822	3,859
135 Compensation Insurance	1,243	4,306	3,984
136 Unemployment Insurance	114	34	33
137 Staff Training and Conferences	289	885	885
139 Dental Insurance	418	-	-
141 Uniforms and Protective Clothing	162	180	160
142 Food Allowance	10	-	-
<i>Subtotal</i>	<i>71,372</i>	<i>70,398</i>	<i>70,920</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	282	377	413
218 Non-Capital Equipment and Furniture	206	100	100
240 Equipment Repair and Maintenance	2,919	2,820	3,486
246 Liability Insurance	451	313	512
247 Safety Expenses	128	225	280
250 Professional and Contracted Services	45	850	400
261 Telephone Charges	211	270	150
264 Printing and Copying	39	50	50
270 Administrative and Management Services	10,734	8,266	7,729
273 Fleet Lease - Operating and Maintenance	4,417	2,875	4,685
274 Fleet Lease - Replacement	666	536	1,110
<i>Subtotal</i>	<i>20,098</i>	<i>16,682</i>	<i>18,915</i>
<b>SERVICE TOTAL</b>	<b>\$91,470</b>	<b>\$87,080</b>	<b>\$89,835</b>

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>SEWER FUND PROJECTS</b>	<b>2019 Budget</b>
PBF080 Municipal Buildings Boiler Replacement	\$ 11,443
PBF082 Municipal Buildings HVAC Replacement	4,318
PBF119 Municipal Buildings Flooring Replacement	3,131
PBF192 Operations and Maintenance Building and Site Improvement	172,100
SWR053 Sanitary Sewer Rehabilitation and Improvements	900,000
SWR147 Infiltration/Inflow Investigation and Evaluation	175,000
SWR149 Wastewater Treatment Master Plan Improvements	450,000
WTR150 Automatic Meter Reading	18,750
<b>TOTAL</b>	<b>\$ 1,734,742</b>



## SEWER CONSTRUCTION FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	1,455	-	-
Operating and Maintenance	-	-	-
Non-Operating	527,276	524,922	523,132
Capital	2,378,371	399,700	148,000
<b>TOTAL</b>	<b>\$ 2,907,102</b>	<b>\$ 924,622</b>	<b>\$ 671,132</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 6,142,810</b>	<b>\$ 5,520,273</b>	<b>\$ 5,449,387</b>
Committed Working Capital	-	795,464	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	2,234,310	1,627,800	1,668,600
Developer Participation Fees	14,690	-	-
Miscellaneous	-	-	-
Interest	35,565	21,400	29,800
Adjustment for GAAP Revenue	-		
<b>TOTAL FUNDS</b>	<b>2,284,565</b>	<b>1,649,200</b>	<b>1,698,400</b>
<b>EXPENSES</b>			
Non-Operating	528,731	524,922	523,132
Capital Projects	2,378,371	399,700	148,000
<b>TOTAL EXPENSES</b>	<b>2,907,102</b>	<b>924,622</b>	<b>671,132</b>
<b>ENDING WORKING CAPITAL</b>	<b>5,520,273</b>	<b>5,449,387</b>	<b>6,476,655</b>
CONTRIBUTION TO/(FROM) RESERVES	(622,537)	724,578	1,027,268

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>SEWER CONSTRUCTION FUND PROJECTS</b>	<b>2019 Budget</b>
SWR149 Wastewater Treatment Master Plan Improvements	\$ 100,000
TRP001 Street Rehabilitation Program	48,000
<b>TOTAL</b>	<b>\$ 148,000</b>

## STREET IMPROVEMENT FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	3,677,359	4,048,256	4,187,967
Operating and Maintenance	4,428,686	5,823,934	6,108,392
Non-Operating	247,158	237,138	248,086
Capital	10,041,982	12,029,260	14,612,443
<b>TOTAL</b>	<b>\$ 18,395,185</b>	<b>\$ 22,138,588</b>	<b>\$ 25,156,888</b>

### *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 3.53% 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 14 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.

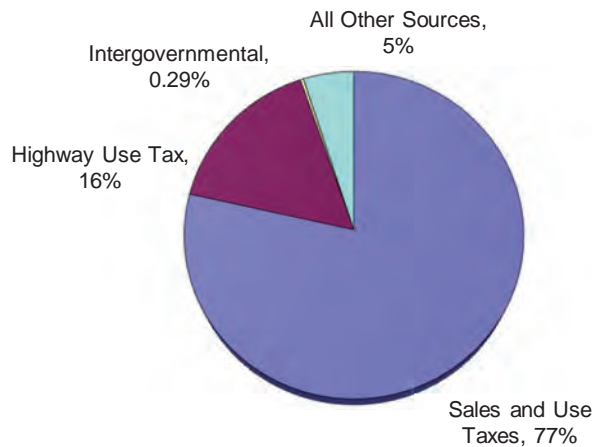
### *2019-2023 Capital Improvement Program*

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 2019-2023 Capital Improvement Program.

## STREET IMPROVEMENT FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING FUND BALANCE</b>	<b>\$ 7,331,383</b>	<b>\$ 15,402,758</b>	<b>\$ 4,336,715</b>
Committed Working Capital	-	9,462,982	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	19,798,082	19,208,208	20,568,155
Licenses and Permits	337,843	15,000	15,000
Intergovernmental	5,972,950	568,426	568,426
Developer Participation	267,436	650,000	-
Interest	46,501	26,335	32,014
Miscellaneous	43,749	10,000	10,000
Estimated Revenue Adjustment	-	57,558	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>26,466,561</b>	<b>20,535,527</b>	<b>21,193,595</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Public Works Utility Director	223,014	285,635	322,208
Concrete Repair	219,433	207,761	202,957
Construction Inspection	471,738	478,658	477,975
Snow and Ice Removal	623,759	1,216,069	985,901
Street and Alley Maintenance	1,891,246	2,052,949	2,077,786
Street Cleaning	586,625	570,394	577,391
Street Improvement	1,642,386	1,857,804	1,912,130
Street Rehabilitation	136,680	201,976	212,818
Street Signing and Marking	482,123	802,525	783,493
Traffic Signals	697,176	903,461	957,357
Transportation Engineering	571,576	627,437	663,715
Transportation System Management	583,394	863,069	993,462
Regulatory Compliance	5,893	83,414	106,217
Engineering/Survey Tech Services	228,888	288,376	298,717
CIP Projects	10,031,254	11,699,060	14,584,761
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENSES</b>	<b>18,395,186</b>	<b>22,138,588</b>	<b>25,156,888</b>
<b>ENDING WORKING CAPITAL</b>	<b>15,402,758</b>	<b>4,336,715</b>	<b>373,422</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 8,071,375	\$ (1,603,061)	\$ (3,963,293)

## STREET IMPROVEMENT FUND - Sources of Funds



- Approximately 77% of the revenues of the Street Improvement Fund for 2019 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 2019 Budget requires a contribution of \$3,963,293 from fund balance.

### Estimating Major Sources of Funds

**Sales and Use Taxes:** From Finance Department projections, based on actual collections through July 2018, sales and use tax collections are 6.78% greater than for the same period in 2017. Sales tax is showing growth of 7.7% in 2018 while use tax activity is up 2.8% after six months. Projections for sales and use tax for 2019 are 5.2% over the projections for 2018; sales tax is 5.43% and use tax is 4.1%.

**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.

	2017 Actual	2018 Budget	2019 Budget
<b>OPERATING REVENUE</b>			
Sales and Use Tax	\$ 15,585,721	\$ 15,383,208	\$ 16,243,155
Automobile Tax	1,283,853	975,000	975,000
State Highway Use Tax	2,928,508	2,850,000	3,350,000
Intergovernmental	5,501,433	61,050	61,050
County Road/Bridge Maintenance	119,941	105,000	105,000
State Highway Maintenance	72,336	72,336	72,336
State Traffic Control Maintenance	279,240	330,040	330,040
Street Cut Permit/Inspection Fee	337,843	15,000	15,000
Developer Participation	267,436	650,000	-
Other Revenue	43,749	10,000	10,000
Interest Income	46,501	26,335	32,014
Contribution from/(to) Fund Balance	(8,071,375)	1,603,061	3,963,293
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 18,395,186</b>	<b>\$ 22,138,588</b>	<b>\$ 25,156,888</b>

## 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.

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**SERVICE: Public Works and Natural Resources General Manager**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
General Manager PW&NR	0.20	0.18	0.18
PWNR Business & Strategic Planning Manager	0.20	0.18	0.18
PWNR Communications Coordinator	0.20	0.18	0.18
Multi Media/Marketing Specialist	0.00	0.25	0.25
PWNR Rate Analyst	0.20	0.18	0.18
Flood Recovery Manager	0.00	0.20	0.00
Business Analyst	0.20	0.18	0.18
Executive Assistant	0.20	0.18	0.18
Natural Resources Specialist	0.00	0.00	0.05
Weed Technician	0.03	0.03	0.03
Customer Service Representative	0.10	0.05	0.05
Administrative Supervisor	0.10	0.05	0.05
Administrative Assistant	0.10	0.05	0.10
<b>Total</b>	<b>1.53</b>	<b>1.71</b>	<b>1.61</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	147,791	205,725	205,516
112	Wages - Temporary	2,890	3,381	3,473
114	Skill Based Pay	99	90	-
115	One Time Payment	829	-	-
121	Wages - Overtime	13	250	250
122	Longevity Compensation	198	102	207
123	Leave Expense	3,755	-	-
126	Retirement Health Savings Plan	1,449	584	544
128	FICA	174	210	215
129	Medicare	1,414	1,486	1,409
131	MOPC	7,578	6,917	6,718
132	Employee Insurance	23,792	22,118	22,159
133	Employee Retirement	10,942	10,651	10,346
135	Compensation Insurance	126	82	105
136	Unemployment Insurance	283	96	95
137	Staff Training and Conferences	1,212	1,381	1,381
139	Dental Insurance	1,041	-	-
142	Food Allowance	250	425	425
	<i>Subtotal</i>	203,837	253,498	252,843
<b>Operating and Maintenance</b>				
210	Office Supplies	180	3,180	3,180
217	Dues and Subscriptions	657	542	542
218	Non-Capital Equipment and Furniture	406	1,633	2,207
222	Chemicals	185	240	240
240	Equipment Repair and Maintenance	1,031	3,600	3,600
245	Mileage Allowance	480	580	580
246	Liability Insurance	263	204	496
250	Professional and Contracted Services	7,773	10,210	43,610
252	Ads and Legal Notices	426	150	150
263	Postage	1,657	2,490	2,490
264	Printing and Copying	1,865	2,865	3,865
273	Fleet Lease - Operating and Maintenance	-	315	251
274	Fleet Lease - Replacement	-	1,151	1,036
	<i>Subtotal</i>	14,923	27,160	62,247
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	4,255	4,977	4,977
	<i>Subtotal</i>	4,255	4,977	4,977
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	2,141
	<i>Subtotal</i>	-	-	2,141
<b>SERVICE TOTAL</b>		<b>\$223,014</b>	<b>\$285,635</b>	<b>\$322,208</b>

## 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.

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**SERVICE: Concrete Repair**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Works Tech I	0.50	0.50	0.50
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

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**Service: Concrete Repair****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	10,950	23,315	23,774
112	Temporary Wages	918	-	-
115	One Time Payment	58	-	-
121	Wages - Overtime	148	1,000	1,000
123	Leave Expense	175	-	-
126	Retirement Health Savings Plan	322	200	200
129	Medicare	269	338	345
131	MOPC	1,136	1,166	1,189
132	Employee Insurance	3,632	3,730	3,923
133	Employee Retirement	1,640	1,795	1,831
135	Compensation Insurance	2,869	2,688	2,214
136	Unemployment Insurance	43	16	17
139	Dental Insurance	159	-	-
	<i>Subtotal</i>	<i>22,319</i>	<i>34,248</i>	<i>34,493</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	3,125	15,000	9,000
218	Non-Capital Equipment and Furniture	2,888	4,000	4,000
229	Materials and Supplies	6,743	1,000	25,000
240	Equipment Repair and Maintenance	3,702	6,035	3,954
246	Liability Insurance	50	500	500
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	80,640	40,000	40,000
250	Professional and Contracted Services	53,096	39,963	20,548
273	Fleet Lease - Operating and Maintenance	46,871	66,515	64,962
274	Fleet Lease - Replacement	197,115	173,513	168,464
	<i>Subtotal</i>	<i>\$219,433</i>	<i>\$207,761</i>	<i>\$202,957</i>
	<b>SERVICE TOTAL</b>	<b>\$219,433</b>	<b>\$207,761</b>	<b>\$202,957</b>

## 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.

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**SERVICE: Construction Inspection**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Construction Inspection Supervisor	0.55	0.55	0.50
Senior Construction Inspector	1.10	1.10	1.00
Construction Inspector	2.20	2.20	2.00
<b>Total</b>	<b>3.85</b>	<b>3.85</b>	<b>3.50</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	232,904	256,218	242,583
112 Wages - Temporary	34,548	33,000	30,000
115 One Time Payment	2,175	-	-
121 Wages - Overtime	31,972	33,000	30,000
122 Longevity Compensation	1,122	1,155	450
123 Leave Expense	7,461	-	-
126 Retirement Health Savings Plan	1,900	1,540	1,400
128 FICA	2,512	2,046	1,860
129 Medicare	3,355	3,647	3,445
131 MOPC	12,013	12,811	12,130
132 Employee Insurance	38,502	40,995	40,027
133 Employee Retirement	17,347	19,729	18,680
135 Compensation Insurance	3,606	2,559	17,726
136 Unemployment Insurance	457	180	169
137 Staff Training and Conferences	1,669	2,200	2,000
139 Dental Insurance	1,684	-	-
141 Uniforms and Protective Clothing	310	220	200
142 Food Allowance	13	-	-
<i>Subtotal</i>	<i>393,551</i>	<i>409,300</i>	<i>400,670</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	4,707	3,025	3,000
216 Reference Books and Materials	-	110	100
217 Dues and Subscriptions	678	660	600
218 Non-Capital Equipment and Furniture	1,514	10,360	3,872
222 Chemicals	723	-	-
240 Equipment Repair and Maintenance	106	275	275
246 Liability Insurance	3,049	6,015	8,493
247 Safety Expenses	996	825	750
249 Operating Leases and Rentals	2,904	1,100	1,000
250 Professional and Contracted Services	226	-	-
261 Telephone Charges	8,140	2,970	4,050
264 Printing and Copying	45	165	150
273 Fleet Lease - Operating and Maintenance	32,201	25,081	36,822
274 Fleet Lease - Replacement	22,899	18,772	18,193
<i>Subtotal</i>	<i>78,187</i>	<i>69,358</i>	<i>77,305</i>
<b>SERVICE TOTAL</b>	<b>\$471,738</b>	<b>\$478,658</b>	<b>\$477,975</b>

## 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.

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**SERVICE:** Snow and Ice Removal

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Works Supervisor	0.25	0.25	0.25
Public Works Technician I	2.20	2.20	2.20
<b>Total</b>	<b>2.45</b>	<b>2.45</b>	<b>2.45</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	79,653	122,220	122,995
112	Wages - Temporary	4,113	11,500	11,500
114	Skill Based Pay	6	-	-
115	One Time Payment	1,140	1,271	1,271
121	Wages - Overtime	32,812	47,740	47,740
123	Leave Expense	2,186	-	-
124	Skill Based Overtime Pay	7	-	-
126	Retirement Health Savings Plan	902	980	980
128	FICA	-	713	713
129	Medicare	1,379	1,939	1,950
131	MOPC	5,290	6,111	6,150
132	Employee Insurance	19,537	19,555	20,294
133	Employee Retirement	7,633	9,411	9,471
135	Compensation Insurance	1,803	4,034	3,885
136	Unemployment Insurance	232	85	87
139	Dental Insurance	855	-	-
142	Food Allowance	207	500	500
	<i>Subtotal</i>	<i>157,756</i>	<i>226,059</i>	<i>227,536</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	27,254	43,300	43,300
218	Non-Capital Equipment and Furniture	-	2,100	-
222	Chemicals	206,272	320,000	320,000
240	Equipment Repair and Maintenance	-	54,000	54,000
242	Street Repair and Maintenance	15,528	3,343	3,343
246	Liability Insurance	29,802	30,458	31,674
249	Operating Leases and Rentals	-	1,000	1,000
250	Professional and Contracted Services	20,032	85,000	95,000
252	Ads and Legal Notices	505	-	-
261	Telephone Charges	-	264	264
273	Fleet Lease - Operating and Maintenance	56,325	42,820	36,300
274	Fleet Lease - Replacement	110,285	112,725	148,484
	<i>Subtotal</i>	<i>466,003</i>	<i>695,010</i>	<i>733,365</i>
<b>Capital Outlay</b>				
432	Vehicles	-	270,000	-
475	Building and Facility Improvement	-	25,000	25,000
	<i>Subtotal</i>	<i>-</i>	<i>295,000</i>	<i>25,000</i>
	<b>SERVICE TOTAL</b>	<b>\$623,759</b>	<b>\$1,216,069</b>	<b>\$985,901</b>

## 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.

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**SERVICE: Street and Alley Maintenance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	2.70	2.70	2.90
Public Works Technician I	2.30	2.30	2.30
Senior Engineering Technician	0.00	0.00	0.00
Operations Support Specialist	0.50	0.50	0.50
Field Engineer	1.00	1.00	1.00
Water Utility Tech	0.50	0.50	0.00
Administrative Supervisor	0.10	0.10	0.10
<b>Total</b>	<b>8.30</b>	<b>8.30</b>	<b>8.00</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	484,716	494,844	486,124
112	Wages - Temporary	29,403	35,600	35,600
115	One Time Payment	3,217	537	537
121	Wages - Overtime	6,860	15,000	15,000
123	Leave Expense	22,178	-	-
124	Skill Based Overtime Pay	-	2,500	2,500
126	Retirement Health Savings Plan	5,624	3,320	3,200
128	FICA	998	2,207	2,207
129	Medicare	6,074	7,691	7,566
131	MOPC	22,468	24,742	24,295
132	Employee Insurance	77,090	79,175	80,167
133	Employee Retirement	32,446	38,103	37,411
135	Compensation Insurance	19,228	23,697	13,452
136	Unemployment Insurance	915	346	341
137	Staff Training and Conferences	5,759	8,500	10,066
139	Dental Insurance	3,373	-	-
141	Uniforms and Protective Clothing	9,267	8,000	8,000
142	Food Allowance	267	300	300
	<i>Subtotal</i>	<i>729,883</i>	<i>744,562</i>	<i>726,766</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	84,292	38,750	38,750
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	544	250	250
218	Non-Capital Equipment and Furniture	47,001	26,931	33,330
240	Equipment Repair and Maintenance	-	321,500	341,500
242	Street Repair and Maintenance	-	30,087	30,087
245	Mileage Allowance	64	200	200
246	Liability Insurance	33,920	31,913	31,588
247	Safety Expenses	6,049	8,000	8,000
249	Operating Leases and Rentals	274	20,000	20,000
250	Professional and Contracted Services	88,454	189,459	235,539
252	Advertising and Legal Notices	505	500	500
260	Utilities	27,527	38,200	38,200
261	Telephone Charges	7,303	1,320	1,320
262	Radio Repair and Maintenance	158,853	-	-
263	Postage	2,204	-	-
264	Printing and Copying	3,152	750	750
269	Other Services and Charges	60	3,000	3,000
273	Fleet Lease - Operating and Maintenance	232,664	181,959	139,534
274	Fleet Lease - Replacement	457,768	415,318	427,681
	<i>Subtotal</i>	<i>1,150,633</i>	<i>1,308,387</i>	<i>1,350,479</i>
<b>Capital Outlay</b>				
432	Vehicles	10,728	-	-
440	Machinery and Equipment	-	-	541
	<i>Subtotal</i>	<i>10,728</i>	<i>-</i>	<i>541</i>
	<b>SERVICE TOTAL</b>	<b>\$1,891,244</b>	<b>\$2,052,949</b>	<b>\$2,077,786</b>

## 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.

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**SERVICE: Street Cleaning**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Utility Maint Supervisor	0.20	0.20	0.20
Public Works Technician I	1.50	1.50	1.50
<b>Total</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>

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**Service: Street Cleaning****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	84,831	86,017	87,607
112 Wages - Temporary	544	-	-
115 One Time Payment	1,590	1,933	1,933
121 Wages - Overtime	2,978	2,000	2,000
123 Leave Expense	811	-	-
126 Retirement Health Savings Plan	1,133	680	680
129 Medicare	1,114	1,247	1,270
131 MOPC	4,314	4,301	4,353
132 Employee Insurance	13,698	13,763	14,364
133 Employee Retirement	6,229	6,623	6,703
135 Compensation Insurance	1,443	1,320	1,872
136 Unemployment Insurance	163	60	61
139 Dental Insurance	599	-	-
141 Uniforms and Protective Clothing	289	1,272	1,272
<i>Subtotal</i>	<i>119,737</i>	<i>119,216</i>	<i>122,115</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	3,000	3,000
216 Reference Books and Materials	-	50	50
218 Non-Capital Equipment and Furniture	3,772	3,000	3,000
232 Building Repair and Maintenance	8,189	-	-
240 Equipment Repair and Maintenance	-	32,000	32,000
243 Non-Capital Computer Equipment and Supplies	390	-	-
246 Liability Insurance	32,026	28,345	6,260
247 Safety Expenses	594	1,000	1,000
249 Operating Leases and Rentals	-	400	400
250 Professional and Contracted Services	137,484	135,000	165,000
252 Legal Notices and Advertising	-	1,000	1,000
260 Utilities	10,446	9,500	9,500
261 Telephone Charges	778	1,800	1,800
269 Other Services and Charges	-	250	250
273 Fleet Lease - Operating and Maintenance	115,793	106,386	79,161
274 Fleet Lease - Replacement	157,416	129,447	152,855
<i>Subtotal</i>	<i>466,888</i>	<i>451,178</i>	<i>455,276</i>
<b>SERVICE TOTAL</b>	<b>\$586,625</b>	<b>\$570,394</b>	<b>\$577,391</b>

## 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.

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**SERVICE: Street Improvements**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Engineering Services	0.35	0.35	0.35
PWNR Engineering Administrator	0.95	0.85	0.85
Senior Civil Engineer	1.50	1.15	1.15
Civil Engineer II	1.00	1.91	1.91
Construction Inspector	0.15	0.15	0.15
Natural Resource Specialist	0.05	0.05	0.00
Sr Project Manager	0.00	0.00	0.80
Project Manager II	0.35	0.90	0.10
Project Manager	0.00	0.00	0.00
Administrative Analyst	0.00	0.00	0.07
<b>Total</b>	<b>4.35</b>	<b>5.36</b>	<b>5.38</b>

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**Service: Street Improvements****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	450,072	530,492	547,699
112	Wages - Temporary	-	-	21,000
114	Skill Based Pay	302	300	-
115	One Time Payment	1,671	-	-
121	Overtime Pay	1,110	-	-
122	Longevity Compensation	1,416	693	-
123	Leave Expense	7,195	-	-
126	Retirement Health Savings Plan	3,497	2,144	2,152
129	Medicare	5,104	6,952	7,941
131	MOPC	22,887	26,540	27,383
132	Employee Insurance	69,961	84,879	90,321
133	Employee Retirement	33,048	40,871	42,173
135	Compensation Insurance	4,629	9,733	11,284
136	Unemployment Insurance	831	371	382
137	Staff Training and Conferences	1,504	-	-
139	Dental Insurance	3,061	-	-
142	Food Allowance	179	-	-
	<i>Subtotal</i>	<b>606,467</b>	<b>702,975</b>	<b>750,335</b>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,138	2,500	2,500
217	Dues and Subscriptions	1,600	-	-
218	Non-Capital Equipment and Furniture	-	1,389	-
240	Equipment Repair and Maintenance	-	570	570
246	Liability Insurance	700	1,069	1,337
247	Safety Expenses	11	-	-
252	Advertising and Legal Notices	333	500	500
261	Telephone Charges	455	-	-
264	Printing and Copying	164	-	-
269	Other Services and Charges	301	-	-
270	Administrative and Management Services	787,315	916,640	913,779
	<i>Subtotal</i>	<b>793,017</b>	<b>922,668</b>	<b>918,686</b>
<b>Non-Operating Expense</b>				
910	Transfer To General Fund	242,903	223,774	226,903
970	Transfers to Other Funds	-	8,387	16,206
	<i>Subtotal</i>	<b>242,903</b>	<b>232,161</b>	<b>243,109</b>
<b>SERVICE TOTAL</b>		<b>\$1,642,386</b>	<b>\$1,857,804</b>	<b>\$1,912,130</b>

## 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.

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**SERVICE: Street Rehabilitation**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Sr Civil Engineer	1.00	1.00	1.50
Civil Engineer II	0.00	0.50	0.00
<b>Total</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>

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**Service: Street Rehabilitation****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	102,717	150,939	159,711
115	One Time Payment	240	-	-
123	Leave Expense	446	-	-
126	Retirement Health Savings Plan	400	600	600
129	Medicare	1,285	2,189	2,316
131	MOPC	5,158	7,547	7,986
132	Employee Insurance	16,326	24,150	26,352
133	Employee Retirement	7,448	11,622	12,298
135	Compensation Insurance	1,148	2,271	3,211
136	Unemployment Insurance	194	106	112
139	Dental Insurance	714	-	-
	<i>Subtotal</i>	<i>136,076</i>	<i>199,424</i>	<i>212,586</i>
<b>Operating and Maintenance</b>				
217	Dues and Subscriptions	450	-	-
218	Non-Capital Equipment and Furniture	-	2,400	-
246	Liability Insurance	154	152	232
	<i>Subtotal</i>	<i>604</i>	<i>2,552</i>	<i>232</i>
	<b>SERVICE TOTAL</b>	<b>\$136,680</b>	<b>\$201,976</b>	<b>\$212,818</b>

## 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.

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**SERVICE: Street Signing and Marking**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Works Supervisor	0.25	0.25	0.25
Public Works Tech I	0.50	0.50	0.50
<b>Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

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**Service: Street Signing and Marking****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	74,361	42,491	42,827
112	Wages - Temporary	336	-	-
121	Wages - Overtime	685	750	750
123	Leave Expense	142	-	-
126	Retirement Health Savings Plan	100	300	300
129	Medicare	337	616	621
131	MOPC	1,345	2,125	2,141
132	Employee Insurance	6,919	6,799	7,066
133	Employee Retirement	1,937	3,272	3,297
135	Compensation Insurance	502	979	920
136	Unemployment Insurance	82	30	30
139	Dental Insurance	303	-	-
	<i>Subtotal</i>	<b>87,048</b>	<b>57,362</b>	<b>57,952</b>
<b>Operating and Maintenance</b>				
210	Office Supplies	26,658	60,000	60,000
218	Non-Capital Equipment and Furniture	2,723	5,500	5,500
240	Equipment Repair and Maintenance	1,098	1,500	1,500
246	Liability Insurance	7,843	8,401	9,585
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	334,163	650,000	635,000
261	Telephone Charges	99	-	-
273	Fleet Lease - Operating and Maintenance	10,668	7,688	6,144
274	Fleet Lease - Replacement	11,823	11,824	7,562
	<i>Subtotal</i>	<b>395,075</b>	<b>745,163</b>	<b>725,541</b>
	<b>SERVICE TOTAL</b>	<b>\$482,123</b>	<b>\$802,525</b>	<b>\$783,493</b>

## 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.

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**SERVICE: Traffic Signals**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Senior Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	1.00	2.00	2.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

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**Service: Traffic Signals****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	118,295	177,893	189,735
115	One Time Payment	1,261	-	-
121	Wages - Overtime	31,329	33,000	33,000
122	Longevity Compensation	2,340	2,400	2,460
123	Leave Expense	1,343	-	-
126	Retirement Health Savings Plan	800	1,200	1,200
129	Medicare	891	1,638	1,779
131	MOPC	5,982	8,894	9,461
132	Employee Insurance	18,914	28,463	31,221
133	Employee Retirement	8,637	13,698	14,570
135	Compensation Insurance	4,615	3,365	4,486
136	Unemployment Insurance	225	192	132
137	Staff Training and Conferences	75	-	-
139	Dental Insurance	827	-	-
141	Uniforms and Protective Clothing	457	830	830
	<i>Subtotal</i>	<i>195,991</i>	<i>271,573</i>	<i>288,874</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	2,144	3,300	3,000
217	Dues and Subscriptions	400	300	300
218	Non-Capital Equipment and Furniture	138	1,000	3,300
234	System Maintenance	247,946	-	-
240	Equipment Repair and Maintenance	-	293,500	314,500
246	Liability Insurance	33,434	22,535	24,088
247	Safety Expenses	331	670	670
250	Professional and Contracted Services	195,579	214,000	245,000
260	Utilities	5,325	30,000	30,000
261	Telephone Charges	1,556	3,040	3,040
263	Postage	478	2,000	2,000
273	Fleet Lease - Operating and Maintenance	13,854	26,343	12,818
274	Fleet Lease - Replacement	-	-	29,767
	<i>Subtotal</i>	<i>501,185</i>	<i>596,688</i>	<i>668,483</i>
<b>Capital Outlay</b>				
432	Vehicles	-	35,200	-
	<i>Subtotal</i>	<i>-</i>	<i>35,200</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$697,176</b>	<b>\$903,461</b>	<b>\$957,357</b>

## 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.

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**SERVICE: Transportation Engineering**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Traffic Engineering Administrator	1.00	1.00	1.00
Sr Civil Engineer	1.00	1.00	1.00
Civil Engineer II	0.00	0.00	1.00
Civil Engineer I	1.00	1.00	0.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	0.53	0.52	0.52
<b>Total</b>	<b>4.53</b>	<b>4.52</b>	<b>4.52</b>

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**Service: Transportation Engineering****LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	355,640	378,661	398,016
112 Wages - Temporary	452	3,500	11,000
115 One Time Payment	1,308	-	-
121 Wages - Overtime	4	800	800
123 Leave Expense	3,180	10,800	10,800
126 Retirement Health Savings Plan	22,017	1,808	1,808
128 FICA	27	217	682
129 Medicare	4,393	5,542	5,932
131 MOPC	17,547	18,933	19,902
132 Employee Insurance	58,853	60,586	65,673
133 Employee Retirement	25,322	29,157	30,647
135 Compensation Insurance	254	222	210
136 Unemployment Insurance	699	265	278
137 Staff Training and Conferences	2,395	7,000	9,000
139 Dental Insurance	2,575	-	-
141 Uniforms and Protective Clothing	46	100	100
142 Food Allowance	160	500	500
<i>Subtotal</i>	<i>494,872</i>	<i>518,091</i>	<i>555,348</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	8,266	16,140	16,140
216 Reference Books and Materials	1,370	100	100
217 Dues and Subscriptions	23	3,000	3,000
218 Non-Capital Equipment and Furniture	3,883	6,900	9,157
240 Equipment Repair and Maintenance	10,691	10,990	11,621
245 Mileage Allowance	-	100	100
246 Liability Insurance	4,809	5,225	5,101
247 Safety Expenses	455	800	800
250 Professional and Contracted Services	7,254	23,000	23,000
252 Advertising and Legal Notices	2,114	1,600	1,600
260 Utilities	620	-	-
261 Telephone Charges	3,625	5,448	5,448
263 Postage	823	1,500	1,500
264 Printing and Copying	248	2,100	2,100
269 Other Services and Charges	820	-	-
273 Fleet Lease - Operating and Maintenance	9,063	9,693	5,950
274 Fleet Lease - Replacement	22,643	22,750	22,750
<i>Subtotal</i>	<i>76,705</i>	<i>109,346</i>	<i>108,367</i>
<b>SERVICE TOTAL</b>	<b>\$571,577</b>	<b>\$627,437</b>	<b>\$663,715</b>

## 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.

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**SERVICE: Transportation System Management**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Project Manager II	0.50	0.00	0.00
Civil Engineer II	1.00	0.50	0.00
Sr Civil Engineer	0.00	0.00	0.50
<b>Total</b>	<b>1.50</b>	<b>0.50</b>	<b>0.50</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	131,110	46,130	52,820
112	Wages - Temporary	117,219	141,480	141,480
115	One Time Payment	1,272	-	-
123	Leave Expense	4,456	-	-
126	Retirement Health Savings Plan	640	200	200
128	FICA	7,496	8,772	8,772
129	Medicare	3,489	2,720	2,817
131	MOPC	6,771	2,307	2,641
132	Employee Insurance	20,606	7,381	8,715
133	Employee Retirement	9,772	3,552	4,067
135	Compensation Insurance	20,284	28,824	38,159
136	Unemployment Insurance	245	33	37
139	Dental Insurance	902	-	-
	<i>Subtotal</i>	<i>324,263</i>	<i>241,399</i>	<i>259,708</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	7,850	1,850
217	Dues and Subscriptions	8,189	10,100	11,500
218	Non-Capital Furniture Equipment and Tools	75	700	-
246	Liability Insurance	382	670	554
247	Safety Expenses	134	500	500
250	Professional and Contracted Services	197,917	544,200	666,700
252	Advertising and Legal Notices	-	150	150
261	Telephone Charges	205	-	-
264	Printing and Copying	2,482	2,500	2,500
269	Other Services and Charges	49,746	55,000	50,000
	<i>Subtotal</i>	<i>259,131</i>	<i>621,670</i>	<i>733,754</i>
	<b>SERVICE TOTAL</b>	<b>\$583,394</b>	<b>\$863,069</b>	<b>\$993,462</b>

## 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.

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**SERVICE: Regulatory Compliance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Environmental Svs Mgr	0.00	0.05	0.05
Neighborhood Resource Specialist	0.00	0.08	0.08
Sustainability Coordinator	0.05	0.20	0.20
Sustainability Specialist	0.00	0.00	0.10
Economic Sustainability Specialist	0.00	0.08	0.08
<b>Total</b>	<b>0.05</b>	<b>0.41</b>	<b>0.51</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	4,287	36,743	43,770
112	Temporary Wages	206	5,210	9,360
122	Longevity Compensation	-	96	99
123	Leave Expense	98	-	-
126	Retirement Health Savings Plan	-	164	204
128	FICA	13	323	580
129	Medicare	60	515	687
131	MOPC	221	1,837	2,234
132	Employee Insurance	602	5,879	7,371
133	Employee Retirement	319	2,829	3,440
136	Unemployment Insurance	7	41	32
137	Staff Training and Conferences	-	900	1,000
139	Dental Insurance	26	-	-
142	Food Allowance	52	-	-
	<i>Subtotal</i>	<i>5,892</i>	<i>54,537</i>	<i>68,777</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	241	132
216	Reference Books and Materials	-	40	40
217	Dues and Subscriptions	-	250	3,040
218	Non-Capital Equipment and Furniture	-	1,218	888
240	Equipment Repair and Maintenance	-	500	800
243	Non-Capital Computer Equipment and Supplies	1	-	-
250	Professional and Contracted Services	-	25,098	29,000
264	Printing Copying and Binding	-	1,530	1,540
269	Other Services and Charges	-	-	2,000
	<i>Subtotal</i>	<i>1</i>	<i>28,877</i>	<i>37,440</i>
	<b>SERVICE TOTAL</b>	<b>\$5,893</b>	<b>\$83,414</b>	<b>\$106,217</b>

## 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.

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**SERVICE: Engineering/Survey Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	0.25	0.25
Senior GIS/Mapping Technician	0.25	0.00	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
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	144,789	161,123	171,923
114	Skill Based Pay	75	75	-
115	One Time Payment	488	-	-
121	Wages - Overtime	-	417	417
123	Leave Expense	5,011	-	-
126	Retirement Health Savings Plan	1,585	900	900
129	Medicare	1,864	2,337	2,494
131	MOPC	7,492	8,060	8,594
132	Employee Insurance	24,737	25,780	28,354
133	Employee Retirement	10,816	12,412	13,237
136	Unemployment Insurance	294	113	120
137	Staff Training and Conferences	1,435	4,720	3,850
139	Dental Insurance	1,082	-	-
141	Uniforms and Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>199,668</i>	<i>216,012</i>	<i>229,964</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	3,860	1,500
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	3,351	5,725	2,416
218	Non-Capital Equipment and Furniture	2,103	2,742	1,638
219	Drafting Supplies	664	-	-
240	Equipment Repair and Maintenance	21,741	42,129	43,933
247	Safety Expenses	3	250	250
250	Professional and Contracted Services	709	4,395	5,370
261	Telephone Charges	584	9,620	9,820
263	Postage	63	-	-
264	Printing and Copying	2	140	140
273	Fleet Lease - Operating and Maintenance	-	2,054	2,166
274	Fleet Lease - Replacement	-	1,424	1,495
	<i>Subtotal</i>	<i>29,220</i>	<i>72,364</i>	<i>68,753</i>
	<b>SERVICE TOTAL</b>	<b>\$228,888</b>	<b>\$288,376</b>	<b>\$298,717</b>

## 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 2019-2023 Capital Improvement Program.

<b>STREET FUND PROJECTS</b>	<b>2019 Budget</b>
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 1,265,000
DRN039 St Vrain Channel Improvements	25,000
DTR030 Downtown Alley Planning	25,000
PBF080 Municipal Buildings Boiler Replacement	28,325
PBF082 Municipal Buildings HVAC Replacement	10,686
PBF119 Municipal Buildings Flooring Replacement	7,750
PBF192 Operations & Maintenance Building/Site Improvement	580,000
PBF212 Mag Chloride Secondary Containment at Public Works	5,000
TRP001 Street Rehabilitation Program	6,857,000
TRP011 Transportation System Management Program	1,687,000
TRP094 Railroad Quiet Zones	30,000
TRP105 Missing Sidewalks	395,000
TRP106 Hover Street Rehabilitation	200,000
TRP118 Boston Avenue Bridge over St Vrain River	680,000
TRP119 3rd Avenue Westbound Bridge Rehabilitation	190,000
TRP128 County Rd 26 Imprv - County Line Rd to Union Res	850,000
TRP132 Enhanced Multi-Use Corridor Improvements	50,000
TRP133 Pike Road Improvements - S Sunset St to Main St	1,699,000
<b>TOTAL</b>	<b>\$ 14,584,761</b>

## SANITATION FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	2,263,662	2,364,855	2,673,688
Operating and Maintenance	4,300,074	4,613,760	4,867,480
Non-Operating	44,187	27,795	262,586
Capital	3,141,584	3,287,750	226,270
<b>TOTAL</b>	<b>\$ 9,749,507</b>	<b>\$ 10,294,160</b>	<b>\$ 8,030,024</b>

### *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 seven budget services:

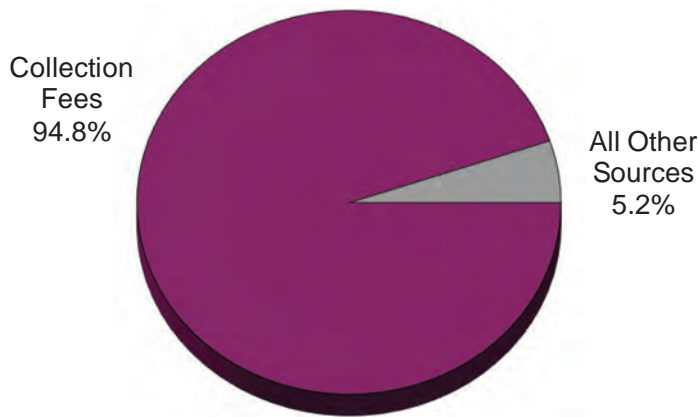
- Public Works and Natural Resources Director
- Engineering/Survey Technical Services
- Solid Waste Removal/Disposal
- Curbside Recycling
- Curbside Composting
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

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

## SANITATION FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 3,115,320</b>	<b>\$ 4,438,098</b>	<b>\$ 1,839,329</b>
Committed Working Capital	-	430,475	-
<b>REVENUES</b>			
Charges for Services	8,290,466	8,057,000	8,389,600
Intergovernmental	2,467,387	-	-
Interest	9,936	21,866	7,363
Miscellaneous	168,665	47,000	409,000
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>10,936,454</b>	<b>8,125,866</b>	<b>8,805,963</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Public Works and Water Utility Director	297,344	432,146	1,069,213
Composting	345,050	197,283	227,944
Landfill Maintenance	29,435	15,450	30,000
Solid Waste Removal/Disposal	3,945,398	4,177,592	4,106,588
Special Trash Pickup	1,301,517	1,042,334	1,115,228
Curbside Recycling	947,325	1,007,667	1,044,252
Regulatory Compliance	25,197	103,671	146,030
Engineering Surveying Technical Svcs	-	62,267	67,397
CIP Projects	2,858,241	3,255,750	223,372
Estimated Expense Adustment	-	-	-
Total Operating Expenses	9,749,507	10,294,160	8,030,024
Adjustment for GAAP Expenses	(135,831)	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>9,613,676</b>	<b>10,294,160</b>	<b>8,030,024</b>
<b>ENDING WORKING CAPITAL</b>	<b>4,438,098</b>	<b>1,839,329</b>	<b>2,615,268</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,322,778	\$ (2,168,294)	\$ 775,939

## SANITATION FUND - Sources of Funds



- Approximately 95% of the revenues of the Sanitation Fund for 2019 will come from sales to the City’s solid waste customers.
- 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.

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>OPERATING REVENUE</b>			
Solid Waste Collection Fees	5,027,469	4,282,600	4,734,800
Solid Waste Collection Fees (reduced volume)	1,549,155	2,073,400	1,852,400
Special Trash Collection Fees	61,540	60,000	60,000
Waste Management Fees	1,287,216	1,298,400	1,321,500
Compost Collection	181,482	282,700	355,100
Single Stream Commodity	29,792	-	-
Metal Management Revenue	24,341	20,000	20,000
Tree Limb Diversion Fee	83,388	22,000	22,000
Polycart Escrow	46,083	17,900	23,800
Intergovernmental Revenue	2,467,387	-	-
Other Revenue	168,665	47,000	409,000
Interest Income	9,936	21,866	7,363
Contribution from/(to) Fund Balance	(1,322,778)	2,168,294	(775,939)
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 9,613,676</b>	<b>\$ 10,294,160</b>	<b>\$ 8,030,024</b>

## 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.

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**SERVICE: Public Works and Natural Resources General Manager**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	0.00	0.00	0.00
PWNR Communications Coord & Mktg Mngr	0.15	0.15	0.15
PWNR Rate Analyst	0.15	0.15	0.15
Sr Civil Engineer	0.05	0.05	0.05
Civil Engineer II	0.00	0.25	0.25
Construction Inspector	0.05	0.05	0.05
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Weed Technician	0.10	0.10	0.10
Customer Service Representative	0.50	0.55	0.60
Administrative Supervisor	0.50	0.55	0.60
Administrative Analyst	0.00	0.00	0.03
Administrative Assistant	0.50	0.55	1.20
<b>Total</b>	<b>2.60</b>	<b>3.00</b>	<b>3.78</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	179,680	258,736	310,906
112	Wages - Temporary	13,889	18,593	17,363
114	Skill Based Pay	499	450	-
115	One Time Payment	1,218	-	-
121	Wages - Overtime	419	500	500
122	Longevity Compensation	990	1,122	240
123	Leave Expense	3,355	-	-
126	Retirement Health Savings Plan	1,582	1,200	1,512
128	FICA	873	1,153	1,077
129	Medicare	1,866	2,634	3,244
131	MOPC	9,113	10,925	13,301
132	Employee Insurance	28,241	34,887	43,820
133	Employee Retirement	27,927	16,825	20,485
135	Compensation Insurance	139	115	141
136	Unemployment Insurance	335	154	186
137	Staff Training and Conferences	948	1,341	1,826
139	Dental Insurance	1,233	-	-
142	Food Allowance	250	425	425
	<i>Subtotal</i>	<i>272,558</i>	<i>349,060</i>	<i>415,026</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	320	2,921	2,900
217	Dues and Subscriptions	325	201	201
218	Non-Capital Equipment and Furniture	305	2,783	3,825
222	Chemicals	800	780	780
240	Equipment Repair and Maintenance	4,050	8,400	8,400
245	Mileage Allowance	360	460	460
246	Liability Insurance	289	325	405
250	Professional and Contracted Services	12,992	58,910	569,075
252	Ads and Legal Notices	282	125	20,125
263	Postage	1,381	2,075	24,075
264	Printing and Copying	1,554	2,458	18,200
273	Fleet Lease Operating and Maintenance	-	295	248
274	Fleet Lease Replacement	-	864	863
	<i>Subtotal</i>	<i>22,658</i>	<i>80,597</i>	<i>649,557</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	2,128	2,489	2,489
	<i>Subtotal</i>	<i>2,128</i>	<i>2,489</i>	<i>2,489</i>
<b>Capital Outlay</b>				
440	Vehicles	-	-	2,141
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>2,141</i>
	<b>SERVICE TOTAL</b>	<b>\$297,344</b>	<b>\$432,146</b>	<b>\$1,069,213</b>

## Service: **Engineering/Survey Technical Services**

**FUND: Sanitation 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, Sanitation, Sewer and General funds.

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**SERVICE: Engineering/Survey Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Engineering & Surveying Tech Supervisor	0.00	0.05	0.05
Sr Engineering Tech	0.00	0.05	0.05
Engineering Technician	0.00	0.10	0.10
GIS/Mapping Technician	0.00	0.05	0.05
Sr GIS Analyst	0.00	0.05	0.05
Lead GIS Analyst	0.00	0.05	0.05
PWNR Applications Supp Analyst	0.00	0.05	0.05
PWNR Technology/GIS Coordinator	0.00	0.05	0.05
<b>Total</b>	<b>0.00</b>	<b>0.45</b>	<b>0.45</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	-	32,225	34,369
121 Wages - Overtime	-	83	83
126 Retirement Health Savings Plan	-	180	180
129 Medicare	-	467	498
131 MOPC	-	1,611	1,717
132 Employee Insurance	-	5,156	5,670
133 Employee Retirement	-	2,481	2,646
136 Unemployment Insurance	-	22	24
137 Staff Training and Conferences	-	944	770
141 Uniforms and Protective Clothing	-	15	15
<i>Subtotal</i>	-	<i>43,184</i>	<i>45,972</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	502	300
216 Reference Books and Materials	-	5	5
217 Dues and Subscriptions	-	1,145	483
218 Non-Capital Equipment and Furniture	-	549	328
240 Equipment Repair and Maintenance	-	8,363	8,731
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	-	540	2,380
261 Telephone Charges	-	7,904	7,904
264 Printing and Copying	-	25	25
273 Fleet Lease - Operating and Maintenance	-	-	920
274 Fleet Lease - Replacement	-	-	299
<i>Subtotal</i>	-	<i>19,083</i>	<i>21,425</i>
<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$62,267</b>	<b>\$67,397</b>

## 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.

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**SERVICE: Solid Waste/Removal/Disposal**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Operations	0.20	0.20	0.20
Parks Mtce & Solid Waste Operations Manager	0.00	1.00	0.00
Waste Services Manager	1.00	0.00	0.50
Operations Support Specialist	0.00	0.00	1.00
Public Works Tech II	3.00	2.00	2.00
Public Works Tech I	8.00	8.50	7.25
Sr Grounds Maintenance Tech	0.00	0.00	0.45
Grounds Maintenance Tech II	0.00	0.00	0.65
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>12.45</b>	<b>11.95</b>	<b>12.30</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	588,545	640,762	660,197
112 Wages - Temporary	111,195	40,000	50,000
114 Skill Based Pay	299	300	-
115 One Time Payment	3,533	1,370	1,370
121 Wages - Overtime	20,925	30,000	30,000
123 Leave Expense	10,410	8,000	8,000
124 Skill Based Overtime Pay	10	2,500	2,500
126 Retirement Health Savings Plan	5,487	4,780	4,920
128 FICA	7,056	2,480	3,100
129 Medicare	9,075	9,875	10,296
131 MOPC	28,620	32,053	33,010
132 Employee Insurance	104,312	102,522	108,883
133 Employee Retirement	93,208	49,362	50,836
135 Compensation Insurance	62,470	56,498	67,770
136 Unemployment Insurance	1,237	448	464
137 Staff Training and Conferences	3,755	5,000	11,000
139 Dental Insurance	4,557	-	-
141 Uniforms and Protective Clothing	14,329	16,000	16,000
142 Food Allowance	399	1,000	2,000
<i>Subtotal</i>	<i>1,069,422</i>	<i>1,002,950</i>	<i>1,060,346</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	37,000	50,023
217 Dues and Subscriptions	-	750	750
218 Non-Capital Equipment and Furniture	47,824	55,566	129,926
228 Janitorial Supplies	38,856	-	-
232 Building Repair and Maintenance	21,265	-	-
240 Equipment Repair and Maintenance	-	32,500	25,000
246 Liability Insurance	39,286	41,788	48,807
247 Safety Expenses	4,865	3,500	3,500
250 Professional and Contracted Services	562,873	673,015	776,456
252 Advertising and Legal Notices	2,313	5,000	-
260 Utilities	18,643	28,000	28,000
261 Telephone Charges	6,316	1	1
263 Postage	123	15,000	-
264 Printing and Copying	6,345	5,500	-
269 Other Services and Charges	33,815	25,000	25,000
270 Administrative and Management Services	585,762	611,671	608,941
273 Fleet Lease - Operating and Maintenance	794,646	860,560	891,175
274 Fleet Lease - Replacement	670,986	722,485	197,809
<i>Subtotal</i>	<i>2,833,917</i>	<i>3,117,336</i>	<i>2,785,388</i>
<b>Non-Operating Expense</b>			
950 Bad Debt	20,563	19,000	19,000
970 Transfers To Other Funds	21,496	6,306	241,097
<i>Subtotal</i>	<i>42,059</i>	<i>25,306</i>	<i>260,097</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	(0)	32,000	757
<i>Subtotal</i>	<i>(0)</i>	<i>32,000</i>	<i>757</i>
<b>SERVICE TOTAL</b>	<b>\$3,945,398</b>	<b>\$4,177,592</b>	<b>\$4,106,588</b>

## 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.

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**SERVICE: Curbside Recycling**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Waste Services Manager	0.00	0.00	0.50
Public Works Tech II	1.00	1.00	1.00
Public Works Tech I	4.50	4.50	4.50
Administrative Assistant	0.50	0.40	0.40
<b>Total</b>	<b>6.00</b>	<b>5.90</b>	<b>6.40</b>

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**Service: Curbside Recycling****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	255,681	281,089	337,305
112	Temporary Wages	2,100	-	15,000
114	Skill Based Pay	600	600	-
115	One Time Payment	2,949	2,641	2,641
121	Wages - Overtime	12,468	10,000	10,000
123	Leave Expense	11,356	-	-
124	Skill Based Overtime Pay	12	-	-
126	Retirement Health Savings Plan	2,428	2,360	2,560
128	FICA	130	-	930
129	Medicare	3,545	4,085	5,108
131	MOPC	13,417	14,084	16,866
132	Employee Insurance	44,405	44,974	55,556
133	Employee Retirement	48,767	21,690	25,974
135	Compensation Insurance	8,764	7,040	7,961
136	Unemployment Insurance	532	197	236
139	Dental Insurance	1,959	-	-
	<i>Subtotal</i>	<i>409,113</i>	<i>388,760</i>	<i>480,137</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	5,000	5,000
218	Non-Capital Equipment and Furniture	19,614	45,904	45,000
240	Equipment Repair and Maintenance	-	555	555
243	Non-Capital Computer Equipment and Supplies	723	-	-
246	Liability Insurance	11,282	20,978	18,341
247	Safety Expenses	466	500	500
250	Professional and Contracted Services	162,220	195,000	95,000
260	Utilities	2,677	-	-
263	Postage	7,927	4,000	-
264	Printing and Copying	4,375	4,000	-
273	Fleet Lease - Operating and Maintenance	121,755	135,797	192,546
274	Fleet Lease - Replacement	207,173	207,173	207,173
	<i>Subtotal</i>	<i>538,212</i>	<i>618,907</i>	<i>564,115</i>
	<b>SERVICE TOTAL</b>	<b>\$947,325</b>	<b>\$1,007,667</b>	<b>\$1,044,252</b>

## Service: **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.

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**SERVICE: Composting**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Works Technician I	0.00	0.50	0.75
Administrative Assistant	0.00	0.10	0.10
<b>Total</b>	<b>0.00</b>	<b>0.60</b>	<b>0.85</b>

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**Service: Composting****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	41,384	28,272	40,242
114 Skill-Based Pay	35	-	-
121 Overtime Pay	1,057	-	-
123 Leave Expense	301	-	-
126 RHS	200	240	340
129 Medicare	562	410	583
131 MOPC	2,040	1,414	2,012
132 Employee Insurance	-	4,524	6,640
133 Employee Retirement	0	2,177	3,099
136 Unemployment Insurance	-	20	28
<i>Subtotal</i>	<i>45,578</i>	<i>37,057</i>	<i>52,944</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,164	-	-
218 Non-Capital Equipment and Furniture	189,289	55,226	55,000
250 Professional and Contracted Services	102,841	105,000	120,000
252 Ads and Legal Notices	925	-	-
263 Postage	4,802	-	-
264 Prining/Copying and Binding	451	-	-
<i>Subtotal</i>	<i>299,472</i>	<i>160,226</i>	<i>175,000</i>
<b>SERVICE TOTAL</b>	<b>\$345,050</b>	<b>\$197,283</b>	<b>\$227,944</b>

## 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.

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**SERVICE: Special Trash Pickup**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Public Works Tech II	1.00	1.00	1.00
Public Works Tech I	2.50	2.50	2.50
Sr Grounds Maintenance Technician	1.20	1.20	1.40
Grounds Maintenance Tech II	0.00	0.00	0.35
Customer Service Representative	2.00	2.00	2.00
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>6.95</b>	<b>6.95</b>	<b>7.50</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	272,659	337,447	370,120
112	Wages - Temporary	15,112	20,000	30,000
114	Skill Based Pay	542	300	-
115	One Time Payment	2,726	2,698	2,698
121	Wages - Overtime	9,378	15,000	15,000
123	Leave Expense	9,357	-	-
124	Skill Based Overtime Pay	7	-	-
126	Retirement Health Savings Plan	2,380	2,780	3,000
128	FICA	954	1,240	1,860
129	Medicare	3,778	5,187	5,808
131	MOPC	13,778	16,887	18,469
132	Employee Insurance	52,337	53,991	60,900
133	Employee Retirement	45,889	26,006	28,444
135	Compensation Insurance	12,421	12,391	12,476
136	Unemployment Insurance	619	236	258
139	Dental Insurance	2,282	-	-
	<i>Subtotal</i>	<i>444,219</i>	<i>494,163</i>	<i>549,033</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	1,724	2,000	2,000
218	Non-Capital Equipment and Furniture	3,027	566	-
241	Grounds Maintenance	2,000	-	-
246	Liability Insurance	5,955	5,820	5,335
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	449,040	428,750	445,000
252	Ads and Legal Notices	1,355	-	-
273	Fleet Lease - Operating and Maintenance	48,884	48,565	51,390
274	Fleet Lease - Replacement	61,970	61,970	61,970
	<i>Subtotal</i>	<i>573,955</i>	<i>548,171</i>	<i>566,195</i>
<b>Capital Outlay</b>				
432	Vehicles	283,343	-	-
	<i>Subtotal</i>	<i>283,343</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,301,517</b>	<b>\$1,042,334</b>	<b>\$1,115,228</b>

## 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.

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**SERVICE: Regulatory Compliance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Sustainability Coordinator	0.20	0.20	0.20
PWNR Environmental Services Manager	0.00	0.05	0.05
Neighborhood Resource Specialist	0.00	0.09	0.09
Sustainability Specialist	0.00	0.00	0.10
<b>Total</b>	<b>0.20</b>	<b>0.34</b>	<b>0.44</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	17,269	30,471	38,760
112	Wages - Temporary	1,252	8,320	17,430
122	Longevity Compensation	-	96	99
123	Leave Expense	393	-	-
126	Retirement Health Savings Plan	-	136	176
128	FICA	78	516	774
129	Medicare	247	469	646
131	MOPC	884	1,523	1,938
132	Employee Insurance	2,505	4,875	6,395
133	Employee Retirement	-	2,346	2,984
136	Unemployment Insurance	29	29	28
137	Staff Training and Conferences	-	900	1,000
139	Dental Insurance	105	-	-
142	Food Allowance	12	-	-
	<i>Subtotal</i>	<i>22,772</i>	<i>49,681</i>	<i>70,230</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	-	132
216	Reference Books and Materials	-	40	40
217	Dues and Subscriptions	260	250	3,040
218	Non-Capital Equipment and Furniture	-	-	888
240	Equipment Repair and Maintenance	-	500	500
243	Non-Capital Computer Equipment and Supplies	5	-	-
250	Professional and Contracted Services	1,904	50,000	66,000
259	Licenses and Permits	94	1,000	1,000
264	Printing and Copying	161	2,200	2,200
269	Other Services and Charges	-	-	2,000
	<i>Subtotal</i>	<i>2,425</i>	<i>53,990</i>	<i>75,800</i>
	<b>SERVICE TOTAL</b>	<b>\$25,197</b>	<b>\$103,671</b>	<b>\$146,030</b>

## 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

		2017 Actual	2018 Budget	2019 Budget
<b>Operating and Maintenance</b>				
241	Grounds Maintenance	77	-	-
250	Professional and Contracted Services	29,358	15,450	30,000
	<i>Subtotal</i>	<i>29,435</i>	<i>15,450</i>	<i>30,000</i>
	<b>SERVICE TOTAL</b>	<b>\$29,435</b>	<b>\$15,450</b>	<b>\$30,000</b>

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

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	2019 Budget
<b>SANITATION FUND PROJECTS</b>	
PBF080 Municipal Buildings Boiler Replacement	\$ 40,052
PBF082 Municipal Buildings HVAC Replacement	15,111
PBF119 Municipal Buildings Flooring Replacement	10,959
PRO200 Public Education and Interpretive Signage	5,750
SAN004 Waste Diversion Center Upgrades	151,500
<b>TOTAL</b>	<b>\$ 223,372</b>

## AFFORDABLE HOUSING FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	140,660	143,934	159,100
Operating and Maintenance	144,157	958,601	1,135,189
Non-Operating	-	4,500	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 284,817</b>	<b>\$ 1,107,035</b>	<b>\$ 1,294,289</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 4,861,898</b>	<b>\$ 5,538,428</b>	<b>\$ 5,067,466</b>
Committed Working Capital	-	648,742	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Fees	75	-	-
Interest	50,922	-	-
Miscellaneous	118,035	125,000	125,000
Operating Transfers	792,315	1,159,815	1,106,543
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>961,347</b>	<b>1,284,815</b>	<b>1,231,543</b>
<b>EXPENDITURES</b>			
Personal Services	140,660	143,934	159,100
Operating and Maintenance	144,157	958,601	1,135,189
Non- Operating	-	4,500	-
Capital Projects	-	-	-
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL ADJUSTED EXPENDITURES</b>	<b>284,817</b>	<b>1,107,035</b>	<b>1,294,289</b>
<b>ENDING WORKING CAPITAL</b>	<b>5,538,428</b>	<b>5,067,466</b>	<b>5,004,720</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 676,530	\$ 177,780	\$ (62,746)

## 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.

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**SERVICE: Affordable Housing Administration**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
CDBG Disaster Recovery Manager	0.20	0.31	0.55
Accountant	0.25	0.24	0.25
Housing/Comm Investment Program Specialist	0.55	0.67	0.49
Administrative Assistant	0.25	0.00	0.00
<b>Total</b>	<b>1.25</b>	<b>1.22</b>	<b>1.29</b>

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

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	90,550	93,670	117,390
112 Temporary Wages	446	-	-
114 Skill Based Pay	142	-	-
115 One Time Payment	1,011	-	-
121 Wages - Overtime	961	3,000	1,307
123 Leave Expense	3,286	610	1,210
126 Retirement Health Savings Plan	855	488	516
128 FICA	28	-	-
129 Medicare	1,441	1,324	1,659
131 MOPC	5,542	5,872	5,719
132 Employee Insurance	16,482	18,787	18,874
133 Employee Retirement	7,999	9,041	8,808
135 Compensation Insurance	10,523	9,319	2,280
136 Unemployment Insurance	166	63	81
137 Staff Training and Conferences	392	1,400	1,086
139 Dental Insurance	696	-	-
142 Food Allowance	142	360	170
<i>Subtotal</i>	<i>140,660</i>	<i>143,934</i>	<i>159,100</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	692	1,600	390
217 Dues and Subscriptions	670	-	2,270
218 Non-Capital Equipment and Furniture	2,769	500	1,900
240 Equipment Repair and Maintenance	-	1,000	500
245 Mileage Allowance	299	1,150	1,150
246 Liability Insurance	43	121	149
249 Operating Leases and Rentals	1,099	1,040	1,318
250 Professional and Contracted Services	136,341	950,000	1,124,536
252 Advertising and Legal Notices	-	1,100	-
263 Postage	779	900	950
264 Printing and Copying	761	1,190	1,140
269 Other Services and Charges	705	-	886
<i>Subtotal</i>	<i>144,157</i>	<i>958,601</i>	<i>1,135,189</i>
<b>Non-Operating Expense</b>			
971 City Council Contingency	-	4,500	-
<i>Subtotal</i>	<i>-</i>	<i>4,500</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$284,817</b>	<b>\$1,107,035</b>	<b>\$1,294,289</b>



## AIRPORT FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	146,128	133,389	139,620
Operating and Maintenance	258,045	225,565	166,622
Non-Operating	-	-	-
Capital	16,746	400,000	-
<b>TOTAL</b>	<b>\$ 426,920</b>	<b>\$ 758,954</b>	<b>\$ 306,242</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 196,271</b>	<b>\$ 241,705</b>	<b>\$ 218,666</b>
COMMITTED WORKING CAPITAL	-	76,588	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	431,902	432,283	457,178
Grants and Donations	27,185	380,000	-
Interest	1,674	220	-
Miscellaneous	829	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>461,590</b>	<b>812,503</b>	<b>457,178</b>
<b>EXPENSES</b>			
Airport Operations	404,174	358,954	306,242
CIP Projects	16,746	400,000	-
Total Operating Expenses	420,920	758,954	306,242
Adjustment for GAAP Expenses	(4,764)	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>416,156</b>	<b>758,954</b>	<b>306,242</b>
<b>ENDING WORKING CAPITAL</b>	<b>241,705</b>	<b>218,666</b>	<b>369,602</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 45,434	\$ 53,549	\$ 150,936

## 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.

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**SERVICE: Airport Operations**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Airport Manager	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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**Service: Airport Operations****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	97,265	100,448	103,024
112 Temporary Wages	4,500	-	-
115 One Time Payment	348	-	-
123 Leave Expense	2,902	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	374	-	-
129 Medicare	1,248	1,419	1,456
131 MOPC	4,900	4,895	5,020
132 Employee Insurance	15,212	15,663	16,565
133 Employee Retirement	15,996	7,538	7,730
135 Compensation Insurance	69	57	55
136 Unemployment Insurance	181	69	70
137 Staff Training and Conferences	2,069	2,100	4,500
139 Dental Insurance	665	-	-
142 Food Allowance	-	800	800
<i>Subtotal</i>	<i>146,128</i>	<i>133,389</i>	<i>139,620</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,739	6,750	700
215 Audio Visual Materials	413	1,200	-
217 Dues and Subscriptions	775	1,175	1,200
218 Non-Capital Equipment and Furniture	-	10,000	-
233 Facility Repair and Maintenance	22,176	-	-
240 Equipment Repair and Maintenance	-	14,500	15,000
245 Mileage Allowance	-	150	150
246 Liability Insurance	4,131	4,420	5,999
250 Professional and Contracted Services	40,501	78,075	62,575
252 Advertising and Legal Notices	-	5,300	3,000
260 Utilities	11,441	6,850	11,000
261 Telephone Charges	170	500	700
263 Postage	46	300	300
264 Printing and Copying	-	1,700	1,100
270 Administrative and Management Services	173,755	93,974	62,965
273 Fleet Lease - Operating and Maintenance	2,897	671	1,933
<i>Subtotal</i>	<i>258,045</i>	<i>225,565</i>	<i>166,622</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	6,000	-	-
<i>Subtotal</i>	<i>6,000</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$410,174</b>	<b>\$358,954</b>	<b>\$306,242</b>

## ART IN PUBLIC PLACES FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	42,425	41,854	42,820
Operating and Maintenance	96,712	78,541	97,030
Non-Operating	-	-	-
Capital	78,359	200,000	500,000
<b>TOTAL</b>	<b>\$ 217,496</b>	<b>\$ 320,395</b>	<b>\$ 639,850</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 803,882</b>	<b>\$ 1,183,043</b>	<b>\$ 1,084,452</b>
Committed Working Capital	-	17,250	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Interest	3,794	-	-
Miscellaneous	14,252	-	-
Transfers from Other Funds	537,890	239,054	227,643
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>555,936</b>	<b>239,054</b>	<b>227,643</b>
<b>EXPENDITURES</b>			
Personal Services	42,425	41,854	42,820
Operating and Maintenance	96,712	78,541	97,030
Non-Operating	-	-	-
Capital	78,359	200,000	500,000
Adjustment for GAAP Expenses	(40,721)	-	-
<b>TOTAL EXPENDITURES</b>	<b>176,775</b>	<b>320,395</b>	<b>639,850</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,183,043</b>	<b>1,084,452</b>	<b>672,245</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 379,161	\$ (81,341)	\$ (412,207)

## 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.

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**SERVICE: Art in Public Places**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Art in Public Places Admin	0.50	0.50	0.50
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

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**Service: Art in Public Places****LINE ITEM BUDGET**

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	32,282	30,233	30,479
123	Leave Expense	580	-	-
126	Retirement Health Savings Plan	200	200	200
129	Medicare	481	427	431
131	MOPC	1,643	1,473	1,485
132	Employee Insurance	4,791	4,714	4,900
133	Employee Retirement	2,372	2,269	2,287
135	Compensation Insurance	21	17	17
136	Unemployment Insurance	55	21	21
137	Staff Training and Conferences	-	2,500	3,000
	<i>Subtotal</i>	<i>42,425</i>	<i>41,854</i>	<i>42,820</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	8,000	15,000
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	3,165	2,000	3,000
218	Non Capital Equipment and Furniture	-	2,200	-
225	Freight	100	1,000	1,000
233	Facility Repair and Maintenance	13,905	-	-
240	Equipment Repair and Maintenance	-	19,386	1,720
245	Mileage Allowance	316	600	-
246	Liability Insurance	44	305	310
250	Professional and Contracted Services	74,008	37,000	67,500
252	Advertising and Legal Notices	45	2,000	2,000
261	Telephone Charges	233	300	300
263	Postage	238	800	2,000
264	Printing and Copying	890	3,150	4,000
269	Other Services and Charges	1,640	1,600	-
	<i>Subtotal</i>	<i>96,712</i>	<i>78,541</i>	<i>97,030</i>
<b>Capital Outlay</b>				
473	Site Improvements, Landscaping, Street Development	78,359	200,000	500,000
	<i>Subtotal</i>	<i>78,359</i>	<i>200,000</i>	<i>500,000</i>
<b>SERVICE TOTAL</b>		<b>\$217,496</b>	<b>\$320,395</b>	<b>\$639,850</b>



## CALLAHAN HOUSE FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	82,612	93,648	89,501
Operating and Maintenance	48,675	50,389	36,848
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 131,287</b>	<b>\$ 144,037</b>	<b>\$ 126,349</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 33,002</b>	<b>\$ 52,482</b>	<b>\$ 51,201</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	65,873	58,500	40,647
Grants and Donations	573	-	-
Interest	250	200	200
Miscellaneous	15	-	-
Transfers from Other Funds	84,056	84,056	83,059
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>150,767</b>	<b>142,756</b>	<b>123,906</b>
<b>EXPENDITURES</b>			
Personal Services	82,612	93,648	89,501
Operating and Maintenance	48,675	50,389	36,848
<b>TOTAL EXPENDITURES</b>	<b>131,287</b>	<b>144,037</b>	<b>126,349</b>
<b>ENDING WORKING CAPITAL</b>	<b>52,482</b>	<b>51,201</b>	<b>48,758</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 19,480	\$ (1,281)	\$ (2,443)

**Service: Callahan House**

<b>Budgeted Positions:</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
Callahan House Manager	0.85	1.00	1.00
<b>Total</b>	<b>0.85</b>	<b>1.00</b>	<b>1.00</b>

**LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	56,835	64,388	64,911
112 Wages - Temporary	2,557	8,300	4,000
115 One Time Payment	1,356	-	-
123 Leave Expense	2,608	-	-
126 Retirement Health Savings Plan	400	400	400
128 FICA	159	515	248
129 Medicare	756	1,030	975
131 MOPC	2,972	3,138	3,162
132 Employee Insurance	9,644	10,040	10,436
133 Employee Retirement	4,292	4,832	4,870
135 Compensation Insurance	495	961	455
136 Unemployment Insurance	115	44	44
139 Dental Insurance	422	-	-
<i>Subtotal</i>	<i>82,612</i>	<i>93,648</i>	<i>89,501</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	3,306	5,000	4,000
217 Dues and Subscriptions	499	350	350
218 Non-Capital Equipment and Furniture	2,105	4,200	3,200
232 Building Repair and Maintenance	3,896	-	-
240 Equipment Repair and Maintenance	-	2,950	4,000
245 Mileage Allowance	1,244	1,000	950
246 Liability Insurance	187	176	177
250 Professional and Contracted Services	28,382	24,500	11,711
252 Advertising and Legal Notices	7,562	10,363	10,360
259 Licenses and Permits	330	350	350
261 Telephone Charges	420	750	750
263 Postage	55	250	250
264 Printing and Copying	690	500	750
<i>Subtotal</i>	<i>48,675</i>	<i>50,389</i>	<i>36,848</i>
<b>SERVICE TOTAL</b>	<b>\$131,287</b>	<b>\$144,037</b>	<b>\$126,349</b>

## COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	618,725	154,698	495,330
Operating and Maintenance	17,210,960	470,956	568,965
Non-Operating	-	4,500	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 17,829,685</b>	<b>\$ 630,154</b>	<b>\$ 1,064,295</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 783,223</b>	<b>\$ 1,875,178</b>	<b>\$ 1,907,982</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Grants	18,317,532	620,958	979,555
Interest	24,681	-	-
Miscellaneous	579,560	42,000	72,000
Estimated Revenue Revisions	-	-	-
<b>TOTAL FUNDS</b>	<b>18,921,773</b>	<b>662,958</b>	<b>1,051,555</b>
<b>EXPENDITURES</b>			
Personal Services	618,725	154,698	495,330
Operating and Maintenance	17,210,960	470,956	568,965
Non-Operating	-	4,500	-
Capital	-	-	-
Adjustment for GAAP Expenses	133	-	-
<b>TOTAL ADJUSTED EXPENDITURES</b>	<b>17,829,818</b>	<b>630,154</b>	<b>1,064,295</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,875,178</b>	<b>1,907,982</b>	<b>1,895,242</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,091,955	\$ 32,804	\$ (12,740)

## 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.

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**SERVICE:** Community Development Block Grant and HOME Grant Administration

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
CDBG Disaster Recovery Manager	0.20	0.69	0.45
Housing/Comm Investment Program Specialist	0.55	1.33	1.51
Rehabilitation Ins Specialist	0.50	0.50	0.00
Project Manager II	0.00	3.00	2.00
Accountant	0.25	0.76	0.75
Administrative Assistant	0.25	0.00	0.00
<b>Total</b>	<b>1.75</b>	<b>6.28</b>	<b>4.71</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	446,587	118,435	378,316
112	Wages - Temporary	29,151	-	-
114	Skill Based Pay	1,058	-	-
115	One Time Payment	3,075	-	-
121	Wages - Overtime	2,758	2,000	1,380
123	Leave Expense	10,151	-	-
126	Retirement Health Savings Plan	3,385	620	1,884
128	FICA	1,807	-	-
129	Medicare	5,880	1,542	5,345
131	MOPC	21,926	4,955	18,433
132	Employee Insurance	51,036	15,854	60,826
133	Employee Retirement	31,658	7,630	28,384
135	Compensation Insurance	7,014	2,588	4
136	Unemployment Insurance	260	74	258
137	Staff Training and Conferences	2,325	1,000	500
139	Dental Insurance	653	-	-
	<i>Subtotal</i>	<i>618,725</i>	<i>154,698</i>	<i>495,330</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	785	1,000	1,200
217	Dues and Subscriptions	1,220	1,310	-
218	Non-Capital Equipment and Furniture	-	500	-
245	Mileage Allowance	4,610	700	700
246	Liability Insurance	21	147	175
250	Professional and Contracted Services	801,269	448,166	494,190
252	Advertising and Legal Notices	792	500	350
261	Telephone Charges	180	208	-
263	Postage	551	200	150
264	Printing and Copying	4,393	1,225	200
269	Other Services and Charges	16,397,138	17,000	72,000
	<i>Subtotal</i>	<i>17,210,960</i>	<i>470,956</i>	<i>568,965</i>
<b>Non-Operating Expense</b>				
971	Contingency	-	4,500	-
	<i>Subtotal</i>	<i>-</i>	<i>4,500</i>	<i>-</i>
<b>SERVICE TOTAL</b>		<b>\$17,829,685</b>	<b>\$630,154</b>	<b>\$1,064,295</b>

## UTILITY BILLING CUSTOMER INFORMATION SYSTEM Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	617,292
Operating and Maintenance	-	-	17,270
Non-Operating	-	-	-
Capital	-	-	2,065,438
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,700,000</b>



## UTILITY BILLING CUSTOMER INFORMATION SYSTEM FUND

### Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Other Fund Transfers	-	-	2,700,000
Interest	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>-</b>	<b>-</b>	<b>2,700,000</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	617,292
Operating and Maintenance	-	-	17,270
Non-Operating	-	-	-
Capital	-	-	2,065,438
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>2,700,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ -	\$ -	\$ -

## Service: **UTILITY BILLING CUSTOMER INFORMATION SYSTEM**

**FUND: Utility Billing Customer Information System**

**DEPARTMENT: Finance Department**

**Service Description:**

This technology project includes replacement of the existing Utility Billing customer information service (CIS), which is over 20 years old. Included in this service are 7 full-time, term-limited backfill positions.

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**SERVICE:** Utility Billing Customer Information System

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Utilities Financial Analyst	0.00	0.00	2.00
Applications Support Analyst	0.00	0.00	2.00
Sr Customer Service Rep	0.00	0.00	1.00
Customer Service Rep	0.00	0.00	1.00
Billing Specialist	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>

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**Service: Utility Billing Customer Information System****LINE ITEM BUDGET**

		<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Budget</b>
<b>Personal Services</b>				
111	Salaries and Wages	-	-	470,083
126	Retirement Health Savings Plan	-	-	2,800
129	Medicare	-	-	6,816
131	MOPC	-	-	23,504
132	Employee Insurance	-	-	77,564
133	Employee Retirement	-	-	36,196
136	Unemployment Insurance	-	-	329
	<i>Subtotal</i>	-	-	617,292
<b>Operating and Maintenance</b>				
210	Office Supplies	-	-	1,340
218	Non-Capital Equipment and Furniture	-	-	15,930
	<i>Subtotal</i>	-	-	17,270
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	2,065,438
	<i>Subtotal</i>	-	-	2,065,438
	<b>SERVICE TOTAL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$2,700,000</b>



## CONSERVATION TRUST FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	7,860	-	48,820
Operating and Maintenance	-	50,000	125,000
Non-Operating	-	-	-
Capital	1,973,684	1,115,750	2,340,255
<b>TOTAL</b>	<b>\$ 1,981,544</b>	<b>\$ 1,165,750</b>	<b>\$ 2,514,075</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 8,491,761</b>	<b>\$ 7,476,116</b>	<b>\$ 2,628,984</b>
Committed Working Capital	-	4,490,286	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Lottery Proceeds	917,985	800,000	800,000
Interest	47,914	8,904	9,004
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>965,899</b>	<b>808,904</b>	<b>809,004</b>
<b>EXPENDITURES</b>			
Personal Services	7,860	-	48,820
Operating and Maintenance	-	50,000	125,000
Non-Operating	-	-	-
Capital	1,973,684	1,115,750	2,340,255
<b>TOTAL EXPENDITURES</b>	<b>1,981,544</b>	<b>1,165,750</b>	<b>2,514,075</b>
<b>ENDING WORKING CAPITAL</b>	<b>7,476,116</b>	<b>2,628,984</b>	<b>923,913</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,015,645)	\$ (356,846)	\$ (1,705,071)

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>CONSERVATION TRUST FUND PROJECT</b>	<b>2019 Budget</b>
DRN028 Spring Gulch #2 Drainage & Greenway Imprv	\$ 1,075,000
PRO05B St Vrain Greenway	759,505
PRO083 Primary and Secondary Greenway Connection	500,000
PRO200 Public Education and Interpretive Signage	5,750
<b>TOTAL</b>	<b>\$ 2,340,255</b>

## DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	255,448	264,526	324,902
Operating and Maintenance	415,957	866,340	687,845
Non-Operating	310,890	666,291	694,014
Capital	633,420	32,044	96,767
<b>TOTAL</b>	<b>\$ 1,615,715</b>	<b>\$ 1,829,201</b>	<b>\$ 1,803,528</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 220,876</b>	<b>\$ 237,126</b>	<b>\$ 237,031</b>
Committed Working Capital	-	258	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Property Taxes	176,012	214,256	220,653
Automobile Taxes	12,999	10,000	10,000
Intergovernmental Revenue	-	-	-
Interest Income	1,849	3,360	5,700
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	38,160	36,640	40,300
Miscellaneous	285	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>231,805</b>	<b>266,756</b>	<b>279,153</b>
<b>EXPENSES</b>			
Operations	219,201	266,593	278,874
Adjustment for GAAP Expenses	(3,646)	-	-
<b>TOTAL EXPENSES</b>	<b>215,555</b>	<b>266,593</b>	<b>278,874</b>
<b>ENDING WORKING CAPITAL</b>	<b>237,126</b>	<b>237,031</b>	<b>237,310</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 16,250	\$ 163	\$ 279

## DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,260,937</b>	<b>\$ 691,695</b>	<b>\$ 102,260</b>
COMMITTED WORKING CAPITAL	-	589,435	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Interest Income	6,206	-	-
Intergovernmental Revenue	-	-	-
Proceeds from Advance	268,422	584,684	432,067
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>274,628</b>	<b>584,684</b>	<b>432,067</b>
<b>EXPENSES</b>			
Operations	208,046	552,640	335,300
Capital	633,420	32,044	96,767
Adjustment for GAAP Expense	2,404	-	-
<b>TOTAL EXPENSES</b>	<b>843,870</b>	<b>584,684</b>	<b>432,067</b>
<b>ENDING WORKING CAPITAL</b>	<b>691,695</b>	<b>102,260</b>	<b>102,260</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (569,242)	\$ -	\$ -



## DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 3,026,450</b>	<b>\$ 3,436,177</b>	<b>\$ 3,472,212</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Property Tax Increment - 1016	662,126	681,124	897,265
Interest Income	17,831	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>679,957</b>	<b>681,124</b>	<b>897,265</b>
<b>EXPENSES</b>			
Principal	268,422	640,089	684,752
Interest and Fiscal Charges	1,808	5,000	5,000
Interfund Transfers	-	-	-
<b>TOTAL EXPENSES</b>	<b>270,230</b>	<b>645,089</b>	<b>689,752</b>
<b>ENDING WORKING CAPITAL</b>	<b>3,436,177</b>	<b>3,472,212</b>	<b>3,679,725</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 409,727	\$ 36,035	\$ 207,513

## DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 154,766</b>	<b>\$ 293,095</b>	<b>\$ 119,501</b>
Committed Working Capital	-	473,094	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Intergovernmental	181,723	30,000	30,000
Interest Income	795	-	-
Transfer from DDA	-	-	-
Estimated Revenue Adjustment	-	322,000	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>182,518</b>	<b>352,000</b>	<b>30,000</b>
<b>EXPENSES</b>			
Operations	44,189	52,500	52,500
Capital	-	-	-
<b>TOTAL EXPENSES</b>	<b>44,189</b>	<b>52,500</b>	<b>52,500</b>
<b>ENDING WORKING CAPITAL</b>	<b>293,095</b>	<b>119,501</b>	<b>97,001</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 138,329	\$ 299,500	\$ (22,500)

**DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT**

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 776,186</b>	<b>\$ 780,443</b>	<b>\$ 480,443</b>
COMMITTED WORKING CAPITAL	-	300,000	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Interest Income	4,257	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>4,257</b>	<b>-</b>	<b>-</b>
<b>EXPENSES</b>			
Operations	-	-	-
Capital	-	-	-
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING WORKING CAPITAL</b>	<b>780,443</b>	<b>480,443</b>	<b>480,443</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,257	\$ -	\$ -

**DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT**

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 348,457</b>	<b>\$ 162,571</b>	<b>\$ 21,850</b>
COMMITTED WORKING CAPITAL	-	14,991	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Intergovernmental Revenue	10,428	5,000	5,000
Charges for Service	41,763	92,000	92,000
Interest Income	1,206	2,200	650
Proceeds from Advance	-	55,405	252,685
Transfer from City General Fund	5,000	-	-
Miscellaneous	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>58,397</b>	<b>154,605</b>	<b>350,335</b>
<b>EXPENSES</b>			
Operations	240,629	280,335	350,335
Adjustment for GAAP Expenses	3,654	-	-
<b>TOTAL EXPENSES</b>	<b>244,283</b>	<b>280,335</b>	<b>350,335</b>
<b>ENDING WORKING CAPITAL</b>	<b>162,571</b>	<b>21,850</b>	<b>21,850</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (185,886)	\$ (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.

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**SERVICE:** Downtown Development Authority - Operations

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
LDDA Executive Director	0.67	0.67	0.67
Downtown Specialist	0.45	0.50	0.50
Administrative Assistant	0.34	0.35	0.35
<b>Total</b>	<b>1.46</b>	<b>1.52</b>	<b>1.52</b>

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**Service: LDDA Operations****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	122,139	137,307	143,683
115 One Time Pay	-	3,350	3,350
123 Leave Expense	2,037	-	-
126 Retirement Health Savings Plan	1,106	608	608
129 Medicare	1,524	1,973	2,030
131 MOPC	6,206	6,804	7,001
132 Employee Insurance	20,092	21,774	23,102
133 Employee Retirement	8,962	10,479	10,780
136 Unemployment Insurance	239	96	98
137 Staff Training and Conferences	1,321	1,500	1,500
139 Dental Insurance	879	-	-
142 Food Allowance	754	150	150
<i>Subtotal</i>	165,258	184,041	192,302
<b>Operating and Maintenance</b>			
210 Office Supplies	2,380	3,750	3,750
217 Dues and Subscriptions	1,298	1,350	1,550
218 Non-Capital Equipment and Furniture	851	500	2,500
240 Equipment Repair and Maintenance	-	2,000	2,000
245 Mileage Allowance	-	250	250
246 Liability Insurance	7,495	8,650	8,910
249 Operating Leases and Rentals	9,694	23,100	23,100
250 Professional and Contracted Services	23,026	15,000	33,000
252 Advertising and Legal Notices	32	500	500
260 Utilities	1,128	2,000	2,000
261 Telephone Charges	513	1,500	1,500
263 Postage	49	250	250
264 Printing and Copying	763	3,500	3,500
269 Other Services and Charges	6,714	1,500	2,000
<i>Subtotal</i>	53,942	63,850	84,810
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	-	1,402	1,762
971 Contingency	-	17,300	-
<i>Subtotal</i>	-	18,702	1,762
<b>SERVICE TOTAL</b>	<b>\$219,201</b>	<b>\$266,593</b>	<b>\$278,874</b>

## 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 marketing and advertising in the LDDA.

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#### SERVICE: Downtown Development Authority Arts and Entertainment

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Budgeted Positions:	2017 Budget	2018 Budget	2019 Budget
LDDA Executive Director	0.20	0.18	0.18
Downtown Specialist	0.10	0.15	0.15
Program Specialist	0.00	0.00	0.75
Administrative Assistant	0.33	0.35	0.35
<b>Total</b>	<b>0.63</b>	<b>0.68</b>	<b>1.43</b>

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#### LINE ITEM BUDGET

Personal Services	2017 Actual	2018 Budget	2019 Budget
111 Salaries and Wages	52,687	50,856	93,885
112 Wages - Temporary	18,851	12,000	7,500
115 One Time Payment	-	900	900
123 Leave Expense	873	-	-
126 Retirement Health Savings Plan	494	272	572
128 FICA	1,202	744	465
129 Medicare	937	728	1,449
131 MOPC	2,676	2,509	4,627
132 Employee Insurance	7,358	8,028	15,265
133 Employee Retirement	3,863	3,863	7,123
136 Unemployment Insurance	87	35	64
137 Staff Training and Conferences	-	300	500
139 Dental Insurance	322	-	-
142 Food Allowance	-	250	250
<i>Subtotal</i>	<i>90,190</i>	<i>80,485</i>	<i>132,600</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	6,335	15,000	17,750
217 Dues and Subscriptions	-	2,950	3,925
218 Non-Capital Equipment and Furniture	616	-	2,260
245 Mileage Allowance	-	200	200
246 Liability Insurance	757	1,000	1,000
250 Professional and Contracted Services	107,233	125,000	135,600
252 Advertising and Legal Notices	20,016	30,000	30,000
260 Utilities	117	7,700	5,500
261 Telephone Charges	91	-	-
263 Postage	3,102	3,000	3,000
264 Printing and Copying	10,110	10,000	13,500
269 Other Services and Charges	2,062	5,000	5,000
<i>Subtotal</i>	<i>150,439</i>	<i>199,850</i>	<i>217,735</i>
<b>SERVICE TOTAL</b>	<b>\$240,629</b>	<b>\$280,335</b>	<b>\$350,335</b>

## DOWNTOWN PARKING FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	28,210	38,387	45,353
Operating and Maintenance	17,501	29,415	34,682
Non-Operating	-	-	-
Capital	2,403	30,000	-
<b>TOTAL</b>	<b>\$ 48,115</b>	<b>\$ 97,802</b>	<b>\$ 80,035</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>Personal Services</b>			
111 Salaries and Wages	20,783	29,065	34,380
115 One Time Payment	-	500	500
123 Leave Expense	286	-	-
126 Retirement Health Savings Plan	183	160	184
129 Medicare	260	416	486
131 MOPC	1,056	1,433	1,675
132 Employee Insurance	3,900	4,586	5,526
133 Employee Retirement	1,525	2,207	2,579
136 Unemployment Insurance	46	20	23
139 Dental Insurance	171	-	-
<i>Subtotal</i>	28,210	38,387	45,353
<b>Operating and Maintenance</b>			
210 Office Supplies	718	2,250	2,600
218 Non-Capital Furniture Equipment and Tools	55	-	-
240 Equipment Repair and Maintenance	-	200	200
246 Liability Insurance	3,409	3,915	4,032
249 Operating Leases and Rentals	2,035	3,950	3,950
250 Professional and Contracted Services	11,031	16,000	18,500
252 Advertising and Legal Notices	-	500	500
260 Utilities	153	500	2,800
261 Telephone Charges	69	-	-
263 Postage	25	200	200
264 Printing and Copying	8	1,500	1,500
269 Other Services and Charges	-	400	400
<i>Subtotal</i>	17,501	29,415	34,682
<b>SERVICE TOTAL</b>	<b>\$45,712</b>	<b>\$67,802</b>	<b>\$80,035</b>

## Downtown Parking Fund - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 204,065</b>	<b>\$ 248,161</b>	<b>\$ 241,809</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Parking Permits	88,665	90,000	90,000
Intergovernmental Revenue	-	-	-
Interest Income	1,128	1,450	3,600
Miscellaneous	14	-	-
Interfund Transfers	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>89,807</b>	<b>91,450</b>	<b>93,600</b>
<b>EXPENDITURES</b>			
Personal Services	28,210	38,387	45,353
Operating and Maintenance	17,501	29,415	34,682
Non-Operating	-	-	-
Capital	2,403	30,000	-
Adjustment for GAAP Expenses	(2,404)	-	-
<b>TOTAL EXPENDITURES</b>	<b>45,711</b>	<b>97,802</b>	<b>80,035</b>
<b>ENDING WORKING CAPITAL</b>	<b>248,161</b>	<b>241,809</b>	<b>255,374</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 44,096	\$ (6,352)	\$ 13,565

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**SERVICE:** Downtown Parking

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	2017 Budget	2018 Budget	2019 Budget
<b>Budgeted Positions:</b>			
LDDA Executive Director	0.08	0.10	0.10
Downtown Specialist	0.05	0.05	0.11
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>0.38</b>	<b>0.40</b>	<b>0.46</b>

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## FLEET FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	1,645,517	1,662,045	1,697,365
Operating and Maintenance	1,980,445	2,328,871	2,537,306
Non-Operating	9,171	11,712	12,226
Capital	3,967,273	6,943,657	3,176,849
<b>TOTAL</b>	<b>\$ 7,602,406</b>	<b>\$ 10,946,285</b>	<b>\$ 7,423,746</b>

### *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.

### *2019 Budget*

Approximately \$3.2 million is budgeted for the purchase of replacement vehicles and equipment.



## FLEET FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 14,245,129</b>	<b>\$ 16,417,647</b>	<b>\$ 14,662,943</b>
Committed Working Capital	-	915,216	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Transfers from Other Funds	9,196,841	9,451,173	9,427,324
Grants	-		
Interest	124,063	205,624	190,963
Miscellaneous	596,372	450,000	450,000
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>9,917,276</b>	<b>10,106,797</b>	<b>10,068,287</b>
<b>EXPENSES</b>			
Personal Services	1,645,517	1,662,045	1,697,365
Operating and Maintenance	1,980,445	2,328,871	2,537,306
Non-Operating	9,171	11,712	11,856
Capital	3,967,273	6,943,657	3,176,849
Total Operating Expenses	7,602,406	10,946,285	7,423,376
Adjustment for GAAP Expenses	142,352	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>7,744,758</b>	<b>10,946,285</b>	<b>7,423,376</b>
<b>ENDING WORKING CAPITAL</b>	<b>16,417,647</b>	<b>14,662,943</b>	<b>17,307,854</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,172,518	\$ (839,488)	\$ 2,644,911

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>FLEET FUND PROJECTS</b>	<b>2019 Budget</b>
DRN046 Stormwtr Pollution Cntrl Fac for Serv/Utility Ctr	\$ 20,000
<b>TOTAL</b>	<b>\$ 20,000</b>

## 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.

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**SERVICE: Fleet**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	8.00	8.00
Master ASE Equipment Tech I	1.00	0.00	0.00
Lead Master Equipment Tech	1.00	1.00	1.00
Equipment Technician II	2.00	0.00	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	1.00	0.00	0.00
Automotive Parts Tech	0.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>

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**Service: Fleet****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	1,032,883	1,177,776	1,196,238
112 Wages - Temporary	7,610	-	-
115 One Time Payment	10,407	-	-
121 Wages - Overtime	24,867	26,000	24,000
122 Longevity Compensation	2,220	2,280	2,340
123 Leave Expense	30,598	4,000	5,000
126 Retirement Health Savings Plan	9,842	7,200	7,200
128 FICA	472	-	-
129 Medicare	12,597	15,557	15,752
131 MOPC	52,527	57,394	58,258
132 Employee Insurance	170,425	183,660	192,265
133 Employee Retirement	167,494	88,386	89,722
135 Compensation Insurance	99,381	78,288	71,921
136 Unemployment Insurance	2,023	804	819
137 Staff Training and Conferences	7,254	12,300	25,400
139 Dental Insurance	7,454	-	-
141 Uniforms and Protective Clothing	7,395	8,250	8,250
142 Food Allowance	68	150	200
<i>Subtotal</i>	<i>1,645,517</i>	<i>1,662,045</i>	<i>1,697,365</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	31,280	23,650
216 Reference Books and Materials	-	600	600
217 Dues and Subscriptions	1,885	2,150	2,150
218 Non-Capital Equipment and Furniture	32,010	23,310	26,110
220 Gas and Oil	699,639	775,401	988,220
221 Parts	610,260	665,000	643,000
225 Freight	32	300	300
228 Janitorial Supplies	25,291	-	-
233 Facility Repair and Maintenance	40,308	-	-
240 Equipment Repair and Maintenance	-	145,102	152,172
246 Liability Insurance	9,675	9,949	9,830
247 Safety Expenses	4,035	7,275	4,875
249 Operating Leases and Rentals	48,600	48,000	48,000
250 Professional and Contracted Services	209,443	293,550	293,550
259 Licenses and Permits	747	1,200	1,200
260 Utilities	16,803	20,000	16,000
261 Telephone Charges	1,979	3,275	3,450
263 Postage	85	1,200	500
264 Printing and Copying	200	450	450
269 Other Services and Charges	-	420	420
270 Administrative and Management Services	279,453	300,409	322,829
<i>Subtotal</i>	<i>1,980,445</i>	<i>2,328,871</i>	<i>2,537,306</i>
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	9,171	11,712	12,226
<i>Subtotal</i>	<i>9,171</i>	<i>11,712</i>	<i>12,226</i>
<b>Capital Outlay</b>			
432 Vehicles	3,965,894	6,802,757	3,156,849
440 Machinery and Equipment	-	130,900	-
<i>Subtotal</i>	<i>3,965,894</i>	<i>6,933,657</i>	<i>3,156,849</i>
<b>SERVICE TOTAL</b>	<b>\$7,601,027</b>	<b>\$10,936,285</b>	<b>\$7,403,746</b>

## GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	32,577	20,122	28,880
Operating and Maintenance	75,456	86,893	81,896
Non-Operating	-	7,000	7,000
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 108,033</b>	<b>\$ 114,015</b>	<b>\$ 117,776</b>

*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.

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**SERVICE: GID**

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Budgeted Positions:	2017 Budget	2018 Budget	2019 Budget
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.20	0.10	0.20
Administrative Assistant	0.08	0.05	0.05
<b>Total</b>	<b>0.33</b>	<b>0.20</b>	<b>0.30</b>

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## GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 90,996</b>	<b>\$ 90,415</b>	<b>\$ 92,680</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Property Taxes	86,537	97,000	123,169
Property Tax Increment - 1016	13,293	12,000	12,000
Automobile Taxes	6,600	6,000	6,000
Interest Income	808	1,280	1,940
Miscellaneous	214	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>107,452</b>	<b>116,280</b>	<b>143,109</b>
<b>EXPENDITURES</b>			
Personal Services	32,577	20,122	28,880
Operating and Maintenance	75,456	86,893	81,896
Non-Operating	-	7,000	7,000
Total Operating Expenses	108,033	114,015	117,776
<b>TOTAL EXPENDITURES</b>	<b>108,033</b>	<b>114,015</b>	<b>117,776</b>
<b>ENDING WORKING CAPITAL</b>	<b>90,415</b>	<b>92,680</b>	<b>118,013</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (581)	\$ 2,265	\$ 25,333

### LINE ITEM BUDGET

	2017 Actual	2018 Budget	2019 Budget
<b>Personal Services</b>			
111 Salaries and Wages	24,821	15,249	21,924
115 One Time Payment	-	250	250
123 Leave Expense	512	-	-
126 Retirement Health Savings Plan	210	80	120
129 Medicare	315	218	310
131 MOPC	1,269	752	1,072
132 Employee Insurance	3,427	2,405	3,538
133 Employee Retirement	1,832	1,157	1,651
136 Unemployment Insurance	41	11	15
139 Dental Insurance	150	-	-
<i>Subtotal</i>	<i>32,577</i>	<i>20,122</i>	<i>28,880</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,006	3,000	2,250
218 Non Capital Equipment and Furniture	55	-	-
240 Equipment Repair and Maintenance	6,533	5,900	3,150
246 Liability Insurance	3,940	4,430	4,563
249 Operating Leases and Rentals	911	1,200	1,200
250 Professional and Contracted Services	48,950	60,500	58,100
260 Utilities	6,182	550	550
261 Telephone Charges	22	-	-
263 Postage	25	50	50
264 Printing and Copying	3	1,000	1,000
269 Other Services and Charges	-	1,000	1,000
270 Administrative and Management Services	7,829	9,263	10,033
<i>Subtotal</i>	<i>75,456</i>	<i>86,893</i>	<i>81,896</i>
<b>Non-Operating Expense</b>			
971 Contingency	-	7,000	7,000
<i>Subtotal</i>	<i>-</i>	<i>7,000</i>	<i>7,000</i>
<b>SERVICE TOTAL</b>	<b>\$108,033</b>	<b>\$114,015</b>	<b>\$117,776</b>

## GOLF FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	1,107,779	1,263,168	1,176,773
Operating and Maintenance	1,155,272	1,351,086	1,309,484
Non-Operating	19,925	144,236	142,970
Capital	200,279	215,100	244,371
<b>TOTAL</b>	<b>\$ 2,483,256</b>	<b>\$ 2,973,590</b>	<b>\$ 2,873,598</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,314,820</b>	<b>\$ 1,656,748</b>	<b>\$ 1,074,498</b>
Committed Working Capital	-	276,220	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	-	-	-
Charges for Services	2,618,195	2,539,900	2,641,496
Developer Participation	-	-	-
Interest	8,731	5,060	20,000
Miscellaneous	161,345	122,600	126,464
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,788,271</b>	<b>2,667,560</b>	<b>2,787,960</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Golf Administration	337,230	563,711	521,526
Sunset Golf Course	402,344	451,906	426,258
Twin Peaks Golf Course	655,272	772,202	773,035
Ute Creek Golf Course	944,810	970,671	956,408
CIP Projects	143,600	215,100	196,371
Total Operating Expenses	2,483,256	2,973,590	2,873,598
Adjustment for GAAP Expenses	(36,913)	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,446,343</b>	<b>2,973,590</b>	<b>2,873,598</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,656,748</b>	<b>1,074,498</b>	<b>988,860</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 341,928	\$ (306,030)	\$ (85,638)

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>GOLF FUND PROJECTS</b>	<b>2019 Budget</b>
PBF001 Municipal Buildings Roof Improvements	\$ 34,771
PRO169 Golf Course Cart Path Improvements	\$ 60,600
PRO191 Golf Buildings Rehabilitation	101,000
<b>TOTAL</b>	<b>\$ 196,371</b>

## 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.

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**SERVICE: Golf Administration**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Golf Operations Manager	0.70	0.70	0.00
Recreation & Golf Manager	0.00	0.00	0.40
Marketing Coordinator	0.00	0.25	0.25
Administrative Assistant	0.75	0.75	0.75
<b>Total</b>	<b>1.45</b>	<b>1.70</b>	<b>1.40</b>

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**Service: Golf Administration****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	66,581	143,255	118,693
112 Temporary Wages	102	-	-
122 Longevity Compensation	1,596	1,638	-
123 Leave Expense	3,994	5,000	5,000
126 Retirement Health Savings Plan	13,291	680	560
129 Medicare	490	758	1,459
131 MOPC	5,054	6,244	5,031
132 Employee Insurance	16,826	19,981	16,601
133 Employee Retirement	16,862	9,616	7,747
135 Compensation Insurance	80	757	1,059
136 Unemployment Insurance	200	87	70
137 Staff Training and Conferences	1,341	2,400	2,400
139 Dental Insurance	735	-	-
142 Food Allowance	247	400	400
<i>Subtotal</i>	<i>127,400</i>	<i>190,816</i>	<i>159,020</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	1,787	2,500	2,500
216 Reference Books and Materials	89	100	100
217 Dues and Subscriptions	3,226	3,735	3,735
218 Non-Capital Equipment and Furniture	1,385	500	500
240 Equipment Repair and Maintenance	23	300	300
245 Mileage Allowance	-	100	100
246 Liability Insurance	1,085	1,028	1,097
249 Operating Leases and Rentals	110	-	-
250 Professional and Contracted Services	23,671	5,600	5,600
252 Advertising and Legal Notices	16,218	14,700	14,700
261 Telephone Charges	1,553	600	600
263 Postage	310	1,000	1,000
264 Printing and Copying	1,114	2,000	2,000
270 Administrative and Management Services	139,334	196,496	187,304
<i>Subtotal</i>	<i>189,904</i>	<i>228,659</i>	<i>219,536</i>
<b>Non-Operating Expense</b>			
927 Principal on Notes and Contracts	-	133,144	133,144
928 Interest Expense on Notes and Contracts	11,588	-	-
970 Transfers to Other Funds	8,337	11,092	9,826
<i>Subtotal</i>	<i>19,925</i>	<i>144,236</i>	<i>142,970</i>
<b>SERVICE TOTAL</b>	<b>\$337,230</b>	<b>\$563,711</b>	<b>\$521,526</b>

## 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.

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**SERVICE: Sunset Golf Course**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Golf Operations Manager	0.10	0.10	0.00
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
<b>Total</b>	<b>2.60</b>	<b>2.60</b>	<b>2.50</b>

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**Service: Sunset Golf Course****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	116,279	140,346	131,002
112 Wages - Temporary	29,182	33,380	33,380
121 Wages - Overtime	1,636	1,846	1,846
122 Longevity Compensation	228	234	-
123 Leave Expense	2,820	-	-
126 Retirement Health Savings Plan	3,632	1,040	1,000
128 FICA	1,806	2,070	2,070
129 Medicare	1,798	2,369	2,384
131 MOPC	5,822	7,017	6,550
132 Employee Insurance	21,632	22,455	21,615
133 Employee Retirement	17,435	10,807	10,087
135 Compensation Insurance	21,395	17,248	15,489
136 Unemployment Insurance	257	99	92
139 Dental Insurance	946	-	-
141 Uniforms and Protective Clothing	252	760	760
<i>Subtotal</i>	<i>225,120</i>	<i>239,671</i>	<i>226,275</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	2,810	3,520	3,520
218 Non-Capital Equipment and Furniture	881	3,000	3,000
222 Chemicals	10,463	12,000	12,000
232 Building Repair and Maintenance	17,332	-	-
240 Equipment Repair and Maintenance	-	38,864	23,600
246 Liability Insurance	3,761	5,062	5,160
247 Safety Expenses	411	600	600
249 Operating Leases and Rentals	10,064	11,280	11,280
250 Professional and Contracted Services	50,400	50,400	50,400
259 Licenses and Permits	-	200	200
260 Utilities	9,026	9,000	9,000
261 Telephone Charges	2,069	1,800	1,800
264 Printing and Copying	729	2,200	2,200
269 Other Services and Charges	11,861	10,500	10,500
273 Fleet Lease - Operating and Maintenance	6,770	14,873	16,219
274 Fleet Lease - Replacement	50,645	48,936	50,504
<i>Subtotal</i>	<i>177,224</i>	<i>212,235</i>	<i>199,983</i>
<b>SERVICE TOTAL</b>	<b>\$402,344</b>	<b>\$451,906</b>	<b>\$426,258</b>

## 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.

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**SERVICE: Twin Peaks Golf Course**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Golf Operations Manager	0.10	0.10	0.00
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
<b>Total</b>	<b>3.60</b>	<b>3.60</b>	<b>3.50</b>

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**Service: Twin Peaks Golf Course****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	148,639	204,675	195,839
112 Wages - Temporary	54,478	62,758	62,758
121 Wages - Overtime	1,352	2,834	2,834
122 Longevity Compensation	228	234	-
123 Leave Expense	2,596	-	-
126 Retirement Health Savings Plan	3,781	1,440	1,400
128 FICA	3,384	3,891	3,891
129 Medicare	2,393	3,727	3,750
131 MOPC	6,984	10,234	9,792
132 Employee Insurance	31,656	32,748	32,313
133 Employee Retirement	26,698	15,760	15,080
135 Compensation Insurance	2,323	17,924	16,190
136 Unemployment Insurance	376	143	137
139 Dental Insurance	1,385	-	-
141 Uniforms and Protective Clothing	592	1,400	1,400
<i>Subtotal</i>	<i>286,866</i>	<i>357,768</i>	<i>345,384</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	17,683	13,720	13,720
218 Non-Capital Equipment and Furniture	4,123	4,000	4,000
222 Chemicals	26,563	27,000	27,000
232 Building Repair and Maintenance	54,034	-	-
240 Equipment Repair and Maintenance	-	90,730	62,110
246 Liability Insurance	5,659	7,681	7,496
247 Safety Expenses	1,440	1,400	1,400
249 Operating Leases and Rentals	24,850	26,160	26,160
250 Professional and Contracted Services	63,600	63,600	63,600
259 Licenses and Permits	-	200	200
260 Utilities	42,207	43,000	43,000
261 Telephone Charges	1,588	2,700	2,700
264 Printing and Copying	3,155	2,900	2,900
269 Other Services and Charges	21,736	16,500	16,500
273 Fleet Lease - Operating and Maintenance	16,953	21,211	17,619
274 Fleet Lease - Replacement	84,816	93,632	91,246
<i>Subtotal</i>	<i>368,406</i>	<i>414,434</i>	<i>379,651</i>
<b>Capital Outlay</b>			
440 <i>Machinery and Equipment</i>	-	-	48,000
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>48,000</i>
<b>SERVICE TOTAL</b>	<b>\$655,272</b>	<b>\$772,202</b>	<b>\$773,035</b>

## 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.

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**SERVICE:** Ute Creek Golf Course

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Golf Operations Manager	0.10	0.10	0.00
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
<b>Total</b>	<b>4.10</b>	<b>4.10</b>	<b>4.00</b>

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**Service: Ute Creek Golf Course****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	225,587	236,840	228,257
112 Wages - Temporary	107,598	124,526	124,526
121 Wages - Overtime	2,055	2,834	2,834
122 Longevity Compensation	2,388	2,454	2,280
123 Leave Expense	6,190	-	-
126 Retirement Health Savings Plan	4,163	1,640	1,600
128 FICA	6,692	7,721	7,721
129 Medicare	3,388	3,970	3,988
131 MOPC	11,373	11,842	11,413
132 Employee Insurance	36,668	37,894	37,662
133 Employee Retirement	35,854	18,237	17,576
135 Compensation Insurance	22,971	25,089	6,378
136 Unemployment Insurance	435	166	159
139 Dental Insurance	1,604	-	-
141 Uniforms and Protective Clothing	1,427	1,700	1,700
<i>Subtotal</i>	<b>468,393</b>	<b>474,913</b>	<b>446,094</b>
<b>Operating and Maintenance</b>			
210 Office Supplies	12,703	14,240	14,240
218 Non-Capital Equipment and Furniture	6,641	12,800	8,000
222 Chemicals	26,432	28,000	28,000
232 Building Repair and Maintenance	79,127	-	-
240 Equipment Repair and Maintenance	-	72,050	72,050
246 Liability Insurance	21,778	23,802	8,452
247 Safety Expenses	2,105	1,500	1,500
249 Operating Leases and Rentals	9,273	66,480	66,480
250 Professional and Contracted Services	70,800	70,800	70,800
259 Licenses and Permits	-	200	200
260 Utilities	45,901	51,000	51,000
261 Telephone Charges	1,825	3,240	3,240
264 Printing and Copying	2,837	2,600	2,600
269 Other Services and Charges	27,895	23,500	23,500
273 Fleet Lease - Operating and Maintenance	25,266	22,388	24,235
274 Fleet Lease - Replacement	87,145	103,158	136,017
<i>Subtotal</i>	<b>419,737</b>	<b>495,758</b>	<b>510,314</b>
<b>Capital Outlay</b>			
440 Machinery and Equipment	56,679	-	-
<i>Subtotal</i>	<b>56,679</b>	<b>-</b>	<b>-</b>
<b>SERVICE TOTAL</b>	<b>\$944,810</b>	<b>\$970,671</b>	<b>\$956,408</b>

## LIBRARY SERVICES FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	70,902	46,500	46,500
Non-Operating	18,054	20,500	20,500
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 88,956</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>Personal Services</b>			
142 Food Allowance	-	2,000	2,000
<i>Subtotal</i>	-	2,000	2,000
<b>Operating and Maintenance</b>			
210 Office Supplies	30,534	-	-
211 Adult Books	3,859	11,500	11,500
212 Children's Books	9,282	7,000	7,000
215 Audiovisual Materials	-	5,000	5,000
216 Reference Books and Materials	3,723	11,000	11,000
218 Non-Capital Equipment and Furniture	1,120	-	-
250 Professional and Contracted Services	11,535	12,000	12,000
263 Postage	32	-	-
264 Printing and Copying	694	-	-
269 Other Services and Charges	10,124	-	-
<i>Subtotal</i>	70,902	46,500	46,500
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	18,054	20,500	20,500
<i>Subtotal</i>	18,054	20,500	20,500
<b>SERVICE TOTAL</b>	<b>\$88,956</b>	<b>\$69,000</b>	<b>\$69,000</b>



## LIBRARY SERVICES - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 165,146</b>	<b>\$ 178,611</b>	<b>\$ 185,427</b>
COMMITTED WORKING CAPITAL	-	23,184	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Interest	391	-	600
Grants and Donations	88,071	84,000	71,000
Miscellaneous	13,959	15,000	15,000
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>102,421</b>	<b>99,000</b>	<b>86,600</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Personal Services	-	2,000	2,000
Operating and Maintenance	70,902	46,500	46,500
Non-Operating	18,054	20,500	20,500
Total Operating Expenses	88,956	69,000	69,000
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>88,956</b>	<b>69,000</b>	<b>69,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>178,611</b>	<b>185,427</b>	<b>203,027</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 13,465	\$ 30,000	\$ 17,600

## LODGERS' TAX FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	387,550	474,616	462,121
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 387,550</b>	<b>\$ 474,616</b>	<b>\$ 462,121</b>

*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

		2017 Actual	2018 Budget	2019 Budget
<b>Operating and Maintenance</b>				
250	Professional and Contracted Services	387,550	474,616	462,121
	<i>Subtotal</i>	<i>387,550</i>	<i>474,616</i>	<i>462,121</i>
	<b>SERVICE TOTAL</b>	<b>\$387,550</b>	<b>\$474,616</b>	<b>\$462,121</b>

## LODGERS' TAX FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 123,904</b>	<b>\$ 156,475</b>	<b>\$ 83,605</b>
Committed Working Capital	-	72,870	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	419,936	474,616	462,121
Interest	185	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>420,121</b>	<b>474,616</b>	<b>462,121</b>
<b>EXPENDITURES</b>			
Operating and Maintenance	387,550	474,616	462,121
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>387,550</b>	<b>474,616</b>	<b>462,121</b>
<b>ENDING WORKING CAPITAL</b>	<b>156,475</b>	<b>83,605</b>	<b>83,605</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 32,571	\$ -	\$ -

## LONGMONT URBAN RENEWAL FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,475,679	2,079,844	2,361,118
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 2,475,679</b>	<b>\$ 2,079,844</b>	<b>\$ 2,361,118</b>

## LONGMONT URBAN RENEWAL FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 5,707</b>	<b>\$ 6,923</b>	<b>\$ 6,923</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Property Tax Increment	1,184,076	1,720,000	2,001,274
Sales Tax Increment	1,291,587	359,844	359,844
Interest	1,232	-	-
Transfers from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,476,895</b>	<b>2,079,844</b>	<b>2,361,118</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,475,679	2,079,844	2,361,118
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,475,679</b>	<b>2,079,844</b>	<b>2,361,118</b>
<b>ENDING WORKING CAPITAL</b>	<b>6,923</b>	<b>6,923</b>	<b>6,923</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,216	\$ -	\$ -

## MUSEUM SERVICES FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	69,610	78,776	108,340
Operating and Maintenance	166,244	112,457	400,468
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 235,854</b>	<b>\$ 191,233</b>	<b>\$ 508,808</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 10,279</b>	<b>\$ 133,816</b>	<b>\$ 112,850</b>
Committed Working Capital	-	157,551	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	29,850	31,000	30,000
Charges for Services	133,793	99,100	337,204
Grants and Donations	83,018	25,500	25,500
Interest	612	-	754
Miscellaneous	(3,391)	23,500	2,500
Other Funds Transfer	115,509	-	-
Estimated Revenue Revision	-	148,718	-
Adjustment for GAAP Revenue	-	-	-
	-		
<b>TOTAL FUNDS</b>	<b>359,391</b>	<b>327,818</b>	<b>395,958</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Personal Services	69,610	78,776	108,340
Operating and Maintenance	166,244	112,457	400,468
Non-Operating	-	-	-
Capital Projects	-	-	-
Adjustment for GAAP Expenses	-		
<b>TOTAL EXPENDITURES</b>	<b>235,854</b>	<b>191,233</b>	<b>508,808</b>
<b>ENDING WORKING CAPITAL</b>	<b>133,816</b>	<b>112,850</b>	<b>0</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 123,537	\$ 136,585	\$ (112,850)

**Service: Museum Services****SERVICE: Museum Services**

<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Museum Program Leader	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**LINE ITEM BUDGET**

<b>Personal Services</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111 Salaries and Wages	47,005	55,737	58,157
112 Wages - Temporary	3,776	5,501	30,009
123 Leave Expense	311	-	-
126 Retirement Health Savings Plan	-	400	400
128 FICA	412	341	1,861
129 Medicare	679	868	1,257
131 MOPC	2,217	2,716	2,833
132 Employee Insurance	11,124	8,691	9,350
133 Employee Retirement	3,203	4,183	4,363
135 Compensation Insurance	303	301	70
136 Unemployment Insurance	235	38	40
139 Dental Insurance	346	-	-
<i>Subtotal</i>	<i>69,610</i>	<i>78,776</i>	<i>108,340</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	9,169	21,088	30,075
216 Reference Books and Materials	-	100	200
218 Non-Capital Equipment and Furniture	37,643	-	-
223 Lab and Photo Supplies	3,344	-	-
225 Freight	2,975	-	10,000
240 Equipment Repair and Maintenance	830	-	-
245 Mileage Allowance	19	300	-
246 Liability Insurance	49	109	194
249 Operating Leases and Rentals	12,361	20,060	25,130
250 Professional and Contracted Services	73,783	41,900	95,800
252 Ads and Legal Notices	4,156	5,100	1,000
263 Postage	4,807	5,050	3,975
264 Printing and Copying	14,962	18,350	2,800
269 Other Services and Charges	2,149	400	20,990
270 Administrative Management Services	-	-	210,304
<i>Subtotal</i>	<i>166,244</i>	<i>112,457</i>	<i>400,468</i>
<b>SERVICE TOTAL</b>	<b>\$235,854</b>	<b>\$191,233</b>	<b>\$508,808</b>

## MUSEUM TRUST FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	30,494	29,000	20,000
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 30,494</b>	<b>\$ 29,000</b>	<b>\$ 20,000</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>Operating and Maintenance</b>			
210 Supplies	2,631	-	-
218 Non-Capital Equipment and Furniture	99	-	-
224 Resale Merchandise	17,530	20,000	20,000
250 Professional and Contracted Services	1,512	-	-
252 Ads and Legal Notices	1,512	9,000	-
264 Printing Copying and Binding	1,670	-	-
269 Other Services and Charges	5,540	-	-
<i>Subtotal</i>	<i>30,494</i>	<i>29,000</i>	<i>20,000</i>
<b>SERVICE TOTAL</b>	<b>\$30,494</b>	<b>\$29,000</b>	<b>\$20,000</b>



## MUSEUM TRUST FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 41,139</b>	<b>\$ 46,287</b>	<b>\$ 48,287</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Sales	31,381	29,000	30,000
Interest	193	-	-
Grants and Donations	2,600	2,000	2,000
Miscellaneous	1,468	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>35,642</b>	<b>31,000</b>	<b>32,000</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Personal Services	-	-	-
Operating and Maintenance	30,494	29,000	20,000
Non-Operating Expense	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>30,494</b>	<b>29,000</b>	<b>20,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>46,287</b>	<b>48,287</b>	<b>60,287</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 5,148	\$ 2,000	\$ 12,000

## OPEN SPACE FUND - Fund Summary

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	357,971	429,458	492,052
Operating and Maintenance	375,549	577,207	568,800
Non-Operating	4,084,607	2,125,584	2,743,508
Capital	2,664,905	902,270	3,827,353
<b>TOTAL</b>	<b>\$ 7,483,032</b>	<b>\$ 4,034,519</b>	<b>\$ 7,631,713</b>

*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**

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 5,883,924</b>	<b>\$ 7,270,378</b>	<b>\$ 4,964,121</b>
Committed Working Capital	-	2,592,175	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	4,156,190	4,102,189	4,331,508
Intergovernmental Revenue	2,667,164	177,957	177,957
Developer Participation	-	-	-
Interest	54,593	6,871	13,940
Miscellaneous	73,413	55,000	55,000
Bond Proceeds	-	-	-
Other Funds Transfer	1,938,829	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>8,890,189</b>	<b>4,342,017</b>	<b>4,578,405</b>
<b>EXPENDITURES</b>			
Personal Services	370,543	443,238	505,832
Operating and Maintenance	383,680	585,007	576,600
Non-Operating	4,084,607	2,125,584	2,743,508
Capital	2,664,905	902,270	3,827,353
<b>TOTAL EXPENDITURES</b>	<b>7,503,735</b>	<b>4,056,099</b>	<b>7,653,293</b>
<b>ENDING WORKING CAPITAL</b>	<b>7,270,378</b>	<b>4,964,121</b>	<b>1,889,233</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,386,454	\$ 285,918	\$ (3,074,888)

**CAPITAL IMPROVEMENT PROGRAM PROJECTS**

<b>OPEN SPACE FUND PROJECTS</b>	<b>2019 Budget</b>
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 3,514,800
PRO200 Public Education and Interpretive Signage	5,750
PRO202 Montgomery Farms Land Acquisition	67,375
PRO205 Distel Property Acquisition	180,000
<b>TOTAL</b>	<b>\$ 3,767,925</b>

## OPEN SPACE SANDSTONE RANCH FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	12,572	13,780	13,780
Operating and Maintenance	8,130	7,800	7,800
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 20,702</b>	<b>\$ 21,580</b>	<b>\$ 21,580</b>

*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**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
112 Wages - Temporary	12,554	12,800	12,800
128 FICA	19	794	794
129 Medicare	-	186	186
<i>Subtotal</i>	<i>12,572</i>	<i>13,780</i>	<i>13,780</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	4,663	5,500	5,500
218 Non-Capital Equipment and Furniture	480	-	-
250 Professional and Contracted Services	2,987	2,000	2,000
263 Postage	-	300	300
<i>Subtotal</i>	<i>8,130</i>	<i>7,800</i>	<i>7,800</i>
<b>SERVICE TOTAL</b>	<b>\$20,702</b>	<b>\$21,580</b>	<b>\$21,580</b>

## 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.

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**SERVICE: Open Space and Trails**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Natural Resources Manager	0.35	0.35	0.35
Project Manager II	0.10	0.23	0.10
Project Manager/Volunteer Coordinator	0.00	0.00	0.25
Flood Recovery Manager	0.00	0.10	0.00
Land Program Administrator	0.90	0.90	0.90
Natural Resources Specialist	0.50	0.50	0.50
Natural Resources Technician	0.00	0.00	0.50
Sr Civil Engineer	0.20	0.20	0.20
Neighborhood Resource Specialist	0.00	0.08	0.08
Construction Inspector	0.20	0.20	0.20
Volunteer Coordinator	0.00	0.13	0.00
Weed Technician	0.17	0.17	0.42
Administrative Analyst	0.00	0.00	0.10
Executive Assistant	0.10	0.20	0.20
<b>Total</b>	<b>2.52</b>	<b>3.06</b>	<b>3.80</b>

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**Service: Open Space and Trails****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	220,515	268,527	311,452
112 Wages - Temporary	45,392	60,960	60,960
115 One Time Payment	2,111	-	-
121 Wages - Overtime	1,934	500	500
123 Leave Expense	3,215	2,000	2,000
126 Retirement Health Savings Plan	1,852	1,224	1,520
128 FICA	3,631	3,780	3,780
129 Medicare	3,741	4,687	5,301
131 MOPC	11,193	13,114	15,226
132 Employee Insurance	35,499	41,965	50,242
133 Employee Retirement	16,163	20,195	23,445
135 Compensation Insurance	3,862	4,495	4,312
136 Unemployment Insurance	422	211	214
137 Staff Training and Conferences	3,139	4,200	7,600
139 Dental Insurance	1,553	-	-
141 Uniforms and Protective Clothing	3,482	3,000	4,900
142 Food Allowance	267	600	600
<i>Subtotal</i>	<i>357,971</i>	<i>429,458</i>	<i>492,052</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	9,444	14,566	13,650
214 Pamphlets and Documents	-	300	300
216 Reference Books and Materials	304	1,000	1,000
217 Dues and Subscriptions	839	900	900
218 Non-Capital Equipment and Furniture	9,308	10,346	16,811
221 Parts	777	500	500
222 Chemicals	2,062	4,380	4,380
232 Building Repair and Maintenance	8,744	-	-
240 Equipment Repair and Maintenance	-	84,500	85,850
244 Assessments	19,844	-	-
246 Liability Insurance	2,878	2,122	2,208
247 Safety Expenses	837	900	900
249 Operating Leases and Rentals	200	500	1,400
250 Professional and Contracted Services	120,685	203,766	210,287
252 Advertising and Legal Notices	(13)	100	100
261 Telephone Charges	1,844	4,592	4,592
263 Postage	67	500	300
264 Printing and Copying	825	2,180	2,170
269 Other Services and Charges	1,369	2,150	2,150
270 Administrative and Management Services	151,049	181,032	150,329
273 Fleet Lease - Operating and Maintenance	10,076	21,094	20,148
274 Fleet Lease - Replacement	34,412	41,779	50,825
<i>Subtotal</i>	<i>375,549</i>	<i>577,207</i>	<i>568,800</i>
<b>Non-Operating Expense</b>			
922 Interest - Current Bond Issues	975,414	940,314	1,337,621
923 Principal - Current Bond Issues	1,170,000	1,185,000	1,400,000
970 Transfers to Other Funds	1,939,193	270	5,887
<i>Subtotal</i>	<i>4,084,607</i>	<i>2,125,584</i>	<i>2,743,508</i>
<b>Capital Outlay</b>			
432 Vehicles	9,700	7,375	59,428
440 Machinery and Equipment	4,967	-	-
<i>Subtotal</i>	<i>14,667</i>	<i>7,375</i>	<i>59,428</i>
<b>SERVICE TOTAL</b>	<b>\$4,832,794</b>	<b>\$3,139,624</b>	<b>\$3,863,788</b>

## PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	21,530	-
Operating and Maintenance	12,306	30,000	75,000
Non-Operating	5,062	5,000	5,000
Capital - Non-Flood	206,519	958,868	834,151
Capital - Flood	2,503,171	-	-
<b>TOTAL</b>	<b>\$ 2,727,058</b>	<b>\$ 1,015,398</b>	<b>\$ 914,151</b>

*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.

*2019 Budget*

The following capital project is funded in 2019. A detailed description for this project is included in the 2019-2023 Capital Improvement Program.

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

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PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2019 Budget
<u>MAINTENANCE FEE PROJECTS</u>	
PRO186 Park Infrastructure Rehab and Replacement	\$ 834,151
<b>TOTAL</b>	<b>\$ 834,151</b>



## PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL MAINTENANCE FEE</b>	<b>\$ 4,438,983</b>	<b>\$ 4,922,128</b>	<b>\$ 4,846,542</b>
Committed Working Capital - Maintenance	-	-	-
Committed Working Capital - Flood	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Park and Greenway Maintenance Fee	1,042,491	939,038	953,438
Park and Greenway Maintenance Flood Fee	(50,700)	-	-
Intergovernmental Revenue - Flood	2,196,861	-	-
Interest - Maintenance	10,142	774	423
Interest - Flood	11,409	-	-
Miscellaneous	-	-	-
Miscellaneous - Flood	-	-	-
Insurance Proceeds - Flood	-	-	-
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>3,210,203</b>	<b>939,812</b>	<b>953,861</b>
<b>EXPENDITURES</b>			
Personal Services	-	21,530	-
Operating and Maintenance	12,306	30,000	75,000
Non-Operating	5,062	5,000	5,000
Non-Operating - Flood	-	-	-
Capital Projects - Maintenance	206,519	958,868	834,151
Capital Projects - Flood	2,503,171	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,727,058</b>	<b>1,015,398</b>	<b>914,151</b>
<b>ENDING WORKING CAPITAL MAINTENANCE FEE</b>	<b>4,922,128</b>	<b>4,846,542</b>	<b>4,886,252</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 483,145	\$ (75,586)	\$ 39,710

## PARKS GRANTS AND DONATIONS FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL MAINTENANCE FEE</b>	<b>\$ 622,288</b>	<b>\$ 620,012</b>	<b>\$ 620,012</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Grants and Donations	2,600	-	-
Miscellaneous	-	-	-
Interest	3,407	-	8,900
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>6,007</b>	<b>-</b>	<b>8,900</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	8,283	-	2,600
Non-Operating	-	-	-
Capital Projects	-	-	600,600
<b>TOTAL EXPENDITURES</b>	<b>8,283</b>	<b>-</b>	<b>603,200</b>
<b>ENDING WORKING CAPITAL MAINTENANCE FEE</b>	<b>620,012</b>	<b>620,012</b>	<b>25,712</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (2,276)	\$ -	\$ (594,300)

### *2019 Budget*

The following capital project is funded in 2019. A detailed description for this project is included in the 2019-2023 Capital Improvement Program.

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK GRANTS AND DONATIONS FUND PROJECTS	2019 Budget
PRO05B St Vrain Greenway	\$ 600,600
<b>TOTAL</b>	<b>\$ 600,600</b>

## PARKS GRANTS AND DONATIONS FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	8,283	-	2,600
Non-Operating	-	-	-
Capital	-	-	600,600
<b>TOTAL</b>	<b>\$ 8,283</b>	<b>\$ -</b>	<b>\$ 603,200</b>

### *Fund Description*

The Parks Grants and Donations Fund was created to receive funds donated or granted to the City for development or improvement of parks.

## PARK IMPROVEMENT FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	46,938	5,854,440	2,062,240
<b>TOTAL</b>	<b>\$ 46,938</b>	<b>\$ 5,854,440</b>	<b>\$ 2,062,240</b>

*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).

*2019 Budget*

The following capital projects are funded in 2019. Detailed descriptions for these projects are included in the 2019-2023 Capital Improvement Program.

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

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PARK IMPROVEMENT FUND PROJECT	2019 Budget
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 813,050
PRO010 Union Reservoir Master Planned Improvements	310,600
PRO077 McIntosh Lake District Park	220,050
PRO140 Fox Meadows Neighborhood Park	188,200
PRO200 Public Education and Interpretive Signage	13,000
PRO202 Montgomery Farms Land Acquisition	517,340
<b>TOTAL</b>	<b>\$ 2,062,240</b>

## PARK IMPROVEMENT FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 8,111,824</b>	<b>\$ 10,738,505</b>	<b>\$ 4,816,536</b>
Committed Working Capital	-	2,204,439	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Building Permit Fees	2,624,027	2,107,950	2,113,000
Interest	49,592	28,960	23,263
Grants and Donations	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,673,619</b>	<b>2,136,910</b>	<b>2,136,263</b>
<b>EXPENDITURES</b>			
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital Projects	46,938	5,854,440	2,062,240
Adjustment for GAAP Expense	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>46,938</b>	<b>5,854,440</b>	<b>2,062,240</b>
<b>ENDING WORKING CAPITAL</b>	<b>10,738,505</b>	<b>4,816,536</b>	<b>4,890,559</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,626,681	\$ (3,717,530)	\$ 74,023

**PROBATION SERVICES FUND - Fund Summary**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Personal Services	37,317	78,162	80,093
Operating and Maintenance	213	8,566	8,573
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 37,530</b>	<b>\$ 86,728</b>	<b>\$ 88,666</b>

## PROBATION SERVICES FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 99,392</b>	<b>\$ 104,121</b>	<b>\$ 68,193</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Court Surcharges	41,695	50,000	40,000
Interest	564	800	900
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>42,259</b>	<b>50,800</b>	<b>40,900</b>
<b>EXPENDITURES</b>			
Personal Services	37,317	78,162	80,093
Operating and Maintenance	213	8,566	8,573
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>37,530</b>	<b>86,728</b>	<b>88,666</b>
<b>ENDING WORKING CAPITAL</b>	<b>104,121</b>	<b>68,193</b>	<b>20,427</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,729	\$ (35,928)	\$ (47,766)

## 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

	2017 Actual	2018 Budget	2019 Budget
<b>Personal Services</b>			
111 Salaries and Wages	27,649	60,037	61,336
126 Retirement Health Savings Plan	-	400	400
129 Medicare	-	848	867
131 MOPC	-	2,926	2,988
132 Employee Insurance	9,114	9,362	9,813
133 Employee Retirement	-	4,505	4,603
135 Compensation Insurance	47	43	44
136 Unemployment Insurance	108	41	42
139 Dental Insurance	399	-	-
<i>Subtotal</i>	37,317	78,162	80,093
<b>Operating and Maintenance</b>			
240 Equipment Repair and Maintenance	124	300	300
246 Liability Insurance	89	415	422
250 Professional and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	213	8,566	8,573
<b>SERVICE TOTAL</b>	<b>\$37,530</b>	<b>\$86,728</b>	<b>\$88,666</b>

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**SERVICE: Probation Services**

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	2017 Budget	2018 Budget	2019 Budget
<b>Budgeted Positions:</b>			
Probation Officer	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## PUBLIC BUILDINGS CIF FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,764,495	-	-
<b>TOTAL</b>	<b>\$ 1,764,495</b>	<b>\$ -</b>	<b>\$ -</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 2,715,289</b>	<b>\$ 1,300,381</b>	<b>\$ -</b>
Committed Working Capital	-	1,304,381	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Developer Participation	331,158	-	-
Interest	18,429	-	-
Miscellaneous	-	-	-
Estimated Revenue Revision	-	4,000	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>349,587</b>	<b>4,000</b>	<b>-</b>
<b>EXPENDITURES</b>			
Non-Operating	-	-	-
Capital	1,764,495	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,764,495</b>	<b>-</b>	<b>-</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,300,381</b>	<b>-</b>	<b>-</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,414,908)	\$ 4,000	\$ -

## PUBLIC IMPROVEMENT FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	214,506	444,894	54,550
Non-Operating	5,763,503	3,599,100	3,186,150
Capital	3,920,376	2,581,155	3,463,514
<b>TOTAL</b>	<b>\$ 9,898,385</b>	<b>\$ 6,625,149</b>	<b>\$ 6,704,214</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 126,424</b>	<b>\$ 228,194</b>	<b>\$ (252,648)</b>
Committed Working Capital	-	18,023	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	6,639,848	6,099,307	6,443,286
Intergovernmental Revenue	188,889	-	-
Grants and Donations	9,330	-	-
Interest	31,788	40,000	40,000
Miscellaneous	300	-	-
Operating Transfers	3,130,000	-	697,000
Estimated Revenue Revision	-	23,023	-
<b>TOTAL FUNDS</b>	<b>10,000,155</b>	<b>6,162,330</b>	<b>7,180,286</b>
<b>EXPENDITURES</b>			
Operating and Maintenance	214,506	444,894	54,550
Non-Operating	5,763,503	3,599,100	3,186,150
Capital	3,920,376	2,581,155	3,463,514
<b>TOTAL EXPENDITURES</b>	<b>9,898,385</b>	<b>6,625,149</b>	<b>6,704,214</b>
<b>ENDING WORKING CAPITAL</b>	<b>228,194</b>	<b>(252,648)</b>	<b>223,424</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 101,770	\$ (462,819)	\$ 476,072

Footnote: From a budget perspective this fund is projected to have a negative working capital at the end of 2018 due to the \$800,000 included in the 2018 adopted budget for the loan repayment to the Fleet Fund for the Public Safety radio replacement project. The actual transfer will be only \$400,000 making the actual ending working capital positive.

## Service: **Public Improvement Fund**

### Service Description:

Capital projects for 2019 are listed below, and detailed descriptions of each project are included in the 2019-2023 Capital Improvement Program.

### CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>PUBLIC IMPROVEMENT FUND PROJECTS</b>	<b>2019 Budget</b>
PBF001 Municipal Buildings Roof Improvements	\$ 732,089
PBF002 Municipal Facilities ADA Improvements	195,869
PBF080 Municipal Buildings Boiler Replacement	46,814
PBF082 Muni Buildings HVAC Replacement	635,942
PBF109 Municipal Facilities Parking Lot Rehabilitation	166,650
PBF119 Muni Buildings Flooring Replacement	18,180
PBF145 Community Services Specialized Equipment	225,225
PBF178 Council Chambers Remodel	229,108
PBF181 Municipal Buildings UPS Repair and Replacement	16,500
PBF189 Municipal Buildings Exterior Maintenance	10,000
PBF190 Municipal Buildings Interior Maintenance	16,200
PBF204 Sunset Campus Expansion	40,000
PRO102 Swimming and Wading Pools Maintenance	155,153
PRO113 Park Irrigation Pump Systems Rehabilitation	61,500
PRO121 Park Ponds Dredging and Stabilization	34,280
PRO136 Park Bridge Replacement Program	255,594
PRO186 Park Infrastructure Rehabilitation and Replacement	194,160
PRO204 Pollinator Gardens	30,250
TRP131 1st and Main Transit Station Area Improvements	400,000
<b>TOTAL</b>	<b>\$ 3,463,514</b>

## SENIOR SERVICES FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	65,899	75,592	82,262
Operating and Maintenance	265,865	259,280	273,871
Non-Operating	59,769	26,085	24,586
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 391,533</b>	<b>\$ 360,957</b>	<b>\$ 380,719</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 274,925</b>	<b>\$ 246,237</b>	<b>\$ 177,045</b>
COMMITTED WORKING CAPITAL	-	200	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charge for Services	229,468	291,465	258,000
Interest	1,531	-	-
Miscellaneous	2,327	500	1,000
Grants and Donations	129,519	-	80,000
<b>TOTAL FUNDS</b>	<b>362,845</b>	<b>291,965</b>	<b>339,000</b>
<b>EXPENDITURES</b>			
Personal Services	65,899	75,592	82,262
Operating and Maintenance	265,865	259,280	273,871
Non-Operating	59,769	26,085	24,586
Capital	-	-	-
Total Operating Expenses	391,533	360,957	380,719
<b>TOTAL EXPENDITURES</b>	<b>391,533</b>	<b>360,957</b>	<b>380,719</b>
<b>ENDING WORKING CAPITAL</b>	<b>246,237</b>	<b>177,045</b>	<b>135,326</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (28,688)	\$ (68,992)	\$ (41,719)

**Service: Senior Services Fund****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	24,764	30,961	33,547
112 Wages - Temporary	29,436	30,000	32,000
123 Leave Expense	1,085	-	-
126 Retirement Health Savings Plan	-	200	200
128 FICA	1,522	1,860	1,984
129 Medicare	663	873	938
131 MOPC	1,286	1,508	1,634
132 Employee Insurance	-	4,828	5,394
133 Employee Retirement	1,858	2,324	2,518
135 Compensation Insurance	19	16	25
136 Unemployment Insurance	-	22	22
137 Staff Training and Conferences	5,265	3,000	4,000
<i>Subtotal</i>	<i>65,899</i>	<i>75,592</i>	<i>82,262</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	19,390	60,550	65,550
217 Dues and Subscriptions	619	500	500
218 Non-Capital Equipment and Furniture	2,666	10,000	10,000
223 Lab and Photo Supplies	44,998	-	-
245 Mileage Allowance	169	400	400
246 Liability Insurance	4	39	575
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	184,380	160,000	165,000
261 Telephone Charges	114	100	100
264 Printing and Copying	73	8,500	6,500
269 Other Services and Charges	150	2,500	2,500
273 Fleet Lease - Operating and Maintenance	-	3,339	9,394
274 Fleet Lease - Replacement	13,302	13,302	13,302
<i>Subtotal</i>	<i>265,865</i>	<i>259,280</i>	<i>273,871</i>
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	59,769	26,085	24,586
<i>Subtotal</i>	<i>59,769</i>	<i>26,085</i>	<i>24,586</i>
<b>SERVICE TOTAL</b>	<b>\$391,533</b>	<b>\$360,957</b>	<b>\$380,719</b>

**SERVICE: Senior Services Fund**

<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Marketing Coordinator	0.00	0.00	0.50
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>

## STORM DRAINAGE FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	1,906,878	2,057,606	2,377,252
Operating and Maintenance	1,139,930	1,679,790	2,220,219
Non-Operating	2,002,367	2,462,409	2,703,840
Capital	13,567,503	10,193,902	1,975,186
<b>TOTAL</b>	<b>\$ 18,616,678</b>	<b>\$ 16,393,707</b>	<b>\$ 9,276,497</b>

### *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 seven budget services: Public Works and Natural Resources Director, Storm Drainage Engineering, Storm Drainage Maintenance, Storm Drainage Quality Laboratory, Construction Inspection, Regulatory Compliance, and Engineering/Survey Technical Services. Administration of this fund is provided by the Public Works and Natural Resources Department.

### *2019 Budget*

The 2019 Budget includes \$1,955,991 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2019-2023 Capital Improvement Program. The following capital projects are funded in 2019:

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

<b>STORM DRAINAGE FUND PROJECTS</b>	<b>2019 Budget</b>
DRN021 Storm Drainage Rehabilitation and Improvements	\$ 1,211,000
DRN028 S[romg Gulch #2 Drainage & Greenway Improvements	404,000
DRN037 Oligarchy Ditch Improvements	125,000
DRN039 Resilient St Vrain Project	25,000
PBF080 Municipal Buildings Boiler Replacement	11,443
PBF082 Municipal Buildings HVAC Replacement	4,317
PBF119 Municipal Buildings Flooring Replacement	3,131
PBF192 Operations & Maintenance Building/Site Improvements	172,100
<b>TOTAL</b>	<b>\$ 1,955,991</b>



## STORM DRAINAGE FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 16,677,966</b>	<b>\$ 12,916,052</b>	<b>\$ 3,333,828</b>
Committed Working Capital	-	9,255,917	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	6,917,289	6,997,400	7,146,200
Capital Investment Fee	568,223	246,900	277,800
Intergovernmental Revenue	5,730,043	8,786,900	-
Interest	125,541	30,600	15,500
Miscellaneous	189,001	5,600	5,600
Bond Proceeds	-	-	-
Transfer from Storm Drainage	1,028,861	-	-
Estimated Revenue Adjustment	-	-	-
<b>TOTAL FUNDS</b>	<b>14,558,958</b>	<b>16,067,400</b>	<b>7,445,100</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Public Works and Water Utilities Director	1,800,867	2,410,706	2,120,139
Storm Drainage Engineering	1,513,906	1,155,979	1,594,826
Storm Drainage Maintenance	810,584	1,118,883	1,256,217
Storm Drainage Water Quality Lab	65,003	150,411	154,513
Storm Drainage Construction Inspection	95,004	131,190	133,253
Storm Drainage Regulatory Compliance	589,242	1,078,572	1,884,952
Storm Drainage Engineering/Survey Tech Services	175,707	170,664	176,606
CIP Projects	13,566,366	10,177,302	1,955,991
Total Operating Expenses	18,616,678	16,393,707	9,276,497
Adjustment for GAAP Expenses	(295,806)	-	-
<b>TOTAL EXPENDITURES</b>	<b>18,320,872</b>	<b>16,393,707</b>	<b>9,276,497</b>
<b>ENDING WORKING CAPITAL</b>	<b>12,916,052</b>	<b>3,333,828</b>	<b>1,502,431</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,761,914)	\$ (326,307)	\$ (1,831,397)

# 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.

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**SERVICE: Public Works and Natural Resources General Manager**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
General Manager PW&NR	0.15	0.15	0.15
PWNR Business & Strategic Planning Manager	0.15	0.15	0.15
PWNR Communications Coord	0.15	0.15	0.15
Flood Recovery Manager	0.00	0.25	0.00
Multi Media/Marketing Specialist	0.00	0.25	0.25
PWNR Rate Analyst	0.15	0.15	0.15
Natural Resources Technician	0.00	0.00	0.25
Natural Resources Specialist	0.00	0.00	0.05
Sr Arborist Tech	0.00	0.00	0.25
Weed Technician	0.02	0.02	0.02
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
<b>Total</b>	<b>0.92</b>	<b>1.42</b>	<b>1.72</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	108,770	152,412	170,036
112 Wages - Temporary	21	-	9,360
115 One Time Payment	517	-	-
121 Wages - Overtime	10	100	100
123 Leave Expense	2,924	-	-
126 Retirement Health Savings Plan	1,036	468	588
129 Medicare	1,034	1,223	1,442
131 MOPC	5,521	5,756	6,568
132 Employee Insurance	17,210	18,421	21,677
133 Employee Retirement	17,513	8,865	10,117
135 Compensation Insurance	82	53	72
136 Unemployment Insurance	205	85	91
137 Staff Training and Conferences	712	826	826
139 Dental Insurance	754	-	-
142 Food Allowance	262	425	425
<i>Subtotal</i>	<i>156,570</i>	<i>188,634</i>	<i>221,302</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	105	1,380	1,380
217 Dues and Subscriptions	175	80	80
218 Non-Capital Equipment and Furniture	305	1,108	1,653
222 Chemicals	123	180	180
240 Equipment Repair and Maintenance	1,827	4,595	4,595
245 Mileage Allowance	375	460	460
246 Liability Insurance	170	181	236
250 Professional and Contracted Services	4,905	55,180	187,730
252 Legal Notices and Advertising	110	50	50
263 Postage	552	830	830
264 Printing and Copying	623	950	1,700
269 Other Services and Charges	7,336	-	-
273 Fleet Lease - Operating and Maintenance	-	295	249
274 Fleet Lease - Replacement	-	865	863
<i>Subtotal</i>	<i>16,607</i>	<i>66,154</i>	<i>200,006</i>
<b>Non-Operating Expense</b>			
922 Interest - Current Bond Issue	1,032,629	705,088	654,788
923 Bond Principal - Current	-	1,450,000	795,000
928 Interest - Notes and Contracts	(101,588)	-	-
970 Transfers to Other Funds	696,649	830	241,152
<i>Subtotal</i>	<i>1,627,690</i>	<i>2,155,918</i>	<i>1,690,940</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	5,750
440 Machinery and Equipment	-	-	2,141
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>7,891</i>
<b>SERVICE TOTAL</b>	<b>\$1,800,867</b>	<b>\$2,410,706</b>	<b>\$2,120,139</b>

## 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.

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**SERVICE: Storm Drainage Engineering**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Director of Engineering Services	0.35	0.35	0.35
PWNR Engineering Administrator	0.35	0.35	0.35
Senior Civil Engineer	1.70	1.95	1.95
Civil Engineer II	1.00	0.62	0.87
Civil Engineer	0.00	0.00	0.00
Construction Inspector	0.45	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	0.00	0.00	0.00
Sr Project Manager	0.00	0.00	0.20
Project Manager	0.00	0.00	0.00
Project Manager II	0.64	0.59	0.39
Water Quality Analyst	0.00	0.00	0.00
Laboratory Technician	0.00	0.00	0.00
Administrative Analyst	0.00	0.00	0.23
Administrative Assistant	0.13	0.12	0.12
<b>Total</b>	<b>4.72</b>	<b>4.53</b>	<b>5.01</b>

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**Service: Storm Drainage Engineering****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	440,420	441,083	484,587
112 Temporary Wages	2,000	-	28,500
114 Skill Based Pay	301	300	-
115 One Time Payment	975	-	-
121 Wages - Overtime	3,307	-	-
122 Longevity Compensation	672	693	-
123 Leave Expense	9,468	-	-
126 Retirement Health Savings Plan	2,969	1,812	2,004
128 FICA	121	-	465
129 Medicare	4,918	5,655	7,135
131 MOPC	22,124	22,069	24,228
132 Employee Insurance	69,734	70,573	79,909
133 Employee Retirement	93,986	33,986	37,314
135 Compensation Insurance	370	2,191	242
136 Unemployment Insurance	836	309	338
137 Staff Training and Conferences	5,181	4,700	6,000
139 Dental Insurance	3,080	-	-
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	244	200	200
<i>Subtotal</i>	<i>660,706</i>	<i>583,671</i>	<i>671,022</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	805	5,550	5,550
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	550	395	395
218 Non-Capital Equipment and Furniture	472	4,588	7,601
240 Equipment Repair and Maintenance	3,226	3,895	4,526
245 Mileage Allowance	-	50	50
246 Liability Insurance	879	976	2,419
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	34,653	10,000	275,360
252 Advertising and Legal Notices	934	300	300
260 Utilities	472	-	-
261 Telephone Charges	645	1,870	1,870
263 Postage	31	200	200
264 Printing and Copying	-	375	375
270 Administrative and Management Services	455,968	538,495	619,307
273 Fleet Lease - Operating and Maintenance	2,539	1,823	757
274 Fleet Lease - Replacement	-	-	4,894
<i>Subtotal</i>	<i>501,475</i>	<i>568,717</i>	<i>923,804</i>
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	351,725	3,591	-
<i>Subtotal</i>	<i>351,725</i>	<i>3,591</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$1,513,906</b>	<b>\$1,155,979</b>	<b>\$1,594,826</b>

## 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.

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**SERVICE: Storm Drainage Maintenance and Repair**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
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	0.05	0.05	0.00
Operations Support Specialist	0.30	0.30	0.30
Water Utilities Technician Lead	0.75	0.75	0.75
Water Utilities Technician	0.80	0.80	1.80
Public Works Tech II	0.70	0.70	0.80
Public Works Tech I	0.80	0.80	0.80
Sr Arborist Technician	0.00	0.25	0.00
Arborist Technician II	0.25	0.00	0.00
Administrative Supervisor	0.20	0.20	0.20
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>4.90</b>	<b>4.90</b>	<b>5.70</b>

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**Service: Storm Drainage Maintenance and Repair****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	187,588	295,384	344,593
112 Wages - Temporary	15,286	46,250	46,250
114 Skill Based Pay	199	225	-
115 One Time Payment	1,707	636	636
121 Wages - Overtime	3,453	5,000	5,000
123 Leave Expense	3,437	4,800	4,800
126 Retirement Health Savings Plan	6,148	1,960	2,280
128 FICA	1,003	2,868	2,868
129 Medicare	3,644	4,957	5,666
131 MOPC	13,014	14,780	17,213
132 Employee Insurance	44,960	47,261	56,754
133 Employee Retirement	41,019	22,762	26,507
135 Compensation Insurance	4,432	4,109	4,106
136 Unemployment Insurance	535	204	240
137 Staff Training and Conferences	2,598	2,750	2,750
139 Dental Insurance	1,972	-	-
141 Uniforms and Protective Clothing	1,707	3,044	3,044
142 Food Allowance	108	200	200
<i>Subtotal</i>	<i>332,812</i>	<i>457,190</i>	<i>522,907</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	-	11,145	11,145
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	17,477	9,849	8,355
232 Building Repair and Maintenance	43,452	-	-
240 Equipment Repair and Maintenance	-	133,400	133,400
243 Non-Capital Computer Equipment and Supplies	4,631	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	15,633	12,368	12,570
247 Safety Expenses	4,837	4,000	5,000
249 Operating Leases and Rentals	110	7,000	7,000
250 Professional and Contracted Services	39,308	157,602	157,602
252 Advertising and Legal Notices	-	250	250
259 Licenses and Permits	1,764	1,500	2,000
260 Utilities	12,446	13,960	13,960
261 Telephone Charges	3,481	1,200	1,200
264 Printing and Copying	10	200	200
269 Other Services and Charges	32,553	19,450	29,450
273 Fleet Lease - Operating and Maintenance	88,137	75,556	139,077
274 Fleet Lease - Replacement	190,981	193,613	191,284
<i>Subtotal</i>	<i>454,820</i>	<i>641,693</i>	<i>713,093</i>
<b>Non-Operating Expense</b>			
950 Bad Debt	22,953	20,000	20,000
<i>Subtotal</i>	<i>22,953</i>	<i>20,000</i>	<i>20,000</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	217
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>217</i>
<b>SERVICE TOTAL</b>	<b>\$810,584</b>	<b>\$1,118,883</b>	<b>\$1,256,217</b>

## 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.

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**SERVICE: Storm Drainage Quality Laboratory**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Water Quality Lab Supervisor	0.10	0.10	0.10
Water Quality Analyst	0.30	0.30	0.30
Laboratory Tech II	0.00	0.10	0.40
Laboratory Tech	0.35	0.30	0.00
Office Assistant	0.00	0.05	0.05
<b>Total</b>	<b>0.75</b>	<b>0.85</b>	<b>0.85</b>

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**Service: Storm Drainage Quality Laboratory****LINE ITEM BUDGET**

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	39,309	53,154	57,255
112 Temporary Wages	-	3,800	6,240
115 One Time Payment	2	425	425
121 Overtime Pay	1,181	500	500
122 Longevity	-	102	350
123 Leave Expense	2,830	-	-
126 Retirement Health Savings Plan	370	340	340
128 FICA	-	236	387
129 Medicare	551	799	894
131 MOPC	2,100	2,657	2,863
132 Employee Insurance	8,001	8,505	9,447
133 Employee Retirement	313	4,093	4,409
136 Unemployment Insurance	93	40	38
137 Staff Training and Conferences	560	800	800
139 Dental Insurance	340	-	-
141 Uniforms and Protective Clothing	-	20	20
142 Food Allowance	-	-	10
<i>Subtotal</i>	<i>55,649</i>	<i>75,471</i>	<i>83,978</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	5,304	12,685	13,415
216 Reference Books and Materials	-	50	120
217 Dues and Subscriptions	-	190	210
218 Non-Capital Equipment and Furniture	2,465	11,450	11,588
240 Equipment Repair and Maintenance	256	8,418	8,518
247 Safety Expenses	12	184	184
250 Professional and Contracted Services	180	24,900	24,900
261 Telephone Charges	-	150	200
263 Postage	-	13	13
264 Printing, Copying and Binding	-	300	300
<i>Subtotal</i>	<i>8,217</i>	<i>58,340</i>	<i>59,448</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	4,087
440 Machinery and Equipment	1,137	16,600	7,000
<i>Subtotal</i>	<i>1,137</i>	<i>16,600</i>	<i>11,087</i>
<b>SERVICE TOTAL</b>	<b>\$65,003</b>	<b>\$150,411</b>	<b>\$154,513</b>

## 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.

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**SERVICE:** Construction Inspection

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Construction Inspection Supervisor	0.15	0.15	0.15
Senior Construction Inspector	0.30	0.30	0.30
Construction Inspector	0.60	0.60	0.60
<b>Total</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

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

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Personal Services</b>			
111 Salaries and Wages	63,643	69,878	72,775
112 Wages - Temporary	3,667	9,000	9,000
115 One Time Payment	593	-	-
121 Wages - Overtime	7,470	9,000	9,000
122 Longevity Compensation	306	315	429
123 Leave Expense	2,037	-	-
126 Retirement Health Savings Plan	518	420	420
128 FICA	247	558	558
129 Medicare	813	995	1,034
131 MOPC	3,276	3,494	3,639
132 Employee Insurance	10,809	11,180	12,006
133 Employee Retirement	398	5,381	5,604
136 Unemployment Insurance	125	49	52
137 Staff Training and Conferences	-	600	600
139 Dental Insurance	459	-	-
141 Uniforms and Protective Clothing	-	60	60
<i>Subtotal</i>	<i>94,361</i>	<i>110,930</i>	<i>115,177</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	563	825	900
216 Reference Books and Materials	-	30	30
217 Dues and Subscriptions	-	180	180
218 Non-Capital Equipment and Furniture	-	2,395	1,145
240 Equipment Repair and Maintenance	-	75	75
247 Safety Expenses	17	225	225
249 Operating Leases and Rentals	-	300	300
261 Telephone Charges	63	810	1,215
264 Printing and Copying	-	45	45
273 Fleet Lease - Operating and Maintenance	-	10,256	11,872
274 Fleet Lease - Replacement	-	5,119	2,089
<i>Subtotal</i>	<i>643</i>	<i>20,260</i>	<i>18,076</i>
<b>SERVICE TOTAL</b>	<b>\$95,004</b>	<b>\$131,190</b>	<b>\$133,253</b>

## 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.

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**SERVICE: Regulatory Compliance**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Environmental Services Manager	0.40	0.40	0.40
Sustainability Coordinator	0.20	0.15	0.15
Neighborhood Resource Specialist	0.00	0.08	0.08
Industrial Pre-Treatment Coordinator	0.10	0.10	0.00
Engineering Technician	0.00	0.00	2.00
Sr Civil Engineer	0.00	0.00	1.00
Civil Engineer II	1.30	1.65	0.30
Civil Engineer	0.00	0.00	0.00
Sustainability Specialist	0.00	0.00	0.10
Environmental Regulatory Specialist	1.95	1.95	1.00
<b>Total</b>	<b>3.95</b>	<b>4.33</b>	<b>5.03</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	313,927	357,470	407,934
112	Wages - Temporary	1,155	29,120	75,880
115	One Time Payment	3,244	3,375	3,375
121	Overtime Wages	135	-	-
122	Longevity Compensation	2,625	2,706	282
123	Leave Expense	10,968	-	-
126	Retirement Health Savings Plan	1,634	1,732	2,012
128	FICA	72	1,805	2,063
129	Medicare	2,677	3,937	4,659
131	MOPC	16,128	17,873	20,355
132	Employee Insurance	50,156	57,196	67,168
133	Employee Retirement	45,959	27,525	31,345
135	Compensation Insurance	221	188	212
136	Unemployment Insurance	599	257	285
137	Staff Training and Conferences	2,103	8,900	9,300
139	Dental Insurance	2,204	-	-
142	Food Allowance	59	-	-
	<i>Subtotal</i>	<i>453,865</i>	<i>512,084</i>	<i>624,870</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	522	1,100	2,377
216	Reference Books and Materials	145	240	240
217	Dues and Subscriptions	55,851	127,756	105,546
218	Non-Capital Equipment and Furniture	2,762	1,080	9,152
240	Equipment Repair and Maintenance	-	500	500
245	Mileage Allowance	47	600	600
246	Liability Insurance	626	932	1,023
247	Safety Expenses	592	1,200	1,200
250	Professional and Contracted Services	63,918	129,150	126,442
259	Licenses and Permits	2,343	3,150	3,150
261	Telephone Charges	655	1,240	1,240
263	<i>Postage</i>	<i>40</i>	<i>1,000</i>	<i>1,000</i>
264	Printing and Copying	233	2,030	1,530
269	Other Services and Charges	-	10	2,034
273	Fleet Lease - Operating and Maintenance	2,987	8,944	6,491
274	Fleet Lease - Replacement	4,657	4,656	4,657
	<i>Subtotal</i>	<i>135,377</i>	<i>283,588</i>	<i>267,182</i>
<b>Non-Operating Expense</b>				
922	Interest - Current Bond Issue	-	282,900	282,900
923	Principal - Current Bond	-	-	710,000
	<i>Subtotal</i>	<i>-</i>	<i>282,900</i>	<i>992,900</i>
	<b>SERVICE TOTAL</b>	<b>\$589,242</b>	<b>\$1,078,572</b>	<b>\$1,884,952</b>

## 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.

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**SERVICE: Engineering/Survey Technical Services**

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<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
PWNR Technology/GIS Coordinator	0.20	0.15	0.15
Engineering and Survey Tech Supervisor	0.20	0.15	0.15
Lead GIS Analyst	0.20	0.15	0.15
Senior GIS Analyst	0.00	0.15	0.15
PWNR Applications Support Analyst	0.20	0.15	0.15
Senior GIS/Mapping Technician	0.20	0.00	0.00
GIS/Mapping Technician	0.20	0.15	0.15
Senior Engineering Technician	0.20	0.15	0.15
Engineering Technician	0.40	0.30	0.30
<b>Total</b>	<b>1.80</b>	<b>1.35</b>	<b>1.35</b>

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

<b>Personal Services</b>		<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
111	Salaries and Wages	116,228	96,674	103,167
114	Skill Based Pay	59	60	-
115	One Time Payment	390	-	-
121	Wages - Overtime	-	250	250
123	Leave Expense	4,014	-	-
126	Retirement Health Savings Plan	1,268	540	540
129	Medicare	1,491	1,403	1,496
131	MOPC	5,994	4,837	5,157
132	Employee Insurance	20,371	15,468	17,013
133	Employee Retirement	852	7,449	7,945
136	Unemployment Insurance	235	68	73
137	Staff Training and Conferences	1,148	2,832	2,310
139	Dental Insurance	865	-	-
141	Uniforms and Protective Clothing	-	45	45
	<i>Subtotal</i>	<i>152,915</i>	<i>129,626</i>	<i>137,996</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	2,316	900
216	Reference Books and Materials	-	15	15
217	Dues and Subscriptions	2,680	3,435	1,450
218	Non-Capital Equipment and Furniture	1,668	2,076	983
219	Drafting Supplies	489	-	-
240	Equipment Repair and Maintenance	16,865	25,260	26,361
247	Safety Expenses	2	200	200
250	Professional and Contracted Services	567	2,395	3,775
261	Telephone Charges	467	2,272	2,272
264	Printing and Copying	1	75	75
273	Fleet Lease - Operating and Maintenance	-	1,855	1,682
274	Fleet Lease - Replacement	-	1,139	897
	<i>Subtotal</i>	<i>22,791</i>	<i>41,038</i>	<i>38,610</i>
	<b>SERVICE TOTAL</b>	<b>\$175,707</b>	<b>\$170,664</b>	<b>\$176,606</b>

## TRANSPORTATION CIF FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	346,743	1,500,000	750,000
<b>TOTAL</b>	<b>\$ 346,743</b>	<b>\$ 1,500,000</b>	<b>\$ 750,000</b>

*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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,869,618</b>	<b>\$ 2,738,728</b>	<b>\$ 1,527,957</b>
Committed Working Capital	-	494,494	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Street Improvement Fee	1,203,843	777,100	794,204
Interest	12,010	6,623	7,976
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>1,215,853</b>	<b>783,723</b>	<b>802,180</b>
<b>EXPENDITURES</b>			
Capital	346,743	1,500,000	750,000
<b>TOTAL EXPENDITURES</b>	<b>346,743</b>	<b>1,500,000</b>	<b>750,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>2,738,728</b>	<b>1,527,957</b>	<b>1,580,137</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 869,110	\$ (716,277)	\$ 52,180

## VILLAGE AT THE PEAKS FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	-	-	-
Operating and Maintenance	3,291	250	3,500
Non-Operating	1,867,455	2,129,605	2,130,435
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,870,746</b>	<b>\$ 2,129,855</b>	<b>\$ 2,133,935</b>

### 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

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 3,473</b>	<b>\$ 566,446</b>	<b>\$ 439,185</b>
Committed Working Capital	-	3,250	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	228,753	246,000	245,651
Interest	7,643	-	-
Transfer from Other Funds	2,197,323	1,759,844	1,887,317
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>2,433,719</b>	<b>2,005,844</b>	<b>2,132,968</b>
<b>EXPENDITURES</b>			
Operating and Maintenance	3,291	250	3,500
Non-Operating	1,867,455	2,129,605	2,130,435
<b>TOTAL EXPENDITURES</b>	<b>1,870,746</b>	<b>2,129,855</b>	<b>2,133,935</b>
<b>ENDING WORKING CAPITAL</b>	<b>566,446</b>	<b>439,185</b>	<b>438,218</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 562,973	\$ (124,011)	\$ (967)

## YOUTH SERVICES FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	163,066	86,999	88,004
Operating and Maintenance	199,462	20,808	32,867
Non-Operating	-	-	-
Capital	73,142	-	-
<b>TOTAL</b>	<b>\$ 435,670</b>	<b>\$ 107,807</b>	<b>\$ 120,871</b>

### *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

	2017 Actual	2018 Budget	2019 Budget
<b>Personal Services</b>			
111 Salaries and Wages	76,140	65,260	66,991
112 Wages - Temporary	67,155	-	-
114 Skill Based Pay	693	1,200	-
126 Retirement Health Savings Plan	-	400	400
128 FICA	3,690	-	-
129 Medicare Contribution	1,549	939	947
131 MOPC	1,768	3,240	3,265
132 Employee Insurance	8,520	10,176	10,578
133 Employee Retirement	2,557	4,989	5,028
136 Unemployment	85	45	45
137 Staff Training and Conferences	909	750	750
<i>Subtotal</i>	<i>163,066</i>	<i>86,999</i>	<i>88,004</i>
<b>Operating and Maintenance</b>			
210 Office Supplies	161,506	5,250	5,250
230 Computer Equipment and Supplies	-	300	300
245 Mileage Allowance	586	-	-
250 Professional and Contracted Services	36,138	1,000	1,000
261 Telephone Charges	-	500	500
264 Printing and Copying	19	-	-
269 Other Services and Charges	1,213	-	-
273 Fleet Lease - Operating and Maintenance	-	-	12,065
274 Fleet Lease - Replacement	-	13,758	13,752
<i>Subtotal</i>	<i>199,462</i>	<i>20,808</i>	<i>32,867</i>
<b>Capital Outlay</b>			
432 Vehicles	73,142	-	-
<i>Subtotal</i>	<i>73,142</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$435,670</b>	<b>\$107,807</b>	<b>\$120,871</b>

### **SERVICE:** Youth Services

<b>Budgeted Positions:</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Child/Youth/Family Counselor	0.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

## YOUTH SERVICES FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 254,097</b>	<b>\$ 276,236</b>	<b>\$ 262,554</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charges for Services	-	-	-
Grants and Donations	427,533	94,125	93,254
Interest	447	-	836
Miscellaneous	11,980	-	-
Transfer from Other Funds	-	-	-
Estimated Revenue Revisions	-	-	-
<b>TOTAL FUNDS</b>	<b>439,960</b>	<b>94,125</b>	<b>94,090</b>
<b>EXPENDITURES</b>			
Personal Services	163,066	86,999	88,004
Operating and Maintenance	199,462	20,808	32,867
Non-Operating	-	-	-
Capital	73,142	-	-
Total Operating Expenses	435,670	107,807	120,871
Adjustment for GAAP Expenses	(17,849)	-	-
<b>TOTAL EXPENDITURES</b>	<b>417,821</b>	<b>107,807</b>	<b>120,871</b>
<b>ENDING WORKING CAPITAL</b>	<b>276,236</b>	<b>262,554</b>	<b>235,773</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 22,139	\$ (13,682)	\$ (26,781)

## JUDICIAL WEDDING FEE FUND - Fund Summary

	2017 Actual	2018 Budget	2019 Budget
Personal Services	444	2,000	2,000
Operating and Maintenance	895	-	-
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,339</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

### LINE ITEM BUDGET

		2016 Actual	2017 Budget	2018 Budget
<b>Personal Services</b>				
137	Staff Training and Conferences	444	2,000	2,000
	<i>Subtotal</i>	<i>444</i>	<i>2,000</i>	<i>2,000</i>
<b>Operating and Maintenance</b>				
250	Professional and Contracted Services	895	-	-
	<i>Subtotal</i>	<i>895</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,339</b>	<b>\$2,000</b>	<b>\$2,000</b>

## JUDICIAL WEDDING FEE FUND - Fund Statement

	2017 Actual	2018 Budget	2019 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 6,456</b>	<b>\$ 6,850</b>	<b>\$ 6,350</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charges for Services	1,700	1,500	1,500
Interest	33	-	-
<b>TOTAL FUNDS</b>	<b>1,733</b>	<b>1,500</b>	<b>1,500</b>
<b>EXPENDITURES</b>			
Personal Services	444	2,000	2,000
Operating and Maintenance	895	-	-
Non-Operating	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,339</b>	<b>2,000</b>	<b>2,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>6,850</b>	<b>6,350</b>	<b>5,850</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 394	\$ (500)	\$ (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.

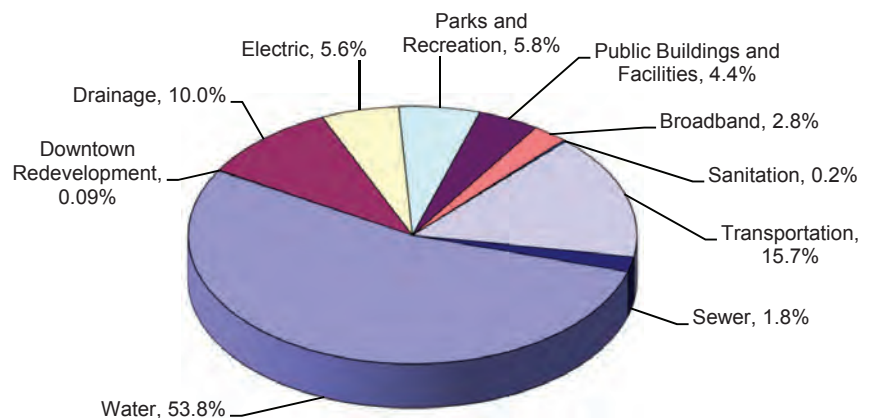
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups them by category into funded, partially funded or unfunded status. All projects, regardless of funding status, are required to be updated. Updates include project description, project justification, project costs and operating impacts. It is important that project costs, especially those in the next budget year, be estimated as closely as possible to avoid having to request additional funds due to shortfalls. A draft document is then prepared and distributed to staff for review and funding decisions are made.

After the CIP is finalized, the projects that are designated to be funded in 2019 are included in the City’s 2019 Operating Budget, and a 2019-2023 Capital Improvement Program document is created. CIP projects are grouped into the following categories:

- Downtown Redevelopment
- Drainage
- Electric
- Parks and Recreation
- Public Buildings and Facilities
- Broadband
- Sanitation
- Transportation
- Sewer
- Water

## 2019 CIP Expenditures by Project Category

Downtown Redevelopment	80,000
Drainage	8,783,450
Electric	4,930,000
Parks and Recreation	5,140,638
Public Buildings and Facilities	3,868,397
Broadband	2,230,000
Sanitation	151,500
Transportation	13,836,000
Sewer	1,625,000
Water	47,274,964
<b>Total</b>	<b>87,919,949</b>



## Operating Budget Impact

CIP projects can affect the City's Operating Budget by increasing or decreasing expenditures or by increasing revenues. Projects that replace or rehabilitate existing facilities, such as new water lines, may decrease the cost of maintaining the system. Projects that build completely new infrastructure, such as a new park or fire station, will almost always increase expenditures since more staff will be needed to operate and maintain the new facility. A new facility such as a recreation center will increase City revenues by offering a new service that will generate new fee-paying customers, but it also will increase the City's operating expenses. By timing the construction of new facilities to coincide with staff needs and training, operational impacts can be spread over a couple of years rather than 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 and 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 2019 capital projects are outlined below and in the accompanying table titled 2019-2023 Capital Improvement Funded Projects - Operating Costs.

**Downtown Redevelopment Projects:** The funded Downtown Redevelopment project is not expected to generate additional operating needs.

**Drainage Projects:** In 2008, 2014 and 2016, revenue bonds were issued to fund storm drainage projects. The annual principal and interest payment for 2019 is \$2,442,688, 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 ongoing maintenance of existing infrastructure that will not impact the operating budget for 2019. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Funds were added to the Parks Maintenance budget for operating supplies for 2019. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2019 of \$2,109,764 will be paid from the Open Space Fund.



**Public Buildings and Facilities Projects:** This category also has several projects that are ongoing maintenance of existing facilities that are not expected to impact the operating budget significantly, but that 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 (2019 payment is \$309,706), 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 and a new museum and the remodel of the Roosevelt Park campus in 2001/02. Debt service on these bonds for 2019 is \$2,786,150. This debt is paid from the Public Improvement Fund.

**Broadband Projects:** There are two projects planned for 2019. The annual principle and interest payment for 2019 of \$3,717,013 will be paid from the Electric and Broadband Fund.

**Sanitation Projects:** There is one project planned for 2019. This project is not expected to have an operating budget impact.

**Transportation Projects:** Most of the projects planned in this category are multiyear road widening and rehabilitation projects that will not have any major impact to the operating budget in 2019.

**Sewer Projects:** Three sewer projects are funded in 2019. In 2010, 2013, and 2015, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2019 is \$3,593,068.

**Water Projects:** 2018 water projects are expected to have no operating impact since they are mostly upgrades or replacement of current infrastructure. Several projects are expected to be revenue neutral and one major project, the Windy Gap Firming Project, has unknown operating costs at this time. A loan for construction of the Nelson-Flanders Water Treatment Plant from the Colorado Resources and Power Authority is currently being paid from the Water Fund. The total 2019 cost for this loan is \$1,322,442.

**CIP Funded Projects by Category**

	2019	2020	2021	2022	2023	2019-2023 Total
Downtown Redevelopment	80,000	10,000	10,000	30,000	-	130,000
Drainage	8,783,450	3,056,000	1,989,250	1,541,550	2,022,550	17,392,800
Electric	4,930,000	1,926,550	2,425,000	1,050,000	940,000	11,271,550
Parks and Recreation	5,140,638	6,022,814	5,851,351	4,342,517	4,197,753	25,555,073
Public Buildings and Facilities	3,868,397	4,386,019	5,484,313	3,332,259	3,314,224	20,385,212
Broadband	2,230,000	1,530,000	1,330,000	1,330,000	1,330,000	7,750,000
Sanitation	151,500	202,000	252,500	1,010,000	-	1,616,000
Transportation	13,836,000	8,132,000	12,294,000	10,545,000	8,808,000	53,615,000
Sewer	1,625,000	1,575,000	2,525,000	2,900,000	2,400,000	11,025,000
Water	47,274,964	15,166,486	2,978,610	1,722,010	1,864,420	69,006,490
<b>Total</b>	<b>87,919,949</b>	<b>42,006,869</b>	<b>35,140,024</b>	<b>27,803,336</b>	<b>24,876,947</b>	<b>217,747,125</b>

**CIP Funded Projects by Fund**

	2019	2020	2021	2022	2023	2019-2023 Total
Airport	-	-	-	-	-	-
Conservation Trust	2,340,255	670,000	1,262,500	755,000	356,050	5,383,805
Downtown Parking	-	-	-	-	-	-
Electric and Broadband Fund	6,160,000	3,474,773	2,557,730	2,191,312	2,180,000	16,563,815
Electric CIF	1,020,000	280,000	1,245,000	200,000	90,000	2,835,000
Fleet	20,000	-	200,100	-	58,075	278,175
Golf	196,371	60,600	60,600	60,600	60,600	438,771
LDDA	55,000	2,010,000	10,000	30,000	-	2,105,000
Open Space	3,767,925	1,035,175	797,375	1,307,875	684,500	7,592,850
Open Space Bonds	-	-	-	-	-	-
Park Improvement	2,062,240	3,209,831	1,357,408	575,199	834,805	8,039,483
Park and Greenway	834,151	817,791	778,798	787,798	871,425	4,089,963
Public Buildings CIF	-	-	-	-	-	-
Parks Grants	600,600	-	-	-	-	600,600
Public Improvement	3,463,514	3,461,192	4,318,203	3,206,403	3,836,522	18,285,834
Public Safety	-	-	13,320	-	-	13,320
Sanitation	223,372	203,338	252,500	1,184,931	-	1,864,141
Sewer	1,734,742	1,597,765	2,700,980	3,023,762	2,418,000	11,475,249
Sewer Bonds	-	-	-	-	-	-
Sewer Construction	148,000	-	-	-	-	148,000
Storm Drainage	1,955,991	964,849	2,332,590	1,412,747	1,764,050	8,430,227
Storm Drainage - CDBG	-	-	-	-	-	-
Storm Drainage Bonds	-	-	-	-	-	-
Street	14,584,761	7,375,408	12,932,320	9,352,240	9,215,000	53,459,729
Transportation CIF	750,000	1,050,000	500,000	1,500,000	400,000	4,200,000
Water Acquisition	1,500,000	-	-	-	-	1,500,000
Water	40,869,823	9,836,251	3,720,100	2,114,969	2,007,420	58,548,563
Water Construction	5,633,204	5,959,896	100,500	100,500	100,500	11,894,600
Water Storage Fund	-	-	-	-	-	-
<b>Total</b>	<b>87,919,949</b>	<b>42,006,869</b>	<b>35,140,024</b>	<b>27,803,336</b>	<b>24,876,947</b>	<b>217,747,125</b>

## 2019-2023 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2019	2020	2021	2022	2023	5 Year Total	
<b>Downtown Redevelopment projects</b>								
DTR023	Downtown Parking Lot Improvements	Improvements to parking lots in the downtown area	30,000	10,000	10,000	30,000	-	80,000
DTR030	Downtown Alley Planning	Upgrades to downtown alleyways	50,000	-	-	-	-	50,000
<b>Total</b>			<b>80,000</b>	<b>10,000</b>	<b>10,000</b>	<b>30,000</b>	<b>-</b>	<b>130,000</b>
<b>Drainage projects</b>								
DRN021	Storm Drainage Rehabilitation and Improvements	Minor storm sewer rehabilitation and improvements	1,311,000	901,450	1,134,250	1,037,550	1,719,550	6,103,800
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	Design and construction of missing greenway and drainage connection along Spring Gulch.	7,132,450	1,954,550	-	-	-	9,087,000
DRN037	Oligarchy Ditch Improvements	Drainage and greenway improvements along the Oligarchy ditch.	250,000	-	300,000	454,000	303,000	1,307,000
DRN039	Resilient St Vrain Project	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.	50,000	50,000	50,000	50,000	-	200,000
DRN045	Spring Gulch #2 Channel Improvements	Develop maintenance and access plans along with channel improvements	-	150,000	505,000	-	-	655,000
DRN046	Stormwtr Pollution Cntrl Fac for Serv/Utility Ctr	Design and installation of Permanent Stormwater Control features	40,000	-	-	-	-	40,000
<b>Total</b>			<b>8,783,450</b>	<b>3,056,000</b>	<b>1,989,250</b>	<b>1,541,550</b>	<b>2,022,550</b>	<b>17,392,800</b>
<b>Electric projects</b>								
ELE009	Electric Feeder Underground Conversion	Convert main feeder overhead lines to underground	100,000	176,550	220,000	-	-	496,550
ELE014	Electric System Capacity Increases	New main feeder extensions built as development generates a need to expand.	820,000	280,000	45,000	200,000	90,000	1,435,000
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.	200,000	-	1,200,000	-	-	1,400,000
ELE017	Electric Substation Upgrades	Improvements to County Line Road and Terry Street substations.	75,000	160,000	50,000	50,000	50,000	385,000
ELE044	Electric System Reliability Improvements	Enhance existing facilities through improved operating conditions and system reliability.	100,000	100,000	100,000	100,000	100,000	500,000
ELE091	Street Lighting Program	Conversion of unmetered porch lights to street lighting.	25,000	-	-	-	-	25,000
ELE097	Electric Aid to Construction	Installation or upgrades for residential and commercial customers.	3,600,000	1,200,000	800,000	700,000	700,000	7,000,000
ELE099	Advanced Metering	New electric meters for data collection and analysis	10,000	10,000	10,000	-	-	30,000
<b>Total</b>			<b>4,930,000</b>	<b>1,926,550</b>	<b>2,425,000</b>	<b>1,050,000</b>	<b>940,000</b>	<b>11,271,550</b>

### 2019-2023 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2019	2020	2021	2022	2023	5 Year Total	
<b>Parks and Recreation projects</b>								
PRO05B	St. Vrain Greenway	Multiphase trail corridor along the St Vrain River.	1,360,105	-	1,262,500	505,000	106,050	3,233,655
PRO010	Union Reservoir Master Planned Improvements	Development of loop trail on the west and south sides of Union reservoir	310,600	659,741	840,068	-	-	1,810,409
PRO077	McIntosh Lake District Park	Phased development of McIntosh Lake and surrounding property for recreational use	220,050	-	-	57,860	834,805	1,112,715
PRO083	Primary and Secondary Greenway Connection	Design and construction of sections of unfinished primary greenway.	500,000	425,000	911,200	1,060,500	1,269,500	4,166,200
PRO102	Swimming and Wading Pools Maintenance	Renovation, replacement and upkeep of the aquatics facilities.	155,153	248,372	608,720	547,208	438,100	1,997,553
PRO113	Park Irrigation Pump Systems Rehabilitation	Renovation of the park irrigation systems.	61,500	80,000	75,000	75,000	75,000	366,500
PRO121	Park Ponds Dredging and Stabilization	Sediment removal at select park ponds.	68,560	60,000	-	-	-	128,560
PRO136	Park Bridge Replacement Program	Replacement and repair of park, greenway, and trail bridges	255,594	-	-	-	-	255,594
PRO140	Fox Meadows Neighborhood Park	Fox Meadows Neighborhood Park construction costs	188,200	1,845,900	-	-	-	2,034,100
PRO146	Roosevelt Park Improvements	Redevelopment of Roosevelt park to complete the improvements started in 2001.	-	-	15,540	156,045	-	171,585
PRO147	Kensington Park Rehabilitation	Redevelopment of Kensington per the approved master plan.	-	717,060	-	-	-	717,060
PRO149	Bohn Farm Pocket Park	Development of small neighborhood park in the Bohn Farm Neighborhood.	-	-	240,100	-	-	240,100
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	-	-	277,830	-	-	277,830
PRO186	Park Infrastructure Rehabilitation and Replacement	Renew aging park infrastructure.	1,028,311	1,161,426	795,078	1,115,590	1,233,698	5,334,103
PRO191	Golf Buildings Rehabilitation	Rehabilitation and repairs to golf course clubhouses and maintenance buildings.	101,000	-	-	-	-	101,000
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.	36,000	-	-	-	-	36,000
PRO202	Montgomery Farms Land Acquisition	Land acquisition for a future community park.	584,715	584,715	584,715	584,714	-	2,338,859
PRO204	Pollinator Gardens	Converting areas within neighborhood parks, not being used by the public, to pollinator gardens	30,250	-	-	-	-	30,250
PRO205	Distel Property Acquisition	Land acquisition for the City's Open Space program	180,000	180,000	180,000	180,000	180,000	900,000
<b>Total</b>			<b>5,140,638</b>	<b>6,022,814</b>	<b>5,851,351</b>	<b>4,342,517</b>	<b>4,197,753</b>	<b>25,555,073</b>

## 2019-2023 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2019	2020	2021	2022	2023	5 Year Total
<b>Public Buildings and Facilities projects</b>							
PBF001	Municipal Buildings Roof Improvements	766,860	674,600	329,143	219,008	386,693	2,376,304
PBF002	Municipal Facilities ADA Improvements	195,869	172,890	287,208	269,113	344,231	1,269,311
PBF037	Fire Stations Improvements	-	40,000	40,000	40,000	40,000	160,000
PBF080	Municipal Buildings Boiler Replacement	160,964	88,325	220,180	369,902	76,659	916,030
PBF082	Municipal Buildings HVAC Replacement	679,008	683,399	350,683	658,811	543,936	2,915,837
PBF109	Municipal Facilities Parking Lot Rehabilitation	166,650	117,160	142,635	112,110	135,340	673,895
PBF119	Municipal Buildings Flooring Replacement	49,413	91,910	69,690	-	-	211,013
PBF145	Community Services Specialized Equipment	225,225	238,050	511,630	511,720	430,390	1,917,015
PBF160	Municipal Buildings Auto Door and Gate Replacement	-	-	-	15,000	15,000	30,000
PBF163	Municipal Buildings Keyless Entry	-	-	-	15,000	15,000	30,000
PBF165	Municipal Buildings Emergency Generators	-	75,000	681,750	-	-	756,750
PBF171	Memorial Building Facility Renovations	-	38,950	-	-	-	38,950
PBF178	Council Chambers Remodel	229,108	-	-	-	-	229,108
PBF181	Municipal Buildings UPS Repair and Replacement	16,500	18,150	15,000	28,750	18,975	97,375
PBF185	Longmont Recreation Center Facility Improvements	-	110,335	-	-	-	110,335
PBF186	Longmont Recreation Center Fitness Improvements	-	8,250	352,294	-	-	360,544
PBF189	Municipal Buildings Exterior Maintenance	10,000	10,000	10,000	10,000	10,000	50,000
PBF190	Municipal Buildings Interior Maintenance	16,200	-	-	18,000	18,000	52,200
PBF192	Operations & Maintenance Building/Site Improvement	1,307,600	-	2,474,100	959,300	120,000	4,861,000
PBF197	Safety & Justice Center Improvements	-	-	-	105,545	-	105,545
PBF204	Sunset Campus Expansion	40,000	-	-	-	-	40,000
PBF205	Facilities Condition Assessments	-	-	-	-	1,160,000	1,160,000
PBF212	Mag Chloride Secondary Containment at Public Works	5,000	19,000	-	-	-	24,000
PBF215	Coffman St Mixed Use Development Parking Garage	-	2,000,000	-	-	-	2,000,000
<b>Total</b>		<b>3,868,397</b>	<b>4,386,019</b>	<b>5,484,313</b>	<b>3,332,259</b>	<b>3,314,224</b>	<b>20,385,212</b>

### 2019-2023 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2019	2020	2021	2022	2023	5 Year Total	
<b>Sanitation projects</b>								
SAN004	Waste Diversion Center Upgrades	Redevelop entry area to enhance security and customer access	151,500	202,000	252,500	1,010,000	-	1,616,000
<b>Total</b>		<b>151,500</b>	<b>202,000</b>	<b>252,500</b>	<b>1,010,000</b>	<b>-</b>	<b>1,616,000</b>	
<b>Broadband projects</b>								
BRB002	Broadband Aid to Construction	Construction and installation for residential and commercial customers	30,000	30,000	30,000	30,000	30,000	150,000
BRB004	Broadband Fiber Construction & Installations	Installation to areas constructed after 2017, and areas of redevelopment	2,200,000	1,500,000	1,300,000	1,300,000	1,300,000	7,600,000
<b>Total</b>		<b>2,230,000</b>	<b>1,530,000</b>	<b>1,330,000</b>	<b>1,330,000</b>	<b>1,330,000</b>	<b>7,750,000</b>	
<b>Transportation projects</b>								
TRP001	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of pavements.	6,605,000	5,594,000	5,924,000	7,270,000	7,633,000	33,026,000
TRP011	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	1,687,000	1,663,000	875,000	875,000	875,000	5,975,000
TRP094	Railroad Quiet Zones	Construction of supplemental safety measures required to implement quiet zones along BNSF railroad	330,000	-	-	-	-	330,000
TRP105	Missing Sidewalks	Design and construct various gaps in the City's sidewalk system.	395,000	400,000	400,000	400,000	300,000	1,895,000
TRP106	Hover Street Rehabilitation	Improve structural condition and smoothness of aging Hover Street concrete pavement from Pike Rd to SH 66	200,000	-	-	-	-	200,000
TRP118	Boston Avenue Bridge over St Vrain River	This project will replace the existing bridge with a longer bridge that has increased hydraulic capacity.	680,000	-	3,500,000	-	-	4,180,000
TRP119	3rd Avenue Westbound Bridge Rehabilitation	Rehab of concrete deck that is reaching the end of its life.	190,000	-	1,025,000	-	-	1,215,000
TRP120	Ken Pratt Blvd/SH119 Imprvmnt S Pratt to Nelson	This project would add capacity to the most important east/west corridor in the City.	-	250,000	-	2,000,000	-	2,250,000
TRP121	Ken Pratt Blvd/SH119 Imprvmnt Hover St Intersect	Intersection capacity improvements.	-	-	500,000	-	-	500,000
TRP122	Hover St Imprvmnt - Ken Pratt Blvd to Boston Ave	Replacement of deteriorated pavement and with long lasting concrete pavement on Main Street from Ken Pratt Boulevard to 3rd Avenue.	750,000	200,000	-	-	-	950,000
TRP128	County Rd 26 & Trail Improvements	Widening and upgrading of the chip seal access road.	850,000	-	-	-	-	850,000
TRP131	1st and Main Transit Station Area Improvements	This project will implement the adopted 2012 1st and Main Station Transit & Revitalization Plan	400,000	-	-	-	-	400,000
TRP132	Enhanced Multi-Use Corridor Improvements	Improvements for various corridors that have been identified in the Enhanced Multi-Use Corridors Plan	50,000	25,000	70,000	-	-	145,000
TRP133	Pike Road Improvements - S Sunset St to Main St	Multimodal and traffic safety improvements to corridor that extends from S Sunset Street to S Main St	1,699,000	-	-	-	-	1,699,000
<b>Total</b>		<b>13,836,000</b>	<b>8,132,000</b>	<b>12,294,000</b>	<b>10,545,000</b>	<b>8,808,000</b>	<b>53,615,000</b>	

## 2019-2023 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2019	2020	2021	2022	2023	5 Year Total	
<b>Sewer projects</b>								
SWR053	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	900,000	1,000,000	850,000	900,000	900,000	4,550,000
SWR147	Infiltration/Inflow Investigation and Evaluation	Field investigation, flow monitoring and development of corrective repairs and improvements of infiltration and inflow problems in collection system	175,000	175,000	175,000	-	-	525,000
SWR149	Wastewater Treatment Master Plan Improvements	Wastewater Treatment Master Plan Improvements	550,000	400,000	1,500,000	2,000,000	1,500,000	5,950,000
<b>Total</b>			<b>1,625,000</b>	<b>1,575,000</b>	<b>2,525,000</b>	<b>2,900,000</b>	<b>2,400,000</b>	<b>11,025,000</b>
<b>Water projects</b>								
WTR066	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	1,414,960	1,550,090	1,755,470	1,496,510	1,638,920	7,855,950
WTR112	North St Vrain Pipeline Replacement	Replace/repair sections of the North St Vrain Pipeline	-	1,464,500	-	-	-	1,464,500
WTR137	Union Reservoir Land Acquisition Program	Acquisition of land adjacent to Union reservoir for existing and future uses of the reservoir.	50,000	50,000	50,000	50,000	50,000	250,000
WTR150	Automatic Meter Reading	The water utility is currently converting meters from analog to digital RF.	75,000	75,000	75,000	-	-	225,000
WTR155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	100,000	100,000	100,000	100,000	100,000	500,000
WTR172	Windy Gap Firming Project	Participation in design & construction of one or more storage reservoirs to firm the Windy Gap water supply.	41,200,000	-	-	-	-	41,200,000
WTR173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	60,000	53,900	337,840	-	-	451,740
WTR179	Water System Oversizing	Developer reimbursements for oversizing water lines ahead of City's schedule.	50,500	50,500	50,500	50,500	50,500	252,500
WTR181	Raw Water Transmission Rehabilitation & Improvmnts	Addresses rehabilitation and improvements of raw water infrastructure and facilities.	357,750	120,000	584,800	-	-	1,062,550
WTR182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	25,000	25,000	25,000	25,000	25,000	125,000
WTR188	Regional Potable Water Interconnections	This project will include studies, planning, design, permitting and construction of regional potable water interconnections with adjacent water districts.	1,159,200	788,400	-	-	-	1,947,600
WTR189	Nelson-Flanders WTP Expansion	Nelson-Flanders WTP Expansion	1,314,904	4,774,296	-	-	-	6,089,200
WTR191	Montgomery Tank Replacement	Demolition of existing and construction of new 8 million gallon above ground concrete storage tank	-	6,114,800	-	-	-	6,114,800
WTR192	Price Park Transmission Line Rehabilitation	Reduce leakage on the existing water transmission lines that constitute the Price Park Water Transmission Line	1,467,650	-	-	-	-	1,467,650
<b>Total</b>			<b>47,274,964</b>	<b>15,166,486</b>	<b>2,978,610</b>	<b>1,722,010</b>	<b>1,864,420</b>	<b>69,006,490</b>
<b>2019-2023 Funded Projects Totals</b>			<b>87,919,949</b>	<b>42,006,869</b>	<b>35,140,024</b>	<b>27,803,336</b>	<b>24,876,947</b>	<b>217,747,125</b>

### 2019-2023 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2019	2020	2021	2022	2023	5 Year Total
<b>Downtown Redevelopment projects</b>							
DTR023	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-
DTR030	Downtown Alley Planning	No impact to operating budget.	-	-	-	-	-
<b>Total</b>		-	-	-	-	-	-
<b>Drainage projects</b>							
DRN021	Storm Drainage Rehabilitation and Improvemets	No impact to operating budget.	-	-	-	-	-
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	No impact to operating budget.	-	-	-	-	-
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	Minimal impact to operating budget.	500	515	530	-	1,545
Debt	Debt payments for prior year's projects.	2,442,688	2,440,438	2,440,038	2,446,438	2,444,188	12,213,790
<b>Total</b>		<b>2,442,688</b>	<b>2,440,938</b>	<b>2,440,553</b>	<b>2,446,968</b>	<b>2,444,188</b>	<b>12,215,335</b>
<b>Electric projects</b>							
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 <b>NOT</b> 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.	-	-	-	-	-
<b>Total</b>		-	-	-	-	-	-
<b>Parks and Recreation projects</b>							
PRO05B	St Vrain Greenway	Staff and operating supplies to maintain greenway.	16,000	-	-	-	16,000
PRO010	Union Reservoir Master Planned Improvements	Staff and operating supplies to maintain improvements.	-	-	27,000	-	27,000
PRO077	McIntosh Lake District Park	No impact to operating budget.	-	-	-	-	-
PRO083	Primary and Secondary Greenway Connection	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.	-	-	-	-	-
PRO136	Park Bridge Replacement Program	No impact to operating budget.	-	-	-	-	-
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.	-	-	-	-	-
PRO169	Golf Course Cart Path Improvements	No impact to operating budget.	-	-	-	-	-



### 2019-2023 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2019	2020	2021	2022	2023	5 Year Total
PRO184	Alta Park Master Planned Improvements	Minimal 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.	-	-	-	-	-
PRO200	Public Education and Interpretive Signage	No impact to operating budget.	-	-	-	-	-
PRO202	Montgomery Farms Land Acquisition	No impact to operating budget.	-	-	-	-	-
PRO204	Pollinator Gardens	No impact to operating budget.	-	-	-	-	-
PRO205	Distel Property Acquisition	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,109,764	2,093,614	2,075,639	2,055,176	2,027,483	10,361,676
<b>Total</b>		<b>2,126,214</b>	<b>2,093,614</b>	<b>2,102,639</b>	<b>2,055,176</b>	<b>2,027,483</b>	<b>10,405,126</b>

**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.	-	-	-	-	-
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	25,000
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.	-	-	-	-	-
PBF192	Operations & Maintenance Building/Site Improvements	No impact to operating budget.	-	-	-	-	-
PBF197	Safety & Justice Center Improvements	No impact to operating budget.	-	-	-	-	-
PBF204	Sunset Campus Expansion	Minimal impact to operating budget.	-	2,000	2,000	2,000	6,000
PBF205	Facilities Condition Assessments	No impact to operating budget.	-	-	-	-	-
PBF212	Mag Chloride Secondary Containment at Public Works	Minimal impact to operating budget.	-	-	30	30	90

### 2019-2023 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2019	2020	2021	2022	2023	5 Year Total
PBF215	Coffman St Mixed Use Development Parking Garage	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,786,150	-	-	-	-	2,786,150
Lease	Fire Station lease payment.	347,834	347,834	-	-	-	695,668
Lease	Energy performance contract lease payment.	309,706	323,364	342,600	362,980	384,575	1,723,225
Savings	Energy performance contract savings.	(231,362)	(231,362)	(231,362)	(231,362)	(231,362)	(1,156,810)
<b>Total</b>		<b>3,217,328</b>	<b>444,836</b>	<b>118,268</b>	<b>138,648</b>	<b>160,243</b>	<b>2,817,240</b>

**Sanitation projects**

SAN004	Waste Diversion Center Upgrades	No impact to operating budget.	-	-	-	-	-
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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.	3,717,013	3,713,263	3,713,513	3,712,263	3,716,463	18,572,515
<b>Total</b>		<b>3,717,013</b>	<b>3,713,263</b>	<b>3,713,513</b>	<b>3,712,263</b>	<b>3,716,463</b>	<b>18,572,515</b>

**Transportation projects**

TRP001	Street Rehabilitation Program	No impact to operating budget.	-	-	-	-	-
TRP011	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-
TRP094	Railroad Quiet Zones	No impact to operating budget.	-	-	-	-	-
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.	-	-	-	-	-
TRP131	1st and Main Transit Station Area Improvements	No impact to operating budget.	-	-	-	-	-
TRP132	Enhanced Multi-Use Corridor Improvements	No impact to operating budget.	-	-	-	-	-
TRP133	Pike Road Improvements - S Sunset St to Main St	No impact to operating budget.	-	-	-	-	-
<b>Total</b>		<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>18,000</b>

### 2019-2023 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2019	2020	2021	2022	2023	5 Year Total
<b>Sewer projects</b>							
SWR053	Sanitary Sewer Rehabilitation and Improvements	Potential impact to operating budget if <b>NOT</b> 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.	3,593,068	3,575,970	3,591,260	3,580,770	3,575,820	17,916,888
<b>Total</b>		<b>3,593,068</b>	<b>3,575,970</b>	<b>3,591,260</b>	<b>3,580,770</b>	<b>3,575,820</b>	<b>17,916,888</b>
<b>Water projects</b>							
WTR066	Water Distribution Rehabilitation and Improvements	Potential impact to operating budget if <b>NOT</b> funded.	-	-	-	-	-
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	No impact to operating budget.	-	-	-	-	-
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.	1,322,442	1,304,556	1,288,846	1,302,328	1,330,395	6,548,567
<b>Total</b>		<b>1,322,442</b>	<b>1,304,556</b>	<b>1,288,846</b>	<b>1,302,328</b>	<b>1,330,395</b>	<b>6,548,567</b>
<b>2019-2023 Funded Projects Totals</b>		<b>16,422,353</b>	<b>13,576,777</b>	<b>13,258,679</b>	<b>13,239,753</b>	<b>13,258,192</b>	<b>68,493,671</b>



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ORDINANCE O-2018-45

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF  
LONGMONT FOR THE YEAR 2019

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1


The annual budget for the City of Longmont for the year 2019 (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 \$363,238,107 and expenses in the amount of \$363,238,107, is hereby adopted as the official budget for the year 2019.

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 23rd day of October, 2018.

Passed and adopted this 13th day of November, 2018.

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK - DEPUTY



1 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT  
2 7:00 P.M. ON THE 13TH DAY OF NOVEMBER, 2018, IN THE LONGMONT  
3 COUNCIL CHAMBERS.  
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6 APPROVED AS TO FORM:

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9 \_\_\_\_\_  
10 ASSISTANT CITY ATTORNEY

10/10/18  
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14 PROOFREAD

10/9/2018  
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17 APPROVED AS TO FORM AND SUBSTANCE:

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20 BUDGET MANAGER  
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23 File: 10687

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ORDINANCE O-2018- 46

A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND  
LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2019



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, 2019, 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: \$85,858,454, 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: \$8,030,024, 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: \$2,873,598, 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: \$89,853,311, 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: \$1,020,000, 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: \$60,885,439, 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: \$7,591,518, for the purpose of making improvements  
9 to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$1,600,000, 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: \$0, for the purpose of developing the City's winter  
13 water supply as part of the City's water enterprise system.

14 SEWER FUND: \$15,515,499, 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: \$671,132, 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: \$9,276,497, 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: \$306,242, 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: \$6,704,214, 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: \$88,666, for the purpose 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 purpose 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: \$1,064,295, 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: \$1,294,289, for the purpose 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: \$80,035, 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: \$25,156,888, 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: \$120,871, for the purpose 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 purpose of paying any authorized  
2 expenditures for library services as designated by the City Council of the City of Longmont.

3 MUSEUM SERVICES FUND: \$508,808, for the purpose of paying any authorized  
4 expenditures for museum services as designated by the City Council of the City of Longmont.

5 CALLAHAN HOUSE FUND: \$126,349, 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: \$380,719, for the purpose 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: \$639,850, for the purpose of paying any authorized  
10 expenditures for art in public places as designated by the City Council of the City of Longmont.

11 PARK IMPROVEMENT FUND: \$2,062,240, 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: \$750,000, 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: \$7,653,293, for the purpose 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: \$12,001,226, for the purpose 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: \$462,121 for the purpose of paying any authorized expenditures  
23 for expanding tourism as designated by the City Council of the City of Longmont.

1            CONSERVATION TRUST FUND: \$2,514,075, 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: \$20,000, for the purpose 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: \$117,776, 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: \$1,803,528, 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: \$7,423,746, for the maintenance, operation and replacement of  
12 the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

13           PARK AND GREENWAY MAINTENANCE FUND: \$914,151, for the maintenance,  
14 operations, repair and renewal of city-owned parks, greenways and pools.

15           VILLAGE AT THE PEAKS FUND: \$2,133,935, 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: \$2,361,118, for the purpose of paying any  
19 authorized expenditures of tax increment revenues of the Longmont Urban Renewal Authority.

20           PARKS GRANTS AND DONATIONS FUND: \$603,200, for the development or  
21 improvement of parks.

22           UTILITY BILLING CUSTOMER INFORMATION SYSTEM FUND: \$2,700,000, for  
23 acquisition, maintenance and operations of the customer information system, including

1 connection, disconnection, billing and payment of utility services.

2 Section 2


3 The Council finds that every contract funded in this ordinance for charitable, industrial,  
4 education, or benevolent purposes or with any denominational or sectarian institution or  
5 association serves a public purpose.

6 Section 3

7 To the extent only that they conflict with this ordinance, the Council repeals any conflicting  
8 ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity  
9 of any part shall not affect the validity or effectiveness of the rest of this ordinance.

10 Introduced this 23rd day of October, 2018.

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12 Passed and adopted this 13th day of November, 2018.

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MAYOR

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20 ATTEST:

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24 CITY CLERK



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26 NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT  
27 7:00 P.M. ON THE 13TH DAY OF NOVEMBER, 2018, IN THE LONGMONT  
28 COUNCIL CHAMBERS.

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31 APPROVED AS TO FORM:

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35 ASSISTANT CITY ATTORNEY

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Jimmy O'Neil  
PROOFREAD

10/9/2018  
DATE

APPROVED AS TO FORM AND SUBSTANCE:

Debra Malby  
BUDGET MANAGER

10/10/18  
DATE

File: 10687



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ORDINANCE O-2018-42

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND  
PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2018 TO  
PAY BUDGETED CITY EXPENSES FOR THE 2019 FISCAL YEAR

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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 2018, 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, 2019.

Section 2

All prior actions by the officers and staff of the City relating to the authorization and certification of the City’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Section 3

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 9th day of October, 2018.

Passed and adopted this 23rd day of October, 2018.

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*[Handwritten Signature]*  
MAYOR

ATTEST:

*[Handwritten Signature: Valeriat. Skits]*  
CITY CLERK

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 23RD DAY OF OCTOBER, 2018, IN THE LONGMONT COUNCIL CHAMBERS.

APPROVED AS TO FORM:

*[Handwritten Signature: Susan Jordan]*  
ASSISTANT CITY ATTORNEY

9/25/18  
DATE

*[Handwritten Signature: Cristi Campbell]*  
PROOFREAD

9/25/18  
DATE

APPROVED AS TO FORM AND SUBSTANCE:

*[Handwritten Signature: Terese Malloy]*  
BUDGET MANAGER

9/25/18  
DATE

CA File: 10701



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ORDINANCE-O-2018- 43

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND  
PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT  
DISTRICT FOR THE YEAR 2018 TO PAY BUDGETED EXPENSES OF THE LONGMONT  
DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2019 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 2018, 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, 2019.

Section 2

All prior actions by the officers and staff of the City and the Authority relating to the authorization and certification of the Authority’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.


Section 3

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

1 Introduced this 9th day of October, 2018.

2 Passed and adopted this 23rd day of October, 2018.

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MAYOR



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NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT  
7:00 P.M. ON THE 23RD DAY OF OCTOBER, 2018, IN THE LONGMONT  
COUNCIL CHAMBERS.

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ASSISTANT CITY ATTORNEY

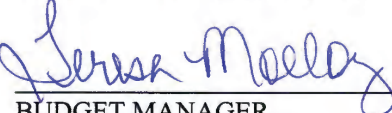
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BUDGET MANAGER

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RESOLUTION R-2018- 108

A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE  
CITY OF LONGMONT FOR 2019

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  
2019 Financial Policies dated NOVEMBER 13, 2018, now before the Council. The Financial  
Policies adopted by this resolution shall become effective January 1, 2019.

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 13th day of november, 2018.

  
MAYOR

ATTEST:

  
CITY CLERK



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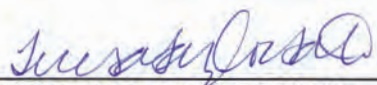
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APPROVED AS TO FORM



ASSISTANT CITY ATTORNEY



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RESOLUTION LGID 2018-04

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 2019

BE IT RESOLVED, that the Board of Directors of Longmont General Improvement  
District No. 1 (the District) does hereby adopt the annual budget for the District for the fiscal year  
2019 (edition 1) showing the: estimated beginning fund balance in the amount of \$92,680;  
estimated revenues in the amount of \$143,109; and estimated expenses in the amount of \$117,776.

Passed and adopted this 27th day of November, 2018.

  
GENERAL IMPROVEMENT DISTRICT  
PRESIDING OFFICER

ATTEST:

  
CITY CLERK



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ASSISTANT CITY ATTORNEY

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BUDGET MANAGER

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RESOLUTION LGID -2018- 03

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL  
PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1  
FOR THE YEAR 2018 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE  
2019 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 District, according to the assessed valuation thereof for the fiscal year 2018,  
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, 2019.  
All prior actions by the officers and staff of the City relating to the authorization and certification  
of the District's mill levy in this and each prior year are hereby ratified, approved, and confirmed.

Passed and adopted this 23rd day of October, 2018.

  
GENERAL IMPROVEMENT DISTRICT  
PRESIDING OFFICER

ATTEST:

  
CITY CLERK





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ASSISTANT CITY ATTORNEY

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*Cristi Campbell*  
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APPROVED AS TO FORM AND SUBSTANCE:

*Jerusa Malley*  
BUDGET MANAGER

10/3/18  
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CA File: 10702



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RESOLUTION R-2018-109

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE CITY OF  
LONGMONT 2019 CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES

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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 2019 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 2019 Classification and Pay Plan now before Council, effective as to each respective employee beginning January 1, 2019.

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.

1 Passed and adopted this 13th day of November, 2018.

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MAYOR

ATTEST:



  
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CITY CLERK - DEPUTY

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ASSISTANT CITY ATTORNEY

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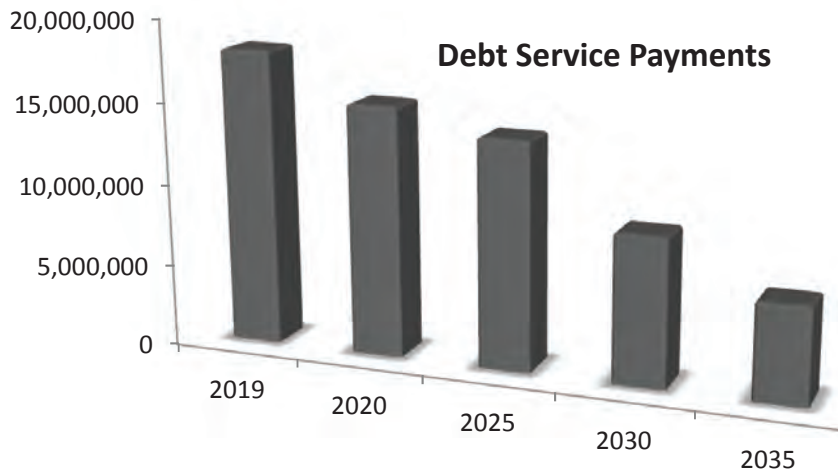
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## 2019 Debt Service

The City’s 2019 debt service payments total \$18,843,549 which is 5.2% 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 2017 was approximately \$10.424 billion. The 3% limitation equaled \$384,805,812. The City had no outstanding debt applicable to the debt limitation at the end of 2017. 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.

### 2019 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
<b>SEWER FUND</b>				
Series 2010A & 2010 B Revenue Bonds	640,000	436,245	1,076,245	2030
Series 2013 Revenue Bonds	350,000	212,000	562,000	2032
Series 2015 Revenue Bonds	1,104,825	850,000	1,954,825	2035
<b>WATER FUND</b>				
2003 Series A Loan	1,105,642	216,800	1,322,442	2023
<b>PUBLIC IMPROVEMENT FUND</b>				
Series 2006 Rev Refunding Bonds	2,705,000	81,150	2,786,150	2019
<b>OPEN SPACE FUND</b>				
Revenue Bonds	1,205,000	904,764	2,109,764	2033
<b>STORM DRAINAGE FUND</b>				
2014 Revenue Bonds	795,000	654,788	1,449,788	2034
Series 2016 Rev Refunding Bonds	710,000	282,900	992,900	2028
<b>ELECTRIC AND BROADBAND FUND</b>				
2014 Revenue Bonds	2,475,000	1,242,013	3,717,013	2029
2017 Revenue Bonds	535,000	206,988	741,988	2029
<b>VILLAGE AT THE PEAKS FUND</b>				
2014A Certificates of Participation	900,000	1,230,435	2,130,435	2037
<b>TOTAL ALL FUNDS</b>	<b>12,525,467</b>	<b>6,318,082</b>	<b>18,843,549</b>	

## 2019 Debt Service Payments by Fund

### SEWER FUND

#### Series 2010A & 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
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
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
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
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
2019	1,205,000	904,764	2,109,764
2020	1,225,000	868,614	2,093,614
2021	1,245,000	830,639	2,075,639
2022	1,265,000	790,176	2,055,176
2023	1,280,000	747,483	2,027,483
2024	1,305,000	702,683	2,007,683
2025	1,330,000	654,398	1,984,398
2026	1,355,000	604,523	1,959,523
2027	1,390,000	552,648	1,942,648
2028	1,420,000	481,758	1,901,758
2029	1,450,000	407,918	1,857,918
2030	1,480,000	331,068	1,811,068
2031	1,505,000	251,518	1,756,518
2032	1,540,000	169,495	1,709,495
2033	1,570,000	85,565	1,655,565

The **Series 2010A and 2010B Open Space Revenue Bonds** for the amount of \$29,770,000 will be used for land acquisition and improvements for open space purposes. The debt service will be paid from the Open Space Fund. The Series 2010A are tax exempt bonds callable on November 15, 2020. The Series 2010B are taxable Building America bonds callable on November 15, 2020, and as part of the 2009 American Recovery and Reinvestment Act, the City is eligible to receive an annual interest subsidy payment for these bonds. These bonds received a rating of A2 from Moody's and a rating of A from Standard and Poor's.

**PUBLIC IMPROVEMENT FUND****Series 2006 Revenue Refunding Bonds (Maturity 2019)**

Year	Principal	Interest	Total Payment
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.

**Series 2014 Revenue Bonds (Maturity 2034)**

Year	Principal	Interest	Total Payment
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

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 2016 Revenue Refunding Bonds (Maturity 2028)**

Year	Principal	Interest	Total Payment
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
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.

**ELECTRIC AND BROADBAND FUND**

**Series 2017 Revenue Bonds (Maturity 2029)**

Year	Principal	Interest	Total Payment
2019	535,000	206,988	741,988
2020	545,000	196,288	741,288
2021	555,000	185,388	740,388
2022	575,000	168,738	743,738
2023	590,000	145,738	735,738
2024	610,000	122,138	732,138
2025	625,000	97,738	722,738
2026	645,000	72,738	717,738
2027	665,000	53,388	718,388
2028	685,000	38,424	723,424
2029	710,000	21,300	731,300

The **Series 2017 Revenue Bonds** for the amount of \$7.265 million will be used for completion of the community broadband network. 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
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

**2019 Lease-Purchase Payments by Fund**

**General Fund**

Energy Conservation Program Equipment 280,439

**Public Safety Fund**

Fire Station #6 Lease 350,000

**TOTAL ALL FUNDS \$ 630,439**



## BUDGET GLOSSARY

**ACCRUAL BASIS OF ACCOUNTING:** A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

**ADMINISTRATIVE TRANSFER FEE:** A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

**APPROPRIATION:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

**AIPP:** Art in Public Places

**APPROPRIATION ORDINANCE:** The official, legal authorization by City Council for the expenditure of funds.

**ASSESSED VALUATION:** A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder and Weld county assessor's offices. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

**AUDIT:** An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government, which are referred to as Generally Accepted Accounting Principles (GAAP).

**BALANCED BUDGET:** A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

**BONDED DEBT:** The portion of an issuer's total indebtedness represented by outstanding bonds.

**BUDGET:** The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

**BUDGET CALENDAR:** The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

**BUDGET MESSAGE:** A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

**BUDGETARY CONTROL:** The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.



**CAFR:** Comprehensive Annual Financial Report.

**CAMP:** Capital Assets Maintenance Plan.

**CAPITAL IMPROVEMENT PROGRAM (CIP):** A planning document that presents the City's capital infrastructure needs for a five-year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

**CAPITAL ITEM:** Any single item that the City purchases with a value of \$5,000 or more and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

**CAPITAL OUTLAYS:** Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

**CAPITAL PROJECT:** New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to, existing infrastructure that has a minimum life expectancy of five years and a minimum expense of \$10,000.

**CAPITAL PROJECT FUND:** Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

**CASH BASIS OF ACCOUNTING:** A method of accounting in which transactions are recognized only when cash is received or disbursed.

**CDBG:** Community Development Block Grant.

**COMMUNITY INVESTMENT FEE (CIF):** A fee on new construction that is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

**DEBT SERVICE:** Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

**DEPARTMENT:** A major administrative section of the City government. Longmont has 10 departments: City Manager, City Attorney, Municipal Court, Shared Services, Finance, Power & Communications, Public Safety, Public Works & Natural Resources, Planning & Development Services, Community Services.

**DEPRECIATION:** The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

**DIVISION:** An administrative section within a department that performs a particular function. In Longmont, examples of divisions include the Accounting Division in the Finance Department, the Purchasing and Contracts Division in Shared Services Department, and the Library Division in the Community Services Department.

**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.

**LCJP:** Longmont Community Justice Partnership.

**LDDA:** Longmont Downtown Development Authority.

**LEDP:** Longmont Economic Development Partnership.

**LINE ITEM BUDGET:** A budget in which expenditures are classified by detailed expense categories.

**LPC:** Longmont Power & Communications.

**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.

**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.

**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 3.53% 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), Open Space Fund (0.20 cents), and Public Safety Fund (0.58 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 three 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.