

City of Longmont, Colorado



2021 OPERATING BUDGET



C. Nathan Pulley Photography



2021 ADOPTED OPERATING BUDGET



Brian J. Bagley
Mayor



Aren Rodriguez
Mayor Pro Tem
Council Member At-Large



Joan Peck
Council Member
At-Large



Polly Christensen
Council Member
At-Large



Tim Waters
Council Member,
Ward I



Maria Martin
Council Member,
Ward II



Susie Hidalgo-Fahring
Council Member,
Ward III

Harold Dominguez
City Manager

Eugene Mei
City Attorney

Valerie Dodd
Director, Broadband
Services

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Deputy City Manager

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Chief Financial Officer

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Longmont

Colorado

For the Fiscal Year Beginning

January 1, 2020

A handwritten signature in black ink that reads "Christopher P. Morill". The signature is written in a cursive style.

Executive Director

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CITY OF LONGMONT | Office of the City Manager

TO: Honorable Mayor and City Council

FROM: Harold Dominguez, City Manager

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

DATE: January 1, 2021

SUBJECT: 2021 Adopted Operating Budget Summary

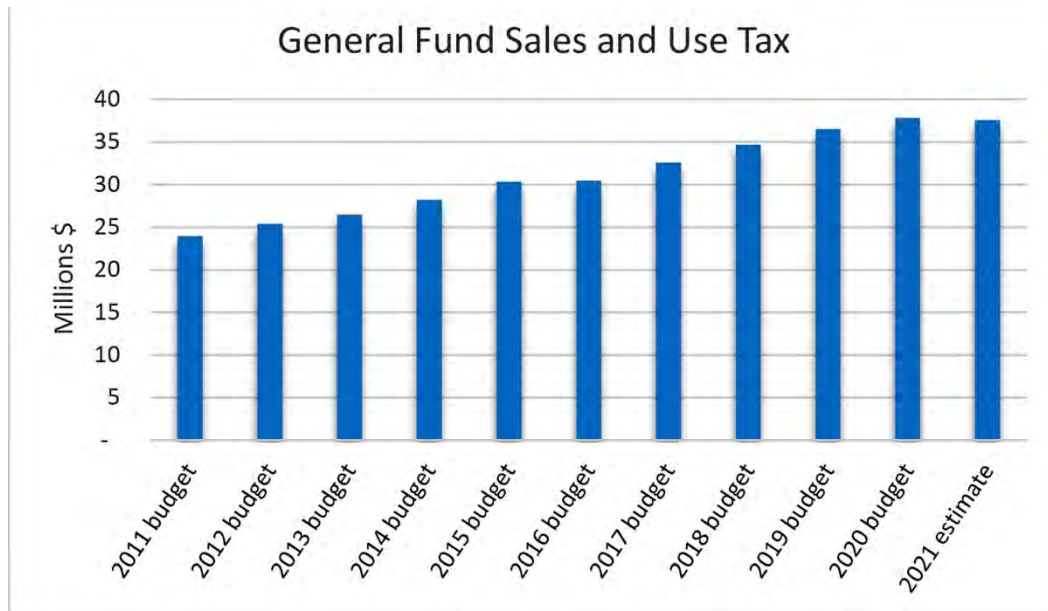
I hereby present to you the 2021 Adopted Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with no tax rate increases. The total operating budget for 2021, including all funds, is \$372.9 million, which is \$19.02 million more than the budget adopted for 2020. This is a 5.10% increase from the 2020 budget of \$353.91 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 5.9% in electric rates and an average increase of 9% in water rates that were approved in separate ordinances previously adopted by the City Council. Approximately \$39.75 million in accumulated fund balances will be drawn down in 2021, primarily to meet capital improvement needs.

The \$17.87 million increase in the total operating budget for 2021 is driven by capital projects, which have increased by over \$32 million. There are several significant projects in the electric and broadband enterprise and the water enterprise that are responsible for this increase. Without them, the overall 2021 budget would be below the original 2020 budget.

The General Fund for 2021 includes \$88.90 million in sources of revenue and expenses. This is a decrease of 3.1% or \$2,755,382 from the adopted 2020 budget. The decline is occurring in one-time expenses. There are \$86.8 million of ongoing expenses in the 2020 and 2021 General Fund budgets. One-time expenses have decreased from \$4,064,984 in 2020 to a total of \$2,092,793 for capital and other one-time expenses in the 2021 budget.

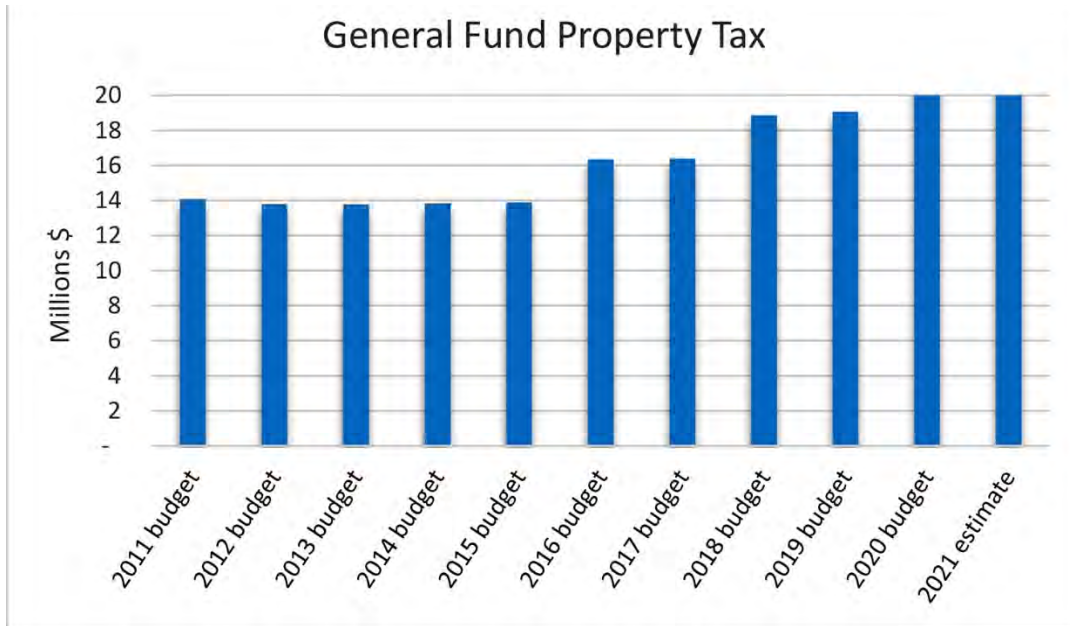
Due to the impacts of COVID-19 and a weakened economy this budget is constrained in resources. Projected minor growth in sales and use tax revenue in this adopted budget allows our operating funds to continue to maintain most service levels, but it is not able to enhance service levels or to provide market pay adjustments to our employees. Previous debt financing and fund balances are funding continued expansion and improvements to our utility infrastructure and City facilities. Longmont continues to experience growth in both the residential and commercial areas, and this budget strives to position the organization to respond to that growth.

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 City's annual budget, 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 2021.



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, 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 seven years the minimum budgeted growth from the General Fund sales and use tax was \$1.31 million in 2020 with the maximum growth at \$2.15 million in 2015. Actual sales and use tax revenues in 2017 and 2018 grew by 7.9% each year driven by new retail at Village at the Peaks and from Amazon as well as growth in building permit use tax. While the budgeted sales and use tax growth for 2020 is \$1.31 million, through six months of this year we are not experiencing that type of growth from the sales and use tax.

When COVID-19 first impacted Longmont in the spring of this year our initial projection was a \$13.2 million shortfall in sales and use tax across all five funds. That would have been a 16.7% decline from 2019 sales and use tax levels. By early July we had reduced that projection to a \$5.9 million shortfall, which would have been a 7.4% decline. Actual revenue growth of 1.6% in May and 6.5% in June brought our overall results to an increase of 0.8% through June. While that result certainly was far from our initial estimates, it still was below the 2.8% growth needed to reach our 2020 budget projections. Despite the recent results, there still are many economic threats and health concerns, so we must proceed with caution in projecting revenues. At the same time, we do not want to be too conservative with our projections as significantly reduced revenues in the budget would force us to also reduce expenses and, likewise, service levels. Taking all of that into consideration we have projected sales and use tax at 1.85% above 2019 actual collections, which is 0.92% below 2020 budgeted sales and use tax. For this adopted 2021 budget we will have \$238,894 less of overall sales and use tax revenue for the General Fund. As there was \$436,045 of use tax in the 2020 budget designated for one-time expenses there will actually be \$197,151 more of ongoing sales and use tax revenue for the General Fund in the adopted budget for 2021.



Unlike the sales and use tax, the trend of property tax has been much less consistent over the same period. 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, \$2.47 million in 2018, and \$2.42 million in 2020. The first significant boost in 2016 offset the low budgeted growth in General Fund sales and use tax referenced above. The second and third boosts in 2018 and 2020, in conjunction with over \$2 million and \$1.64 million of budget growth in General Fund sales and use tax in 2018 and 2020 respectively, resulted in budgets that addressed numerous needs in the General Fund.

Given the amount of property tax revenue growth in 2020, and knowing that 2021 is not a reassessment year from a revenue perspective, when the 2020 budget was built staff proposed that \$885,887 of the new property tax be treated as one-time revenue in 2020 so that it can be available to be used as new ongoing revenue in 2021. That amount, along with another \$145,729 from the final assessed valuation after the adoption of the 2020 budget, provides \$1,031,616 of new ongoing revenue from property tax in this adopted 2021 budget. Due to COVID-19 the state relaxed deadlines and, thus, the City will not receive the preliminary assessed valuation information from the counties until October 13. Therefore, there is no other new property tax included as a part of this adopted 2021 budget. If there is any available growth from the assessed valuations, staff proposes that it be treated as one-time revenue in 2021 so that it can be available to be used as new ongoing revenue in 2022.

The combined new ongoing revenue in the General Fund for 2021 from sales and use tax and property tax is \$1,228,767. That is much less than in 2020 when it was \$3,378,029. This is much closer to the combined new revenue from these sources in 2019 of \$1,076,518, which caused us to make cuts to balance the General Fund budget. In 2018 it was as high as \$4.56 million. The lack of new tax revenue, combined with reductions in revenues such as building permits, interest income, court fines and franchise revenue from natural gas, cable and telephone created challenges in building the adopted 2021 General Fund budget.

When compared to 2019, Longmont is experiencing a decline in construction activity in 2020 with declines through July in valuations (16.7%) and overall permits (33.5%). It does not appear that we are on track to meet budget projections for building permit fees or building permit use tax. New residential construction value is 21.4% below 2019 after seven months with single-family dwellings down 37.4%, and total new dwelling units are down 12.4%. There is growth in valuation for commercial permits of 12.9%. The total use tax generated by building permit activity through June is 13.7% less in 2020 than it was for the same period in 2019.

Revenue activity through July 2020 for other General Fund sources has had poor results. Franchise revenue from Xcel Energy is down 22.5% and not on track to reach budget. The cable franchise fee continues to decline, likely due to the numerous options available for video services. Due to interest rate declines we can expect to be down in interest income in 2020 and into the near future as well. COVID-19 has impacted 2020 revenues for Union Reservoir usage and court activity and fines. Due to facility and program closures recreation fees have declined significantly and will not meet budget in 2020.

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 0.8% from 2019 collections. Our budgeted projection of sales and use tax growth for 2020 turned out to be 2.8% above the actual level of 2019 collections. We have analyzed the year-to-date results carefully and project to end 2020 with a combined decrease in sales and use tax of 0.67%. We expect growth in sales tax to slow some in the second half of 2020 due to recessionary impacts. Use tax is projected to lose some more ground with building permit use tax, automobile use tax, and primary employer use tax all likely responsible for the decline.

Revenue estimates included in this 2021 budget are based on actual revenue activity through July 2020 as well as 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 \$145,729 increase in budgeted property tax revenues based on 2019 property valuations received from the county assessor after adoption of the 2020 budget
- A projected 2.54% increase in sales and use tax revenue in 2021 over the projected collections for 2020
- A projection of 756 building permits for dwelling units for 2021, including 230 single-family units, 50 townhome/condos and 476 multifamily units

The overall sales and use tax increase for 2021 is projected to be 2.54%. Sales tax alone is expected to increase 2.21% in 2021. Our general approach to retail was a 1.8% population growth and a rebound in 2020 in some areas impacted by COVID-19, including automotive, food and lodging. 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 4.6% increase in use tax for 2021 from construction activity over the projected 2020 activity due mainly to continued construction and higher valuations. We also anticipate a 6.7% increase in auto sales outside the city. These assumptions combine for a projected overall use tax increase of 4.5% in 2021. Together, these projections combine to form the overall increase in sales and use tax of 2.54% that we are using for this 2021 budget.

Sales tax revenue from Village at the Peaks (VATP) should exceed \$4.5 million in 2020. The payments due on the Certificates of Participation (COP) for 2021 will be \$2,173,033. The property tax from the Twin Peaks Metro District and the Twin Peaks Urban Renewal Authority tax increment in 2020 should be over \$1.8 million. We are projecting \$1,830,000 from those sources toward the COP payments in 2021. Thus, under the covenants of the COP, it is projected that only \$275,033 of the 2021 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 2020 are projected at about \$850,000 and are more than sufficient to meet the covenant requirements. Staff is recommending that \$68,000 of those reserves be used for that

purpose. We are hesitant to build the reserves too high in order to continue to rely on or use the property tax to make latter year payments versus sales tax increment used to build the reserves greater than required. Of course, 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 current reliance on sales tax TIF to make the payment should be extremely limited with 84.2% of the payment in 2021 expected to come from property tax.

The City Council's adopted Financial Policies have always been aimed at assuring the financial stability of the City of Longmont. Staff use 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. Our realistic and conservative approach to estimating revenues has been a key factor in ensuring the City's financial integrity during the economic decline we endured in past years. Revenue estimates for this 2021 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 \$2.04 million annually while having over \$4 million 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 2019 is 21.5% of 2020 budgeted operating expenditures and 21.5% of the 2021 adopted 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 currently be from \$14.4 million to \$18.7 million. It is a goal to reach this over time. This adopted 2021 budget sets aside \$1.467 million for the reserve, which would raise the reserve balance to \$14.96 million and would fully fund the 8% reserve Committed to Emergencies as well as fund 3.65% of operating expenditures toward the Stabilization Reserve. This assumes that there is no need to use any of the existing stabilization reserve in 2020. The reserve increase funding is mostly a result of \$2.17 million of equity returned from an unneeded OPEB liability reserve.

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 2021 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 200 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 2021 development revenues based on 756 dwelling units there will be \$861,098 of incremental development revenue included as a part of the 2021 adopted budget.

With the 2019 budget, staff identified a 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 continued to grow, reaching \$4.65 million in 2016, \$5.32 million in 2017, \$6.63 million in 2018 and \$5.63 million in 2019. We are now projecting it to be \$4.78 million in 2020 and \$5.0 million in 2021. In 2018 staff expressed concern about continuing to budget the full amount as ongoing revenues. Similar to how we have treated fees from development as incremental development revenue we built the 2019 budget treating any revenue from building permit use tax above \$5,094,566 as one-time revenue instead of ongoing revenue. As building activity slows we will likely see a decline in this source of revenue. The ongoing revenue limit of \$5.09 million was based on an early estimate of permit use tax that had been made for 2019. The limit will likely need to be reevaluated in the future, but we are continuing to use it in this adopted 2021 budget.

Strategic Goals and Strategies

The [City Council Vision and Work Plan for Longmont](#) is a driver in the formation of this adopted budget and is summarized below:

In 20 years, Longmont will be the world's greatest village, where children are most fortunate to be born and raised, elders are supported through their entire life journey, where people will have access to food, shelter and everyone has the opportunity to thrive and feel they belong. We will have an integrated, system approach that leverages human and social capital to:

- Goal A1: Provide high quality Pre-K learning opportunities for all our children so they all have a good start in life
- Goal A2: Incentivize and provide housing and support services that end the risk of homelessness in our community
- Goal A3: Focus on making sure that our most vulnerable residents have the resources and opportunity to thrive

In 20 years, Longmont will have a developed Main Street from Pike Road to Highway 66, and a river corridor that stretches from the Sugar Mill to the Fairgrounds as a vibrant economic, residential, cultural and entertainment epicenter that is sustainable and respects the natural environment. Longmont's quality of life will sustain with 100% renewable power for life and a healthier climate over time.

This area will:

- Goal B1: Have a diverse housing stock with higher densities, access to high quality public transportation, food and jobs
- Goal B2: Protect and respect our natural public amenities as part of the development process
- Goal B3: Become a nationally recognized geographic center of science, technology, engineering, education, arts, and entrepreneurialism
- Goal B4: Bring together private industry, local government, non-profits, institutions of higher education as well as the St. Vrain Valley School district to ensure the highest quality, best prepared workforce in the western United States
- Goal B5: Work with Platte River Power Authority to achieve 100% renewable power for life by 2030
- Goal B6: Take actions that will, over time, create a healthier climate for future generations, and helps prepare and adapt our community for the impacts of climate change

The following new resources in the adopted budget address City Council work plan items:

- \$50,000 of one-time resources for investment in early childhood related to the outcomes of the Mayor's Early Childhood Summit (Goals A1 & A3)
- \$10,000 of ongoing funding for Language Line services (Goal A3)
- \$9,500 of ongoing funding for meal programs for youth (Goals A1 & A3)
- \$119,524 of increased ongoing funding for human service needs of which a good portion likely will be allocated to close the housing resource gap for persons experiencing homelessness (Goals A2, A3 & B1)
- \$100,000 of increased ongoing funding to Affordable Housing and CDBG Funds to offset administrative costs (Goal A2)
- \$20,000 of ongoing funding for Engage Longmont (Goals B2 & B3)
- \$136,137 of ongoing funding for air quality monitoring (Goal B2)
- \$35,000 of one-time resources for Library digital and print resources augmentation (Goals A3 & B3)
- \$50,000 of one-time for phase 2 of the Library feasibility study (Goals A3 & B3)
- \$60,000 of one-time funding for plugged and abandoned well investigations (Goal B2)
- \$186,810 of one-time resources for Emerald Ash Borer management (Goal B2)

Other items directed by City Council are receiving funding within this adopted 2021 budget. There is \$2.2 million from the Street Fund for the Quiet Zones project. Consistent with the City's goal of 100% renewable electric energy by 2030, staff will continue with the analysis needed to align City-operated facilities with this policy goal. An example of this work is the \$200,600 budgeted in PBF218 for making energy efficiency improvements at City facilities. Other efforts in support of this goal include projections for installation of solar generation arrays and electric vehicle charging stations, which are currently unfunded but may be funded with grants as opportunities arise. Fully funded initiatives include the launch of the Advanced Metering Infrastructure project, and other Sustainability initiatives as described below.

Priorities

Since 2013 the City Council has made a commitment to use priority based budgeting to make decisions regarding resource allocations. A key component of the priority based budgeting process is to identify the results that the City is in business to achieve. Initially the City used the Focus on Longmont strategic policy directions to identify the desired results. Starting in 2014, all of the programs of the City were identified, costed and scored based on how they influence the 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. During the first half of 2018 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 longstanding 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 the [allocation of resources](#) in this 2021 budget 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 2021 budget the neighborhood improvement program will receive its annual funding of \$50,000 from the Public Improvement Fund.

The Resilient St. Vrain Project, the City’s multiyear, multiphase project to protect people, property and infrastructure from future flood risk, 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 where construction is not occurring. The Sandstone Reach and City Reach 1 sections of the project were completed in late 2018. City Reach 2A, which extends project improvements from Main Street to upstream of South Pratt Parkway, was completed in 2020. Construction on City Reach 2B, which extends upstream from South Pratt Parkway and includes replacement of the BNSF Railway bridge, started in the summer of 2019 and is expected to be substantially complete by the end of 2020. The next section upstream, known as Izaak Walton Reach 1, extends from the BNSF Railway bridge to the Boston Avenue bridge and is currently in the final design and permitting process with construction scheduled to begin in late 2020. The City is also underway with design for replacement of the Boston Avenue bridge, which is planned to start construction in 2021. The City continues coordinating with the Army Corps of Engineers on the Izaak Walton Reach 2 section, which extends from the Boston Avenue bridge west to South Sunset Street. The remainder of the project from South Sunset Street to Airport Road will be designed and 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, began construction in late 2019 and will be completed by the end of 2020. Loomiller Park is the primary park renewal project slated for 2021. The Wertman and South Clover Basin neighborhood parks are under design in 2020 with construction of both currently scheduled to start in 2021, pending the availability of resources due to COVID-19 budget concerns. Fox Meadows Neighborhood Park will be in design and head to construction in 2021. The Union Reservoir Loop Trail will be designed and constructed in phases starting with design and construction of the west side of the trail in 2021. Dog Park #2 will need to be relocated to the northeast corner of Rogers Road and Airport Road, pending a land dedication currently being negotiated. Design is slated for 2021 with construction following in 2022. The need for relocation of the Dog Park is related to expansion of the City’s Airport Road maintenance facility. ADA upgrades will continue to be implemented in parks and nature areas in accordance with the ADA Self-Evaluation and Transition Plan and in coordination with the Park Renewal Program. Revisions to the sports fields at Dry Creek Community Park, where high groundwater has prevented sufficient establishment of the turf, will be designed in 2021. The design of St. Vrain Greenway Phase 12 (west of Golden Ponds) will be completed over the winter, with construction to start in 2021. The St. Vrain Greenway Phase 13 project (east of Sandstone Ranch) will start design in 2020 with construction to start in 2022.



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 \$261,866 in 2021, 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 \$896,000 in 2019 and projected as \$1,076,705 in 2020. The TIF revenue for 2021 in the adopted budget is projected at \$1,076,705 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 2021 budget it will provide funding of \$289,120 to the Arts & Entertainment Fund; \$30,000 for marketing collaboration; \$25,000 for redevelopment projects; \$10,000 for economic vitality projects; \$100,000 for employment incentives; \$100,000 for DTR032-Plaza Rehab; \$52,064 for the downtown infrastructure replacement program; and \$40,200 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.

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 2021 budget includes \$174,700 for the FLEX bus program providing bus service between Longmont, Fort Collins, and other cities. This is an \$11,005 increase from the 2020 funding level. Additionally, VIA is again funded at \$150,000, and RideFree Longmont funding increases by \$207,265 to a total cost of \$487,265. Total transit program funding in the adopted 2021 budget is \$811,965.

Capital work planned for 2021 in the transportation area includes the annual Street Rehabilitation Program, Boston Avenue Connection design, and Railroad Quiet Zones construction. During 2020 the City received DRCOG Transportation Improvement Program funding for design work of the State Highway 66 Improvements (Hover Street to US 287) and the Coffman Street Busway Improvements projects. Design work, along with public engagement and outreach, will continue for these projects throughout 2021.

Other work includes the Transportation System Management (TSM) program, which helps improve the safety, accessibility, and alternative mode options of the street system. Capital work in the TSM program is anticipated to include the installation of a traffic signal, ADA and curb ramp improvements, Sunset Street "Road Diet" improvements from Kansas Avenue to Nelson Road, and improvements at several high crash locations throughout the city. Design work for the Boston Avenue bridge over the St. Vrain is scheduled to be completed in late 2020, and construction is set to start early in 2021. 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.

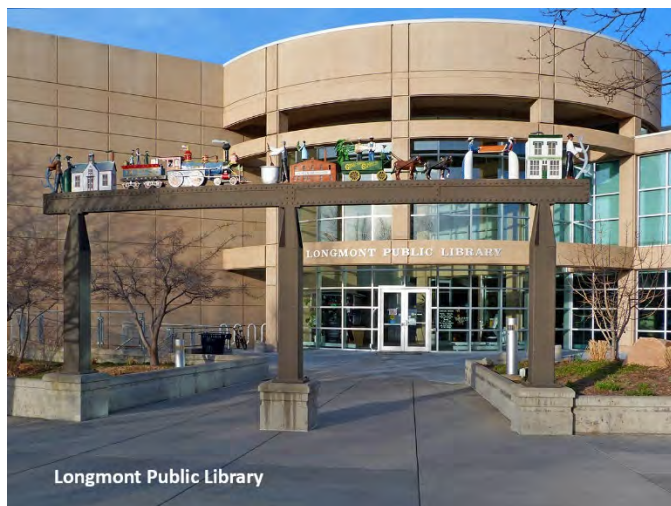
Housing, Services, Amenities and Opportunities for All

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 2021 budget there is again \$1 million of ongoing funding from the General Fund 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 60% of the area median income). Beginning in 2019, affordable housing development is boosted by 50% of the 3% special sales tax on the sale of marijuana. This revenue is estimated at \$205,000 for 2021. Ongoing support of \$206,543 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. Due to reductions to this transfer amount in the 2019 budget, an increase in the amount of costs associated with administering Affordable Housing programs with the addition of the Inclusionary Housing Program, the anticipated close out of CDBG-DR funding, and continued decreases in CDBG and Home administrative funding, staff is estimating that up to an additional \$115,000 in administrative costs in 2021 will need to be covered from the capital funding.

One of the current financial policies of the City Council is that 2.37% of General Fund budgeted ongoing tax revenues will be allocated to fund services that address critical human service needs in the Longmont community. Since 2018, nearly half of this funding has been dedicated to housing stabilization and homeless intervention programs. In 2019 the City Council reviewed funding recommendations provided by the Longmont Housing and Human Services Advisory Board (HHSAB) that ultimately increased the amount of General Fund revenues set aside for this purpose from 2.05% to 3% in order to: 1) increase housing resources for adults experiencing homelessness and 2) restore available funding for agencies addressing other critical human service needs to pre-2018 levels. City Council directed staff to move in this direction over a three-year period. This adopted 2021 budget will provide funding of \$1,724,481 for human service agencies, which is \$119,524 more of ongoing resources than in 2020 but only \$32,524 in total since \$87,000 of one-time resources were provided in 2020. It brings the level of funding to 2.52% of General Fund budgeted ongoing tax revenues in 2021. Although

this is less than the requested amount to bring the set-aside up to 2.7% in 2021, it still represents an increased amount of support during a challenging budget year. The Housing and Human Services Advisory Board (HHSAB) has recently completed an updated human services needs assessment for 2020 – 2024 as part of the Consolidated Plan process. The HHSAB will present the results of this assessment later in 2020, when it makes its 2021 agency funding recommendations to City Council. It is likely that a good portion of this increased funding will be allocated to address increased needs that have surfaced due to the economic impacts of COVID-19 and stabilizing safety net funding for other human services in subsequent years.

In support of the City Council work plan, this adopted budget includes \$50,000 of ongoing resources and \$50,000 of one-time resources for investment in early childhood related to the outcomes of the Mayor's Early Childhood Summit held in spring 2019. Funds will be used to leverage strengths and begin to address challenges related to the early learning delivery system in Longmont. Summit participants helped identify four major areas: transportation, cost of childcare, staff development, and childcare licensing in our community. One-time resources will be used in areas that can make the greatest impact. Adopted uses for one-time funding include childcare provider licensing fees, staff development for licensed providers, and learning opportunities for informal care providers. Adopted uses for ongoing funding include continued training, coaching, and peer mentoring for providers and continued education to support partners, community members and parents. Because of the COVID-19 impact, 2020 funds that were earmarked for early childhood training and capacity building have been redirected to provide an infusion of Personal Protective Equipment and clean supplies for childcare providers in Longmont. Another potential area of need is funding childcare slots within the community in order to: 1) increase available slots for parents returning to work and 2) supplement the loss of revenue experienced by providers who offer a sliding scale fee system with restrictions for smaller class sizes.



In late 2019, the Library initiated its consultant-assisted feasibility study to determine what 21st century library programs, services, and outreach are needed and desired by the Longmont community, and to examine options for long-term financial sustainability to support the community's needs. The consultant completed the first part of the feasibility study regarding community needs, but the economic impact of COVID-19 halted efforts to conduct the financial sustainability work associated with this study. Staff does not yet have a revised timeline for completing the remainder of the feasibility study. Clearly the need for increased digital resources has been illustrated during the COVID-19 Stay at Home and Safer at Home public health orders. The 2021

adopted budget includes \$102,558 in one-time funding for digital resources for children and adults who do not have access to what they need for online learning, learning about critical resources for food and financial assistance, and staying connected during a time of isolation.

COVID-19 Stay at Home and Safer at Home public health orders have significantly impacted the ability of Recreation Services to offer recreation activities to the community and, therefore, to meet its revenue projections as required by the City's financial policies. The adopted 2021 Budget reflects a 25% reduction to the Recreation Division Budget. The City's financial policy for Recreation Services requires that fees be established to obtain at least 80% self-support, excluding capital expenditures in excess of \$5,000, community events that are free to the public, sports field maintenance, Sandstone Ranch Visitors Center, and youth enrichment programs

that offer recreation activities as part of an overall effort to strengthen and improve life development skills as well as provide supervised leisure activities during critical high-risk hours and within high-risk neighborhoods. Staff estimates that 2021 revenues will be down 25% or \$1,127,792 due to the continuing impact of COVID-19 on projected 2021 facility attendance and program participation. Attendance at Recreation facilities and programs thus far in 2020 has been drastically impacted by COVID-19 in two areas:

1. The current facility usage and program participation guidelines developed by the state and county public health agencies – Maximum participation in recreation activities at any given time is limited to 25% of facility capacity or 50 people, whichever is less; people working out must wear a face covering and practice social distancing; and indoor programs are limited to 10 people including the instructor.
2. Residents concern for their health in regard to working out or participating in indoor programs – Historically the Recreation Center has averaged 1,200 visitors per day. Over the eight weeks since the Recreation Center reopened, average daily attendance has been 229 visitors per day, which is over an 80% reduction.

All indications are that this trend of reduced public participation in Recreation Services will continue into 2021 or until such time there is a vaccine or specific treatment for COVID-19. In light of this projected \$1,127,792 revenue reduction, the adopted 2021 budget staff includes a reduction in Recreation expenditures by 25% excluding salaries and benefits for regular employees. This will not be an across-the-board reduction in recreation activities and programs. Instead, Recreation staff will continue to monitor trends and participation to determine which reductions to align with the adopted 2021 budget. Throughout 2021, staff will make program adjustments when revenues begin to rebound and request Council appropriate additional revenues in order to reinstate expenditures (programs and activities) in accordance with the City's Financial Policies. Should revenues decline farther than projected, staff will make further program reductions.

Ongoing resources of \$9,500 are included in this adopted budget to support the Children, Youth and Families meal program funding. One-time resources within this adopted 2021 budget include \$9,300 for parking enforcement handheld ticket writers and printers.

From the Public Improvement Fund, funding of \$511,630 is adopted in 2021 for specialized equipment replacements for Recreation and other Community Services facilities, \$608,720 for maintenance of swimming pools and wading pools, \$101,000 for Museum entry concrete replacement, \$60,059 for Callahan House improvements, \$60,060 for Firehouse Art Center facility improvements, \$9,200 for fitness improvements at the Recreation Center, \$268,524 for park infrastructure rehabilitation and replacement, \$75,000 for rehabilitation of park irrigation pump systems, and \$361,200 for greenway connections.

In Public Works and Natural Resources this adopted 2021 budget includes increased ongoing resources of \$136,137 for air quality monitoring, \$2,700 for mosquito control, and \$7,000 for staffing support at Union Reservoir. One-time expenses in PWNR in the 2021 adopted General Fund budget include \$1,967 for computer replacements; \$60,000 for plugged and abandoned well investigations; \$85,000 for EAB treatments, tree removals and planting; \$30,000 for EAB tree replacements; and \$71,810 for a fixed-term position for EAB.

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 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 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 and in the first three years has allowed for the addition of 45 new FTE including 6 FTE in Communications, 29 FTE in the Police Department, 6 FTE in the Fire Department, 3 FTE in Community Health and Resilience, and 1 Legal Advisor in the City Attorney's Office. The new tax also provided funding for implementation of the body worn camera program and over \$3 million of one-time resources, including 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 \$1.4 million toward addressing space needs to accommodate the additional staff.

The full public safety tax rate of .58 cent will provide over \$12.9 million of funding for public safety in this 2021 budget, including new ongoing resources of \$80,000 for taser costs, \$35,000 for ammunition, \$10,450 for RSA token license, \$17,940 for Netmotion license, \$1,000 for a Knoxbox Key Lock System, and \$1,000 for Simunitions training safety equipment. It also is providing one-time expenses of \$20,000 for the Knoxbox Key Lock System, \$12,850 for Simunitions training safety equipment, \$12,375 for computer replacements, \$6,900 for Cradlepoint routers, \$3,875 for RSA token license, and \$3,500 for Netmotion license.



The adopted 2021 General Fund budget includes over \$38.75 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 \$8,100 for Target Solutions training management software and \$3,229 for increased licensing. The 2021 budget includes one-time resources from the General Fund for Public Safety totaling \$307,190. These one-time expenses include, for Police, \$14,000 for Tiburon report writing management software, \$37,500 for traffic accident RMS replacement, \$28,190 for Windows server maintenance extension, \$107,000 for bulletproof vests/panels and bomb squad suit replacement, \$20,000 for tactical rifle replacement, and \$6,000 for armored vehicle windshield replacement. For Fire it includes \$42,000 for thermal imaging cameras, \$33,000 for fire station dorm alerting system, \$12,000 for medical gear for reserve engines, and \$7,500 for lapel mic replacements.

In 2020 an Oil and Gas and Air Quality Coordinator was hired to serve as the technical expert in these areas and to provide oversight of the ongoing air quality monitoring study. The 2021 budget includes funding for this position, as well as air quality monitoring stations at Union Reservoir and the Vance Brand Airport. Funding has also been included in the budget for water quality monitoring at Union Reservoir and groundwater testing near oil and gas wells.

Responsible Stewardship of our Resources

Along with this 2021 adopted budget you will receive a copy of the [adopted 2021-2025 CIP](#). The CIP is broken into major categories of capital projects. For the year 2021, those categories are to be funded with the following dollar levels of capital projects. A list of the projects to be funded from the 2021 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 2021-2025 CIP.

Downtown Redevelopment projects	\$ 140,000
Drainage projects	92,000
Electric projects	13,015,000
Parks, Recreation and Open Space projects	5,538,463
Public Buildings and Facilities projects	3,504,119
Broadband projects	3,679,137
Sanitation projects	250,000
Transportation projects	16,391,500
Wastewater projects	4,538,800
Water projects	37,563,960

The Wastewater Treatment Plant has identified improvements required to meet more stringent water quality standards for phosphorus and nitrogen. Regulation 85 limits have been adopted by the state and are included in a compliance schedule in the City's 2018 discharge permit. A consultant is performing an alternatives analysis and assisting with pilot studies in 2020. Design will begin in 2021 with construction anticipated to begin in 2022. Infrastructure renewal projects at the wastewater plant will also continue into 2021. 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.

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. Much of the work to repair and rehabilitate vital public infrastructure is enabled by the voter approval in 2018, and sale of bonds in 2019, to be repaid from the Public Improvement Fund, including the Civic Center rehabilitation 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. Additionally, the bond provided \$9.4 million toward the renovation or replacement of Fire Station #2 and Fire Station #6 and replacement of the irrigation systems at Sunset and Twin Peaks golf courses for over \$4.2 million.

In the Public Improvement Fund, funding is adopted in the 2021 budget for annual rehabilitation and replacement of core building infrastructure at or within City facilities, including \$268,840 for roofs, \$378,639 for HVAC systems, \$157,587 for emergency generators, \$273,003 for boilers, \$269,690 for flooring, \$18,000 for interior maintenance, \$15,000 for exterior maintenance, \$15,000 for keyless entry, \$15,000 for auto door and gate replacements, \$15,000 for UPS repair and replacement, and \$88,880 for parking lots. There is also \$212,000 for ADA improvements at municipal buildings.

Final design has been completed by the Northern Colorado Municipal Subdistrict on the Windy Gap Firming Project. Contractor selection is currently underway. The City of Longmont is participating in this water storage project that will provide Longmont with 7,500 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 2020. Longmont voters previously approved the issuance of up to \$36.3 million in water utility bonds to help fund this project. Once the final project costs are known, staff will work to identify funding options to pay for unfunded portions, if any, of the City's share of the project.

Expansion of the Nelson-Flanders Water Treatment Plant was recommended in the Integrated Treated Water Supply Master Plan as the preferred alternative in lieu of continued maintenance of the Wade Gaddis Water Treatment Plant and to meet water demand forecasted for build-out of the Longmont Planning Area. The City's Wade Gaddis water treatment plant was placed in service in 1983, has now reached the end of its life cycle and soon will be decommissioned. However, its peak use and backup functions must be replaced to maintain system reliability. The City recently conducted engineering studies to determine the best way to replace that capacity. After analyzing all the possibilities, the most reliable and cost-effective option is to expand capacity at the Nelson Flanders plant to ensure that we fully support the drinking water needs of current and future Longmont residents. The Nelson Flanders plant was placed in service in 2005 and was constructed with expansion in mind. Construction is anticipated to begin in 2021 and is partially funded. Full funding will require additional debt financing, including voter approval that was on the ballot in November 2020.

An update to the Storm Drainage Master Plan is planned to be completed in 2022, with existing condition hydrology completed in fall 2020, providing the necessary information for the Storm Drainage Rate and Fee Study that will be initiated later in the year and completed in 2021. Staff plans a Wastewater Rate Study in 2021, as 2020 is the final year of the adopted rates for that utility. Staff also will initiate work in preparation for a stormwater bond election as early as 2021. Repayment of the bond will require Storm Drainage rate increases.

In 2016, the invasive insect Emerald Ash Borer (EAB) was found in Longmont. The arrival of this devastating insect has required action to manage Longmont's public ash trees by removing small and poor condition ash trees, treating high-value ash trees, and planting replacement trees. In 2016, high-value public ash trees were evaluated, and 937 were selected and split into three cohorts for treatment with each cohort to be treated on a three-year rotation to effectively protect them from EAB. Since 2016, five treatment rounds have been completed with treatments to continue annually. Continual funding will be required as EAB continues to spread throughout the city. The Emerald Ash Borer Management Plan is funded from the Tree Mitigation Fund, with the majority of the funding coming from the removal of trees in the Resilient St. Vrain Project. To date, EAB has been detected outside of Boulder County in Broomfield, Larimer, Jefferson, and Adams counties, with similar management strategies in each community.

The Longmont Sustainability Plan was approved by City Council in November 2016 and was updated in August 2018 to include recommendations from the 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.

In October 2019, Council passed a resolution declaring a climate emergency and convened a group of subject matter experts, called the Climate Action Task Force (CATF), to develop recommendations to address the climate crisis. Several City staff worked with the CATF to develop 27 recommendations, which were presented to Council in June, July and August. Many of these recommendations are already included in the Sustainability Plan, and several are currently underway with funding and staff resources included in multiple City departments. Once approved by Council, staff is planning to evaluate the final CATF recommendations and incorporate any recommendations that are not already in the Sustainability Plan into the plan. Staff will also review the policies in Envision Longmont and identify any that may need to be added or strengthened based on these recommendations. Staff also intends to evaluate the cost, greenhouse gas reduction potential, community and equity impacts, and resource needs and timelines for each of these recommendations to develop a proposed prioritization for Council's consideration.

Work that was initiated in 2020 includes: 1) the 2019 greenhouse gas inventory and waste life cycle analysis, 2) expanding the City's Sustainable Business Program, 3) launching Sustainable Opportunities, Lifestyles, and Leadership, 4) creating the Just Transition Plan Committee to continue the development of just transition strategies, and 5) continued coordination of the Longmont Sustainability Coalition. Other projects were initiated through the Boulder County Sustainability Tax as detailed below.

In support of the Sustainability Plan the 2021 adopted budget includes the following resources: \$20,000 for a community asset mapping project, \$46,500 for Sustainable Opportunities, Lifestyles, and Leadership (SOLL), the Sustainable Neighborhood Solutions and other Community Cohesion & Resilience projects, \$16,650 for the Sustainable Business Program, \$25,000 for facility energy efficiency improvements, \$24,490 for the Just Transition Plan, \$32,000 for communications and community engagement, \$105,748 for efficiency improvements to the Service Center and Utility Center, and \$94,852 from the Public Improvement Fund for efficiency improvements to the Senior Center and the St. Vrain Memorial Building.

In 2020, the City received approximately \$125,000 from Boulder County through the Environmental Sustainability Matching Grant program, which is funded through a countywide Sustainability Tax, passed by voters in 2016. This tax is projected to bring in approximately \$7.6 million annually, 6% of which will be allocated to municipalities proportional to population. The City will be required to contribute a 25% cash match. The 2020 Sustainability Tax included funding for a Sustainability Grant and Program Coordinator, a Neighborhood Impact Grant, WIC Farmers Market Program, and an Equitable Carbon-free Transportation Road Map. Staff is planning to submit a grant application for 2021 to the County in areas that support the Climate Action Recommendations.

NextLight™, Longmont's nationally recognized and community-owned fiber-optic internet service, offers symmetrical gigabit internet and Digital Voice phone service citywide. Longmont received voter approval in 2011 to offer these services and began building and serving customers in 2014. In 2017, the buildout transformed Longmont into Colorado's first Gig City with fiber-fast and fiber-reliable internet. In 2019, NextLight partnered with the Longmont Community Foundation and Longmont Children, Youth and Families to introduce the "Sharing the NextLight" program for income-qualified families, furthering its commitment to the local community by making fiber internet accessible to all. NextLight will continue to build out the network and install customers as new development and redevelopments occur. The 2021 amount budgeted to continue building the network and installing customers is \$2.6 million.



Longmont Power & Communications' continued emphasis for the Electric Utility is providing innovative service focused on affordable electric rates, best-in-class reliability and service for Longmont businesses and residents, and achieving the year 2030 goal of a 100 % renewable energy electric supply. Several of the Electric CIP projects contribute directly to these goals. In 2021 the Electric Utility will fund \$7.5 million of the \$16 million multiyear Advanced Metering Infrastructure (AMI) initiative benefiting both the customers and the utility. AMI will provide timely detailed usage data to inform and enable conservation and efficiency efforts, enhance outage response,

increase electric resiliency, support development of alternative rate structures to align with evolving customer use, and enable future electrification possibilities. The largest Electric project is Aid to Construction, funded at \$4.1 million in 2021, 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 & Grid Modernization project has allowed LPC to significantly increase reliability by deploying animal protection devices, installing fault indication equipment, and completing area capacity and switching improvements. Future projects may include distribution automation and demand response projects. Electric System Rehabilitation & Improvements allows for proactive replacement of aging infrastructure and the repair and replacement of damaged electrical equipment. In concert with the prior two projects, the development and deployment of Distributed Energy Resources on the grid is one key strategy in preparing the utility to achieve, with Platte River Power Authority and its owner communities, the goal of 100% renewable energy by year 2030. The Electric Feeder Underground Conversion project also contributes to improved reliability and overall system backup capabilities by converting main feeder overhead lines to underground.

Job Growth and Economic Vitality Through Innovation and Collaboration

Promoting a healthy economic climate has been a longstanding desired outcome of Longmont City Councils who have recognized that a balanced, thriving economy is essential for ensuring long-term quality of life. The Longmont Economic Development Partnership has developed a strategic plan for economic development – Advance Longmont 2.0.

A coalition of economic agencies known as the Advance Longmont Partners meets monthly to collaborate on the implementation of the Advance Longmont 2.0 economic development strategy. These agencies include the City of Longmont, the Longmont Downtown Development Authority, Visit Longmont, Small Business Development Center, Latino Chamber of Commerce, Front Range Community College, St. Vrain Valley School District (Innovation Center), TinkerMill, and the Longmont Area Chamber of Commerce. The partner organizations have formally adopted the plan, which will assist the City in meeting the challenges of the changing economic landscape. The Longmont Economic Development Partnership leads the City's business recruitment, retention and expansion efforts for primary employers.

The City of Longmont remains focused on business climate initiatives, including an equitable and fair development review process, quality infrastructure, affordable and reliable utilities, and access to excellent community amenities citywide. Affordable housing continues to be a focus of both the City Council and staff as additional housing units come on line. The City continues to focus on long-range planning as seen from the adoption of Envision Longmont, the City's comprehensive plan, and more recently the City Council work plan that includes staff engaging in work on STEAM. Staff is also focused on redevelopment opportunities surrounding the First & Main Transit Station and ongoing work with RTD.

The one-stop Development Services Center (DSC) at 4th Avenue and Kimbark Street continues to provide a convenient single location for residents, builders, contractors and developers to be served by City staff in processing development applications. Even prior to COVID-19, the City's online permitting and development application technology had grown to match the demands of customers who are able to use the system 24/7.

Within this adopted 2021 budget, Planning & Development Services is receiving operating resource increases of \$40,000 for credit card fees. Code Enforcement is receiving new resources of \$25,000 for contract services for towing abandoned RVs. This adopted budget for 2021 also includes one-time expenses of \$50,000 for Development Services for Accela professional services.

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 2021 budget. The adopted 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 efforts to retain and attract primary employers. The 2021 budget also includes \$20,000 of ongoing resources for the US 36 lobbying contract. The Lodgers' Tax is projected to provide \$150,000 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. HATS is the Human Resources and Accounting Technology Solution. Funds for this effort were originally budgeted in 2012 and 2013. Phase 3 of the project began in 2020, and this adopted budget includes \$131,025 of one-time funding for staffing backfill anticipated to be needed to complete the original scope of the project. There is also \$15,620 of ongoing funding and \$170,100 of one-time funding for a timekeeping application. The HATS system, Munis from Tyler, is currently being implemented with extensive staff efforts on business practice improvement, training and change management. 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 and functionality desired from a CIS it was time to seek out a new CIS for billing City services. This effort is being funded through all of the enterprise funds that are currently billed through our CIS system. There was \$2.7 million in the 2019 budget toward the initial stages of this effort, including functionality analysis, selection of the next provider, and the funding of 7 term-limited FTE budgeted as backfill throughout LPC, PWN and Utility Billing to free existing staff to work on this project. The 2020 budget included another \$5.3 million toward the second phases of the project. The adopted 2021 budget includes \$1,220,000 for completion of this multiyear project. The funding is budgeted from the Utility Billing CIS Internal Service Fund. Resources from that fund will come from transfers from the respective funds funding the project. Thus, within this adopted budget there are transfers budgeted of \$498,375 from the Electric Fund, \$238,073 from the Sewer Fund, \$262,707 from the Water Fund, \$115,336 from the Sanitation Fund, and \$105,509 from the Storm Drainage Fund.

Ongoing resources added to this 2021 budget in the area of governance include \$255,319 to cover the costs of maintenance of the Utility Billing CIS at Platte River Power Authority, \$25,375 for labor increases on Citywide

award vendor services, \$6,180 for custodial supplies, \$20,000 for PCI consulting, \$10,000 for Language Line increases in ETS, and \$20,000 for Engage Longmont.

This adopted 2021 budget includes one-time funding in the Governance area of \$40,000 for special counsel costs for the City Attorney's Office, \$117,000 for Longmont Public Media, \$1,650 for emergency generator load tests in Facilities, and \$60,000 of one-time funding along with \$65,500 of ongoing funding for fire and intrusion vendor service agreement increases. There are also \$51,957 of computer replacements in PWN Business Services and \$2,340 of computer replacements in the Golf enterprise fund.

Within this adopted 2021 budget there is \$5,903,207 for the replacement of 67 vehicles and motorized equipment from the Fleet Fund. These include three sanitation trucks, 20 police vehicles and two fire trucks. Resources for new vehicles include \$68,748 to add two new vehicles for Broadband.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$1,467,113 of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$14.96 million.

Other Expenses

While the categories of desired results identified reflect much of the City's budget, this adopted budget for 2021 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 is based primarily on open range, individualized salary bands. Open ranges exist for all employees except sworn Public Safety positions and designated electric line 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. Step employees typically receive annual pay increases when market adjustments are made to the steps.

In most years Human Resources 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.

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. Due to revenue constraints and the uncertainty of pay increases being provided by other public employers, no market adjustment is proposed for City pay ranges in this adopted 2021 budget. The City chose not to use available salary survey projections as most of the surveys were conducted in the winter of 2020. Since that time, the majority of employers have indicated that they would be adjusting their projections to account for changing economic circumstances during the 2020 calendar year.

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. There were another seven positions with changes due to benchmark reviews.

Since 2015, the City has consistently maintained a goal of benchmarking positions at 102% of market range. This goal 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. This adopted 2021 budget has pay budgeted at 101% of market.

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 2021 budget allows for up to a 5% increase to base pay for open range employees who are below the 2020/21 position pay range midpoint. The increase may not exceed the amount required to take the employee's salary to 101% of the 2020/21 position midpoint. Employees who receive step pay and are eligible for step increases will also remain eligible for these adjustments.

This adopted 2021 budget also includes funding of 2% of pay in each department budget to allow for employees who meet certain criteria in delivering extraordinary performance to be compensated between 101% and 108% of the range midpoint. This is a component of our compensation program that is designed to both reward exceptional performance and provide an opportunity for employees to be compensated beyond the range midpoint.

The 2021 budget includes \$195,540 to continue the bilingual pay compensation program, which includes an increase of \$48,481 for bilingual pay rate increases. This is the second year of a two-year increase to adjust bilingual pay to market. This program recognizes 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 4.51%. 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 Employee Assistance Program 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 annual benefits were budgeted at 16.5% of budgeted salary in 2020, and the Health Benefits Fund fund balance is expected to increase in 2020 from \$9.07 million to \$9.38 million. The fund balance had been growing with recent growth in compensation and, thus, contributions to the Health Benefit Fund. For 2021, there will be a 7.11% increase in the Kaiser health premium cost. With this increase we project that the level of contributions to the Health Benefit Fund can be maintained at 16.5%, which would manage the fund balance at close to the \$9.38 million level. Thus, this adopted budget for 2021 includes the budgeted contributions at 16.5% of

budgeted salary. Besides employee insurance benefits and related administrative and consulting costs there are two additional ongoing uses for the Health Benefits Fund: Public Safety wellness exams at a cost of up to \$50,000, and up to \$87,000 for a health benefits premium discount as an incentive for participation in the Wellness Program.

The fund balance of the Health Benefits Fund has been maintained at this high level for a few reasons. 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. One use of the fund balance that we have used in the past and are recommending once more during 2020 and 2021 is as a means to reduce the unfunded liability for the defined benefit pension plans. That recommendation is addressed in the following section. Another reason for maintaining the fund balance is to use it as a reserve if the City ever decides to go back to self-insuring the health benefits.

Pension Benefits

The City sponsors a defined contribution retirement plan and a defined benefit pension plan for each of its non-uniformed general employees. The defined contribution plan is provided to regular employees in lieu of Social Security. The defined benefit plan, called the General Employees' Retirement Plan (GERP), is funded through contributions by the City and 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 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 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 8.0% City and 6.0% employee.

While the Longmont GERP was still considered to be extremely well funded for a public defined benefit plan the GERP Board recognized the concerns that exist across the country regarding controlling the costs of public employee benefits. Not only was there a desire to keep the contribution costs under control, but it was also important to raise the funded ratio above 100% so that the historical practice of adding an ad hoc modest cost of living increase to the plan at least every four years can be resumed. The last increase was in 2009 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 met consistently 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 be subject only 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.

Investment performance in 2019 was strong with a 19.1% market value return. From an actuarial perspective, gains and losses are recognized over five years. Thus, due to prior losses the actuarial value return was only 6.5%. The GERP actuarial assumption is a 7.5% annual return. Due to actuarial losses on returns as well as on pay projections there was still an overall actuarial loss in 2019. In August the City received the 2020 actuary study, and the actuarially required contribution increased from 13.9% to 14.2% while the funded ratio decreased from 88.6% to 87.9%. Unfortunately the timing of the actuary study is always in arrears and, as a result, we effectively implement the actuarially required contributions a year too late. Another issue is that we state employee contributions based on Tier 1 (pre-2012) contribution requirements but, over time, we have added many Tier 2 (post-2011) employees contributing at 1% less than Tier 1. The true measure of actual employee contributions is a blended percentage. In 2020, contribution requirements are set as 8.0% City and 6.0% employee. The blended employee percentage is closer to 5.4%

In order to move the GERP toward a fully funded status this adopted budget for 2021 increases the total required City contributions from 8.0% to 8.4%. With the employee blended percentage at 5.4% the total of 13.8% is still below the 14.2% requirement. Last year, because of the losses at the end of the 2018 and the resultant rise in the unfunded liability and contribution requirements, staff recommended that a lump sum contribution of \$400,000 be made from the Health Benefits Fund to the GERP during 2019. This is the amount of the projected contribution deficit for 2019 per the actuary report. Once again, staff is recommending another lump sum contribution in 2020 in the amount of the projected contribution deficit of \$400,000. A similar contribution in the amount of \$200,000 is recommended for 2021. The intent is to make any further required adjustments to the contribution requirements in 2022 when, hopefully, pay increases will be resumed.

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 each of these plans. The 2020 actuary studies for these plans find the fire plan at 116.6% funding while the police plan is at 89.3% funding. For 2021 we plan to set the annual contribution for the police plan at \$23,174 as actuarially required to amortize the unfunded accrued liability. The contribution amount for the police plan is included in this 2021 adopted budget. No contribution is required for the fire plan.

2021 Operating Budget Overview

The General Fund for 2021 is balanced with \$88.90 million in sources of revenue and expenses, which is a decrease of 3.1% or \$2,755,382 below the adopted 2020 budget. One-time expenses are the source of the decline. There are \$86.8 million of ongoing expenses in the 2020 and 2021 General Fund budgets. One-time expenses have decreased from \$4,064,984 in 2020 to a total of \$2,092,793 for capital and other one-time expenses in the 2021 budget.

Net ongoing expenses in the General Fund are increasing \$7,670 in this adopted 2021 budget. Major changes include level 1 increases of \$597,540, level 2 increases of \$142,500, ongoing increases related to one-time expenses of \$15,620, and Human Service Agency increases of \$107,498. There are \$120,413 of step pay increases for the Police and Fire bargaining units and \$16,320 for the state-administered public safety disability plan. 0.25 of an FTE is being moved from the Senior Services Fund to the General Fund at a cost of \$20,980. Other net pay increases in the General Fund require \$111,486 of additional budget, which includes increases from job audits and benchmark adjustments and changes to exceptional pay and bilingual pay. Funding increases to the defined benefit pension plans in 2021 are \$99,158. Also for 2021 there is an increase in fleet lease charges of \$38,718.

Decreases in ongoing expenses in this adopted 2021 budget include cost reductions in transfers to the insurance funds for workers' compensation of \$72,894, liability insurance of \$52,086, and unemployment insurance of \$6,475. There is a \$10,000 reduction in the budget for video services and public access media for 2021. Due to the limitations on recreation services that can be offered under COVID-19 conditions, the recreation division budgets have been reduced by \$1,127,792.

While net ongoing budgeted revenue in the General Fund for 2021 has increased by \$7,670, this is also made up of a number of changes. The largest source of the increased revenue is \$1,031,616 from property tax. All of this property tax is from 2019 assessed valuation but was used only as one-time revenue in the 2020 budget. Other sources of increased revenue are \$197,151 from sales and use tax, \$502,870 from City enterprise franchise revenues, \$136,137 from oil and gas revenues, \$82,700 from plan check fees, \$58,000 from state marijuana tax, \$16,200 from fines and forfeits, \$11,500 from Union Reservoir fees, \$26,324 from administrative transfer fees, \$10,000 of contractor licenses, \$12,402 of miscellaneous fees and charges, and \$3,772 in intergovernmental revenue. Sources of ongoing revenue that decreased include \$1,127,792 of recreation fees, \$337,307 of building permit revenue, \$250,000 from interest revenue, \$59,000 from museum fees, \$48,000 in cell tower revenue, \$40,000 from cable TV franchise revenue, \$25,000 from natural gas franchise revenue, \$22,451 from telephone franchise revenue, \$30,000 from credit card convenience fees, \$25,500 of land development revenue, \$25,000 from court fines, \$29,283 of federal grants, \$14,000 from purchasing card rebates, \$10,000 from liquor application fees, \$12,000 from fire inspection fees, \$5,000 of cigarette taxes, and \$10,000 of metro district review fees.

There is 1.0 new FTE being added in this budget in the Water Fund. The new position included in this budget is a Senior Park Ranger Technician in Public Works and Natural Resources. It is actually a conversion of a seasonal position to an FTE using savings in temporary wages. This position will reduce public contact hours for the Senior Watershed Ranger so that position can focus on grants, contracting, implementing management's plans, and other duties. The one new FTE in this adopted budget brings the total budgeted positions to 1,011.76

One-time expenses from the General Fund are \$1,290,042 in this adopted 2021 budget. Of this amount, \$1,040,232 is coming from projected available fund balance. The rest is coming from one-time revenues including \$186,810 from tree mitigation revenue, \$60,000 of oil and gas royalties, and \$3,000 from Boulder County.

This adopted 2021 budget for the City was very challenging with the impacts of COVID-19 and tenuous local and world economies. As detailed earlier, sales and use tax performance has been very hard to project. While we have seen some growth in 2020, it has been below budgeted levels. In looking to project sales and use tax revenue for 2021 and beyond there are many factors to consider. Some businesses have not yet reopened since being forced to close due to COVID-19; others have announced that they will not reopen. Announcements of bankruptcy by retailers are not uncommon. There is concern about a resurgence of the virus with schools and

universities reopening and once the flu season arrives, and there is talk of a recession or even a depression from some economists and CEOs.

The only certainty we have today is that we live in very uncertain times. This forces us to be very prudent in building budgets. Staff typically is conservative in projecting revenues for the annual budget process. For 2021, a conservative approach to forecasting sales and use tax would have forced us to adopt a budget with reductions in service levels. For the General Fund and the Public Safety Fund, that would have resulted in the elimination of budgeted FTE. We have repeatedly challenged each other regarding whether or not we are being too conservative or not conservative enough in our revenue estimates. Ultimately we let monthly revenue performance guide our decision-making process. As we have stated on numerous occasions, we will continue to monitor our revenue streams monthly. Because of the uncertainty it is likely that we will need to bring back budget adjustments to the City Council. What is unclear is whether it will increase or decrease our available revenue.

Since the COVID-19 crisis began we have used an approach of preparing for the worst but not overreacting. A combination of reserves and about \$3.5 million of equity returned from an unneeded OPEB liability reserve has given us the ability to react judiciously. We have been cautious and frozen vacant positions and deferred projects as well as expenses. Even while sales and use tax has outperformed our worst fears we have still maintained all of these reserves and savings in place. Our intention is to keep these savings efforts in place into the near future until we can feel confident that the local economy has stabilized. If there is another significant downturn we can react quickly. Likewise, if we find that our revenues consistently exceed expectations we plan to be prepared to react to that as well. If our project deferrals are unnecessary we will consider funding those projects once more. Human Resources is going to work on gathering 2021 market pay data and, pending revenue performance, we may be able to recommend consideration of one-time payments or a market adjustment within 2021.

Looking beyond 2021, our ability to fund adequate service levels will likely always be a challenge. Providing services is a labor-intensive effort. In 2021, 74.1% 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 recent budgets. 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 revenue, whether tax or fee-based, can require adjustments to service levels. 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. One with a potential impact in 2022 is the effect of the Gallagher Amendment on our property tax revenue. With 2021 being a reassessment year, and with business being heavily impacted by COVID-19, the assessed valuations on business are expected to drop. Under Gallagher, that would result in an offsetting reduction in the assessment ratio for residential. The overall impact as currently projected would result in a decrease of over \$2.1 million or 10% of our annual property tax.

Other uncertainties include the competition for limited retail sales tax dollars among local jurisdictions, which is always intense. With internet sales thriving, the prospect of adding new major retailers in the future is limited. 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 City may already be receiving a good deal of that tax revenue from vendors with an existing nexus in Longmont. 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 the volatility of development-related revenues. Historically, cable franchising revenues and PEG fees are often threatened at the federal level. Cable franchise revenues are also 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 landlines are eliminated. The economic environment can also be volatile for primary employers. Job losses at major employers in past 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 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. For the next budget process we plan to incorporate equity as another factor in scoring programs.

Between 2013 and 2018 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 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 may or may not be deemed to be conservative. They do assume some growth from the local economy during 2021. It is still possible that our local economy may suffer additional declines with the loss of existing primary or service industry jobs. New jobs were added over the past year through the opening of Smucker's and the development at AveXis. 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 2021. This is one of the most important tasks that you undertake each year as members of the Longmont City Council.

Preparation of the 2021 Operating Budget and the 2021-2025 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 residents of Longmont.

If you have questions or comments, please contact Budget Manager Teresa Molloy at 303-651-8970 or by email at Teresa.Molloy@LongmontColorado.gov.

COMMUNITY INFORMATION

HISTORY OF LONGMONT, COLORADO

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



The Great Western Sugar factory was built in 1903. This 2020 photograph shows that, although no longer in operation, much of it still stands as a Longmont landmark.

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.

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.

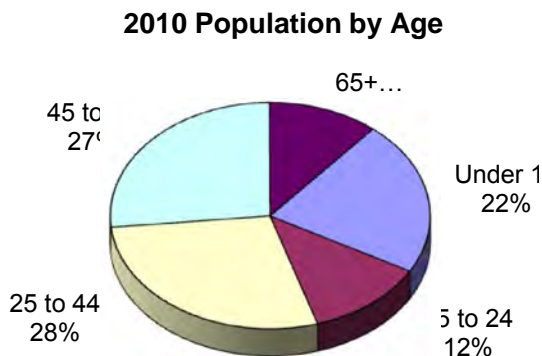
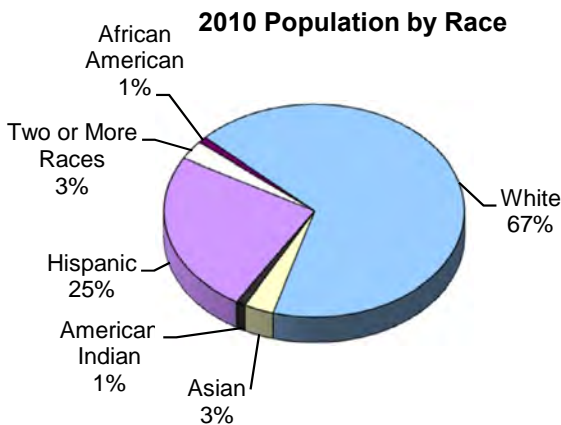
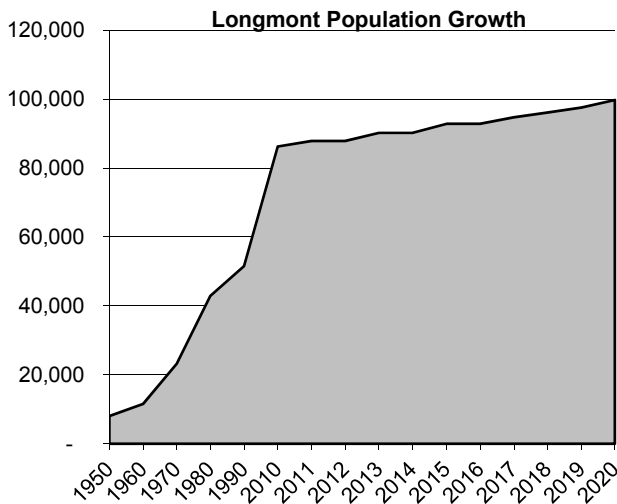
In 1962, the U.S. government built an air route traffic control center in Longmont. Only three years later, IBM built a large facility seven miles from Longmont. Longmont, which had grown only slightly beyond its original square mile boundaries, grew explosively, doubling in size between 1960 and 1970,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

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



DEMOGRAPHICS

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.

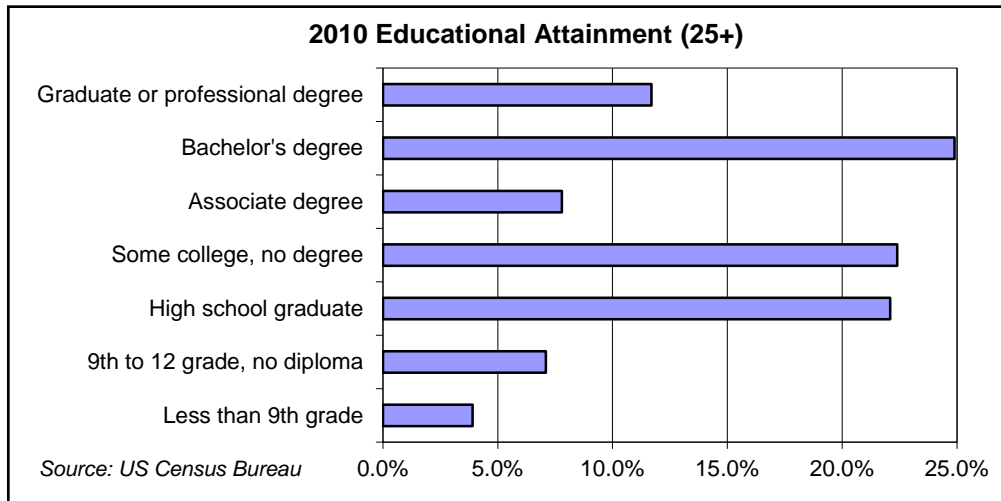
Longmont lies along the Front Range where populations have steadily increased since the 1980s. In 2010, the Census Bureau estimated that more than 4.33 million people lived along the Front Range. Longmont has seen a large population increase during and since this time, as have other Front Range cities.

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.

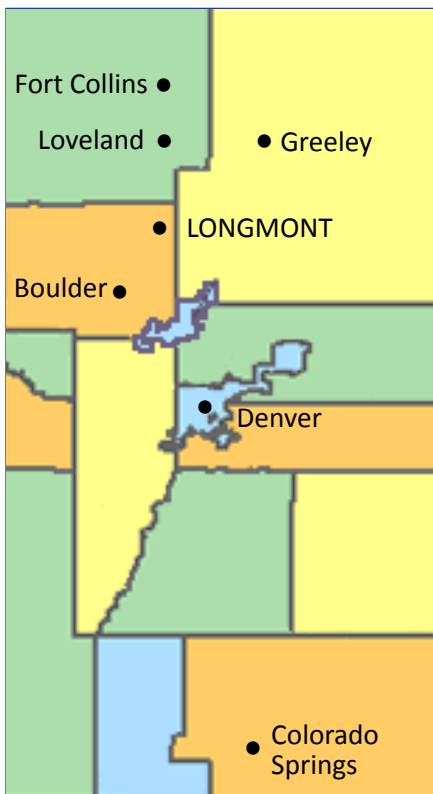
(Sources: Longmont Museum, City of Longmont Planning & Development Services Department, Colorado Department of Local Affairs)



Average Annual Wage

	2010	2011	2012	2013	2014	2017	2018	2019	2020
Boulder County	\$53,976	\$57,928	\$58,968	\$61,048	\$62,140	\$61,984	\$64,220	\$51,844	\$74,464
Broomfield County	\$58,552	\$62,764	\$68,224	\$71,084	\$93,080	\$109,200	\$82,784	\$80,392	\$91,364
Larimer County	\$40,716	\$44,564	\$46,124	\$46,800	\$47,112	\$46,748	\$48,412	\$48,152	\$56,784
Weld County	\$39,260	\$42,068	\$43,212	\$45,292	\$48,464	\$46,488	\$49,660	\$42,484	\$53,352
Colorado	\$46,696	\$50,700	\$53,664	\$53,196	\$55,692	\$54,184	\$55,900	\$49,244	\$57,686

Source: Colorado Department of Labor and Employment; Source: Colorado Department of Labor and Employment LMI Gateway colmigateway.com
www.bls.gov/regions/mountain-plain



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.

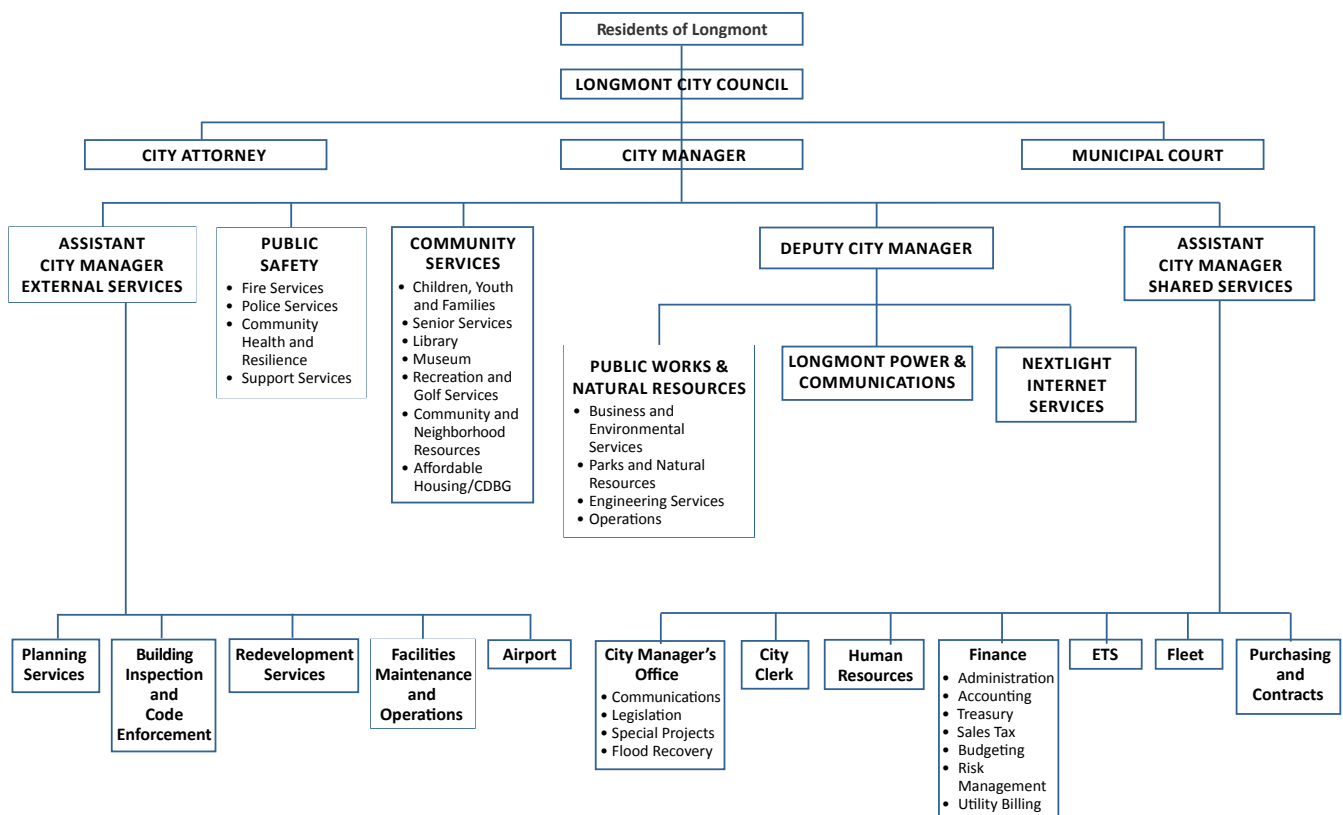
FORM OF GOVERNMENT AND CITY SERVICES

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.

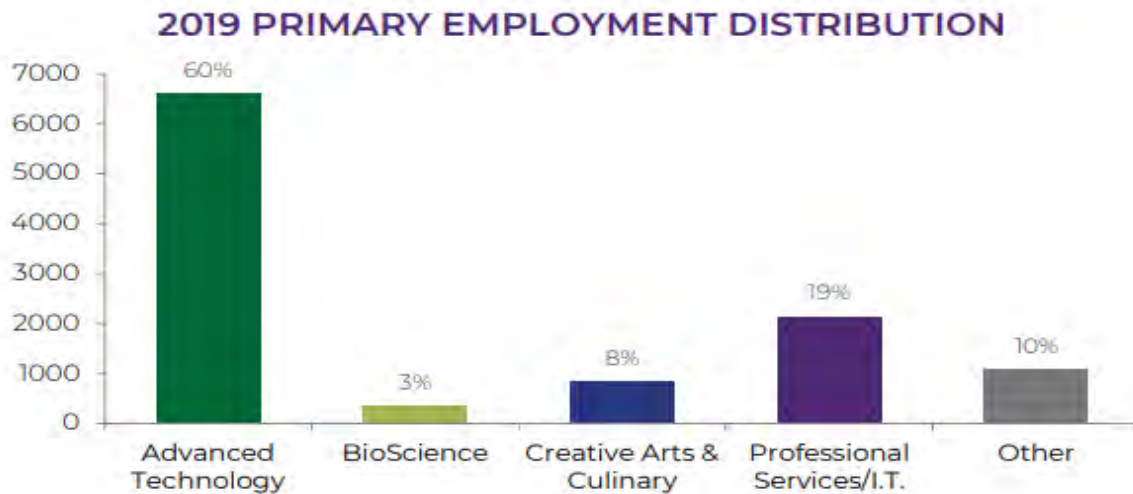


ECONOMIC DATA

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
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
2018	1,322,088,749	130,696,912	1,452,785,661
2019	1,353,074,433	107,673,184	1,460,747,617

Source: City of Longmont 2018 CAFR

BUDGET PROCESS AND POLICIES

OVERVIEW

This adopted operating budget is the City of Longmont's comprehensive financial and operational plan for 2021. 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 2021 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 (2019 actual, 2020 budget and 2021 budget).

CAPITAL IMPROVEMENT PROGRAM

The 2021-2025 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 2021 are included in the 2021 Adopted 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:

- Priority Based Budgeting
- Financial Policies
- Capital Assets Maintenance Plan, which includes condition ratings of the City's infrastructure and 20-year replacement or upgrading schedules
- Envision Longmont Multimodal and Comprehensive Plan, which is the City's long-range planning document
- Quality-of-life benchmarks
- Long-range plans and rate
- City Council's annual work plan

CITY'S FUND STRUCTURE AND DESCRIPTION

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. 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.

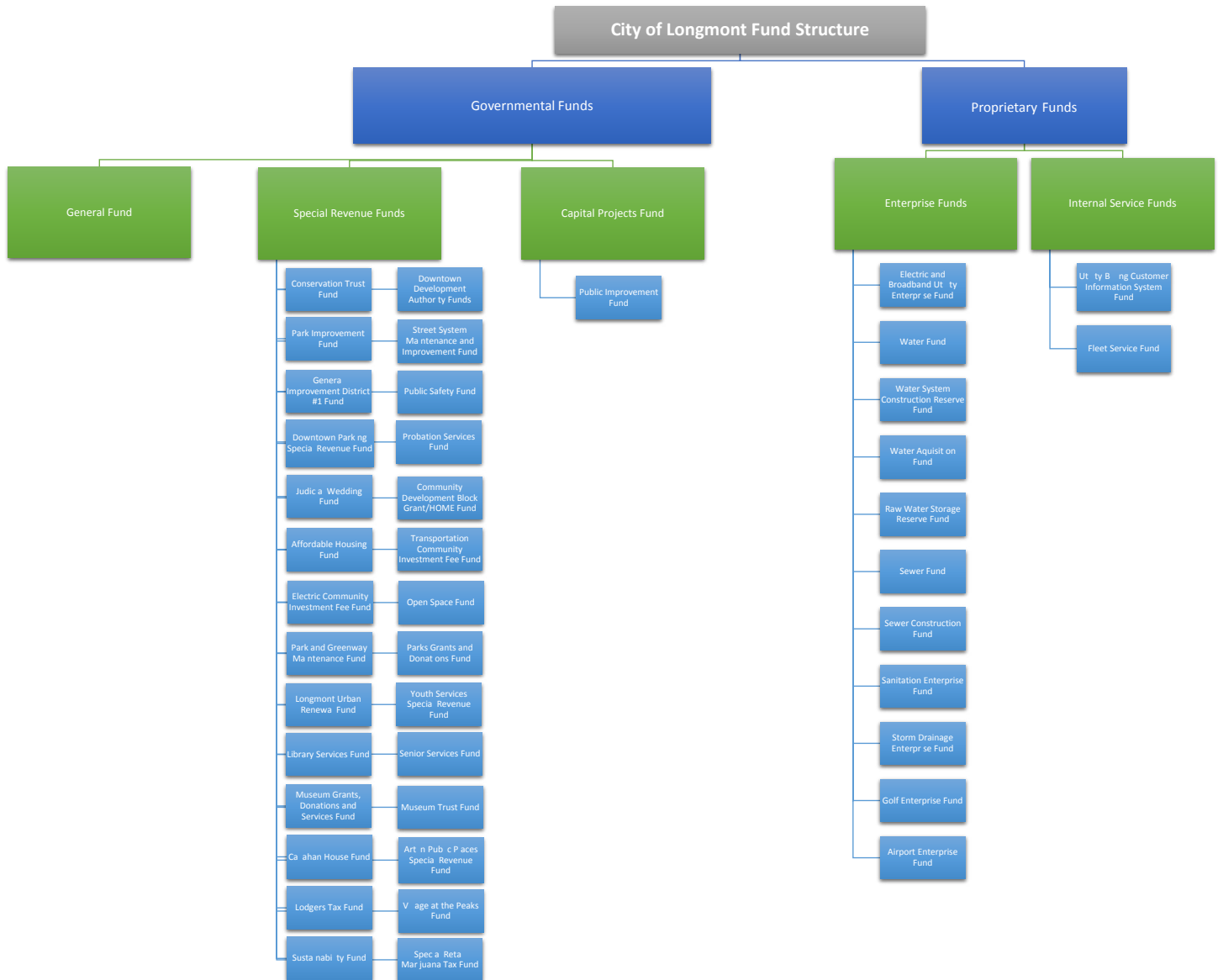
ACCOUNTING BASIS

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).

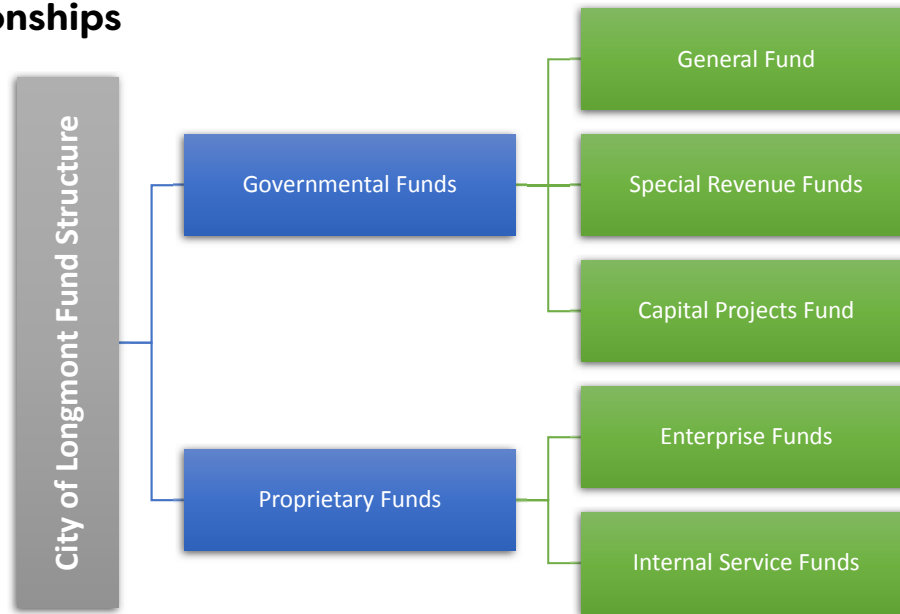
BUDGETARY BASIS

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).

Fund Structure



Fund Relationships



Department Fund Relationships

	Mayor and Council	City Manager	City Attorney	Judicial Department	Shared Services	Community Services	External Services	Electric and Broadband Utilities	Public Safety	Public Works and Natural Resources	Downtown Development Authority
GOVERNMENTAL FUNDS											
GENERAL FUND	x	x	x	x	x	x					
SPECIAL REVENUE FUNDS											
Conservation Trust Fund									x		
Park Improvement Fund									x		
General Improvement District #1 Fund										x	
Downtown Parking Special Revenue Fund										x	
Downtown Development Authority Funds										x	
Street System Maintenance and Improvement Fund									x		
Public Safety Fund		x			x			x	x		
Probation Services Fund			x								
Judicial Wedding Fund			x								
Community Development Block Grant/HOME Fund					x						
Affordable Housing Fund					x						
Transportation Community Investment Fee Fund									x		
Electric Community Investment Fees Fund							x				
Open Space Fund									x		
Park and Greenway Maintenance Fund									x		
Parks Grants and Donations Fund									x		
Longmont Urban Renewal Fund				x							
Youth Services Special Revenue Fund					x						
Library Services Fund					x						
Senior Services Fund					x						
Museum Grants, Donations and Services Fund					x						
Museum Trust Fund					x						
Callahan House Fund					x						
Art in Public Places Special Revenue Fund					x						
Lodgers Tax Fund				x							
Village at the Peaks Fund				x							
Sustainability Fund									x		
Special Retail Marijuana Tax Fund				x							
CAPITAL PROJECTS FUND											
Public Improvement Fund						x					
PROPRIETARY FUNDS											
ENTERPRISE FUNDS											
Electric and Broadband Utility Fund							x				
Water Fund									x		
Water System Construction Reserve Fund									x		
Water Acquisition Fund									x		
Raw Water Storage Reserve Fund									x		
Sewer Fund									x		
Sewer Construction Fund									x		
Sanitation Enterprise Fund									x		
Storm Drainage Enterprise Fund									x		
Golf Enterprise Fund					x						
Airport Enterprise Fund						x					
INTERNAL SERVICE FUNDS											
Utility Billing Customer Information System Fund				x							
Fleet Service Fund				x							

Fund Major Revenues and Expenses

	Major Revenues	Major Expenses
GOVERNMENTAL FUNDS		
GENERAL FUND	Property, sales and use taxes, franchise fees, transfers from other funds.	Police, Fire, Parks and Recreation, Library, Museum, Finance, Legal, Human Resources, et al.
SPECIAL REVENUE FUNDS		
Conservation Trust Fund	State lottery proceeds.	Costs associated with improvements to new and existing parks. No park maintenance costs are paid from this fund.
Park Improvement Fund	Park development fees.	Costs associated with developing new parks only. No maintenance costs for existing parks can be paid from this fund.
General Improvement District #1 Fund	Property taxes.	Maintenance of downtown parking lots and pedestrian breezeways.
Downtown Parking Special Revenue Fund	Parking fees collected from the sale of parking	Capital Improvements within the Downtown Development Authority
Downtown Development Authority Funds	Property taxes.	Longmont Downtown Development Authority operations, debt service and capital improvements in the downtown area.
Street System Maintenance and Improvement Fund	Sales and use taxes, intergovernmental revenue.	All costs associated with maintaining and improving the City's street and transportation system.
Public Safety Fund	Sales and use taxes, intergovernmental revenue.	Increased Public Safety needs.
Probation Services Fund	Fine surcharge revenue.	Defraying the cost of municipal probation services including probation officers
Judicial Wedding Fund	User fees.	Defraying the cost of municipal judicial system for wedding services performed.
Community Development Block Grant/HOME Fund	Federal block grants.	All costs associated with the CDBG program.
Affordable Housing Fund	Retail marijuana taxes. User Fees, donations and Fees on new construction.	Affordable Housing programs and services.
Transportation Community Investment Fee Fund		Construction and improvements of transportation infrastructure (growth-related).
Electric Community Investment Fees Fund	Fees on new construction.	Construction and improvements for electric infrastructure (growth-related).
Open Space Fund	Sales and use taxes	Acquisition and maintenance of open space.
Park and Greenway Maintenance Fund	Park and greenway maintenance fee	Maintenance, operations, repair and replacement of parks and greenways.
Parks Grants and Donations Fund	Grants and Donations	Receiving funds donated or granted to the city for the development or improvement of parks.
Longmonr Urban Renewal Fund	Sales and property tax TIF transfer to Village of the	Sales and property tax TIF transfer to Village at the Peaks
Youth Services Special Revenue Fund	User fees, donations and grants.	Youth services programs.
Library Services Fund	User fees, donations and grants.	Library services programs.
Senior Services Fund	User fees, donations and grants.	Senior services programs.
Museum Grants, Donations and Services Fund	User fees, donations and grants.	Museum services programs.
Museum Trust Fund	Trusts, bequests and endowments.	Exclusive use of the Longmont Museum for expenditures beyond the scope of the museum general fund budget.
Callahan House Fund	User fees, donations and grants.	Callahan House programs.
Art in Public Places Special Revenue Fund	Fee on construction cost of construction projects.	Works of art, maintenance and repair of works of art, expenses for administration.
Lodgers Tax Fund	Lodging Tax	Marketing and promotion of Longmont.
Village at the Peaks Fund	Certificates of participation and collection of special	Certificates of participation for Twin Peaks Mall Urban Renewal Area
Sustainability Fund	Boulder County, and transfers from other funds.	Implementing the City's Sustainability plan and other sustainability related efforts.
Special Retail Marijuana Tax Fund	Retail marijuana taxes.	Operating expenses and capital improvements.
CAPITAL PROJECTS FUND		
Public Improvement Fund	Use taxes.	New construction and improvements to public buildings and facilities.
PROPRIETARY FUNDS		
ENTERPRISE FUNDS		
Electric and Broadband Utility Fund	Payments of electric bills and charges for services.	All costs associated with providing electricity (acquisition, delivery and distribution). Maintaining and developing the city's broadband network.
Water Fund	Payments of water bills.	All costs associated with providing water (acquisition, treatment and distribution).
Water System Construction Reserve Fund	Development Fees	Improvements to water enterprise system related to growth of entire system.
Water Acquisition Fund	Cash payments received in lieu of water rights.	Acquire additional water rights and conservation programs.
Raw Water Storage Reserve Fund	Proceeds from the sale of the high mountain dams.	Develop the city's winter water supply.
Sewer Fund	Payments of sewer bills.	All costs associated with providing sewer services (collection and treatment).
Sewer Construction Fund	Development Fees	Improvements to sewer enterprise system related to growth of the entire system.
Sanitation Enterprise Fund	Payments of sanitation bills.	All costs associated with providing solid waste services (pickup, disposal and recycling).
Storm Drainage Enterprise Fund	Payments of storm drainage bills.	All costs associated with providing storm drainage services (regular maintenance and system improvements).
Golf Enterprise Fund	Green fees.	All costs associated with maintaining and improving the City's golf courses.
Airport Enterprise Fund	Rental fees.	All costs associated with maintaining and improving the airport operations.
INTERNAL SERVICE FUNDS		
Utility Billing Customer Information System Fund	Transfers from other funds.	All costs associated with maintaining and replacing the City's CIS system.
Fleet Service Fund	Transfers from other funds.	All costs associated with maintaining and replacing the City's fleet.

BUDGET PREPARATION PROCESS

INTERNAL 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. City staff is required to present the proposed budget to the City Council by September 1 of each year, in accordance with the City Charter.

The steps that occur during the annual budget cycle are:

- Budget preparation for all City departments begins in late April, and is completed by early June. Priority Based Budgeting is used to help with decision making. Departments are required to update their programs and allocate the current year's cost in every budget cycle.
- During late June and early July, the departments meet with the city manager, the chief financial officer and the budget staff to discuss and prioritize the major issues and decisions to be made in each budget service
- Finance staff spend the latter part of July finalizing revenue estimates for the City's various funds and begin preliminary budget balancing.
- During June and July, the Human Resources Division prepares the proposed compensation and pay plan using data from a variety of salary surveys. Human Resources completes the proposed pay plan by the end of July.
- City staff present the proposed budget, which includes expenditure data by line item for each fund, to the City Council by September 1.
- Staff requests direction from Council on issues that they determine should be discussed during the budget planning process. 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.
- 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.

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. 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 2021-2025 Capital Improvement Program document.

CITIZEN INVOLVEMENT IN THE BUDGET PROCESS

Citizen involvement is a way of making decisions that ensures the participation of the people affected by those decisions. Community involvement is necessary in the creation of our Priority Based Budgeting results. 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 is also presented to City Council as part of the budget process. The public is encouraged to comment on the budget or CIP at any of the meetings in September. A public hearing on the budget and CIP is held by October 1, also in accordance with the City Charter. 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.

2021 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, September 1	City Council Meeting: Presentation of the proposed 2021 Operating Budget and 2021-2025 Capital Improvement Program
Tuesday, September 8 Tuesday, September 22	City Council Meetings: Budget presentations
Tuesday, September 29	City Council Meeting: Budget presentation; public hearing on the proposed 2021 Operating Budget and 2021-2025 CIP
Tuesday, October 6	City Council Meeting: Review budget revisions and receive final direction from City Council; second public hearing on the proposed 2021 Operating Budget and 2021-2025 CIP
Tuesday, October 27	City Council Regular Meeting: First reading of the 2021 Operating Budget adoption and appropriation ordinances and ordinances adopting any fee increases
Tuesday, November 10	City Council Regular Meeting: Second reading, public hearing and final passage of the 2021 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.

2021 FINANCIAL POLICIES

Adopted November 10, 2020

Effective January 1, 2021

REVENUE POLICIES

Types of Revenue Sources

The City of Longmont will achieve and maintain a revenue structure that is diversified and has the ability to grow with the City.

The City maintains a large number of separate funds to budget and account for all revenues and expenses. Each fund has its own dedicated sources of revenue. The City has tried to structure each fund and its revenues so that it can grow as needed to support service demands from the community.

Revenue Projections

Each year the Finance Department will project revenues in the General Fund for the ensuing five years. The first year of the five-year projection will be used in the annual operating budget. All projections will be made using objective, analytical techniques.

The 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 2021 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 2021 Operating Budget includes fee increases for Electric and Water that were adopted by City Council in 2019.

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 2021 Budget there is a projection of 756 new dwelling units. The benchmark established in the 2008 budget was 120 dwelling units. Starting with the 2020 budget this benchmark was increased to 200 dwelling units. The 2021 budget includes incremental development revenue of \$861,098 from 556 dwelling permits. This incremental development revenue is used to cover ongoing expenses in the 2021 Operating Budget associated with development related activities.

Incremental Lumber Use Tax 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 revenues from lumber use tax as typical ongoing revenues. Each year the City will designate a benchmark, above which the revenue budgeted from this source would be considered incremental lumber use tax revenue. Incremental lumber use tax revenue will only be available for expenses that are one-time in nature in the event that this level of revenue is not sustained in the future.

The benchmark established in the 2020 budget is \$5,094,566. As lumber use tax is projected below this level for 2021, there is no incremental lumber use tax revenue included in the 2021 Budget.

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. A reserve of up to five years of estimated costs may be established in the General Fund.

The City currently follows this policy.

OPERATING POLICIES

Balanced Budget

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

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

Budget Control

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

The City's Munis Financial System has security and budgetary controls that define who can charge expenses to accounts and will not let Departments overspend available budgets. The Finance Department also reviews the City's monthly financial statements to monitor budget compliance.

Procurement Card

The City will maintain a procurement card program for 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 issued a competitive solicitation for its contract for auditing services in 2019 for 2019-2023.

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. Where applicable, consider replacement of the City's fleet with electric or renewable natural gas 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.

Asset Management

Detailed asset management plans shall be completed, by 2024, for all city-owned facilities and infrastructure. 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 detailed asset management plans for some City-owned facilities and infrastructure.

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, 2.52% of the General Fund's budgeted tax revenues (to include property tax, sales and use tax, cigarette tax, and all franchises) revenues will be allocated for this purpose.

The 2021 Operating Budget includes \$1,724,481 for contracts for service with human service agencies.

Public, Educational, and Governmental (PEG) Access Television Services

25% of the General Fund's budgeted cable television franchise revenues will be allocated for the purposes of providing public, educational, and governmental television services. If the actual cable television franchise revenue collected by the City is greater than ten percent (10%) less than the City's General Fund's budgeted cable television franchise revenues, then the contract price shall be twenty-five percent (25%) of the actual cable television franchise revenue collected by the City.

The 2021 Operating Budget includes \$145,000 for a contract for service with Longmont Public Media. In addition Council approved an additional \$117,000 of one time funding for the contract with Longmont Public Media for 2021.

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. All full time benefitted positions will be paid at least a living wage.

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 2021 budget salaries will be budgeted and managed at 1% above market rates for all non-collectively bargained employees.

Property and Liability Self Insurance Fund

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

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

Health Benefits Fund

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

The City currently maintains such a fund. It is funded with contributions from the City's operating funds and premium contributions from employees and retirees. In addition to medical care costs, the fund will continue for the purpose of dental, vision, long term disability, life insurance, other post-employment benefits, and the City's wellness program costs. The City switched to a fully insured medical plan at 1/1/07. The City switched to a fully insured dental plan at 1/1/13.

Workers' Compensation

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

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

Collection Agency Relationship

As staff deems appropriate, the City will prepare a solicitation for its collection business. This solicitation will be open to all established collection agencies in an effort to maximize competition in the best interest of the City.

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 local companies, and therefore allows contracts to be awarded to local and small local 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. For sums exceeding \$100,000, the applicable percent preference will be applied to the first \$100,000 of the bid where the price is the determinant factor. 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 applies the appropriate percentage preferences when applicable.

Living Wage Requirement

The City supports a living wage for employees of suppliers under contract with the City, therefore beginning in 2020 a clause will be added to every contract that includes a service component that requires the contractor to agree to pay a living wage to full time employees working under the contract. Non-profit organizations state or federal mandated or funded programs, goods and supplies contracts, loans or grants awarded by the City, and cooperative contracts awarded by other agencies and utilized by the City are exempt from this requirement.

The City is currently working to draft the language to add to contracts.

Affordable Housing

In order to provide a secure funding source for affordable housing in Longmont, all revenues from payments made by developers in the form of "fees-in-lieu" of providing affordable housing under the Inclusionary Housing program as well as loan payments are deposited into the AH Fund. The \$1 million from the General Fund and ½ of the marijuana tax collected will be transferred to the Affordable Housing Fund. In addition, the City will strive to transfer from the General Fund enough funding annually to cover the Administrative costs associated with managing the Affordable Housing programs. The City will accept cash, land and property donations on behalf of Affordable housing with all donations transferred to the AH Fund or in the case of property/land held in perpetuity for affordable housing purposes unless determined by Council for a higher and better **use**.

The City currently follows this policy.

Special Marijuana Sales Tax

One-half of the sales tax collected in the Special Marijuana Sales Tax Fund will be transferred annually to the Affordable Housing Fund. The other one-half will be allocated for use as per Council direction during the annual budget process.

The City currently follows this policy.

FEES FOR SERVICE POLICIES

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 and adults under the age of 55 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 solicitation 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 to RFP 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;
- General or Revenue Municipal Bonds of any state of the United States, the District of Columbia, or any territorial possession of the United States, or of any political subdivision, institution, department, agency, instrumentality, or authority of any such governmental entities;
- 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 2019, the actual value of taxable property within the City totaled \$12.876 billion. The 3% limitation equaled \$394,343,773. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 39 of the City's 2019 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, Storm Drainage Refunding Bonds totaling \$8,530,000 in 2016, and Wastewater Refunding Bonds totaling \$6,670,000 in 2020.

4. All bonds will be sold at public sale; however, the City reserves the right to reject any and all bids and sell the bonds at private sale if it is in the best interest of the City of Longmont.

The City currently follows this policy.

5. Subject to complying with the TABOR Amendment (Colorado Constitution, Article X, Section 20), the City Council may issue tax increment securities payable solely from the increment ad valorem property taxes, incremental sales and use tax proceeds and revenues within the area of an authority or district created in accordance with the Charter, including downtown development authorities, notwithstanding the ½ of 1% of assessed valuation limitation, or the limitation of actual valuation of property set forth in the Charter.

The City currently follows this policy. In 2007 the City issued \$146,000 of long term notes.

Lease Purchase and Straight Lease of Capital Items

Lease purchase will be considered only when the useful life of the item is equal to or greater than the length of the lease. If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should either be purchased or placed on a straight lease.

The City currently follows this policy.

Subdivider's Escrow

The monies contributed to the Subdivider's Escrow for public improvements earn interest comparable with other City investment portfolio rates. All funds deposited for a particular project and all interest earned by said funds will be applied to that project. Interest will be calculated as follows: simple annual, equal to the City's pooled investment annual earnings rate on an amortized basis, net of fees.

The City currently follows this policy.

RESERVE POLICIES

General Fund Reserves

General Fund reserve targets will be as follows: The City will maintain a fund balance restricted for emergencies in compliance with TABOR. The restricted fund balance will be calculated at 3% of “fiscal year spending” and can be utilized only for “emergencies” as allowed under Article X Section 20 of the Colorado Constitution.

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

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

General Fund budgeted operating expenditures for 2020 are \$86,795,839. The unrestricted fund balance in the General Fund at the beginning of 2020 is \$18,642,362, which is 21.5% 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:

	Goal	Status	Funded Amount
TABOR component	\$4,852,155	fully funded	\$4,852,155
Emergency reserve 8%	\$6,943,667	funded at 8.0%	\$6,943,667
Stabilization Reserve at 3%	\$2,603,875	funded at 2.0%	\$1,700,968
Stabilization Reserve at 8%	\$6,943,667	unfunded	\$ 0

General Fund Contingency Account

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

The 2021 Operating Budget includes \$60,000 of ongoing funding in the contingency line item in the City Council budget. In addition Council directed another \$95,701 of one time funding be added to their contingency line item for 2021.

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 2021.

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 2021.

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 2021. Electric reserves were used to fund a portion of the broadband network build out, which will be paid back to the Electric Utility by the Broadband Utility over a 4-5 year period. In addition, ELE099 Advanced Metering, is requiring the use of reserves over the next two years. Staff will be reviewing this reserve policy and best practices, and will likely be updating this policy as part of the 2022 budget process.

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 2021.

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 2021. A comprehensive rate study is pending.

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 2021.

Open Space Fund Reserve

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

Based on current projections, the Open Space Fund will meet the reserve requirement through 2021.

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 2021.

ADMINISTRATIVE AND FRANCHISE FEE POLICIES

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

Street System Maintenance and Improvement Fund

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

The City currently follows this policy.

Sanitation Enterprise Fund

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

The City currently follows this policy.

Franchise Fee - Electric Utility

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

The City currently follows this policy. The estimated Electric Utility Franchise Fee for 2021 is \$6,147,490.

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 2021 is \$628,188.

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 2021 is \$488,594.

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 estimated Broadband Utility Fee for 2021 is \$8,679.

ENTERPRISE FUND POLICIES

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 2019. The most recent rate study for the Sewer fund was completed in 2016. A comprehensive rate study was completed for the Electric Utility in 2019. 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.

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

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 2021 in the 2021-2025 Capital Improvement Program are included in the 2021 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, re-development, 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.

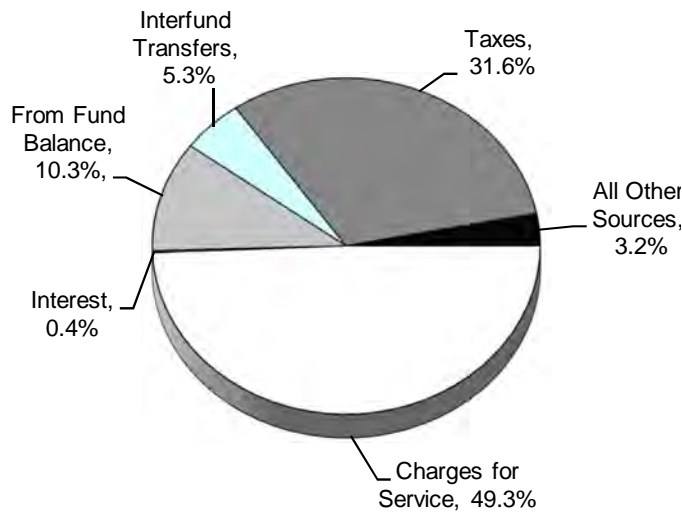
The City currently follows this policy.

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.

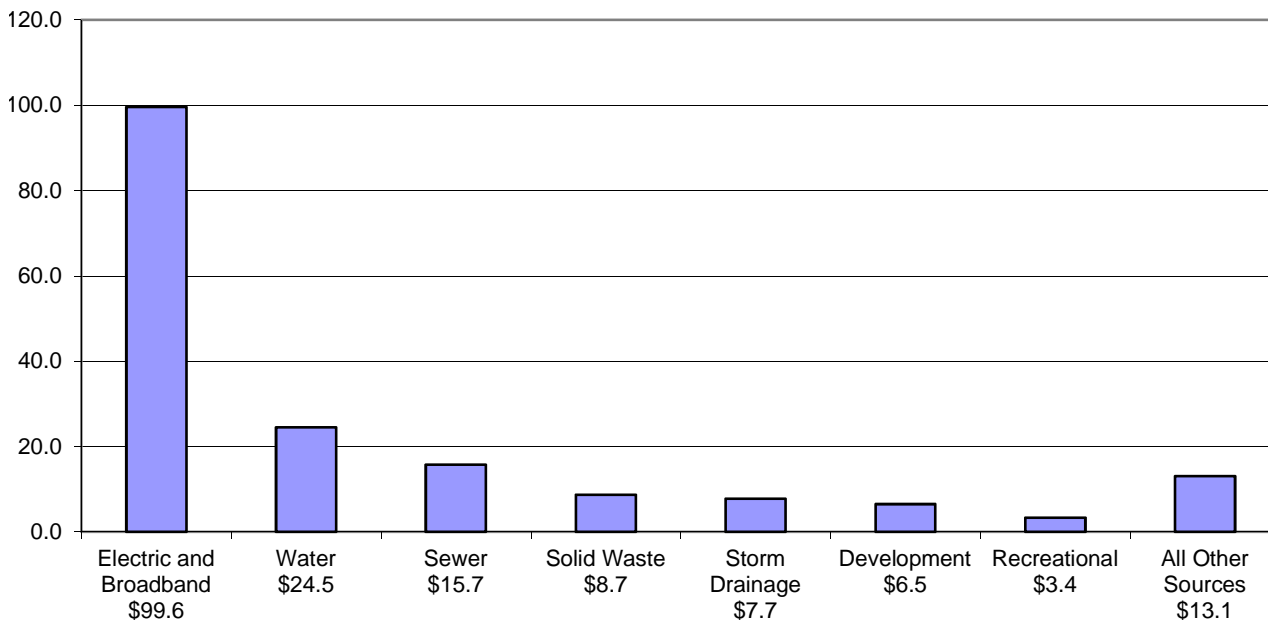
The City currently follows this policy.

2021 OPERATING BUDGET: Sources of Funds



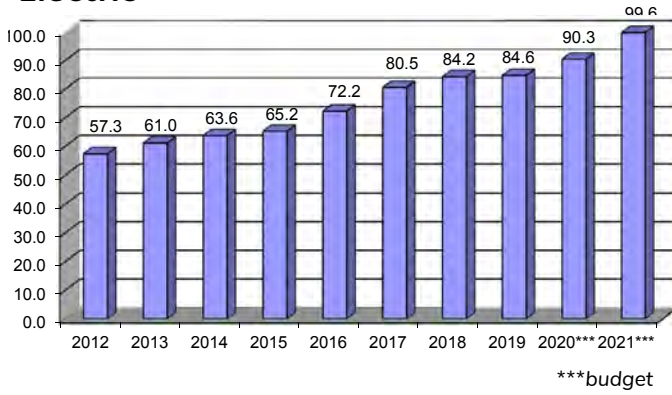
Revenue and other sources used to support the City’s programs and projects in 2021 will come from a variety of sources and total \$333,183,246. This is 0.41% above the total revenues in the 2020 budget of \$330.8 million.

Charges for Services, Licenses and Permits represent 54.9% or \$183 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.



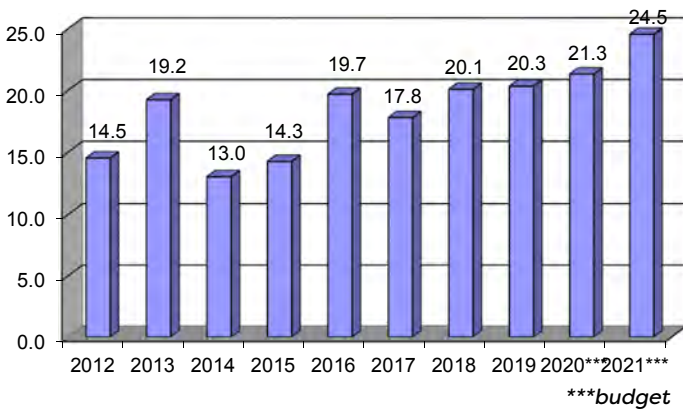
Utility user charges reflect the cost of service and are established so that operating revenues are at least equal to operating expenditures. A portion of user rates is designed to cover replacement of utility facilities. The utilities periodically conduct a comprehensive rate study. In each of the intervening 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 2021 budget is based on 230 single-family permits, 50 townhouse/condo permits, 476 multifamily permits, and various other remodels and miscellaneous permits. Recreational fees are established by financial policy to be 80% self-supporting with several activity fees set to recover 100% of expenditures.

Electric



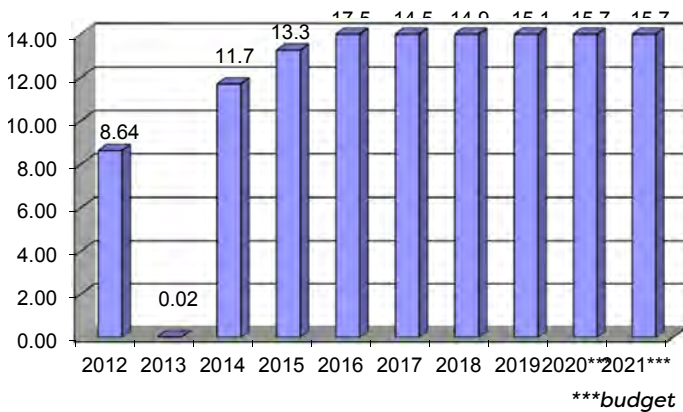
In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2021, Electric and Broadband utility revenues equal 99.45% of all electric and broadband revenues. There is an average rate increase 5.9% for 2021.

Water



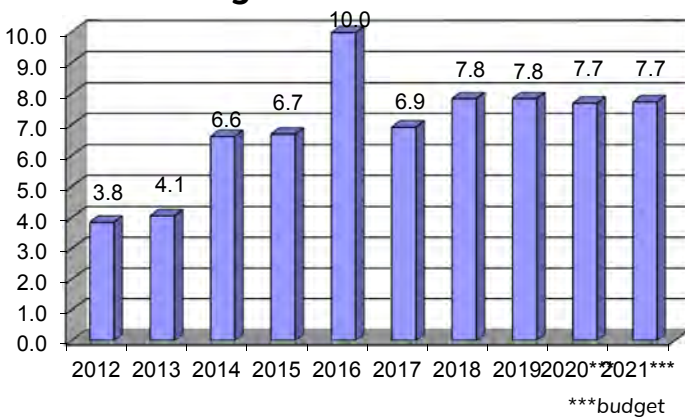
In 2021, charges for water services represent 90.6% of all water revenues. The proposed budget includes a rate increase of 9% for 2021.

Sewer



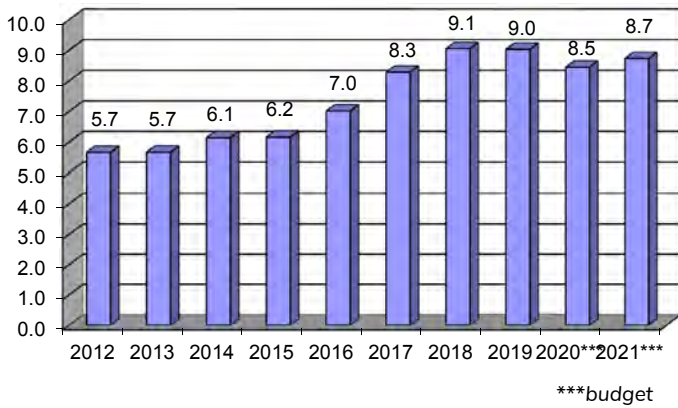
The sewer utility will receive 96.9% of its revenue from charges for services in 2021. A rate increase of 2% was adopted in 2017 for 2020. There will be no rate increase in 2021.

Storm Drainage



In 2021, Storm Drainage will receive 99.9% of its revenue from charges for services. There is no rate increase in 2021.

Sanitation

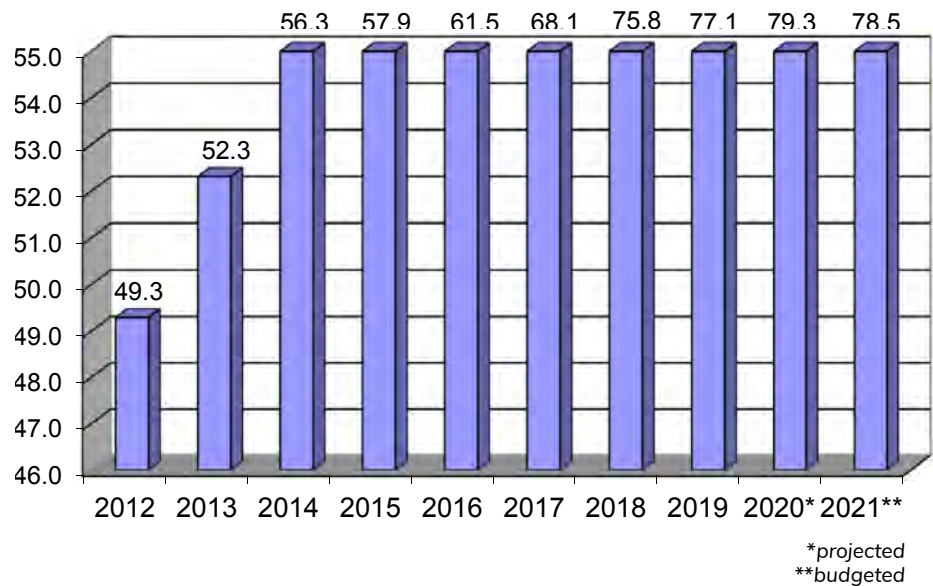


Sanitation will receive 96% of its 2021 revenues from charges for service. Sanitation rates changed April 1, 2017, to include a new composting service and a rebalancing of sanitation rates.

Taxes represent 31.6%, or \$117.8 million, and include citywide sales and use, property, cigarette, and franchise taxes.

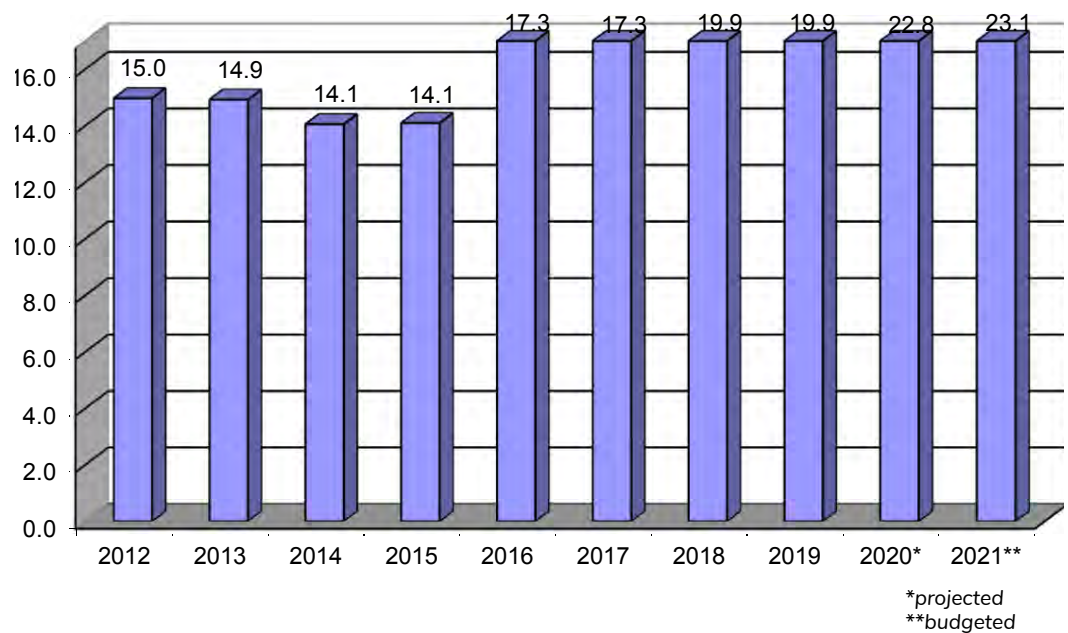
Sales and Use Tax originated on January 1, 1969, at 2%. In June 1985 the sales and use tax was increased by 0.75% for exclusive use on street system expenditures. Further, in November 2000 voters approved an initiative to increase sales and use tax by 0.2% for the acquisition and maintenance of open 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 43.2% of the General Fund’s total sources of funds. Sales and use tax is projected based on historical collection trends and knowledge of economic development-related activities.

Sales and Use Tax History



Property Tax accounts for 24.3% 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. 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 2021 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, broadband, 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 2021, \$39,753,046, or 10.7%, of the total sources of funds will come from the use of fund balance.

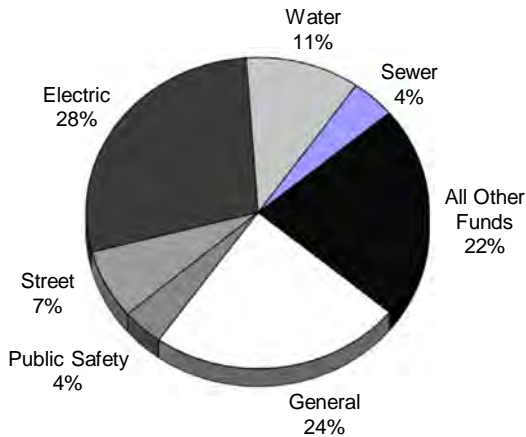
Interfund Transfers are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions, and city attorney services. This revenue is based on an estimate of time 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 0.20% of the General Fund's total revenues.

Interest and Other Sources are 3.8% of the City's sources of funds. Interest earnings are estimated at \$896,217 for 2021, and all other sources are \$11.67 million and include intergovernmental funds from Boulder County, state and federal governments; fines; proceeds from bonds and advances; and miscellaneous sources.

2021 OPERATING BUDGET: Uses of Funds

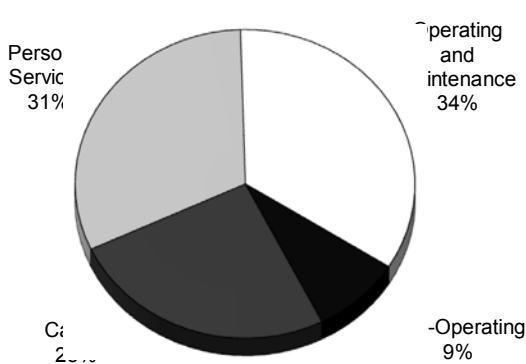
The City of Longmont’s 2021 Operating Budget totals \$372,936,292.

Expenditures by Fund



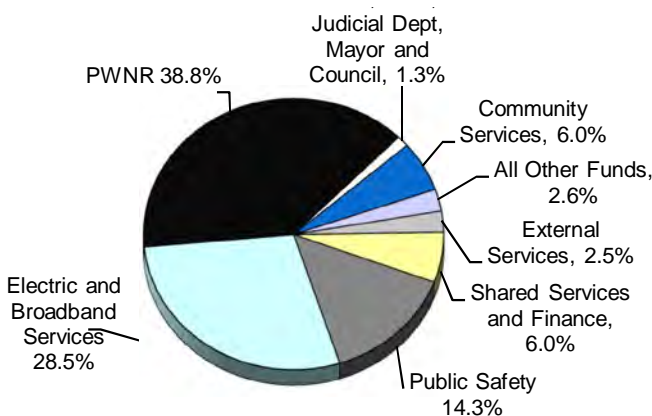
Expenditures in the largest funds include General Fund, \$88.9 million; Electric Fund, \$104.1 million; Water Fund, \$39.9 million; and Street Fund, \$26.8 million. These funds will account for 69.6% of all City expenditures in 2021. Other funds include Sewer, \$15.7 million; Storm Drainage, \$7.2 million; Open Space, \$4.0 million; Public Improvement, \$6.6 million; Sanitation, \$8.6 million; Fleet, \$9.8 million; Public Safety, \$14.5 million; and several minor funds.

Expenditures by Category



Budgeted expenditures, by category, are personal services, \$116.9 million, which includes salaries, wages and benefits; operating and maintenance, \$128.4 million, which includes routine operating expenditures; non-operating, \$32.3 million, which includes interfund transfers and interest payments; and capital, \$95.2 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, \$144.5 million (includes Water, Sewer, Sanitation, Storm Drainage, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Park & Greenway Maintenance, Conservation Trust, and Parks); Electric and Broadband Services, \$105.9 million; Public Safety Department, \$53.3 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund); Shared Services and Finance Department, \$22.2 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility Billing, Recovery Office, City Clerk’s Office, Human Resources and Fleet); External Services Department, \$9.5 million (services include Airport, Redevelopment, Economic Development Programs and Planning & Development Services); Community Services Department, \$22.6 million (services include Community Relations, Library, Museum, Youth Services, Senior Services, Recreation, Neighborhood Resources, CDBG/HOME Grants

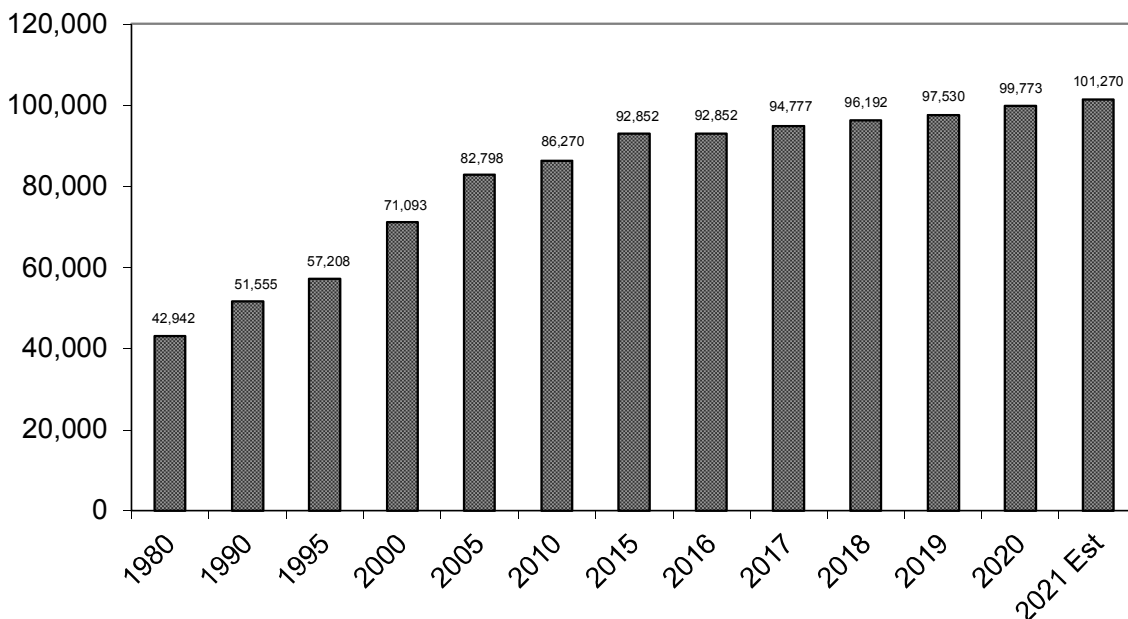
Administration, Affordable Housing, Human Services Funding, Callahan House and AIPP); City Manager’s Office, \$1.8 million; City Attorney’s Office, \$1.5 million; Judicial Department, \$1 million; and Mayor and Council, \$555,312. The remaining funds total \$9.6 million and include the Public Improvement Fund, Public Building Community Investment Fee Fund, Longmont Downtown Development Authority, General Improvement District, Downtown Parking, Longmont Urban Renewal, Village at the Peaks, and Special Marijuana Retail Tax.

2017 - 2021 Budgeted FTE Positions by Department

Department	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2020-2021 Change
Mayor and Council	7.00	7.00	7.00	7.00	7.00	0.00
City Manager	6.50	7.50	7.00	8.75	9.00	0.25
City Attorney	7.50	8.00	8.00	10.00	10.00	0.00
Human Resources	8.00	8.00	8.00	8.00	0.00	-8.00
Judicial Department	8.50	8.50	8.50	8.50	8.50	0.00
Shared Services and Finance	90.88	93.98	97.88	93.63	101.37	7.74
Community Services	0.00	0.00	0.00	0.00	117.50	117.50
External Services	153.06	156.01	150.61	156.75	63.50	-93.25
Electric and Broadband Utilities	100.10	100.84	100.84	108.04	111.90	3.86
Public Safety	301.50	303.50	332.00	354.00	354.00	0.00
Public Works and Natural Resources	232.90	240.06	247.16	249.46	225.36	-24.10
Downtown Development Authority	2.80	2.80	3.71	3.63	3.63	0.00
TOTAL	918.74	936.19	970.70	1007.76	1011.76	4.00

Note: Full time equivalent (FTE) positions are calculated based on working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

Longmont Population 1980 - 2021



Summary of Financing Sources and Uses

	2019 Actual	2020 Budget	2021 Budget
<u>Revenues and Other Financing Sources</u>			
Taxes	112,740,548	117,077,070	117,760,696
Licenses and Permits	6,455,057	4,836,457	3,717,195
Intergovernmental Revenue	31,001,767	5,495,339	7,002,202
Charges for Service	164,339,352	169,515,754	179,303,771
Fines and Forfeits	1,545,352	891,400	882,600
Interest Earnings	7,742,206	1,224,206	896,217
Interfund Transfers	30,026,058	25,951,298	19,836,795
Miscellaneous	35,137,577	3,084,268	3,195,786
Proceeds from Advance	684,752	2,738,655	587,984
Contribution from/(to) Fund Balance	(32,883,310)	23,092,261	39,753,046
TOTAL SOURCES	\$ 356,789,359	\$ 353,906,708	\$ 372,936,292

Expenditures and Other Financing Uses

Personal Services	96,536,451	115,651,867	116,948,728
Operating and Maintenance	126,872,659	131,173,962	128,432,242
Non-Operating	33,905,566	41,547,926	32,309,564
Capital	74,810,340	65,532,953	95,245,758
TOTAL USES	\$ 332,125,015	\$ 353,906,708	\$ 372,936,292

2021 CONSOLIDATED FUND STATEMENT Sources of Funds and Expenses

The 2021 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2021 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.

2021 CONSOLIDATED FUND STATEMENT

	General Fund	Electric and Broadband Utility Enterprise Fund	Water Fund	Sewer Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 17,165,339	\$ 8,981,755	\$ 21,113,333	\$ 10,158,644
 SOURCES OF FUNDS				
Taxes	68,513,316	-	-	-
Licenses and Permits	2,178,295	-	-	-
Intergovernmental Revenue	613,192	-	505,600	-
Charges for Service	14,231,074	99,614,472	24,546,496	15,704,700
Fines and Forfeits	882,600	-	-	-
Interest Earnings	50,000	120,000	60,500	40,700
Interfund Transfers	510,479	222,499	1,771,790	465,013
Miscellaneous	884,381	206,500	195,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 87,863,337	 100,163,471	 27,079,386	 16,210,413
 EXPENSES BY CATEGORY				
Personal Services	65,245,942	12,624,485	6,478,726	4,513,978
Operating and Maintenance	21,351,539	69,552,353	8,517,309	4,998,475
Non-Operating	2,066,399	5,332,972	4,446,547	3,580,932
Capital	239,689	16,544,545	20,498,943	2,595,974
 TOTAL EXPENSES	 88,903,569	 104,054,355	 39,941,525	 15,689,359
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 16,125,107	\$ 5,090,871	\$ 8,251,194	\$ 10,679,698
Contribution to/(from) Fund Balance	(1,040,232)	(3,890,884)	(12,862,139)	521,054

2021 CONSOLIDATED FUND STATEMENT

	Street System Maintenance Improvement Fund	Sanitation Enterprise Fund	Golf Enterprise Fund	Storm Drainage Enterprise Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 6,794,307	\$ 3,249,492	\$ 1,413,586	\$ 3,328,708
 SOURCES OF FUNDS				
Taxes	20,914,498	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	3,356,186	-	-	-
Charges for Service	-	8,737,700	2,708,533	7,730,500
Fines and Forfeits	-	-	-	-
Interest Earnings	32,378	16,339	8,000	200
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	47,000	129,626	5,600
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 24,328,062	 8,801,039	 2,846,159	 7,736,300
 EXPENSES BY CATEGORY				
Personal Services	4,556,393	2,791,868	1,295,478	2,244,645
Operating and Maintenance	6,360,698	5,342,634	1,366,731	2,020,564
Non-Operating	909,218	254,074	139,687	2,871,698
Capital	15,000,425	250,757	100,228	50,969
 TOTAL EXPENSES	 26,826,734	 8,639,333	 2,902,124	 7,187,876
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 4,295,635	\$ 3,411,198	\$ 1,357,621	\$ 3,877,132
Contribution to/(from) Fund Balance	(2,498,672)	161,706	(55,965)	548,424

2021 CONSOLIDATED FUND STATEMENT

	Fleet Service Fund	Airport Enterprise Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 20,877,092	\$ 361,247	\$ 1,388,769	\$ (167,903)
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	6,632,548	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	512,922	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	99,910	-	143,067	-
Interfund Transfers	10,713,499	-	-	-
Miscellaneous	450,000	15,000	-	829,519
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 11,263,409	 527,922	 6,775,615	 829,519
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	1,743,734	143,539	128,067	303,473
Operating and Maintenance	2,219,922	330,429	58,000	519,566
Non-Operating	5,157	-	2,167,050	-
Capital	5,903,207	-	4,235,028	6,480
 TOTAL EXPENSES	 9,872,020	 473,968	 6,588,145	 829,519
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 22,268,481	\$ 415,201	\$ 1,576,239	\$ (167,903)
Contribution to/(from) Fund Balance	1,391,389	53,954	187,470	-

2021 CONSOLIDATED FUND STATEMENT

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 14,306,586	\$ 4,800,386	\$ 4,128,698	\$ 3,442,095
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	1,448,900	-	-	-
Intergovernmental Revenue	-	900,000	-	-
Charges for Service	-	-	517,344	791,814
Fines and Forfeits	-	-	-	-
Interest Earnings	72,316	20,231	40,000	6,418
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 1,521,216	 920,231	 557,344	 798,232
 EXPENSES BY CATEGORY				
Personal Services	-	108,049	-	-
Operating and Maintenance	-	128,042	-	-
Non-Operating	-	-	-	-
Capital	976,010	1,752,370	1,832,500	1,475,000
 TOTAL EXPENSES	 976,010	 1,988,461	 1,832,500	 1,475,000
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 14,851,792	\$ 3,732,156	\$ 2,853,542	\$ 2,765,327
Contribution to/(from) Fund Balance	545,206	(1,068,230)	(1,275,156)	(676,768)

2021 CONSOLIDATED FUND STATEMENT

	Public Buildings CIF Fund	Art in Public Places Special Revenue Fund	Sewer Construction Fund	Water Construction Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 521,136	\$ 1,114,729	\$ 10,318,524	\$ 23,891,751
 SOURCES OF FUNDS				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	1,177,000	1,520,900
Fines and Forfeits	-	-	-	-
Interest Earnings	-	-	47,900	59,200
Interfund Transfers	-	480,650	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 -	 480,650	 1,224,900	 1,580,100
 EXPENSES BY CATEGORY				
Personal Services	-	100,012	-	-
Operating and Maintenance	-	103,930	-	-
Non-Operating	-	-	465,013	1,771,790
Capital	-	100,000	2,393,500	18,250,045
 TOTAL EXPENSES	 -	 303,942	 2,858,513	 20,021,835
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 521,136	\$ 1,291,437	\$ 8,684,911	\$ 5,450,016
Contribution to/(from) Fund Balance	-	176,708	(1,633,613)	(18,441,735)

2021 CONSOLIDATED FUND STATEMENT

	Raw Water Storage Reserve Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 19,588	\$ 280,240	\$ 45,006	\$ 3,288,579
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	-	1,351,571
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	50,000
Charges for Service	-	5,000	39,650	118,400
Fines and Forfeits	-	-	-	-
Interest Earnings	-	1,100	200	3,000
Interfund Transfers	-	-	85,589	42,700
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	587,984
Proceeds from Bonds	-	-	-	-
TOTAL SOURCES OF FUNDS	-	6,100	125,439	2,153,655
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	-	-	99,017	334,956
Operating and Maintenance	-	100,000	29,359	563,995
Non-Operating	-	-	-	592,484
Capital	-	-	-	152,064
TOTAL EXPENSES	-	100,000	128,376	1,643,499
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 19,588	\$ 186,340	\$ 42,069	\$ 3,798,735
Contribution to/(from) Fund Balance	-	(93,900)	(2,937)	\$ 510,156

2021 CONSOLIDATED FUND STATEMENT

	GID #1 Fund	Parking Special Revenue Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 196,993	\$ 297,101	\$ 1,152,681	\$ 2,106,335
 SOURCES OF FUNDS				
Taxes	161,842	-	-	4,449,202
Licenses and Permits	-	75,000	-	-
Intergovernmental Revenue	-	-	-	177,957
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,400	2,000	-	30,000
Interfund Transfers	-	-	1,411,543	-
Miscellaneous	-	-	175,000	55,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 TOTAL SOURCES OF FUNDS	 163,242	 77,000	 1,586,543	 4,712,159
 EXPENSES BY CATEGORY				
Personal Services	28,744	46,792	249,787	649,480
Operating and Maintenance	92,910	33,125	755,295	577,247
Non-Operating	-	-	-	2,690,419
Capital	-	40,000	305,520	101,063
 TOTAL EXPENSES	 121,654	 119,917	 1,310,602	 4,018,209
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 238,581	\$ 254,184	\$ 1,428,622	\$ 2,800,285
Contribution to/(from) Fund Balance	41,588	(42,917)	275,941	693,950

2021 CONSOLIDATED FUND STATEMENT

	Youth Services Special Revenue Fund	Senior Services Fund	Public Safety Fund	Library Services Fund	Museum Grants Donations Services Fund
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 285,459	\$ 96,919	\$ 2,939,754	\$ 105,729	\$ 258,363
 <i>SOURCES OF FUNDS</i>					
Taxes	-	-	12,902,686	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	842,267	-	187,000
Charges for Service	-	132,688	40,440	-	98,500
Fines and Forfeits	-	-	-	-	-
Interest Earnings	400	-	20,000	1,800	3,192
Interfund Transfers	-	-	-	-	314,515
Miscellaneous	1,600	60,100	-	32,000	95,860
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	2,000	192,788	13,805,393	33,800	699,067
 <i>EXPENSES BY CATEGORY</i>					
Personal Services	750	56,305	11,805,291	2,000	131,236
Operating and Maintenance	7,050	144,994	2,010,226	46,500	575,607
Non-Operating	-	-	-	20,500	-
Capital	-	-	715,837	-	-
TOTAL EXPENSES	7,800	201,299	14,531,354	69,000	706,843
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 279,659	\$ 88,408	\$ 2,213,793	\$ 70,529	\$ 250,587
Contribution to/(from) Fund Balance	(5,800)	(8,511)	(725,961)	(35,200)	(7,776)

2021 CONSOLIDATED FUND STATEMENT

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fund	Park Grants and Donations Fund	Park and Greenway Maintenance Fund	Lodgers Tax Fund	Village at the Peaks Fund
<i>BEGINNING</i>							
<i>FUND BALANCE</i>	\$ 72,925	\$ 91,348	\$ 15,916	\$ 83,381	\$ 2,532,219	\$ 102,060	\$ 1,764,017
SOURCES OF FUNDS							
Taxes	-	-	-	-	-	150,000	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-	250,000
Charges for Service	30,000	65,000	2,000	-	978,638	-	-
Fines and Forfeits	-	-	-	-	-	-	-
Interest Earnings	-	1,500	-	-	9,466	-	5,000
Interfund Transfers	-	-	-	-	-	-	1,855,033
Miscellaneous	-	-	-	3,600	-	-	-
Proceeds from Advance	-	-	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-	-	-
TOTAL SOURCES OF FUNDS	30,000	66,500	2,000	3,600	988,104	150,000	2,110,033
EXPENSES BY CATEGORY							
Personal Services	-	84,143	2,000	-	-	-	-
Operating and Maintenance	23,245	8,556	-	3,600	76,000	150,000	5,000
Non-Operating	-	-	-	-	5,000	-	2,173,033
Capital	-	-	-	-	1,181,298	-	-
TOTAL EXPENSES	23,245	92,699	2,000	3,600	1,262,298	150,000	2,178,033
<i>ENDING</i>							
<i>FUND BALANCE</i>	\$ 79,680	\$ 65,149	\$ 15,916	\$ 83,381	\$ 2,258,025	\$ 102,060	\$ 1,696,017
Contribution to/(from) Fund Balance	6,755	(26,199)	-	-	(274,194)	-	(68,000)

2021 CONSOLIDATED FUND STATEMENT

	Longmont Urban Renewal Fund	Utility Billing CIS Fund	Sustainability Fund	Special Retail Marijuana Tax Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 14,276	\$ 2,231,114	\$ -	\$ 139,866	\$ 175,308,143
 <i>SOURCES OF FUNDS</i>					
Taxes	2,275,033	-	-	410,000	117,760,696
Licenses and Permits	-	-	-	-	3,717,195
Intergovernmental Revenue	-	-	120,000	-	7,002,202
Charges for Service	-	-	-	-	179,303,771
Fines and Forfeits	-	-	-	-	882,600
Interest Earnings	-	-	-	-	896,217
Interfund Transfers	-	1,220,000	743,485	-	19,836,795
Miscellaneous	-	-	-	-	3,195,786
Proceeds from Advance	-	-	-	-	587,984
Proceeds from Bonds	-	-	-	-	-
TOTAL SOURCES OF FUNDS	2,275,033	1,220,000	863,485	410,000	333,183,246
 <i>EXPENSES BY CATEGORY</i>					
Personal Services	-	675,093	504,745	-	116,948,728
Operating and Maintenance	-	601	358,740	-	128,432,242
Non-Operating	2,275,033	-	-	542,558	32,309,564
Capital	-	544,306	-	-	95,245,758
TOTAL EXPENSES	2,275,033	1,220,000	863,485	542,558	372,936,292
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 14,276	\$ 2,231,114	\$ -	\$ 7,308	\$ 135,555,097
Contribution to/(from) Fund Balance	-	-	-	(132,558)	(39,753,046)



2021 BUDGET PRIORITIZATION DESIRED RESULTS and PERFORMANCE MEASURES

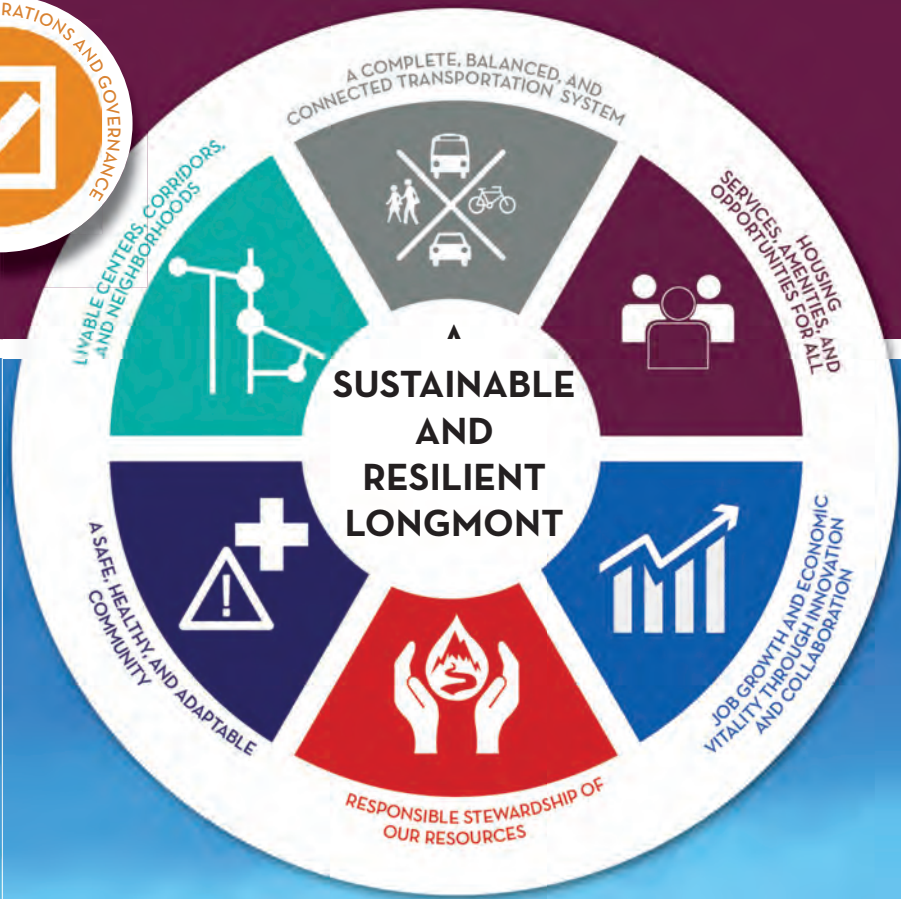


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- Embrace a compact and efficient pattern of growth
- Promote a sustainable mix of land uses
- Maintain and enhance the character of established neighborhoods
- Focus infill and redevelopment in centers, corridors, and other areas of change
- Support 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..... 97

- 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 99

- 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..... 102

- 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..... 104

- 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 109

- 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..... 111

- 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 2021, 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/LongmontBudgetOffice.

To learn more about Envision Longmont, visit bit.ly/Envision-Longmont.

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	2019 Actual	2020 Estimated	2021 Projected
FINANCE	Sales Tax	Percent change in Central Business District sales tax	0.7%	-22.0%	1.8%
COMMUNITY SERVICES	Museum	Number of Art in Public Places projects	6	6	8
	Parking Enforcement	Number of parking tickets in the downtown area	3,688	3,325	3,500
	Community & Neighborhood Resources	Number of neighborhood groups accessing activity funds	34	32	35
		Number of grants/activities	38/45	32/4*	40/45
	Community & Neighborhood Resources	Number of referral assistance requests fulfilled	4,000	5,200	5,300
	Community & Neighborhood Resources	Translation access/services provided	500	530	550
	Community & Neighborhood Resources	Mediation/facilitation services provided	620	800	900
	Community & Neighborhood Resources	Number of city block gatherings accessing Discover Neighbor Fund	19	0	25
	Community & Neighborhood Resources	Number of neighborhood groups accessing improvement funds	4*	4*	4*
	Community & Neighborhood Resources	Education attendance: landlord training, tenant training, fair housing, conflict resolution	2,156	2,561	2,500
PUBLIC WORKS AND NATURAL RESOURCES	Natural Resources	Total acres of parks (community, neighborhood and nature areas)	3,399	3,399	3,412

*Affected by COVID-19 restrictions

LIVABLE CENTERS, CORRIDORS AND NEIGHBORHOODS

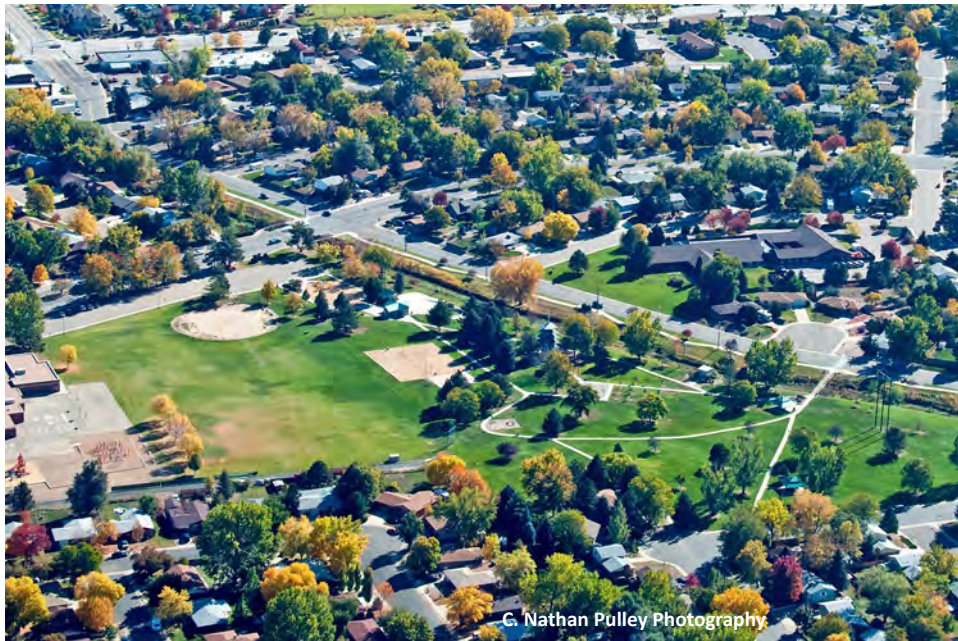
Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
PLANNING & DEVELOPMENT SERVICES		Number of new dwelling units	947	920	745
	Development Services	Development Incentive Program Permits	101	100	100
	Planning	Façade Improvement Program Applications	0	1	1
	Planning	Number of historically designated structures in downtown (cumulative)	17	17	17
	Planning	Number of historic landmarks (cumulative)	134	135	137
	Planning	Other residential (non-single-family detached units) as a percentage of total units permitted	62.3%	74.0%	71.0%
		Households spending 30% of income or more on housing as a percentage of total households	24.6%	25.0%	25.0%
		Dwelling units per acre within the municipal area (except areas zoned P or A)	3.7	3.7	3.7

Desired Result of Government



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.



C. Nathan Pulley Photography

A COMPLETE, BALANCED AND CONNECTED TRANSPORTATION SYSTEM

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
PUBLIC WORKS AND NATURAL RESOURCES	Engineering Services	Number of grade-separated crossings (nonmotorized)	23	23	24
	Engineering Services	Road rehab expenditures per paved lane mile	\$3,793.33	\$4,070.97	\$4,458.33
	Engineering Services	Road rehab expenditures per capita	\$46.10	\$49.34	\$53.90
	Engineering Services	Resurfacing expenditures	\$3,317,266	\$3,449,288	\$4,350,000
	Engineering Services	NFIP community rating	5	5	5
	Engineering Services	Number of trips made on transit (RTD, Via, TransFort)	1,364,800	1,023,600*	1,433,040
	Engineering Services	Total VMT per capita on arterial and collector roadways	3,763	3,800	4,000
	Engineering Services	Number of intersections exceeding the level-of-service and volume-to-capacity ratio	4	4	4
	Natural Resources	Miles of multiuse trail	59.06	59.06	60.26

*Affected by COVID-19 restrictions

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	2019 Actual	2020 Estimated	2021 Projected
COMMUNITY SERVICES	Senior Services	Annual number of students in SeniorNet Computer Learning Center for older adults	1,480	1,800	900
	Library	Total visitation	419,889	170,000*	336,000*
	Library	Total visits to Library website	251,232	250,000	300,000
	Library	Total Library circulation	1,151,060	575,530*	900,000*
	Library	Circulation rate per capita	11.95	5.97*	9.34*
	Library	Reference transactions per 1,000 population	582.46	200*	425*
	Library	Program attendance per 1,000 population	568.24	200*	400*
	Library	Number of internet sessions	73,775	20,000*	45,000*
	Library	Participants in children/teen summer reading program	3,489	350*	3,000*
	Children, Youth and Families	Counseling/parent education - youth/families served showing improvement	86%	87%	87%
	Children, Youth and Families	Number of preschool children enrolled in Mayor's Book Club	436	460	536
	Children, Youth and Families	Community education levels: - Those age 25+ with a high school diploma	90%	91%	92%
		- Those age 25+ with a bachelor's degree	40.3%	42%	44%
	Children, Youth and Families	High school drop-out rate - Male	1.0% 1.3%	1.5% 1.50%	1.0% 1.30%
		- Female	0.8%	1.2%	0.8
	Children, Youth and Families	Number of new Digital Divide accounts given to families	46	62	100
	Children, Youth and Families	Number of children connected through Digital Divide	82	123	180

*Affected by COVID-19 restrictions

continued

HOUSING, SERVICES, AMENITIES, AND OPPORTUNITIES FOR ALL

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
	Children, Youth and Families	Attendance at middle school after-school programs/events	12,487	2,492*	5,000*
	Museum	Total attendance	66,310	61,000	66,000
	Museum	Total operating expenses	\$1,971,205	\$1,789,614	\$2,340,000
	Museum	Percentage of total operating expenses funded from non-General Fund sources	41%	37%	50%
	Museum	Día de los Muertos exhibition and event attendance	6,347	6,500	7,000
	Recreation and Golf Services	Rhythm on the River attendance (estimated)	20,000	not held*	not held*
	Recreation and Golf Services	Longmont Lights attendance (estimated)	15,000	not held*	7,500
	Community & Neighborhood Resources	Number of multicultural events cosponsored by the Multicultural Action Committee	11	4	7
	Community & Neighborhood Resources	Attendance at multicultural event cosponsored by the Multicultural Action Committee	1,725	2,500	0*
COMMUNITY SERVICES	Community & Neighborhood Resources	Number of substantial community involvement processes	6	12	6
CITY MANAGER'S OFFICE	Resources <i>and</i> City Manager's Office				

*Affected by COVID-19 restrictions

continued

Desired Result of Government



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	2019 Actual	2020 Estimated	2021 Projected
JUDICIAL DEPARTMENT	Court	Percent of warrants issued within 7 days	100%	100%	100%
	Court	Collection of overdue fines and fees (collection agency)	6%	2%	2%
	Probation	Successful completion of probation - adult	88%	80%	80%
	Probation	Successful completion of probation - juvenile	76%	70%	70%
	Probation	Recidivism rate - adult	7%	10%	10%
	Probation	Recidivism rate - juvenile	4%	10%	10%
	Probation	Restitution collection - adult	94%	90%	90%
	Probation	REWiND participant opt-in	N/A	80%	80%
COMMUNITY SERVICES	Parking Enforcement	Disability parking tickets	52	15	30
	Children, Youth & Families	Meals served in after-school and summer meal programs	19,559	25,000	20,000
	Recreation and Golf Services	Recreation center visitors and recreation program participants	750,333	200,00*	500,000*
	Recreation and Golf Services	Number of recreation centers/ 30,000 population	1	1	1
	Senior Services	Number of Senior Services resource education and support programs offered	262	90*	125*
	Senior Services	Number of visits by older persons to Senior Center	75,065	62,000*	31,000*
	Senior Services	Number of senior wellness activities available each quarter	94	150	75
	Senior Services	Number of unduplicated clients seen by senior services resource staff/visits	---	750/3,000	---

*Affected by COVID-19 restrictions

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	2019 Actual	2020 Estimated	2021 Projected	
EXTERNAL SERVICES	Facilities Maintenance Services	Total square footage of all facilities/buildings	774,284	774,284	774,284	
	Facilities Maintenance Services	Facilities Maintenance Services operating expenditures per square foot	\$2.112	\$2.316	\$2.385	
	Facilities Maintenance Services	Facilities Operations Services operating expenditures per square foot	\$2.149	\$2.224	\$2.291	
	Facilities Maintenance Services	Utility expenditures per square foot - electricity	\$0.656	\$0.675	\$0.696	
	Facilities Maintenance Services	Utility expenditures per square foot - natural gas	\$0.218	\$0.225	\$0.232	
PUBLIC WORKS AND NATURAL RESOURCES	Engineering Services	Meet peak water demands (min peak day pressure of 55 psi, min peak hour pressure of 40 psi)				
		- Mountain View Ave & Huntington Ct	55/57 psi (peak hour/day)	50/55 psi (peak hour/day)	50/55 psi (peak hour/day)	
		- Pike Rd & Airport Rd	64/69 (peak hour/day)	55/65 (peak hour/day)	55/65 (peak hour/day)	
		- 3rd Ave & Pratt St	58/59 (peak hour/day)	55/58 (peak hour/day)	55/58 (peak hour/day)	
		- Price Park Playground	54/57 (peak hour/day)	50/54 (peak hour/day)	50/54 (peak hour/day)	
		- 9th Ave & Pace St	61/64 (peak hour/day)	55/60 (peak hour/day)	55/60 (peak hour/day)	
		Engineering Services	Meet peak sewer demands (flow depth to pipe diameter ratio less than 1 0.8 indicates capacity in the sewer line)			
		- Trunk 1	0.7	0.7	0.7	
		- Trunk 2	0.4	0.4	0.4	
		- Trunk 3	N/A	N/A	N/A	
	- Trunk 4	0.3	0.3	0.3		
	- Trunk 5	0.5	0.5	0.5		
	- Trunk 6	0.4	0.4	0.4		
	- Trunk 7	0.7	0.7	0.7		
- Trunk 8	0.4	0.4	0.4			
- Trunk 9	0.5	0.5	0.5			

RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
POWER & COMMUNICATIONS	Engineering	Electric system average interruption frequency index - not more than 1 event per year per customer	0.08	0.5	0.5
	Engineering	Electric system average interruption duration index - not more than 80 minutes per customer per event	37.4	30	30
	Engineering	Electric customer average interruption duration index	53	60	60
	Customer Service	Electric residential reliability rating (% somewhat/very satisfied)	N/A	N/A	95%
	Customer Service	Electric commercial reliability rating (% somewhat/very satisfied)	N/A	N/A	95%
	Customer Service	Electric key account reliability rating (% good/excellent)	N/A	N/A	100%
	Customer Service	Electric residential overall satisfaction (10-point scale)	N/A	N/A	8.8
	Customer Service	Electric commercial overall satisfaction (10-point scale)	N/A	N/A	8.8
	Customer Services	Electric key account overall satisfaction (10-point scale)	N/A	N/A	9.4
	Customer Service	Electric residential value rating (% good/excellent)	N/A	N/A	95%
	Customer Service	Electric commercial value rating (% good/excellent)	N/A	N/A	95%
	Customer Service	Electric key account value rating (% good/excellent)	N/A	N/A	100%
Customer Service	Electric residential environmental rating (right amount of emphasis on energy efficiency/conservation)	N/A	N/A	80%	

continued

RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
POWER & COMMUNICATIONS	Customer Service	Electric commercial environmental rating (% somewhat/very satisfied with energy services)	N/A	N/A	90%
	Customer Service	Electric key account environmental rating (% somewhat/very satisfied with energy services)	N/A	N/A	100%
	Customer Service	Electric customer contact overall satisfaction rating (% satisfied)	97%	97%	97%
	Customer Service	Electric construction project satisfaction rating (% acceptable/very effective)	100%	100%	100%
	Customer Service	Electric consumption in city facilities (in million kWh)	20	20	20
	Customer Service	Natural gas consumption in city facilities (in therms)	903,411	948,000	995,000
	Customer Service	Energy Efficient consumer products			
		- kWh reductions	398,356	610,000	640,000
		- CO ₂ reductions in pounds	576,421	882,670	926,080
	Customer Service	Commercial Efficiency Works			
		- kWh reductions	6,034,000	8,858,000	8,145,000
		- CO ₂ reductions in pounds	8,731,198	12,817,526	11,785,815
	Customer Service	Residential Efficiency Works			
	- kWh reductions	201,492	84,000	88,200	
	- CO ₂ reductions in pounds	291,559	121,548	127,625	
Customer Service	Percentage renewable energy in LPC's energy mix	19% large hydro 8.2% wind 2% solar	7.8% large hydro 26.5% wind 4.7% solar	7.8% large hydro 37.5% wind 4.7% solar	
Administration	NextLight network uptime	99.999%	99.999%	99.999%	
Administration	NextLight initial sales order experience satisfaction (10-point scale)	9.4	9.4	9.4	
Administration	NextLight service installation satisfaction (10-point scale)	9.2	9.2	9.2	

RESPONSIBLE STEWARDSHIP OF OUR RESOURCES

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
LONGMONT POWER & COMMUNICATIONS	Administration	NextLight internet speed and reliability (10-point scale)	9.0	9.0	9.0
	Administration	NextLight digital voice quality satisfaction (10-point scale)	9.2	9.2	9.2
	Administration	Residential electric rates (state ranking)	2nd lowest	3rd lowest	3rd lowest
	Administration	Small commercial electric rates (state ranking)	3rd lowest	3rd lowest	3rd lowest
	Administration	Large commercial electric rates (state ranking)	2nd lowest	3rd lowest	3rd lowest
	Administration	Industrial electric rates (state ranking)	5th lowest	8th lowest	6th lowest

Desired Result of Government



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.



C. Nathan Pulley Photography

JOB GROWTH AND ECONOMIC VITALITY THROUGH INNOVATION AND COLLABORATION

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
LONGMONT ECONOMIC DEVELOPMENT PARTNERSHIP		ELEVATE Longmont onsite BR&E meetings	34	33	----
		Number of primary employer businesses	236	236	----
		Annual net change in number of jobs with primary employers	2.1%	----*	----*
.....					
SMALL BUSINESS DEVELOPMENT CENTER		Workshop participants	96	351	150
.....					
PLANNING & DEVELOPMENT SERVICES		Average annual wage Longmont/Boulder County MSA	\$66,349	\$66,000	\$66,000
		Jobs- to-resident measure between 0.5:1 and 1:1	0.37:1	0.37:1	0.37:1
		Jobs-to-housing measure between 1:1 and 2:1	1:1	1:1	1:1
.....					
LONGMONT POWER & COMMUNICATIONS	NextLight	Year-end residential customer count	----	----	22,730
		Year-end commercial count			1,110
		Annual revenue	----	----	\$ 17,885,000
		Annual debt payments	----	----	\$ 4,400,000
		New income-qualifying customers	----	----	1,000
		New Sharing the Nextlight customers	----	----	100

*Affected by COVID-19 restrictions

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	2019 Actual	2020 Estimated	2021 Projected
SHARED SERVICES	Enterprise Technology Services	Central IT expenditures per workstation	\$730	%852.80	\$1,800
	Enterprise Technology Services	Percent availability for systems	99%	99%	99%
	Enterprise Technology Services	Average time for device specialist to resolve helpdesk tickets	3 days	3 days	3 days
	Fleet Services	Average hours billed per vehicle/ piece of equipment	19.48	19.50	19.50
	Fleet Services	Percentage of contracted maintenance services	17.36%	17.50%	18.00%
	Fleet Services	Percentage fleet availability to users	94.15%	94.50%	94.65%
	Fleet Services	Downtime percentage	5.85%	5.50%	5.50%
	Fleet Services	Work orders completed in less than one day	66.33%	67.00%	67.00%
	Fleet Services	Work orders completed in one to two days	12.45%	12.25%	12.25%
	Fleet Services	Work orders completed in more than two days	21.22%	20.75%	20.75%
	Fleet Services	Total number of work orders per year	3,214	3,300	3,400
	Purchasing	Value of purchases made, reviewed or approved by central purchasing office per central purchasing FTE, including p-card spend	\$12,400,000	\$13,000,000	\$14,000,000
	Purchasing	Number of protests filed and sustained	0	0	0
Purchasing	Percentage of purchases on purchasing cards	9%	9%	8%	

continued

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
	Purchasing	NPI Achievement of Excellence in Procurement Award	Received	Received	Expect to Receive
	Human Resources	Number of appeal-eligible disciplinary actions issued	1	4	4
	Human Resources	Percentage of disciplinary actions upheld following appeal	100%	100%	100%
	Human Resources	Percentage of grievances resolved before passing from management control	100%	100%	100%
	Human Resources	Turnover rate	10.14%	8.40%	9.27%
	Human Resources	Percentage of staff who speak a language in addition to English, including ASL	10.25%	10.00%	10.12%
	City Clerk	Use of Public Places permits issued:			
		- Special event	82	20*	20*
		- Block party	20	0*	10*
		- Alcohol on public places	54	5*	5*
	City Clerk	Total number of liquor licenses and permits	210	180	190
FINANCE	Risk Management	National Council on Compensation Insurance work comp claims modifier	1.16	1	1
	Risk Management	Workers' compensation claims per FTE	0.13	0.09	0.09
	Risk Management	General liability claims per FTE	0.03	0.03	0.02
	Risk Management	Auto liability claims per FTE	0.032	0.02	0.02
	Risk Management	Property claims per capita	0.002	0.002	0.002
	Accounting	Monthly financial reports issued by 15th of the following month	25%	100%	100%
	Accounting	Audit completed/CAFR to City Council by May	June	May	May

*Affected by COVID-19 restrictions

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected	
FINANCE	Accounting	Audit opinion	Unmodified	Unmodified	Unmodified	
	Accounting	GFOA Award for Excellence in Financial Reporting	Received	Received	Receive	
	Accounting	Total sales and use tax revenues	\$77,102,029	\$ 79,257,791	\$78,500,000	
					
	Budget	GFOA Distinguished Budget Presentation Award	Received	Received	Receive	
	Budget	Additional appropriations/ CIP amendments completed	18	15	15	
					
	Sales Tax	Tax collections resulting from administrative efforts	\$1,069,991	\$1,142,874	\$600,000	
	Sales Tax	Tax collections resulting from field audits	\$390,923	\$989,897	\$600,000	
	Sales Tax	Audit collections as a percentage of audit costs	473%	790%	400%	
	Sales Tax	Sales tax classes/workshops	4	1*	4	
	Sales Tax	Sales and Use Tax Report issued within 10 days of mont-end	50%	58%	100%	
					
	Administration	2013 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA	
	Administration	2014 Certificates of Participation: Standard and Poors	AA	AA	AA	
Administration	2014 Storm Drainage Revenue Bonds: Standard and Poors	AA	AA	AA		
Administration	2014 Electric and Broadband Revenue Bonds: Standard and Poors	AA insured	AA insured	AA insured		
Administration	2015 Wastewater Revenue Bonds: Standard and Poors	AA	AA	AA		
Administration	2016 Storm Drainage Revenue Refunding Bonds: Standard and Poors	AA	AA	AA		

*Affected by COVID-19 restrictions

continued

RESPONSIBLE INTERNAL OPERATIONS AND GOVERNANCE

Responsible Department(s)	Responsible Division(s)	Performance Measures	2019 Actual	2020 Estimated	2021 Projected
	Administration	2017 Electric and Broadband Revenue Bonds: Standard and Pools	AA insured	AA insured	AA insured
	Administration	2018 Open Space Sales and Use Tax Revenue Bonds: -- Moody's -- Standard and Pools	A1 AA insured	A1 AA insured	A1 AA insured
	Administration	2019 Sales and Use Tax Revenue Bonds: Standard and Pools	AA+	AA+	AA+
	Administration	2020 Open Space Sales and Use Tax Revenue Refunding & Improvement Bonds: -- Moody's -- Standard and Pools	A1 A	A1 A	A1 A
	Administration	2020 Wastewater Revenue Refunding Bonds: Standard and Pools	AA	AA	AA

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, 0.58 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

2021 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 2021 budget, that amount is 13,496,790 (15.3%).

The General Fund budget includes an increase of 0.25 FTE. The total FTEs in the General Fund are 548.85.

Department/Division	Position	FTE
<i>FTE Additions</i>		
<i>City Manager</i>	Marketing Coordinator	0.25
<i>FTE Reductions</i>		
Net FTE Change to the General Fund		0.25

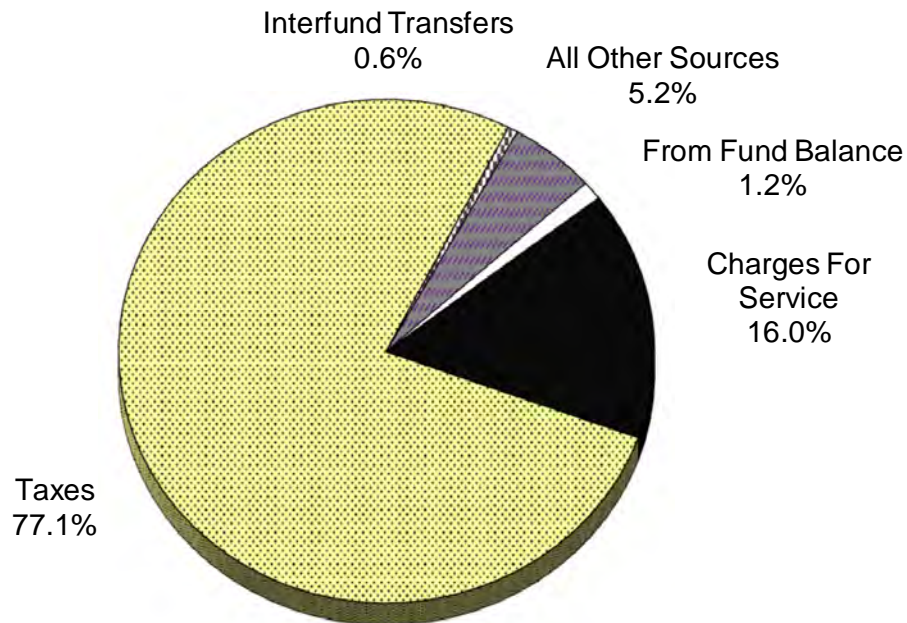
GENERAL FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
SOURCES OF FUNDS			
REVENUES			
Taxes	63,205,442	67,719,711	68,513,316
Licenses and Permits	3,251,613	2,608,457	2,178,295
Intergovernmental	1,272,440	577,703	613,192
Charges for Service	15,111,418	15,434,440	14,231,074
Fines and Forfeits	1,473,141	891,400	882,600
Interest and Miscellaneous	973,032	803,135	934,381
Interfund Transfers	400,934	356,793	510,479
TOTAL REVENUES	\$85,688,020	\$88,391,639	\$87,863,337
EXPENDITURES BY BUDGET SERVICE			
Finance Administration	334,985	366,479	372,213
Accounting	1,094,274	1,473,452	1,319,514
Sales Tax	391,033	413,321	436,427
Treasury	321,137	364,662	343,959
Information Desk	66,380	73,331	73,113
Utility Billing	1,698,953	1,869,877	2,163,176
Mail Delivery	68,867	70,314	70,680
Enterprise Technology Services Operations	2,672,372	2,161,122	2,106,371
Enterprise Technology Services Applications	1,421,222	1,149,988	1,284,588
Enterprise Technology Services Telephone System	270,253	332,224	330,661
Risk Management	329,991	341,674	343,783
Safety	145,025	155,983	153,828
Wellness	88,947	89,079	87,771
Purchasing and Contracts	644,440	693,608	675,244
Budget	414,031	534,525	545,806
Human Resources	1,104,232	1,191,923	1,200,736
Community Services Director	1,771,536	1,974,993	1,836,750
Neighborhood Resources	385,998	414,878	423,477
Community Relations	79,820	95,094	93,059
Parking Enforcement	108,296	134,561	153,416
Youth Services	823,101	1,189,887	1,272,160
Library Administration	456,771	568,153	595,152
Adult Services	1,057,444	1,104,758	1,115,964

	2019 Actual	2020 Budget	2021 Budget
Children's and Teen Services	464,618	540,634	554,213
Technical Services	706,213	776,087	827,978
Circulation	748,162	772,299	762,829
Museum	889,655	864,634	859,612
Museum Auditorium	254,421	261,561	262,213
Recreation Administration	469,085	537,812	470,171
Recreation Center	1,881,220	1,900,292	1,515,870
Athletics and Team Sports	453,892	526,866	415,100
Recreation for Special Needs	49,701	53,334	40,010
General Programs and Facilities	685,729	946,945	763,357
Outdoor Recreation	44,902	48,761	30,763
Aquatics	1,028,486	1,117,963	925,346
Concessions	59,115	62,933	37,170
Community Events	297,141	135,480	90,694
Seasonal Ice Rink	188,627	167,955	119,389
Youth Recreation Programs	41,641	57,985	46,052
Sports Field Maintenance	349,977	334,179	307,381
Senior Services	829,058	963,352	932,490
Human Service Agencies	1,258,680	1,691,957	1,724,481
Public Safety Director	701,413	790,147	785,107
Communication Center	1,753,530	2,027,302	2,008,410
Public Safety Information and Technology Services	592,562	639,681	762,682
Emergency Management	167,707	169,780	207,871
CORE	147,811	180,029	180,564
Support Services	826,825	934,397	877,339
Training and Personnel	1,261,912	1,278,281	1,249,557
Outreach	102,656	111,045	111,885
Volunteer Programs	33,467	33,565	31,380
Records Unit	599,754	666,712	668,389
Patrol	11,492,357	11,831,206	11,786,146
Investigations	3,228,875	3,211,663	3,176,639
Animal Control	592,859	567,657	569,634
Special Enforcement Unit	1,248,566	1,052,910	1,101,789
School Resource Officers	717,940	705,778	705,724
Special Operations	386,302	375,024	368,906
Traffic Unit	1,170,703	1,319,404	1,395,922
SWAT Team	492,801	449,340	436,537

	2019 Actual	2020 Budget	2021 Budget
Fire Operations	11,826,395	11,752,449	11,720,521
Fire Prevention	592,928	591,850	607,584
Redevelopment	192,571	169,301	162,331
Economic Development Programs	754,269	255,758	562,808
Development and Planning Services	2,004,839	2,159,129	2,044,164
Building Permits and Inspections	1,560,366	1,672,993	1,611,058
Code Enforcement	596,126	672,058	709,074
Facility Maintenance	1,963,478	2,060,329	2,077,328
Facility Operations	1,664,230	1,632,297	1,770,979
Facility Project Management	-	-	125,829
Parks Administration	756,205	831,986	1,063,954
Parks Maintenance	2,160,261	2,160,861	2,116,395
Parks Development and Improvement	205,927	211,628	207,245
Forestry Maintenance	999,294	1,046,463	1,022,485
Municipal Grounds Maintenance	334,559	315,595	312,337
Right of Way Maintenance	517,095	605,156	629,273
Union Reservoir	405,072	386,285	395,071
Parks Resource Management	140,709	162,892	171,061
Engineering/Survey Technical Services	162,393	182,246	178,873
Mayor and City Council	454,185	511,677	555,312
City Manager	1,424,210	1,901,185	1,753,637
Non-Departmental	1,245,883	4,324,634	1,812,118
Recovery Office	229,543	153,865	126,545
City Clerk	482,199	558,990	541,231
Elections and Voter Registration	89,539	123,044	124,405
City Attorney	1,318,310	1,420,676	1,464,496
Judicial Department	576,832	607,335	609,968
Probation	316,632	319,433	320,039
TOTAL EXPENDITURES	\$84,941,518	\$91,658,951	\$88,903,569
CONTRIBUTION TO/(FROM)	\$746,502	\$(3,267,312)	\$(1,040,232)
FUND BALANCE			

GENERAL FUND - Sources of Funds



The General Fund will receive 77.1% (\$68.5 million) of its total sources of funds from taxes in 2021. Sales and use tax collections will total \$37.6 million, or 55.2% of all taxes collected.

- Interfund transfers will account for 0.6% of the General Fund’s sources of funds. The General Fund charges an administrative transfer fee to other City operating funds for administrative services it provides to these funds, such as personnel, legal, accounting, information services, purchasing, risk management and general administrative assistance.
- There are \$1.05 million of one-time revenues and a contribution from the General Fund’s fund balance of \$1.04 million for one-time expenses.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, actual revenue growth of 1.6% in May and 6.5% in June brought overall results to an increase of 0.8% through June 2020, below the 2.8% growth needed to reach 2020 budget projections. Projections for year-end 2020 are a combined decrease of 0.67%. Projections for 2021 are a 2.54% increase in sales and use tax revenue over the projected collections for 2020; sales tax is 2.21% and use tax is 4.5% .

Property Taxes: Due to the coronavirus, on April 2nd, 2020, Governor Polis signed executive order D 2020 022 extending deadlines for filing declarations of business personal property, natural resources, and oil and gas. As a result of the new calendar, the August 25 deadline for the preliminary Certification of Value has been changed to October 13. Property tax estimates are based on final assessed valuations from 2019..

Building Permits: The 2021 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 230 single-family dwelling units, 50 townhouse/condo units, and 476 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 statutes require counties to provide taxing entities a preliminary Certification of Value by August 25 of each year and a final Certification of Value by December 10 of each year. State law and the City Charter require that the City Council fix the amount of the tax levy no later than December 15 of each year.

Due to coronavirus, on April 2, 2020, Governor Polis signed executive order D 2020 022 extending deadlines for filing declarations of business personal property, natural resources, and oil and gas. As a result of the new calendar, the August 25 deadline for the preliminary Certification of Value has been changed to October 13.

Total General Fund ongoing budgeted expenses for 2021	\$	88,903,569
2021 estimated revenues and use of fund balance other than property taxes	\$	67,260,881
Total revenue needed from property taxes	\$	21,642,688

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

Estimated assessed valuation for the tax year 2020, collected in 2021:

Boulder County	\$	1,595,422,582
Weld County	\$	42,608,880

Average collection rate of property taxes:

2021 est	98.5%
2020 est	98.5%
2019	99.2%
2018	98.9%
2017	98.6%
2016	98.6%
2015	98.5%
2014	98.6%
2013	98.8%
2012	98.6%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2021 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 table below includes the budgeted and revised projection for 2021 and the projected General Fund cash surplus for 2021.

	2020 Adopted Budget	2020 Projected Actual
Beginning Available Fund Balance	\$ 20,285,836	\$ 20,285,836
Revenues		
Sales Tax	31,262,926	31,262,926
Use Tax	6,560,408	5,273,955
Property Tax	21,484,933	21,270,084
All Other	<u>29,220,372</u>	<u>25,174,762</u>
TOTAL REVENUES	\$ 88,528,639	\$ 82,981,727
OPEB EQUITY		\$ 2,177,992
TOTAL EXPENSES	\$ 91,658,951	\$ 88,280,216
Ending Available Fund Balance	\$ 17,155,524	\$ 17,165,339

Projected 2021 Ending Available Fund Balance

2021 General Operating Expenditures	\$ 86,810,776	
TABOR Reserve		\$ 4,852,155
Emergency Reserve		8,644,635
Fund Balance used in 2021 budget		1,040,232
Fund Balance committed to rebates		596,322
2021 Available for Emergency Reserve		1,467,113
<i>Projected ending available fund balance</i>		\$ 564,882

TAXES	2019 Actual	2020 Budget	2021 Budget
Property Taxes-Current	18,873,662	20,599,046	21,642,688
Property Taxes-Delinquent	(192,468)		
Sales Taxes	30,189,531	31,262,926	32,012,525
Use Taxes	6,315,778	6,124,363	5,571,915
Cigarette Taxes	153,896	155,000	150,000
Natural Gas Franchise	798,366	725,000	700,000
Cable Television Franchise	629,029	620,000	580,000
Telephone Franchise	122,253	140,495	118,044
Electric Franchise	5,248,163	5,676,300	6,147,490
Broadband Franchise	8,056	6,840	8,679
Water Franchise	416,940	458,753	488,594
Wastewater Franchise	642,236	629,056	628,188
<i>Taxes Subtotal</i>	<i>63,205,442</i>	<i>66,397,779</i>	<i>68,048,123</i>
 LICENSES AND PERMITS			
Liquor Licenses	8,200	13,000	10,000
Marijuana Licenses	61,436	60,000	60,000
Sales Tax Business Permits	37,100	29,000	24,000
Business Licenses	5,495	4,700	5,400
Building Permits	2,997,852	1,184,016	1,299,824
Building Permits (IDR used for ongoing)	-	1,091,236	638,121
Wood Burning Exemption Permits	30	-	-
Contractor Licenses	132,550	122,000	132,000
Parade Licenses	300	250	250
Use of Public Places Permit	6,950	7,500	7,000
Alcohol in Public Places Permits	1,700	2,000	1,700
<i>Licenses and Permits Subtotal</i>	<i>3,251,613</i>	<i>2,513,702</i>	<i>2,178,295</i>
 INTERGOVERNMENTAL			
Federal Grants	163,307	155,829	126,546
Nongrant Federal Revenue	318,697	-	-
Federal Mineral Lease Distribution	56,219	-	-
State Grants	33,912	-	-
State Severance Tax	172,206	30,000	30,000
State Marijuana Tax	137,669	145,000	203,000
Nongrant Local Revenue	145,247	-	-
St. Vrain Valley School District	141,105	142,559	143,190
Town of Frederick	5,000	-	-
Hazmat Authority	21,879	29,315	32,456

INTERGOVERNMENTAL, cont.	2019 Actual	2020 Budget	2021 Budget
Boulder County Shared Fines	77,044	75,000	75,000
Weld County Shared Fines	155	-	-
<i>Intergovernmental Subtotal</i>	<i>1,272,440</i>	<i>577,703</i>	<i>610,192</i>
CHARGES FOR SERVICE			
Land Development	77,263	80,500	55,000
Metro District Review Fee	29,460	10,000	-
Liquor Application Fee	27,575	38,000	28,000
Marijuana Modification Fee	10,200	1,200	5,000
Maps and Publications	425	200	200
Sales Tax Commission	113,843	95,000	95,000
Purchasing Card Rebates	131,530	139,000	125,000
Cell Phone Rebate	29,369	-	-
Criminal Justice Records	29,467	25,000	29,000
Cell Tower	-	48,000	-
Extra Duty Police Officer Reimbursement	68,414	-	-
Sex Offender Registration Fees	10,856	9,500	10,800
Vehicle Impound Fees	4,256	4,000	4,000
Peer Support	8,725	-	-
Fireworks Stand Fees	5,000	6,000	6,000
Fire Inspection Fees	76,502	80,000	68,000
Emergency Dispatching	165,130	-	-
Unbilled Utility Revenue	(211)	-	-
Work in R-O-W Permits	3,024	2,000	2,000
Plan Check Fees	730,347	311,424	359,723
Plan Check Fees (IDR used for ongoing)	-	188,576	222,977
Elevator Inspection Fees	56,220	43,700	46,000
Right of Way Maintenance	226,903	246,293	246,441
Shutoff Reconnect Fees	224,575	220,000	220,000
Disconnect Tag Fees	415,460	412,000	412,000
Recreation Center - Admission/Passes	1,368,992	1,636,482	1,227,362
Recreation Center - Aquatic Fees	127,964	120,000	90,000
Recreation Center - Activity Fees	114,983	115,000	86,250
Recreation Center - Rentals	54,212	44,100	33,075
Recreation Center - Concessions	18,379	15,000	11,250
Recreation Center - Resale Merchandise	18,403	17,500	13,125
Silver Sneakers Program	177,429	150,000	112,500
Pool Fees/Passes/Lessons	501,661	569,942	427,457
Recreation Non-Resident Fees	34,348	37,800	28,350
Recreation Community Events	159,708	71,446	53,585
Union Reservoir Fees	527,506	488,500	500,000

CHARGES FOR SERVICE (Continued)	2019 Actual	2020 Budget	2021 Budget
Ice Rink Program Fees	129,925	149,656	112,242
Mobile Stage Setup	3,350	3,859	2,894
Athletic Program Fees	366,645	347,588	260,691
Recreation Activity Fees	513,077	655,737	491,803
Senior Services Subscriptions	210	350	200
Outdoor Recreation Activity Fees	59,050	77,687	58,265
Special Recreation Activity Fees	27,595	28,114	21,086
Concessions-Centennial Pool	444	1,000	750
Concessions-Roosevelt Park	422	472	354
Concessions-Sunset Pool	58,739	53,250	39,938
Concessions-Memorial Building	1,432	1,700	1,275
Concessions-Union Reservoir	12	-	-
Concessions-Ice Rink	2,459	3,360	2,520
Ice Rink Rentals	45,094	42,446	31,835
Museum sponsorships	-	-	-
Memorial Building Rentals	47,976	52,369	39,277
Willow Barn Rental	29,225	25,000	18,750
Senior Center Rentals	35,484	25,000	25,000
Swimming Pool Rentals	54,355	66,150	49,613
Other Facility Rentals	186,897	175,000	131,250
Batting Cage Licensing Fee	1,000	2,000	1,500
Park Shelter Rentals	57,304	48,510	36,383
Museum Special Events Fee	77,846	80,000	65,000
Museum Auditorium Ticket Sales	66,922	60,000	47,500
Museum Auditorium Rental Fees	52,098	45,000	25,000
Museum Auditorium Beverage Sales	24,366	23,500	12,000
NSF Check	2,420	1,500	2,400
Garnishments Fee	873	700	800
Credit Card Convenience Fee	-	150,000	120,000
Admin Mgmt Fee Sanitation Fund	608,941	683,449	729,072
Admin Mgmt Fee Golf Fund	187,304	199,727	168,113
Admin Mgmt Fee Electric Fund	1,686,610	1,726,203	1,715,788
Admin Mgmt Fee Broadband Fund	360,654	368,355	413,077
Admin Mgmt Fee Water Fund	1,618,591	1,602,753	1,608,789
Admin Mgmt Fee Sewer Fund	966,634	992,560	980,944
Admin Mgmt Fee Storm Drainage Fund	619,307	759,070	663,238
Admin Mgmt Fee Airport Fund	62,965	68,140	95,780
Admin Mgmt Fee Street Fund	913,779	847,753	938,000
Admin Mgmt Fee Museum Services Fund	210,304	308,877	314,515
Admin Mgmt Fee Open Space Fund	150,329	222,425	171,160
Admin Mgmt Fee General Imprvmnt District	10,033	11,242	10,260

CHARGES FOR SERVICE (Continued)

	2019 Actual	2020 Budget	2021 Budget
Admin Mgmt Fee Fleet Fund	322,829	297,775	305,917
<i>Charges for Service Subtotal</i>	<i>15,111,418</i>	<i>15,434,440</i>	<i>14,231,074</i>

FINES AND FORFEITS

Parking Fines	93,502	94,000	94,000
Court Fines	514,091	540,000	515,000
Bond Forfeitures	9,170	10,000	9,000
Court Education Fees	17,111	16,000	17,000
Probation Monitoring Fees	18,635	16,000	18,500
Substance Abuse Group	2,160	1,000	1,000
Surcharge on Violations	50,234	45,000	50,000
Court Costs	80,589	85,000	81,000
Outside Judgments/Warrants-City	5,945	5,000	4,200
Library Fines/Penalties	62,393	66,000	62,000
Code Enforcement Admin Penalty	440	-	-
Miscellaneous Penalties	930	200	900
False Alarm Fines	26,261	5,000	20,000
Tree Mitigation Fine	540,960	-	-
Weed Cutting	50,720	8,200	10,000
<i>Fines and Forfeits Subtotal</i>	<i>1,473,141</i>	<i>891,400</i>	<i>882,600</i>

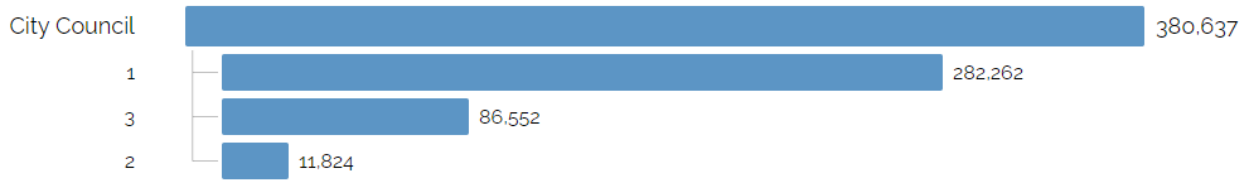
INTEREST AND MISCELLANEOUS

Miscellaneous Revenue	54,819	23,660	21,459
Miscellaneous Revenue-Police	23,846	11,000	11,000
Miscellaneous Revenue-Library	465	400	400
Miscellaneous Revenue-Court	1,678	500	1,000
Miscellaneous Revenue-City Clerk	390	500	500
Miscellaneous Revenue-Fire	71	75	75
Sale of Equipment	11,217	4,000	4,000
Sale of Equipment - Cell phones	-	30,000	30,000
Academy Leased Resource	4,843	-	-
Prior Years Revenue/Expenses	73,317	-	-
Interest Income	467,137	400,000	150,000
Unrealized Gain/Loss	98,638	-	-
Oil and Gas Lease Royalties	182,394	330,000	466,137
Fire Community Room Rental Fee	2,885	3,000	3,000
Private Grant/Donations	24,332	-	-
Fireworks Donations	27,000	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>973,032</i>	<i>803,135</i>	<i>687,571</i>

INTERFUND TRANSFERS	2019 Actual	2020 Budget	2021 Budget
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Library Services Fund	21,244	20,500	20,500
Transfer from Senior Services Fund	24,586	-	-
Transfer from Workers Comp Fund	129,421	129,421	129,421
<i>Interfund Transfers Subtotal</i>	<i>198,251</i>	<i>172,921</i>	<i>172,921</i>
TOTAL ONGOING REVENUES	85,485,337	86,791,080	86,810,776
ONE-TIME REVENUES			
Incremental Development Revenue	-	94,755	-
One-time Property Tax	-	885,887	465,193
One-time Use Tax	-	436,045	-
Boulder County	-	-	3,000
Oil and Gas Royalties	-	-	60,000
One-time Transfers from Special Retail Marijuana Tax	-	137,000	337,558
One-time Transfers from Other Funds	202,683	183,872	-
Fund Balance Reserved for Tree Mitigation	-	186,548	186,810
Contribution from/(to) Fund Balance	(746,502)	3,080,764	1,040,232
TOTAL ONE TIME REVENUES	(543,819)	5,004,871	2,092,793
TOTAL FUNDS NEEDED TO MEET EXPENSES	84,941,518	91,658,951	88,903,569

CITY COUNCIL

Resource Alignment 2021 Proposed Budget - \$380,637



Q1 Programs - \$282,262

Council Administrative Support	161,308
Council Meeting Administration	120,954

Q2 Programs - \$11,824

Regional Air Quality Council	11,824
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Q3 Programs - \$86,552

Sister Cities	34,956
Citywide Projects Support	22,573
Longmont Council for Arts	16,124
Old Firehouse Arts Studio	12,899

Mayor and City Council Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	138,756	157,319	157,307
Operating and Maintenance	315,430	289,358	237,304
Non-Operating	-	65,000	160,701
Capital	-	-	-
TOTAL	\$ 454,185	\$ 511,677	\$ 555,312

This budget service includes all expenditures related to the activities and official duties performed by the Mayor and City Council.

Service: **Mayor and City Council**

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: Mayor and City Council

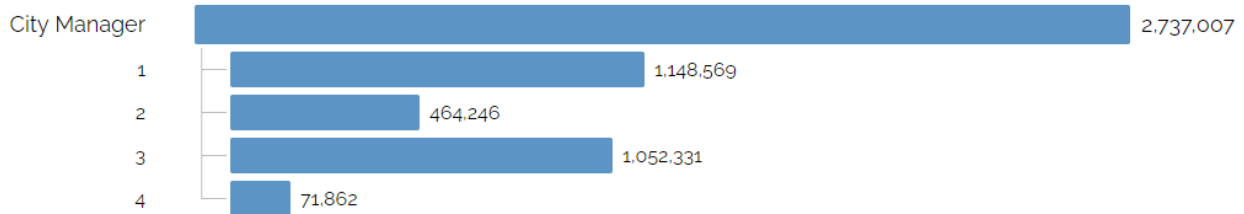
Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Mayor	1.00	1.00	1.00
Council Member	6.00	6.00	6.00
Total	7.00	7.00	7.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	94,293	90,000	90,000
128	FICA	5,870	5,580	5,580
129	Medicare	1,373	1,305	1,305
135	Compensation Insurance	49	54	42
137	Staff Training and Conferences	29,622	51,880	51,880
142	Food Allowance	7,550	8,500	8,500
	<i>Subtotal</i>	<i>138,756</i>	<i>157,319</i>	<i>157,307</i>
Operating and Maintenance				
210	Office Supplies	7,254	5,923	5,923
216	Reference Books and Materials	-	300	300
217	Dues and Subscriptions	90,341	97,808	97,808
218	Non-Capital Equipment and Furniture	51,480	-	-
240	Equipment Repair and Maintenance	7	4,410	4,410
245	Mileage Allowance	132	600	600
246	Liability Insurance	6,524	5,025	2,971
250	Professional and Contracted Services	148,211	117,020	117,020
261	Telephone Charges	2,166	4,600	4,600
263	Postage	33	500	500
264	Printing and Copying	333	3,172	3,172
269	Other Services and Charges	8,949	50,000	-
	<i>Subtotal</i>	<i>315,430</i>	<i>289,358</i>	<i>237,304</i>
Non-Operating Expense				
970	Transfers To Other Funds	-	5,000	5,000
971	Contingency	-	60,000	155,701
	<i>Subtotal</i>	<i>-</i>	<i>65,000</i>	<i>160,701</i>
	SERVICE TOTAL	\$454,185	\$511,677	\$555,312

CITY MANAGER

Resource Alignment 2021 Proposed Budget - \$2,737,007



Q1 Programs - \$1,148,569

Citywide Projects Support	558,613
Leadership & Supervision	371,940
Website	110,278
Council Meeting Administration	95,485
Applications	12,253

Q2 Programs - \$464,246

Proactive Public Information, Education and Marketing	321,504
Reactive Public Information Media Relations	76,563
Oil and Gas Coordination	66,179

Q3 Programs - \$1,052,331

Sick Conversion	708,736
Tax Rebates	100,000
Council Administrative Support	91,535
Video Services/Channel 8 Cable Trust	86,064
Customer Requests	24,811
Public Information Event Sponsorship and Support	23,568
Senior Refunds	10,000
Customer Satisfaction Survey	7,617

Q4 Programs - \$71,862

Legislative Affairs	38,249
Employee Recognition	21,255
Employee Activities	12,358

City Manager Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,202,158	1,518,819	1,555,109
Operating and Maintenance	219,607	382,366	198,528
Non-Operating	-	-	-
Capital	2,445	-	-
TOTAL	\$ 1,424,210	\$ 1,901,185	\$ 1,753,637

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

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

Service: City Manager

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Manager

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Communications Manager	1.00	1.00	1.00
Public Information Officer	0.50	0.50	0.50
Public Information Specialist	0.50	0.50	0.50
Special Projects Manager	1.00	1.00	1.00
Website Coordinator	0.00	1.00	1.00
Training Coordinator	0.00	0.75	0.75
Marketing Coordinator	0.00	0.00	0.25
Executive Assistant	1.00	1.00	1.00
Total	7.00	8.75	9.00

Service: City Manager

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	847,756	1,111,839	1,136,992
112 Wages - Temporary	34,125	30,407	30,850
115 One Time Payment	2,763	2,636	-
121 Wages - Overtime	194	4,841	4,398
126 Retirement Health Savings Plan	22,091	3,500	3,600
128 FICA	2,112	397	1,913
129 Medicare	10,979	16,196	16,915
131 MOPC	42,326	55,397	56,784
132 Employee Insurance	149,240	182,216	187,001
133 Employee Retirement	68,542	88,624	94,995
135 Compensation Insurance	2,499	711	785
136 Unemployment Insurance	633	552	373
137 Staff Training and Conferences	15,238	18,803	17,803
142 Food Allowance	3,660	2,700	2,700
<i>Subtotal</i>	<i>1,202,158</i>	<i>1,518,819</i>	<i>1,555,109</i>
Operating and Maintenance			
210 Office Supplies	4,657	3,500	3,500
216 Reference Books and Materials	46	150	150
217 Dues and Subscriptions	41,036	41,597	42,597
218 Non-Capital Equipment and Furniture	1,018	300	300
230 Printing/Copier Supplies	-	5,000	5,000
245 Mileage Allowance	5,183	5,430	5,430
246 Liability Insurance	1,165	2,163	2,325
250 Professional and Contracted Services	109,688	245,400	60,400
252 Advertising and Legal Notices	17,995	22,630	22,630
261 Telephone Charges	2,988	2,680	2,680
263 Postage	1,187	1,360	1,360
264 Printing and Copying	14,037	44,156	44,156
269 Other Services and Charges	20,606	8,000	8,000
<i>Subtotal</i>	<i>219,607</i>	<i>382,366</i>	<i>198,528</i>
Capital Outlay			
475 <i>Building Facility and Improvements</i>	<i>2,445</i>	-	-
Subtotal	2,445	-	-
SERVICE TOTAL	\$1,424,210	\$1,901,185	\$1,753,637

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	534,693	538,736
123 Leave Expense	-	170,000	170,000
142 Food Allowance	2,751	-	-
<i>Subtotal</i>	2,751	704,693	708,736
Operating and Maintenance			
229 Materials and Miscellaneous Supplies	1,682	-	-
250 Professional and Contracted Services	144,739	197,077	274,077
256 Refunds	19,020	10,000	10,000
269 Other Services and Charges	176	20,150	20,150
275 Building Permits To LDDA	80,861	-	-
290 Rebates	16,020	100,000	100,000
<i>Subtotal</i>	262,497	327,227	404,227
Non-Operating Expense			
927 Principal	-	130,000	130,000
928 Interest	11,357	-	-
950 Bad Debt	61,973	9,400	9,400
970 Transfers To Other Funds	907,304	2,853,209	359,755
971 Contingency	-	300,105	200,000
<i>Subtotal</i>	980,634	3,292,714	699,155
SERVICE TOTAL	\$1,245,883	\$4,324,634	\$1,812,118

Line Item Notes:

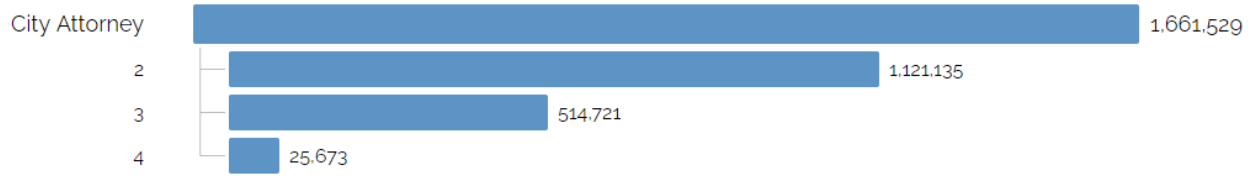
#111 - Annual allocation for all General Fund employees for exceptional pay.

#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.

CITY ATTORNEY

Resource Alignment 2021 Proposed Budget - \$1,661,529



Q1 Programs - \$0

Q2 Programs - \$1,121,135

Legal Advice and Support	566,142
Contracts	354,751
Ordinances	122,456
Non-Traffic Violations	60,387
Collective Bargaining	17,399

Q3 Programs - \$514,722

Citywide Projects Support	173,539
Litigation	122,098
Council Administrative Support	102,168
Traffic Violations	86,679
Oil and Gas Coordination	27,141
Liquor License Violations	3,097

Q4 Programs - \$25,673

Bankruptcy	17,679
Collections	7,994

City Attorney Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,067,497	1,320,092	1,329,504
Operating and Maintenance	250,813	100,584	134,992
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,318,310	\$ 1,420,676	\$ 1,464,496

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

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

Service: City Attorney

FUND: General Fund

DEPARTMENT: Administration

Service Description:

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

SERVICE: City Attorney

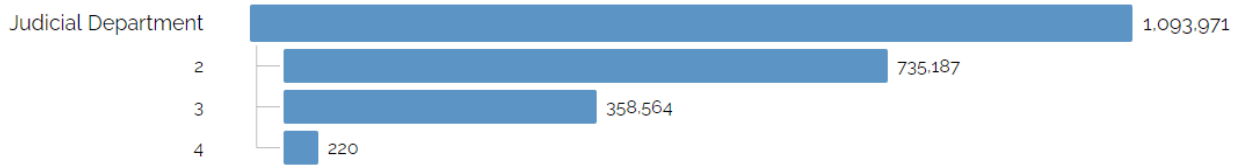
Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Sr Assistant City Attorney	0.00	1.00	1.00
Assistant City Attorney II	2.00	2.00	2.00
Prosecuting Attorney II	1.00	1.00	1.00
Legal Secretary	1.00	0.00	0.00
Legal Administrator/Paralegal	0.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	8.00	9.00	9.00

Service: City Attorney**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	741,465	995,596	999,914
112	Wages - Temporary	53,100	6,292	6,292
121	Wages - Overtime	-	150	150
126	Retirement Health Savings Plan	11,887	3,600	3,600
128	FICA	3,292	390	390
129	Medicare	9,976	14,396	14,459
131	MOPC	36,980	49,324	49,540
132	Employee Insurance	135,594	162,248	163,141
133	Employee Retirement	66,055	78,908	82,874
135	Compensation Insurance	605	501	624
136	Unemployment Insurance	575	492	325
137	Staff Training and Conferences	7,387	7,895	7,895
142	Food Allowance	581	300	300
	<i>Subtotal</i>	<i>1,067,497</i>	<i>1,320,092</i>	<i>1,329,504</i>
Operating and Maintenance				
210	Supplies	2,781	4,853	4,853
216	Reference Books and Materials	818	2,463	2,463
217	Dues and Subscriptions	46,705	3,955	3,955
218	Non-Capital Equipment and Furniture	290	6,365	600
240	Equipment Repair and Maintenance	3,683	10,735	10,735
245	Mileage Allowance	3,927	4,000	4,000
246	Liability Insurance	1,034	1,020	1,193
250	Professional and Contracted Services	186,510	22,522	62,522
252	Ads and Legal Notices	486	-	-
255	Jury and Witness Fees	20	550	550
261	Telephone Charges	500	617	617
263	Postage	1,066	1,224	1,224
264	Printing and Copying	2,994	1,180	1,180
269	Other Services and Charges	-	41,100	41,100
	<i>Subtotal</i>	<i>250,813</i>	<i>100,584</i>	<i>134,992</i>
	SERVICE TOTAL	\$1,318,310	\$1,420,676	\$1,464,496

JUDICIAL DEPARTMENT

Resource Alignment 2021 Proposed Budget - \$1,093,971



Q1 Programs - \$0

Q2 Programs - \$735,187

Judicial Process	533,536
Longmont Liquor Licensing Authority	105,716
Longmont Marijuana Licensing Authority	60,287
Indigent Counsel Representation	27,678
Judicial Education Programs and Training	7,971

Q3 Programs - \$358,564

Rewind - Municipal Court	146,543
Probation Supervision and Case Management	85,474
Pre-sentence investigations and Direct Sentence to Probation Intakes	81,510
Community Service Work Program and Specialized Offender Programs	44,798
Court Security	239

Q4 Programs - \$220

Weddings and Civil Ceremony	220
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Judicial Department Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	743,180	773,541	778,590
Operating and Maintenance	150,284	153,227	151,417
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 893,463	\$ 926,768	\$ 930,007

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 30 wedding ceremonies each year.

SERVICE: Municipal Court

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Municipal Judge	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
Total	4.00	4.00	4.00

Service: Municipal Court**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	326,060	347,937	348,838
112	Wages - Temporary	2,910	3,293	3,293
121	Wages - Overtime	4,717	2,600	2,600
126	Retirement Health Savings Plan	1,200	1,600	1,600
128	FICA	178	204	204
129	Medicare	4,163	5,093	5,107
131	MOPC	16,303	17,396	17,442
132	Employee Insurance	53,409	56,890	57,364
133	Employee Retirement	25,112	27,826	29,102
135	Compensation Insurance	591	530	492
136	Unemployment Insurance	226	172	114
137	Staff Training and Conferences	2,290	501	501
142	Food Allowance	-	-	-
	<i>Subtotal</i>	<i>437,158</i>	<i>464,042</i>	<i>466,657</i>
Operating and Maintenance				
210	Office Supplies	7,560	7,314	7,314
216	Reference Books and Materials	1,059	500	500
217	Dues and Subscriptions	460	800	800
218	Non-Capital Equipment and Furniture	2,639	7,598	7,598
240	Equipment Repair and Maintenance	-	1,903	1,903
246	Liability Insurance	406	403	421
250	Professional and Contracted Services	113,389	115,475	115,475
255	Jury and Witness Fees	66	200	200
263	Postage	1,509	2,500	2,500
264	Printing and Copying	2,087	600	600
269	Other Services and Charges	10,498	6,000	6,000
	<i>Subtotal</i>	<i>139,674</i>	<i>143,293</i>	<i>143,311</i>
	SERVICE TOTAL	\$576,832	\$607,335	\$609,968

Service: Probation Division

FUND: General Fund

DEPARTMENT: Longmont Judicial Department

Service Description:

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

SERVICE: Probation Division

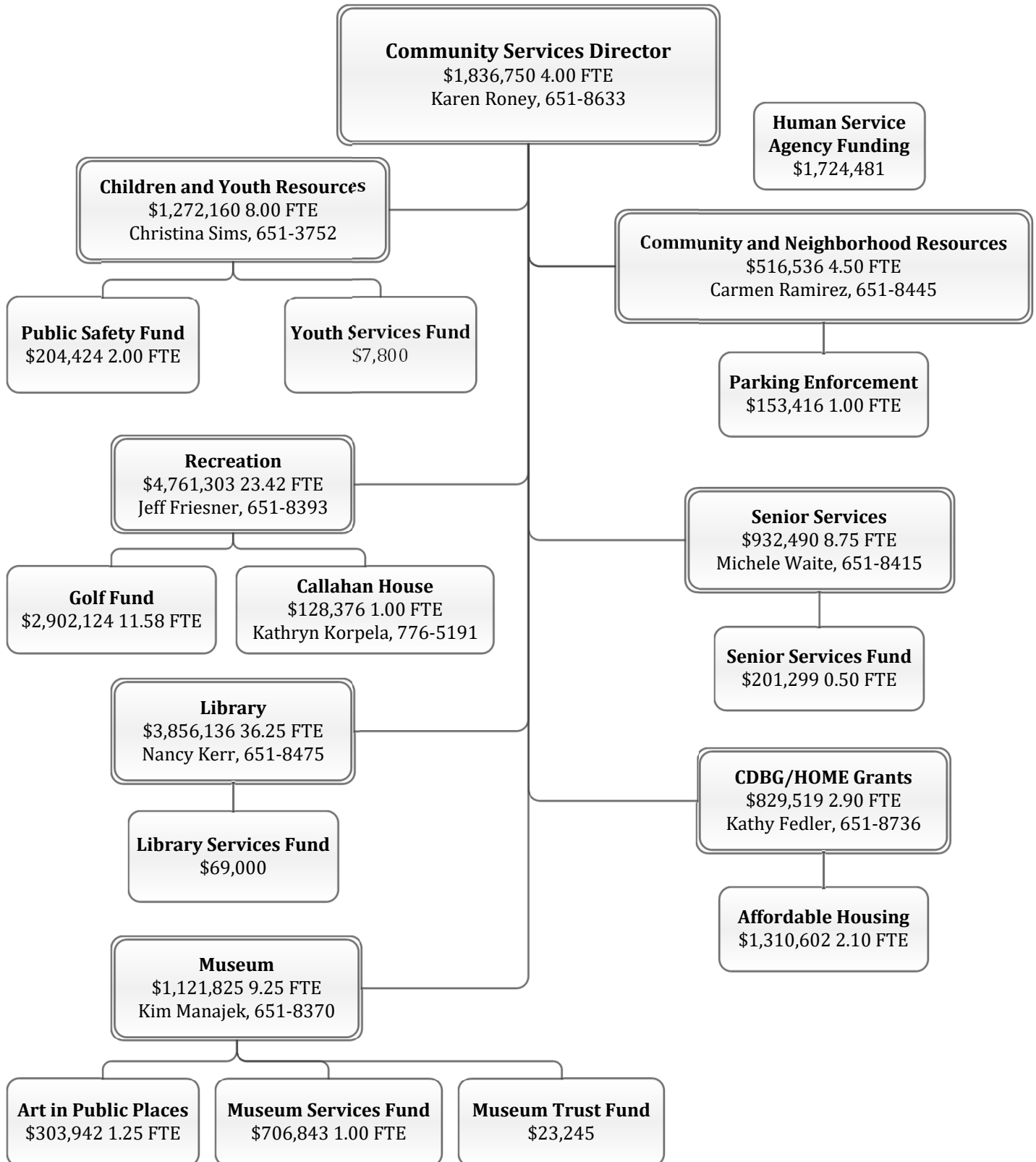
Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Community Service Coordinator	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
Total	3.50	3.50	3.50

Service: Probation Division**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	229,005	228,397	231,061
112	Wages - Temporary	2,001	2,605	2,605
115	One Time Payment	396	1,500	-
121	Wages - Overtime	305	800	800
126	Retirement Health Savings Plan	1,385	1,400	1,400
128	FICA	125	162	162
129	Medicare	2,665	3,372	3,388
131	MOPC	11,450	11,420	11,553
132	Employee Insurance	36,191	37,036	37,592
133	Employee Retirement	17,638	18,260	18,854
135	Compensation Insurance	157	135	144
136	Unemployment Insurance	154	112	74
137	Staff Training and Conferences	4,550	4,300	4,300
	<i>Subtotal</i>	<i>306,022</i>	<i>309,499</i>	<i>311,933</i>
Operating and Maintenance				
210	Office Supplies	1,830	2,180	2,180
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	100	150	150
218	Non-Capital Equipment and Furniture	159	1,000	1,000
240	Equipment Repair and Maintenance	-	80	80
245	Mileage Allowance	53	200	200
246	Liability Insurance	968	1,129	1,128
247	Safety Expenses	4,242	750	750
250	Professional and Contracted Services	650	1,000	1,000
261	Telephone Charges	-	200	200
263	Postage	160	300	300
264	Printing and Copying	266	600	600
273	Fleet Lease - Operating and Maintenance	2,184	2,195	368
	<i>Subtotal</i>	<i>10,610</i>	<i>9,934</i>	<i>8,106</i>
	SERVICE TOTAL	\$316,632	\$319,433	\$320,039

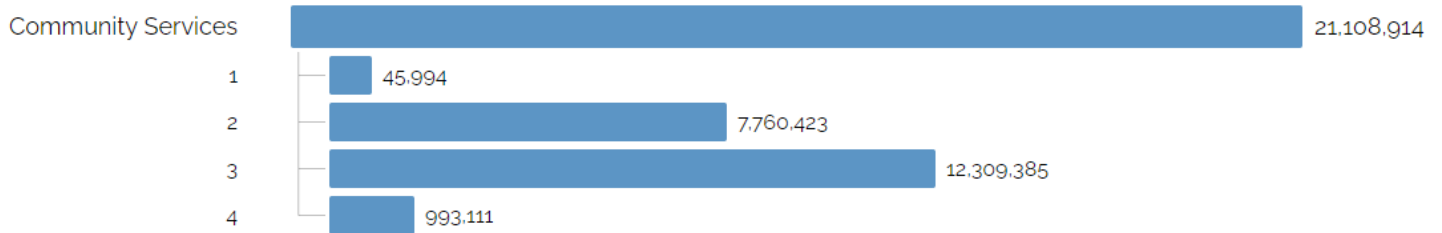
Community Services Department

\$22,862,271 117.50 FTE



COMMUNITY SERVICES

Resource Alignment 2021 Proposed Budget - \$21,108,914



Q1 Programs - \$45,994

Landscape and hardscape maintenance for parks, greenways, right-of-ways, and city facilities 45,994

Q2 Programs - \$7,760,424

Human Service Agency Contracts	1,801,925
Recreation Center - Programs, Events and Services	1,145,818
Aquatics - Centennial Pool - Programs and Services	337,145
Memorial Building - General Programs Operation/Repair and Maintenance	330,531
Youth Development	275,785
Community Problem Solving (Gang Response & Intervention) and Violence Reduction	274,503
Museum Events	266,951
Conflict Resolution Facilitation Direct services to the Community	258,010
Recreation Center - Operation/Repair and Maintenance	234,926
Temporary Exhibitions	230,602
Aquatics - Centennial Pool - Operation/Repair and Maintenance	206,174
Aquatics - Sunset Pool - Programs, Events and Services	201,406
Memorial Building - General Programs - Contracted	188,904
Flood Related Work	168,594
City Meetings Special events - Rec	161,701
Family Success and Parenting	157,372
Parking Enforcement	136,450
Leadership & Supervision - CS	110,864
CYF Administration /Youth Center/Lashley/Meeker Center Management	108,090
Aquatics - Sunset Pool - Operation/Repair and Maintenance	103,522
Museum Facility Rentals	98,209
Rewind - CS	95,898
Memorial Building - General Programs - In-house	93,897
Permanent Public Art Installations	92,377
Educational Programs	88,565
Public Art Maintenance and Conservation	75,988
Neighborhood Group Leaders Association	75,411
Caregiver Information, Education, & Support	55,936
Museum Permanent Collection	52,409
Art on the Move	51,506
Boards & Commissions Support - CS Director	37,234
Neighborhood Improvement Grants	27,760
Cultural Competency	27,754
Community-based Artwork	27,647
Portal Gallery Exhibitions	27,082
Public Art Outreach and Education	25,539
Permanent Exhibition	24,225

Translations/Interpretation	20,551
Early Childhood Collaboration and Alignment	18,605
Boards & Commissions Support - AIPP	16,809
Boards & Commissions Support - CDBG	12,488
Neighborhood Activity Grants	8,792
Special Projects	6,388
Outdoor Program	81
Q3 Programs - \$12,309,385	
Adult Collection	1,548,894
Rental Housing Programs	1,171,814
Children/Teen Collection	799,557
Home Buyer Programs	791,758
Ute Creek Golf Course - Turf Maintenance and Irrigation	657,619
Twin Peaks Golf Course - Turf Maintenance and Irrigation	467,581
Ute Creek Golf Course - Building and Equipment Maintenance	348,650
Adult Reference Assistance	307,761
Senior Center Management	305,882
Twin Peaks Golf Course - Building and Equipment Maintenance	264,380
Recreation & Leisure	259,866
Sunset Golf Course - Turf Maintenance and Irrigation	253,937
Adult Programs	247,827
Basic Needs Information, Referral, & Assistance	245,930
Twin Peaks Golf Course - Golf and Clubhouse Operations	233,412
Field Maintenance	233,212
Ute Creek Golf Course - Golf and Clubhouse Operations	232,062
Homeless Assistance Programs	228,830
Children/Teen Programs	207,974
Children/Teen Reference Assistance	199,676
Adult Computer Lab	189,980
Counseling	184,481
Athletics - Adults	176,608
Reactive Public Information Media Relations - Rec	150,941
Athletics - Youth	147,334
Collaborative Service Coordination-Community	147,047
Sunset Golf Course - Building and Equipment Maintenance	134,327
Sunset Golf Course - Golf and Clubhouse Operations	132,469
Children/Teen Outreach	125,747
Seasonal Ice Rink	121,706
Athletics - Rentals	114,410
Discovery Days	111,599
Health & Physical Wellbeing	109,091
Field Maintenance - Off Seasonal	98,247
Volunteer Management - CS	98,213
City Produced Special Events Public Information Sponsorship and Support - Rec	96,459
Summer Camps	92,219
Children's and Teens Computer Lab	80,356
Youth Programs - Intramurals	74,379
Dia de los Muertos	64,907
Memorial Building - General Programs - Rentals	56,279
Proactive Public Information, Education and Marketing - Rec	53,994
Collaborative Service Coordination-Internal	53,655
Museum Archives	51,150

Counseling - Senior Srvc	51,060
Adult Outreach	49,285
Outdoor Programs - Outdoor Programs and Adventure Camps	40,376
Aquatics - Kanemoto Pool - Operation/Repair and Maintenance	37,340
Aquatics - Roosevelt Pool - Operation//Repair and Maintenance	37,258
Therapeutics - Recreation Programs	35,429
Meeting Rooms	33,644
Aquatics - Kanemoto Pool - Programs, Events and Services	32,364
Aquatics - Roosevelt Pool - Programs, Events and Services	31,283
Resource Referral & Education	28,912
Boards & Commissions Support - Museum	25,290
Aquatics - Sunset Pool - Rentals	24,896
Internal Support for Conflict Resolution Facilitation and Community Involvement	23,411
Recreation Center - Rentals	23,305
Facility and Grounds Maintenance	21,940
Aquatics - Centennial Pool - Special Events	19,987
Aquatics - Centennial Pool - Rentals	17,509
City-wide Projects - Museum	16,403
Private Special Events - CS	14,042
Leadership & Homeowners Association Training	11,283
Boards & Commissions Support - CYF	11,191
Genesis	8,820
Volunteer Parking Patrol	8,754
Boards & Commissions Support - Rec	8,734
Discover Neighbor, Discover Home Grants	8,247
Boards & Commissions Support - Golf	5,522
Community Special Events	5,476
Recreation Center - Support of Union Reservoir Swim Beach and Events	5,404
Q4 Programs - \$993,111	
Administration	555,435
Proactive Public Information, Education and Marketing - CS	117,891
Facility Event Rentals	110,632
Museum Store	74,624
Clubs	47,637
Concessions - Sunset Pool	41,807
Senior Led Activities	27,019
Homebound Service	12,892
City Meetings Special events - CS Director	4,286
LSO 4th of July Concert	823
Longmont Symphony Orchestra	65

Community Services Department Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	9,779,802	10,687,606	10,108,026
Operating and Maintenance	4,375,385	5,353,734	4,774,939
Non-Operating	1,106,543	1,106,543	1,206,543
Capital	121,559	95,470	85,589
TOTAL	\$ 15,383,290	\$ 17,243,353	\$ 16,175,097

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

All but the CDBG program, the Art in Public Places program (which is coordinated by the Museum), 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.



Sandstone Ranch soccer field

Community Services Director Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	482,939	516,500	497,889
Operating and Maintenance	1,440,735	2,043,907	1,856,799
Non-Operating	1,106,543	1,106,543	1,206,543
Capital	-	-	-
TOTAL	\$ 3,030,216	\$ 3,666,950	\$ 3,561,231

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.

SERVICE: Community Services Director

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Director of Community Services	1.00	1.00	1.00
Community Service Project Coordinator	1.00	1.00	1.00
Public Relations & Marketing Specialist	1.00	0.00	0.00
Communications & Marketing Specialist	0.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	315,606	364,926	373,503
112	Temporary Wages	56,770	30,745	-
121	Wages - Overtime	424	2,589	2,589
126	Retirement Health Savings Plan	1,546	1,600	1,600
128	FICA	3,520	-	-
129	Medicare	4,811	5,273	5,397
131	MOPC	15,693	18,181	18,610
132	Employee Insurance	58,231	59,924	61,365
133	Employee Retirement	25,471	29,089	31,215
135	Compensation Insurance	191	691	186
136	Unemployment Insurance	246	182	124
137	Staff Training and Conferences	45	2,500	2,500
142	Food Allowance	385	800	800
	<i>Subtotal</i>	<i>482,939</i>	<i>516,500</i>	<i>497,889</i>
Operating and Maintenance				
210	Office Supplies	748	1,070	1,070
216	Reference Books and Materials	-	159	-
217	Dues and Subscriptions	364	50	505
218	Non-Capital Equipment and Furniture	185	-	-
232	Building Repair and Maintenance	24,251	-	-
240	Equipment Repair and Maintenance	-	6,140	9,735
243	Non-Capital Computer Equipment and Supplies	-	1,600	-
245	Mileage Allowance	2,391	2,400	2,400
246	Liability Insurance	437	506	474
249	Operating Leases and Rentals	925	670	670
250	Professional and Contracted Services	78,991	286,960	77,860
252	Ads and Legal Notices	182	-	1,645
261	Telephone Charges	-	420	-
263	Postage	265	853	400
264	Printing and Copying	2,004	872	6,809
269	Other Services and Charges	71,311	50,250	30,750
	<i>Subtotal</i>	<i>182,055</i>	<i>351,950</i>	<i>132,318</i>
Non-Operating Expense				
970	Transfers To Other Funds	1,106,543	1,106,543	1,206,543
	<i>Subtotal</i>	<i>1,106,543</i>	<i>1,106,543</i>	<i>1,206,543</i>
	SERVICE TOTAL	\$1,771,536	\$1,974,993	\$1,836,750

Service: **Human Service Agencies**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The City allocates 2.52% 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. 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.

Note: The 2020 budget included \$87,000 in one-time funding that was transferred from the Special Retail Marijuana Tax Fund.

LINE ITEM BUDGET

Operating and Maintenance		2019 Actual	2020 Budget	2021 Budget
250	Professional and Contracted Services	1,258,680	1,691,957	1,724,481
	<i>Subtotal</i>	<i>1,258,680</i>	<i>1,691,957</i>	<i>1,724,481</i>
	SERVICE TOTAL	\$1,258,680	\$1,691,957	\$1,724,481

Note: The 2020 budget included \$87,000 in one-time funding that was transferred from the Special Retail Marijuana Tax Fund.

Community and Neighborhood Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	517,027	557,001	562,656
Operating and Maintenance	57,086	87,532	107,296
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 574,114	\$ 644,533	\$ 669,952

The Community and Neighborhood Resources Division is included in three budget services: Community and Neighborhood Response, Community and Neighborhood Support Services, and Parking Enforcement.

Service: Community and Neighborhood Response

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

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

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

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

SERVICE: Community and Neighborhood Response

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Community & Neighborhood Resources Manager	1.00	1.00	1.00
Community Relations Program Coordinator	1.00	1.00	1.00
Community Relations Specialist	1.00	1.00	1.00
Neighborhood Resource Specialist	0.50	0.50	0.50
Total	3.50	3.50	3.50

Service: Community and Neighborhood Response

LINE ITEM BUDGET

		2019 Actual	2020 Budget	2021 Budget
Personal Services				
111	Salaries and Wages	278,322	292,667	298,669
126	Retirement Health Savings Plan	1,400	1,400	1,400
129	Medicare	3,402	4,244	4,331
131	MOPC	13,916	14,633	14,933
132	Employee Insurance	46,240	47,473	48,746
133	Employee Retirement	21,437	23,398	24,534
135	Compensation Insurance	1,026	962	808
136	Unemployment Insurance	197	144	96
137	Staff Training and Conferences	467	1,400	1,400
142	Food Allowance	12	500	500
	<i>Subtotal</i>	<i>366,420</i>	<i>386,821</i>	<i>395,417</i>
Operating and Maintenance				
210	Office Supplies	12,248	21,600	21,600
218	Non-Capital Equipment and Furniture	2,371	350	350
245	Mileage Allowance	351	1,850	1,850
246	Liability Insurance	1,272	757	760
250	Professional and Contracted Services	3,247	3,500	3,500
263	Postage	42	-	-
264	Printing Copying and Binding	48	-	-
	<i>Subtotal</i>	<i>19,578</i>	<i>28,057</i>	<i>28,060</i>
	SERVICE TOTAL	\$385,998	\$414,878	\$423,477

Service: **Community and Neighborhood Support Services**

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

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

SERVICE: Community and Neighborhood Support Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Community and Neighborhood Support Services

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	48,424	53,104	51,304
112	Wages - Temporary	-	1,930	1,930
126	Retirement Health Savings Plan	400	400	400
128	FICA	-	120	120
129	Medicare	494	798	772
131	MOPC	2,421	2,655	2,565
132	Employee Insurance	8,244	8,465	8,465
133	Employee Retirement	3,730	4,243	4,310
135	Compensation Insurance	1,072	1,006	828
136	Unemployment Insurance	35	26	17
137	Staff Training and Conferences	-	1,400	1,400
142	Food Allowance	1,556	2,100	2,100
	<i>Subtotal</i>	<i>66,375</i>	<i>76,247</i>	<i>74,211</i>
Operating and Maintenance				
210	Office Supplies	2,641	3,200	3,200
216	Reference Books and Materials	-	1,300	1,300
217	Dues and Subscriptions	618	911	911
218	Non-Capital Equipment and Furniture	4,777	248	248
240	Equipment Repair and Maintenance	-	150	150
246	Liability Insurance	401	478	479
249	Operating Leases and Rentals	2,433	4,765	4,765
250	Professional Contracted Services	100	-	-
252	Advertising and Legal Notices	-	332	332
263	Postage	181	3,215	3,215
264	Printing and Copying	2,294	4,248	4,248
	<i>Subtotal</i>	<i>13,445</i>	<i>18,847</i>	<i>18,848</i>
	SERVICE TOTAL	\$79,820	\$95,094	\$93,059

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.

SERVICE: Parking Enforcement

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Parking Enforcement Officer	1.50	1.50	1.00
Total	1.50	1.50	1.00

Service: Parking Enforcement**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	60,563	69,120	46,080
112	Temporary Wages	164	-	28,058
126	Retirement Health Savings Plan	873	600	400
128	FICA	10	-	1,740
129	Medicare	725	1,002	1,075
131	MOPC	2,986	3,456	2,304
132	Employee Insurance	11,108	11,405	7,603
133	Employee Retirement	4,600	5,530	3,871
135	Compensation Insurance	2,001	935	32
136	Unemployment Insurance	47	35	15
137	Staff Training and Conferences	-	300	300
141	Uniforms and Protective Clothing	1,019	1,100	1,100
142	Food Allowance	137	450	450
	<i>Subtotal</i>	<i>84,233</i>	<i>93,933</i>	<i>93,028</i>
Operating and Maintenance				
210	Office Supplies	501	2,620	2,620
217	Dues and Subscriptions	12,200	12,075	13,375
218	Non-Capital Equipment and Furniture	132	3,800	8,700
240	Equipment Repair and Maintenance	-	2,900	2,900
245	Mileage Allowance	447	1,600	1,600
246	Liability Insurance	436	550	540
250	Professional and Contracted Services	-	-	2,500
261	Telephone Charges	1,929	2,300	2,300
263	Postage	858	1,150	1,150
264	Printing and Copying	982	900	900
269	Other Services and Charges	564	-	600
273	Fleet Lease Operating and Maintenance	6,014	5,085	13,006
274	Fleet Lease Replacement	-	7,648	10,197
	<i>Subtotal</i>	<i>24,063</i>	<i>40,628</i>	<i>60,388</i>
	SERVICE TOTAL	\$108,296	\$134,561	\$153,416

Library Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,768,387	2,987,721	3,022,767
Operating and Maintenance	664,822	774,210	833,369
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,433,209	\$ 3,761,931	\$ 3,856,136

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

Service: **Library Administration**

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

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

SERVICE: Library Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Library Director	1.00	1.00	1.00
Library Marketing Generalist	0.75	0.00	0.00
Marketing Coordinator	0.00	0.75	0.75
Campus Supervisor	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50
Total	3.25	4.25	4.25

Service: Library Administration

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	253,251	304,106	304,451
112 Wages - Temporary	44,834	54,743	54,739
121 Wages - Overtime	2,249	5,000	1,000
122 Longevity Compensation	3,090	2,520	-
126 Retirement Health Savings Plan	1,689	1,700	1,700
128 FICA	2,780	31	3,394
129 Medicare	3,305	3,673	5,208
131 MOPC	12,574	15,206	15,222
132 Employee Insurance	40,627	50,177	50,235
133 Employee Retirement	19,371	24,329	25,574
135 Compensation Insurance	424	387	170
136 Unemployment Insurance	172	152	100
137 Staff Training and Conferences	9,604	7,000	5,000
141 Uniforms and Protective Clothing	-	340	100
<i>Subtotal</i>	393,970	469,364	466,893
Operating and Maintenance			
210 Office Supplies	29,672	39,728	33,278
217 Dues and Subscriptions	5,545	700	700
218 Non-Capital Equipment and Furniture	(8)	10,500	1,500
232 Building Repair and Maintenance	11,060	-	-
240 Equipment Repair and Maintenance	-	6,000	6,000
245 Mileage Allowance	94	32	32
246 Liability Insurance	737	939	799
247 Safety Expenses	90	2,500	2,500
249 Operating Leases and Rentals	-	4,640	-
250 Professional and Contracted Services	11,751	30,500	80,500
261 Telephone Charges	1,215	2,000	1,700
263 Postage	146	250	250
264 Printing and Copying	-	500	500
269 Other Services and Charges	2,499	500	500
<i>Subtotal</i>	62,801	98,789	128,259
SERVICE TOTAL	\$456,771	\$568,153	\$595,152

Service: **Adult Services**

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

This service provides library services to adults, including assisting borrowers in locating information and materials in the Library and referring borrowers to resources outside of the Library, selecting new books and other materials for the adult collection, planning and presenting Library programs, conducting group and class tours, special services such as the homebound program and book collections for nursing homes, setting up book displays and bulletin boards, preparing news releases, eliminating outdated materials from the collection, and Interlibrary Loan, which is helping borrowers locate and request materials that are not available through the Library catalog.

SERVICE: Adult Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Sr Library Technician	1.25	1.25	1.25
Library Technician	2.00	2.00	2.00
Total	8.50	8.50	8.50

Service: Adult Services

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	490,889	512,203	513,160
112 Wages - Temporary	43,791	55,931	50,933
126 Retirement Health Savings Plan	9,911	3,400	3,400
128 FICA	2,717	3,468	3,158
129 Medicare	6,635	8,239	8,180
131 MOPC	24,394	25,610	25,658
132 Employee Insurance	81,660	84,175	84,428
133 Employee Retirement	37,577	40,970	42,854
135 Compensation Insurance	1,702	1,558	2,421
136 Unemployment Insurance	346	255	169
<i>Subtotal</i>	<i>699,622</i>	<i>735,809</i>	<i>734,361</i>
Operating and Maintenance			
209 Ebooks/Eaudiobooks	64,320	-	23,000
210 Office Supplies	8	-	-
211 Adult Books	163,229	220,258	215,000
213 Periodicals	3,032	13,745	13,000
215 Audiovisual Materials	41,305	50,000	45,000
217 Dues and Subscriptions	45	-	-
240 Equipment Repair and Maintenance	1,790	900	500
245 Mileage Allowance	251	450	400
246 Liability Insurance	674	670	676
250 Professional and Contracted Services	8,622	6,450	8,300
263 Postage	18	300	200
269 Other Services and Charges	74,529	76,176	75,527
<i>Subtotal</i>	<i>357,822</i>	<i>368,949</i>	<i>381,603</i>
SERVICE TOTAL	\$1,057,444	\$1,104,758	\$1,115,964

Service: Children’s and Teen Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Children’s and Teen Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Librarian II	1.00	1.00	1.00
Librarian I	2.75	2.75	2.75
Library Technician	0.50	1.25	1.25
Total	4.25	5.00	5.00

Service: Children's and Teen Services

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	268,758	313,651	315,374
112 Wages - Temporary	27,229	30,327	28,301
126 Retirement Health Savings Plan	3,479	2,001	2,001
128 FICA	1,985	1,880	1,755
129 Medicare	3,789	4,988	4,984
131 MOPC	13,312	15,683	15,769
132 Employee Insurance	44,252	51,455	51,843
133 Employee Retirement	20,508	25,087	26,290
135 Compensation Insurance	2,122	125	583
136 Unemployment Insurance	188	156	103
<i>Subtotal</i>	385,623	445,353	447,003
Operating and Maintenance			
209 Ebooks/Eaudiobooks	6,051	-	-
210 Office Supplies	6,345	7,000	6,500
212 Children's Books	49,799	72,500	87,000
213 Periodicals	309	2,000	1,500
215 Audiovisual Materials	14,917	10,000	10,000
245 Mileage Allowance	-	230	100
246 Liability Insurance	355	351	410
250 Professional Contracted Services	500	2,000	500
264 Printing and Copying	719	1,000	1,000
269 Other Services and Charges	-	200	200
<i>Subtotal</i>	78,996	95,281	107,210
SERVICE TOTAL	\$464,618	\$540,634	\$554,213

Service: Circulation

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

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

SERVICE: Circulation

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Circulation Desk Manager	1.00	1.00	1.00
Sr Library Technician	1.00	1.00	1.00
Library Technician	0.75	0.00	0.00
Library Assistant	3.46	3.65	3.46
Library Page	5.75	5.00	5.00
Total	11.96	10.65	10.46

Service: Circulation**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	426,849	440,733	438,097
112	Wages - Temporary	153,250	160,701	158,703
115	One Time Payment	-	977	-
121	Wages - Overtime	254	-	-
122	Longevity Compensation	2,220	2,280	-
126	Retirement Health Savings Plan	7,378	4,260	4,185
128	FICA	9,541	9,408	9,840
129	Medicare	6,927	7,677	8,653
131	MOPC	21,153	22,037	21,905
132	Employee Insurance	78,813	72,498	72,142
133	Employee Retirement	32,583	35,255	36,647
135	Compensation Insurance	1,805	2,078	1,766
136	Unemployment Insurance	334	220	143
	<i>Subtotal</i>	<i>741,108</i>	<i>758,124</i>	<i>752,081</i>
Operating and Maintenance				
210	Office Supplies	1,571	2,900	2,500
218	Non-Capital Equipment and Furniture	-	1,500	500
245	Mileage Allowance	-	32	32
246	Liability Insurance	819	743	716
250	Professional Contracted Services	4,116	8,000	6,000
263	Postage	548	1,000	1,000
	<i>Subtotal</i>	<i>7,054</i>	<i>14,175</i>	<i>10,748</i>
	SERVICE TOTAL	\$748,162	\$772,299	\$762,829

Service: Technical Services

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Librarian II	1.00	1.00	1.00
Device Specialist	1.00	1.00	1.00
Sr Library Technician	0.75	0.75	0.75
Library Technician	3.50	3.50	3.50
Library Assistant	1.29	1.10	1.29
Library Page	0.50	0.50	0.50
Total	8.04	7.85	8.04

Service: Technical Services**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	391,760	422,828	429,856
112	Wages - Temporary	25,573	20,377	50,376
126	Retirement Health Savings Plan	5,219	3,139	3,214
128	FICA	1,575	1,263	3,123
129	Medicare	5,257	6,426	6,963
131	MOPC	19,452	21,141	21,494
132	Employee Insurance	68,502	69,173	70,732
133	Employee Retirement	29,965	33,815	35,906
135	Compensation Insurance	472	699	624
136	Unemployment Insurance	289	210	141
	<i>Subtotal</i>	<i>548,064</i>	<i>579,071</i>	<i>622,429</i>
Operating and Maintenance				
210	Office Supplies	36,194	34,440	34,440
217	Dues and Subscriptions	3,779	9,235	9,235
240	Equipment Repair and Maintenance	103,294	136,807	145,746
246	Liability Insurance	541	534	528
263	Postage	1,940	2,500	2,100
264	Printing and Copying	1,578	2,500	2,500
269	Other Services and Charges	10,823	11,000	11,000
	<i>Subtotal</i>	<i>158,148</i>	<i>197,016</i>	<i>205,549</i>
SERVICE TOTAL		\$706,213	\$776,087	\$827,978

Museum Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	856,407	888,385	915,702
Operating and Maintenance	287,669	237,810	206,123
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,144,076	\$ 1,126,195	\$ 1,121,825

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

Service: Museum Division

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Museum Division

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Museum Director	1.00	1.00	1.00
Museum Curator	3.00	3.00	3.00
Assistant Museum Curator	0.75	0.00	0.00
Museum Exhibitions Technician	0.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Registrar	0.50	0.50	0.50
Fund Development & Marketing Specialist	0.75	0.75	0.75
Visitor Services Manager	0.50	0.50	0.50
Total	7.50	7.75	7.75

Service: Museum Division**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	475,423	496,114	496,864
112	Wages - Temporary	57,730	43,345	65,664
115	One Time Payment	1,057	-	-
121	Wages - Overtime	59	300	300
126	Retirement Health Savings Plan	8,489	3,101	3,100
128	FICA	3,583	2,392	4,071
129	Medicare	6,537	7,753	8,156
131	MOPC	23,686	24,806	24,843
132	Employee Insurance	79,672	81,859	81,982
133	Employee Retirement	36,487	39,689	41,736
135	Compensation Insurance	2,287	2,096	1,614
136	Unemployment Insurance	336	248	164
137	Staff Training and Conferences	6,080	5,200	4,000
	<i>Subtotal</i>	<i>701,426</i>	<i>706,903</i>	<i>732,494</i>
Operating and Maintenance				
210	Office Supplies	40,432	34,750	15,458
216	Reference Books and Materials	156	535	435
217	Dues and Subscriptions	6,747	6,000	7,100
218	Non-Capital Equipment and Furniture	8,621	10,750	3,250
225	Freight	1,378	-	2,000
232	Building Repair and Maintenance	3,619	-	-
240	Equipment Repair and Maintenance	-	14,259	14,652
245	Mileage Allowance	446	700	500
246	Liability Insurance	955	974	930
247	Safety Expenses	353	820	820
249	Operating Leases and Rentals	955	2,475	3,800
250	Professional and Contracted Services	67,472	28,700	67,371
252	Ads and Legal Notices	17,403	18,950	1,650
261	Telephone Charges	418	430	430
263	Postage	5,929	16,738	2,000
264	Printing and Copying	24,655	19,450	500
269	Other Services and Charges	8,690	2,200	6,222
	<i>Subtotal</i>	<i>188,228</i>	<i>157,731</i>	<i>127,118</i>
	SERVICE TOTAL	\$889,655	\$864,634	\$859,612

Service: Museum Auditorium

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

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

SERVICE: Museum Auditorium

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Auditorium and Event Manager	1.00	1.00	1.00
Visitor Services Manager	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Museum Auditorium**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	94,079	95,432	95,432
112 Temporary Wages	29,597	51,846	53,095
126 Retirement Health Savings Plan	600	600	600
128 FICA	1,835	3,214	3,292
129 Medicare	1,467	2,136	2,154
131 MOPC	4,704	4,772	4,772
132 Employee Insurance	15,322	15,746	15,746
133 Employee Retirement	7,246	7,635	8,016
135 Compensation Insurance	66	53	69
136 Unemployment Insurance	65	48	32
<i>Subtotal</i>	<i>154,981</i>	<i>181,482</i>	<i>183,208</i>
Operating and Maintenance			
210 Office Supplies	3,996	4,280	2,680
218 Non Capital Equipment and Furniture	4,773	1,200	1,500
224 Resale Merchandise	8,572	18,149	12,000
225 Freight	262	-	-
245 Mileage Allowance	51	-	-
246 Liability Insurance	-	150	175
249 Operating Leases and Rentals	1,502	3,800	3,800
250 Professional and Contracted Services	38,342	15,675	21,950
252 Ads and Legal Notices	1,320	-	-
256 Refunds	34,841	35,500	35,500
259 Licenses and Permits	4,117	1,325	1,400
263 Postage	1,491	-	-
269 Other Services and Charges	175	-	-
<i>Subtotal</i>	<i>99,441</i>	<i>80,079</i>	<i>79,005</i>
SERVICE TOTAL	\$254,421	\$261,561	\$262,213

Recreation and Golf Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	3,761,199	4,196,515	3,531,441
Operating and Maintenance	1,705,258	1,608,520	1,144,273
Non-Operating	-	-	-
Capital	83,059	85,470	85,589
TOTAL	\$ 5,549,516	\$ 5,890,505	\$ 4,761,303

The Recreation and Golf Division provides a variety of recreational activities for Longmont residents. There are 12 budget services in the Recreation Division. Golf services are not funded from the General Fund.

The services are:

- Recreation Administration
- Recreation Center
- Athletics and Team Sports
- Aquatics
- Concessions
- General Programs and Facilities
- Outdoor Recreation
- Recreation for Special Needs
- Community Events
- Seasonal Ice Rink
- Youth Recreation Programs
- Sports Field Maintenance



Photo: C. Nathan Pulley

Longmont Recreation Center

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. This service also oversees the operations of the Callahan House.

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

SERVICE: Recreation Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation & Golf Manager	0.60	0.60	0.60
Recreation Program Supervisor	0.10	0.40	0.40
Marketing Coordinator	0.25	0.25	0.25
Administrative Assistant	0.00	1.00	1.00
Total	0.95	2.25	2.25

Service: Recreation Administration**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	96,262	168,330	171,884
112	Wages - Temporary	45,148	2,470	-
121	Wages - Overtime	448	200	-
126	Retirement Health Savings Plan	1,122	900	900
128	FICA	2,827	-	-
129	Medicare	1,893	2,441	2,528
131	MOPC	4,799	8,416	8,594
132	Employee Insurance	15,436	27,774	28,167
133	Employee Retirement	7,393	13,466	14,238
135	Compensation Insurance	93	63	80
136	Unemployment Insurance	65	84	56
137	Staff Training and Conferences	10,097	4,600	2,000
141	Uniforms and Protective Clothing	-	850	637
142	Food Allowance	39	500	-
	<i>Subtotal</i>	<i>185,623</i>	<i>230,094</i>	<i>229,084</i>
Operating and Maintenance				
210	Office Supplies	9,017	22,962	15,000
216	Reference Books and Materials	-	50	37
217	Dues and Subscriptions	6,803	660	495
218	Non-Capital Equipment and Furniture	169	300	225
240	Equipment Repair and Maintenance	2,917	21,315	16,139
245	Mileage Allowance	765	2,937	2,203
246	Liability Insurance	213	496	403
247	Safety Expenses	1,340	296	222
249	Operating Leases and Rentals	1,847	1,900	1,425
250	Professional and Contracted Services	33,076	11,952	8,964
252	Advertising and Legal Notices	3,761	2,000	1,500
261	Telephone Charges	3,860	3,540	2,655
263	Postage	21,218	39,125	23,000
264	Printing and Copying	33,031	28,774	18,774
269	Other Services and Charges	82,387	85,941	64,456
	<i>Subtotal</i>	<i>200,403</i>	<i>222,248</i>	<i>155,498</i>
Non-Operating Expense				
970	Transfers To Other Funds	83,059	85,470	85,589
	<i>Subtotal</i>	<i>83,059</i>	<i>85,470</i>	<i>85,589</i>
	SERVICE TOTAL	\$469,085	\$537,812	\$470,171

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. Under normal circumstances the Recreation Center is open 108 hours per week. Due to COVID-19 the Recreation Center is on a reduced schedule.

SERVICE: Recreation Center

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	1.10	0.85	0.85
Recreation Program Coordinator	0.80	0.80	1.00
Pool Technician	0.35	0.35	0.35
Fitness Specialist	0.75	0.75	0.75
Swim Lesson Specialist	0.50	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	1.75
Total	9.00	8.75	8.20

Service: Recreation Center

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	441,984	467,080	449,993
112 Wages - Temporary	822,136	829,907	580,945
121 Wages - Overtime	3,107	1,000	-
122 Longevity	-	1,920	1,980
126 Retirement Health Savings Plan	3,733	3,501	3,280
128 FICA	50,186	48,885	36,789
129 Medicare	17,311	18,206	18,562
131 MOPC	22,124	23,354	22,500
132 Employee Insurance	76,964	76,994	74,201
133 Employee Retirement	34,089	37,365	37,749
135 Compensation Insurance	35,405	30,991	31,243
136 Unemployment Insurance	328	233	149
141 Uniforms and Protective Clothing	5,714	3,800	2,850
<i>Subtotal</i>	1,513,082	1,543,236	1,260,241
Operating and Maintenance			
210 Office Supplies	30,013	26,737	18,000
217 Dues and Subscriptions	4,983	1,315	900
218 Non-Capital Equipment and Furniture	7,205	9,000	6,000
222 Chemicals	35,443	29,605	22,204
224 Resale Merchandise	13,761	8,000	4,500
232 Building Repair and Maintenance	19,951	-	-
240 Equipment Repair and Maintenance	-	29,734	21,500
245 Mileage Allowance	77	600	350
246 Liability Insurance	3,578	5,918	6,701
247 Safety Expenses	1,822	1,500	1,125
249 Operating Leases and Rentals	5,128	1,700	1,275
250 Professional and Contracted Services	35,272	31,650	23,737
252 Advertising and Legal Notices	29	2,000	1,000
260 Utilities	200,804	192,116	143,087
261 Telephone Charges	1,229	-	-
263 Postage	101	6,500	1,000
264 Printing and Copying	8,744	9,481	4,000
269 Other Services and Charges	-	1,200	250
<i>Subtotal</i>	368,139	357,056	255,629
SERVICE TOTAL	\$1,881,220	\$1,900,292	\$1,515,870

Service: Athletics and Team Sports

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Athletics and Team Sports

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Program Supervisor	0.60	0.60	0.60
Recreation Program Coordinator	0.80	0.80	0.80
Total	1.40	1.40	1.40

Service: Athletics and Team Sports

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	89,279	89,715	90,005
112 Wages - Temporary	133,489	235,531	164,872
121 Wages - Overtime	21	-	-
126 Retirement Health Savings Plan	1,046	560	560
128 FICA	8,279	14,065	10,383
129 Medicare	3,027	4,590	4,721
131 MOPC	4,433	4,486	4,500
132 Employee Insurance	14,420	14,803	14,851
133 Employee Retirement	6,828	7,177	7,560
135 Compensation Insurance	5,579	6,377	7,842
136 Unemployment Insurance	62	45	29
141 Uniforms and Protective Clothing	383	900	675
<i>Subtotal</i>	<i>266,846</i>	<i>378,249</i>	<i>305,998</i>
Operating and Maintenance			
210 Office Supplies	35,396	26,406	19,167
217 Dues and Subscriptions	415	345	200
218 Non-Capital Equipment and Furniture	-	700	500
233 Facility Repair and Maintenance	182	-	-
240 Equipment Repair and Maintenance	-	500	250
245 Mileage Allowance	208	500	375
246 Liability Insurance	1,916	2,667	2,299
247 Safety Expenses	986	500	375
250 Professional and Contracted Services	65,008	30,650	22,987
260 Utilities	82,892	79,599	59,699
261 Telephone Charges	42	-	-
263 Postage	-	850	250
264 Printing and Copying	-	900	500
269 Other Services and Charges	-	5,000	2,500
<i>Subtotal</i>	<i>187,045</i>	<i>148,617</i>	<i>109,102</i>
SERVICE TOTAL	\$453,892	\$526,866	\$415,100

Service: Aquatics

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Aquatics

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.60	0.60	0.60
Recreation Program Coordinator	1.40	1.40	1.20
Swim Lesson Specialist	0.25	0.25	0.25
Pool Technician	0.65	0.65	0.65
Administrative Assistant	1.00	0.00	0.00
Office Assistant	0.00	0.00	0.75
Total	4.90	3.90	4.45

Service: Aquatics**LINE ITEM BUDGET**

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	284,083	257,242	271,777
112 Wages - Temporary	353,459	431,678	302,175
121 Wages - Overtime	2,683	200	-
122 Longevity Compensation	1,920	-	-
126 Retirement Health Savings Plan	3,007	1,559	1,780
128 FICA	22,071	25,496	19,115
129 Medicare	8,594	9,693	10,201
131 MOPC	14,134	12,862	13,588
132 Employee Insurance	48,614	42,148	44,844
133 Employee Retirement	21,774	20,574	22,829
135 Compensation Insurance	50,679	62,581	53,842
136 Unemployment Insurance	207	128	89
141 Uniforms and Protective Clothing	1,352	700	525
<i>Subtotal</i>	<i>812,577</i>	<i>864,861</i>	<i>740,765</i>
Operating and Maintenance			
210 Office Supplies	20,712	36,011	25,000
217 Dues and Subscriptions	4,575	2,990	2,242
218 Non-Capital Equipment and Furniture	4,757	1,900	1,250
222 Chemicals	33,094	43,675	32,756
224 Resale Merchandise	2,573	2,000	1,250
232 Building Repair and Maintenance	38,821	-	-
240 Equipment Repair and Maintenance	-	28,792	20,000
245 Mileage Allowance	95	-	-
246 Liability Insurance	9,033	21,290	15,008
247 Safety Expenses	3,512	1,180	885
250 Professional and Contracted Services	17,134	15,000	11,250
252 Ads and Legal Notices	96	-	-
260 Utilities	70,966	88,017	66,013
261 Telephone Charges	949	-	-
263 Postage	-	240	100
264 Printing and Copying	711	1,000	750
269 Other Services and Charges	170	750	250
273 Fleet Lease - Operating and Maintenance	3,405	4,952	2,522
274 Fleet Lease - Replacement	5,305	5,305	5,305
<i>Subtotal</i>	<i>215,909</i>	<i>253,102</i>	<i>184,581</i>
SERVICE TOTAL	\$1,028,486	\$1,117,963	\$925,346

Service: Concessions

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

The Concessions budget service purchases and resells food and nonalcoholic beverage concessions at Sunset Pool (seasonal) and provides a limited selection of items at the Longmont Recreation Center (year round).

Service: Concessions**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
112 Wages - Temporary	7,927	29,920	17,952
121 Wages - Overtime	45	400	-
128 FICA	494	1,780	1,143
129 Medicare	116	416	288
135 Compensation Insurance	498	383	165
141 Uniforms and Protective Clothing	330	100	75
<i>Subtotal</i>	<i>9,410</i>	<i>32,999</i>	<i>19,623</i>
Operating and Maintenance			
210 Office Supplies	12,735	1,125	844
218 Non-Capital Equipment and Furniture	-	250	188
224 Resale Merchandise	8,113	18,920	10,000
240 Equipment Repair and Maintenance	-	1,840	1,000
246 Liability Insurance	125	144	142
247 Safety Expenses	-	300	225
260 Utilities	27,932	6,000	4,500
273 Fleet Lease - Operating and Maintenance	800	1,355	648
<i>Subtotal</i>	<i>49,705</i>	<i>29,934</i>	<i>17,547</i>
SERVICE TOTAL	\$59,115	\$62,933	\$37,170

Service: **General Programs and Facilities**

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: General Programs and Facilities

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Area Supervisor	0.00	1.00	1.00
Recreation Program Supervisor	0.35	0.30	0.30
Recreation Program Coordinator	1.90	1.90	1.90
Administrative Analyst	0.00	0.57	0.57
Administrative Assistant	1.00	1.00	1.00
Total	3.25	4.77	4.77

Service: General Programs and Facilities

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	171,728	296,833	296,550
112 Wages - Temporary	162,534	246,401	172,481
121 Wages - Overtime	2,677	1,000	-
126 Retirement Health Savings Plan	1,612	1,908	1,908
128 FICA	10,255	14,705	10,865
129 Medicare	4,540	7,743	7,873
131 MOPC	8,201	14,841	14,828
132 Employee Insurance	30,057	48,978	48,931
133 Employee Retirement	12,636	23,746	24,911
135 Compensation Insurance	8,396	25,045	22,108
136 Unemployment Insurance	128	149	97
141 Uniforms and Protective Clothing	1,265	500	375
<i>Subtotal</i>	<i>414,030</i>	<i>681,849</i>	<i>600,927</i>
Operating and Maintenance			
210 Office Supplies	8,961	12,116	8,000
216 Reference Books and Materials	-	200	-
217 Dues and Subscriptions	375	100	75
218 Non-Capital Equipment and Furniture	1,822	1,605	1,100
224 Resale Merchandise	-	500	-
240 Equipment Repair and Maintenance	936	1,990	1,250
246 Liability Insurance	2,481	3,509	3,110
247 Safety Expenses	270	1,005	754
249 Operating Leases and Rentals	108	3,150	2,362
250 Professional and Contracted Services	185,731	166,000	90,000
252 Advertising and Legal Notices	1,113	250	175
259 Licenses and Permits	500	1,775	1,250
260 Utilities	39,020	54,018	40,513
261 Telephone Charges	2,247	84	63
263 Postage	5	2,595	1,000
264 Printing and Copying	-	1,300	975
269 Other Services and Charges	-	1,200	600
273 Fleet Lease - Operating and Maintenance	9,440	4,114	1,618
274 Fleet Lease - Replacement	18,691	9,585	9,585
<i>Subtotal</i>	<i>271,699</i>	<i>265,096</i>	<i>162,430</i>
SERVICE TOTAL	\$685,729	\$946,945	\$763,357

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
112 Wages - Temporary	-	1,417	992
121 Wages - Overtime	-	69	-
128 FICA	-	88	62
129 Medicare	-	21	16
135 Compensation Insurance	20	20	17
<i>Subtotal</i>	20	1,615	1,087
Operating and Maintenance			
210 Office Supplies	20,152	25,000	17,000
218 Non-Capital Equipment and Furniture	-	105	-
246 Liability Insurance	2	537	314
249 Operating Leases and Rentals	-	400	300
250 Professional and Contracted Services	24,592	18,500	11,000
252 Advertising and Legal Notices	-	1,374	450
259 Licenses and Permits	-	350	262
263 Postage	46	380	150
264 Printing and Copying	91	500	200
<i>Subtotal</i>	44,882	47,146	29,676
SERVICE TOTAL	\$44,902	\$48,761	\$30,763

Service: **Recreation for Special Needs**

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

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

SERVICE: Recreation for Special Needs

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Program Coordinator	0.10	0.10	0.10
Total	0.10	0.10	0.10

Service: Recreation for Special Needs

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	5,330	5,818	5,818
112 Wages - Temporary	23,894	41,038	28,727
121 Wages - Overtime	24	-	-
126 Retirement Health Savings Plan	118	40	40
128 FICA	1,483	2,418	1,819
129 Medicare	415	650	679
131 MOPC	233	291	291
132 Employee Insurance	935	960	960
133 Employee Retirement	359	465	489
135 Compensation Insurance	14,756	587	534
136 Unemployment Insurance	4	3	2
<i>Subtotal</i>	<i>47,551</i>	<i>52,270</i>	<i>39,359</i>
Operating and Maintenance			
210 Office Supplies	1,776	300	225
217 Dues and Subscriptions	-	75	-
218 Non-Capital Equipment and Furniture	-	400	250
246 Liability Insurance	53	54	56
250 Professional and Contracted Services	299	100	75
261 Telephone Charges	21	-	-
263 Postage	-	75	-
264 Printing and Copying	-	60	45
<i>Subtotal</i>	<i>2,150</i>	<i>1,064</i>	<i>651</i>
SERVICE TOTAL	\$49,701	\$53,334	\$40,010

Service: Community Events

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Community Events

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Area Supervisor	1.00	0.00	0.00
Total	1.00	0.00	0.00

Service: Community Events

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	75,007	-	-
112 Wages - Temporary	-	838	-
121 Wages - Overtime	-	500	-
126 Retirement Health Savings Plan	705	-	-
128 FICA	-	52	-
129 Medicare	958	12	-
131 MOPC	3,743	-	-
132 Employee Insurance	12,562	-	-
133 Employee Retirement	5,765	-	-
135 Compensation Insurance	325	1,018	15
136 Unemployment Insurance	53	-	-
141 Uniforms and Protective Clothing	1,430	911	500
142 Food Allowance	-	100	-
<i>Subtotal</i>	<i>100,548</i>	<i>3,431</i>	<i>515</i>
Operating and Maintenance			
210 Office Supplies	9,013	3,965	2,974
218 Non-Capital Equipment and Furniture	195	1,097	823
246 Liability Insurance	1,007	1,294	1,202
249 Operating Leases and Rentals	6,160	35,152	25,000
250 Professional and Contracted Services	177,742	83,458	57,630
252 Advertising and Legal Notices	1,208	4,309	1,500
263 Postage	-	600	50
264 Printing and Copying	1,269	2,174	1,000
<i>Subtotal</i>	<i>196,593</i>	<i>132,049</i>	<i>90,179</i>
SERVICE TOTAL	\$297,141	\$135,480	\$90,694

Service: Seasonal Ice Rink

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

Service: Seasonal Ice Rink

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
112	Wages - Temporary	110,885	101,566	71,096
121	Wages - Overtime	744	1,210	-
128	FICA	6,921	5,949	4,512
129	Medicare	1,618	1,391	1,125
135	Compensation Insurance	4,365	1,711	1,371
	<i>Subtotal</i>	<i>124,533</i>	<i>111,827</i>	<i>78,104</i>
Operating and Maintenance				
210	Office Supplies	6,453	5,000	3,750
217	Dues and Subscriptions	233	2,200	1,500
218	Non-Capital Equipment and Furniture	2,269	2,800	2,000
232	Building Repair and Maintenance	7,336	-	-
240	Equipment Repair and Maintenance	-	5,617	4,213
246	Liability Insurance	9,231	381	276
247	Safety Expenses	-	150	112
249	Operating Leases and Rentals	576	1,600	1,200
250	Professional and Contracted Services	17,151	17,270	12,952
252	Advertising and Legal Notices	331	2,000	1,000
259	Licenses and Permits	-	110	82
260	Utilities	20,454	18,500	13,875
261	Telephone Charges	-	200	125
264	Printing and Copying	60	300	200
	<i>Subtotal</i>	<i>64,094</i>	<i>56,128</i>	<i>41,285</i>
SERVICE TOTAL		\$188,627	\$167,955	\$119,389

Service: Youth Recreation Programs

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

This service is responsible for the Middle School Soccer Program. Teams are organized at participating middle schools, coaches are paid, and transportation is provided to and from the schools to game day locations. A spring season and a fall season are offered each year.

Service: Youth Recreation Programs

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
112 Wages - Temporary	21,015	32,420	21,073
128 FICA	1,242	1,928	1,335
129 Medicare	305	451	357
135 Compensation Insurance	392	409	369
<i>Subtotal</i>	<i>22,954</i>	<i>35,208</i>	<i>23,134</i>
Operating and Maintenance			
210 Supplies	6,515	3,260	2,445
217 Dues and Subscriptions	49	-	-
246 Liability Insurance	2,391	2,037	1,443
250 Professional and Contracted Services	467	-	-
273 Fleet Lease - Operating and Maintenance	2,792	5,192	2,803
274 Fleet Lease - Replacement	6,473	12,288	16,227
<i>Subtotal</i>	<i>18,687</i>	<i>22,777</i>	<i>22,918</i>
SERVICE TOTAL	\$41,641	\$57,985	\$46,052

Service: Sports Field Maintenance

FUND: **General Fund**

DEPARTMENT: **Community Services**

Service Description:

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

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

SERVICE: Sports Field Maintenance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation Program Supervisor	0.25	0.25	0.25
Sr Grounds Maintenance Technician	2.00	2.00	2.00
Total	2.25	2.25	2.25

Service: Sports Field Maintenance

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	125,617	127,675	127,682
112	Wages - Temporary	60,879	68,920	48,244
121	Wages - Overtime	22,760	12,000	6,000
122	Longevity Compensation	2,280	2,340	2,400
126	Retirement Health Savings Plan	1,409	900	900
128	FICA	4,196	4,024	3,066
129	Medicare	1,953	1,997	2,055
131	MOPC	6,244	6,384	6,383
132	Employee Insurance	20,519	21,066	21,068
133	Employee Retirement	9,618	10,214	10,725
135	Compensation Insurance	6,837	5,042	3,852
136	Unemployment Insurance	86	64	42
137	Staff Training and Conferences	355	-	-
141	Uniforms and Protective Clothing	1,270	250	187
	<i>Subtotal</i>	<i>264,024</i>	<i>260,876</i>	<i>232,604</i>
Operating and Maintenance				
210	Office Supplies	28,476	20,000	21,000
240	Equipment Repair and Maintenance	2,530	-	-
246	Liability Insurance	4,220	4,650	3,863
250	Professional Contracted Services	1,999	-	-
260	Utilities	415	-	-
261	Telephone Charges	418	400	300
273	Fleet Lease Operating and Maintenance	16,892	18,071	19,431
274	Fleet Lease - Replacement	31,001	30,182	30,183
	<i>Subtotal</i>	<i>85,952</i>	<i>73,303</i>	<i>74,777</i>
	SERVICE TOTAL	\$349,977	\$334,179	\$307,381

Senior Services Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	698,889	822,453	814,903
Operating and Maintenance	91,669	130,899	117,587
Non-Operating	-	-	-
Capital	38,500	10,000	-
TOTAL	\$ 829,058	\$ 963,352	\$ 932,490

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 connecting customers to various resources
- 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 case management assistance services as well as support and education programs for caregivers. It includes efforts in planning and policy for a community in which older persons can age well.
- Management of the Longmont Senior Center as a focal point for information and programs for adults 55 years of age and older and their caregivers.

SERVICE: Senior Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Seniors Services Manager	1.00	1.00	1.00
Seniors Counseling & Resource Educ Coord	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	2.63	2.75	2.75
Seniors Recreation Program Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.88	1.00	1.00
Total	9.51	8.75	8.75

Service: Senior Services**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	480,928	555,263	562,774
112 Wages - Temporary	33,738	49,502	46,502
121 Wages - Overtime	5,486	4,000	4,000
122 Longevity Compensation	2,220	2,280	2,340
126 Retirement Health Savings Plan	14,784	3,500	3,500
128 FICA	1,904	4,821	2,883
129 Medicare	5,457	7,854	7,511
131 MOPC	23,813	27,764	28,139
132 Employee Insurance	88,650	91,025	92,472
133 Employee Retirement	36,621	44,410	46,868
135 Compensation Insurance	1,117	27,758	13,729
136 Unemployment Insurance	377	276	185
137 Staff Training and Conferences	3,794	4,000	4,000
<i>Subtotal</i>	<i>698,889</i>	<i>822,453</i>	<i>814,903</i>
Operating and Maintenance			
210 Office Supplies	15,738	22,336	22,126
216 Reference Books and Materials	65	100	100
217 Dues and Subscriptions	1,358	525	525
218 Non-Capital Equipment and Furniture	944	2,310	950
232 Building Repair and Maintenance	8,897	-	-
240 Equipment Repair and Maintenance	-	1,370	11,370
245 Mileage Allowance	-	50	50
246 Liability Insurance	3,588	3,472	3,190
247 Safety Expenses	65	150	150
249 Operating Leases and Rentals	5,071	4,600	4,600
250 Professional and Contracted Services	7,060	40,759	25,759
252 Advertising and Legal Notices	2,472	500	500
261 Telephone Charges	-	150	150
263 Postage	1,421	1,900	1,900
264 Printing and Copying	26,295	30,000	30,000
269 Other Services and Charges	70	-	-
273 Fleet Lease - Operating and Maintenance	6,421	10,474	4,014
274 Fleet Lease - Replacement	12,203	12,203	12,203
<i>Subtotal</i>	<i>91,669</i>	<i>130,899</i>	<i>117,587</i>
Capital Outlay			
440 Machinery and Equipment	38,500	10,000	-
<i>Subtotal</i>	<i>38,500</i>	<i>10,000</i>	<i>-</i>
SERVICE TOTAL	\$829,058	\$963,352	\$932,490

Children, Youth and Families Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	694,954	719,031	762,668
Operating and Maintenance	128,147	470,856	509,492
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 823,101	\$ 1,189,887	\$ 1,272,160

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

Service: Children, Youth and Families Division

FUND: General Fund

DEPARTMENT: Community Services

Service Description:

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

SERVICE: Children, Youth and Families Division

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CYF Manager	1.00	1.00	1.00
CYF Counselor	2.00	2.00	2.00
CYF Community Coordinator	2.00	2.00	2.00
CYF Program Leader	1.00	1.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	7.00	7.00	8.00

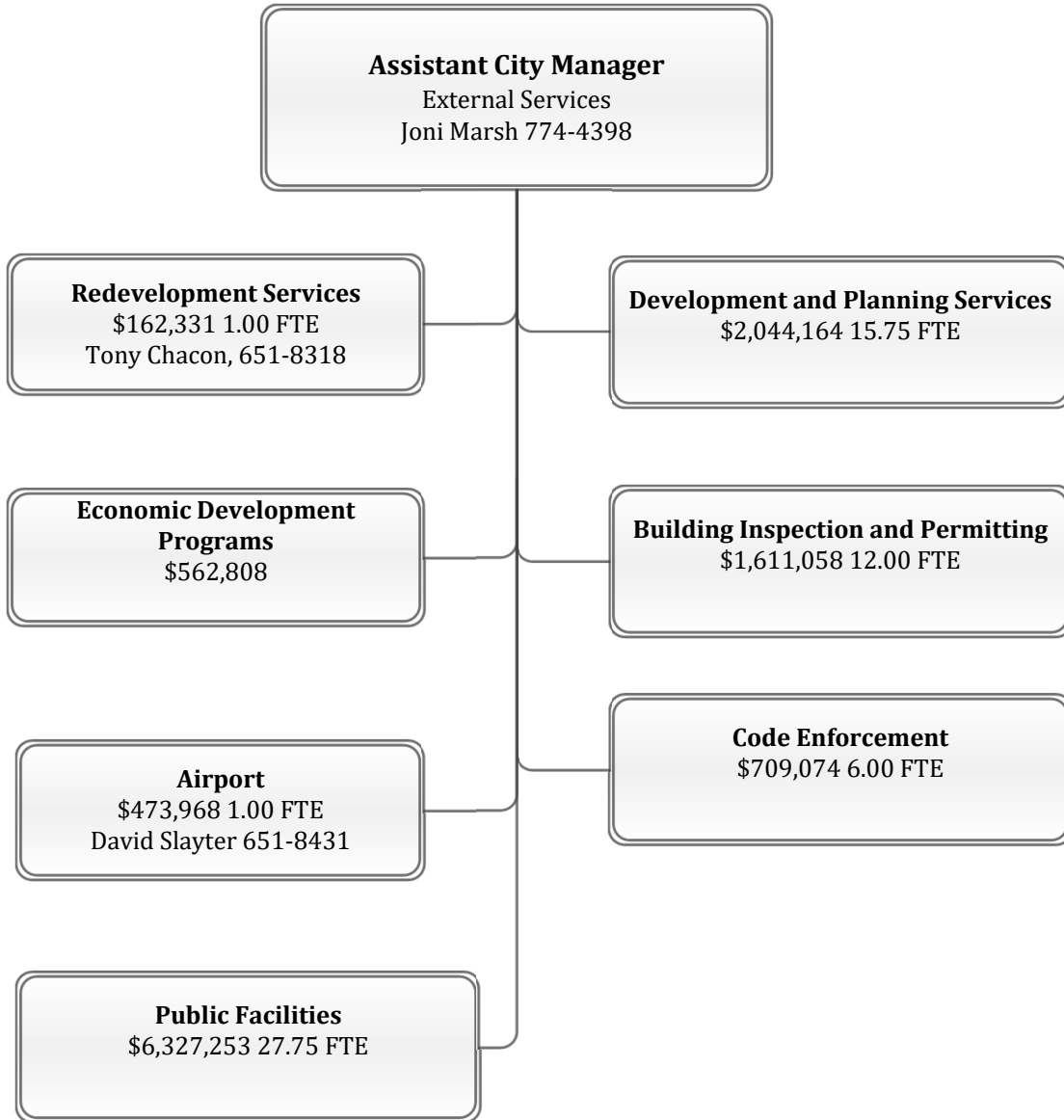
Service: Children, Youth and Families Division

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	434,186	487,132	562,253
112 Wages - Temporary	97,711	59,868	3,000
121 Wages - Overtime	4,794	3,732	3,732
126 Retirement Health Savings Plan	2,400	2,800	3,200
128 FICA	6,088	3,712	186
129 Medicare	7,005	7,931	8,198
131 MOPC	21,908	24,356	28,113
132 Employee Insurance	76,268	78,966	91,462
133 Employee Retirement	33,750	38,945	45,868
135 Compensation Insurance	7,151	7,350	12,475
136 Unemployment Insurance	323	239	181
137 Staff Training and Conferences	3,371	4,000	4,000
<i>Subtotal</i>	<i>694,954</i>	<i>719,031</i>	<i>762,668</i>
Operating and Maintenance			
210 Office Supplies	48,378	51,303	38,155
217 Dues and Subscriptions	1,835	910	910
218 Non-Capital Equipment and Furniture	5,214	7,500	1,000
229 Materials and Supplies	-	50,000	50,000
240 Equipment Repair and Maintenance	-	7,608	7,608
245 Mileage Allowance	168	1,500	500
246 Liability Insurance	4,967	7,768	7,032
250 Professional and Contracted Services	46,339	296,783	376,283
252 Ads and Legal Notices	626	-	-
261 Telephone Charges	446	-	-
263 Postage	2,247	4,047	2,000
264 Printing and Copying	3,748	1,335	1,335
269 Other Services and Charges	-	3,945	1,445
273 Fleet Lease - Operating and Maintenance	2,923	14,669	-
274 Fleet Lease - Replacement	11,257	23,488	23,224
<i>Subtotal</i>	<i>128,147</i>	<i>470,856</i>	<i>509,492</i>
SERVICE TOTAL	\$823,101	\$1,189,887	\$1,272,160

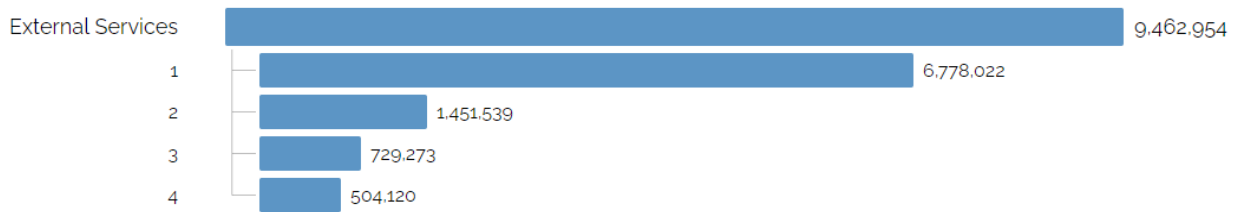
External Services Department

\$11,890,656 63.50 FTE



EXTERNAL SERVICES

Resource Alignment 2021 Proposed Budget - \$9,462,954



Q1 Programs - \$6,778,022

Facilities Maintenance, Safety, and Security	2,884,668
Building Inspection	844,273
Building Permit Issuance	666,566
Development Review	645,953
Development Services	322,341
Health and Safety Codes Enforcement	315,703
Nuisance Codes Enforcement	308,595
Transportation Planning	284,628
Comprehensive Planning	179,807
Code Amendments	80,617
Airport Management	72,064
Intergovernmental Activities	71,861
Data and report Generation	62,775
Regulatory Compliance	38,171

Q2 Programs - \$1,451,539

Utilities	712,744
Longmont EDP Contract	180,833
Historic Preservation	145,997
Routine Maintenance	100,520
Major Maintenance	76,234
Environmental Codes Enforcement	70,954
Development and Redevelopment Projects	58,932
Urban Renewal Projects	53,774
Public Airport Development	20,896
Project Management of Capital Projects - PDS	16,893
Development Services - Redevelopment	13,763

Q3 Programs - \$729,273

Boards & Commissions Support - PDS	174,696
Visit Longmont Contract	150,000
Contractor Licensing	71,577
Elevator Inspections	59,122
Boulder Small Business Development Center	39,925
Reactive Public Info Media Relations	37,405

Boards & Commissions Support - Airport	35,312
Latino Chamber of Boulder County	30,000
Private Airport Development	28,532
LDDA Support - Redevelopment	27,525
LDDA Support	23,060
Proactive Public Education and Marketing - Airport	13,052
Liquor Licensing Inspections	11,639
Special events - Airport	8,802
Business Grants and Loan Program	7,367
Colorado Enterprise Fund	5,000
Public Information Sponsorship and Support	3,490
Other Events	1,800
Primary Employment Incentives	971
Q4 Programs - \$504,120	
Project Management of Capital Projects - Facilities	475,976
Lease of Employee Parking Downtown	26,578
Private Special Events - Airport	1,566

External Services Department Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	4,847,410	5,682,009	5,716,129
Operating and Maintenance	3,888,469	2,939,856	3,040,392
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 8,735,879	\$ 8,621,865	\$ 8,756,521

The External Services Department includes Planning and Development Services, Building Inspection and Permits, Code Enforcement, Redevelopment, Economic Development Programs, Facilities Operations, Facilities Management, and Facilities Project Management.

Planning & Development Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,784,479	3,255,121	3,129,755
Operating and Maintenance	780,726	577,001	525,467
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,565,205	\$ 3,832,122	\$ 3,655,222

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: External Services

Service Description:

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

SERVICE: Planning & Development Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Director of Planning and Development	1.00	1.00	0.00
Planning Director	0.00	0.00	1.00
Planning Manager	1.00	1.00	1.00
Transportation Planning Manager	0.00	1.00	1.00
Principal Planner	3.00	3.00	3.00
Transportation Planner	1.00	1.00	1.00
Sr Environmental/Sustainability Planner	0.00	1.00	1.00
Sr Planner	1.75	2.00	1.00
Planning Technician	0.75	0.75	0.75
Planner	1.00	0.00	0.00
Associate Planner (Fixed Term)	2.00	2.00	3.00
Application Support Analyst	1.00	0.00	0.00
Technical Functional Analyst	0.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50
Office Assistant	0.50	0.50	0.50
Total	14.50	15.75	15.75

Service: Planning & Development Services

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	1,179,164	1,386,569	1,374,181
112	Temporary Wages	928	5,000	5,000
115	One Time Payment	760	1,500	-
121	Wages - Overtime	262	600	600
126	Retirement Health Savings Plan	9,578	6,300	6,300
128	FICA	58	310	310
129	Medicare	13,680	20,200	19,997
131	MOPC	58,741	69,328	68,708
132	Employee Insurance	202,894	228,784	226,741
133	Employee Retirement	90,488	110,926	115,433
135	Compensation Insurance	6,912	6,891	4,400
136	Unemployment Insurance	860	693	455
137	Staff Training and Conferences	16,530	17,019	17,019
142	Food Allowance	1,096	700	700
	<i>Subtotal</i>	<i>1,581,951</i>	<i>1,854,820</i>	<i>1,839,844</i>
Operating and Maintenance				
210	Office Supplies	9,952	11,620	10,780
216	Reference Books and Materials	370	600	600
217	Dues and Subscriptions	6,885	8,052	8,052
218	Non-Capital Equipment and Furniture	5,893	3,545	2,530
240	Equipment Repair and Maintenance	37,521	44,550	44,550
245	Mileage Allowance	166	550	550
246	Liability Insurance	1,869	2,495	4,361
247	Safety Expenses	16	25	25
250	Professional and Contracted Services	304,000	172,777	72,777
252	Advertising and Legal Notices	1,328	1,875	1,875
261	Telephone Charges	2,206	2,125	2,125
263	Postage	1,280	2,507	2,507
264	Printing and Copying	2,991	2,950	2,950
269	Other Services and Charges	48,409	50,638	50,638
	<i>Subtotal</i>	<i>422,888</i>	<i>304,309</i>	<i>204,320</i>
	SERVICE TOTAL	\$2,004,839	\$2,159,129	\$2,044,164

Service: Building Inspection and Permitting

FUND: General Fund

DEPARTMENT: External Services

Service Description:

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

SERVICE: Building Inspection and Permitting

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Chief Building Official	1.00	1.00	1.00
Sr Project Manager/Plans Examiner	1.00	1.00	0.00
Building Inspection Supervisor	1.00	1.00	1.00
Sr Building Inspector	2.00	2.00	2.00
Sr Plans Examiner	1.00	1.00	1.00
Plans Examiner	2.00	2.00	2.00
Sr Electrical Inspector	2.00	2.00	2.00
Building Permit Tech II	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total	13.00	13.00	12.00

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

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	826,122	972,101	885,683
112 Wages - Temporary	72,724	80,200	80,200
121 Wages - Overtime	20,895	28,584	28,584
126 Retirement Health Savings Plan	4,863	5,200	4,800
128 FICA	4,507	4,973	4,972
129 Medicare	11,354	15,265	14,006
131 MOPC	41,287	48,628	44,283
132 Employee Insurance	141,685	160,174	145,993
133 Employee Retirement	63,602	77,764	74,246
135 Compensation Insurance	569	581	505
136 Unemployment Insurance	601	485	293
137 Staff Training and Conferences	13,679	4,677	4,677
141 Uniforms and Protective Clothing	336	1,500	1,500
142 Food Allowance	303	169	169
<i>Subtotal</i>	<i>1,202,528</i>	<i>1,400,301</i>	<i>1,289,911</i>
Operating and Maintenance			
210 Office Supplies	4,269	5,108	5,108
216 Reference Books and Materials	2,317	2,174	2,174
217 Dues and Subscriptions	1,056	2,590	2,590
218 Non-Capital Equipment and Furniture	721	1,280	1,280
240 Equipment Repair and Maintenance	30,838	31,249	31,249
245 Mileage Allowance	37	100	100
246 Liability Insurance	2,370	2,459	2,985
247 Safety Expenses	38	497	497
250 Professional and Contracted Services	183,532	133,050	138,050
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	7,715	10,500	10,500
263 Postage	400	2,276	2,276
264 Printing and Copying	1,228	2,262	2,262
269 Other Services and Charges	82,969	34,000	74,000
273 Fleet Lease - Operating and Maintenance	10,442	15,042	17,970
274 Fleet Lease - Replacement	29,905	29,905	29,906
<i>Subtotal</i>	<i>357,838</i>	<i>272,692</i>	<i>321,147</i>
SERVICE TOTAL	\$1,560,366	\$1,672,993	\$1,611,058

Code Enforcement Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	496,805	562,035	564,583
Operating and Maintenance	99,322	110,023	144,491
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 596,126	\$ 672,058	\$ 709,074

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: External Services

Service Description:

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

The four main areas of focus are:

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

SERVICE: Code Enforcement

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Code Enforcement Manager	1.00	1.00	1.00
Sr Code Enforcement/Housing Inspector	1.00	1.00	1.00
Code Enforcement Inspector	4.00	4.00	4.00
Total	6.00	6.00	6.00

Service: Code Enforcement

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	343,744	381,653	382,283
112	Wages - Temporary	29,970	41,798	41,798
121	Wages - Overtime	1,776	1,837	1,837
126	Retirement Health Savings Plan	2,400	2,400	2,400
128	FICA	1,893	2,591	2,591
129	Medicare	4,474	6,140	6,151
131	MOPC	17,187	19,083	19,115
132	Employee Insurance	59,665	62,676	62,882
133	Employee Retirement	26,476	30,527	31,910
135	Compensation Insurance	4,985	4,175	4,527
136	Unemployment Insurance	253	190	124
137	Staff Training and Conferences	2,402	6,000	6,000
141	Uniforms and Protective Clothing	1,580	2,925	2,925
142	Food Allowance	-	40	40
	<i>Subtotal</i>	<i>496,805</i>	<i>562,035</i>	<i>564,583</i>
Operating and Maintenance				
210	Office Supplies	2,696	5,320	5,320
216	Reference Books and Materials	182	200	200
217	Dues and Subscriptions	625	1,501	1,501
218	Non-Capital Equipment and Furniture	806	2,200	2,200
230	Printing and Copier Supplies	-	300	300
240	Equipment Repair and Maintenance	11,811	19,349	19,349
246	Liability Insurance	1,950	2,725	2,599
247	Safety Expenses	2,015	3,462	3,462
250	Professional and Contracted Services	47,291	42,069	42,069
261	Telephone Charges	5,175	5,400	5,400
263	Postage	1,528	1,577	1,577
264	Printing and Copying	(133)	1,822	1,822
269	Other Services and Charges	-	-	25,000
273	Fleet Lease - Operating and Maintenance	16,275	19,291	28,885
274	Fleet Lease - Replacement	9,100	4,807	4,807
	<i>Subtotal</i>	<i>99,322</i>	<i>110,023</i>	<i>144,491</i>
	SERVICE TOTAL	\$596,126	\$672,058	\$709,074

Public Facilities Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,437,397	1,730,217	1,888,926
Operating and Maintenance	2,190,311	1,962,409	2,085,210
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,627,707	\$ 3,692,626	\$ 3,974,136

Public Facilities includes three budget services: Facility Maintenance, Facility Operations, and Facilities Project Management.

Service: Facilities Maintenance Services

FUND: **General Fund**

DEPARTMENT: **External Services**

Service Description:

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

SERVICE: Facilities Maintenance Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Facilities Manager	1.00	1.00	1.00
Facilities Maintenance Supervisor	0.00	0.00	1.00
Facilities Maintenance Tech Lead	0.00	1.00	0.00
Facilities Maintenance Technician II	5.00	4.00	4.00
Total	6.00	6.00	6.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	378,170	415,058	415,059
121	Wages - Overtime	16,889	25,799	26,787
126	Retirement Health Savings Plan	3,248	2,400	2,400
129	Medicare	4,963	6,018	6,018
131	MOPC	18,913	20,753	20,754
132	Employee Insurance	62,800	68,485	68,485
133	Employee Retirement	29,134	33,205	34,866
135	Compensation Insurance	20,692	18,647	17,200
136	Unemployment Insurance	268	208	139
137	Staff Training and Conferences	172	2,400	3,600
141	Uniforms and Protective Clothing	843	1,800	2,700
	<i>Subtotal</i>	<i>536,092</i>	<i>594,773</i>	<i>598,008</i>
Operating and Maintenance				
210	Office Supplies	6,277	7,775	6,699
217	Dues and Subscriptions	472	462	472
218	Non-Capital Equipment and Furniture	8,460	5,000	4,000
240	Equipment Repair and Maintenance	138,297	133,267	133,101
246	Liability Insurance	7,385	5,599	4,549
247	Safety Expenses	1,058	1,500	2,100
248	Lease Purchase Installment	328,078	280,439	280,439
249	Operating Leases and Rentals	32,851	26,062	27,287
250	Professional and Contracted Services	177,128	239,809	252,901
260	Utilities	677,264	711,359	711,359
261	Telephone Charges	3,924	4,728	4,428
263	Postage	32	-	-
264	Printing/Copying and Binding	76	-	-
273	Fleet Lease - Operating and Maintenance	20,181	23,650	21,591
274	Fleet Lease - Replacement	25,902	25,906	30,394
	<i>Subtotal</i>	<i>1,427,386</i>	<i>1,465,556</i>	<i>1,479,320</i>
	SERVICE TOTAL	\$1,963,478	\$2,060,329	\$2,077,328

Service: Facilities Operations Services

FUND: General Fund

DEPARTMENT: External Services

Service Description:

Facilities Operations Services provides custodial services and contracted custodial services, and manages building operational systems and contracted services related to non-core building operating systems for general City facilities with limited support for specifically funded facilities and outlying locations. Primary duties involve custodial cleaning, including set-up and light maintenance of the buildings; inspection and maintenance of critical operating systems, e.g. fire and burglar alarm systems, fire sprinkler systems, fire extinguishers, ADA and automatic doors, keyless entry and security gates, etc.; and contracted services such as divided wall partition preventive maintenance, automated motorized window treatment preventive maintenance and repairs, painting, gym wood floor annual maintenance, carpet cleaning, window cleaning, door lock and hardware repairs, pest control, tile and carpet repair, rag cleaning, custodial equipment repairs, etc. Facilities Operations Services also serves as a construction expert liaison for other divisions when remodel projects affect building operating systems that FOS supports and is a building contact for vendors who need access to complete scheduled FOS/FMS repairs, inspections, etc.

SERVICE: Facilities Operations Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Facilities Operations & CIP Manager	1.00	1.00	1.00
Lead Custodian	0.00	0.00	1.00
Custodian	18.75	18.75	17.75
Total	19.75	19.75	19.75

Service: Facilities Operations Services

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	643,039	833,187	851,044
112	Temporary Wages	3,682	-	-
121	Wages - Overtime	29,570	24,000	24,000
122	Longevity Compensation	1,980	2,040	2,100
126	Retirement Health Savings Plan	6,978	7,900	7,900
128	FICA	228	-	-
129	Medicare	7,744	12,081	12,351
131	MOPC	32,141	41,659	42,557
132	Employee Insurance	107,673	136,585	139,832
133	Employee Retirement	49,512	66,639	70,887
135	Compensation Insurance	16,478	8,939	12,140
136	Unemployment Insurance	460	414	278
137	Staff Training and Conferences	(105)	-	-
141	Uniforms and Protective Clothing	1,925	2,000	2,000
	<i>Subtotal</i>	<i>901,305</i>	<i>1,135,444</i>	<i>1,165,089</i>
Operating and Maintenance				
210	Office Supplies	126,435	120,369	120,369
217	Dues and Subscriptions	-	370	-
218	Non-Capital Equipment and Furniture	185	16,000	16,000
228	Janitorial Supplies	-	-	6,180
240	Equipment Repair and Maintenance	10,788	20,114	20,484
246	Liability Insurance	1,036	955	650
247	Safety Expenses	200	-	-
250	Professional and Contracted Services	617,862	330,874	434,374
261	Telephone Charges	2,757	3,400	3,400
273	Fleet Lease - Operating and Maintenance	3,662	4,771	4,433
	<i>Subtotal</i>	<i>762,925</i>	<i>496,853</i>	<i>605,890</i>
	SERVICE TOTAL	\$1,664,230	\$1,632,297	\$1,770,979

Service: Facilities Project Management

FUND: General Fund

DEPARTMENT: External Services

Service Description:

Facilities Project Management provides management functions for capital municipal building projects identified in the Capital Improvement Plan. It generally supports projects funded by the General Fund and the Public Improvement Fund. Functions include administration, design, and constructions for facilities-related projects. Additionally, it may serve as a construction expert liaison to other divisions during remodels and similar projects.

SERVICE: Facilities Project Management

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Project Manager	0.00	0.00	1.00
Total	0.00	0.00	1.00

Service: Facilities Project Management

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	-	-	95,469
126 Retirement Health Savings Plan	-	-	400
129 Medicare	-	-	1,384
131 MOPC	-	-	4,773
132 Employee Insurance	-	-	15,752
133 Employee Retirement	-	-	8,019
136 Unemployment Insurance	-	-	32
<i>Subtotal</i>	-	-	<i>125,829</i>
SERVICE TOTAL	\$-	\$-	\$125,829

Redevelopment Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	128,730	134,636	132,865
Operating and Maintenance	63,842	34,665	29,466
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 192,571	\$ 169,301	\$ 162,331

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

Service: **Redevelopment Services**

FUND: General Fund

DEPARTMENT: External Services

Service Description:

Facilities Project Management This division develops and administers the City's redevelopment program and urban renewal activities to develop options to leverage private investment through strategic public investment. This includes the Twin Peaks Mall area, Southeast Longmont/

1st and Main Revitalization Area, Downtown, and other key commercial and residential areas in the city. Activities include coordination and recommendations regarding redevelopment projects; developing public-private partnership opportunities; economic, market and financial analyses; formulation of financing incentives such as tax increment financing; and outreach to the development and investment community, as well as to the community at large to raise the profile of redevelopment activities citywide.

SERVICE: Redevelopment Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Redevelopment Revitalization Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Redevelopment Services

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	94,732	97,057	97,060
126 Retirement Health Savings Plan	-	400	400
129 Medicare	1,015	1,407	1,407
131 MOPC	4,737	4,853	4,853
132 Employee Insurance	15,599	16,014	16,015
133 Employee Retirement	7,297	7,765	8,153
135 Compensation Insurance	66	41	45
136 Unemployment Insurance	66	49	32
137 Staff Training and Conferences	4,896	6,500	4,500
142 Food Allowance	323	550	400
<i>Subtotal</i>	<i>128,730</i>	<i>134,636</i>	<i>132,865</i>
Operating and Maintenance			
210 Office Supplies	-	700	500
217 Dues and Subscriptions	1,212	3,500	3,000
245 Mileage Allowance	196	200	200
246 Liability Insurance	149	115	116
250 Professional and Contracted Services	41,820	15,000	15,000
261 Telephone Charges	-	150	150
263 Postage	1	-	-
264 Printing and Copying	-	500	500
269 Other Services and Charges	20,464	14,500	10,000
<i>Subtotal</i>	<i>63,842</i>	<i>34,665</i>	<i>29,466</i>
SERVICE TOTAL	\$192,571	\$169,301	\$162,331

Service: Economic Development Programs

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	754,269	255,758	562,808
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 754,269	\$ 255,758	\$ 562,808

The Economic Development Program division provides a wide range of contractual services to implement Advance Longmont 2.0, the City's adopted economic development work plan.

Service: **Economic Development Services**

FUND: General Fund

DEPARTMENT: External Services

Service Description:

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

SERVICE: Redevelopment Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Redevelopment Revitalization Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

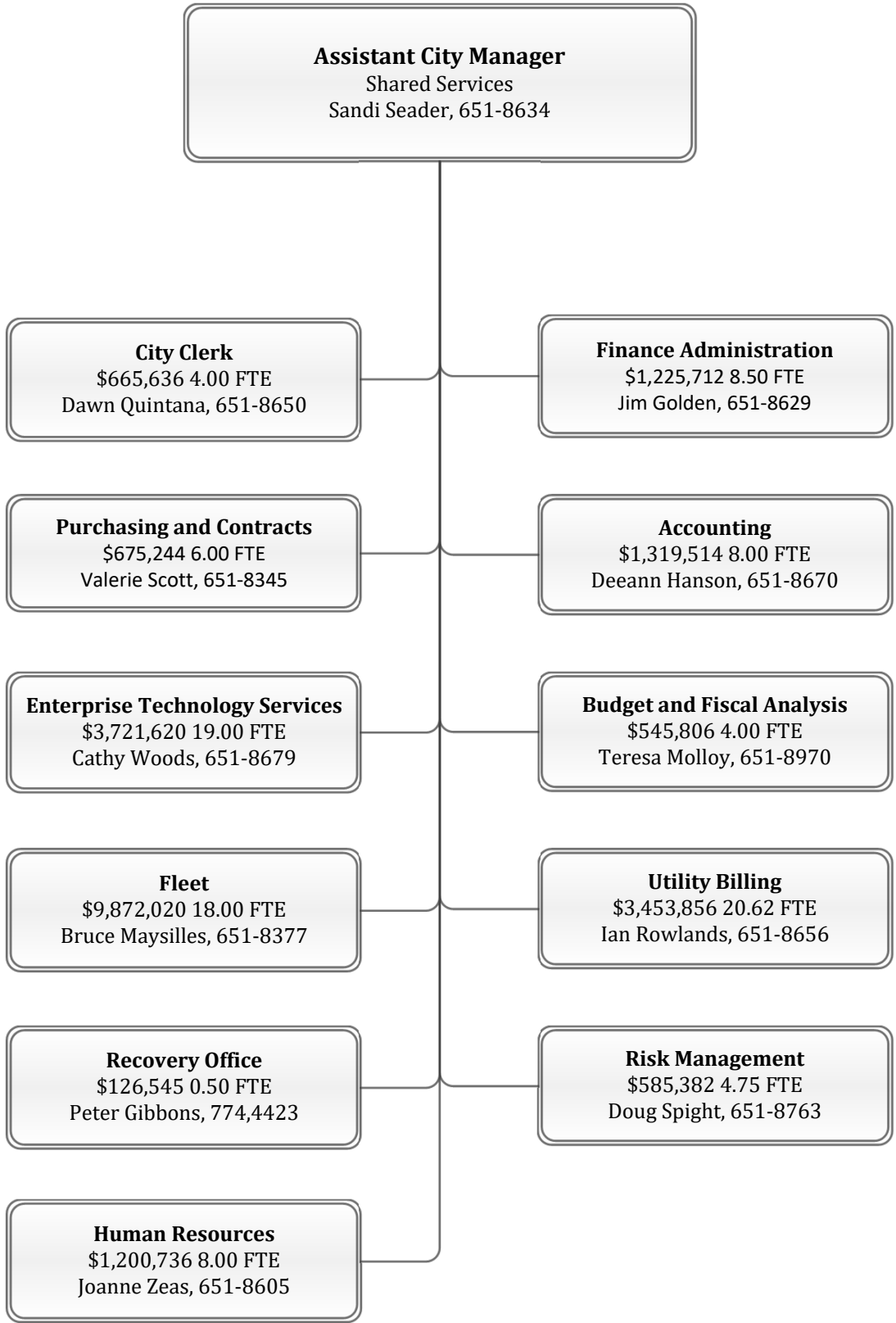
Service: Economic Development Programs

LINE ITEM BUDGET

Operating and Maintenance		2019 Actual	2020 Budget	2021 Budget
250	Professional and Contracted Services	226,952	255,758	255,758
269	Other Services and Charges	527,317	-	307,050
	<i>Subtotal</i>	<i>754,269</i>	<i>255,758</i>	<i>562,808</i>
	SERVICE TOTAL	\$754,269	\$255,758	\$562,808

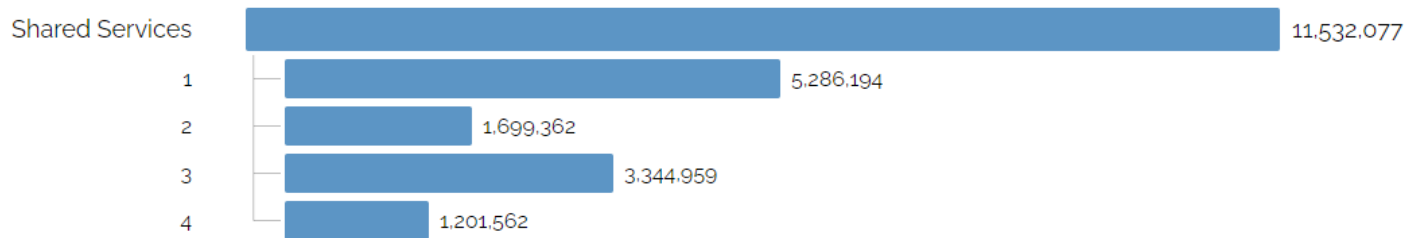
Shared Services Department

\$23,392,071 101.37 FTE



SHARED SERVICES

Resource Alignment 2021 Proposed Budget - \$11,532,077



Q1 Programs - \$5,286,194

Applications	1,186,285
Device Management & Support	1,052,916
Security Systems	481,259
Server Infrastructure	442,612
Purchasing Services	379,488
Compensation Administration	209,143
Benefits Administration	201,535
Regulatory Compliance - HR	185,809
Staffing and Recruitment	180,541
Contract Administration	164,192
Network Reliability	163,576
Employee / Labor Relations	152,596
Records Management--Citywide Records Program Administration	80,024
Records Management--Central Records and File Management	76,363
Disaster Recovery	75,174
Collective Bargaining	60,808
Council Agenda Management	59,284
Records Management	42,792
Records Management--Open Records Research Requests	35,461
Leadership & Supervision	28,690
Website	27,647

Q2 Programs - \$1,699,362

ETS Leadership and Support	298,147
Vehicle Purchases/ Vehicle Salvage	249,634
Accidents	235,558
Budget and Fleet Lease Rates	220,793
Radio and Radio Infrastructure Management	135,109
Fuel Infrastructure Management	111,160
Training and Development/Organizational Development	93,281
P-Card Program	86,048
Phone System	68,877
Vehicle Infrastructure Management	60,477
Licensing and Permitting--Liquor Licensing	51,888
Citywide Projects Support - Recovery Office	25,851
Boards & Commissions Support	19,888
City Produced Special Events	10,644
Licensing and Permitting--Specialty Business Licenses	7,924
Citywide Projects Support	7,708
Longmont Liquor Licensing Authority	6,769

Volunteer Management - HR	6,674
Longmont Marijuana Licensing Authority	2,932
Q3 Programs - \$3,344,959	
Vehicle Repairs, Vehicle Sublet, and Vehicle Preventive Maintenance	2,232,987
Fuel Management	589,463
Database Management	159,627
Elections	124,569
Building and infrastructure Management	84,393
Council Support	36,150
Private Special Events	33,408
Federal and State Regulatory Reporting	24,988
Compressed Natural Gas (CNG) Fueling Management	23,657
Records Management--Recording	19,815
Surplus Disposal	8,201
Marijuana Licensing	3,900
Pension Elections	2,227
Airport Management - City Clerk	1,573
Q4 Programs - \$1,201,562	
Parts Purchase and Inventory	958,576
Parts Management	77,304
Tuition Reimbursement	45,994
Elections--LFCPA	32,944
Direct Customer Services	26,031
Recognition Program	21,562
Cell Phones	20,359
Vendor Maintenance & Outreach	16,956
Legislative Affairs	1,837

Shared Services Department Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	4,693,469	4,449,200	4,555,020
Operating and Maintenance	1,961,685	1,809,564	1,834,761
Non-Operating	-	-	-
Capital	258,645	106,000	-
TOTAL	\$ 6,913,800	\$ 6,364,764	\$ 6,389,781

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

City Clerk Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	436,727	458,767	442,388
Operating and Maintenance	123,416	223,267	223,248
Non-Operating	-	-	-
Capital	11,595	-	-
TOTAL	\$ 571,738	\$ 682,034	\$ 665,636

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

Service: City Clerk

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: City Clerk

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
City Clerk	0.85	0.85	0.85
Deputy City Clerk/Program Manager	0.95	0.00	0.00
Executive Assistant	1.00	1.00	1.00
Records Manager/Deputy City Clerk	1.00	0.95	0.95
Licensing Coordinator	0.00	1.00	1.00
Total	3.80	3.80	3.80

Service: City Clerk

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	283,081	294,822	302,628
112 Wages - Temporary	8,771	27,545	2,545
121 Wages - Overtime	1,269	2,500	2,500
126 Retirement Health Savings Plan	21,516	1,520	1,520
128 FICA	544	158	158
129 Medicare	3,386	4,312	4,425
131 MOPC	14,154	14,741	15,131
132 Employee Insurance	50,234	48,393	49,768
133 Employee Retirement	21,804	23,581	25,249
135 Compensation Insurance	1,605	4,195	152
136 Unemployment Insurance	213	147	99
137 Staff Training and Conferences	2,476	6,460	6,460
142 Food Allowance	797	300	300
<i>Subtotal</i>	<i>409,850</i>	<i>428,674</i>	<i>410,935</i>
Operating and Maintenance			
210 Office Supplies	2,595	3,700	3,700
216 Reference Books and Materials	389	-	-
217 Dues and Subscriptions	1,559	2,195	2,195
218 Non-Capital Equipment and Furniture	3,649	-	-
240 Equipment Repair and Maintenance	3,984	32,770	32,770
245 Mileage Allowance	-	300	300
246 Liability Insurance	387	407	387
249 Operating Leases and Rentals	7,710	8,000	8,000
250 Professional and Contracted Services	13,673	43,524	43,524
252 Advertising and Legal Notices	18,156	28,500	28,500
261 Telephone Charges	356	850	850
263 Postage	663	1,000	1,000
264 Printing and Copying	635	500	500
269 Other Services and Charges	6,998	8,570	8,570
<i>Subtotal</i>	<i>60,754</i>	<i>130,316</i>	<i>130,296</i>
Capital Outlay			
440 Machinery and Equipment	11,595	-	-
<i>Subtotal</i>	<i>11,595</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$482,199	\$558,990	\$541,231

Service: Elections and Voter Registration

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Elections and Voter Registration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
City Clerk	0.15	0.15	0.15
Deputy City Clerk/Program Manager	0.05	0.00	0.00
Records Manager/Deputy City Clerk	0.00	0.05	0.05
Total	0.20	0.20	0.20

Service: Elections and Voter Registration

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	17,306	22,401	23,384
121 Wages - Overtime	-	600	600
126 Retirement Health Savings Plan	3,656	80	80
129 Medicare	211	325	339
131 MOPC	865	1,120	1,169
132 Employee Insurance	3,479	3,652	3,829
133 Employee Retirement	1,333	1,791	1,934
135 Compensation Insurance	12	13	11
136 Unemployment Insurance	15	11	7
142 Food Allowance	-	100	100
<i>Subtotal</i>	<i>26,876</i>	<i>30,093</i>	<i>31,453</i>
Operating and Maintenance			
245 Mileage Allowance	15	200	200
246 Liability Insurance	28	26	27
250 Professional and Contracted Services	45,676	41,000	41,000
252 Advertising and Legal Notices	-	11,000	11,000
261 Telephone Charges	63	-	-
263 Postage	8,440	24,725	24,725
264 Printing and Copying	8,440	16,000	16,000
<i>Subtotal</i>	<i>62,662</i>	<i>92,951</i>	<i>92,952</i>
SERVICE TOTAL	\$89,539	\$123,044	\$124,405

Human Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	884,056	937,804	946,603
Operating and Maintenance	220,175	254,119	254,133
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,104,232	\$ 1,191,923	\$ 1,200,736

The Human Resources Division includes one budget service.

Service: Human Resources

FUND: General Fund
 DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Human Resources

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Chief Human Resources Officer	1.00	1.00	1.00
Human Resources Asst Director	1.00	1.00	1.00
Compensation & Benefit Specialist	0.00	0.00	1.00
Compensation & Benefits Assistant	1.00	1.00	0.00
Benefits Administrator	1.00	1.00	1.00
Human Resources Partner II	2.00	2.00	2.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	8.00	8.00	8.00

Service: Human Resources**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	618,949	671,249	673,829
112	Wages - Temporary	23,284	13,814	13,814
121	Wages - Overtime	-	300	300
126	Retirement Health Savings Plan	12,524	3,200	3,200
128	FICA	1,444	857	856
129	Medicare	7,840	9,933	9,971
131	MOPC	30,718	33,562	33,691
132	Employee Insurance	106,518	110,756	111,182
133	Employee Retirement	47,322	53,700	56,603
135	Compensation Insurance	786	697	3,535
136	Unemployment Insurance	453	336	222
137	Staff Training and Conferences	7,443	9,000	9,000
138	Tuition Reimbursement	26,544	30,000	30,000
142	Food Allowance	231	400	400
	<i>Subtotal</i>	<i>884,056</i>	<i>937,804</i>	<i>946,603</i>
Operating and Maintenance				
210	Office Supplies	8,057	7,520	7,520
215	Audiovisual Materials	-	1,500	1,500
216	Reference Books and Materials	-	1,500	1,500
217	Dues and Subscriptions	9,644	8,140	8,140
218	Non-Capital Equipment and Furniture	1,855	1,600	1,600
240	Equipment Repair and Maintenance	1,118	3,773	3,773
245	Mileage Allowance	688	500	500
246	Liability Insurance	792	802	816
250	Professional and Contracted Services	157,549	165,784	165,784
252	Advertising and Legal Notices	27,713	39,000	39,000
263	Postage	812	3,000	3,000
264	Printing and Copying	2,975	5,000	5,000
269	Other Services and Charges	8,972	16,000	16,000
	<i>Subtotal</i>	<i>220,175</i>	<i>254,119</i>	<i>254,133</i>
	SERVICE TOTAL	\$1,104,232	\$1,191,923	\$1,200,736

Enterprise Technology Services Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,525,936	2,293,637	2,432,601
Operating and Maintenance	1,590,861	1,263,697	1,289,019
Non-Operating	-	-	-
Capital	247,050	86,000	-
TOTAL	\$ 4,363,848	\$ 3,643,334	\$ 3,721,620

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

Service: Enterprise Technology Services Operations

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Enterprise Technology Services Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
ETS Director	0.00	0.60	0.60
Manager of Ent Tech Services	0.60	0.00	0.00
Lead Infrastructure Analyst	0.00	0.00	1.00
Lead Network Architect	1.00	1.00	0.00
Lead Info Security Architect	1.00	1.00	0.00
Security Analyst	0.00	0.00	1.00
Sr Network Analyst	0.00	0.00	1.00
Network Analyst	1.00	1.00	0.00
Senior Systems Administrator	0.00	1.00	0.00
Systems Admin/Analyst	1.00	0.00	0.00
Systems Administrator II	0.00	1.00	2.00
Systems Administrator I	1.00	0.00	0.00
Device Specialist	3.00	3.00	3.00
Administrative Analyst	0.50	0.50	0.50
Total	9.10	9.10	9.10

Service: Enterprise Technology Services Operations

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	732,106	771,010	771,677
121	Wages - Overtime	-	200	200
122	Longevity Compensation	2,040	2,040	-
126	Retirement Health Savings Plan	18,059	3,640	3,640
128	FICA	156	-	-
129	Medicare	7,707	9,696	11,188
131	MOPC	35,579	38,551	38,584
132	Employee Insurance	134,166	127,217	127,328
133	Employee Retirement	54,805	61,681	64,821
135	Compensation Insurance	785	699	1,739
136	Unemployment Insurance	568	386	255
137	Staff Training and Conferences	7,045	10,000	10,000
	<i>Subtotal</i>	<i>993,016</i>	<i>1,025,120</i>	<i>1,029,432</i>
Operating and Maintenance				
210	Office Supplies	9,482	7,150	7,150
217	Dues and Subscriptions	15,660	1,500	1,500
218	Non-Capital Equipment and Furniture	488,723	221,111	217,182
225	Freight	29	120	120
232	Building Repair and Maintenance	677,299	-	-
240	Equipment Repair and Maintenance	-	597,870	582,769
245	Mileage Allowance	480	500	500
246	Liability Insurance	1,052	1,207	1,130
248	Lease Purchase Installment	118	6,500	1,502
249	Operating Leases and Rentals	27,015	32,000	52,000
250	Professional and Contracted Services	199,813	174,201	205,700
252	Ads and Legal Notices	1,793	-	-
261	Telephone Charges	4,156	-	-
269	Other Services and Charges	491	550	550
273	Fleet Lease - Operating and Maintenance	1,123	1,361	904
274	Fleet Lease - Replacement	5,072	5,932	5,932
	<i>Subtotal</i>	<i>1,432,306</i>	<i>1,050,002</i>	<i>1,076,939</i>
Capital Outlay				
440	Machinery and Equipment	247,050	86,000	-
	<i>Subtotal</i>	<i>247,050</i>	<i>86,000</i>	<i>-</i>
SERVICE TOTAL		\$2,672,372	\$2,161,122	\$2,106,371

Service: Enterprise Technology Services Applications

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

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

SERVICE: Enterprise Technology Services Applications

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
ETS Director	0.00	0.30	0.30
Manager of Ent Tech Services	0.30	0.00	0.00
CIS Technical Functional Analyst	1.00	1.00	1.00
Lead ERP Tech Function Analyst	1.00	1.00	1.00
Technical Functional Analyst	1.00	1.00	1.00
Lead Systems Integration Analyst	1.00	1.00	1.00
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	0.00	0.00
Sr CIS Technical Functional Analyst	1.00	1.00	1.00
Administrative Analyst	0.50	0.50	0.50
Total	9.80	8.80	8.80

Service: Enterprise Technology Services Applications

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	1,036,351	836,135	935,580
112 Wages - Temporary	-	9,765	9,765
126 Retirement Health Savings Plan	6,994	3,520	3,920
128 FICA	-	605	605
129 Medicare	12,765	12,266	13,709
131 MOPC	51,712	41,807	46,779
132 Employee Insurance	164,843	137,962	154,371
133 Employee Retirement	79,658	66,891	78,590
135 Compensation Insurance	554	436	395
136 Unemployment Insurance	697	418	309
137 Staff Training and Conferences	37,159	12,807	12,808
<i>Subtotal</i>	<i>1,390,733</i>	<i>1,122,612</i>	<i>1,256,831</i>
Operating and Maintenance			
210 Office Supplies	195	610	610
216 Reference Books and Materials	-	650	650
217 Dues and Subscriptions	1,229	-	-
218 Non-Capital Equipment and Furniture	6,500	5,000	5,600
240 Equipment Repair and Maintenance	12,181	17,890	17,890
246 Liability Insurance	1,263	1,226	1,007
250 Professional and Contracted Services	9,122	2,000	2,000
<i>Subtotal</i>	<i>30,489</i>	<i>27,376</i>	<i>27,757</i>
SERVICE TOTAL	\$1,421,222	\$1,149,988	\$1,284,588

Service: Enterprise Technology Services Telephone System

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Enterprise Technology Services Telephone System

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
ETS Director	0.00	0.10	0.10
Manager of Enterprise Tech Services	0.10	0.00	0.00
Security Analyst	0.00	0.00	1.00
Systems Analyst/Security	1.00	1.00	0.00
Total	1.10	1.10	1.10

Service: Enterprise Technology Services Telephone System

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	109,060	111,007	111,009
126	Retirement Health Savings Plan	440	440	440
129	Medicare	1,390	1,610	1,609
131	MOPC	5,453	5,551	5,550
132	Employee Insurance	17,298	18,317	18,316
133	Employee Retirement	8,400	8,880	9,325
135	Compensation Insurance	72	45	52
136	Unemployment Insurance	74	55	37
	<i>Subtotal</i>	<i>142,187</i>	<i>145,905</i>	<i>146,338</i>
Operating and Maintenance				
210	Office Supplies	5,058	3,250	3,250
217	Dues and Subscriptions	3,850	-	-
218	Non-Capital Equipment and Furniture	5,202	-	-
240	Equipment Repair and Maintenance	37,287	85,000	73,000
246	Liability Insurance	163	127	132
250	Professional and Contracted Services	-	42,000	42,000
261	Telephone Charges	76,506	55,942	65,941
	<i>Subtotal</i>	<i>128,066</i>	<i>186,319</i>	<i>184,323</i>
	SERVICE TOTAL	\$270,253	\$332,224	\$330,661

Purchasing and Contracts Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	635,131	657,082	658,698
Operating and Maintenance	9,309	16,526	16,546
Non-Operating	-	-	-
Capital	-	20,000	-
TOTAL	\$ 644,440	\$ 693,608	\$ 675,244

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

Service: Purchasing and Contracts

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

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

SERVICE: Purchasing and Contracts

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Purchasing & 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
Total	6.00	6.00	6.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	445,927	461,930	461,931
112	Temporary Wages	41,951	38,805	38,805
126	Retirement Health Savings Plan	2,867	2,400	2,400
128	FICA	2,601	2,406	2,406
129	Medicare	5,931	7,261	7,260
131	MOPC	22,296	23,096	23,096
132	Employee Insurance	71,828	76,218	76,219
133	Employee Retirement	34,347	36,954	38,803
135	Compensation Insurance	697	623	467
136	Unemployment Insurance	307	231	153
137	Staff Training and Conferences	6,350	7,030	7,030
142	Food Allowance	29	128	128
	<i>Subtotal</i>	<i>635,131</i>	<i>657,082</i>	<i>658,698</i>
Operating and Maintenance				
210	Office Supplies	1,848	2,350	1,250
217	Dues and Subscriptions	2,929	6,965	2,970
218	Non-Capital Equipment and Furniture	527	415	415
232	Building Repair and Maintenance	(1,765)	-	-
240	Equipment Repair and Maintenance	-	325	5,400
246	Liability Insurance	571	576	596
249	Operating Leases and Rentals	2,582	3,000	2,520
250	Professional and Contracted Services	450	450	450
252	Advertising and Legal Notices	1,050	1,225	1,125
261	Telephone Charges	1,051	1,000	1,100
263	Postage	65	120	120
264	Printing and Copying	-	100	600
	<i>Subtotal</i>	<i>9,309</i>	<i>16,526</i>	<i>16,546</i>
Capital Outlay				
440	Machinery and Equipment	-	20,000	-
	<i>Subtotal</i>	<i>-</i>	<i>20,000</i>	<i>-</i>
	SERVICE TOTAL	\$644,440	\$693,608	\$675,244

Recovery Office Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	211,620	101,910	74,730
Operating and Maintenance	17,923	51,955	51,815
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 229,543	\$ 153,865	\$ 126,545

The Recovery Office Division includes one budget service:
Recovery Office.

Service: Recovery Office

FUND: General Fund

DEPARTMENT: Shared Services

Service Description:

The Recovery Office is tasked with managing over \$55 million in FEMA and state disaster recovery grant funds following the 2013 and 2015 floods, and over \$4 million in federal and state funding provided by the CARES Act in the Coronavirus Relief Fund (CVRF). 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
- Identify new funding sources for the COVID-19 recovery (4498DR)
- Guide recovery spending and projects to maintain CVRF eligibility through audit
- Identify gaps in individual, business, and organizational recovery needs

SERVICE: Recovery Office

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Flood Recovery Manager	1.00	0.25	0.25
Project Manager II	0.00	0.25	0.00
Administrative Analyst	2.50	0.25	0.25
Total	3.50	0.75	0.50

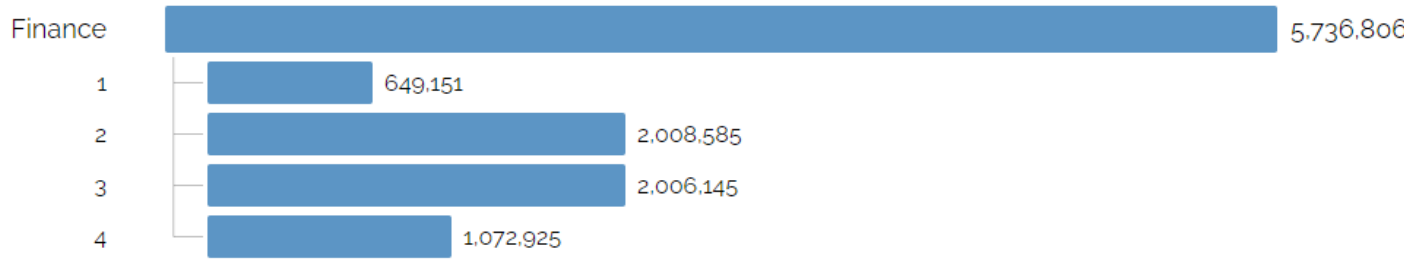
Service: Recovery Office

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	145,352	56,494	35,753
112 Wages - Temporary	7,635	23,706	23,706
126 Retirement Health Savings Plan	800	300	200
128 FICA	473	1,469	1,470
129 Medicare	1,861	1,163	862
131 MOPC	7,268	2,825	1,787
132 Employee Insurance	36,053	9,322	5,899
133 Employee Retirement	11,196	4,520	3,004
135 Compensation Insurance	-	83	37
136 Unemployment Insurance	152	28	12
137 Staff Training and Conferences	830	2,000	2,000
<i>Subtotal</i>	<i>211,620</i>	<i>101,910</i>	<i>74,730</i>
Operating and Maintenance			
210 Office Supplies	446	1,500	1,500
217 Dues and Subscriptions	113	-	-
218 Non-Capital Equipment and Furniture	113	1,500	1,500
245 Mileage Allowance	250	500	500
246 Liability Insurance	-	235	95
250 Professional and Contracted Services	16,223	47,220	47,220
261 Telephone Charges	778	850	850
263 Postage	-	150	150
<i>Subtotal</i>	<i>17,923</i>	<i>51,955</i>	<i>51,815</i>
SERVICE TOTAL	\$229,543	\$153,865	\$126,545

FINANCE DEPARTMENT

Resource Alignment 2021 Proposed Budget - \$5,736,806



Q1 Programs - \$649,151

Budgeting	270,711
Payroll Processing	201,265
Daily deposit/Balancing/Banking	73,544
Additional Appropriations	63,678
CIP Development	17,107
Debt Management/Capital Funding	15,088
CIP Amendments	7,759

Q2 Programs - \$2,008,585

Internal Controls	352,754
Fiscal Analysis	266,322
Loss Control (Claims)	195,053
Audit Coordination	190,748
Cashiering/cash receipts	181,928
Financial Reporting	174,734
Risk Management	144,824
Investments	136,507
Loss Prevention	136,215
Banking Services	100,000
Pension Administration	65,311
Debt Management/Capital Funding	31,498
Development & Redevelopment Projects - Finance	14,504
Emergency Management - Risk	11,647
Urban Renewal Projects - Finance	4,208
Collective Bargaining - Finance	2,330

Q3 Programs - \$2,006,145

Collections Activity	1,041,947
Calculating and Producing Monthly Bills	624,944
Accounts Payable	140,643
Sales Tax Collections	70,677
Accounts Receivable/Collections	47,866
Licensing	31,759
Leadership & Supervision - Finance	27,443
LDDA Support - Finance	10,842
Environmental Response	7,918
GID Support	2,106

Q4 Programs - \$1,072,925

Connecting and Disconnecting Service	494,226
Sales Tax Auditing	138,746
Wellness	89,724
Sales Tax Customer Service	79,997
Process City Mail	70,679
Sales Tax Reporting	65,169
Information Desk	61,601
Processing Returns	58,498
Pool Cars	14,285

Finance Department Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	3,360,995	3,674,632	3,710,896
Operating and Maintenance	1,592,626	2,043,065	2,079,274
Non-Operating	-	-	-
Capital	-	35,000	120,100
TOTAL	\$ 4,953,622	\$ 5,752,697	\$ 5,910,270

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

Finance Administration Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	789,751	861,268	857,870
Operating and Maintenance	323,783	356,525	367,842
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,113,534	\$ 1,217,793	\$ 1,225,712

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

Service: Finance Administration

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Finance Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Chief Financial Officer	1.00	1.00	1.00
Public Information Specialist	0.50	0.50	0.50
Total	1.50	1.50	1.50

Service: Finance Administration

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	193,501	196,103	195,935
115	One Time Payment	677	-	-
126	Retirement Health Savings Plan	2,003	600	600
129	Medicare	356	544	541
131	MOPC	9,577	9,740	9,732
132	Employee Insurance	30,332	32,143	32,114
133	Employee Retirement	16,048	15,584	16,350
135	Compensation Insurance	101	80	92
136	Unemployment Insurance	129	97	64
137	Staff Training and Conferences	2,752	7,000	5,000
142	Food Allowance	-	50	-
	<i>Subtotal</i>	<i>255,476</i>	<i>261,941</i>	<i>260,428</i>
Operating and Maintenance				
210	Office Supplies	2,464	2,855	2,855
216	Reference Books and Materials	-	100	50
217	Dues and Subscriptions	690	690	690
218	Non-Capital Equipment and Furniture	-	150	150
240	Equipment Repair and Maintenance	4,060	3,610	4,110
245	Mileage Allowance	2,391	2,400	2,400
246	Liability Insurance	472	518	610
249	Operating Leases and Rentals	2,040	1,750	2,050
250	Professional and Contracted Services	64,332	76,000	84,000
263	Postage	45	100	60
264	Printing and Copying	-	100	25
269	Other Services and Charges	216	500	500
273	Fleet Lease - Operating and Maintenance	2,799	5,447	3,967
274	Fleet Lease - Replacement	-	10,318	10,318
	<i>Subtotal</i>	<i>79,509</i>	<i>104,538</i>	<i>111,785</i>
	SERVICE TOTAL	\$334,985	\$366,479	\$372,213

Service: Sales Tax

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Sales Tax

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sales Tax Administrator	1.00	1.00	1.00
Sales Tax Accountant	1.00	1.00	1.00
Sales Tax Technician	1.00	1.00	1.00
Total	3.00	3.00	3.00

Service: Sales Tax

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	201,021	209,688	209,700
112 Wages - Temporary	14,171	15,601	15,601
115 One Time Payment	2,259	-	-
121 Wages - Overtime	-	115	115
126 Retirement Health Savings Plan	1,200	1,200	1,200
128 FICA	879	967	967
129 Medicare	2,773	3,266	3,267
131 MOPC	10,051	10,484	10,486
132 Employee Insurance	33,136	34,599	34,600
133 Employee Retirement	15,483	16,775	17,615
135 Compensation Insurance	118	93	105
136 Unemployment Insurance	140	105	69
137 Staff Training and Conferences	833	2,000	1,500
<i>Subtotal</i>	<i>282,063</i>	<i>294,893</i>	<i>295,225</i>
Operating and Maintenance			
210 Office Supplies	2,774	2,313	2,313
217 Dues and Subscriptions	199	135	135
218 Non-Capital Equipment and Furniture	-	700	500
240 Equipment Repair and Maintenance	2,852	3,625	30,583
245 Mileage Allowance	-	89	-
246 Liability Insurance	270	263	268
250 Professional and Contracted Services	96,208	100,000	100,000
252 Advertising and Legal Notices	-	100	-
263 Postage	6,667	9,703	6,953
264 Printing and Copying	-	1,500	450
<i>Subtotal</i>	<i>108,970</i>	<i>118,428</i>	<i>141,202</i>
SERVICE TOTAL	\$391,033	\$413,321	\$436,427

Service: Treasury

FUND: **General Fund**

DEPARTMENT: **Finance Department**

Service Description:

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

SERVICE: Treasury

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Treasury Supervisor	0.90	0.90	0.90
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
Total	2.90	2.90	2.90

Service: Treasury**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	115,518	154,664	153,315
112 Wages - Temporary	25,913	24,336	24,336
121 Wages - Overtime	334	300	300
126 Retirement Health Savings Plan	819	1,160	1,160
128 FICA	1,626	1,284	1,509
129 Medicare	1,779	2,543	2,576
131 MOPC	5,733	7,734	7,666
132 Employee Insurance	23,309	25,297	25,296
133 Employee Retirement	8,833	12,369	12,879
135 Compensation Insurance	1,935	1,806	84
136 Unemployment Insurance	99	77	50
137 Staff Training and Conferences	-	400	400
<i>Subtotal</i>	<i>185,899</i>	<i>231,970</i>	<i>229,571</i>
Operating and Maintenance			
210 Office Supplies	2,624	4,265	3,265
217 Dues and Subscriptions	-	45	-
218 Non-Capital Equipment and Furniture	-	200	100
240 Equipment Repair and Maintenance	9,920	10,310	10,810
246 Liability Insurance	199	198	213
250 Professional and Contracted Services	122,495	117,674	100,000
<i>Subtotal</i>	<i>135,238</i>	<i>132,692</i>	<i>114,388</i>
SERVICE TOTAL	\$321,137	\$364,662	\$343,959

Service: Information Desk

FUND: **General Fund**

DEPARTMENT: **Finance Department**

Service Description:

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

SERVICE: Information Desk

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Treasury Supervisor	0.10	0.10	0.10
Public Information Assistant	1.00	1.00	1.00
Total	1.10	1.10	1.10

Service: Information Desk

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	45,659	47,102	47,102
112	Temporary Wages	5,887	9,565	9,565
126	Retirement Health Savings Plan	447	440	440
128	FICA	365	593	593
129	Medicare	561	821	822
131	MOPC	2,281	2,355	2,356
132	Employee Insurance	7,539	7,772	7,771
133	Employee Retirement	3,514	3,768	3,956
135	Compensation Insurance	29	24	26
136	Unemployment Insurance	31	24	15
	<i>Subtotal</i>	66,313	72,464	72,646
Operating and Maintenance				
210	Office Supplies	-	600	300
218	Non-Capital Equipment and Furniture	-	200	100
246	Liability Insurance	67	67	67
	<i>Subtotal</i>	67	867	467
SERVICE TOTAL		\$66,380	\$73,331	\$73,113

Accounting Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	777,437	841,105	822,186
Operating and Maintenance	316,837	597,347	377,228
Non-Operating	-	-	-
Capital	-	35,000	120,100
TOTAL	\$ 1,094,274	\$ 1,473,452	\$ 1,319,514

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

Service: Accounting

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Accounting

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Accounting Manager	1.00	1.00	1.00
Lead Accountant	2.00	2.00	2.00
Sr Accountant	1.00	1.00	1.00
Accountant	1.00	2.00	2.00
Accounting Technician	1.00	1.00	1.00
Payroll Administrator	1.00	1.00	1.00
Total	7.00	8.00	8.00

Service: Accounting**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	575,920	614,581	615,989
112	Wages - Temporary	18,856	24,105	4,105
115	One Time Payment	3,379	-	-
121	Wages - Overtime	662	465	465
126	Retirement Health Savings Plan	6,874	3,200	3,200
128	FICA	1,170	1,495	255
129	Medicare	7,339	8,913	8,990
131	MOPC	28,781	30,729	30,800
132	Employee Insurance	87,120	101,406	101,639
133	Employee Retirement	44,336	49,166	51,742
135	Compensation Insurance	286	238	298
136	Unemployment Insurance	368	307	203
137	Staff Training and Conferences	2,347	6,500	4,500
	<i>Subtotal</i>	<i>777,437</i>	<i>841,105</i>	<i>822,186</i>
Operating and Maintenance				
210	Office Supplies	5,896	5,865	5,865
216	Reference Books and Materials	-	150	100
217	Dues and Subscriptions	550	375	575
218	Non-Capital Equipment and Furniture	10,474	1,200	1,200
229	Materials and Supplies	86	-	-
240	Equipment Repair and Maintenance	170,169	181,181	223,723
243	Non-Capital Computer Equipment and Supplies	-	8,000	-
246	Liability Insurance	651	672	761
250	Professional and Contracted Services	43,204	300,050	50,050
251	Auditing	76,800	90,000	85,100
263	Postage	7,737	8,654	8,654
264	Printing and Copying	660	350	350
269	Other Services and Charges	610	850	850
	<i>Subtotal</i>	<i>316,837</i>	<i>597,347</i>	<i>377,228</i>
Capital Outlay				
440	Machinery and Equipment	-	35,000	120,100
	<i>Subtotal</i>	<i>-</i>	<i>35,000</i>	<i>120,100</i>
	SERVICE TOTAL	\$1,094,274	\$1,473,452	\$1,319,514

Budget and Fiscal Analysis Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	398,527	505,318	522,407
Operating and Maintenance	15,504	29,207	23,399
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 414,031	\$ 534,525	\$ 545,806

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

Service: Budget and Fiscal Analysis

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Budget and Fiscal Analysis

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	1.00	1.00	2.00
Budget Analyst	1.00	1.00	0.00
ERP Business Analyst	0.00	1.00	1.00
Total	3.00	4.00	4.00

Service: Budget and Fiscal Analysis

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	298,023	377,404	389,271
115 One Time Payment	1,587	-	-
126 Retirement Health Savings Plan	2,387	1,600	1,600
129 Medicare	3,385	5,472	5,643
131 MOPC	14,894	18,871	19,464
132 Employee Insurance	47,755	62,272	64,231
133 Employee Retirement	22,943	30,192	32,699
135 Compensation Insurance	152	125	176
136 Unemployment Insurance	202	188	129
137 Staff Training and Conferences	7,198	9,194	9,194
<i>Subtotal</i>	398,527	505,318	522,407
Operating and Maintenance			
210 Office Supplies	347	1,320	400
217 Dues and Subscriptions	150	600	600
218 Non-Capital Equipment and Furniture	-	5,385	400
246 Liability Insurance	346	352	449
250 Professional and Contracted Services	13,388	20,000	20,000
264 Printing and Copying	439	900	470
269 Other Services and Charges	835	650	1,080
<i>Subtotal</i>	15,504	29,207	23,399
SERVICE TOTAL	\$414,031	\$534,525	\$545,806

Risk Management Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	482,110	495,577	500,761
Operating and Maintenance	81,853	91,159	84,621
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 563,963	\$ 586,736	\$ 585,382

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

Service: Risk Management

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Risk Management

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Risk Manager	0.71	0.71	0.71
Risk Management Claims Adjuster	1.00	1.00	1.00
Safety Officer	0.20	0.20	0.20
Administrative Analyst	0.00	0.00	0.00
Administrative Assistant	0.96	0.96	0.96
Total	2.87	2.87	2.87

Service: Risk Management**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	221,296	224,077	226,085
126	Retirement Health Savings Plan	2,510	1,148	1,148
129	Medicare	2,763	3,249	3,278
131	MOPC	11,065	11,204	11,304
132	Employee Insurance	35,968	36,973	37,305
133	Employee Retirement	17,045	17,926	18,991
135	Compensation Insurance	111	94	105
136	Unemployment Insurance	153	112	74
137	Staff Training and Conferences	2,716	3,700	3,700
	<i>Subtotal</i>	<i>293,626</i>	<i>298,483</i>	<i>301,990</i>
Operating and Maintenance				
210	Office Supplies	1,654	2,526	2,026
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	785	825	825
218	Non-Capital Equipment and Furniture	150	750	550
240	Equipment Repair and Maintenance	31,206	35,100	35,100
246	Liability Insurance	253	265	267
250	Professional and Contracted Services	205	1,125	625
261	Telephone Charges	84	-	-
263	Postage	1,392	1,850	1,650
264	Printing and Copying	636	700	700
	<i>Subtotal</i>	<i>36,365</i>	<i>43,191</i>	<i>41,793</i>
	SERVICE TOTAL	\$329,991	\$341,674	\$343,783

Service: Safety

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Safety

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Risk Manager	0.22	0.22	0.22
Safety Officer	0.80	0.80	0.80
Administrative Assistant	0.04	0.04	0.04
Total	1.06	1.06	1.06

Service: Safety**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	90,280	92,312	93,018
126	Retirement Health Savings Plan	638	424	424
129	Medicare	1,060	1,339	1,349
131	MOPC	4,514	4,616	4,651
132	Employee Insurance	14,835	15,232	15,349
133	Employee Retirement	6,954	7,385	7,813
135	Compensation Insurance	49	39	43
136	Unemployment Insurance	62	46	31
	<i>Subtotal</i>	<i>118,393</i>	<i>121,393</i>	<i>122,678</i>
Operating and Maintenance				
210	Office Supplies	310	350	350
215	Audiovisual Materials	2,250	2,250	1,250
216	Reference Books and Materials	69	100	100
217	Dues and Subscriptions	240	599	449
218	Non-Capital Equipment and Furniture	6,353	6,353	6,353
240	Equipment Repair and Maintenance	810	750	750
246	Liability Insurance	327	372	366
247	Safety Expenses	71	200	200
250	Professional and Contracted Services	13,028	19,745	19,745
261	Telephone Charges	335	578	478
263	Postage	-	50	50
269	Other Services and Charges	1,092	1,632	-
273	Fleet Lease - Operating and Maintenance	1,748	1,611	1,059
	<i>Subtotal</i>	<i>26,633</i>	<i>34,590</i>	<i>31,150</i>
	SERVICE TOTAL	\$145,025	\$155,983	\$153,828

Service: Wellness

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Wellness

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Risk Manager	0.07	0.07	0.07
Wellness Coordinator	0.75	0.75	0.75
Total	0.82	0.82	0.82

Service: Wellness**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	53,047	57,231	57,456
126	Retirement Health Savings Plan	396	328	328
129	Medicare	505	830	833
131	MOPC	2,652	2,862	2,873
132	Employee Insurance	9,199	9,443	9,480
133	Employee Retirement	4,086	4,579	4,827
135	Compensation Insurance	32	24	27
136	Unemployment Insurance	39	29	19
142	Food Allowance	135	375	250
	<i>Subtotal</i>	<i>70,091</i>	<i>75,701</i>	<i>76,093</i>
Operating and Maintenance				
210	Office Supplies	483	500	400
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	569	695	695
246	Liability Insurance	73	68	68
250	Professional and Contracted Services	17,730	11,000	10,000
264	Printing and Copying	-	240	140
269	Other Services and Charges	-	825	325
	<i>Subtotal</i>	<i>18,855</i>	<i>13,378</i>	<i>11,678</i>
	SERVICE TOTAL	\$88,947	\$89,079	\$87,771

Utility Billing Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	913,171	971,364	1,007,672
Operating and Maintenance	854,649	968,827	1,226,184
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,767,820	\$ 1,940,191	\$ 2,233,856

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

Service: **Utility Billing**

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Utility Billing

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Utility Billing Manager	0.98	0.98	0.98
Utility Billing Customer Service Supervisor	1.00	1.00	1.00
Sr Customer Service Representative	1.00	1.00	1.00
Customer Service Representative	7.54	7.54	7.54
Billing Specialist	2.00	2.00	2.00
Total	12.52	12.52	12.52

Service: Utility Billing**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	647,472	692,902	719,829
121 Wages - Overtime	627	2,000	-
126 Retirement Health Savings Plan	9,345	5,010	5,010
129 Medicare	8,028	10,047	10,437
131 MOPC	32,039	34,646	35,988
132 Employee Insurance	109,992	113,215	118,187
133 Employee Retirement	49,354	55,412	59,859
135 Compensation Insurance	519	376	395
136 Unemployment Insurance	470	343	236
137 Staff Training and Conferences	-	1,500	1,000
<i>Subtotal</i>	<i>857,845</i>	<i>915,451</i>	<i>950,941</i>
Operating and Maintenance			
210 Office Supplies	26,391	24,600	24,650
218 Non-Capital Equipment and Furniture	549	2,600	1,000
240 Equipment Repair and Maintenance	166,823	166,187	280,081
246 Liability Insurance	826	864	854
250 Professional and Contracted Services	428,285	530,945	679,200
263 Postage	215,020	223,000	223,000
264 Printing and Copying	78	2,500	-
269 Other Services and Charges	3,137	3,730	3,450
<i>Subtotal</i>	<i>841,108</i>	<i>954,426</i>	<i>1,212,235</i>
SERVICE TOTAL	\$1,698,953	\$1,869,877	\$2,163,176

Service: Mail Delivery

FUND: General Fund

DEPARTMENT: Finance Department

Service Description:

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

SERVICE: Mail Delivery

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
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
Total	1.10	1.10	1.10

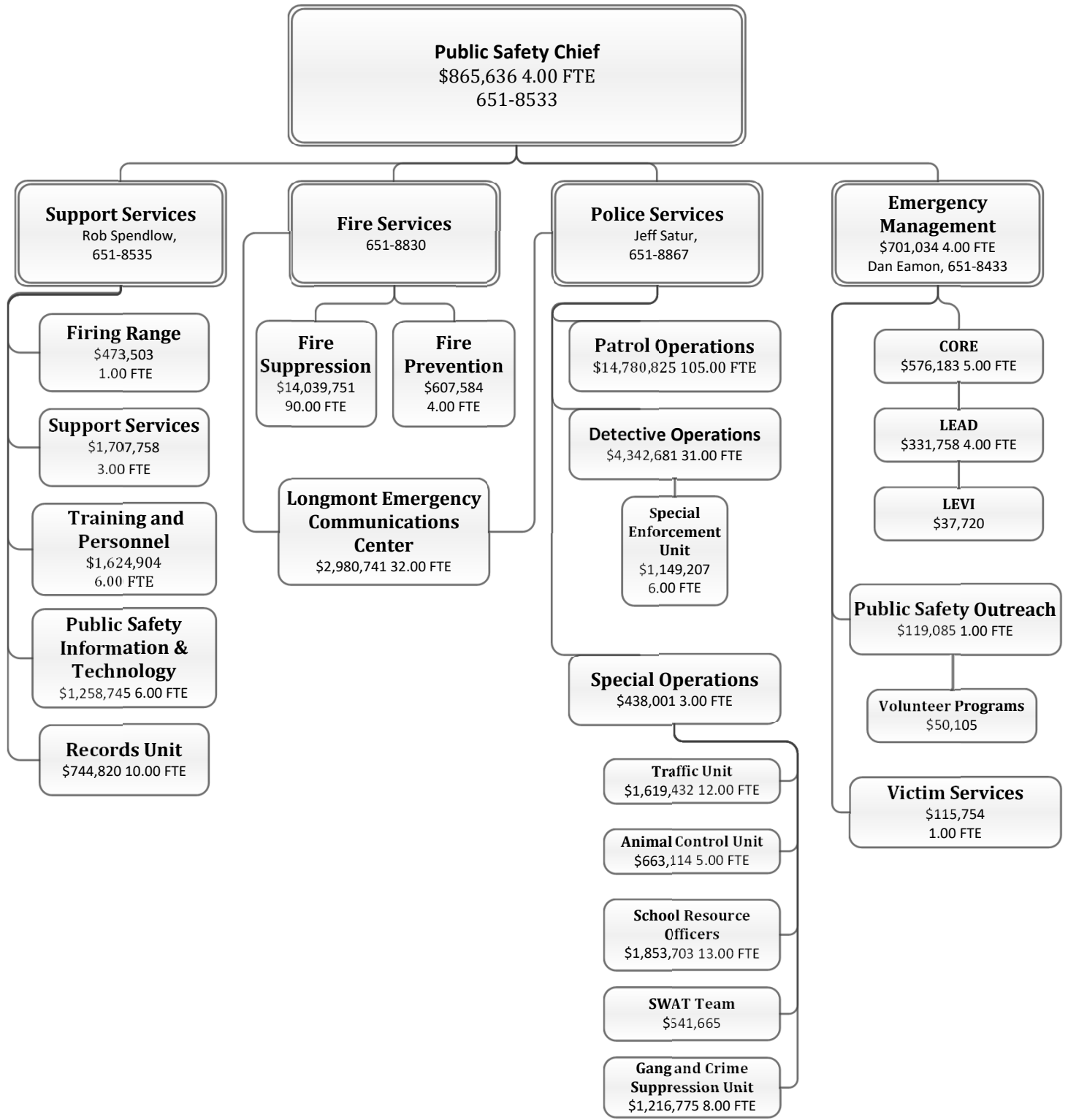
Service: Mail Delivery

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	41,771	42,027	42,525
121	Wages - Overtime	-	100	100
126	Retirement Health Savings Plan	829	441	440
129	Medicare	502	609	617
131	MOPC	2,074	2,101	2,127
132	Employee Insurance	6,754	6,934	7,016
133	Employee Retirement	3,195	3,362	3,572
135	Compensation Insurance	22	18	20
136	Unemployment Insurance	29	21	14
141	Uniform and Protective Clothing	150	300	300
	<i>Subtotal</i>	<i>55,325</i>	<i>55,913</i>	<i>56,731</i>
Operating and Maintenance				
210	Supplies	364	2,500	2,500
240	Equipment Repair and Maintenance	2,650	2,500	2,500
246	Liability Insurance	375	417	400
249	Operating Leases and Rentals	1,050	1,100	1,100
263	Postage	317	-	-
273	Fleet Lease - Operating and Maintenance	4,397	3,496	3,061
274	Fleet Lease - Replacement	4,388	4,388	4,388
	<i>Subtotal</i>	<i>13,541</i>	<i>14,401</i>	<i>13,949</i>
	SERVICE TOTAL	\$68,867	\$70,314	\$70,680

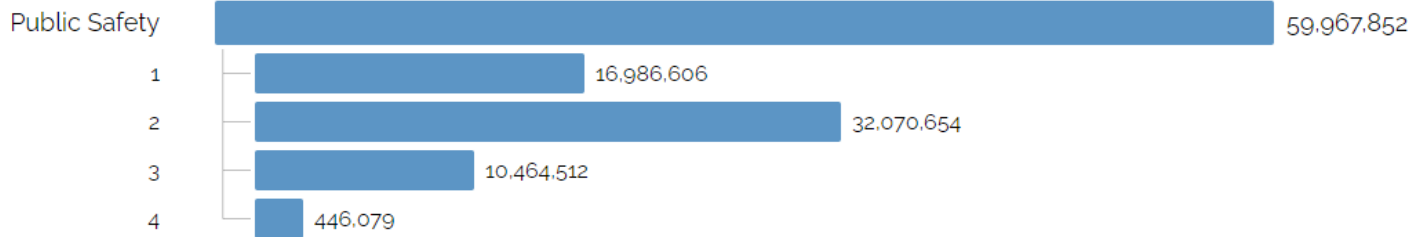
Public Safety Department

\$52,840,484 354.00 FTE



PUBLIC SAFETY

Resource Alignment 2021 Proposed Budget - \$59,967,852



Q1 Programs - \$16,986,606

Emergency & Non-Emergency Calls for Service		12,222,777
Proactive Patrol		4,000,652
Personnel	P	645,272
Field Training and Evaluation		117,906

Q2 Programs - \$32,070,654

Reactive Services (All Hazard)		13,232,717
Training - Fire		2,517,256
Person Crimes		2,136,811
Training		1,332,635
Special Operations - Traffic Unit		1,236,917
Special Operations - School Resource Officer Unit		1,226,650
Property Crimes		1,149,717
Special Enforcement Unit		1,051,990
Fire Crew Inspections/Target Hazards/Pre Plans		971,769
Fire Safety Outreach/Education/Special Events		870,901
LEAD and CO-Responder		794,540
Police Patrol - Animal Control		779,185
Hazardous Materials Training and Response		745,812
Special Operations - SWAT		642,961
Special Operations - Gang Intervention and Prevention		567,114
Emergency Management		553,692
Logistics		342,015
Leadership & Supervision - PS		244,175
Development Review - Fire		229,269
Proactive Public Information, Education and Marketing - PS		214,144
Emergency Notification System		197,997
Boulder Regional Emergency Telephone Service Authority (BRETTSA)		145,549
Codes and Planning Inspections/Permits		136,690
Victim Services		126,777
City Produced Special Events - Police		122,035
Utilities Calls for Services		116,325
Crime Analysis		111,832
Special Operations - Extra Duty Employment Program		90,903
Hazardous Material Inspection and Compliance		81,857
Community Engagement		68,119
Research and Development		32,300

Q3 Programs - \$10,464,512

Administrative Duties - Police	2,438,823
Information Technology	1,464,841
Administrative Duties - Fire	1,117,546
Records	905,631
Fire Services Maintenance	807,240
Wildland Fire Training and Response	713,248
Technical Rescue Training and Response	546,133
Firing Range	534,565
Restorative Justice	398,392
Property and Evidence	293,229
Fire Cause Investigations	276,027
Professional Standards	190,287
Special Operations - SWAT - Bomb Squad	172,819
Crime Scene Investigator	152,063
Volunteer Management	113,075
K-9	101,090
Police Patrol - Report Taker Unit	100,284
Radio Programming and Maintenance	91,226
Longmont Ending Violence Initiative	34,531
Reactive Public Information Media Relations - PS	13,460

Q4 Programs - \$446,079

Wellness - Fire	199,072
Car Seat Installation/Inspection	154,755
Honor Guard	52,676
Peer Support	39,576

Public Safety Department Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	33,085,594	33,453,820	33,494,026
Operating and Maintenance	4,813,837	5,134,900	5,224,560
Non-Operating	-	-	-
Capital	37,931	99,500	34,000
TOTAL	\$ 37,937,362	\$ 38,688,220	\$ 38,752,586

The Public Safety Department comprises the Public Safety Chief’s Office and four major divisions: Police Services, Fire Services, Support Services, and Community Health and Resilience. 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, Community Health and Resilience, Fire Services Division, Police Services Division, and Support Services Division. Those budget services include:

- Public Safety Chief
- Community Health and Resilience - 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

	2019 Actual	2020 Budget	2021 Budget
Personal Services	487,967	572,932	574,734
Operating and Maintenance	213,446	217,215	210,373
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 701,413	\$ 790,147	\$ 785,107

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 Community Health and Resilience. 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 Community Health and Resilience. 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.

SERVICE: Public Safety Chief

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Chief of Public Safety	1.00	1.00	1.00
Research & Community Engagement Manager	1.00	1.00	1.00
PS Communications & Marketing Manager	0.00	1.00	1.00
Marketing Analyst	1.00	0.00	0.00
PS Data/Statistical Analyst	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	358,877	437,414	436,120
126	Retirement Health Savings Plan	4,118	1,600	1,600
129	Medicare	4,541	6,324	6,324
131	MOPC	9,354	12,137	12,138
132	Employee Insurance	66,979	71,959	71,961
133	Employee Retirement	15,704	19,419	20,391
134	Police and Fire Retirement	17,033	19,337	19,337
135	Compensation Insurance	5,190	176	2,371
136	Unemployment Insurance	285	218	144
137	Staff Training and Conferences	3,757	2,500	2,500
141	Uniforms and Protective Clothing	700	700	700
142	Food Allowance	1,430	1,148	1,148
	<i>Subtotal</i>	<i>487,967</i>	<i>572,932</i>	<i>574,734</i>
Operating and Maintenance				
210	Office Supplies	4,766	3,035	3,035
216	Reference Books and Materials	89	200	200
217	Dues and Subscriptions	2,875	3,343	3,343
218	Non-Capital Equipment and Furniture	365	600	600
240	Repair and Maintenance	649	1,320	1,320
246	Liability Insurance	3,871	495	2,863
250	Professional and Contracted Services	181,118	185,300	185,300
261	Telephone Charges	418	-	-
263	Postage	8,004	11,163	11,163
264	Printing and Copying	2,315	2,549	2,549
273	Fleet Lease - Operating and Maintenance	2,385	9,210	-
274	Fleet Lease - Replacement	6,590	-	-
	<i>Subtotal</i>	<i>213,446</i>	<i>217,215</i>	<i>210,373</i>
	SERVICE TOTAL	\$701,413	\$790,147	\$785,107

Community Health and Resilience Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	300,343	381,145	381,744
Operating and Maintenance	151,298	113,274	149,956
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 451,641	\$ 494,419	\$ 531,700

Community Health and Resilience includes four budget services: Emergency Management, Public Safety Outreach, Volunteer Programs, and CORE.

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 Community Health and Resilience. The OEM’s mission is to mitigate against, prepare for, respond to and recover from large incidents, including natural disasters and acts of terrorism.

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

SERVICE: Office of Emergency Management

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
OEM Management Analyst	1.00	0.00	0.00
Emergency Management Coordinator	0.00	1.00	1.00
Total	1.00	0.00	1.00

Service: Office of Emergency Management

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	73,366	85,034	85,034
112	Temporary Wages	1,801	-	-
126	Retirement Health Savings Plan	-	400	400
129	Medicare	981	1,233	1,233
131	MOPC	3,668	4,252	4,252
132	Employee Insurance	13,361	14,031	14,031
133	Employee Retirement	5,651	6,803	7,143
135	Compensation Insurance	3,209	3,015	2,479
136	Unemployment Insurance	56	43	28
137	Staff Training and Conferences	1,251	4,305	4,305
141	Uniforms and Protective Clothing	234	-	-
142	Food Allowance	11	500	500
	<i>Subtotal</i>	<i>103,590</i>	<i>119,616</i>	<i>119,405</i>
Operating and Maintenance				
210	Office Supplies	763	750	750
216	Reference Books and Materials	518	500	500
217	Dues and Subscriptions	3,823	4,700	4,700
218	Non-Capital Equipment and Furniture	19,415	3,000	3,000
240	Equipment Repair and Maintenance	652	2,000	2,000
245	Mileage Allowance	1,074	400	400
246	Liability Insurance	2,173	1,091	1,069
250	Professional and Contracted Services	7,738	10,280	47,780
264	Printing Copying and Binding	225	-	-
269	Other Services and Charges	10,501	11,934	11,934
273	Fleet Lease - Operating and Maintenance	3,550	1,823	2,647
274	Fleet Lease - Replacement	13,685	13,686	13,686
	<i>Subtotal</i>	<i>64,117</i>	<i>50,164</i>	<i>88,466</i>
	SERVICE TOTAL	\$167,707	\$169,780	\$207,871

Service: Public Safety Outreach

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

SERVICE: Public Safety Outreach

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Safety Outreach Manager	1.00	1.00	1.00
Safety Education Coordinator	0.50	0.00	0.00
Total	1.50	1.00	1.00

Service: Public Safety Outreach

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	68,915	70,454	70,456
115	One Time Payment	1,139	-	-
126	Retirement Health Savings Plan	400	400	400
129	Medicare	884	1,022	1,022
131	MOPC	3,446	3,523	3,523
132	Employee Insurance	11,411	11,625	11,625
133	Employee Retirement	5,309	5,636	5,918
135	Compensation Insurance	64	30	33
136	Unemployment Insurance	48	35	23
137	Staff Training and Conferences	507	1,000	1,000
142	Food Allowance	927	825	825
	<i>Subtotal</i>	<i>93,049</i>	<i>94,550</i>	<i>94,825</i>
Operating and Maintenance				
210	Office Supplies	2,155	2,500	2,500
214	Pamphlets and Documents	502	500	500
216	Reference Books and Materials	-	150	150
218	Non-Capital Equipment and Furniture	2,119	3,296	3,296
240	Equipment Repair and Maintenance	315	-	-
246	Liability Insurance	279	246	275
264	Printing and Copying	173	150	150
269	Other Services and Charges	268	300	300
273	Fleet Lease - Operating and Maintenance	3,797	2,526	3,062
274	Fleet Lease - Replacement	-	6,827	6,827
	<i>Subtotal</i>	<i>9,608</i>	<i>16,495</i>	<i>17,060</i>
	SERVICE TOTAL	\$102,656	\$111,045	\$111,885

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 Community Health and Resilience:

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

continued

Service: Volunteer Programs

- 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.

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
137	Staff Training and Conferences	803	1,000	1,000
142	Food Allowance	2,916	2,700	2,700
	<i>Subtotal</i>	<i>3,719</i>	<i>3,700</i>	<i>3,700</i>
Operating and Maintenance				
210	Office Supplies	1,393	1,230	1,230
217	Dues and Subscriptions	105	70	70
230	Printing/Copier Supplies	-	450	450
246	Liability Insurance	854	1,038	1,020
264	Printing and Copying	35	-	-
273	Fleet Lease - Operating and Maintenance	7,745	7,461	5,294
274	Fleet Lease - Replacement	19,616	19,616	19,616
	<i>Subtotal</i>	<i>29,748</i>	<i>29,865</i>	<i>27,680</i>
	SERVICE TOTAL	\$33,467	\$33,565	\$31,380

Service: CORE

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

The Crisis, Outreach, Response and Engagement (CORE) program pairs a police officer, a paramedic and a licensed clinician 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.

SERVICE: CORE

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Clinician II	0.00	1.00	1.00
Co-Responder Paramedic	0.00	1.00	1.00
Total	0.00	2.00	2.00

Service: CORE

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	63,714	123,079	123,079
121	Overtime	2,806	-	-
126	Retirement Health Savings Plan	1,519	800	800
129	Medicare	762	1,785	1,784
131	MOPC	3,059	6,154	6,154
132	Employee Insurance	18,119	20,308	20,308
133	Employee Retirement	4,710	9,846	10,338
135	Compensation Insurance	-	1,245	1,310
136	Unemployment Insurance	77	62	41
137	Staff Training and Conferences	5,219	-	-
	<i>Subtotal</i>	<i>99,986</i>	<i>163,279</i>	<i>163,814</i>
Operating and Maintenance				
210	Office Supplies	8,219	-	-
218	Non-Capital Equipment and Furniture	17,611	-	-
246	Liability Insurance	-	147	147
250	Professional Contracted Services	21,995	16,603	16,603
	<i>Subtotal</i>	<i>47,826</i>	<i>16,750</i>	<i>16,750</i>
	SERVICE TOTAL	\$147,811	\$180,029	\$180,564

Fire Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	10,851,598	10,691,921	10,657,588
Operating and Maintenance	1,567,725	1,652,378	1,670,517
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 12,419,323	\$ 12,344,299	\$ 12,328,105

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

Service: Fire Codes and Planning

FUND: General Fund

DEPARTMENT: **Public Safety**

Service Description:

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

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

SERVICE: Fire Codes and Planning

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Assistant Fire Marshal	1.00	1.00	1.00
Fire Marshal	1.00	1.00	0.00
Fire Captain	0.00	0.00	1.00
Sr Fire Code Inspector	1.00	1.00	1.00
Fire Protection Engineer	1.00	1.00	1.00
Total	4.00	4.00	4.00

Service: Fire Codes and Planning

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	380,417	388,189	390,916
121	Wages - Overtime	11,246	6,338	6,338
126	Retirement Health Savings Plan	4,917	2,354	2,354
127	FPPA Death and Disability	1,563	1,616	1,731
129	Medicare	4,588	5,629	5,668
131	MOPC	13,355	13,639	13,774
132	Employee Insurance	61,769	64,051	64,502
133	Employee Retirement	20,574	21,822	23,142
134	Police and Fire Retirement	11,256	11,542	11,542
135	Compensation Insurance	4,374	3,926	4,503
136	Unemployment Insurance	261	194	129
141	Uniforms and Protective Clothing	1,349	1,000	1,000
142	Food Allowance	533	300	300
	<i>Subtotal</i>	<i>516,202</i>	<i>520,600</i>	<i>525,899</i>
Operating and Maintenance				
210	Office Supplies	1,254	500	500
214	Pamphlets and Documents	1,247	500	500
217	Dues and Subscriptions	5,527	7,733	7,733
218	Non-Capital Equipment and Furniture	362	850	850
229	Materials and Supplies	2,472	1,000	1,000
240	Equipment Repair and Maintenance	-	1,900	1,900
246	Liability Insurance	2,101	9,221	6,701
250	Professional and Contracted Services	35,850	15,000	18,229
264	Printing Copying and Binding	128	-	-
273	Fleet Lease - Operating and Maintenance	11,164	11,755	21,480
274	Fleet Lease - Replacement	16,621	22,791	22,792
	<i>Subtotal</i>	<i>76,726</i>	<i>71,250</i>	<i>81,685</i>
	SERVICE TOTAL	\$592,928	\$591,850	\$607,584

Service: Fire Suppression

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
Fire Lieutenant	1.00	1.00	0.00
Fire Captain	2.00	2.00	2.00
Fire Lieutenant Shift	17.00	16.00	17.00
Firefighter/Paramedic/Engineer	7.00	3.00	3.00
Firefighter/Engineer	12.00	16.00	16.00
Firefighter/Paramedic	14.00	10.00	10.00
Firefighter	15.00	20.00	20.00
Administrative Analyst	1.00	1.00	1.00
Total	73.00	73.00	73.00

Service: Fire Suppression**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	6,628,476	6,916,651	6,895,662
121 Wages - Overtime	1,323,468	866,425	866,425
122 Longevity Compensation	13,920	12,420	12,780
126 Retirement Health Savings Plan	91,577	64,868	64,661
127 FPPA Death and Disability	63,773	66,723	74,795
129 Medicare	92,259	99,914	99,607
131 MOPC	2,790	2,749	2,749
132 Employee Insurance	1,131,843	1,136,066	1,132,284
133 Employee Retirement	4,299	4,399	4,619
134 Police and Fire Retirement	668,778	692,222	681,459
135 Compensation Insurance	197,054	190,816	179,751
136 Unemployment Insurance	4,694	3,443	2,272
137 Staff Training and Conferences	48,102	47,495	47,495
141 Uniforms and Protective Clothing	61,511	65,130	65,130
142 Food Allowance	2,851	2,000	2,000
<i>Subtotal</i>	<i>10,335,396</i>	<i>10,171,321</i>	<i>10,131,689</i>
Operating and Maintenance			
210 Office Supplies	49,584	45,400	45,400
216 Reference Books and Materials	27	500	500
217 Membership Dues and Subscriptions	13,304	13,500	13,500
218 Non-Capital Equipment and Furniture	140,931	115,475	155,375
232 Building Repair and Maintenance	73,126	-	-
240 Equipment Repair and Maintenance	-	83,000	83,000
245 Mileage Allowance	-	200	200
246 Liability Insurance	69,531	106,518	108,219
247 Safety Expenses	36,466	64,000	64,000
250 Professional and Contracted Services	125,366	117,143	117,143
261 Telephone Charges	1,494	-	-
263 Postage	559	-	-
264 Printing/Copying and Binding	85	-	-
269 Other Services and Charges	2,820	700	700
273 Fleet Lease - Operating and Maintenance	325,558	391,194	347,124
274 Fleet Lease - Replacement	652,148	643,498	653,671
<i>Subtotal</i>	<i>1,490,999</i>	<i>1,581,128</i>	<i>1,588,832</i>
SERVICE TOTAL	\$11,826,395	\$11,752,449	\$11,720,521

Police Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	18,885,552	19,125,488	19,198,974
Operating and Maintenance	2,160,449	2,315,296	2,350,733
Non-Operating	-	-	-
Capital	37,931	99,500	-
TOTAL	\$ 21,083,932	\$ 21,540,284	\$ 21,549,707

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.

SERVICE: Police Patrol Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	11.00	11.00	11.00
Master Police Officer	20.00	16.00	16.00
Police Officer	43.00	47.00	46.00
CSO Patrol	0.00	0.00	4.00
Police Services Technician	4.00	4.00	0.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	83.00	83.00	82.00

Service: Police Patrol Operations

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	6,830,601	7,390,842	7,400,025
115 One Time Payment	1,029	-	-
121 Wages - Overtime	772,714	346,925	346,925
122 Longevity Compensation	9,073	8,580	4,320
126 Retirement Health Savings Plan	145,373	70,555	70,667
127 FPPA Death and Disability	83,277	90,965	96,916
129 Medicare	88,250	107,167	107,293
131 MOPC	14,018	14,942	16,965
132 Employee Insurance	1,202,447	1,216,964	1,217,929
133 Employee Retirement	21,596	23,902	28,504
134 Police and Fire Retirement	673,050	742,614	739,483
135 Compensation Insurance	480,826	480,292	490,814
136 Unemployment Insurance	5,021	3,688	2,436
137 Staf Training and Conferences	14,184	23,120	21,120
141 Uniforms and Protective Clothing	157,830	114,975	143,975
142 Food Allowance	1,552	1,000	1,000
<i>Subtotal</i>	<i>10,500,841</i>	<i>10,636,531</i>	<i>10,688,372</i>
Operating and Maintenance			
210 Office Supplies	21,244	18,185	18,185
216 Reference Books and Materials	3,507	3,220	3,220
217 Dues and Subscriptions	893	1,000	1,000
218 Non-Capital Equipment and Furniture	5,893	9,450	7,450
240 Equipment Repair and Maintenance	20,385	38,627	38,627
246 Liability Insurance	113,250	135,333	114,194
247 Safety Expenses	3,641	11,340	11,340
250 Professional and Contracted Services	7,368	5,450	5,450
258 Investigative Expenses	595	500	500
261 Telephone Charges	1,309	-	-
264 Printing and Copying	7,819	6,835	6,835
269 Other Services and Charges	326	-	-
273 Fleet Lease - Operating and Maintenance	431,483	456,492	477,196
274 Fleet Lease - Replacement	335,871	492,243	413,777
<i>Subtotal</i>	<i>953,585</i>	<i>1,178,675</i>	<i>1,097,774</i>
Capital Outlay			
432 Vehicles	37,931	-	-
440 Machinery and Equipment	-	16,000	-
<i>Subtotal</i>	<i>37,931</i>	<i>16,000</i>	<i>-</i>
SERVICE TOTAL	\$11,492,357	\$11,831,206	\$11,786,146

Service: Detective Operations

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

The **Person Crimes Unit** is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations.

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

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

SERVICE: Detective Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	14.00	14.00	14.00
Police Officer	2.00	2.00	2.00
CSO Evidence Crime Scene Technician	1.00	0.00	0.00
CSO Evidence Tech	1.00	0.00	0.00
CSO Property & Evidence Custodian	0.00	1.00	1.00
CSO Crime Scene Investigator	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	22.00	22.00	22.00

Service: Detective Operations

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	2,027,035	2,076,509	2,037,143
112	Temporary Wages	1,612	-	-
121	Wages - Overtime	195,410	163,290	163,290
122	Longevity Compensation	5,515	4,200	4,320
126	Retirement Health Savings Plan	29,592	19,688	19,254
127	FPPA Death and Disability	25,446	27,779	27,567
128	FICA	100	-	-
129	Medicare	24,847	27,387	28,790
131	MOPC	8,851	8,938	9,067
132	Employee Insurance	331,100	341,956	334,795
133	Employee Retirement	13,641	14,301	15,084
134	Police and Fire Retirement	184,915	189,774	185,578
135	Compensation Insurance	81,381	68,137	62,540
136	Unemployment Insurance	1,405	1,037	674
137	Staff Training and Conferences	27,414	22,800	22,800
141	Uniforms and Protective Clothing	16,162	12,550	12,550
142	Food Allowance	2,247	2,050	2,050
	<i>Subtotal</i>	<i>2,976,673</i>	<i>2,980,396</i>	<i>2,925,502</i>
Operating and Maintenance				
210	Office Supplies	18,463	16,050	16,050
216	Reference Books and Materials	388	975	975
217	Dues and Subscriptions	1,324	4,025	4,025
218	Non-Capital Equipment and Furniture	13,699	12,425	12,425
232	Building Repair and Maintenance	3,760	-	-
240	Equipment Repair and Maintenance	-	3,000	3,000
245	Mileage Allowance	63	-	-
246	Liability Insurance	41,885	42,806	34,794
250	Professional and Contracted Services	6,005	9,725	9,725
252	Advertising and Legal Notices	1,234	1,500	1,500
258	Investigative Expenses	39,673	17,975	17,975
261	Telephone Charges	837	-	-
264	Printing and Copying	2,481	7,350	7,350
273	Fleet Lease - Operating and Maintenance	38,522	38,488	44,734
274	Fleet Lease - Replacement	83,868	76,948	98,584
	<i>Subtotal</i>	<i>252,201</i>	<i>231,267</i>	<i>251,137</i>
	SERVICE TOTAL	\$3,228,875	\$3,211,663	\$3,176,639

Service: **Special Enforcement Unit**

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

SERVICE: Special Enforcement Unit

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	5.00	5.00	5.00
Police Officer	0.00	0.00	0.00
Total	6.00	6.00	6.00

Service: Special Enforcement Unit

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	588,288	596,772	608,832
121	Wages - Overtime	240,198	63,571	63,571
126	Retirement Health Savings Plan	7,917	5,968	6,090
127	FPPA Death and Disability	8,664	8,019	8,140
129	Medicare	10,079	8,653	8,828
132	Employee Insurance	95,604	98,467	100,458
134	Police and Fire Retirement	58,726	59,677	60,884
135	Compensation Insurance	20,705	20,187	16,240
136	Unemployment Insurance	402	298	202
141	Uniforms and Protective Clothing	4,940	4,200	4,200
142	Food Allowance	1,582	2,000	2,000
	<i>Subtotal</i>	<i>1,037,104</i>	<i>867,812</i>	<i>879,445</i>
Operating and Maintenance				
210	Office Supplies	8,198	1,425	1,425
216	Reference Books and Materials	625	-	-
217	Dues and Subscriptions	3,844	7,450	7,450
218	Non-Capital Equipment and Furniture	10,766	14,075	4,475
240	Equipment Repair and Maintenance	9,978	10,800	10,800
246	Liability Insurance	10,350	10,865	11,169
247	Safety Expenses	6,050	4,000	4,000
250	Professional and Contracted Services	3,445	4,600	4,600
258	Investigative Expenses	31,806	34,045	34,045
273	Fleet Lease - Operating and Maintenance	116,135	87,574	134,116
274	Fleet Lease - Replacement	10,265	10,264	10,264
	<i>Subtotal</i>	<i>211,461</i>	<i>185,098</i>	<i>222,344</i>
	SERVICE TOTAL	\$1,248,566	\$1,052,910	\$1,101,789

Service: Animal Control

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

SERVICE: Animal Control

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CSO Animal Control	4.00	4.00	4.00
Total	4.00	4.00	4.00

Service: Animal Control**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	216,723	216,663	218,819
121	Wages - Overtime	4,285	2,360	2,360
126	Retirement Health Savings Plan	3,059	2,167	2,189
129	Medicare	2,771	3,142	3,173
131	MOPC	10,811	10,833	10,942
132	Employee Insurance	35,536	35,749	36,105
133	Employee Retirement	16,653	17,333	18,381
135	Compensation Insurance	31,396	23,057	20,710
136	Unemployment Insurance	148	108	73
137	Staff Training and Conferences	695	1,500	1,500
141	Uniforms and Protective Clothing	1,859	2,875	2,875
	<i>Subtotal</i>	323,935	315,787	317,127
Operating and Maintenance				
210	Office Supplies	391	800	800
217	Dues and Subscriptions	230	225	225
218	Non-Capital Equipment and Furniture	815	900	900
246	Liability Insurance	4,725	3,737	3,543
250	Professional and Contracted Services	199,041	201,996	201,996
273	Fleet Lease - Operating and Maintenance	28,756	31,537	32,368
274	Fleet Lease - Replacement	34,967	12,675	12,675
	<i>Subtotal</i>	268,924	251,870	252,507
	SERVICE TOTAL	\$592,859	\$567,657	\$569,634

Service: School Resource Officers

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: School Resource Officers

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	4.00	4.00
Police Officer	1.00	0.00	0.00
Total	5.00	5.00	5.00

Service: School Resource Officers

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	524,562	501,312	501,312
121 Wages - Overtime	16,844	26,408	26,408
126 Retirement Health Savings Plan	7,757	5,013	5,015
127 FPPA Death and Disability	7,256	7,018	7,520
129 Medicare	6,512	7,269	7,268
132 Employee Insurance	79,583	82,716	82,717
134 Police and Fire Retirement	52,356	50,131	50,131
135 Compensation Insurance	10,067	7,181	6,849
136 Unemployment Insurance	335	251	167
137 Staff Training and Conferences	5,199	8,035	8,035
141 Uniforms and Protective Clothing	2,854	3,150	3,150
142 Food Allowance	120	425	425
<i>Subtotal</i>	<i>713,444</i>	<i>698,909</i>	<i>698,997</i>
Operating and Maintenance			
210 Office Supplies	770	2,800	2,800
218 Non-Capital Equipment and Furniture	993	1,150	1,150
246 Liability Insurance	2,733	2,919	2,777
<i>Subtotal</i>	<i>4,496</i>	<i>6,869</i>	<i>6,727</i>
SERVICE TOTAL	\$717,940	\$705,778	\$705,724

Service: Police Special Operations

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

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

SERVICE: Police Special Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Commander	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
Police Services Technician	4.00	0.00	0.00
Total	6.00	2.00	2.00

Service: Police Special Operations

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	247,109	255,955	255,959
121 Wages - Overtime	2,258	3,014	3,014
126 Retirement Health Savings Plan	3,764	1,595	1,595
129 Medicare	3,057	3,711	3,711
132 Employee Insurance	39,646	42,233	42,233
134 Police and Fire Retirement	24,570	25,595	25,596
135 Compensation Insurance	10,797	31,821	29,332
136 Unemployment Insurance	169	128	84
137 Staff Training and Conferences	1,105	1,775	1,775
141 Uniforms and Protective Clothing	1,462	1,275	1,275
142 Food Allowance	218	-	-
<i>Subtotal</i>	<i>334,156</i>	<i>367,102</i>	<i>364,574</i>
Operating and Maintenance			
210 Office Supplies	1,061	200	200
216 Reference Books and Materials	17	-	-
217 Dues and Subscriptions	415	-	-
218 Non-Capital Equipment and Furniture	147	1,350	1,350
246 Liability Insurance	1,063	478	486
250 Professional and Contracted Services	669	300	300
273 Fleet Lease - Operating and Maintenance	27,668	5,594	1,996
274 Fleet Lease - Replacement	21,107	-	-
<i>Subtotal</i>	<i>52,147</i>	<i>7,922</i>	<i>4,332</i>
SERVICE TOTAL	\$386,302	\$375,024	\$368,906

Service: Traffic Unit

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

SERVICE: Traffic Unit

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	3.00	4.00	4.00
Police Officer	2.00	1.00	2.00
CSO Field Investigator	3.00	3.00	3.00
Total	9.00	9.00	10.00

Service: Traffic Unit

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	675,698	769,668	822,232
121 Wages - Overtime	100,768	40,647	40,647
126 Retirement Health Savings Plan	9,068	7,696	8,224
127 FPPA Death and Disability	9,106	10,132	11,704
129 Medicare	9,166	11,160	11,920
131 MOPC	6,364	8,737	8,885
132 Employee Insurance	118,346	126,550	135,371
133 Employee Retirement	9,804	13,980	14,928
134 Police and Fire Retirement	50,521	59,492	64,451
135 Compensation Insurance	70,819	85,142	68,054
136 Unemployment Insurance	499	383	274
137 Staff Training and Conferences	13,191	16,980	16,980
141 Uniforms and Protective Clothing	4,024	6,000	6,000
142 Food Allowance	329	-	-
<i>Subtotal</i>	<i>1,077,702</i>	<i>1,156,567</i>	<i>1,209,670</i>
Operating and Maintenance			
210 Office Supplies	2,978	4,350	2,650
217 Dues and Subscriptions	-	50	1,050
218 Non-Capital Equipment and Furniture	4,371	1,700	2,700
240 Equipment Repair and Maintenance	587	1,600	3,300
246 Liability Insurance	2,460	4,220	3,961
250 Professional and Contracted Services	803	3,000	1,000
258 Investigative Expenses	22,849	37,335	37,335
269 Other Services and Charges	4,998	-	-
273 Fleet Lease - Operating and Maintenance	27,202	38,193	37,559
274 Fleet Lease - Replacement	26,753	55,889	96,697
<i>Subtotal</i>	<i>93,000</i>	<i>146,337</i>	<i>186,252</i>
Capital Outlay			
440 Machinery and Equipment	-	16,500	-
<i>Subtotal</i>	<i>-</i>	<i>16,500</i>	<i>-</i>
SERVICE TOTAL	\$1,170,703	\$1,319,404	\$1,395,922

Service: **SWAT Team**

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

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

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

Service: SWAT Team

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	353	-	-
121	Wages - Overtime	163,235	123,772	123,772
126	Retirement Health Savings Plan	4	-	-
127	FPPA Death and Disability	5	-	-
129	Medicare	2,963	-	-
134	Police and Fire Retirement	35	-	-
135	Compensation Insurance	26,799	27,010	21,456
137	Staff Training and Conferences	15,655	15,900	15,900
141	Uniforms and Protective Clothing	5,581	5,450	5,450
142	Food Allowance	1,074	400	400
	<i>Subtotal</i>	<i>215,702</i>	<i>172,532</i>	<i>166,978</i>
Operating and Maintenance				
210	Office Supplies	41,885	16,086	16,086
216	Reference Books and Materials	55	150	150
217	Dues and Subscriptions	880	775	775
218	Non-Capital Equipment and Furniture	79,514	39,800	29,800
229	Materials and Supplies	-	5,000	5,000
240	Equipment Repair and Maintenance	3,945	600	6,600
246	Liability Insurance	8,488	10,127	7,590
247	Safety Expenses	16,878	16,900	36,000
250	Professional and Contracted Services	796	225	225
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	42,181	36,968	38,480
274	Fleet Lease - Replacement	82,476	83,077	128,753
	<i>Subtotal</i>	<i>277,099</i>	<i>209,808</i>	<i>269,559</i>
Capital Outlay				
432	Vehicles	-	67,000	-
	<i>Subtotal</i>	<i>-</i>	<i>67,000</i>	<i>-</i>
	SERVICE TOTAL	\$492,801	\$449,340	\$436,537

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.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
CSO Emergency Comm Tech Systems Support	1.00	1.00	1.00
Emergency Comm Tech Systems Administrator	1.00	1.00	1.00
Total	21.00	21.00	21.00

Service: Longmont Emergency Communications Center

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	1,174,647	1,369,546	1,381,527
112	Wages - Temporary	1,213	-	-
115	One Time Payment	1,640	-	-
121	Wages - Overtime	95,176	89,021	89,021
126	Retirement Health Savings Plan	14,870	12,493	12,550
129	Medicare	15,640	19,858	20,031
131	MOPC	58,624	68,477	69,075
132	Employee Insurance	220,972	225,232	227,467
133	Employee Retirement	90,304	109,549	115,544
135	Compensation Insurance	10,528	13,943	11,591
136	Unemployment Insurance	928	683	453
137	Staff Training and Conferences	20,203	20,500	20,500
141	Uniforms and Protective Clothing	700	-	-
142	Food Allowance	550	550	550
	<i>Subtotal</i>	<i>1,705,995</i>	<i>1,929,852</i>	<i>1,948,309</i>
Operating and Maintenance				
210	Office Supplies	5,326	7,150	4,350
216	Reference Books and Materials	18	250	250
217	Dues and Subscriptions	6,381	6,700	6,700
218	Non-Capital Equipment and Furniture	5,782	31,100	5,100
232	Building Repair and Maintenance	15,466	-	-
240	Equipment Repair and Maintenance	-	19,400	19,400
245	Mileage Allowance	192	200	200
246	Liability Insurance	2,184	2,277	2,072
250	Professional Contracted Services	300	8,200	5,000
264	Printing and Copying	74	250	250
269	Other Services and Charges	1,560	2,000	2,000
273	Fleet Lease - Operating and Maintenance	10,253	19,923	14,779
	<i>Subtotal</i>	<i>47,535</i>	<i>97,450</i>	<i>60,101</i>
	SERVICE TOTAL	\$1,753,530	\$2,027,302	\$2,008,410

Support Services Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,560,133	2,682,334	2,680,986
Operating and Maintenance	720,919	836,737	842,981
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 3,281,052	\$ 3,519,071	\$ 3,557,967

Within the General Fund, the Support Services Division includes three budget services: Support Services, which includes Information and Technology, 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.

SERVICE: Support Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy Public Safety Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	0.00
Total	4.00	3.00	3.00

Service: Support Services**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	331,702	342,074	343,754
115 One Time Payment	1,053	-	-
121 Wages - Overtime	1,505	32,366	32,366
122 Longevity Compensation	4,260	-	-
126 Retirement Health Savings Plan	2,494	1,200	1,200
129 Medicare	2,618	3,055	3,079
131 MOPC	2,808	2,800	2,884
132 Employee Insurance	52,188	56,442	56,719
133 Employee Retirement	4,325	4,479	4,845
134 Police and Fire Retirement	27,980	28,608	28,608
135 Compensation Insurance	11,018	14,584	10,381
136 Unemployment Insurance	222	171	113
137 Staff Training and Conferences	755	-	-
141 Uniforms and Protective Clothing	1,850	950	950
142 Food Allowance	280	575	575
<i>Subtotal</i>	<i>445,058</i>	<i>487,304</i>	<i>485,474</i>
Operating and Maintenance			
210 Office Supplies	11,649	13,185	11,185
216 Reference Books and Materials	35	1,600	1,600
217 Dues and Subscriptions	2,544	3,060	3,060
218 Non-Capital Equipment and Furniture	5,156	6,772	6,772
230 Printing and Copier Supplies	-	6,500	-
232 Building Repair and Maintenance	3,255	-	-
240 Equipment Repair and Maintenance	-	17,365	17,365
245 Mileage Allowance	361	200	200
246 Liability Insurance	2,998	3,543	2,843
247 Safety Expenses	1,290	-	-
249 Operating Leases and Rentals	26,939	24,850	27,850
250 Professional and Contracted Services	117,284	149,521	109,821
252 Advertising and Legal Notices	-	200	200
261 Telephone Charges	172,021	163,271	163,271
264 Printing and Copying	33	1,664	1,664
269 Other Services and Charges	8,146	23,530	23,530
273 Fleet Lease - Operating and Maintenance	19,108	20,885	11,556
274 Fleet Lease - Replacement	10,947	10,947	10,948
<i>Subtotal</i>	<i>381,767</i>	<i>447,093</i>	<i>391,865</i>
SERVICE TOTAL	\$826,825	\$934,397	\$877,339

Service: Training & Personnel

FUND: General Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Training & Personnel

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
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
Total	6.00	6.00	6.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	578,432	583,708	583,711
112	Temporary Wages	100	-	-
121	Wages - Overtime	297,848	251,730	251,730
122	Longevity Compensation	1,860	1,920	1,980
126	Retirement Health Savings Plan	10,811	5,687	5,688
127	FPPA Death and Disability	2,728	2,777	2,976
128	FICA	2	-	-
129	Medicare	11,185	8,463	8,463
131	MOPC	2,818	2,749	2,749
132	Employee Insurance	93,684	96,312	96,312
133	Employee Retirement	4,341	4,399	4,619
134	Police and Fire Retirement	52,497	52,872	52,873
135	Compensation Insurance	15,027	742	891
136	Unemployment Insurance	396	291	193
137	Staff Training and Conferences	33,682	99,211	99,211
141	Uniforms and Protective Clothing	5,132	4,800	4,800
142	Food Allowance	5,182	5,000	5,000
	<i>Subtotal</i>	<i>1,115,726</i>	<i>1,120,661</i>	<i>1,121,196</i>
Operating and Maintenance				
210	Office Supplies	73,290	71,300	71,300
215	Audiovisual Materials	155	200	200
216	Reference Books and Materials	1,429	-	-
217	Dues and Subscriptions	2,021	3,850	3,850
218	Non-Capital Equipment and Furniture	8,374	3,000	3,000
229	Materials and Supplies	-	1,400	1,400
240	Repair and Maintenance	20	-	-
246	Liability Insurance	1,628	2,914	2,627
250	Professional and Contracted Services	21,639	39,000	14,000
252	Ads and Legal Notices	2,471	-	-
269	Other Services and Charges	8,837	8,000	8,000
273	Fleet Lease - Operating and Maintenance	11,409	13,041	9,069
274	Fleet Lease - Replacement	14,912	14,915	14,915
	<i>Subtotal</i>	<i>146,186</i>	<i>157,620</i>	<i>128,361</i>
	SERVICE TOTAL	\$1,261,912	\$1,278,281	\$1,249,557

Service: **Public Safety Records Unit**

FUND: **General Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

SERVICE: Public Safety Records Unit

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Safety Records Supervisor	1.00	1.00	1.00
Sr Police Services Technician	3.00	3.00	3.00
Police Services Technician	5.00	5.00	5.00
Total	9.00	9.00	9.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	425,795	466,851	469,082
112	Wages - Temporary	-	1,723	1,723
121	Wages - Overtime	16,084	18,216	18,216
126	Retirement Health Savings Plan	8,422	4,374	4,395
128	FICA	-	107	107
129	Medicare	5,413	6,795	6,827
131	MOPC	20,764	23,343	23,454
132	Employee Insurance	75,175	77,031	77,397
133	Employee Retirement	31,985	37,348	39,403
135	Compensation Insurance	253	13,802	7,738
136	Unemployment Insurance	319	234	156
142	Food Allowance	158	211	211
	<i>Subtotal</i>	<i>584,369</i>	<i>650,035</i>	<i>648,709</i>
Operating and Maintenance				
210	Office Supplies	3,489	2,800	5,800
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	820	200	200
218	Non-Capital Equipment and Furniture	358	1,000	1,000
245	Mileage Allowance	176	100	100
246	Liability Insurance	577	577	580
250	Professional and Contracted Services	4,083	4,500	4,500
261	Telephone Charges	419	-	-
264	Printing and Copying	5,463	7,400	7,400
	<i>Subtotal</i>	<i>15,385</i>	<i>16,677</i>	<i>19,680</i>
	SERVICE TOTAL	\$599,754	\$666,712	\$668,389

Service: Public Safety Information & Technology Services

FUND: General Fund
 DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Public Safety Information & Technology Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Safety Technical Services Manager	1.00	1.00	0.00
Public Safety Information & Technology Manager	0.00	0.00	1.00
Sr PS Tech Support	0.00	1.00	1.00
Public Safety Technical Support	0.00	1.00	1.00
Mobile Data Communications Specialist	2.00	0.00	0.00
PS IT Application Support Analyst	1.00	1.00	1.00
Total	4.00	4.00	4.00

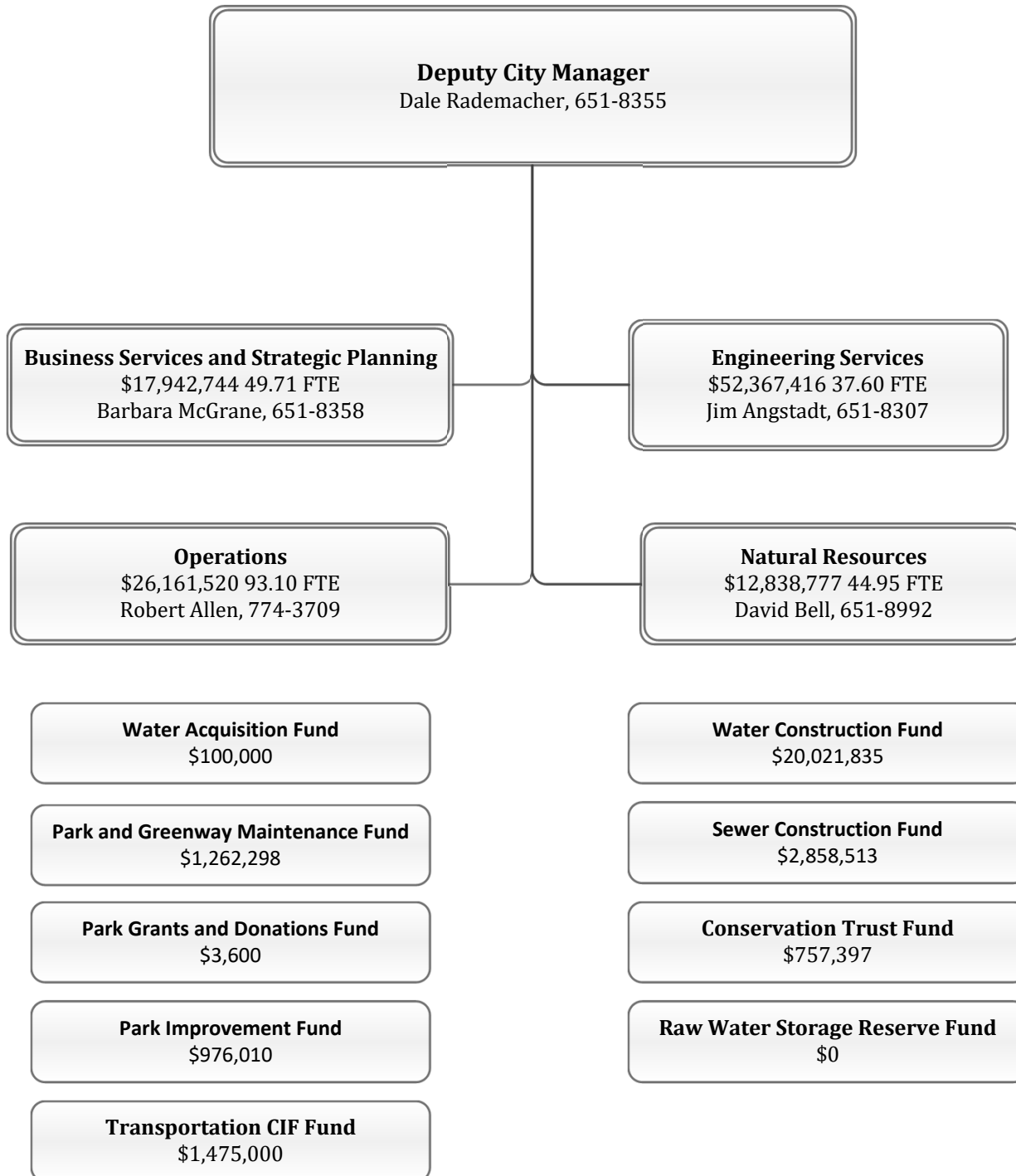
Service: Public Safety Information & Technology Services

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	298,416	305,872	305,936
121	Wages - Overtime	16,553	13,911	13,911
126	Retirement Health Savings Plan	2,519	1,600	1,600
129	Medicare	3,943	4,435	4,435
131	MOPC	14,871	15,294	15,298
132	Employee Insurance	47,474	50,469	50,479
133	Employee Retirement	22,908	24,470	25,699
135	Compensation Insurance	162	130	149
136	Unemployment Insurance	201	153	100
137	Staff Training and Conferences	7,934	8,000	8,000
	<i>Subtotal</i>	<i>414,981</i>	<i>424,334</i>	<i>425,607</i>
Operating and Maintenance				
210	Office Supplies	9,402	16,150	11,150
216	Reference Books and Materials	41	875	875
217	Dues and Subscriptions	749	1,380	1,380
218	Non-Capital Equipment and Furniture	277	18,025	18,025
240	Equipment Repair and Maintenance	150,566	142,234	199,974
246	Liability Insurance	643	563	381
250	Professional and Contracted Services	12,885	32,090	60,390
273	Fleet Lease - Operating and Maintenance	3,018	4,030	10,900
	<i>Subtotal</i>	<i>177,581</i>	<i>215,347</i>	<i>303,075</i>
Capital Outlay				
440	Machinery and Equipment	-	-	34,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>34,000</i>
	SERVICE TOTAL	\$592,562	\$639,681	\$762,682

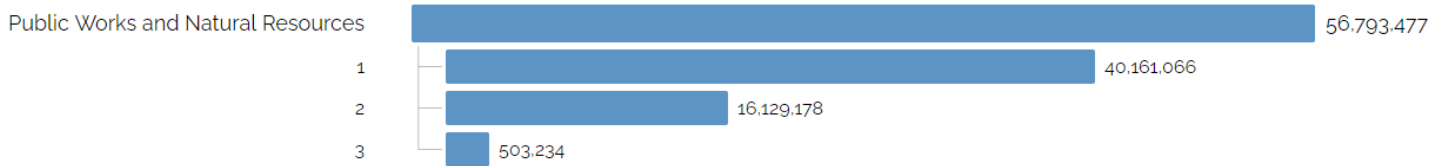
Public Works and Natural Resources Department

\$136,765,110 225.36 FTE



PUBLIC WORKS AND NATURAL RESOURCES

Resource Alignment 2021 Proposed Budget - \$56,793,477



Q1 Programs - \$40,161,066

Potable and Raw Water Service	6,938,667
Project Management of Capital Projects	6,220,857
Sewer Collection and Wastewater Treatment	5,973,133
Transportation Maintenance and Repair	5,600,826
Development Review and Project Management of public infrastructure installation	4,478,371
Landscape and hardscape maintenance for parks, greenways, right-of-ways, and city facilities	4,129,678
Natural Land Maintenance and Management	1,613,088
Stormwater Operations & Maintenance	1,503,396
Water Rights Administration and Accounting, and Raw Water System Administration	1,034,459
Button Rock Preserve and Ralph Price Reservoir Management	962,950
Sustainability	887,866
MS4 permit/program	504,829
Flood Plain Management and Permitting	159,212
Underground Utility Locates	153,734

Q2 Programs - \$16,129,178

Residential waste diversion and collection	7,600,455
Technical/Regulatory Support	3,211,752
Union Reservoir Management	1,114,532
Traffic Signal Operations, Maintenance, and Studies	956,977
Transit Programs	889,742
Maintenance for Ditch Companies	694,559
Voluntary Curbside Organics Collection	449,595
Oil and Gas Coordination	298,118
Financial Analysis, and Rate and Fee Setting	255,208
School Safety	249,831
Industrial pretreatment	183,835
Graffiti Vandalism	134,787
Permit Review and Approval	89,787

Q3 Programs - \$503,234

Longmont Economic Development Partnership (LEDP) Membership	226,990
City Produced Special Events - PWNR	141,693
RTD EcoPass Program	73,259
Serve on the Board of Directors for Ditch and Reservoir Companies	33,004
Private Special Events	23,556
Mosquito Control	4,732

Public Works and Natural Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	3,004,824	3,081,477	3,132,599
Operating and Maintenance	2,628,524	2,794,635	2,964,095
Non-Operating	-	-	-
Capital	48,168	27,000	-
TOTAL	\$ 5,681,516	\$ 5,903,112	\$ 6,096,694

The Public Works & Natural Resources Department includes:

- Parks & Forestry
- Open Space & Trails
- Sanitation
- Water
- Sewer
- Storm Drainage
- Streets

Components funded from the General Fund reflected here include Parks & Forestry, Air Quality Monitoring, and the portion of administrative costs associated with managing General Fund activities.



Dickens Park, part of the Resilient St. Vrain Project

Natural Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,353,242	2,476,668	2,492,902
Operating and Maintenance	2,361,507	2,385,212	2,360,965
Non-Operating	-	-	-
Capital	48,168	27,000	-
TOTAL	\$ 4,762,918	\$ 4,888,880	\$ 4,853,867

Natural Resources includes seven budget services:

- Forestry Maintenance
- Municipal Grounds Maintenance
- Parks Development and Improvement
- Parks Maintenance
- Parks and Resources Management
- Right-of-way Maintenance
- Union Reservoir

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 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, including for Emerald Ash Borer (EAB); Tree Safety Inspection Program (TSIP); code inspections; and responding to requested maintenance needs. The Forestry Service also coordinates and monitors contracted tree maintenance services, conducts public education programs, and responds to tree questions and concerns.

SERVICE: Forestry Maintenance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
City Forester	1.00	1.00	1.00
Natural Resources Analyst	0.00	0.43	0.43
Sr Arborist Technician	1.25	1.25	1.25
Arborist Technician II	0.00	0.00	1.00
EAB Arborist Technician	1.00	1.00	0.00
Arborist Technician I	0.00	2.00	2.00
Total	3.25	5.68	5.68

Service: Forestry Maintenance**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	230,710	321,805	322,624
112	Wages - Temporary	53,501	30,495	30,495
121	Wages - Overtime	609	1,000	1,000
122	Longevity Compensation	2,715	2,220	-
126	Retirement Health Savings Plan	17,956	2,272	2,272
128	FICA	3,337	1,891	1,891
129	Medicare	2,630	3,920	5,119
131	MOPC	11,218	16,090	16,131
132	Employee Insurance	34,624	53,098	53,232
133	Employee Retirement	17,282	25,744	27,100
135	Compensation Insurance	8,056	7,628	7,349
136	Unemployment Insurance	184	161	106
141	Uniforms and Protective Clothing	2,344	750	750
142	Food Allowance	355	150	150
	<i>Subtotal</i>	385,522	467,224	468,219
Operating and Maintenance				
210	Office Supplies	39,947	2,000	2,000
216	Reference Books and Materials	279	150	150
217	Dues and Subscriptions	1,784	1,320	1,320
218	Non-Capital Equipment and Furniture	11,525	4,000	4,000
222	Chemicals	46	3,000	3,000
240	Equipment Repair and Maintenance	(1,974)	22,660	22,660
241	Grounds Maintenance	-	30,000	30,000
243	Non-Capital Computer Equipment and Supplies	29,710	-	-
246	Liability Insurance	15,292	15,127	13,272
247	Safety Expenses	6,258	3,000	3,000
250	Professional and Contracted Services	350,016	354,022	354,022
252	Ads and Legal Notices	175	-	-
261	Telephone Charges	4,787	5,028	5,028
263	Postage	30	-	-
264	Printing and Copying	924	500	500
273	Fleet Lease - Operating and Maintenance	50,554	58,616	35,498
274	Fleet Lease - Replacement	68,293	79,816	79,816
	<i>Subtotal</i>	577,646	579,239	554,266
Capital Outlay				
432	Vehicles	36,126	-	-
	<i>Subtotal</i>	36,126	-	-
	SERVICE TOTAL	\$999,294	\$1,046,463	\$1,022,485

Service: **Municipal Grounds Maintenance**

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Municipal Grounds Maintenance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Parks Supervisor	0.25	0.25	0.25
Parks Superintendant	0.10	0.10	0.10
Sr Grounds Maintenance Technician	2.85	2.85	2.85
Total	3.20	3.20	3.20

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	181,877	186,971	186,984
112	Wages - Temporary	-	234	234
121	Wages - Overtime	5,799	-	-
122	Longevity Compensation	990	1,020	1,050
126	Retirement Health Savings Plan	1,368	1,280	1,280
128	FICA	7	15	15
129	Medicare	2,373	2,714	2,714
131	MOPC	9,089	9,349	9,349
132	Employee Insurance	30,051	30,850	30,853
133	Employee Retirement	14,000	14,958	15,706
135	Compensation Insurance	3,320	2,320	2,873
136	Unemployment Insurance	128	93	62
	<i>Subtotal</i>	<i>249,001</i>	<i>249,804</i>	<i>251,120</i>
Operating and Maintenance				
210	Office Supplies	-	300	300
222	Chemicals	-	1,500	1,500
232	Building Repair and Maintenance	2,429	-	-
240	Equipment Repair and Maintenance	-	150	150
246	Liability Insurance	5,580	6,092	6,699
250	Professional and Contracted Services	34,436	24,365	24,365
261	Telephone Charges	858	-	-
273	Fleet Lease - Operating and Maintenance	5,882	7,311	2,130
274	Fleet Lease - Replacement	36,374	26,073	26,073
	<i>Subtotal</i>	<i>85,558</i>	<i>65,791</i>	<i>61,217</i>
	SERVICE TOTAL	\$334,559	\$315,595	\$312,337

Service: Parks Development and Improvement

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

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

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

SERVICE: Parks Development and Improvement

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Project Manager	1.60	1.60	1.60
Total	1.60	1.60	1.60

Service: Parks Development and Improvement

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	152,180	152,751	152,751
126 Retirement Health Savings Plan	1,038	640	640
129 Medicare	1,847	2,215	2,215
131 MOPC	7,609	7,638	7,637
132 Employee Insurance	24,841	25,204	25,203
133 Employee Retirement	11,721	12,220	12,831
135 Compensation Insurance	2,434	1,599	1,740
136 Unemployment Insurance	105	76	51
142 Food Allowance	190	400	400
<i>Subtotal</i>	<i>201,965</i>	<i>202,743</i>	<i>203,468</i>
Operating and Maintenance			
210 Office Supplies	886	800	800
217 Dues and Subscriptions	297	770	770
218 Non-Capital Equipment and Furniture	256	230	230
246 Liability Insurance	1,094	607	577
247 Safety Expenses	-	150	150
261 Telephone Charges	669	850	850
263 Postage	-	200	200
264 Printing and Copying	760	200	200
274 Fleet Lease - Replacement	-	5,078	-
<i>Subtotal</i>	<i>3,962</i>	<i>8,885</i>	<i>3,777</i>
SERVICE TOTAL	\$205,927	\$211,628	\$207,245

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; graffiti removal; and disease and insect spraying. Athletic field maintenance includes game preparation, aeration, fertilization, spraying, weed control, mowing and irrigation. Ditchways and bikeways also are related maintenance activities. Crews remove snow from park and median areas and maintain structures such as restrooms, playgrounds, multipurpose courts, tennis courts, shelters, pumphouses, and special feature amenities such as wheels parks, spray grounds, etc. This service includes vandalism and graffiti repair in the City parks.

SERVICE: Parks Maintenance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Parks Superintendant	0.70	0.70	0.70
Parks Supervisor	1.25	1.25	1.25
Sr Project Manager	0.00	0.00	0.00
Sr Grounds Maintenance Technician	9.30	9.30	9.30
Graffiti Removal Specialist	0.62	0.62	0.62
Total	11.87	11.87	11.87

Service: Parks Maintenance**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	705,473	716,197	718,216
112 Wages - Temporary	36,542	28,921	28,921
121 Wages - Overtime	20,661	20,250	20,250
122 Longevity Compensation	990	1,020	1,050
126 Retirement Health Savings Plan	10,541	4,748	4,748
128 FICA	2,283	1,793	1,793
129 Medicare	9,560	10,805	10,831
131 MOPC	35,158	35,810	35,910
132 Employee Insurance	101,435	117,727	118,212
133 Employee Retirement	54,160	57,288	60,028
135 Compensation Insurance	54,247	45,999	45,403
136 Unemployment Insurance	431	357	235
137 Staff Training and Conferences	7,778	12,500	12,500
141 Uniforms and Protective Clothing	3,959	5,525	5,525
142 Food Allowance	504	299	299
<i>Subtotal</i>	<i>1,043,722</i>	<i>1,059,239</i>	<i>1,063,921</i>
Operating and Maintenance			
210 Office Supplies	13,248	11,741	11,741
216 Reference Books and Materials	-	50	50
217 Dues and Subscriptions	4,478	4,804	4,804
218 Non-Capital Equipment and Furniture	1,255	3,770	1,250
222 Chemicals	891	5,000	5,000
231 Fleet Lease Charge	2,343	-	-
232 Building Repair and Maintenance	106,244	-	-
240 Equipment Repair and Maintenance	-	116,610	116,610
246 Liability Insurance	56,373	66,933	57,974
247 Safety Expenses	3,892	5,500	5,500
249 Operating Leases and Rentals	-	2,500	2,500
250 Professional and Contracted Services	550,433	483,040	475,040
252 Ads and Legal Notices	175	-	-
259 Licenses and Permits	1,011	506	506
260 Utilities	(1,646)	-	-
261 Telephone Charges	13,518	13,064	13,064
263 Postage	1	200	200
264 Printing and Copying	455	500	500
269 Other Services and Charges	-	10,500	10,500
273 Fleet Lease - Operating and Maintenance	110,888	100,248	104,890
274 Fleet Lease - Replacement	240,937	249,656	242,345
<i>Subtotal</i>	<i>1,104,497</i>	<i>1,074,622</i>	<i>1,052,474</i>
Capital Outlay			
432 Vehicles	2,000	27,000	-
440 Machinery and Equipment	10,042	-	-
<i>Subtotal</i>	<i>12,042</i>	<i>27,000</i>	<i>-</i>
SERVICE TOTAL	\$2,160,261	\$2,160,861	\$2,116,395

Service: Parks and Resources Management

FUND: General Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Parks and Resources Management

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Natural Resources Technician	0.85	0.85	0.85
Total	0.85	0.85	0.85

Service: Parks and Resources Management**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	27,292	46,112	46,112
126 Retirement Health Savings Plan	1,933	340	340
129 Medicare	314	669	669
131 MOPC	1,273	2,306	2,306
132 Employee Insurance	7,410	7,608	7,608
133 Employee Retirement	1,961	3,689	3,873
135 Compensation Insurance	-	477	525
136 Unemployment Insurance	31	23	15
137 Staff Training and Conferences	250	-	-
141 Uniforms and Protective Clothing	-	600	600
<i>Subtotal</i>	<i>40,462</i>	<i>61,824</i>	<i>62,048</i>
Operating and Maintenance			
210 Office Supplies	125	1,600	1,600
218 Non-Capital Equipment and Furniture	-	200	200
240 Equipment Repair and Maintenance	298	5,300	5,300
246 Liability Insurance	-	290	284
249 Operating Leases and Rentals	-	3,810	3,810
250 Professional and Contracted Services	99,673	87,799	90,499
261 Telephone Charges	151	800	800
269 Other Services and Charges	-	1,269	1,269
273 Fleet Lease - Operating and Maintenance	-	-	1,861
274 Fleet Lease - Replacement	-	-	3,390
<i>Subtotal</i>	<i>100,247</i>	<i>101,068</i>	<i>109,013</i>
SERVICE TOTAL	\$140,709	\$162,892	\$171,061

Service: Right-of-way Maintenance

FUND: **General Fund**
 DEPARTMENT: **Public Works and Natural Resources**

Service Description:

This service performs all necessary maintenance to landscaped medians, greenways, riverways, underpasses, pedestrian bridges, rights-of-way throughout the city, at certain storm drainage detention sites, nature areas, dog parks, and native and dryland areas.

SERVICE: Right-of-way Maintenance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Parks Supervisor	0.50	0.50	0.50
Parks Superintendant	0.20	0.20	0.20
Sr Grounds Maintenance Technician	2.00	2.00	2.00
Total	2.70	2.70	2.70

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	171,919	171,023	171,030
112	Wages - Temporary	-	132	132
121	Wages - Overtime	2,858	-	-
126	Retirement Health Savings Plan	1,080	1,080	1,080
128	FICA	-	8	8
129	Medicare	2,264	2,482	2,482
131	MOPC	8,596	8,551	8,552
132	Employee Insurance	27,486	28,219	28,219
133	Employee Retirement	13,242	13,682	14,367
135	Compensation Insurance	3,491	3,551	3,723
136	Unemployment Insurance	116	86	56
	<i>Subtotal</i>	<i>231,052</i>	<i>228,814</i>	<i>229,649</i>
Operating and Maintenance				
210	Office Supplies	-	3,200	3,200
222	Chemicals	-	3,000	3,000
240	Equipment Repair and Maintenance	-	3,820	3,820
246	Liability Insurance	3,881	6,422	5,952
249	Operating Leases and Rentals	-	260	260
250	Professional and Contracted Services	132,529	217,130	217,130
261	Telephone Charges	1,046	-	-
264	Printing and Copying	-	100	100
273	Fleet Lease - Operating and Maintenance	48,396	48,382	68,785
274	Fleet Lease - Replacement	100,191	94,028	97,377
	<i>Subtotal</i>	<i>286,043</i>	<i>376,342</i>	<i>399,624</i>
	SERVICE TOTAL	\$517,095	\$605,156	\$629,273

Service: Union Reservoir

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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



SERVICE: Union Reservoir

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Parks/Open Space Ranger	0.00	0.00	0.60
Sr Park Ranger Technician	1.00	1.00	0.00
Parks/Open Space Ranger	0.60	0.60	1.00
Total	1.60	1.60	1.60

Service: Union Reservoir**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	96,134	96,572	96,440
112 Wages - Temporary	66,000	70,363	76,827
121 Wages - Overtime	676	700	700
126 Retirement Health Savings Plan	640	640	640
128 FICA	4,134	4,363	4,797
129 Medicare	2,201	2,421	2,520
131 MOPC	4,807	4,829	4,822
132 Employee Insurance	15,600	15,934	15,912
133 Employee Retirement	7,404	7,726	8,101
135 Compensation Insurance	2,385	1,970	2,232
136 Unemployment Insurance	66	48	32
141 Uniforms and Protective Clothing	1,472	1,314	1,314
142 Food Allowance	-	140	140
<i>Subtotal</i>	<i>201,519</i>	<i>207,020</i>	<i>214,477</i>
Operating and Maintenance			
210 Office Supplies	23,121	4,143	4,143
214 Pamphlets and Documents	-	1	1
218 Non-Capital Equipment and Furniture	530	1,000	1,000
220 Gas and Oil	-	100	100
222 Chemicals	-	400	400
224 Resale Merchandise	1,691	1,500	1,500
232 Building Repair and Maintenance	6,555	-	-
240 Equipment Repair and Maintenance	-	12,289	12,289
246 Liability Insurance	2,086	2,945	4,174
247 Safety Expenses	689	2,944	2,944
249 Operating Leases and Rentals	79,091	80,276	80,276
250 Professional and Contracted Services	4,600	9,000	9,000
252 Advertising and Legal Notices	229	50	50
260 Utilities	2,916	-	-
261 Telephone Charges	1,601	1,764	1,764
263 Postage	32	20	20
264 Printing and Copying	713	1,900	1,900
269 Other Services and Charges	-	135	135
273 Fleet Lease - Operating and Maintenance	27,304	11,085	12,382
274 Fleet Lease - Replacement	52,396	49,713	48,516
<i>Subtotal</i>	<i>203,553</i>	<i>179,265</i>	<i>180,594</i>
SERVICE TOTAL	\$405,072	\$386,285	\$395,071

Business Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	651,582	604,809	639,697
Operating and Maintenance	267,016	409,423	603,130
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 918,598	\$ 1,014,232	\$ 1,242,827

Business Services includes two budget services: Natural Resources Administration and Engineering/Survey Technical Services.

Service: Natural Resources Administration

FUND: General Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.09	0.09
General Manager PW&NR	0.10	0.00	0.00
PWNR Director of Business & Environmental Services	0.00	0.00	0.09
Director of Parks and Natural Resources	0.00	0.00	0.45
PWNR Asst Director of Business Services	0.00	0.00	0.08
PWNR Natural Resources Manager	0.50	0.50	0.00
PWNR Bus/Strategic Plan Mgr	0.10	0.10	0.00
PWNR Rate Analyst Manager	0.10	0.10	0.00
PWNR Communications & Marketing Manager	0.10	0.10	0.10
Business Analyst	0.10	0.10	0.10
Customer Service Representative	0.10	0.10	0.10
Sustainability Coordinator	0.10	0.00	0.00
Economic Sustainability Specialist	0.25	0.00	0.00
Sr Parks Ranger Technician	1.00	0.00	0.00
Natural Resources Specialist	0.05	0.05	0.00
Sr Parks/Open Space Ranger	0.00	0.00	0.30
Parks/Open Space Ranger	0.30	0.30	1.00
Sr Park Ranger Technician	0.00	1.00	0.00
Sr Project Manager	0.40	0.40	0.40
Project Manager II	0.15	0.00	0.30
PWNR Project Manager II/Volunteer Coord	0.50	0.50	0.50
Executive Assistant	0.75	0.75	0.75
Administrative Supervisor	0.10	0.10	0.10
Administrative Assistant	0.10	0.10	0.10
Total	4.80	4.29	4.46

Service: Business Services Administration**LINE ITEM BUDGET**

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	378,643	343,743	367,502
115 One Time Payment	140	-	-
121 Wages - Overtime	487	800	800
122 Longevity	210	210	216
126 Retirement Health Savings Plan	2,769	1,716	1,782
129 Medicare	4,270	4,622	4,945
131 MOPC	18,905	17,187	18,375
132 Employee Insurance	75,766	56,688	60,618
133 Employee Retirement	29,326	27,499	30,850
135 Compensation Insurance	121	210	161
136 Unemployment Insurance	320	171	122
137 Staff Training and Conferences	4,269	5,456	6,451
142 Food Allowance	973	500	500
<i>Subtotal</i>	<i>516,198</i>	<i>458,802</i>	<i>492,322</i>
Operating and Maintenance			
210 Office Supplies	11,015	6,505	6,505
216 Reference Books and Materials	-	250	250
217 Dues and Subscriptions	347	478	478
218 Non-Capital Equipment and Furniture	-	179	179
222 Chemicals	4,929	-	-
232 Building Repair and Maintenance	1,493	-	-
240 Equipment Repair and Maintenance	-	2,940	33,941
245 Mileage Allowance	306	100	100
246 Liability Insurance	426	1,378	1,219
247 Safety Expenses	11	-	-
249 Operating Leases and Rentals	380	2,391	2,391
250 Professional and Contracted Services	210,173	342,217	513,028
252 Advertising and Legal Notices	-	550	550
261 Telephone Charges	1,162	1,200	1,200
263 Postage	80	600	600
264 Printing and Copying	455	220	220
273 Fleet Lease - Operating and Maintenance	1,423	5,577	2,879
274 Fleet Lease - Replacement	7,806	8,599	8,092
<i>Subtotal</i>	<i>240,007</i>	<i>373,184</i>	<i>571,632</i>
SERVICE TOTAL	\$756,205	\$831,986	\$1,063,954

Service: Engineering/Survey Technical Services

FUND: **General Fund**

DEPARTMENT: **Public Works and Natural Resources**

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Technology/GIS Coordinator	0.15	0.00	0.00
PWNR Technical Services Manager	0.00	0.15	0.15
Engineering & Surveying Technician Sup	0.15	0.15	0.15
PWNR Applications Support Analyst	0.15	0.00	0.00
Technical Functional Analyst	0.00	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
Sr GIS Analyst	0.15	0.15	0.15
GIS/Mapping Technician	0.15	0.15	0.15
Sr Engineering Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Total	1.35	1.35	1.35

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	102,895	108,289	108,551
121 Wages - Overtime	-	250	250
126 Retirement Health Savings Plan	629	540	540
129 Medicare	1,281	1,570	1,575
131 MOPC	5,140	5,414	5,425
132 Employee Insurance	17,013	17,857	17,905
133 Employee Retirement	7,918	8,663	9,112
135 Compensation Insurance	-	625	1,236
136 Unemployment Insurance	73	54	36
137 Staff Training and Conferences	435	2,700	2,700
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>135,384</i>	<i>146,007</i>	<i>147,375</i>
Operating and Maintenance			
210 Office Supplies	431	1,140	1,140
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	139	233	83
218 Non-Capital Equipment and Furniture	255	1,530	660
240 Equipment Repair and Maintenance	23,254	25,062	24,965
246 Liability Insurance	-	228	213
247 Safety Expenses	20	150	150
250 Professional and Contracted Services	387	2,370	1,620
261 Telephone Charges	-	72	72
264 Printing and Copying	-	75	75
273 Fleet Lease - Operating and Maintenance	1,628	3,322	1,608
274 Fleet Lease Replacement	897	2,042	897
<i>Subtotal</i>	<i>27,010</i>	<i>36,239</i>	<i>31,498</i>
SERVICE TOTAL	\$162,393	\$182,246	\$178,873

PUBLIC SAFETY FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	9,459,246	11,912,297	11,805,291
Operating and Maintenance	2,545,469	2,313,404	2,010,226
Non-Operating	25,043	77,026	-
Capital	495,393	892,523	715,837
TOTAL	\$ 12,525,151	\$ 15,195,250	\$ 14,531,354

This fund tracks resources from the Public Safety Tax, which was originally approved by voters in November 2006 at a rate of 0.325 cents of a 3.275 cent sales and use tax. In 2017 voters approved an increase of that tax to 0.58 cents for a total sales and use tax of 3.53 cents. The Public Safety Fund adds additional resources to the Department of Public Safety; City Attorney’s Office; Children, Youth and Families; and Parks and Forestry.



Police officer swearing-in

PUBLIC SAFETY FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 4,205,099	\$ 6,605,464	\$ 2,939,754
Committed Working Capital	-	2,990,603	-
SOURCES OF FUNDS			
REVENUES			
Taxes	12,668,181	13,022,527	12,902,686
Intergovernmental revenue	1,977,832	1,208,927	842,267
Charges for Service	46,927	40,440	40,440
Grants and Donations	55,394	-	-
Interest	152,970	50,000	20,000
Miscellaneous	24,212	-	-
Estimated Revenue Revision	-	(267,659)	-
TOTAL FUNDS	14,925,516	14,054,235	13,805,393
EXPENDITURES			
Personal Services	9,459,246	11,912,297	11,805,291
Operating and Maintenance	2,545,469	2,313,404	2,010,226
Non- Operating	25,043	77,026	-
Capital	495,393	892,523	715,837
Estimated Expenditure Adjustment	-	(465,908)	-
TOTAL EXPENDITURES	12,525,151	14,729,342	14,531,354
ENDING WORKING CAPITAL	6,605,464	2,939,754	2,213,793
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,400,365	\$ (675,107)	\$ (725,961)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC SAFETY FUND PROJECTS	2021 Budget
PBF220 Emergency Communications Center Expansion	\$ 715,837
TOTAL	\$ 715,837

Public Safety Administration Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	44,814	54,211
Operating and Maintenance	210,730	27,410	26,318
Non-Operating	25,043	77,026	-
Capital	-	-	-
TOTAL	\$ 235,773	\$ 149,250	\$ 80,529

The Public Safety Department consists of the Public Safety Chief’s Office and four major divisions: Fire Services, Police Services, Support Services, and Community Health and Resilience. 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, Community Health and Resilience, Fire Services Division, Police Services Division, and Support Services Division. Those budget services include:

- Public Safety Chief
- Community Health and Resilience - Office of Emergency Management, LEAD, CORE, 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 Community Health and Resilience. 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 Community Health and Resilience. 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**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	23,084	27,880
123 Leave Expense	-	19,500	19,500
135 Compensation Insurance	-	10	11
137 Staff Training and Conferences	-	2,220	6,820
<i>Subtotal</i>	-	44,814	54,211
Operating and Maintenance			
210 Office Supplies	-	-	400
218 Non Capital Furniture and Equipment	163,794	-	-
246 Liability Insurance	-	168	280
250 Professional and Contracted Services	46,936	20,000	20,000
273 Fleet Lease - Operating and Maintenance	-	3,298	1,694
274 Fleet Lease - Replacement	-	3,944	3,944
<i>Subtotal</i>	210,730	27,410	26,318
Non-Operating Expense			
927 Principal and Contract	-	77,026	-
928 Interest on Notes and Contracts	3,346	-	-
970 Transfers to Other Funds	21,697	-	-
<i>Subtotal</i>	25,043	77,026	-
SERVICE TOTAL	\$235,773	\$149,250	\$80,529

Community Health and Resilience Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,077,294	978,880	1,212,798
Operating and Maintenance	335,839	73,506	71,387
Non-Operating	-	-	-
Capital	25,562	-	-
TOTAL	\$ 1,438,695	\$ 1,052,386	\$ 1,284,185

Community Health and Resilience includes six budget services: Emergency Management, Public Safety Outreach, Volunteer Programs, LEAD, CORE and LEVI.

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 Community Health and Resilience. 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.

SERVICE: Emergency Management

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Assistant Public Safety Chief	1.00	1.00	1.00
Emergency Management Coordinator	0.00	2.00	2.00
Police Officer (LEAD/Co-Responder)	2.00	0.00	0.00
Total	3.00	3.00	3.00

Service: Office of Emergency Management

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	294,350	300,552	303,543
112 Wages - Temporary	56,363	55,000	55,000
121 Wages - Overtime	21,723	10,643	10,643
126 Retirement Health Savings Plan	1,450	1,200	1,200
128 FICA	3,495	3,410	3,410
129 Medicare	4,733	5,156	5,199
131 MOPC	14,717	15,028	15,177
132 Employee Insurance	34,272	49,591	50,085
133 Employee Retirement	22,674	24,045	25,498
135 Compensation Insurance	15,759	15,240	150
136 Unemployment Insurance	145	151	100
137 Staff Training and Conferences	5,006	6,575	6,575
141 Uniforms/Protective Cloth	496	1,000	1,000
142 Food Allowance	114	1,000	1,000
<i>Subtotal</i>	<i>475,294</i>	<i>488,591</i>	<i>478,580</i>
Operating and Maintenance			
210 Office Supplies	4,730	7,075	5,250
217 Dues and Subscriptions	504	-	-
218 Non-Capital Equipment and Furniture	18,199	8,075	-
240 Equipment Repair and Maintenance	2,982	18,636	18,636
246 Liability Insurance	735	721	1,154
250 Professional Contracted Services	48,383	-	-
269 Other Services and Charges	2,712	-	-
273 Fleet Lease - Operating and Maintenance	12,469	6,704	8,005
274 Fleet Lease - Replacement	12,471	12,753	19,258
<i>Subtotal</i>	<i>103,184</i>	<i>53,964</i>	<i>52,303</i>
Capital Outlay			
432 Vehicles	25,562	-	-
<i>Subtotal</i>	<i>25,562</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$604,040	\$542,555	\$530,883

Service: LEAD

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

Law Enforcement Assisted Diversion (LEAD) focuses on reducing the use of the criminal justice system for the public health issue of addiction. Police officers use their discretion to divert or refer individuals struggling with addiction into a harm reduction based case management program. Public Safety-based case managers use an assessment to determine individual needs and work with community partners to meet those needs. Case managers then use an outreach philosophy to “meet them where they’re at” and build individual capacity to confront addiction and build life skills.

SERVICE: LEAD

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Officer	0.00	1.00	1.00
Case Management Coordinator	0.00	1.00	1.00
Peer Case Manager	0.00	2.00	2.00
Total	0.00	4.00	4.00

Service: LEAD

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	248,574	220,474	245,940
112 Wages - Temporary	8,931	-	-
121 Wages - Overtime	19,369	-	5,000
126 Retirement Health Savings Plan	1,440	1,887	2,109
127 FPPA	888	914	-
128 FICA	554	-	-
129 Medicare	3,543	3,196	3,566
131 MOPC	8,992	7,588	7,751
132 Employee Insurance	10,462	36,379	40,580
133 Employee Retirement	13,853	12,140	13,022
134 Police/Fire Retirement	6,404	6,872	9,091
135 Compensation Insurance	-	516	1,649
136 Unemployment Insurance	44	110	81
137 Staff Training and Conferences	7,021	-	-
141 Uniforms and Protective Clothing	476	-	-
142 Food Allowance	715	-	-
<i>Subtotal</i>	331,266	290,076	328,789
Operating and Maintenance			
210 Office Supplies	3,488	-	-
218 Non-Capital Equipment and Furniture	1,480	-	-
245 Mileage Allowance	261	-	-
246 Liability Insurance	-	286	262
249 Operating Leases and Rentals	104,465	-	-
250 Professional Contracted Services	31,695	-	-
252 Ads and Legal Notices	709	-	-
260 Utilities	1,635	-	-
264 Printing/Copying and Binding	53	-	-
269 Other Services and Charges	53,730	-	-
273 Fleet Lease - Operating and Maintenance	-	3,596	2,707
<i>Subtotal</i>	197,515	3,882	2,969
SERVICE TOTAL	\$528,782	\$293,958	\$331,758

Service: CORE

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Crisis, Outreach, Response and Engagement (CORE) team comprises a police officer, a clinician, and a paramedic in a primary response unit. This unit responds to behavioral health calls for service (suicide, welfare checks, disturbances, etc.) to keep patrol officers in service and works to keep individuals out of jail and the emergency rooms. Instead, the team connects the individual to community resources, follows up on prior contacts, and performs outreach and case management for individuals in our community struggling with mental illness.

SERVICE: CORE

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	0.00	0.00	1.00
Master Police Officer	0.00	0.00	1.00
Police Officer	0.00	1.00	0.00
Supervising Clinician	0.00	1.00	1.00
Total	0.00	2.00	3.00

Service: CORE

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	187,057	141,113	287,325
121 Wages - Overtime	28,807	-	10,000
126 Retirement Health Savings Plan	1,046	1,087	2,550
127 FPPA	884	914	3,224
129 Medicare	2,760	2,046	4,166
131 MOPC	5,721	3,620	3,620
132 Employee Insurance	10,462	23,284	47,409
133 Employee Retirement	8,813	5,791	6,081
134 Police/Fire Retirement	6,464	6,872	21,493
135 Compensation Insurance	-	516	66
136 Unemployment Insurance	44	70	95
137 Staff Training and Conferences	2,225	-	1,500
141 Uniforms/Protective Cloth	400	-	3,000
142 Food Allowance	4	-	-
<i>Subtotal</i>	<i>254,687</i>	<i>185,313</i>	<i>390,529</i>
Operating and Maintenance			
210 Office Supplies	761	-	390
216 Reference Books and Materials	-	-	150
217 Dues and Subscriptions	185	-	-
218 Non-Capital Equipment and Furniture	4,459	-	600
246 Liability Insurance	-	390	168
249 Operating Leases and Rentals	10,200	-	-
250 Professional Contracted Services	66	-	-
264 Printing/Copying and Binding	-	-	135
269 Other Services and Charges	11,367	-	-
273 Fleet Lease - Operating and Maintenance	-	4,245	3,647
<i>Subtotal</i>	<i>27,039</i>	<i>4,635</i>	<i>5,090</i>
SERVICE TOTAL	\$281,726	\$189,948	\$395,619

Service: **Public Safety Outreach**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Public Safety Outreach Unit is a primary service function of Community Health and Resilience. 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

	2019 Actual	2020 Budget	2021 Budget
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	842	1,500	1,500
229 Materials and Miscellaneous Supplies	2,172	-	-
250 Professional and Contracted Services	1,179	1,700	1,700
252 Advertising and Legal Notices	1,320	4,000	4,000
<i>Subtotal</i>	<i>5,513</i>	<i>7,200</i>	<i>7,200</i>
SERVICE TOTAL	\$5,513	\$7,200	\$7,200

Service: LEVI

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Longmont Ending Violence Initiative (LEVI) is a primary service function of Community Health and Resilience. The mission of LEVI is to establish a coordinated communitywide awareness and response to domestic violence in Longmont. LEVI provides domestic violence prevention/education and public information to the local community as well as easy access to quality domestic violence services for victims and their families.

Service: LEVI

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
112 Wages - Temporary	29,648	35,000	35,000
128 FICA	1,838	2,170	2,170
129 Medicare	430	508	508
135 Compensation Insurance	-	285	-
137 Staff Training and Conferences	225	-	-
<i>Subtotal</i>	<i>32,141</i>	<i>37,963</i>	<i>37,678</i>
Operating and Maintenance			
210 Office Supplies	932	-	-
246 Liability Insurance	-	43	42
269 Other Services and Charges	1,330	-	-
<i>Subtotal</i>	<i>2,262</i>	<i>43</i>	<i>42</i>
SERVICE TOTAL	\$34,403	\$38,006	\$37,720

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 Community Health and Resilience 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

- **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.

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
137	Staff Training and Conferences	6,764	8,000	8,000
141	Uniforms and Protective Clothing	7,407	5,700	5,700
142	Food Allowance	1,875	1,200	1,200
	<i>Subtotal</i>	<i>16,047</i>	<i>14,900</i>	<i>14,900</i>
Operating and Maintenance				
210	Office Supplies	2,207	525	525
218	Non-Capital Equipment and Furniture	176	300	300
229	Materials and Supplies	-	2,300	2,300
264	Printing/Copying and Binding	204	700	700
	<i>Subtotal</i>	<i>2,587</i>	<i>3,825</i>	<i>3,825</i>
	SERVICE TOTAL	\$18,634	\$18,725	\$18,725

Fire Services Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,529,323	2,174,718	2,060,572
Operating and Maintenance	616,654	667,803	258,658
Non-Operating	-	-	-
Capital	23,300	140,000	-
TOTAL	\$ 2,169,277	\$ 2,982,521	\$ 2,319,230

Within the Public Safety Tax Fund, the Fire Services Division includes three budget services: Suppression, HazMat Team, and Wildland Team. Suppression and the two teams provide fire and life safety protection to the citizens of Longmont and respond to other types of emergency incidents both within and outside of Longmont.

Service: Fire Suppression

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

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

SERVICE: Fire Suppression

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	2.00	2.00	2.00
Firefighter/Paramedic/Engineer	1.00	1.00	1.00
Firefighter/Paramedic	2.00	5.00	2.00
Firefighter/Engineer	1.00	1.00	1.00
Firefighter	4.00	7.00	10.00
Total	11.00	17.00	17.00

Service: Fire Suppression**LINE ITEM BUDGET**

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	979,374	1,419,057	1,382,500
121 Wages - Overtime	201,982	138,977	131,977
126 Retirement Health Savings Plan	18,910	14,191	13,826
127 FPPA Death and Disability	13,847	14,221	18,945
129 Medicare	14,606	20,576	20,044
132 Employee Insurance	159,048	233,847	228,109
134 Police and Fire Retirement	99,737	141,906	138,248
135 Compensation Insurance	13,417	14,084	16,315
136 Unemployment Insurance	672	709	458
137 Staff Training and Conferences	15,297	91,250	24,250
141 Uniforms and Protective Clothing	11,258	84,900	84,900
142 Food Allowance	1,175	1,000	1,000
<i>Subtotal</i>	<i>1,529,323</i>	<i>2,174,718</i>	<i>2,060,572</i>
Operating and Maintenance			
210 Office Supplies	6,802	16,950	18,950
217 Dues and Subscriptions	1,036	-	-
218 Non-Capital Equipment and Furniture	22,547	74,000	35,000
232 Repair and Maintenance	6,237	-	-
240 Equipment Repair and Maintenance	-	22,262	22,262
246 Liability Insurance	18,726	15,626	10,835
247 Safety Expenses	3,580	-	-
248 Lease Purchase Installment	347,834	350,000	-
250 Professional and Contracted Services	35,530	51,531	51,531
273 Fleet Lease - Operating and Maintenance	58,525	37,981	71,061
274 Fleet Lease - Replacement	115,835	99,453	49,019
<i>Subtotal</i>	<i>616,654</i>	<i>667,803</i>	<i>258,658</i>
Capital Outlay			
432 Vehicles	-	140,000	-
440 Machinery and Equipment	23,300	-	-
<i>Subtotal</i>	<i>23,300</i>	<i>140,000</i>	<i>-</i>
SERVICE TOTAL	\$2,169,277	\$2,982,521	\$2,319,230

Police Services Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	5,862,262	7,552,008	7,286,486
Operating and Maintenance	746,431	794,749	865,705
Non-Operating	-	-	-
Capital	381,359	348,523	-
TOTAL	\$ 6,990,052	\$ 8,695,280	\$ 8,152,191

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
- Animal Control
- Special Enforcement Unit
- Victim Advocates
- Special Operations Section
- School Resource Officer Unit
- Traffic Unit
- Gang & Crime Suppression Unit
- SWAT Team
- Longmont Emergency Communications Center

Service: Police Patrol Operations

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

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

SERVICE: Police Patrol Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	1.00	2.00	1.00
Master Police Officer	1.00	1.00	0.00
Police Officer	18.00	21.00	22.00
CSO Evidence Tech (Body Camera)	1.00	0.00	0.00
Total	21.00	24.00	23.00

Service: Police Patrol Operations

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	1,555,123	1,923,360	1,859,210
121	Wages - Overtime	82,185	107,064	92,064
126	Retirement Health Savings Plan	17,542	19,235	18,593
127	FPPA Death and Disability	21,597	21,300	34,022
129	Medicare	20,459	27,889	26,956
132	Employee Insurance	259,779	317,132	306,472
134	Police and Fire Retirement	155,398	192,336	185,921
135	Compensation Insurance	23,140	17,027	30,776
136	Unemployment Insurance	1,108	961	612
137	Staff Training and Conferences	4,957	34,200	35,700
141	Uniforms and Protective Clothing	37,681	46,100	18,450
	<i>Subtotal</i>	<i>2,178,969</i>	<i>2,706,604</i>	<i>2,608,776</i>
Operating and Maintenance				
210	Office Supplies	6,593	11,290	7,300
216	Reference Books and Materials	2,408	1,730	1,580
218	Non-Capital Equipment and Furniture	25,775	65,097	20,880
240	Grounds Maintenance	-	17,430	17,430
246	Liability Insurance	6,243	5,431	6,240
247	Safety Expenses	417	980	-
250	Professional Contracted Services	1,680	8,680	87,000
264	Printing and Copying	1,390	1,975	1,670
273	Fleet Lease - Operating and Maintenance	93,638	75,033	86,602
274	Fleet Lease - Replacement	136,943	100,197	157,201
	<i>Subtotal</i>	<i>275,086</i>	<i>287,843</i>	<i>385,903</i>
Capital Outlay				
432	Vehicles	97,588	209,800	-
	<i>Subtotal</i>	<i>97,588</i>	<i>209,800</i>	<i>-</i>
SERVICE TOTAL		\$2,551,643	\$3,204,247	\$2,994,679

Service: **Detective Operations**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

The **Person Crimes Unit** is responsible for investigating crimes committed against people, including homicide, sexual assault, robbery, aggravated assault, kidnapping, child abuse, extortion, weapon offenses, and other death investigations.

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

The **Special Enforcement Unit** investigates vice and narcotic crimes and performs other covert investigations as assigned by the department.

The **Victim Services Unit** provides both emergency and ongoing advocate support to crime victims with paid staff and volunteers.

SERVICE: Detective Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	0.00	2.00	2.00
Police Officer	0.00	1.00	2.00
CSO Detectives	2.00	3.00	3.00
CSO Evidence Crime Scene Technician	1.00	0.00	0.00
CSO Crime Scene Investigator	0.00	1.00	1.00
CSO Evidence Tech	1.00	0.00	0.00
Total	5.00	8.00	9.00

Service: Detective Operations

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	433,149	745,165	687,711
121	Wages - Overtime	13,354	71,170	71,170
126	Retirement Health Savings Plan	5,381	7,438	6,860
127	Police and Fire Death and Disability	3,853	6,039	5,804
129	Medicare	5,234	10,805	9,972
131	MOPC	12,210	12,487	12,634
132	Employee Insurance	58,951	122,507	113,327
133	Employee Retirement	18,812	19,975	21,075
134	Police and Fire Retirement	18,896	49,543	43,502
135	Compensation Insurance	4,582	20,283	19,599
136	Unemployment Insurance	249	371	228
137	Staff Training and Conferences	12,003	23,950	23,950
141	Uniforms and Protective Clothing	3,149	7,300	7,300
142	Food Allowance	17	700	700
	<i>Subtotal</i>	<i>589,838</i>	<i>1,097,733</i>	<i>1,023,832</i>
Operating and Maintenance				
210	Office Supplies	10,618	13,650	13,650
216	Reference Books and Materials	304	300	300
217	Dues and Subscriptions	1,192	800	800
218	Non-Capital Equipment and Furniture	3,508	12,990	9,000
229	Materials and Supplies	-	200	200
240	Equipment Repair and Maintenance Contracts	7,158	10,500	10,500
243	Non-Capital Computer Equipment and Supplies	-	5,330	530
246	Liability Insurance	1,690	2,562	6,034
250	Professional and Contracted Services	12,548	19,940	19,940
258	Investigative Expenses	513	8,250	8,250
264	Printing/Copying and Binding	325	415	415
273	Fleet Lease - Operating and Maintenance	13,764	13,024	15,267
274	Fleet Lease - Replacement	39,273	30,600	57,324
	<i>Subtotal</i>	<i>90,892</i>	<i>118,561</i>	<i>142,210</i>
Capital Outlay				
432	Vehicles	-	36,723	-
	<i>Subtotal</i>	<i>-</i>	<i>36,723</i>	<i>-</i>
SERVICE TOTAL		\$680,731	\$1,253,017	\$1,166,042

Service: **Special Enforcement Unit**

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

Service: Special Enforcement Unit

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
121	Wages - Overtime	-	22,838	22,838
135	Compensation Insurance	270	228	243
	<i>Subtotal</i>	270	23,066	23,081
Operating and Maintenance				
246	Liability Insurance	814	1,137	1,109
273	Fleet Lease - Operating and Maintenance	256	656	196
274	Fleet Lease - Replacement	22,563	23,032	23,032
	<i>Subtotal</i>	23,633	24,825	24,337
	SERVICE TOTAL	\$23,903	\$47,891	\$47,418

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.

SERVICE: Animal Control

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CSO Animal Control	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Animal Control**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	52,021	53,316	53,352
121 Wages - Overtime	75	1,591	1,591
126 Retirement Health Savings Plan	520	533	534
129 Medicare	660	773	774
131 MOPC	2,601	2,666	2,668
132 Employee Insurance	8,583	8,797	8,803
133 Employee Retirement	4,006	4,265	4,482
135 Compensation Insurance	-	551	584
136 Unemployment Insurance	36	27	18
137 Staff Training and Conferences	386	500	500
141 Uniforms and Protective Clothing	400	765	765
<i>Subtotal</i>	<i>69,288</i>	<i>73,784</i>	<i>74,071</i>
Operating and Maintenance			
210 Office Supplies	76	50	50
218 Non-Capital Equipment and Furniture	179	100	100
246 Liability Insurance	-	422	413
273 Fleet Lease - Operating and Maintenance	-	2,508	6,427
274 Fleet Lease - Replacement	12,506	12,419	12,419
<i>Subtotal</i>	<i>12,761</i>	<i>15,499</i>	<i>19,409</i>
Capital Outlay			
432 Vehicles	11,709	-	-
<i>Subtotal</i>	<i>11,709</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$93,758	\$89,283	\$93,480

Service: School Resource Officers

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

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

SERVICE: School Resource Officers

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Master Police Officer	2.00	6.00	6.00
Police Officer	0.00	2.00	2.00
Total	2.00	8.00	8.00

Service: School Resource Officers

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	441,262	737,027	746,124
121	Wages - Overtime	29,067	40,956	40,956
122	Longevity Compensation	1,919	2,100	2,160
126	Retirement Health Savings Plan	6,053	7,371	7,464
127	FPPA Death and Disability	6,652	6,767	14,050
129	Medicare	4,408	10,687	10,817
132	Employee Insurance	67,994	121,386	122,814
134	Police and Fire Retirement	43,788	73,703	74,612
135	Compensation Insurance	2,262	8,247	8,281
136	Unemployment Insurance	287	367	249
137	Staff Training and Conferences	2,049	8,160	8,160
141	Uniforms and Protective Clothing	14,574	16,650	9,750
	<i>Subtotal</i>	<i>620,315</i>	<i>1,033,421</i>	<i>1,045,437</i>
Operating and Maintenance				
210	Office Supplies	38,448	1,900	1,900
218	Non-Capital Equipment and Furniture	25,820	7,400	3,400
246	Liability Insurance	3,549	3,203	4,719
273	Fleet Lease - Operating and Maintenance	-	-	5,157
274	Fleet Lease - Replacement	-	58,104	87,366
	<i>Subtotal</i>	<i>67,818</i>	<i>70,607</i>	<i>102,542</i>
Capital Outlay				
432	Vehicles	176,806	102,000	-
	<i>Subtotal</i>	<i>176,806</i>	<i>102,000</i>	<i>-</i>
SERVICE TOTAL		\$864,939	\$1,206,028	\$1,147,979

Service: **Special Operations**

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

The Special Operations Section is a primary service function of the Police Services Division. Special Operations consists of both primary and collateral service functions. Within the Public Safety Tax Fund, the primary service functions are Special Operations, the School Resource Officer Unit and the Gang and Crime Suppression Unit. The collateral service functions are the SWAT Team and the Bomb Squad. All functions within the section have their own independent budgets with specific service descriptions.

SERVICE: Special Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Special Operations

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	50,221	51,304	51,304
121	Wages - Overtime	-	675	675
126	Retirement Health Savings Plan	400	400	400
129	Medicare	556	744	744
131	MOPC	2,511	2,565	2,565
132	Employee Insurance	8,244	8,465	8,465
133	Employee Retirement	3,868	4,104	4,310
135	Compensation Insurance	-	521	553
136	Unemployment Insurance	35	26	17
	<i>Subtotal</i>	<i>65,835</i>	<i>68,804</i>	<i>69,033</i>
Operating and Maintenance				
246	Liability Insurance	-	62	62
	<i>Subtotal</i>	<i>-</i>	<i>62</i>	<i>62</i>
SERVICE TOTAL		\$65,835	\$68,866	\$69,095

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.

SERVICE: Traffic Unit

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Officer	1.00	1.00	1.00
CSO Field Investigator	2.00	2.00	1.00
Total	3.00	3.00	2.00

Service: Traffic Unit

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	174,752	207,408	150,100
121	Wages - Overtime	11,895	3,183	3,183
126	Retirement Health Savings Plan	1,751	2,074	1,501
127	Police and Fire Death and Disability	974	1,273	1,364
129	Medicare	2,262	3,007	2,176
131	MOPC	5,216	5,825	2,959
132	Employee Insurance	29,217	34,222	24,766
133	Employee Retirement	8,033	9,320	4,972
134	Police and Fire Retirement	7,076	9,091	9,091
135	Compensation Insurance	-	1,854	2,241
136	Unemployment Insurance	124	103	50
137	Staff Training and Conferences	-	1,930	1,930
141	Uniforms and Protective Clothing	1,000	1,530	1,530
	<i>Subtotal</i>	<i>242,300</i>	<i>280,820</i>	<i>205,863</i>
Operating and Maintenance				
210	Office Supplies	870	1,080	80
218	Non-Capital Equipment and Furniture	30,353	1,600	-
240	Equipment Repair and Maintenance Contracts	-	-	1,000
246	Liability Insurance	-	500	251
258	Investigative Expenses	9,317	-	-
262	Radio Repair and Maintenance	640	-	-
269	Other Services and Charges	4,998	1,000	1,000
273	Fleet Lease - Operating and Maintenance	-	1,127	3,871
274	Fleet Lease - Replacement	9,875	9,784	11,445
	<i>Subtotal</i>	<i>56,053</i>	<i>15,091</i>	<i>17,647</i>
Capital Outlay				
432	Vehicles	24,672	-	-
	<i>Subtotal</i>	<i>24,672</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$323,025	\$295,911	\$223,510

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
121 Wages - Overtime	45,020	46,371	46,371
135 Compensation Insurance	547	463	494
137 Staff Training and Conferences	99	900	900
141 Uniforms and Protective Clothing	-	600	600
<i>Subtotal</i>	45,666	48,334	48,365
Operating and Maintenance			
210 Office Supplies	3,922	5,100	5,100
218 Non-Capital Equipment and Furniture	58,286	13,500	7,500
229 Materials and Supplies	-	2,500	2,500
240 Equipment Repair and Maintenance	910	350	350
246 Liability Insurance	713	1,116	400
247 Safety Expenses	4,870	3,200	3,200
273 Fleet Lease - Operating and Maintenance	4,946	5,706	16,466
274 Fleet Lease - Replacement	21,731	25,437	21,247
<i>Subtotal</i>	95,378	56,909	56,763
Capital Outlay			
440 Machinery and Equipment	27,528	-	-
<i>Subtotal</i>	27,528	-	-
SERVICE TOTAL	\$168,572	\$105,243	\$105,128

Service: **Gang and Crime Suppression Unit**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Gang and Crime Suppression Unit (GCSU) is a primary service function of the Special Operations Section. GCSU is primarily responsible for responding to and investigating gang-related crimes, proactive patrol of known gang hotspots, initiating gang-related Problem Oriented Policing projects, and collecting and analyzing gang-related criminal intelligence. The unit also conducts educational presentations on gangs. The unit provides investigative and suppression efforts in addressing other crime trends, either directly or by assisting other sections and units within the department, e.g., directed 'patrol' operations, covert and surveillance operations, major case follow-ups, and initiating or assisting with Problem Oriented Policing projects.

The Crime Free Multi-Housing Program also is administered through the GCSU. This program is a partnership between Longmont's multi-family housing units and the police. The partnership fosters open communication between our multi-family communities, management and the police to maintain a safer community through environment design, information sharing and education.

SERVICE: Gang and Crime Suppression Unit

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Police Sergeant	0.00	1.00	1.00
Master Police Officer	7.00	6.00	6.00
Police Officer	1.00	1.00	1.00
Total	8.00	8.00	8.00

Service: Gang and Crime Suppression Unit

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	738,201	783,144	757,536
121 Wages - Overtime	36,165	47,530	47,530
126 Retirement Health Savings Plan	13,209	7,831	7,578
127 FPPA Death and Disability	8,601	9,291	9,572
129 Medicare	8,599	11,356	10,983
132 Employee Insurance	126,190	129,219	124,994
134 Police and Fire Retirement	71,655	78,314	75,753
135 Compensation Insurance	64,537	73,372	74,935
136 Unemployment Insurance	530	392	253
137 Staff Training and Conferences	2,460	4,500	4,500
141 Uniforms and Protective Clothing	6,741	6,675	6,675
142 Food Allowance	52	-	-
<i>Subtotal</i>	<i>1,076,940</i>	<i>1,151,624</i>	<i>1,120,309</i>
Operating and Maintenance			
210 Office Supplies	1,708	2,850	2,850
218 Non-Capital Equipment and Furniture	4,278	6,500	1,100
240 Equipment Repair and Maintenance	324	-	-
246 Liability Insurance	4,249	5,228	4,617
249 Operating Leases and Rentals	6,600	-	-
258 Investigative Expenses	610	4,995	4,995
273 Fleet Lease - Operating and Maintenance	27,067	30,222	32,278
274 Fleet Lease - Replacement	2,737	55,477	50,626
<i>Subtotal</i>	<i>47,573</i>	<i>105,272</i>	<i>96,466</i>
Capital Outlay			
432 Vehicles	43,056	-	-
<i>Subtotal</i>	<i>43,056</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,167,569	\$1,256,896	\$1,216,775

Service: **Victim Services**

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

The Victim Services Unit is primarily responsible for providing support and direct victim services to victims and families affected by crime, domestic violence, motor vehicle accidents and fire (residential, commercial and wildland). Victim Services also supports surrounding agencies and counties on large-scale events. Victim services are mandated by Colorado state statute. The Victim Services Unit is responsible for recruiting local Victim Advocate volunteers, providing training to Police and Fire staff and Victim Advocates, and managing and soliciting national and state grants to help fund the program and services. The Victim Services coordinator and Victim Advocate volunteers are subject to 24-hour call-out 365 days per year.

SERVICE: Victim Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Victim Services Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Victim Services**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	69,340	77,144	79,463
112	Temporary Wages	34,300	-	-
121	Overtime Wages	42	-	-
126	Retirement Health Savings Plan	-	400	400
128	FICA	2,129	-	-
129	Medicare	1,395	1,119	1,152
131	MOPC	3,467	3,857	3,973
132	Employee Insurance	11,918	12,729	13,111
133	Employee Retirement	5,341	6,172	6,675
135	Compensation Insurance	897	755	821
136	Unemployment Insurance	51	39	26
137	Staff Training and Conferences	4,454	1,000	1,000
141	Uniforms and Protective Clothing	507	1,000	1,000
	<i>Subtotal</i>	<i>133,841</i>	<i>104,215</i>	<i>107,621</i>
Operating and Maintenance				
210	Office Supplies	1,214	800	800
216	Reference Books and Materials	20	200	200
217	Dues and Subscriptions	250	1,000	1,000
218	Non Capital Furniture and Equipment	-	1,000	1,000
246	Liability Insurance	246	224	92
264	Printing and Copying	236	2,000	2,000
273	Fleet Lease - Operating and Maintenance	1,958	1,673	3,041
274	Fleet Lease - Replacement	3,582	-	-
	<i>Subtotal</i>	<i>7,505</i>	<i>6,897</i>	<i>8,133</i>
SERVICE TOTAL		\$141,347	\$111,112	\$115,754

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 residents during times of crisis and emergency.

SERVICE: Longmont Emergency Communications Center

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Communications Specialist	11.00	10.00	10.00
ECC Technical Systems Specialist	1.00	0.00	0.00
Communications Shift Supervisor	1.00	1.00	1.00
Total	13.00	11.00	11.00

Service: Longmont Emergency Communications Center

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	552,886	655,810	657,597
121 Wages - Overtime	65,335	77,873	77,873
126 Retirement Health Savings Plan	5,455	6,558	6,575
129 Medicare	7,652	9,509	9,535
131 MOPC	27,277	32,790	32,878
132 Employee Insurance	126,375	108,209	108,504
133 Employee Retirement	42,018	52,465	55,238
135 Compensation Insurance	1,110	9,511	1,131
136 Unemployment Insurance	531	328	217
137 Staff Training and Conferences	10,362	10,550	10,550
<i>Subtotal</i>	<i>839,001</i>	<i>963,603</i>	<i>960,098</i>
Operating and Maintenance			
210 Office Supplies	376	5,250	3,550
217 Dues and Subscriptions	857	950	950
218 Non-Capital Equipment and Furniture	8,675	78,560	2,960
229 Materials and Miscellaneous Supplies	-	3,350	-
232 Building Repair and Maintenance	58,855	3,500	-
240 Equipment Repair and Maintenance	-	-	3,500
243 Non-Capital Computer Equipment and Supplies	-	150	-
246 Liability Insurance	566	1,023	873
269 Other Services and Charges	402	400	400
<i>Subtotal</i>	<i>69,731</i>	<i>93,183</i>	<i>12,233</i>
SERVICE TOTAL	\$908,732	\$1,056,786	\$972,331

Support Services Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	649,608	804,672	796,570
Operating and Maintenance	614,808	699,259	739,356
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 1,264,416	\$ 1,503,931	\$ 1,535,926

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

Service: **Support Services**

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

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

Service: Support Services**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
121 Wages - Overtime	-	2,060	2,060
135 Compensation Insurance	-	1	1
141 Uniforms/Protective Cloth	(450)	500	500
<i>Subtotal</i>	<i>(450)</i>	<i>2,561</i>	<i>2,561</i>
Operating and Maintenance			
217 Dues and Subscriptions	-	250	-
218 Non-Capital Equipment and Furniture	2,500	7,000	500
229 Materials and Miscellaneous Supplies	-	500	500
240 Equipment Repair and Maintenance	-	4,520	-
246 Liability Insurance	-	2	2
247 Safety Expenses	-	140	-
249 Operating Leases and Rentals	1,800	1,800	6,710
261 Telephone Charges	102,184	102,909	104,309
<i>Subtotal</i>	<i>106,483</i>	<i>117,121</i>	<i>112,021</i>
SERVICE TOTAL	\$106,033	\$119,682	\$114,582

Service: Training & Personnel

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

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

SERVICE: Training & Personnel

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Armorer	1.00	0.00	0.00
Total	1.00	0.00	0.00

Service: Training & Personnel

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	6,216	-	-
121	Wages - Overtime	212,471	100,295	100,295
126	RHS	445	-	-
127	FPPA	87	-	-
129	Medicare	3,081	-	-
131	MOPC	2	-	-
132	Employee Insurance	7,221	-	-
133	Employee Retirement	4	-	-
134	Police and Fire Retirement	622	-	-
135	Compensation Insurance	52	1,719	47
136	Unemployment Insurance	31	-	-
137	Staff Training and Conferences	88,285	199,450	193,950
141	Uniforms/Protective Clothing	4,075	-	-
142	Food Allowance	659	-	-
	<i>Subtotal</i>	<i>323,250</i>	<i>301,464</i>	<i>294,292</i>
Operating and Maintenance				
210	Office Supplies	8,695	20,130	13,830
218	Non-Capital Equipment and Furniture	3,802	6,721	17,796
229	Materials and Miscellaneous Supplies	-	7,385	40,585
240	Equipment Repair and Maintenance	-	180	180
246	Liability Insurance	-	172	119
247	Safety Expenses	-	725	725
261	Telephone Charges	-	7,820	7,820
269	Other Services and Charges	253	400	-
	<i>Subtotal</i>	<i>12,751</i>	<i>43,533</i>	<i>81,055</i>
	SERVICE TOTAL	\$336,001	\$344,997	\$375,347

Service: Firing Range

FUND: **Public Safety Fund**

DEPARTMENT: **Public Safety**

Service Description:

The Firing Range is a primary service function of the Support Services Division. This service provides a multidimensional training facility for training officers of the Longmont Department of Public Safety and the Boulder County Sheriff's Office. The range is also available to lease at a contract rate to other law enforcement agencies, and there is a civilian option, allowing civilians to have fee access to the range for recreational shooting.

SERVICE: Firing Range

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Range Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Firing Range**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	74,089	75,726	75,731
112	Wages - Temporary	47,110	80,000	80,000
121	Wages - Overtime	7,091	32,194	32,194
126	Retirement Health Savings Plan	400	400	400
128	FICA	2,921	4,960	4,960
129	Medicare	1,743	2,258	2,258
131	MOPC	3,704	3,786	3,787
132	Employee Insurance	12,175	12,495	12,496
133	Employee Retirement	5,707	6,058	6,361
135	Compensation Insurance	13,008	12,354	10,377
136	Unemployment Insurance	52	38	25
141	Uniforms and Protective Clothing	1,646	2,600	2,600
142	Food Allowance	1,911	1,000	1,000
	<i>Subtotal</i>	<i>171,555</i>	<i>233,869</i>	<i>232,189</i>
Operating and Maintenance				
210	Office Supplies	6,437	4,500	4,500
218	Non-Capital Equipment and Furniture	2,023	9,000	9,000
232	Building Repair and Maintenance	44,198	-	-
240	Equipment Repair and Maintenance	-	55,355	55,355
245	Mileage Allowance	540	-	-
246	Liability Insurance	539	258	256
247	Safety Expenses	752	5,000	5,000
250	Professional and Contracted Services	62,438	126,845	126,845
260	Utilities	37,942	37,075	37,075
269	Other Services and Charges	1,260	2,500	2,500
273	Fleet Lease - Operating and Maintenance	4,214	3,443	783
274	Fleet Lease - Replacement	881	393	-
	<i>Subtotal</i>	<i>161,224</i>	<i>244,369</i>	<i>241,314</i>
	SERVICE TOTAL	\$332,780	\$478,238	\$473,503

Service: Public Safety Information & Technology Services

FUND: Public Safety Fund

DEPARTMENT: Public Safety

Service Description:

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

SERVICE: Information & Technology Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
MDC Specialist	1.00	0.00	0.00
PS Network & Tech Support	0.00	2.00	1.00
Public Safety Technical Support	0.00	0.00	1.00
Total	1.00	2.00	2.00

Service: Information & Technology

LINE ITEM BUDGET

		2019 Actual	2020 Budget	2021 Budget
Personal Services				
111	Salaries and Wages	-	134,362	134,363
121	Overtime Wages	14,061	17,121	17,121
126	RHS	86	800	800
129	Medicare	198	1,948	1,948
131	MOPC	5	6,718	6,719
132	Employee Insurance	11,615	22,170	22,170
133	Employee Retirement	8	10,749	11,287
135	Compensation Insurance	9	52	71
136	Unemployment Insurance	49	67	44
	<i>Subtotal</i>	<i>26,031</i>	<i>193,987</i>	<i>194,523</i>
Operating and Maintenance				
210	Office Supplies	7,121	3,405	1,845
218	Non Capital Equipment and Furniture	158,533	47,115	19,275
240	Equipment Repair and Maintenance	40,661	182,145	218,560
246	Liability Insurance	24	106	180
250	Professional and Contracted Services	9,624	60,000	61,680
261	Telephone Charges	-	1,400	-
	<i>Subtotal</i>	<i>215,962</i>	<i>294,171</i>	<i>301,540</i>
	SERVICE TOTAL	\$241,993	\$488,158	\$496,063

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.

SERVICE: Public Safety Records Unit

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CSO Evidence Tech (Body Camera)	1.00	0.00	0.00
Digital Media Records/Evidence Tech	0.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Public Safety Records Unit

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	105,635	55,243	55,243
126 RHS	-	400	400
129 Medicare	1,254	801	801
131 MOPC	5,281	2,762	2,762
132 Employee Insurance	8,878	9,115	9,115
133 Employee Retirement	8,136	4,419	4,640
135 Compensation Insurance	-	23	26
136 Unemployment Insurance	38	28	18
<i>Subtotal</i>	<i>129,222</i>	<i>72,791</i>	<i>73,005</i>
Operating and Maintenance			
218 Non-Capital Equipment and Furniture	93,265	-	3,360
246 Liability Insurance	-	65	66
250 Professional and Contracted Services	25,122	-	-
<i>Subtotal</i>	<i>118,387</i>	<i>65</i>	<i>3,426</i>
SERVICE TOTAL	\$247,609	\$72,856	\$76,431

City Attorney Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	145,773	154,286	184,127
Operating and Maintenance	59	7,662	7,663
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 145,831	\$ 161,948	\$ 191,790

The City Attorney's Office includes one budget service.

Service: City Attorney

FUND: Public Safety Fund

DEPARTMENT: City Attorney

Service Description:

The Public Safety Legal Advisor provides legal advice and support to the Department of Public Safety, which includes the four major divisions: Police Services, Fire Services, Support Services, and Community Health and Resiliency. The Public Safety Legal Advisor provides in-service training to the divisions on matters of federal, state and local law; provides ongoing 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; writes briefs, memoranda and opinions of law; prepares, reviews and approves contracts and legal agreements; and provides other advice and support as needed.

SERVICE: City Attorney's Office

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Assistant City Attorney	0.00	0.00	1.00
Assistant City Attorney II	1.00	1.00	0.00
Total	1.00	1.00	1.00

Service: City Attorney

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	110,391	115,831	138,216
126 Retirement Health Savings Plan	400	400	400
129 Medicare	1,424	1,680	2,004
131 MOPC	5,520	5,792	6,911
132 Employee Insurance	18,615	19,112	22,806
133 Employee Retirement	8,503	9,266	11,610
135 Compensation Insurance	-	67	54
136 Unemployment Insurance	79	58	46
137 Staff Training and Conferences	842	2,080	2,080
<i>Subtotal</i>	145,773	154,286	184,127
Operating and Maintenance			
217 Dues and Subscriptions	-	325	325
246 Liability Insurance	-	137	138
269 Other Services and Charges	59	7,200	7,200
<i>Subtotal</i>	59	7,662	7,663
SERVICE TOTAL	\$145,831	\$161,948	\$191,790

Children, Youth and Families Division Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	170,924	177,162	183,568
Operating and Maintenance	11,885	20,853	20,856
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 182,809	\$ 198,015	\$ 204,424

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: Children, Youth and Families

Service Description:

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

SERVICE: Children, Youth and Families

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CYF Program Specialist	2.00	2.00	2.00
Total	2.00	2.00	2.00

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	129,670	130,772	135,658
126	Retirement Health Savings Plan	800	800	800
129	Medicare	1,677	1,896	1,968
131	MOPC	6,483	6,539	6,783
132	Employee Insurance	20,404	20,983	21,996
133	Employee Retirement	9,988	10,451	10,992
135	Compensation Insurance	1,464	1,657	1,327
136	Unemployment Insurance	86	64	44
137	Staff Training and Conferences	353	4,000	4,000
	<i>Subtotal</i>	<i>170,924</i>	<i>177,162</i>	<i>183,568</i>
Operating and Maintenance				
210	Office Supplies	7,942	16,700	16,700
217	Dues and Subscriptions	694	-	-
245	Mileage Allowance	979	2,000	2,000
246	Liability Insurance	694	153	156
263	Postage	830	1,000	1,000
264	Printing and Copying	746	1,000	1,000
	<i>Subtotal</i>	<i>11,885</i>	<i>20,853</i>	<i>20,856</i>
	SERVICE TOTAL	\$182,809	\$198,015	\$204,424

Parks & Forestry Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	24,060	25,757	26,959
Operating and Maintenance	9,064	22,162	20,283
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 33,124	\$ 47,919	\$ 47,242

The Parks and Forestry Division is part of the Public Works and Natural Resources Department and includes one budget service.

Service: Graffiti Eradication

FUND: Public Safety Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Graffiti Eradication

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
Total	0.38	0.38	0.38

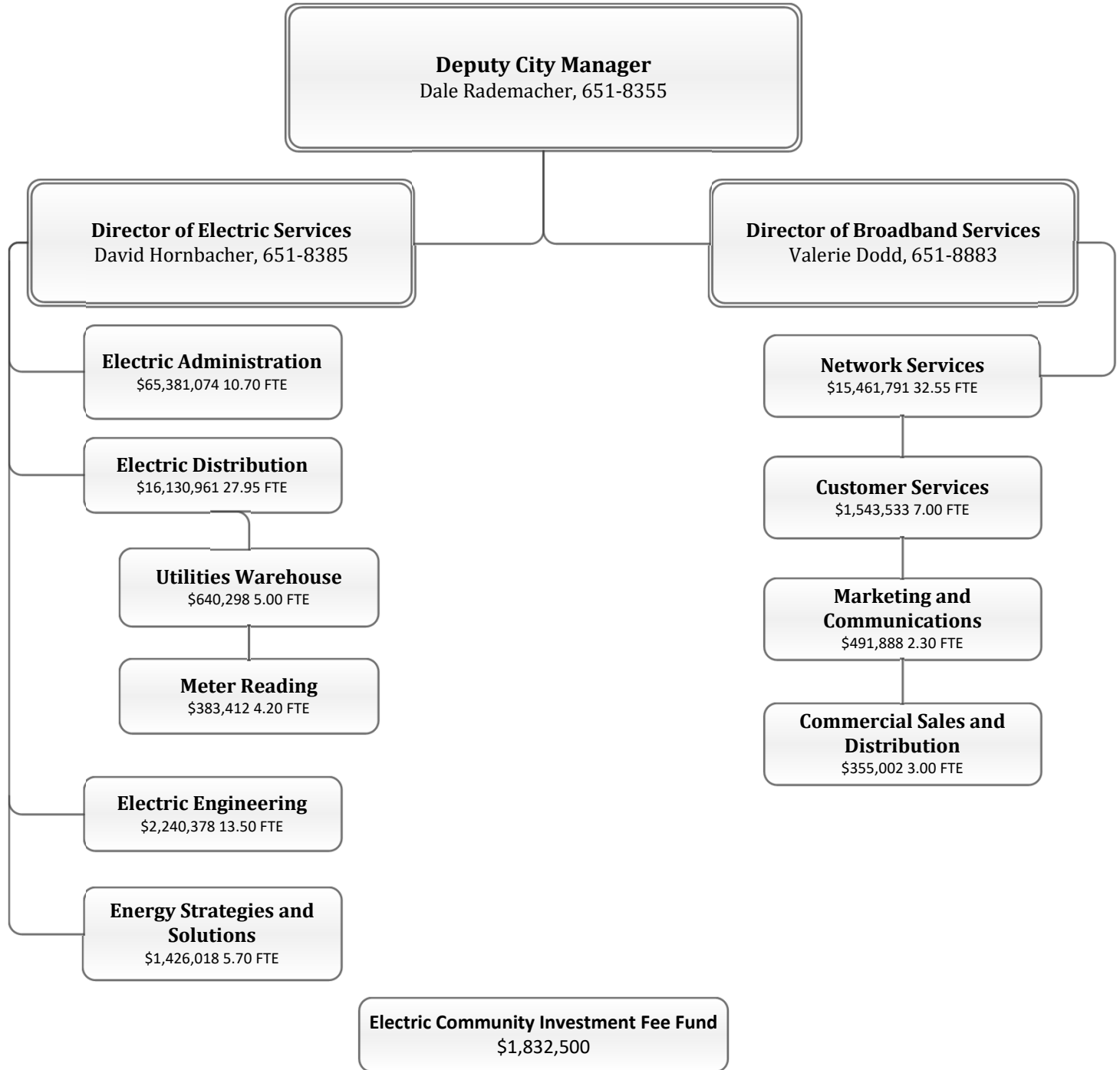
Service: Graffiti Eradication

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	17,884	17,621	17,621
112 Wages - Temporary	-	1,925	1,925
121 Wages - Overtime	461	250	250
126 Retirement Health Savings Plan	152	152	152
128 FICA	-	119	119
129 Medicare	208	284	284
131 MOPC	894	881	881
132 Employee Insurance	2,832	2,907	2,907
133 Employee Retirement	1,377	1,410	1,480
135 Compensation Insurance	240	199	1,334
136 Unemployment Insurance	12	9	6
<i>Subtotal</i>	<i>24,060</i>	<i>25,757</i>	<i>26,959</i>
Operating and Maintenance			
210 Office Supplies	3,196	6,161	6,161
240 Equipment Repair and Maintenance	-	1,000	1,000
246 Liability Insurance	215	66	6,298
247 Safety Expenses	-	1,000	1,000
250 Professional and Contracted Services	-	1,500	1,500
261 Telephone Charges	-	180	180
273 Fleet Lease - Operating and Maintenance	4,676	11,278	3,168
274 Fleet Lease - Replacement	977	977	976
<i>Subtotal</i>	<i>9,064</i>	<i>22,162</i>	<i>20,283</i>
SERVICE TOTAL	\$33,124	\$47,919	\$47,242

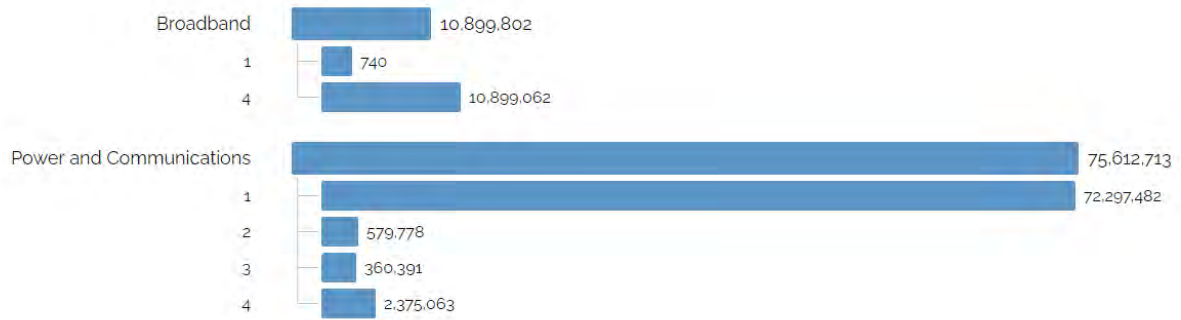
Electric and Broadband Utilities

\$105,886,855 111.90 FTE



ELECTRIC AND BROADBAND UTILITIES

Resource Alignment 2021 Proposed Budget - \$86,512,515



Q1 Programs - \$72,298,222

Electric Service Provision 72,298,222

Q2 Programs - \$579,777

Street Lighting 404,243

Development Review - LPC 175,534

Q3 Programs - \$360,391

Longmont Area Economic Council (LAEC) Membership/Economic Development 218,685

Cost-of-service Studies and Rate and Impact Fee Development 68,647

Renewable Energy Services 46,111

Electric Vehicle Infrastructure 18,271

Electric Rate Discount Programs 8,677

Q4 Programs - \$13,274,126

Network Reliability, Capacity Management - Inside plant 3,305,660

Network Reliability - Outside Plant 2,023,068

Customer Acquisition and Retention 2,012,338

Network - Fiber Enablements 1,230,026

Customer Experience and Process 1,210,727

Network - Customer installations, repair 1,116,995

Commercial Energy Efficiency Programs 586,553

Analysis and Coordination with Other Entities 316,492

Residential Energy Efficiency Program 302,799

Financial Monitoring and Analysis 261,653

Proactive Public Education and Marketing 224,930

AMI Implementation 219,130

Budgeting - Power and Communications 101,512

Commercial Benchmarking 101,136

Contract and Legal Coordination 86,533

Project Analysis 75,469

City Produced Special Events Public Information Sponsorship and Support - LPC 50,479

Government Reporting 47,365

Commercial Energy Efficiency Program 1,261

ELECTRIC and BROADBAND UTILITY ENTERPRISE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	8,411,978	11,535,986	12,624,485
Operating and Maintenance	62,699,797	68,754,896	69,552,353
Non-Operating	4,895,012	7,230,568	5,332,972
Capital	7,732,655	8,985,766	16,544,545
TOTAL	\$ 83,739,443	\$ 96,507,216	\$ 104,054,355

Fund Description

The Electric and Broadband Utility Enterprise 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 Utility Enterprise Fund includes 10 budget services, all of which are divisions of Electric and Broadband Services:

- Electric Administration
- Electric Customer Services and Marketing
- Electric Engineering
- Electric Distribution
- Electric Energy Services
- Electric Meter Reading
- Electric Warehouse
- Broadband Network Services
- Broadband Customer Services
- Marketing and Communications
- Commercial Sales and Distribution

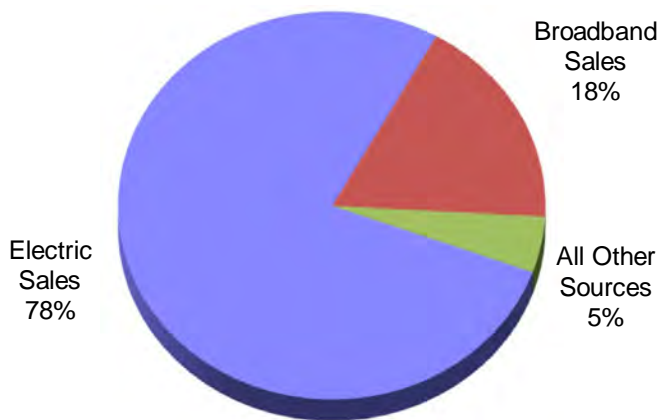
2021-2025 Capital Improvement Program

Capital projects total \$14.9 million and include underground conversion, substation expansions and upgrades, system capacity and reliability improvements, building improvements, and broadband fiber construction and installations. Detailed capital project descriptions are included in the 2021-2025 Capital Improvement Program.

ELECTRIC and BROADBAND UTILITY ENTERPRISE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 6,643,700	\$ 10,718,677	\$ 8,981,755
Committed Working Capital	-	1,252,358	-
SOURCES OF FUNDS			
REVENUES			
Electric Charges for Services	68,170,070	70,741,500	77,666,703
Electric Aid to Underground Construction	1,401,104	3,550,000	4,100,000
Electric Intergovernmental Revenue	24,954	-	-
Electric Interest	727,602	80,000	100,000
Electric Miscellaneous	220,005	194,500	188,500
Electric Operating Transfers	288,202	249,689	222,499
Electric Developer Capital Contribution	-	-	-
Broadband Charges for Services	15,026,602	16,021,970	17,817,769
Broadband Aid to Underground Constructior	33,677	30,000	30,000
Broadband Intergovernmental Revenue	36	-	-
Broadband Interest	125,826	5,000	20,000
Broadband Miscellaneous	11,348	18,000	18,000
Broadband Operating Transfers	2,010,809	-	-
Estimated Revenue Revision	-	3,336,982	-
TOTAL FUNDS	88,040,234	94,227,641	100,163,471
EXPENSES BY BUDGET SERVICE			
Electric Distribution	7,085,862	5,136,404	4,902,159
Electric Engineering	1,425,447	2,604,963	2,240,378
Electric Administration	60,366,887	66,047,556	65,381,074
Electric Meter Reading	425,749	538,912	383,412
Electric Warehouse	541,228	652,564	640,298
Electric Energy Services	975,715	1,436,426	1,426,018
Electric CIP Projects	278,263	5,053,766	11,228,802
Broadband Network Services	6,699,115	12,285,134	11,740,896
Broadband Customer Services	-	36,114	1,543,533
Broadband Marketing and Communications	100,967	250,153	491,888
Broadband Commercial Sales and Distribution	-	744	355,002
Broadband CIP Projects	5,840,210	2,464,480	3,720,895
Estimated Expense Revision	-	(1,795,011)	-
Total Operating Expenses	83,739,443	94,712,205	104,054,355
Adjustment for GAAP Expenses	225,814	-	-
TOTAL ADJUSTED EXPENSES	83,965,257	94,712,205	104,054,355
ENDING WORKING CAPITAL	10,718,677	8,981,755	5,090,871
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,074,977	\$ (484,564)	\$ (3,890,884)

ELECTRIC and BROADBAND UTILITY ENTERPRISE FUND - Sources of Funds



- The Electric and Broadband Utility Enterprise Fund will receive 95.3% of its operating revenues from the sale of electricity and broadband services in 2021.
- The 2021 Budget will require a contribution from fund balance of \$3,890,884.

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.

	2019 Actual	2020 Budget	2021 Budget
OPERATING REVENUE			
Electricity Sales	\$ 68,170,070	\$ 70,741,500	\$ 77,666,703
Electric Aid to Underground Construction	1,401,104	3,550,000	4,100,000
Electric Other Revenue	220,005	194,500	188,500
Electric Operating Transfers	288,202	249,689	222,499
Electric Intergovernmental Revenue	24,954	-	-
Electric Interest Income	727,602	80,000	100,000
Broadband Sales	15,026,602	16,021,970	17,817,769
Broadband Aid to Underground Construction	33,677	30,000	30,000
Broadband Other Revenue	11,348	18,000	18,000
Broadband Intergovernmental Revenue	36	-	-
Broadband Interest Income	125,826	5,000	20,000
Broadband Operating Transfers	2,010,809	-	-
Contribution from/(to) Fund Balance	(4,074,977)	484,564	3,890,884
TOTAL FUNDS NEEDED TO MEET EXPENSES			
	\$ 83,965,257	\$ 94,712,205	\$ 104,054,355

Service: Electric Administration

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Electric Services

Service Description:

Electric Administration works under the strategic direction of the Executive Director of Power & Communications. This service is responsible for City policy implementation; strategic planning and performance management; budget, financial, and data tracking/analysis; rates and regulation development; customer usage, billing and service inquires; and federal, state and industry reporting. This service provides internal customer service, including administrative, financial, radio dispatch, and geographic information system (GIS) and mapping support. This service coordinates activities with Platte River Power Authority, the City's wholesale power provider in which the City is part owner, and provides a representative on its board of directors. Staff work closely with the Colorado Association of Municipal Utilities, the American Public Power Association, and other industry associations to monitor state and federal legislation in order to protect the interests of Longmont's residential and business electric customers.

SERVICE: Electric Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.20	0.20
Gen Manager Longmont Power & Comm	0.70	0.00	0.00
Director Electric/Broadband Business Services	0.70	0.00	0.00
Director of Electric Services	0.00	1.00	1.00
LPC Internal Services Director	0.00	0.00	0.90
MDU & Commercial Sales Eng	0.10	0.00	0.00
Utility Rate Analyst	1.10	1.00	0.90
Sr GIS/Analyst	0.00	0.00	1.00
Sr GIS/Mapping Tech	0.00	0.00	0.50
Sr Programmer Analyst	0.00	0.00	1.00
Electric Technology Services Coordinator	0.00	0.00	0.75
Metering & Application Support Coor	0.30	0.30	1.00
Application Support Analyst	0.00	0.00	0.75
Administrative Supervisor	0.95	0.95	0.90
Administrative Analyst	0.00	0.00	0.90
Administrative Assistant	2.95	2.95	0.90
Total	6.80	6.40	10.70

Service: Electric Administration**LINE ITEM BUDGET**

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	550,859	856,210	1,171,157
112 Temporary Wages	-	-	18,000
121 Wages - Overtime	13	500	500
122 Longevity Compensation	2,003	2,160	1,998
123 Leave Expense	-	17,000	17,000
126 Retirement Health Savings Plan	34,322	2,960	4,280
128 FICA	-	-	1,116
129 Medicare	5,983	9,348	14,009
131 MOPC	27,781	37,043	52,107
132 Employee Insurance	82,467	121,597	171,694
133 Employee Retirement	42,800	59,257	87,271
135 Compensation Insurance	376	400	400
136 Unemployment Insurance	416	368	342
137 Staff Training and Conferences	12,492	11,500	18,500
142 Food Allowance	1,611	500	500
<i>Subtotal</i>	<i>761,124</i>	<i>1,118,843</i>	<i>1,558,874</i>
Operating and Maintenance			
210 Office Supplies	8,533	9,845	6,800
216 Reference Books and Materials	85	-	-
217 Dues and Subscriptions	29,810	49,540	52,490
218 Non-Capital Equipment and Furniture	5,854	6,841	10,800
232 Building Repair and Maintenance	17,938	-	-
240 Equipment Repair and Maintenance	-	16,770	52,501
245 Mileage Allowance	76	5,400	720
246 Liability Insurance	1,122	855	1,230
250 Professional and Contracted Services	82,271	257,000	200,020
252 Ads and Legal Notices	200	-	-
261 Telephone Charges	2,295	1,308	1,980
263 Postage	2,319	1,250	3,000
264 Printing and Copying	823	250	1,000
266 Interest On Deposits	26,257	15,000	25,000
269 Other Services and Charges	326,094	320,000	350,000
270 Administrative and Management Services	1,508,799	1,614,893	1,616,998
271 Franchise Equivalency	5,248,163	5,676,300	6,147,490
273 Fleet Lease - Operating and Maintenance	2,378	2,074	1,449
274 Fleet Lease - Replacement	533	237	2,802
275 Building Permits to DDA	666	-	-
280 Purchased Power - General	50,664,845	53,845,011	54,507,056
281 Purchased Power - Renewable	540,975	550,000	-
282 Power Wheeling	12,649	15,000	15,000
<i>Subtotal</i>	<i>58,482,685</i>	<i>62,387,574</i>	<i>62,996,336</i>
Non-Operating Expense			
950 Bad Debt	106,678	132,000	150,000
970 Transfers to Other Funds	1,016,401	2,409,139	675,864
<i>Subtotal</i>	<i>1,123,079</i>	<i>2,541,139</i>	<i>825,864</i>
SERVICE TOTAL	\$60,366,887	\$66,047,556	\$65,381,074

Service: Electric Operations

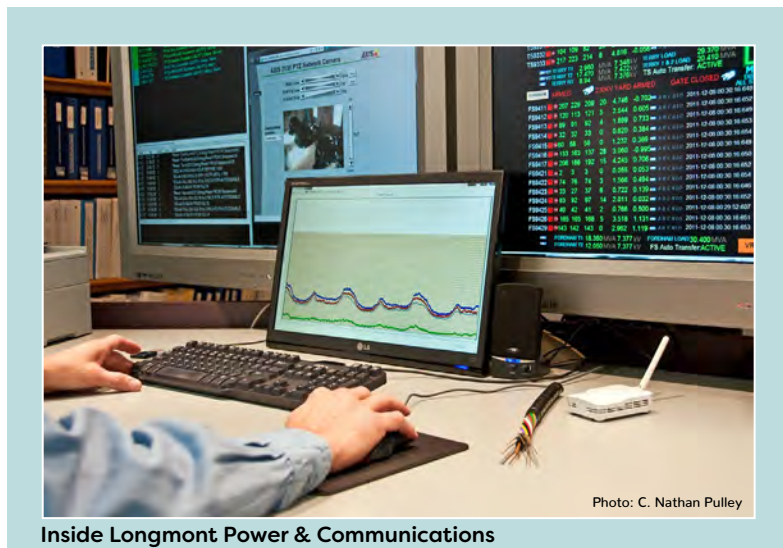
FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Electric Services

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 is responsible for meter installations, repairs, programming and troubleshooting. This service will be responsible for the Advanced Meter Infrastructure (AMI) deployment under the direction of the Director of Power Delivery and Operations and the AMI Manager.



Inside Longmont Power & Communications

SERVICE: Electric Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Director Electric/Broadband Ops	0.70	1.00	0.00
Director of Power Delivery	0.00	0.00	1.00
Electric Construction Coordinator	1.00	1.00	1.00
Line Crew Supervisor	5.00	5.00	5.00
Substation Supervisor	1.00	1.00	0.00
Meter Shop Supervisor	1.00	1.00	1.00
LPC Safety Coordinator	0.70	0.70	0.70
AMI Project Manager	0.00	1.00	1.00
Journey Lineworker	10.00	10.00	10.00
Apprentice Lineworker	1.00	3.00	3.00
Journey Substation Worker	3.00	3.00	0.00
Electric Meter Technician	3.00	3.00	3.00
Groundworker	3.00	1.00	1.00
Street Light Technician	1.00	1.00	1.00
Sr Arborist Technician	0.25	0.25	0.25
Total	30.65	31.95	27.95

Service: Electric Operations**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	2,332,298	1,737,526	1,845,856
112 Wages - Temporary	1,844	14,400	9,310
115 One Time Payment	5,201	-	-
121 Wages - Overtime	201,221	200,000	240,000
122 Longevity Compensation	4,140	2,040	-
126 Retirement Health Savings Plan	63,452	11,180	11,180
128 FICA	113	893	577
129 Medicare	33,499	38,152	41,759
131 MOPC	132,803	130,835	143,530
132 Employee Insurance	447,321	431,681	473,644
133 Employee Retirement	204,578	209,336	239,679
135 Compensation Insurance	37,934	35,516	34,001
136 Unemployment Insurance	1,898	1,307	945
137 Staff Training and Conferences	17,746	24,300	27,500
141 Uniforms and Protective Clothing	27,695	29,500	29,500
142 Food Allowance	2,240	1,000	1,000
<i>Subtotal</i>	3,513,983	2,867,666	3,098,481
Operating and Maintenance			
210 Office Supplies	71,138	105,555	100,000
216 Reference Books and Materials	1,991	2,600	3,500
217 Dues and Subscriptions	100	220	-
218 Non-Capital Equipment and Furniture	48,829	52,000	58,600
232 Building Repair and Maintenance	359,173	-	-
235 Station Maintenance	1,446	-	-
240 Equipment Repair and Maintenance	-	57,510	54,600
246 Liability Insurance	200,658	221,561	166,014
247 Safety Expenses	44,203	42,530	32,000
249 Operating Leases and Rentals	10,503	30,000	20,000
250 Professional and Contracted Services	508,160	814,625	719,625
259 Licenses and Permits	2,547	5,000	5,000
260 Utilities	1,041	1,345	1,345
261 Telephone Charges	9,612	14,800	13,240
263 Postage	249	1,000	1,000
264 Printing and Copying	233	200	200
265 Loss on Obsolete Items	68,852	10,000	10,000
269 Other Services and Charges	-	500	-
273 Fleet Lease - Operating and Maintenance	167,816	176,662	144,998
274 Fleet Lease - Replacement	437,939	480,899	375,349
<i>Subtotal</i>	1,934,489	2,017,007	1,705,471
Non-Operating Expense			
970 Transfers to Other Funds	23,207	23,207	23,207
<i>Subtotal</i>	23,207	23,207	23,207
Capital Outlay			
432 Vehicles	-	34,024	-
440 Machinery and Equipment	11,425	-	-
475 Building Facility and Improvements	211,005	-	-
480 System Improvements	1,371,737	-	-
486 Meters	20,016	194,500	75,000
<i>Subtotal</i>	1,614,182	228,524	75,000
SERVICE TOTAL	\$7,085,862	\$5,136,404	\$4,902,159

Service: Electric Engineering

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Electric Services

Service Description:

Electric Engineering is responsible for planning and design of the overall electric system, including substation and feeder capacity. This service is responsible for new electric distribution development design and coordination, upgrading and expanding existing electric facilities, electric infrastructure protection and maintenance practices, monitoring and addressing general 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, operates and maintains specialized electric utility operations technology (OT) applications, including supervisory control and data acquisition system (SCADA), geographic information system (GIS) and mapping, the outage management systems (OMS), and electric system models, and provides technical assistance and drafting services. Staff participate on the Platte River Power Authority's Joint Technical Advisory Committee.

SERVICE: Electric Engineering

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Director Electric/Broadband Eng	0.70	1.00	0.00
Director of Electric Engineering	0.00	0.00	1.00
Sr Electrical Engineer	2.40	2.40	2.00
Electric Distribution Field Engineer II	3.20	3.20	3.60
Electric Distribution Field Engineer I	0.00	1.00	1.00
Electric Engineering Project Coordinator	0.80	0.80	0.90
Electric Technology Services Coordinator	0.90	0.50	0.00
Sr Programmer Analyst	0.80	0.80	0.00
Sr GIS Analyst	1.00	1.00	0.00
LPC Sr Electrical Inspector	0.00	1.00	1.00
Substation Supervisor	0.00	1.00	1.00
Journey Substation Worker	0.00	0.00	3.00
Total	9.80	12.70	13.50

Service: Electric Engineering**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	909,162	1,681,066	1,357,507
112	Temporary Wages	34,571	-	30,000
115	One Time Payment	2,794	-	-
121	Wages - Overtime	16,257	30,000	40,000
126	Retirement Health Savings Plan	8,433	6,680	5,400
128	FICA	2,143	-	1,860
129	Medicare	11,802	24,375	20,118
131	MOPC	45,484	84,054	67,878
132	Employee Insurance	160,292	277,376	223,989
133	Employee Retirement	70,067	134,485	114,030
135	Compensation Insurance	527	583	799
136	Unemployment Insurance	680	842	446
137	Staff Training and Conferences	17,577	20,700	20,000
141	Uniforms and Protective Cloth	-	5,400	5,600
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>1,279,790</i>	<i>2,266,061</i>	<i>1,888,127</i>
Operating and Maintenance				
210	Office Supplies	5,865	4,400	18,000
216	Reference Books and Materials	778	750	750
217	Dues and Subscriptions	1,005	1,000	1,000
218	Non-Capital Equipment and Furniture	7,907	7,430	24,000
233	Facility Repair and Maintenance	82,006	-	-
240	Equipment Repair and Maintenance	-	94,562	72,642
246	Liability Insurance	2,320	2,008	4,362
247	Safety Expenses	393	500	4,000
249	Operating Leases and Rentals	-	-	500
250	Professional and Contracted Services	18,820	193,000	93,000
261	Telephone Charges	3,457	4,176	5,820
264	Printing and Copying	139	100	100
269	Other Services and Charges	-	200	200
273	Fleet Lease - Operating and Maintenance	7,863	5,791	13,615
274	Fleet Lease - Replacement	15,104	14,985	52,262
	<i>Subtotal</i>	<i>145,656</i>	<i>328,902</i>	<i>290,251</i>
Capital Outlay				
440	Machinery and Equipment	-	10,000	62,000
	<i>Subtotal</i>	<i>-</i>	<i>10,000</i>	<i>62,000</i>
	SERVICE TOTAL	\$1,425,447	\$2,604,963	\$2,240,378

Service: Electric Meter Reading

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Electric Services

Service Description:

Electric Meter Reading is responsible for reading approximately 70,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Water and Sewer funds.

SERVICE: Electric Meter Reading

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Meter Reading Supervisor	0.60	0.60	0.60
Metering & Application Support Coord	0.24	0.24	0.00
Sr Meter Reader	0.60	0.60	0.00
Meter Reader	4.50	4.35	3.60
Total	5.94	5.79	4.20

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	167,626	311,309	218,446
112	Wages - Temporary	48,115	-	-
121	Wages - Overtime	1,659	-	-
126	Retirement Health Savings Plan	1,555	2,316	1,680
128	FICA	2,993	-	-
129	Medicare	2,783	4,514	3,165
131	MOPC	8,239	15,565	10,921
132	Employee Insurance	50,066	51,366	36,043
133	Employee Retirement	12,691	24,905	18,348
135	Compensation Insurance	23,903	35,346	18,103
136	Unemployment Insurance	214	156	74
137	Staff Training and Conferences	1,769	5,220	5,220
141	Uniforms and Protective Clothing	421	840	734
	<i>Subtotal</i>	<i>322,033</i>	<i>451,537</i>	<i>312,734</i>
Operating and Maintenance				
210	Office Supplies	497	2,742	840
218	Non-Capital Equipment and Furniture	665	600	930
240	Equipment Repair and Maintenance	16,090	13,734	15,024
246	Liability Insurance	3,068	3,704	2,567
247	Safety Expenses	676	1,470	1,260
250	Professional and Contracted Services	542	1,200	1,200
261	Telephone Charges	900	936	864
264	Printing and Copying	131	300	180
270	Administrative and Management Services	46,372	18,651	17,037
273	Fleet Lease - Operating and Maintenance	28,112	26,723	24,769
274	Fleet Lease - Replacement	6,662	15,515	6,007
	<i>Subtotal</i>	<i>103,715</i>	<i>85,575</i>	<i>70,678</i>
Capital Outlay				
440	Machinery and Equipment	-	1,800	-
	<i>Subtotal</i>	<i>-</i>	<i>1,800</i>	<i>-</i>
	SERVICE TOTAL	\$425,749	\$538,912	\$383,412

Service: Utilities Warehouse

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Electric Services

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 including support for the Office of Emergency Management as needed, and funding is allocated appropriately. Through cost-effective purchasing practices, the Utilities Warehouse receives, stocks, stores, stages and issues products and materials as recommended or required by the departments and manufacturer's specifications.

SERVICE: Electric Warehouse

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Warehouse Supervisor	1.00	1.00	1.00
Utility Parts Buyer/Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker	2.00	2.00	2.00
Warehouse Worker II	1.00	1.00	1.00
Total	5.00	5.00	5.00

Service: Utilities Warehouse**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	244,359	268,113	276,008
112 Wages - Temporary	-	50,000	50,000
121 Wages - Overtime	2,183	8,000	4,000
122 Longevity Compensation	2,100	2,100	2,160
126 Retirement Health Savings Plan	1,871	2,000	2,000
128 FICA	-	3,100	3,100
129 Medicare	2,114	3,579	3,648
131 MOPC	12,048	13,406	13,801
132 Employee Insurance	42,408	43,942	45,346
133 Employee Retirement	18,560	21,444	22,983
135 Compensation Insurance	4,562	4,862	4,876
136 Unemployment Insurance	179	133	91
137 Staff Training and Conferences	3,698	4,200	4,200
141 Uniforms and Protective Clothing	489	2,125	2,125
142 Food Allowance	95	125	125
<i>Subtotal</i>	334,666	427,129	434,463
Operating and Maintenance			
210 Office Supplies	6,016	9,145	9,145
217 Dues and Subscriptions	200	200	200
218 Non-Capital Equipment and Furniture	8,833	35,810	35,810
225 Freight	-	3,300	3,300
232 Building Repair and Maintenance	5,253	-	-
240 Equipment Repair and Maintenance	-	7,700	7,700
246 Liability Insurance	2,208	2,142	2,103
247 Safety Expenses	645	1,000	1,000
250 Professional and Contracted Services	20,815	25,492	25,492
261 Telephone Charges	1,438	1,150	1,150
265 Loss on Obsolete Items	4,230	5,000	5,000
269 Other Services and Charges	72	-	-
270 Administrative and Management Services	131,439	92,659	81,753
273 Fleet Lease - Operating and Maintenance	13,439	12,041	10,444
274 Fleet Lease - Replacement	11,973	11,796	12,238
<i>Subtotal</i>	206,561	207,435	195,335
Capital Outlay			
475 Building and Facility Improvement	-	18,000	10,500
<i>Subtotal</i>	-	18,000	10,500
SERVICE TOTAL	\$541,228	\$652,564	\$640,298

Service: Electric Energy Strategies & Solutions

FUND: Electric and Broadband Utility Enterprise Fund
DEPARTMENT: Electric Services

Service Description:

Energy Strategies & Solutions (ESS) is responsible for informing, developing, and driving new and existing energy services for commercial and residential customers. These services include energy efficiency in existing buildings and new construction, commercial building energy benchmarking and performance, load management, renewable energy, and grid-interactive strategies. The group maintains a key account program to support LPC's largest electric customers with robust communication, collaboration, and response to power needs and concerns. ESS also instructs and informs the community on energy matters, especially initiatives and innovations that affect customers. ESS helps LPC determine what is possible, what the community wants, and how to achieve community goals in ways that are pragmatic yet resourceful by collaborating; managing grants, demonstration projects, and new programs and by leveraging outside knowledge and resources.

SERVICE: Electric Energy Strategies & Solutions

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Director Electric/Broadband Cust Srvc	0.70	1.00	0.00
Director of Electric Customer Service	0.00	0.00	1.00
Key Account Manager	1.80	2.00	2.00
Energy Services Specialist	0.90	1.00	1.00
Sustainability Coordinator	0.05	0.00	0.00
Renewable Energy Strategy Manager	0.00	0.00	1.00
Public Relations & Marketing Speacialist	0.60	0.40	0.70
Customer Services Energy Specialist	0.90	1.00	0.00
Total	4.95	5.40	5.70

Service: Electric Energy Strategies & Solutions

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	413,841	602,172	579,032
112	Temporary Wages	-	6,000	11,440
115	One Time Payment	2,619	-	-
121	Overtime Wages	308	-	-
126	Retirement Health Savings Plan	4,055	2,320	2,280
128	FICA	-	372	709
129	Medicare	5,201	8,125	8,562
131	MOPC	21,047	27,715	28,951
132	Employee Insurance	82,543	91,224	95,540
133	Employee Retirement	32,418	44,341	48,639
135	Compensation Insurance	4,503	4,380	426
136	Unemployment Insurance	350	276	191
137	Staff Training and Conferences	7,270	15,190	17,325
142	Food Allowance	264	650	600
	<i>Subtotal</i>	<i>574,419</i>	<i>802,765</i>	<i>793,695</i>
Operating and Maintenance				
210	Office Supplies	2,960	3,325	500
216	Reference Books and Materials	56	500	500
217	Dues and Subscriptions	1,541	295	590
218	Non-Capital Equipment and Furniture	256	7,250	4,420
240	Equipment Repair and Maintenance	15,841	15,542	16,000
246	Liability Insurance	851	694	934
250	Professional and Contracted Services	133,427	32,533	21,200
252	Ads and Legal Notices	12,536	12,680	8,909
261	Telephone Charges	2,393	2,796	2,520
263	Postage	985	15,850	14,450
264	Printing and Copying	448	5,000	5,600
269	Other Services and Charges	26,645	28,332	27,450
273	Fleet Lease - Operating and Maintenance	4,401	4,154	1,449
274	Fleet Lease - Replacement	829	710	2,801
290	Rebates	19,760	40,000	45,000
291	Residential Energy Efficiency Rebates	160,000	160,000	180,000
292	Commercial Energy Efficiency Rebates	18,369	300,000	300,000
	<i>Subtotal</i>	<i>401,296</i>	<i>629,661</i>	<i>632,323</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	4,000	-
	<i>Subtotal</i>	<i>-</i>	<i>4,000</i>	<i>-</i>
	SERVICE TOTAL	\$975,715	\$1,436,426	\$1,426,018

Service: Broadband Network Administration

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Broadband Services

Service Description:

Broadband Administration works under the strategic direction of the NextLight Executive Director. 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 various broadband organizations to keep abreast of industry standards and developments and to monitor state and federal legislation in order to promote the community's economic development and the interests of Longmont's residential and business broadband customers.

SERVICE: Broadband Network Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.20	0.20
General Manager Longmont Power & Comm	0.30	0.00	0.00
Director of Broadband Services	0.00	1.00	1.00
Fiber Network Director	0.00	0.00	1.00
LPC Internal Services Director	0.00	0.00	0.10
Dir Electric/Broadband Bus Srv	0.30	0.00	0.00
Dir Electric/Broadband Cust Srv	0.30	0.00	0.00
LPC Safety Coordinator	0.00	0.00	0.30
Energy Services Specialist	0.10	0.00	0.00
Key Account Manager	0.20	0.00	0.00
Utility Rate Analyst	0.90	1.00	0.10
Sr GIS Analyst	0.00	0.00	1.00
Sr GIS/Mapping Tech	0.00	0.00	0.50
MDU & Commercial Sales Eng	1.90	2.00	0.00
LPC Communications & Marketing Manager	0.00	0.60	0.00
Process Analyst/Project Manager	0.00	0.00	1.00
Public Relations & Marketing Specialist	0.00	0.60	0.00
Electric Technology Services Coordinator	0.00	0.00	0.25
Metering & Application Support Coor	0.30	0.30	0.00
Application Support Analyst	0.00	0.00	0.25
Customer Service Energy Specialist	0.10	0.00	0.00
Administrative Supervisor	1.05	1.05	0.15
Administrative Analyst	0.00	0.00	0.10
Administrative Assistant	0.05	0.05	0.10
Broadband Customer Service Representative	5.00	5.00	0.00
Total	10.50	11.80	6.05

Service: Broadband Network Administration

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	710,482	839,276	764,937
115 One Time Payment	1,093	-	-
121 Wages - Overtime	13,232	3,500	-
122 Longevity Compensation	-	-	222
123 Leave Expense	-	3,200	3,200
126 Retirement Health Savings Plan	18,026	4,320	2,420
128 FICA	-	-	-
129 Medicare	8,894	10,590	9,150
131 MOPC	35,886	38,762	34,198
132 Employee Insurance	129,562	127,194	112,825
133 Employee Retirement	55,280	62,006	57,422
135 Compensation Insurance	11,707	500	9,600
136 Unemployment Insurance	544	385	224
137 Staff Training and Conferences	13,409	-	10,000
141 Uniforms and Protective Clothing	-	-	400
142 Food Allowance	1,456	500	1,000
<i>Subtotal</i>	<i>999,570</i>	<i>1,090,233</i>	<i>1,005,598</i>
Operating and Maintenance			
210 Office Supplies	9,852	2,600	3,500
217 Dues and Subscriptions	3,958	4,205	3,300
218 Non-Capital Equipment and Furniture	20,020	-	2,450
240 Equipment Repair and Maintenance	110,428	113,525	3,430
245 Mileage Allowance	40	-	200
246 Liability Insurance	1,686	-	210
247 Safety Expenses	-	150	2,000
250 Professional and Contracted Services	31,784	73,833	32,413
252 Ads and Legal Notices	190	-	-
260 Utilities	417	1,550	500
261 Telephone Charges	1,912	840	1,590
263 Postage	3,232	-	-
264 Printing and Copying	888	250	250
269 Other Services and Charges	501,482	496,000	-
270 Administrative and Management Services	610,408	368,355	561,471
271 Franchise Equivalency	8,056	7,464	8,679
273 Fleet Lease - Operating and Maintenance	4,390	3,752	1,449
274 Fleet Lease - Replacement	2,546	1,658	2,801
<i>Subtotal</i>	<i>1,311,289</i>	<i>1,074,182</i>	<i>624,243</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	1,254,946	1,314,551	1,173,901
923 Principal - Current Bond Issue	-	3,140,000	3,280,000
928 Interest - Notes and Contracts	464,681	-	-
950 Bad Debt	9,459	15,000	-
970 Transfers to Other Funds	2,019,641	188,671	-
<i>Subtotal</i>	<i>3,748,726</i>	<i>4,658,222</i>	<i>4,453,901</i>
SERVICE TOTAL	\$6,059,586	\$6,822,637	\$6,083,742

Service: **Broadband Network Operations**

FUND: **Electric and Broadband Utility Enterprise Fund**

DEPARTMENT: **Broadband Services**

Service Description:

The Network Operations team is responsible for the development and implementation of the systems and overall architecture that allows the fiber network to operate. System monitoring, testing and working with other network providers are all essential functions of this work group along with technical support for both residential and business customers.

SERVICE: Broadband Network Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Dir of Electric/Broadband Ops	0.30	0.00	0.00
LPC Safety Coordinator	0.30	0.30	0.00
LPC Sr Network Engineer	1.00	1.00	1.00
LPC Network Engineer	1.00	1.00	1.00
Field Service Supervisor	1.00	1.00	0.00
Broadband Network Operations Manager	1.00	1.00	1.00
Systems Administrator II	1.00	1.00	2.00
Broadband Service Technician	3.00	3.00	0.00
Broadband Install Tech	5.00	6.00	0.00
Broadband Technical Service Representative	6.00	6.00	5.00
Network Operations Center Technician	0.00	1.00	2.00
Total	19.60	21.30	12.00

Service: Broadband Network Operations**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	89,488	1,116,066	949,010
112 Temporary Wages	5,664	-	-
121 Wages - Overtime	17,065	44,000	21,353
126 Retirement Health Savings Plan	3,200	8,920	4,800
128 FICA	353	-	-
129 Medicare	4,654	23,741	13,759
131 MOPC	17,790	81,864	47,453
132 Employee Insurance	-	270,151	156,587
133 Employee Retirement	27,397	130,982	79,717
135 Compensation Insurance	-	17,026	26,224
136 Unemployment Insurance	-	819	315
137 Staff Training and Conferences	-	25,000	17,000
141 Uniforms and Protective Cloth	-	-	500
142 Food Allowance	-	500	500
<i>Subtotal</i>	<i>165,612</i>	<i>1,719,069</i>	<i>1,317,218</i>
Operating and Maintenance			
210 Office Supplies	-	9,315	10,000
218 Non-Capital Equipment and Furniture	-	-	11,500
232 Building Repair and Maintenance	(361)	-	-
240 Equipment Repair and Maintenance	-	1,184,290	1,221,500
246 Liability Insurance	-	-	5,168
247 Safety Expenses	-	-	300
250 Professional and Contracted Services	-	-	25,000
261 Telephone Charges	-	2,940	1,801
263 Postage	-	-	500
265 Loss on Obsolete Items	-	-	1,000
269 Other Services and Charges	-	50,000	-
273 Fleet Lease - Operating and Maintenance	-	-	2,032
<i>Subtotal</i>	<i>(361)</i>	<i>1,246,545</i>	<i>1,278,801</i>
Capital Outlay			
440 Machinery and Equipment	-	1,077,000	1,291,100
480 System Improvements	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>1,077,000</i>	<i>1,291,100</i>
SERVICE TOTAL	\$165,250	\$4,042,614	\$3,887,119

Service: Broadband Installation Operations

FUND: Electric and Broadband Utility Enterprise Fund
 DEPARTMENT: Broadband Services

Service Description:

The Installation Operations team has responsibility for the day-to-day installation and service work that must take place to meet subscriber requests for new services and repair to existing services. Technicians filling this position have a varied skill set focused on assisting our subscribers with in-home networking after successfully activating or repairing a subscriber’s services.

SERVICE: Broadband Installation Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Dir of Electric/Broadband Eng	0.30	0.00	0.00
Electric Tech Services Coordinator	0.10	0.50	0.00
Fiber Optic Outside Plant Engineer	1.00	1.00	0.00
Field Service Supervisor	0.00	0.00	1.00
Fiber Install Technician	0.00	0.00	5.00
Fiber Service Technician	0.00	1.00	1.00
Sr Programmer Analyst	0.20	0.20	0.00
Sr GIS Analyst	1.00	1.00	0.00
Sr Electrical Engineer	0.60	0.60	0.00
Total	3.20	4.30	7.00

Service: Broadband Installation Operations**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	-	51,702
121 Wages - Overtime	-	-	17,917
126 Retirement Health Savings Plan	-	-	2,800
129 Medicare	-	-	6,647
131 MOPC	-	-	22,916
132 Employee Insurance	-	-	75,624
133 Employee Retirement	-	-	38,499
136 Unemployment Insurance	-	-	151
137 Staff Training and Conferences	-	5,000	2,000
141 Uniforms and Protective Cloth	-	11,000	5,600
142 Food Allowance	-	-	500
<i>Subtotal</i>	-	16,000	224,356
Operating and Maintenance			
210 Office Supplies	-	10,775	24,000
218 Non-Capital Equipment and Furniture	-	56,110	19,000
240 Equipment Repair and Maintenance	-	-	2,400
246 Liability Insurance	-	12,051	-
247 Safety Expenses	-	6,420	3,400
249 Operating Leases and Rentals	-	-	1,000
250 Professional and Contracted Services	-	5,000	-
261 Telephone Charges	-	4,620	4,175
269 Other Services and Charges	-	-	1,000
273 Fleet Lease - Operating and Maintenance	-	38,523	22,185
274 Fleet Lease - Replacement	-	52,003	31,491
<i>Subtotal</i>	-	185,502	108,651
Capital Outlay			
432 Vehicles	-	68,148	35,624
<i>Subtotal</i>	-	68,148	35,624
SERVICE TOTAL	\$-	\$269,650	\$368,631

Service: **Broadband Outside Plant Operations**

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Broadband Services

Service Description:

The Outside Plant Operations (OSP) team has responsibility for the expansion of network services from the fiber hut or different phases to the customer’s premises. This also entails all of the OSP Engineering that is required to identify a path and document newly placed facilities and capacity as it occurs. As the fiber network continues to grow and expand to newly developed sectors of Longmont, this team has the responsibility of ensuring that capacity is available when a subscriber orders services.

SERVICE: Broadband Outside Plant Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Fiber Outside Plant Manager	0.00	0.00	1.00
Electric Engineering Project Coordinator	0.20	0.20	0.10
Sales Engineer	0.00	0.00	1.00
Fiber Construction Coordinator	0.00	0.00	1.00
Fiber Optic Technician	2.00	2.00	2.00
Fiber Service Technician	0.00	0.00	1.00
Electric Distribution Field Engineer II	0.80	0.80	0.40
Fiber Field Engineer I	0.00	0.00	1.00
Total	3.00	3.00	7.50

Service: Broadband Outside Plant Operations**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	307,140	556,065	539,390
112	Temporary Wages	-	-	81,000
115	One time Payment	1,198	-	-
121	Overtime Wages	2,062	4,000	11,863
126	Retirement Health Savings Plan	2,038	2,520	3,000
128	FICA	-	-	5,022
129	Medicare	3,510	8,063	9,982
131	MOPC	14,421	27,804	30,372
132	Employee Insurance	75,357	91,751	100,227
133	Employee Retirement	22,215	44,485	51,025
135	Compensation Insurance	4,012	4,759	6,379
136	Unemployment Insurance	321	278	202
137	Staff Training and Conferences	-	5,000	6,500
141	Uniforms and Protective Clothing	-	-	6,400
142	Food Allowance	-	-	500
	<i>Subtotal</i>	<i>432,273</i>	<i>744,725</i>	<i>851,862</i>
Operating and Maintenance				
210	Office Supplies	45	1,885	4,100
218	Non-Capital Equipment and Furniture	18	-	21,000
240	Equipment Repair and Maintenance	40,880	32,000	37,460
246	Liability Insurance	460	555	1,967
247	Safety Expenses	44	500	2,900
249	Operating Leases and Rentals	-	10,000	5,000
250	Professional Contracted Services	-	294,000	262,000
259	Licenses and Permits	-	-	2,800
261	Telephone Charges	558	2,520	4,006
269	Other Services and Charges	-	-	5,000
273	Fleet Lease - Operating and Maintenance	-	-	40,315
274	Fleet Lease - Replacement	-	-	42,370
	<i>Subtotal</i>	<i>42,005</i>	<i>341,460</i>	<i>428,918</i>
Capital Outlay				
432	Vehicles	-	64,048	33,124
440	Machinery and Equipment	-	-	87,500
	<i>Subtotal</i>	<i>-</i>	<i>64,048</i>	<i>120,624</i>
	SERVICE TOTAL	\$474,278	\$1,150,233	\$1,401,404

Service: **Broadband Customer Billing & Systems**

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Broadband Services

Service Description:

This team is responsible for revenue assurance via billing and collections management and policy creation. They manage GLDS vendor relations ensuring optimal billing practices and system functionality. This team is responsible for ensuring proper tax rates are applied and regulated fees are passed through. Team is responsible for setting up all products and pricing in the billing system.

SERVICE: Broadband Customer Billing & Systems

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
LPC Customer Process & Billing Analyst	0.00	0.00	1.00
Total	0.00	0.00	1.00

Service: Broadband Customer Billing & Systems**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	-	80,453
126 Retirement Health Savings Plan	-	-	400
129 Medicare	-	-	1,167
131 MOPC	-	-	4,023
132 Employee Insurance	-	-	13,081
133 Employee Retirement	-	-	6,556
136 Unemployment Insurance	-	-	26
137 Staff Training and Conferences	-	7,000	3,500
141 Uniforms and Protective Clothing	-	-	50
<i>Subtotal</i>	-	7,000	109,256
Operating and Maintenance			
210 Office Supplies	-	6,300	1,250
240 Equipment Repair and Maintenance	-	-	404,450
250 Professional Contracted Services	-	-	2,000
261 Telephone Charges	-	-	420
269 Other Services and Charges	-	-	540,000
<i>Subtotal</i>	-	6,300	948,120
Non-Operating Expense			
950 Bad Debt	-	-	25,000
<i>Subtotal</i>	-	-	25,000
SERVICE TOTAL	\$-	\$13,300	\$1,082,376

Service: **Broadband Customer Service**

FUND: **Electric and Broadband Utility Enterprise Fund**

DEPARTMENT: **Broadband Services**

Service Description:

The customer service team is responsible for driving optimal customer experience as they promote and sell NextLight services, set up new customers in the system, schedule installations and repairs, address billing inquiries, take customer payments and more. They also manage the front counter at the Service Center taking orders and distributing and receiving equipment.

SERVICE: Broadband Customer Service

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
LPC Customer Sales & Service Manager	0.00	0.00	1.00
Fiber Service & Quality Assurance Specialist	0.00	0.00	1.00
Broadband Customer Service Representative	0.00	0.00	4.00
Total	0.00	0.00	6.00

Service: Broadband Customer Service**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	-	325,040
121 Overtime Wages	-	-	10,000
126 Retirement Health Savings Plan	-	-	2,400
129 Medicare	-	-	4,713
131 MOPC	-	-	16,250
132 Employee Insurance	-	-	53,485
133 Employee Retirement	-	-	27,151
136 Unemployment Insurance	-	-	108
137 Staff Training and Conferences	-	15,700	7,500
141 Uniforms and Protective Clothing	-	-	500
142 Dues and Subscriptions	-	-	500
<i>Subtotal</i>	-	15,700	447,647
Operating and Maintenance			
210 Office Supplies	-	3,925	650
217 Dues and Subscriptions	-	-	180
218 Non-Capital Equipment and Furniture	-	1,500	3,000
240 Equipment Repair and Maintenance	-	-	3,010
246 Liability Insurance	-	1,269	-
250 Professional Contracted Services	-	-	6,000
261 Telephone Charges	-	420	420
269 Other Services and Charges	-	-	250
<i>Subtotal</i>	-	7,114	13,510
SERVICE TOTAL	\$-	\$22,814	\$461,157

Service: **Broadband Marketing**

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Broadband Services

Service Description:

Broadband Marketing is responsible for developing and implementing brand and marketing strategies across all customer segments. This division corresponds directly with customers in person, and by 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; and creates and implements direct mail, door hanging, and out-of-door campaigns in addition to traditional print and digital advertising. Marketing is also responsible for event management and premium merchandise and produces videos as needed.

SERVICE: Broadband Marketing

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
LPC Communications & Marketing Manager	0.40	0.00	1.00
LPC Marketing Coordinator	0.00	0.00	1.00
Public Relations & Marketing Specialist	0.40	0.00	0.30
Total	0.80	0.00	2.30

Service: Broadband Marketing**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	13,860	-	180,423
112	Temporary Wages	711	6,000	-
126	Retirement Health Savings Plan	99	-	920
128	FICA	44	372	-
129	Medicare	180	87	2,616
131	MOPC	693	-	9,021
132	Employee Insurance	10,075	-	29,576
133	Employee Retirement	1,067	-	14,954
135	Compensation Insurance	-	699	3
136	Unemployment Insurance	43	-	59
137	Staff Training and Conferences	1,615	2,000	5,000
141	Uniforms and Protective Clothing	-	-	250
142	Food Allowance	119	100	-
	<i>Subtotal</i>	<i>28,507</i>	<i>9,258</i>	<i>242,822</i>
Operating and Maintenance				
210	Office Supplies	2,551	150	150
217	Dues and Subscriptions	1,579	-	740
218	Non-Capital Equipment and Furniture	170	250	3,250
240	Equipment Repair and Maintenance	1,343	1,600	6,600
250	Professional and Contracted Services	6,365	20,000	100,000
252	Ads and Legal Notices	44,329	115,600	73,200
259	Licenses and Permits	198	-	-
261	Telephone Charges	-	420	966
263	Postage	424	25,000	20,000
264	Printing and Copying	5,840	59,460	34,460
269	Other Services and Charges	9,662	14,415	4,700
	<i>Subtotal</i>	<i>72,461</i>	<i>236,895</i>	<i>244,066</i>
Non-Operating Expense				
970	Transfers to Other Funds	-	4,000	5,000
	<i>Subtotal</i>	<i>-</i>	<i>4,000</i>	<i>5,000</i>
	SERVICE TOTAL	\$100,967	\$250,153	\$491,888

Service: **Broadband Marketing Product Distribution**

FUND: Electric and Broadband Utility Enterprise Fund

DEPARTMENT: Broadband Services

Service Description:

This organization is responsible for determining what product offers and price points to put in the marketplace. They make decisions, along with the network engineering team, about customer premise equipment (ONTs, routers, WiFi devices, handsets, etc.). They are responsible for performing competitive assessments to ensure that NextLight remains competitive in the marketplace. They are also responsible for sales and marketing efforts related specifically to multi-dwelling units (MDUs) or apartments as well as to business or commercial accounts.

SERVICE: Broadband Marketing Product Distribution

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Product Marketing & Distribution Manager	0.00	0.00	1.00
Sales & Distribution Manager	0.00	0.00	1.00
Sales Coordinator	0.00	0.00	1.00
Total	0.00	0.00	3.00

Service: Broadband Marketing Product Distribution**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	-	250,926
112 Temporary Wages	-	-	2,880
126 Retirement Health Savings Plan	-	-	1,200
128 FICA	-	-	179
129 Medicare	-	-	3,680
131 MOPC	-	-	12,547
132 Employee Insurance	-	-	41,257
133 Employee Retirement	-	-	20,926
136 Unemployment Insurance	-	-	82
137 Staff Training and Conferences	-	-	5,000
141 Uniforms and Protective Clothing	-	-	375
142 Food Allowance	-	-	300
<i>Subtotal</i>	-	-	339,352
Operating and Maintenance			
210 Office Supplies	-	-	3,400
217 Dues and Subscriptions	-	-	1,700
240 Equipment Repair and Maintenance	-	-	1,290
261 Telephone Charges	-	744	1,260
269 Other Services and Charges	-	-	8,000
<i>Subtotal</i>	-	744	15,650
SERVICE TOTAL	\$-	\$744	\$355,002

Service: Capital Improvement Projects

FUND: Electric and Broadband Utility Enterprise Fund
DEPARTMENT: Electric and Broadband Services

Service Description:

Capital projects are listed below. Detailed descriptions of each project are included in the 2021-2025 Capital Improvement Program.

ELECTRIC PROJECTS	2021 Budget
ELE009 Electric Feeder Underground Conversion	\$ 250,000
ELE017 Electric Substation Upgrades	200,000
ELE044 Electric System Reliability Improvements	200,000
ELE097 Electric Aid to Construction	4,100,000
ELE099 Advanced Metering	6,000,000
ELE102 Electric System Rehabilitation and Improvements	200,000
ELE103 Distributed Energy Resources Innovation & Solutions	200,000
ELE104 Electric Vehicle Charging Stations	40,000
PBF218 Public Building Efficiency Improvements	38,802
TOTAL	\$ 11,228,802

BROADBAND PROJECTS	2021 Budget
BRB002 Broadband Aid to Construction	\$ 30,000
BRB005 Broadband Reliability Improvements	825,000
BRB006 Broadband Underground Conversion	85,040
BRB007 Broadband System Rehabilitation and Improvements	135,000
BRB008 Fiber Construction	1,423,609
BRB009 Fiber Installation	1,180,488
PBF218 Public Building Efficiency Improvements	31,758
TRP118 Boston Avenue Bridge over St Vrain River	10,000
TOTAL	\$ 3,720,895

ELECTRIC COMMUNITY INVESTMENT FEE FUND Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	1,239,525	1,200,000	1,832,500
TOTAL	\$ 1,239,525	\$ 1,200,000	\$ 1,832,500

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.

2021 Budget

The following capital projects are funded in 2021. Detailed capital project descriptions are included in the 2021-2025 Capital Improvement Program.

ELECTRIC CIF FUND PROJECTS	2021 Budget
ELE014 Electric Main Feeder Extensions	\$ 275,000
ELE016 Electric Substation Expansion	50,000
ELE099 Advanced Metering	1,500,000
TRP118 Boston Avenue Bridge over St Vrain River	7,500
TOTAL	\$ 1,832,500

ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 5,303,985	\$ 4,840,698	\$ 4,128,698
Committed Working Capital	-	455,000	-
SOURCES OF FUNDS			
Fees	638,814	863,000	517,344
Interest	137,424	80,000	40,000
TOTAL FUNDS	776,238	943,000	557,344
EXPENSES			
Capital Projects	1,239,525	1,200,000	1,832,500
TOTAL EXPENSES	1,239,525	1,200,000	1,832,500
ENDING WORKING CAPITAL	4,840,698	4,128,698	2,853,542
CONTRIBUTION TO/(FROM) RESERVES	\$ (463,287)	\$ (257,000)	\$ (1,275,156)

WATER FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	5,790,217	6,428,648	6,478,726
Operating and Maintenance	7,450,426	8,666,735	8,517,309
Non-Operating	992,114	5,066,089	4,446,547
Capital	6,992,747	11,134,951	20,498,943
TOTAL	\$ 21,225,503	\$ 31,296,423	\$ 39,941,525

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

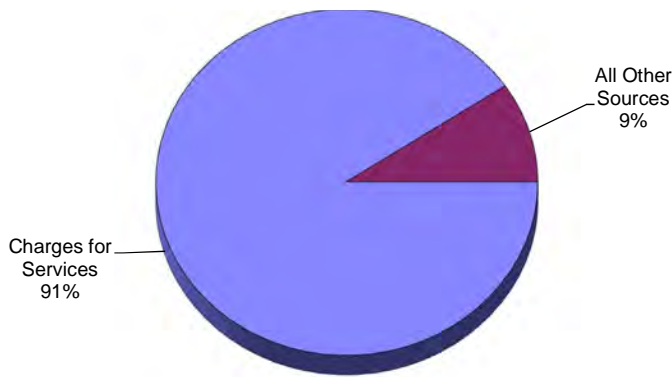
Water System

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 35,313,808	\$ 39,772,218	\$ 21,113,333
Committed Working Capital	-	11,524,679	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	19,248,570	20,848,696	24,234,696
System Development Fees	1,089,460	473,500	311,800
Interest - Operating	903,261	95,100	60,500
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	2,112,846	-	505,600
Miscellaneous	308,803	195,000	195,000
Operating Transfers	1,958,314	2,346,307	1,771,790
Bond Proceeds	-	-	-
Estimated Revenue Adjustment	-	203,614	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	25,621,255	24,162,217	27,079,386
EXPENSES BY BUDGET SERVICE			
Business Services	1,744,708	5,118,136	5,022,406
Natural Resources	3,064,972	3,472,386	3,533,752
Engineering Services	4,201,090	5,740,731	5,239,120
Operations	5,891,876	7,092,346	6,856,712
CIP Projects	6,322,858	9,872,824	19,289,535
Total Operating Expenses	21,225,503	31,296,423	39,941,525
Adjustment for GAAP Expenses	(62,658)	-	-
TOTAL ADJUSTED EXPENSES	21,162,845	31,296,423	39,941,525
ENDING WORKING CAPITAL	39,772,218	21,113,333	8,251,194
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,458,410	\$ (7,134,206)	\$ (12,862,139)

WATER FUND - Sources of Funds



- The Water Fund will receive 91% of its operating revenues from charges for services to the City’s water customers in 2021.
- The 2021 Budget requires a contribution of \$12,862,139 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.

	2019 Actual		2020 Budget		2021 Budget
OPERATING REVENUE					
Sale of Treated Water	\$ 17,944,374	\$	20,608,696	\$	23,194,696
Sale of Raw Water	1,060,263		200,000		1,000,000
Construction Inspection Fees	64,449		-		-
Water Meters	163,347		25,000		25,000
Lab Testing Fees	16,137		15,000		15,000
System Development Fees	1,089,460		473,500		311,800
Intergovernmental Revenue	2,112,846		-		505,600
Interest Income	903,261		95,100		60,500
Other Revenue	308,803		195,000		195,000
Operating Transfers	1,958,314		2,346,307		1,771,790
Bond Proceeds	-		-		-
Contribution from/(to) Fund Balance	(4,458,410)		7,134,206		12,862,139
TOTAL FUNDS NEEDED TO MEET EXPENSES					
	\$ 21,162,845	\$	31,296,423	\$	39,941,525

Water Business Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,234,734	1,384,853	1,506,257
Operating and Maintenance	486,528	1,010,485	838,126
Non-Operating	7,624	2,678,023	2,678,023
Capital	15,821	44,775	-
TOTAL	\$ 1,744,708	\$ 5,118,136	\$ 5,022,406

Service: **Public Works and Natural Resources** Deputy City Manager

FUND: **Water Fund**

DEPARTMENT: **Public Works and Natural Resources**

Service Description:

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

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.16	0.16
General Manager PW&NR	0.25	0.00	0.00
PWNR Director Business & Environmental Services	0.00	0.00	0.25
PWNR Asst Director of Business Services	0.00	0.00	0.25
PWNR Business & Strategic Planning Manager	0.25	0.25	0.00
PWNR Communications & Marketing Manager	0.25	0.25	0.25
PWNR Rate Analyst Manager	0.25	0.25	0.00
Business Process Improvement Coordinator	0.00	0.00	0.50
Sustainability Grant & Program Coordinator	0.00	0.00	0.06
Business Analyst	0.25	0.25	0.25
Executive Assistant	0.40	0.40	0.25
Customer Services Representative	0.20	0.20	0.15
Parks/Open Space Ranger	0.10	0.00	0.00
Watershed Ranger	1.00	0.00	0.00
Natural Resources Specialist	0.35	0.35	0.00
Administrative Supervisor	0.20	0.20	0.15
Administrative Assistant	0.50	0.50	1.45
Total	4.00	2.81	3.72

Service: Public Works and Natural Resources Deputy City Manager

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	201,056	301,444	408,486
112 Wages - Temporary	1,939	10,418	42,344
121 Wages - Overtime	-	350	350
122 Longevity Compensation	420	420	324
123 Leave Expense	-	19,600	19,600
126 Retirement Health Savings Plan	2,330	924	1,492
128 FICA	120	646	2,625
129 Medicare	1,695	2,393	4,394
131 MOPC	10,159	10,005	15,306
132 Employee Insurance	38,963	32,956	50,471
133 Employee Retirement	16,148	16,007	25,673
135 Compensation Insurance	2,457	3,625	146
136 Unemployment Insurance	148	100	99
137 Staff Training and Conferences	20,662	3,691	2,370
142 Food Allowance	664	425	425
<i>Subtotal</i>	<i>296,761</i>	<i>403,004</i>	<i>574,105</i>
Operating and Maintenance			
210 Office Supplies	1,291	8,078	6,520
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	6,403	7,724	7,715
218 Non-Capital Equipment and Furniture	2,036	3,890	800
240 Equipment Repair and Maintenance	9,424	23,080	23,080
245 Mileage Allowance	531	820	820
246 Liability Insurance	836	492	582
250 Professional and Contracted Services	82,788	217,745	183,344
252 Advertising and Legal Notices	7,310	13,200	12,200
261 Telephone Charges	148	800	800
263 Postage	48	-	-
264 Printing and Copying	2,687	2,033	500
269 Other Services and Charges	4,171	50,333	50,000
273 Fleet Lease Operating and Maintenance	255	2,223	1,444
274 Fleet Lease Replacement	1,439	5,695	1,439
<i>Subtotal</i>	<i>119,365</i>	<i>336,313</i>	<i>289,444</i>
Non-Operating Expense			
922 Interest - Current Bond	-	1,451,664	1,451,664
923 Principal - Current Bond	-	1,218,735	1,218,735
970 Transfers to Other Funds	7,624	7,624	7,624
<i>Subtotal</i>	<i>7,624</i>	<i>2,678,023</i>	<i>2,678,023</i>
Capital Outlay			
440 Machinery and Equipment	2,113	-	-
<i>Subtotal</i>	<i>2,113</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$425,862	\$3,417,340	\$3,541,572

Service: Water Quality Laboratory

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the Water/Wastewater Division. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory's primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. The laboratory provides testing to monitor compliance with state health department and U.S. Environmental Protection Agency requirements, testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program, sampling and testing of St. Vrain Creek to study the effects of the wastewater treatment plant effluent on the creek, and metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

SERVICE: Water Quality Laboratory

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Water Quality Laboratory Supervisor	0.35	0.35	0.35
Water Quality Analyst II	0.00	0.00	1.40
Water Quality Analyst I	1.05	1.05	0.00
Water Quality Specialist II	0.00	0.00	0.70
Water Quality Specialist I	0.00	0.00	0.35
Laboratory Technician II	1.40	1.40	0.00
Laboratory Support Technician	0.00	0.00	0.34
Office Assistant	0.17	0.17	0.00
Total	2.97	2.97	3.14

Service: Water Quality Laboratory

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	178,703	205,533	222,867
112 Wages - Temporary	11,440	28,000	15,750
121 Wages - Overtime	2,715	8,000	8,000
122 Longevity Compensation	714	367	755
126 Retirement Health Savings Plan	1,524	1,188	1,256
128 FICA	707	1,736	977
129 Medicare	2,316	3,292	3,212
131 MOPC	8,875	10,277	11,142
132 Employee Insurance	33,035	33,913	36,777
133 Employee Retirement	13,671	16,443	18,720
135 Compensation Insurance	2,597	2,900	2,526
136 Unemployment Insurance	137	103	73
137 Staff Training and Conferences	498	1,400	1,400
141 Uniforms and Protective Clothing	-	80	80
142 Food Allowance	-	35	35
<i>Subtotal</i>	256,933	313,267	323,570
Operating and Maintenance			
210 Office Supplies	45,399	48,575	48,575
216 Reference Books and Materials	184	210	210
217 Dues and Subscriptions	157	666	420
218 Non-Capital Equipment and Furniture	3,819	3,755	2,030
232 Building Repair and Maintenance	21,948	-	-
240 Equipment Repair and Maintenance	-	28,980	31,885
245 Mileage Allowance	91	-	-
246 Liability Insurance	364	343	350
247 Safety Expenses	637	350	350
250 Professional and Contracted Services	51,414	75,191	70,291
259 Licenses and Permits	865	2,000	2,000
261 Telephone Charges	294	700	525
263 Postage	-	44	44
269 Other Services and Charges	(906)	35	35
273 Fleet Lease - Operating and Maintenance	917	1,993	4,449
274 Fleet Lease - Replacement	-	2,492	4,873
<i>Subtotal</i>	125,183	165,334	166,037
Capital Outlay			
432 Vehicles	13,708	-	-
440 Machinery and Equipment	-	17,500	-
475 Building and Facility Improvements	-	20,000	-
<i>Subtotal</i>	13,708	37,500	-
SERVICE TOTAL	\$395,824	\$516,101	\$489,607

Service: **Water Oil and Gas**

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service tracks and monitors oil and gas easements and leases, oversees the plugging and abandoning process, coordinates water quality monitoring, and coordinates site inspections.

SERVICE: Water Oil and Gas

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Air Quality/Oil & Gas Coordinator	0.00	0.00	0.19
Total	0.00	0.00	0.19

Service: Water Oil and Gas

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	-	18,139
126 Retirement Health Savings Plan	-	-	76
129 Medicare	-	-	263
131 MOPC	-	-	907
132 Employee Insurance	488	-	2,993
133 Employee Retirement	-	-	1,524
136 Unemployment Insurance	2	-	6
<i>Subtotal</i>	490	-	23,908
Operating and Maintenance			
250 Professional and Contracted Services	86,095	190,000	139,600
<i>Subtotal</i>	86,095	190,000	139,600
SERVICE TOTAL	\$86,585	\$190,000	\$163,508

Service: Engineering/Survey Technical Services

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Technical Services Manager	0.00	0.25	0.25
PWNR Technology/GIS Coordinator	0.25	0.00	0.00
PWNR Applications Support Analyst	0.25	0.00	0.00
Technical Functional Analyst	0.00	0.25	0.25
Engineering & Surveying Technician Sup	0.25	0.25	0.25
Lead GIS Analyst	0.25	0.25	0.25
Sr GIS Analyst	0.25	0.25	0.25
GIS/Mapping Technician	0.25	0.25	0.25
Engineering Technician	0.50	0.50	0.50
Sr Engineering Technician	0.25	0.25	0.25
Total	2.25	2.25	2.25

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	172,508	180,482	180,919
121	Wages - Overtime	-	417	417
126	Retirement Health Savings Plan	1,048	900	900
129	Medicare	2,143	2,617	2,623
131	MOPC	8,580	9,024	9,044
132	Employee Insurance	28,354	29,761	29,840
133	Employee Retirement	13,217	14,439	15,184
135	Compensation Insurance	89	1,041	184
136	Unemployment Insurance	120	90	61
137	Staff Training and Conferences	726	4,500	4,500
141	Uniforms and Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>226,784</i>	<i>243,346</i>	<i>243,747</i>
Operating and Maintenance				
210	Office Supplies	726	1,900	1,900
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	231	467	467
218	Non-Capital Equipment and Furniture	1,252	4,762	19,307
240	Equipment Repair and Maintenance	39,386	41,768	41,860
246	Liability Insurance	457	480	413
247	Safety Expenses	33	250	250
250	Professional and Contracted Services	645	31,738	45,113
261	Telephone Charges	6,642	9,222	9,222
264	Printing and Copying	70	125	125
273	Fleet Lease - Operating and Maintenance	2,220	3,927	2,075
274	Fleet Lease - Replacement	1,495	3,404	1,494
	<i>Subtotal</i>	<i>53,157</i>	<i>98,068</i>	<i>122,251</i>
Capital Outlay				
440	Machinery and Equipment	-	6,375	-
	<i>Subtotal</i>	<i>-</i>	<i>6,375</i>	<i>-</i>
	SERVICE TOTAL	\$279,941	\$347,789	\$365,998

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 residents and other external customers.

Services include:

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

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

SERVICE: Water Regulatory Compliance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Environmental Services Manager	0.25	0.20	0.20
Sustainability Coordinator	0.20	0.00	0.00
Sustainability Specialist	0.60	0.00	0.00
Water Conservation/Sustainability Specialist	0.00	0.50	0.00
Economic Sustainability Specialist	0.21	0.00	0.00
Sr Civil Engineer	0.50	0.50	0.50
Civil Engineer II	0.50	0.45	0.45
Neighborhood Resource Specialist	0.09	0.00	0.00
Total	2.35	1.65	1.15

Service: Water Regulatory Compliance

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	210,479	147,923	127,486
112	Wages - Temporary	10,502	10,400	11,082
115	One Time Payment	279	-	-
126	Retirement Health Savings Plan	982	660	460
128	FICA	694	645	687
129	Medicare	2,636	2,523	2,010
131	MOPC	10,267	8,180	6,375
132	Employee Insurance	36,012	26,959	21,035
133	Employee Retirement	15,817	13,087	10,708
135	Compensation Insurance	-	1,143	74
136	Unemployment Insurance	153	82	42
137	Staff Training and Conferences	3,683	4,200	4,599
142	Food Allowance	1,245	-	-
	<i>Subtotal</i>	<i>292,749</i>	<i>215,802</i>	<i>184,558</i>
Operating and Maintenance				
210	Office Supplies	2,730	1,318	1,138
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	3,930	642	680
218	Non-Capital Equipment and Furniture	3,092	2,258	400
235	Station Maintenance	12,529	-	-
240	Equipment Repair and Maintenance	-	20,000	20,000
245	Mileage Allowance	165	500	500
246	Liability Insurance	-	303	188
247	Safety Expenses	72	200	200
250	Professional and Contracted Services	24,473	138,000	38,000
252	Ads and Legal Notices	158	-	-
259	Licenses and Permits	2,624	10,150	10,150
260	Utilities	134	-	-
263	Postage	-	9,000	9,000
264	Printing and Copying	400	5,000	5,000
269	Other Services and Charges	403	-	-
273	Fleet Lease - Operating and Maintenance	163	-	-
	<i>Subtotal</i>	<i>50,871</i>	<i>187,571</i>	<i>85,456</i>
	SERVICE TOTAL	\$343,620	\$403,373	\$270,014

Service: Meter Reading

FUND: **Water Fund**

DEPARTMENT: **Public Works and Natural Resources**

Service Description:

Meter Reading is responsible for reading approximately 70,000 electric and water meters monthly throughout the City utility service area (49 square miles) for the purpose of billing customer usage. This service collects usage information via visual reading, radio transmission, and other technologies. This is a shared service with the Electric and Sewer Funds.

SERVICE: Meter Reading

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Meter Reading Supervisor	0.30	0.30	0.30
Metering & Application Support Coord	0.12	0.12	0.00
Senior Meter Reader	0.30	0.30	0.00
Meter Reader	2.26	2.19	1.80
Total	2.98	2.91	2.10

Service: Meter Reading

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	83,813	156,142	109,222
112 Wages - Temporary	24,057	-	-
121 Wages - Overtime	830	-	-
126 Retirement Health Savings Plan	777	1,162	840
128 FICA	1,497	-	-
129 Medicare	1,391	2,264	1,583
131 MOPC	4,119	7,807	5,464
132 Employee Insurance	25,033	25,763	18,020
133 Employee Retirement	6,346	12,491	9,174
135 Compensation Insurance	11,952	697	9,051
136 Unemployment Insurance	107	78	37
137 Staff Training and Conferences	884	2,610	2,610
141 Uniforms and Protective Clothing	211	420	368
<i>Subtotal</i>	<i>161,017</i>	<i>209,434</i>	<i>156,369</i>
Operating and Maintenance			
210 Office Supplies	249	1,371	420
218 Non-Capital Equipment and Furniture	333	300	465
240 Equipment Repair and Maintenance	8,045	6,867	7,512
246 Liability Insurance	1,534	612	1,283
247 Safety Expenses	338	735	630
250 Professional and Contracted Services	271	600	600
261 Telephone Charges	450	468	432
264 Printing and Copying	66	150	90
270 Administrative and Management Services	23,186	9,326	8,518
273 Fleet Lease - Operating and Maintenance	14,056	11,367	12,385
274 Fleet Lease - Replacement	3,331	1,403	3,003
<i>Subtotal</i>	<i>51,858</i>	<i>33,199</i>	<i>35,338</i>
Capital Outlay			
440 Machinery and Equipment	-	900	-
<i>Subtotal</i>	<i>-</i>	<i>900</i>	<i>-</i>
SERVICE TOTAL	\$212,874	\$243,533	\$191,707

Water Natural Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	947,854	1,036,186	1,087,022
Operating and Maintenance	2,112,763	2,426,756	2,446,730
Non-Operating	-	-	-
Capital	4,355	9,444	-
TOTAL	\$ 3,064,972	\$ 3,472,386	\$ 3,533,752

Service: Natural Resources Administration

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PNWR Director of Parks & Natural Resources	0.00	0.00	0.20
PWNR Natural Resources Mgr	0.15	0.15	0.00
Executive Assistant	0.00	0.00	0.15
Project Manager II	0.00	0.00	0.35
PWNR Project Manager II/Volunteer Coord	0.00	0.00	0.25
Sr Arborist Tech	0.25	0.25	0.25
Natural Resources Analyst	0.00	0.21	0.21
Sr Natural Resources Tech	0.00	0.00	0.65
Natural Resources Technician	0.40	0.25	0.15
Land Program Administrator	0.10	0.10	0.10
Weed Technician	0.40	0.40	0.00
Total	1.30	1.36	2.31

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	119,718	127,394	176,440
112	Wages - Temporary	-	9,360	9,360
121	Wages - Overtime	154	-	-
126	Retirement Health Savings Plan	736	744	924
128	FICA	-	580	580
129	Medicare	1,333	1,983	2,693
131	MOPC	5,551	6,370	8,821
132	Employee Insurance	31,932	21,020	29,113
133	Employee Retirement	8,551	10,191	14,822
135	Compensation Insurance	-	127	64
136	Unemployment Insurance	136	64	58
	<i>Subtotal</i>	<i>168,111</i>	<i>177,833</i>	<i>242,875</i>
Operating and Maintenance				
210	Office Supplies	4,610	5,600	5,600
218	Non-Capital Equipment and Furniture	6,291	-	-
222	Chemicals	1,434	-	-
240	Equipment Repair and Maintenance	416	-	-
246	Liability Insurance	-	259	163
247	Safety Expenses	-	1,259	1,259
250	Professional and Contracted Services	15,877	41,420	41,420
261	Telephone Charges	422	-	-
273	Fleet Lease - Operating and Maintenance	-	3,946	7,866
274	Fleet Lease - Replacement	-	7,680	19,789
	<i>Subtotal</i>	<i>29,050</i>	<i>60,164</i>	<i>76,097</i>
Capital Outlay				
432	Vehicles	4,355	9,444	-
	<i>Subtotal</i>	<i>4,355</i>	<i>9,444</i>	<i>-</i>
	SERVICE TOTAL	\$201,516	\$247,441	\$318,972

Service: Water Resources

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Resources service is responsible for acquisition and maintenance of the City’s Water Rights inventory, construction and maintenance of the raw water storage system, and construction and maintenance of the raw water transmission system by which water is delivered to the water treatment plants. Activities performed include in-house engineering, construction management, oversight of contracted engineering and legal services, negotiation and management of agreements and contracts pertaining to water rights, management of the City’s raw water supplies, land acquisition, capital projects, and all associated management functions. Water rights are acquired primarily through implementation of the Raw Water Requirement Policy supplemented by occasional purchases. Water is rendered available for municipal uses by action through the Colorado Water Court system. The management of and payments for the Windy Gap and Colorado Big Thompson transbasin water diversion projects are also included in this service.

SERVICE: Water Resources

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Water Resources Manager	1.00	1.00	1.00
Water Resources Analyst	2.00	2.00	2.00
Water Resources Engineer	1.00	1.00	1.00
Environmental Project Specialist	0.90	0.90	0.90
Sr Watershed Ranger	0.00	0.00	1.00
Watershed Ranger	0.00	1.00	1.00
PWNR Project Manager II/Volunteer Coord	0.25	0.25	0.00
Sr Parks/Open Space Ranger	0.00	0.00	0.10
Parks/Open Space Ranger	0.00	0.10	0.00
Grant Coordinator	0.00	0.09	0.00
Natural Resources Technician	0.00	0.15	0.00
Total	5.15	6.49	7.00

Service: Water Resources**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	508,943	571,299	597,579
112 Wages - Temporary	91,796	83,000	33,202
121 Wages - Overtime	1,897	5,750	5,750
122 Longevity Compensation	4,200	4,260	4,380
126 Retirement Health Savings Plan	12,031	2,596	2,800
128 FICA	5,691	5,146	4,799
129 Medicare	5,135	6,502	6,766
131 MOPC	25,103	28,565	29,879
132 Employee Insurance	77,612	94,265	98,601
133 Employee Retirement	38,671	45,704	50,198
135 Compensation Insurance	5,476	3,480	3,596
136 Unemployment Insurance	329	286	197
137 Staff Training and Conferences	1,339	4,400	4,400
141 Uniforms and Protective Clothing	949	1,500	1,500
142 Food Allowance	570	1,600	500
<i>Subtotal</i>	<i>779,743</i>	<i>858,353</i>	<i>844,147</i>
Operating and Maintenance			
210 Office Supplies	677	12,300	4,801
214 Pamphlets and Documents	-	3,700	2,150
216 Reference Books and Materials	93	200	100
217 Dues and Subscriptions	6,391	6,720	8,220
218 Non-Capital Equipment and Furniture	5,704	6,497	2,000
232 Building Repair and Maintenance	5,847	-	-
240 Equipment Repair and Maintenance	-	54,200	27,200
244 Assessments	1,608,548	1,696,477	1,679,922
245 Mileage Allowance	28	467	300
246 Liability Insurance	3,027	9,985	7,008
247 Safety Expenses	464	600	600
249 Operating Leases and Rentals	77,871	77,000	77,000
250 Professional and Contracted Services	293,541	424,535	462,035
252 Advertising and Legal Notices	1,118	2,000	2,000
259 Licenses and Permits	-	2,875	2,875
260 Utilities	11,822	17,300	17,300
261 Telephone Charges	1,643	2,400	2,400
264 Printing and Copying	1,005	2,000	2,000
269 Other Services and Charges	500	4,500	4,500
273 Fleet Lease - Operating and Maintenance	20,613	6,098	19,990
274 Fleet Lease - Replacement	44,822	36,738	48,232
<i>Subtotal</i>	<i>2,083,713</i>	<i>2,366,592</i>	<i>2,370,633</i>
SERVICE TOTAL	\$2,863,456	\$3,224,945	\$3,214,780

Water Engineering Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	836,584	1,003,226	974,346
Operating and Maintenance	2,380,016	2,349,439	2,496,250
Non-Operating	984,490	2,388,066	1,768,524
Capital	-	-	-
TOTAL	\$ 4,201,090	\$ 5,740,731	\$ 5,239,120

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 debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Water Administration/Engineering

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Engineering Services	0.15	0.30	0.30
PWNR Engineering Administrator	0.95	0.80	0.80
Sr Civil Engineer	1.90	2.20	2.20
Civil Engineer II	1.61	1.75	1.50
Project Manager II	0.16	0.15	0.15
Construction Inspector	0.15	0.40	0.40
Planning Technician	0.13	0.13	0.13
Natural Resources Specialist	0.00	0.00	0.00
Administrative Analyst	0.07	0.00	0.00
Administrative Assistant	0.43	0.43	0.43
Total	5.55	6.16	5.91

Service: Water Administration/Engineering

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	513,382	621,897	604,267
112 Wages - Temporary	6,139	16,500	7,500
121 Wages - Overtime	935	-	-
122 Longevity Compensation	123	198	204
126 Retirement Health Savings Plan	5,030	2,464	2,364
128 FICA	382	465	465
129 Medicare	6,305	9,127	8,871
131 MOPC	25,350	31,094	30,214
132 Employee Insurance	89,446	102,539	99,654
133 Employee Retirement	39,050	49,751	50,708
135 Compensation Insurance	305	278	298
136 Unemployment Insurance	377	311	201
137 Staff Training and Conferences	3,340	6,000	6,000
141 Uniforms and Protective Clothing	54	100	100
142 Food Allowance	474	300	300
<i>Subtotal</i>	690,694	841,024	811,146
Operating and Maintenance			
210 Office Supplies	4,617	6,200	5,200
216 Reference Books and Materials	1,081	500	500
217 Dues and Subscriptions	1,458	1,129	1,400
218 Non-Capital Equipment and Furniture	3,168	9,436	5,400
232 Building Repair and Maintenance	12,541	-	-
240 Equipment Repair and Maintenance	-	12,520	13,920
245 Mileage Allowance	-	200	200
246 Liability Insurance	2,150	1,116	1,186
247 Safety Expenses	89	500	1,000
250 Professional and Contracted Services	84,542	75,300	55,300
252 Advertising and Legal Notices	-	400	400
256 Refunds	3,012	25,000	25,000
259 Licenses and Permits	1,664	1,400	2,000
261 Telephone Charges	2,151	3,800	3,800
263 Postage	215	1,000	1,000
264 Printing and Copying	13	500	500
269 Other Services and Charges	207,569	122,004	222,004
270 Administrative and Management Services	1,610,999	1,593,428	1,643,744
271 Franchise Equivalency	416,940	458,753	488,594
273 Fleet Lease - Operating and Maintenance	3,446	7,980	2,913
274 Fleet Lease - Replacement	6,374	6,373	2,836
275 Building Permits To LDDA	209	-	-
<i>Subtotal</i>	2,362,237	2,327,539	2,476,897
Non-Operating Expense			
927 Principal on Notes and Contracts	-	1,127,756	1,155,397
928 Interest on Notes and Contracts	194,420	54,675	133,450
950 Bad Debt	544	2,500	2,500
970 Transfers to Other Funds	789,526	1,203,135	477,177
<i>Subtotal</i>	984,490	2,388,066	1,768,524
SERVICE TOTAL	\$4,037,421	\$5,556,629	\$5,056,567

Service: **Water Construction Inspection**

FUND: Water Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Water Construction Inspection

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Construction Inspection Supervisor	0.20	0.20	0.20
Sr Construction Inspector	0.40	0.40	0.40
Construction Inspector	0.80	0.80	0.80
Total	1.40	1.40	1.40

Service: Water Construction Inspection

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	101,312	101,408	102,229
112 Wages - Temporary	5,215	14,000	14,000
121 Wages - Overtime	7,990	12,000	12,000
122 Longevity Compensation	432	444	456
126 Retirement Health Savings Plan	805	560	560
128 FICA	376	868	868
129 Medicare	1,197	1,462	1,470
131 MOPC	4,913	5,070	5,112
132 Employee Insurance	16,011	16,732	16,868
133 Employee Retirement	7,569	8,113	8,586
135 Compensation Insurance	-	554	59
136 Unemployment Insurance	69	51	32
137 Staff Training and Conferences	-	800	800
141 Uniforms and Protective Clothing	-	140	160
<i>Subtotal</i>	<i>145,890</i>	<i>162,202</i>	<i>163,200</i>
Operating and Maintenance			
210 Office Supplies	74	1,400	1,400
216 Reference Books and Materials	-	40	40
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	572	2,400	1,900
222 Chemicals	-	350	350
240 Equipment Repair and Maintenance	-	100	100
246 Liability Insurance	-	626	338
247 Safety Expenses	-	300	300
249 Operating Leases and Rentals	-	600	800
261 Telephone Charges	84	2,024	1,724
264 Printing and Copying	-	60	120
273 Fleet Lease - Operating and Maintenance	14,264	10,782	9,065
274 Fleet Lease - Replacement	2,785	3,018	3,016
<i>Subtotal</i>	<i>17,779</i>	<i>21,900</i>	<i>19,353</i>
SERVICE TOTAL	\$163,668	\$184,102	\$182,553

Water Operations Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,771,045	3,004,383	2,911,101
Operating and Maintenance	2,471,118	2,880,055	2,736,203
Non-Operating	-	-	-
Capital	649,713	1,207,908	1,209,408
TOTAL	\$ 5,891,876	\$ 7,092,346	\$ 6,856,712



Nelson-Flanders Water Treatment Plant

Service: Water Treatment Plants

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Treatment Plants process the City’s raw water supply to meet all water quality standards (as defined in the Colorado Primary Drinking Water Regulations) before the water enters the City’s distribution system. This service produces potable water that is aesthetically pleasing and free of impurities and pathogenic organisms. Plant capacities and reservoirs for treated water storage are used to meet system water demands in an efficient manner.

SERVICE: Water Treatment Plants

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Operations	0.30	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.30	0.30	0.30
Civil Engineer I	0.00	0.00	0.50
Field Engineer	0.50	0.50	0.00
Sr Electrical & Control Systems Engineer	0.50	0.50	0.50
Operations & Maintenance Technician Lead	8.80	9.50	9.50
Administrative Assistant	0.30	0.30	0.00
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.50	0.50	0.50
Instrumentation Technician	1.00	1.00	1.00
Total	14.20	14.85	14.55

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	1,056,649	1,151,043	1,153,344
112	Wages - Temporary	-	10,000	10,000
121	Wages - Overtime	15,955	31,400	31,400
126	Retirement Health Savings Plan	10,519	5,940	5,820
128	FICA	13	620	620
129	Medicare	13,166	16,835	16,867
131	MOPC	51,979	57,552	57,665
132	Employee Insurance	178,378	189,922	190,303
133	Employee Retirement	80,070	92,083	96,878
135	Compensation Insurance	17,448	13,203	12,469
136	Unemployment Insurance	755	576	379
137	Staff Training and Conferences	8,347	10,000	10,000
141	Uniforms and Protective Clothing	3,670	5,000	5,000
142	Food Allowance	806	1,000	1,000
	<i>Subtotal</i>	<i>1,437,756</i>	<i>1,585,174</i>	<i>1,591,745</i>
Operating and Maintenance				
210	Office Supplies	35,755	38,226	38,226
216	Reference Books and Materials	1,164	1,600	1,600
217	Dues and Subscriptions	15,514	16,000	16,000
218	Non-Capital Equipment and Furniture	20,708	51,880	45,000
220	Gas and Oil	262	1,000	1,000
222	Chemicals	467,646	564,000	564,000
232	Building Repair and Maintenance	128,399	-	-
240	Equipment Repair and Maintenance	-	170,142	170,419
243	Non-Capital Computer Equipment and Supplies	-	-	20,000
245	Mileage Allowance	-	600	600
246	Liability Insurance	16,110	14,609	9,558
247	Safety Expenses	2,893	7,000	7,000
249	Operating Leases and Rentals	-	1,500	1,500
250	Professional and Contracted Services	310,574	312,750	162,750
259	Licenses and Permits	-	11,500	11,500
260	Utilities	132,958	174,000	174,000
261	Telephone Charges	4,218	1,500	1,500
263	Postage	175	-	-
273	Fleet Lease - Operating and Maintenance	10,743	12,573	11,304
274	Fleet Lease - Replacement	5,123	6,703	6,624
	<i>Subtotal</i>	<i>1,152,242</i>	<i>1,385,583</i>	<i>1,242,581</i>
Capital Outlay				
432	Vehicles	21,790	-	-
440	Machinery and Equipment	10,700	66,000	30,000
	<i>Subtotal</i>	<i>32,490</i>	<i>66,000</i>	<i>30,000</i>
	SERVICE TOTAL	\$2,622,487	\$3,036,757	\$2,864,326

Service: Water Distribution

FUND: Water Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Distribution System provides water to the residences, commercial businesses and industries in the municipal service area. In order to provide this service, Distribution crews maintain the water line system that carries raw water to the treatment plants and to the system of water lines that carries treated water to all of the system's customers. Staff perform routine preventive maintenance to hydrants, valves, and meters and perform emergency repairs whenever leaks occur.

SERVICE: Water Distribution

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Utility and Streets Operations & Mtce Manager	0.45	0.45	0.00
Utility O&M Manager	0.00	0.00	0.55
System Operations Supervisor	0.80	1.10	1.10
Operations & Maintenance Technician Lead	0.40	0.40	0.40
Operations Support Specialist	0.20	0.20	0.20
Utility Maintenance Supervisor	0.30	0.00	0.00
Public Works Technician II	1.00	1.00	0.30
Public Works Technician I	0.20	0.20	0.20
Water Utility Technician Lead	6.25	6.25	6.25
Water Utility Technician	2.95	2.95	2.95
Water Services Coordinator	1.00	1.00	1.00
Administrative Supervisor	0.50	0.50	0.00
Administrative Assistant	0.50	0.50	0.00
Total	14.55	14.55	12.95

Service: Water Distribution**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	906,018	960,626	873,329
112 Wages - Temporary	18,602	24,000	35,250
115 One Time Payment	250	-	-
121 Wages - Overtime	70,741	80,000	80,000
122 Longevity Compensation	2,100	2,160	2,220
126 Retirement Health Savings Plan	9,899	5,820	5,180
128 FICA	1,198	1,488	1,488
129 Medicare	11,446	13,338	12,073
131 MOPC	44,430	48,031	43,665
132 Employee Insurance	153,853	158,355	143,978
133 Employee Retirement	68,455	76,847	73,233
135 Compensation Insurance	31,853	18,451	19,041
136 Unemployment Insurance	652	480	286
137 Staff Training and Conferences	5,033	20,917	20,917
141 Uniforms and Protective Clothing	8,102	7,996	7,996
142 Food Allowance	656	700	700
<i>Subtotal</i>	<i>1,333,289</i>	<i>1,419,209</i>	<i>1,319,356</i>
Operating and Maintenance			
210 Office Supplies	16,196	29,855	29,855
216 Reference Books and Materials	-	500	500
217 Dues and Subscriptions	3,730	3,500	29,750
218 Non-Capital Equipment and Furniture	12,269	24,922	21,800
220 Gas and Oil	-	100	100
222 Chemicals	8,583	10,000	10,000
232 Building Repair and Maintenance	301,941	-	-
240 Equipment Repair and Maintenance	-	355,265	355,265
245 Mileage Allowance	-	500	500
246 Liability Insurance	131,301	121,173	80,941
247 Safety Expenses	8,782	8,500	8,500
249 Operating Leases and Rentals	432	2,000	2,000
250 Professional and Contracted Services	379,732	495,197	495,197
252 Advertising and Legal Notices	83	2,000	2,000
254 Cross Connection Repair and Maintenance	-	7,000	7,000
259 Licenses and Permits	1,018	2,620	2,620
260 Utilities	55,851	64,440	64,440
261 Telephone Charges	6,401	4,489	4,489
263 Postage	2,722	-	-
264 Printing and Copying	1,764	1,000	1,000
269 Other Services and Charges	-	3,000	3,000
273 Fleet Lease - Operating and Maintenance	130,397	117,666	139,906
274 Fleet Lease - Replacement	257,674	240,745	234,759
<i>Subtotal</i>	<i>1,318,877</i>	<i>1,494,472</i>	<i>1,493,622</i>
Capital Outlay			
432 Vehicles	12,116	-	-
440 Machinery and Equipment	17,787	30,433	30,433
455 System Renovations and Replacement	30,200	53,000	53,000
481 Taps	12,232	20,000	20,000
484 Backflow Devices	-	3,000	3,000
486 Meters	544,888	1,035,475	1,072,975
<i>Subtotal</i>	<i>617,223</i>	<i>1,141,908</i>	<i>1,179,408</i>
SERVICE TOTAL	\$3,269,389	\$4,055,589	\$3,992,386

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER FUND PROJECTS	2021 Budget
WTR066 Water Distribution Rehabilitation and Improvements	\$ 1,989,440
WTR150 Automatic Meter Reading	101,250
WTR155 Water Treatment Plant Improvements	227,250
WTR173 Raw Water Irrigation Planning and Construction	111,300
WTR181 Raw Water Transmission Rehabilitation & Improvmnts	3,768,250
WTR182 Flow Monitoring Program	200,000
WTR183 Price Park Tank Replacement	12,732,675
WTR194 Ralph Price Reservoir Improvements	150,000
PBF218 Public Building Efficiency Improvements	9,370
TOTAL	\$ 19,289,535

WATER CONSTRUCTION FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	-	500,000	-
Non-Operating	1,958,314	2,346,307	1,771,790
Capital	816,523	3,561,800	18,250,045
TOTAL	\$ 2,774,837	\$ 6,408,107	\$ 20,021,835

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.

WATER CONSTRUCTION FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 31,906,540	\$ 33,998,863	\$ 23,891,751
Committed Working Capital	-	6,137,605	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	3,975,234	2,323,500	1,520,900
Developer Participation	-	-	-
Miscellaneous	-	-	-
Interest	891,926	115,100	59,200
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	4,867,160	2,438,600	1,580,100
EXPENSES			
Operating and Maintenance	-	500,000	-
Non-Operating	1,958,314	2,346,307	1,771,790
Capital Projects	816,523	3,561,800	18,250,045
TOTAL EXPENSES	2,774,837	6,408,107	20,021,835
ENDING WORKING CAPITAL	33,998,863	23,891,751	5,450,016
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,092,323	\$ (3,969,507)	\$ (18,441,735)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

WATER CONSTRUCTION FUND PROJECTS	2021 Budget
WTR137 Union Reservoir Land Acquisition Program	\$ 50,000
WTR179 Water System Oversizing	50,500
WTR183 Price Park Tank Replacement	6,542,275
WTR189 Nelson-Flanders WTP Expansion	11,607,270
TOTAL	\$ 18,250,045

RAW WATER STORAGE RESERVE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ -	\$ -

Fund Description

The Raw Water Storage Fund was created in 1994 and funded initially from proceeds from the sale of high mountain dams. These funds are used to develop the City's winter water supply.

RAW WATER STORAGE RESERVE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 423,358	\$ 434,588	\$ 19,588
COMMITTED WORKING CAPITAL	-	415,000	-
SOURCES OF FUNDS			
REVENUES			
Interest	11,230	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	11,230	-	-
EXPENSES			
Capital Projects	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	434,588	19,588	19,588
CONTRIBUTION TO/(FROM) RESERVES	\$ 11,230	\$ -	\$ -

WATER CASH ACQUISITION FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	13,494	100,000	100,000
Non-Operating	-	-	-
Capital	888,889	-	-
TOTAL	\$ 902,383	\$ 100,000	\$ 100,000

Fund Description

The Water Cash Acquisition Fund was created in 1994 to accumulate cash payments received in lieu of water rights. These funds are used for the acquisition of water rights to support the City's water system.

WATER ACQUISITION FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 6,640,047	\$ 5,967,451	\$ 280,240
Committed Working Capital	-	5,596,111	-
SOURCES OF FUNDS			
REVENUES			
Cash in Lieu of Water Rights	73,908	5,000	5,000
Miscellaneous	-	-	-
Interest	155,879	3,900	1,100
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	229,787	8,900	6,100
EXPENSES			
Conservation Initiatives and Misc Operating	13,494	100,000	100,000
Purchase of Water Rights	-	-	-
Capital Projects	888,889	-	-
TOTAL EXPENSES	902,383	100,000	100,000
ENDING WORKING CAPITAL	5,967,451	280,240	186,340
CONTRIBUTION TO/(FROM) RESERVES	\$ (672,596)	\$ (91,100)	\$ (93,900)

SEWER FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	3,982,613	4,405,468	4,513,978
Operating and Maintenance	4,609,847	5,085,181	4,998,475
Non-Operating	4,415,363	4,750,982	3,580,932
Capital	6,485,242	2,664,969	2,595,974
TOTAL	\$ 19,493,065	\$ 16,906,600	\$ 15,689,359

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

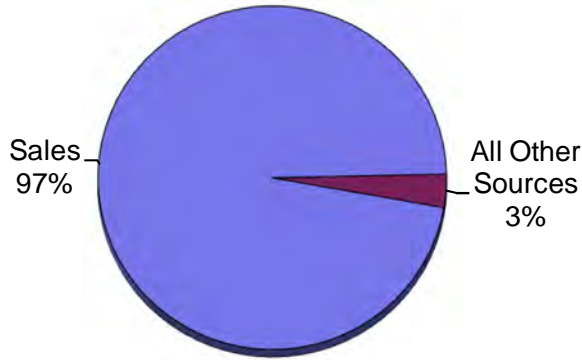
Sewer System

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 16,845,214	\$ 16,225,054	\$ 10,158,644
Committed Working Capital	-	5,736,156	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	15,103,205	15,726,400	15,704,700
Developer Contribution	-	-	-
Intergovernmental	143,219	138,552	-
Interest - Operating	450,138	59,600	40,700
Interest - Debt Service	79,603	-	-
Miscellaneous	20,460	-	-
Operating Transfers	2,789,487	519,962	465,013
Bond Proceeds	-	-	-
Estimated Revenue Revisions	-	131,832	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	18,586,112	16,576,346	16,210,413
EXPENSES BY BUDGET SERVICE			
Business Services	3,326,337	5,658,116	5,449,644
Natural Resources	2,456	6,263	7,908
Engineering Services	5,160,603	3,813,838	2,893,153
Operations	4,795,277	5,324,531	5,151,422
CIP Projects	6,208,392	2,103,852	2,187,232
Total Operating Expenses	19,493,065	16,906,600	15,689,359
Adjustment for GAAP Expenses	(286,793)	-	-
TOTAL ADJUSTED EXPENSES	19,206,272	16,906,600	15,689,359
ENDING WORKING CAPITAL	16,225,054	10,158,644	10,679,698
CONTRIBUTION TO/(FROM) RESERVES	\$ (620,160)	\$ (330,254)	\$ 521,054

SEWER FUND - Sources of Funds



- The Sewer Fund will receive 97% of its operating revenues from sales to the City’s wastewater customers in 2021.
- The 2021 Budget requires a contribution of \$521,054 to fund balance.

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.

	2019 Actual	2020 Budget	2021 Budget
OPERATING REVENUE			
Sales	\$ 14,970,919	\$ 15,726,400	\$ 15,704,700
Industrial Sewer Surcharge	132,286	-	-
Developer Contribution	-	-	-
Intergovernmental Revenue	143,219	138,552	-
Interest Income	450,138	59,600	40,700
Interest on Debt Service	79,603	-	-
Operating Transfers	2,789,487	519,962	465,013
Other Revenue	20,460	-	-
Bond Proceeds	-	-	-
Contribution from/(to) Fund Balance	620,160	330,254	(521,054)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 19,206,272	\$ 16,906,600	\$ 15,689,359

Wastewater Business Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,093,618	1,214,136	1,380,120
Operating and Maintenance	465,821	809,229	757,843
Non-Operating	1,743,243	3,577,826	3,311,681
Capital	23,655	56,925	-
TOTAL	\$ 3,326,337	\$ 5,658,116	\$ 5,449,644

Service: **Public Works and Natural Resources** Deputy City Manager

FUND: **Sewer Fund**

DEPARTMENT: **Public Works and Natural Resources**

Service Description:

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

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.10	0.10
General Manager PW&NR	0.17	0.00	0.00
PWNR Director Business & Environmental Services	0.00	0.00	0.20
PWNR Asst Director of Business Services	0.00	0.00	0.20
PWNR Business & Strategic Planning Manager	0.17	0.20	0.00
PWNR Communications & Marketing Manager	0.17	0.20	0.20
PWNR Rate Analyst Manager	0.17	0.20	0.00
Business Analyst	0.17	0.20	0.20
Business Process Improvement Coordinator	0.00	0.00	0.20
Executive Assistant	0.17	0.20	0.20
Customer Services Representative	0.05	0.05	0.05
Administrative Supervisor	0.05	0.05	0.05
Administrative Assistant	0.10	0.10	0.85
Total	1.22	1.30	2.25

Service: Public Works and Natural Resources Deputy City Manager

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	119,644	195,056	265,212
112 Wages - Temporary	647	3,473	27,046
121 Wages - Overtime	-	150	150
122 Longevity Compensation	105	105	108
126 Retirement Health Savings Plan	1,423	520	903
128 FICA	40	215	1,677
129 Medicare	945	1,507	2,821
131 MOPC	5,946	6,267	9,694
132 Employee Insurance	22,109	20,669	31,985
133 Employee Retirement	9,499	10,028	16,277
135 Compensation Insurance	104	122	93
136 Unemployment Insurance	87	63	64
137 Staff Training and Conferences	17,249	1,621	1,450
142 Food Allowance	500	425	425
<i>Subtotal</i>	178,298	240,221	357,905
Operating and Maintenance			
210 Office Supplies	1,041	784	772
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	1,196	856	856
218 Non-Capital Equipment and Furniture	1,135	1,676	582
240 Equipment Repair and Maintenance	5,761	14,030	14,030
245 Mileage Allowance	361	580	580
246 Liability Insurance	419	361	315
250 Professional and Contracted Services	78,733	161,066	156,032
252 Advertising and Legal Notices	1,812	1,300	1,300
261 Telephone Charges	101	-	-
264 Printing and Copying	668	1,009	-
269 Other Services and Charges	653	20,000	20,000
273 Fleet Lease - Operating and Maintenance	1,438	2,070	1,351
274 Fleet Lease - Replacement	979	2,328	1,152
<i>Subtotal</i>	94,296	206,160	197,070
Non-Operating Expense			
922 Interest - Current Bond Issue	1,739,387	1,670,970	1,529,825
923 Bond Principal - Current	-	1,905,000	1,780,000
929 Bond Arbitrage	2,000	-	-
970 Transfers to Other Funds	1,856	1,856	1,856
<i>Subtotal</i>	1,743,243	3,577,826	3,311,681
Capital Outlay			
440 Machinery and Equipment	2,113	-	-
<i>Subtotal</i>	2,113	-	-
SERVICE TOTAL	\$2,017,949	\$4,024,207	\$3,866,656

Service: **Industrial Pretreatment**

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service, in compliance with federal regulation 40 CFR part 35 and part 403, protects the City’s wastewater treatment system and the St. Vrain River from adverse effects due to industrial discharges. Permits, which limit the pollutant loads that may be released to the sewage system, are issued to industries with the potential to impact the wastewater system. Testing and reporting requirements for the permits assure compliance with local and federal regulations. The Pretreatment program also conducts compliance monitoring testing and site inspections to further verify that permit conditions are met, as required by the U.S. Environmental Protection Agency and the Colorado Department of Health.

SERVICE: Industrial Pretreatment

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Industrial Pre-treatment Coordinator	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Industrial Pretreatment

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	89,847	86,271	89,975
126 Retirement Health Savings Plan	1,235	400	400
129 Medicare	1,089	1,281	1,305
131 MOPC	4,400	4,418	4,499
132 Employee Insurance	14,460	14,581	14,846
133 Employee Retirement	6,777	7,069	7,558
135 Compensation Insurance	963	1,033	902
136 Unemployment Insurance	61	44	30
137 Staff Training and Conferences	-	1,500	500
<i>Subtotal</i>	<i>118,831</i>	<i>116,597</i>	<i>120,015</i>
Operating and Maintenance			
210 Office Supplies	379	9,000	6,501
216 Reference Books and Materials	409	500	500
217 Dues and Subscriptions	554	700	700
218 Non-Capital Equipment and Furniture	-	1,285	500
240 Equipment Repair and Maintenance	4,590	7,000	7,000
246 Liability Insurance	206	191	291
247 Safety Expenses	-	200	200
250 Professional and Contracted Services	6,534	25,500	15,500
252 Advertising and Legal Notices	19	200	200
259 Licenses and Permits	132	400	300
261 Telephone Charges	684	1,000	1,000
263 Postage	468	600	600
264 Printing and Copying	88	600	500
273 Fleet Lease - Operating and Maintenance	1,733	2,618	1,881
274 Fleet Lease - Replacement	-	4,952	5,183
<i>Subtotal</i>	<i>15,796</i>	<i>54,746</i>	<i>40,856</i>
SERVICE TOTAL	\$134,627	\$171,343	\$160,871

Service: Wastewater Quality Laboratory

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Water Quality Laboratory is a comprehensive scientific resource for the City of Longmont Water/Wastewater Utilities. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory’s primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. In accordance with the City’s customer service goals, the laboratory provides other services as needed or requested to its drinking water customers. The laboratory strives to continuously improve upon its community and interdepartmental communications.

Specifically, the laboratory provides chemical and biological testing services for the utilities and other City departments. The following services are provided for the utilities:

- Testing for the water and wastewater treatment plants to monitor compliance with state health department and U.S. Environmental Protection Agency requirements and to assist with process control
- Testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program
- Sampling and testing of St. Vrain Creek to study the effects of wastewater treatment plant effluent on the creek
- Metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

Finally, the laboratory provides, for a fee, testing services to other municipalities and water/sanitation districts in the Boulder County and Larimer County area that do not have laboratory facilities.

SERVICE: Wastewater Quality Laboratory

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Water Quality Lab Supervisor	0.55	0.55	0.55
Water Quality Specialist II	0.00	0.00	1.10
Water Quality Specialist I	0.00	0.00	0.55
Water Quality Analyst II	1.65	1.65	2.20
Laboratory Technician II	2.20	2.20	0.00
Laboratory Support Technician	0.00	0.00	0.56
Office Assistant	0.28	0.28	0.00
Total	4.68	4.68	4.96

Service: Wastewater Quality Laboratory

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	281,391	323,472	351,512
112	Wages - Temporary	19,167	44,000	24,750
121	Wages - Overtime	4,267	18,000	18,000
122	Longevity Compensation	1,176	605	1,243
126	Retirement Health Savings Plan	2,401	1,872	1,984
128	FICA	1,171	2,728	1,535
129	Medicare	3,658	5,173	5,048
131	MOPC	13,976	16,174	17,575
132	Employee Insurance	51,986	53,373	58,000
133	Employee Retirement	21,531	25,878	29,526
135	Compensation Insurance	4,083	2,634	4,031
136	Unemployment Insurance	219	162	117
137	Staff Training and Conferences	1,799	2,200	2,200
141	Uniforms and Protective Clothing	-	127	127
142	Food Allowance	-	55	55
	<i>Subtotal</i>	<i>406,824</i>	<i>496,453</i>	<i>515,703</i>
Operating and Maintenance				
210	Office Supplies	74,385	73,675	73,675
216	Reference Books and Materials	399	350	330
217	Dues and Subscriptions	696	1,144	660
218	Non-Capital Equipment and Furniture	3,686	5,900	3,190
232	Building Repair and Maintenance	32,513	-	-
240	Equipment Repair and Maintenance	-	52,540	57,105
245	Mileage Allowance	150	-	-
246	Liability Insurance	575	510	664
247	Safety Expenses	926	550	550
250	Professional and Contracted Services	102,895	111,491	168,791
261	Telephone Charges	441	1,100	825
263	Postage	-	69	69
269	Other Services and Charges	(1,358)	55	55
273	Fleet Lease - Operating and Maintenance	918	1,993	4,087
274	Fleet Lease - Replacement	-	3,915	3,915
	<i>Subtotal</i>	<i>216,226</i>	<i>253,292</i>	<i>313,916</i>
Capital Outlay				
432	Vehicles	21,542	-	-
440	Machinery and Equipment	-	34,500	-
475	Building Facility Improvements	-	20,000	-
	<i>Subtotal</i>	<i>21,542</i>	<i>54,500</i>	<i>-</i>
	SERVICE TOTAL	\$644,592	\$804,245	\$829,619

Service: Wastewater Engineering and Survey Technical Services

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Engineering and Survey Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Technical Services Manager	0.00	0.15	0.15
PWNR Technology/GIS Coordinator	0.15	0.00	0.00
Engineering & Surveying Technician Sup	0.15	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
PWNR Applications Support Analyst	0.15	0.00	0.00
Technical Functional Analyst	0.00	0.15	0.15
Sr GIS Analyst	0.15	0.15	0.15
GIS/Mapping Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Sr Engineering Technician	0.15	0.15	0.15
Total	1.35	1.35	1.35

Service: Wastewater Engineering and Survey Technical Services

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	103,507	108,289	108,551
121 Wages - Overtime	-	250	250
126 Retirement Health Savings Plan	629	540	540
129 Medicare	1,283	1,570	1,575
131 MOPC	5,145	5,414	5,425
132 Employee Insurance	17,013	17,857	17,905
133 Employee Retirement	7,925	8,663	9,112
135 Compensation Insurance	-	474	551
136 Unemployment Insurance	73	54	36
137 Staff Training and Conferences	660	2,700	2,700
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>136,235</i>	<i>145,856</i>	<i>146,690</i>
Operating and Maintenance			
210 Office Supplies	431	1,140	1,140
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	139	233	233
218 Non-Capital Equipment and Furniture	688	2,858	14,610
240 Equipment Repair and Maintenance	22,934	25,062	25,117
246 Liability Insurance	-	228	213
247 Safety Expenses	20	150	150
250 Professional and Contracted Services	387	11,633	15,757
261 Telephone Charges	3,854	5,976	5,976
264 Printing and Copying	-	75	75
273 Fleet Lease - Operating and Maintenance	1,349	2,327	1,480
274 Fleet Lease - Replacement	897	2,042	897
<i>Subtotal</i>	<i>30,698</i>	<i>51,739</i>	<i>65,663</i>
Capital Outlay			
440 Machinery and Equipment	-	2,125	-
<i>Subtotal</i>	<i>-</i>	<i>2,125</i>	<i>-</i>
SERVICE TOTAL	\$166,934	\$199,720	\$212,353

Service: Wastewater Regulatory Compliance

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

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

SERVICE: Wastewater Regulatory Compliance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Environmental Services Manager	0.25	0.35	0.35
Sustainability Coordinator	0.10	0.00	0.00
Sustainability Specialist	0.10	0.00	0.00
Economic Sustainability Specialist	0.21	0.00	0.00
Sr Civil Engineer	0.50	0.50	0.50
Civil Engineer II	0.20	0.35	0.35
Neighborhood Resouce Specialist	0.08	0.00	0.00
Total	1.44	1.20	1.20

Service: Wastewater Regulatory Compliance

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	145,641	97,083	138,341
112	Wages - Temporary	8,128	1,040	1,108
115	One Time Payment	140	-	-
126	Retirement Health Savings Plan	538	480	480
128	FICA	543	64	69
129	Medicare	1,747	1,983	2,021
131	MOPC	6,807	6,907	6,917
132	Employee Insurance	23,683	22,361	22,826
133	Employee Retirement	10,485	10,858	11,621
135	Compensation Insurance	-	1,013	46
136	Unemployment Insurance	100	68	46
137	Staff Training and Conferences	1,040	4,200	4,200
142	Food Allowance	907	-	-
	<i>Subtotal</i>	<i>199,758</i>	<i>146,057</i>	<i>187,675</i>
Operating and Maintenance				
210	Office Supplies	1,303	1,217	1,100
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	26,628	25,642	25,642
218	Non-Capital Equipment and Furniture	1,278	1,433	400
235	Station Maintenance	12,529	-	-
240	Equipment Repair and Maintenance	-	20,000	20,000
245	Mileage Allowance	80	1,000	1,000
246	Liability Insurance	-	204	117
247	Safety Expenses	72	200	200
250	Professional and Contracted Services	32,851	146,000	46,000
259	Licenses and Permits	15,690	33,900	33,900
261	Telephone Charges	134	-	-
264	Printing and Copying	400	-	-
269	Other Services and Charges	391	-	-
273	Fleet Lease - Operating and Maintenance	163	-	-
	<i>Subtotal</i>	<i>91,520</i>	<i>229,796</i>	<i>128,559</i>
	SERVICE TOTAL	\$291,278	\$375,853	\$316,234

Service: **Wastewater Meter Reading**

FUND: Sewer 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 Water Funds.

SERVICE: Wastewater Meter Reading

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Meter Reading Supervisor	0.10	0.10	0.10
Metering & Application Support Coord	0.04	0.04	0.00
Senior Meter Reader	0.10	0.10	0.00
Meter Reader	0.74	0.72	0.60
Total	0.98	0.96	0.70

Service: Wastewater Meter Reading

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	27,938	51,397	36,408
112 Wages - Temporary	8,019	-	-
121 Wages - Overtime	277	-	-
126 Retirement Health Savings Plan	259	382	280
128 FICA	499	-	-
129 Medicare	464	745	530
131 MOPC	1,373	2,570	1,821
132 Employee Insurance	8,344	8,481	6,009
133 Employee Retirement	2,115	4,112	3,060
135 Compensation Insurance	3,984	229	3,017
136 Unemployment Insurance	36	26	14
137 Staff Training and Conferences	295	870	870
141 Uniforms and Protective Clothing	70	140	123
<i>Subtotal</i>	53,672	68,952	52,132
Operating and Maintenance			
210 Office Supplies	83	457	140
218 Non-Capital Equipment and Furniture	111	100	155
240 Equipment Repair and Maintenance	2,682	2,289	2,504
246 Liability Insurance	511	382	428
247 Safety Expenses	113	245	210
250 Professional and Contracted Services	90	200	200
261 Telephone Charges	150	156	144
264 Printing and Copying	22	50	30
270 Administrative and Management Services	7,729	3,109	2,839
273 Fleet Lease - Operating and Maintenance	4,685	6,040	4,128
274 Fleet Lease - Replacement	1,110	468	1,001
<i>Subtotal</i>	17,286	13,496	11,779
Capital Outlay			
440 Machinery and Equipment	-	300	-
<i>Subtotal</i>	-	300	-
SERVICE TOTAL	\$70,958	\$82,748	\$63,911

Wastewater Natural Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,648	2,145	2,529
Operating and Maintenance	808	4,118	5,379
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 2,456	\$ 6,263	\$ 7,908

Service: Wastewater Natural Resources Administration

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Natural Resource Technician	0.00	0.00	0.03
Weed Technician	0.03	0.03	0.00
Total	0.03	0.03	0.03

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

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	1,203	1,627	1,914
121 Wages - Overtime	3	-	-
126 Retirement Health Savings Plan	12	12	12
129 Medicare	14	24	28
131 MOPC	60	81	96
132 Employee Insurance	262	269	316
133 Employee Retirement	93	130	161
135 Compensation Insurance	-	1	1
136 Unemployment Insurance	1	1	1
<i>Subtotal</i>	<i>1,648</i>	<i>2,145</i>	<i>2,529</i>
Operating and Maintenance			
210 Office Supplies	363	-	-
218 Non-Capital Equipment and Furniture	51	-	-
222 Chemicals	90	-	-
240 Equipment Repair and Maintenance	26	-	-
246 Liability Insurance	-	28	34
250 Professional and Contracted Services	43	1,960	1,960
261 Telephone Charges	12	-	-
273 Fleet Lease - Operating and Maintenance	225	1,600	2,285
274 Fleet Lease - Replacement	-	530	1,100
<i>Subtotal</i>	<i>808</i>	<i>4,118</i>	<i>5,379</i>
SERVICE TOTAL	\$2,456	\$6,263	\$7,908

Wastewater Engineering Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	715,740	818,126	813,934
Operating and Maintenance	1,731,511	1,822,556	1,809,968
Non-Operating	2,672,120	1,173,156	269,251
Capital	41,233	-	-
TOTAL	\$ 5,160,603	\$ 3,813,838	\$ 2,893,153

Service: Wastewater Administration/Engineering

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides management, administration, supervision, and engineering assistance to the department’s Wastewater Utility. Activities include planning for development and capital improvement programs, as well as staffing and supervision and evaluation of employees. This service pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Wastewater Administration/Engineering

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Engineering Services	0.15	0.15	0.15
PWNR Engineering Administrator	0.85	0.80	0.80
Sr Civil Engineer	1.75	1.75	1.75
Civil Engineer II	1.36	1.60	1.60
Civil Engineer I	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	0.10	0.10	0.10
Administrative Assistant	0.43	0.43	0.43
Total	4.76	4.95	4.95

Service: Wastewater Administration/Engineering

LINE ITEM BUDGET

		2019 Actual	2020 Budget	2021 Budget
Personal Services				
111	Salaries and Wages	450,718	504,138	505,882
112	Wages - Temporary	6,139	16,500	7,500
121	Wages - Overtime	43	-	-
122	Longevity Compensation	1,111	1,782	1,836
123	Leave Expense	-	9,000	9,000
126	Retirement Health Savings Plan	4,600	1,980	1,980
128	FICA	379	465	465
129	Medicare	5,503	7,419	7,444
131	MOPC	22,129	25,206	25,293
132	Employee Insurance	77,942	83,079	83,401
133	Employee Retirement	34,089	40,330	42,423
135	Compensation Insurance	256	292	243
136	Unemployment Insurance	330	252	167
137	Staff Training and Conferences	1,043	5,500	5,500
141	Uniforms and Protective Clothing	100	100	100
142	Food Allowance	474	300	300
	<i>Subtotal</i>	<i>604,856</i>	<i>696,343</i>	<i>691,534</i>
Operating and Maintenance				
210	Office Supplies	4,449	6,000	6,000
216	Reference Books and Materials	202	500	500
217	Dues and Subscriptions	1,447	1,249	1,705
218	Non-Capital Equipment and Furniture	1,721	7,002	2,400
232	Building Repair and Maintenance	8,667	-	-
240	Equipment Repair and Maintenance	-	10,820	12,220
245	Mileage Allowance	-	200	200
246	Liability Insurance	1,157	1,030	1,044
247	Safety Expenses	88	500	1,000
250	Professional and Contracted Services	7,290	74,300	70,300
252	Advertising and Legal Notices	-	400	400
259	Licenses and Permits	250	250	250
261	Telephone Charges	1,883	3,500	3,500
263	Postage	344	500	500
264	Printing and Copying	12	500	500
269	Other Services and Charges	70,492	70,000	70,000
270	Administrative and Management Services	964,776	989,452	985,503
271	Franchise Equivalency	642,236	629,056	628,188
273	Fleet Lease - Operating and Maintenance	4,171	2,600	3,202
274	Fleet Lease - Replacement	7,643	7,644	7,644
275	Building Permits To LDDA	190	-	-
	<i>Subtotal</i>	<i>1,717,018</i>	<i>1,805,503</i>	<i>1,795,056</i>
Non-Operating Expense				
922	Interest - Current Bond Issue	(132,387)	-	-
950	Bad Debt	249	2,000	2,000
970	Transfers to Other Funds	2,804,258	1,171,156	267,251
	<i>Subtotal</i>	<i>2,672,120</i>	<i>1,173,156</i>	<i>269,251</i>
Capital Outlay				
440	Machinery and Equipment	41,233	-	-
	<i>Subtotal</i>	<i>41,233</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$5,035,226	\$3,675,002	\$2,755,841

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 permit program to ensure compliance with City standards and inspects work related to storm water management permits. This is a shared service with the Water, Streets, and Storm Drainage funds.

SERVICE: Wastewater Construction Inspection

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Construction Inspection Supervisor	0.15	0.15	0.15
Sr Construction Inspector	0.60	0.30	0.30
Construction Inspector	0.30	0.60	0.60
Total	1.05	1.05	1.05

Service: Wastewater Construction Inspection

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	78,997	76,056	76,671
112	Wages - Temporary	2,608	10,500	10,500
121	Wages - Overtime	5,782	9,000	9,000
122	Longevity Compensation	324	333	342
126	Retirement Health Savings Plan	604	420	420
128	FICA	188	651	651
129	Medicare	876	1,096	1,101
131	MOPC	3,685	3,803	3,835
132	Employee Insurance	12,006	12,549	12,651
133	Employee Retirement	5,677	6,084	6,439
135	Compensation Insurance	-	548	45
136	Unemployment Insurance	52	38	25
137	Staff Training and Conferences	85	600	600
141	Uniforms and Protective Clothing	-	105	120
	<i>Subtotal</i>	<i>110,884</i>	<i>121,783</i>	<i>122,400</i>
Operating and Maintenance				
210	Office Supplies	349	1,050	1,050
216	Reference Books and Materials	-	30	30
217	Dues and Subscriptions	-	150	150
218	Non-Capital Equipment and Furniture	96	1,800	1,425
222	Chemicals	-	150	150
240	Equipment Repair and Maintenance	99	75	75
246	Liability Insurance	-	581	253
247	Safety Expenses	-	225	225
249	Operating Leases and Rentals	-	450	600
261	Telephone Charges	63	1,215	990
264	Printing and Copying	-	45	90
273	Fleet Lease - Operating and Maintenance	11,797	9,019	7,610
274	Fleet Lease - Replacement	2,089	2,263	2,264
	<i>Subtotal</i>	<i>14,493</i>	<i>17,053</i>	<i>14,912</i>
SERVICE TOTAL		\$125,377	\$138,836	\$137,312

Wastewater Operations Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,171,607	2,371,061	2,317,395
Operating and Maintenance	2,411,707	2,449,278	2,425,285
Non-Operating	-	-	-
Capital	211,962	504,192	408,742
TOTAL	\$ 4,795,277	\$ 5,324,531	\$ 5,151,422



Photo: C. Nathan Pulley

Wastewater Treatment Plant

Service: Wastewater Collection System

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Wastewater Collection System

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Utility and Streets Operations & Mtce Manager	0.30	0.30	0.00
System Operations Supervisor	0.10	0.30	0.30
Utility O&M Manager	0.00	0.00	0.45
Utility & Streets Maintenance Supervisor	0.60	0.40	0.40
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 Technician II	0.30	0.30	0.00
Administrative Supervisor	0.20	0.20	0.00
Administrative Assistant	0.25	0.25	0.00
Total	7.60	7.60	7.00

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	365,477	498,644	473,705
112 Wages - Temporary	27,371	52,050	55,800
115 One Time Payment	250	-	-
121 Wages - Overtime	18,264	20,400	20,400
126 Retirement Health Savings Plan	3,381	3,040	2,800
128 FICA	1,702	3,227	3,227
129 Medicare	5,075	7,986	7,625
131 MOPC	17,846	24,932	23,685
132 Employee Insurance	80,037	82,202	78,104
133 Employee Retirement	27,496	39,891	39,732
135 Compensation Insurance	24,320	9,974	7,941
136 Unemployment Insurance	339	249	155
137 Staff Training and Conferences	2,859	1,567	1,567
141 Uniforms and Protective Clothing	3,007	5,250	5,250
142 Food Allowance	278	200	200
<i>Subtotal</i>	<i>577,702</i>	<i>749,612</i>	<i>720,191</i>
Operating and Maintenance			
210 Office Supplies	9,086	13,826	13,826
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	-	300	300
217 Dues and Subscriptions	2,303	1,916	10,666
218 Non-Capital Equipment and Furniture	6,768	12,615	11,300
220 Gas and Oil	-	50	50
222 Chemicals	120	5,000	5,000
232 Building Repair and Maintenance	55,458	-	-
240 Equipment Repair and Maintenance	-	119,275	119,275
245 Mileage Allowance	-	400	400
246 Liability Insurance	175,620	158,359	106,788
247 Safety Expenses	4,496	7,500	7,500
249 Operating Leases and Rentals	216	500	500
250 Professional and Contracted Services	133,221	140,000	140,000
252 Advertising and Legal Notices	83	300	300
259 Licenses and Permits	1,757	1,850	1,850
260 Utilities	12,491	13,715	13,715
261 Telephone Charges	2,824	1,586	1,586
263 Postage	11	-	-
264 Printing and Copying	8	1,000	1,000
269 Other Services and Charges	55	1,850	1,850
273 Fleet Lease - Operating and Maintenance	85,516	77,592	83,074
274 Fleet Lease - Replacement	214,440	170,343	210,753
<i>Subtotal</i>	<i>704,473</i>	<i>728,077</i>	<i>729,833</i>
Capital Outlay			
432 Vehicles	1,012	14,450	-
440 Machinery and Equipment	-	123,717	30,217
481 Taps	-	1,200	1,200
486 Meters	171,696	334,825	347,325
<i>Subtotal</i>	<i>172,708</i>	<i>474,192</i>	<i>378,742</i>
SERVICE TOTAL	\$1,454,883	\$1,951,881	\$1,828,766

Service: Wastewater Treatment Plant

FUND: Sewer Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The Wastewater Treatment Plant treats domestic, industrial and commercial wastewater generated within the city, in order to protect human health and the environment. The facility operates under the Colorado Discharge Permit System, which is administered by the Colorado Department of Public Health and Environment. Plant effluent is discharged to the St. Vrain River after it is treated to meet or exceed all standards set forth by federal and state regulatory agencies. Employees closely monitor the performance of the various treatment processes and make necessary adjustments to ensure that all regulatory requirements are met. Biosolids generated at the plant are treated and beneficially reused through two methods: primary and secondary sludges are anaerobically digested and the biosolids produced are applied to permitted farmland sites at agronomic rates and some of the raw primary sludge is dewatered and trucked to a private composting operation. The composted biosolids are then distributed as a soil amendment.

SERVICE: Wastewater Treatment Plant

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Operations	0.25	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Supervisor	1.00	1.00	2.00
Maintenance Supervisor	0.70	0.70	0.70
Field Engineer	0.50	0.50	0.00
Civil Engineer I	0.00	0.00	0.50
Sr Elec & Control Sys Eng	0.50	0.50	0.50
Operations and Maintenance Technician Lead	9.20	8.50	7.50
Administrative Assistant	0.70	0.70	0.00
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.50	0.50	0.50
Instrumentation Technician	1.00	1.00	1.00
Total	15.35	14.65	13.95

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	1,124,593	1,133,905	1,133,265
112 Temporary Wages	-	15,000	15,000
121 Wages - Overtime	21,858	26,000	26,000
126 Retirement Health Savings Plan	8,157	5,860	5,580
128 FICA	3	930	930
129 Medicare	14,029	16,660	16,652
131 MOPC	55,229	56,695	56,661
132 Employee Insurance	191,843	187,094	186,991
133 Employee Retirement	85,074	90,712	95,193
135 Compensation Insurance	78,205	58,826	31,361
136 Unemployment Insurance	817	567	371
137 Staff Training and Conferences	8,109	19,000	19,000
141 Uniforms and Protective Clothing	5,155	9,600	9,600
142 Food Allowance	833	600	600
<i>Subtotal</i>	<i>1,593,905</i>	<i>1,621,449</i>	<i>1,597,204</i>
Operating and Maintenance			
210 Office Supplies	22,819	37,280	37,280
215 Audiovisual Materials	-	100	100
216 Reference Books and Materials	113	1,300	1,300
217 Dues and Subscriptions	4,212	5,000	5,000
218 Non-Capital Equipment and Furniture	22,242	51,119	40,000
220 Gas and Oil	2,430	5,000	5,000
222 Chemicals	146,320	120,000	120,000
232 Building Repair and Maintenance	248,891	-	-
240 Equipment Repair and Maintenance	-	307,642	307,919
245 Mileage Allowance	-	700	700
246 Liability Insurance	8,175	7,567	8,636
247 Safety Expenses	7,215	16,000	16,000
249 Operating Leases and Rentals	-	1,000	1,000
250 Professional and Contracted Services	570,780	510,500	510,500
252 Advertising and Legal Notices	-	500	500
259 Licenses and Permits	27,115	25,130	25,130
260 Utilities	569,062	542,000	542,000
261 Telephone Charges	5,143	5,000	5,000
263 Postage	224	-	-
264 Printing and Copying	15	200	200
269 Other Services and Charges	-	150	150
273 Fleet Lease - Operating and Maintenance	23,163	35,886	23,404
274 Fleet Lease - Replacement	49,315	49,127	45,633
<i>Subtotal</i>	<i>1,707,234</i>	<i>1,721,201</i>	<i>1,695,452</i>
Capital Outlay			
432 Vehicles	39,255	-	-
440 Machinery and Equipment	-	30,000	30,000
<i>Subtotal</i>	<i>39,255</i>	<i>30,000</i>	<i>30,000</i>
SERVICE TOTAL	\$3,340,394	\$3,372,650	\$3,322,656

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2021 Budget
SWR053 Sanitary Sewer Rehabilitation and Improvements	\$ 900,000
SWR128 Collection System Capacity Improvements	\$ 210,300
SWR147 Infiltration/Inflow Investigation and Evaluation	50,000
SWR154 WWTP Miscellaneous Infrastructure Improvements	935,000
SWR155 Digester No. 4	50,000
WTR150 Automatic Meter Reading	33,750
PBF218 Public Building Efficiency Improvements	8,182
TOTAL	\$ 2,187,232

SEWER CONSTRUCTION FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	85,621	-	-
Non-Operating	523,132	519,962	465,013
Capital	-	-	2,393,500
TOTAL	\$ 608,753	\$ 519,962	\$ 2,858,513

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 8,220,931	\$ 10,150,094	\$ 10,318,524
Committed Working Capital	-	1,041,708	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	2,279,955	1,686,600	1,177,000
Developer Participation Fees	-	-	-
Miscellaneous	-	-	-
Interest	257,961	43,500	47,900
Adjustment for GAAP Revenue	-		
TOTAL FUNDS	2,537,916	1,730,100	1,224,900
EXPENSES			
Operating and Maintenance	85,621	-	-
Non-Operating	523,132	519,962	465,013
Capital Projects	-	-	2,393,500
TOTAL EXPENSES	608,753	519,962	2,858,513
ENDING WORKING CAPITAL	10,150,094	10,318,524	8,684,911
CONTRIBUTION TO/(FROM) RESERVES	1,929,163	1,210,138	(1,633,613)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SEWER FUND PROJECTS	2021 Budget
SWR053 Sanitary Sewer Rehabilitation and Improvements	\$ 900,000
SWR128 Collection System Capacity Improvements	\$ 210,300
SWR147 Infiltration/Inflow Investigation and Evaluation	50,000
SWR154 WWTP Miscellaneous Infrastructure Improvements	935,000
SWR155 Digester No. 4	50,000
WTR150 Automatic Meter Reading	33,750
PBF218 Public Building Efficiency Improvements	8,182
TOTAL	\$ 2,187,232

STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND

Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	4,121,889	4,323,858	4,556,393
Operating and Maintenance	5,289,376	6,331,993	6,360,698
Non-Operating	247,239	419,369	909,218
Capital	10,997,884	10,914,637	15,000,425
TOTAL	\$ 20,656,388	\$ 21,989,857	\$ 26,826,734

Fund Description

The Street System Maintenance and 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 Maintenance and Improvement Fund. The City sales and use tax revenue designated to the Street Maintenance and Improvement Fund was initially approved by Longmont voters in 1986 for a five-year period and renewed several times after that. 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 Maintenance and 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.

2021-2025 Capital Improvement Program

Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program, Transportation System Management, Resilient St. Vrain, Public Building Efficiency Improvements, Railroad Quiet Zones, and the Boston Avenue Bridge Over the St. Vrain. Detailed descriptions for all capital projects are included in the 2021-2025 Capital Improvement Program.

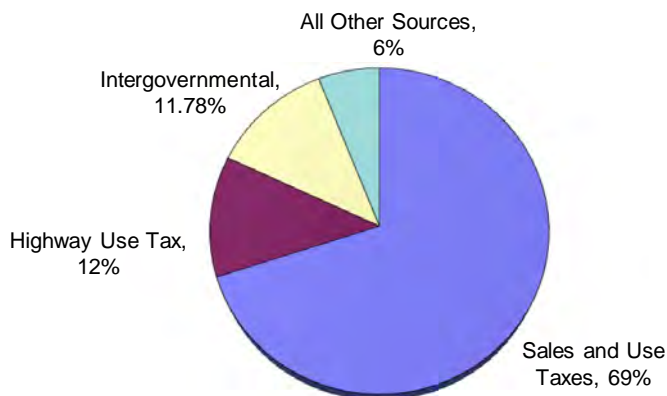
STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND

Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING FUND BALANCE	\$ 14,612,733	\$ 18,149,789	\$ 6,794,307
Committed Working Capital	-	10,807,896	-
SOURCES OF FUNDS			
REVENUES			
Taxes	21,327,989	20,664,473	20,914,498
Licenses and Permits	145,940	15,000	15,000
Intergovernmental	1,989,194	1,150,326	3,356,186
Developer Participation	-	-	-
Interest	434,967	24,070	32,378
Miscellaneous	109,947	10,000	10,000
Estimated Revenue Adjustment	-	(421,598)	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	24,008,037	21,442,271	24,328,062
EXPENSES BY BUDGET SERVICE			
Business Services	592,236	642,659	640,732
Natural Resources	6,632	8,540	11,983
Engineering Services	5,046,433	5,542,698	6,335,318
Operations	4,126,482	4,881,864	5,005,817
CIP Projects	10,884,606	10,914,096	14,832,884
Adjustment for GAAP Expenses	(185,407)	-	-
TOTAL EXPENSES	20,470,981	21,989,857	26,826,734
ENDING WORKING CAPITAL	18,149,789	6,794,307	4,295,635
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,537,056	\$ (547,586)	\$ (2,498,672)

STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND

Sources of Funds



- Approximately 68.6% of revenues of the Street System Maintenance and Improvement Fund for 2021 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 13.8% comes from intergovernmental sources.
- The 2021 Budget requires a contribution of \$2,498,672 from fund balance.

Estimating Major Sources of Funds

Sales and Use Taxes: From Finance Department projections, actual revenue growth of 1.6% in May and 6.5% in June brought overall results to an increase of 0.8% through June 2020, below the 2.8% growth needed to reach 2020 budget projections. Projections for year-end 2020 are a combined decrease of 0.67%. Projections for 2021 are a 2.54% increase in sales and use tax revenue over the projected collections for 2020; sales tax is 2.21% and use tax is 4.5%.

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

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

	2019 Actual	2020 Budget	2021 Budget
OPERATING REVENUE			
Sales and Use Tax	\$ 16,381,208	\$ 16,839,473	\$ 16,684,508
Automobile Tax	1,379,990	975,000	1,379,990
State Highway Use Tax	3,566,791	2,850,000	2,850,000
Intergovernmental	1,303,612	661,050	2,866,910
County Road/Bridge Maintenance	145,336	105,000	105,000
State Highway Maintenance	72,336	72,336	72,336
State Traffic Control Maintenance	467,910	311,940	311,940
Street Cut Permit/Inspection Fee	145,940	15,000	15,000
Street Improvement Fee	-	-	-
Developer Participation	-	-	-
Other Revenue	109,947	10,000	10,000
Interest Income	434,967	24,070	32,378
Contribution from/(to) Fund Balance	(3,537,056)	125,988	2,498,672
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 20,470,981	\$ 21,989,857	\$ 26,826,734

Street System Maintenance and Improvement Business Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	475,691	503,042	535,457
Operating and Maintenance	107,650	134,640	100,298
Non-Operating	6,782	4,977	4,977
Capital	2,113	-	-
TOTAL	\$ 592,236	\$ 642,659	\$ 640,732

Service: **Public Works and Natural Resources** Deputy City Manager

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.10	0.10
General Manager PW&NR	0.18	0.00	0.00
PWNR Director Business & Environmental Services	0.00	0.00	0.20
PWNR Asst Director of Business Services	0.00	0.00	0.20
PWNR Business & Strategic Planning Manager	0.18	0.20	0.00
PWNR Communications & Marketing Manager	0.18	0.20	0.20
Multi Media/Marketing Specialist	0.25	0.25	0.50
PWNR Rate Analyst Manager	0.18	0.20	0.00
Sustainability Grant & Program Coordinator	0.00	0.00	0.13
Business Analyst	0.18	0.20	0.20
Executive Assistant	0.18	0.20	0.20
Grant Coordinator	0.00	0.19	0.00
Customer Service Representative	0.05	0.05	0.05
Administrative Supervisor	0.05	0.05	0.05
Administrative Assistant	0.10	0.10	0.10
Total	1.53	1.74	1.93

Service: Public Works and Natural Resources Deputy City Manager

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	126,062	201,216	215,450
112	Wages - Temporary	646	3,473	16,400
121	Wages - Overtime	-	250	250
122	Longevity Compensation	105	105	108
126	Retirement Health Savings Plan	1,501	596	573
128	FICA	40	215	1,017
129	Medicare	993	1,674	1,973
131	MOPC	6,262	6,841	7,300
132	Employee Insurance	21,326	22,564	24,085
133	Employee Retirement	10,006	10,947	12,255
135	Compensation Insurance	105	122	96
136	Unemployment Insurance	92	69	48
137	Staff Training and Conferences	17,249	1,621	1,450
142	Food Allowance	918	425	425
	<i>Subtotal</i>	<i>185,305</i>	<i>250,118</i>	<i>281,430</i>
Operating and Maintenance				
210	Office Supplies	778	584	572
217	Dues and Subscriptions	1,101	980	980
218	Non-Capital Equipment and Furniture	2,030	1,726	582
222	Chemicals	-	-	-
240	Equipment Repair and Maintenance	1,296	3,600	3,600
245	Mileage Allowance	382	580	580
246	Liability Insurance	496	321	322
250	Professional and Contracted Services	28,293	49,912	17,698
252	Ads and Legal Notices	2,791	800	800
261	Telephone Charges	107	-	-
264	Printing and Copying	2,839	1,009	-
269	Other Services and Charges	83	-	-
273	Fleet Lease - Operating and Maintenance	251	1,399	1,351
274	Fleet Lease - Replacement	1,036	2,465	1,152
	<i>Subtotal</i>	<i>41,484</i>	<i>63,376</i>	<i>27,637</i>
Non-Operating Expense				
928	Interest - Notes and Contracts	1,805	-	-
970	Transfers to Other Funds	4,977	4,977	4,977
	<i>Subtotal</i>	<i>6,782</i>	<i>4,977</i>	<i>4,977</i>
Capital Outlay				
440	Machinery and Equipment	2,113	-	-
	<i>Subtotal</i>	<i>2,113</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$235,683	\$318,471	\$314,044

Service: Regulatory Compliance

FUND: Street System Maintenance and 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 residents and other external customers.

Services include:

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

This is a shared service with the Water, Storm Drainage, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Environmental Svs Mgr	0.05	0.05	0.05
Neighborhood Resource Specialist	0.08	0.00	0.00
Sustainability Coordinator	0.20	0.00	0.00
Sustainability Specialist	0.10	0.00	0.00
Economic Sustainability Specialist	0.08	0.00	0.00
Total	0.51	0.05	0.05

Service: Regulatory Compliance

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	41,354	6,925	6,978
112 Temporary Wages	7,536	1,040	1,108
115 One Time Payment	279	-	-
126 Retirement Health Savings Plan	112	20	20
128 FICA	475	64	69
129 Medicare	578	115	117
131 MOPC	2,068	346	349
132 Employee Insurance	7,371	1,129	1,151
133 Employee Retirement	3,184	553	586
135 Compensation Insurance	-	321	-
136 Unemployment Insurance	32	3	2
137 Staff Training and Conferences	841	-	-
142 Food Allowance	764	-	-
<i>Subtotal</i>	<i>64,594</i>	<i>10,516</i>	<i>10,380</i>
Operating and Maintenance			
210 Office Supplies	1,517	-	-
217 Dues and Subscriptions	2,221	-	-
218 Non-Capital Equipment and Furniture	1,166	413	-
246 Liability Insurance	-	65	-
250 Professional and Contracted Services	8,951	-	-
261 Telephone Charges	51	-	-
264 Printing Copying and Binding	218	-	-
269 Other Services and Charges	226	-	-
<i>Subtotal</i>	<i>14,350</i>	<i>478</i>	<i>-</i>
SERVICE TOTAL	\$78,944	\$10,994	\$10,380

Service: Engineering/Survey Technical Services

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Technical Services Manager	0.00	0.25	0.25
PWNR Technology/GIS Coordinator	0.25	0.00	0.00
Engineering & Surveying Technician Sup	0.25	0.25	0.25
Lead GIS Analyst	0.25	0.25	0.25
PWNR Applications Support Analyst	0.25	0.00	0.00
Technical Functional Analyst	0.00	0.25	0.25
Sr GIS Analyst	0.25	0.25	0.25
Sr GIS/Mapping Technician	0.00	0.00	0.00
GIS/Mapping Technician	0.25	0.25	0.25
Sr Engineering Technician	0.50	0.50	0.50
Engineering Technician	0.25	0.25	0.25
Total	2.25	2.25	2.25

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	171,605	180,482	180,919
121 Wages - Overtime	-	417	417
126 Retirement Health Savings Plan	1,048	900	900
129 Medicare	2,140	2,617	2,623
131 MOPC	8,580	9,024	9,044
132 Employee Insurance	28,354	29,761	29,840
133 Employee Retirement	13,218	14,439	15,184
135 Compensation Insurance	-	103	84
136 Unemployment Insurance	120	90	61
137 Staff Training and Conferences	726	4,500	4,500
141 Uniforms and Protective Clothing	-	75	75
<i>Subtotal</i>	<i>225,792</i>	<i>242,408</i>	<i>243,647</i>
Operating and Maintenance			
210 Office Supplies	719	1,900	1,900
216 Reference Books and Materials	-	25	25
217 Dues and Subscriptions	231	388	388
218 Non-Capital Equipment and Furniture	1,047	4,762	11,572
240 Equipment Repair and Maintenance	38,183	41,768	41,860
246 Liability Insurance	-	380	355
247 Safety Expenses	33	250	250
250 Professional and Contracted Services	645	3,950	2,700
261 Telephone Charges	7,298	9,960	9,960
264 Printing and Copying	-	140	125
273 Fleet Lease - Operating and Maintenance	2,166	3,859	2,032
274 Fleet Lease - Replacement	1,495	3,404	1,494
<i>Subtotal</i>	<i>51,816</i>	<i>70,786</i>	<i>72,661</i>
SERVICE TOTAL	\$277,608	\$313,194	\$316,308

Street System Maintenance and Improvement Natural Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	6,344	6,824	8,196
Operating and Maintenance	288	1,716	3,787
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 6,632	\$ 8,540	\$ 11,983

Service: Natural Resources Administration

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Project Manager II	0.00	0.00	0.05
Sr Natural Resources Technician	0.00	0.00	0.03
Natural Resources Specialist	0.05	0.05	0.00
Weed Technician	0.03	0.03	0.00
Total	0.08	0.08	0.08

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

		2019 Actual	2020 Budget	2021 Budget
Personal Services				
111	Salaries and Wages	4,804	5,183	6,212
121	Wages - Overtime	3	-	-
126	Retirement Health Savings Plan	32	32	32
129	Medicare	59	75	90
131	MOPC	240	259	311
132	Employee Insurance	833	855	1,025
133	Employee Retirement	370	415	522
135	Compensation Insurance	-	2	2
136	Unemployment Insurance	3	3	2
	<i>Subtotal</i>	6,344	6,824	8,196
Operating and Maintenance				
210	Office Supplies	43	-	-
218	Non-Capital Equipment and Furniture	54	-	-
222	Chemicals	90	-	-
240	Equipment Repair and Maintenance	26	-	-
246	Liability Insurance	-	55	65
250	Professional and Contracted Services	43	-	-
261	Telephone Charges	33	-	-
273	Fleet Lease - Operating and Maintenance	-	1,131	2,338
274	Fleet Lease - Replacement	-	530	1,384
	<i>Subtotal</i>	288	1,716	3,787
	SERVICE TOTAL	\$6,632	\$8,540	\$11,983

Street System Maintenance and Improvement Engineering Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,279,445	2,557,513	2,573,789
Operating and Maintenance	2,449,361	2,570,793	2,690,288
Non-Operating	240,457	414,392	904,241
Capital	77,170	-	167,000
TOTAL	\$ 5,046,433	\$ 5,542,698	\$ 6,335,318

Service: Construction Inspection

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field-check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Storm Drainage and Sewer funds.

SERVICE: Construction Inspection

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Construction Inspection Supervisor	0.50	0.50	0.50
Sr Construction Inspector	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00
Total	3.50	3.50	3.50

Service: Construction Inspection

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	251,616	253,520	255,573
112	Wages - Temporary	14,342	35,000	35,000
121	Wages - Overtime	20,185	30,000	30,000
122	Longevity Compensation	1,080	1,110	1,140
126	Retirement Health Savings Plan	2,012	1,400	1,400
128	FICA	1,034	2,170	2,170
129	Medicare	3,015	3,655	3,673
131	MOPC	12,283	12,676	12,781
132	Employee Insurance	40,027	41,831	42,169
133	Employee Retirement	18,922	20,282	21,469
135	Compensation Insurance	17,726	16,279	3,480
136	Unemployment Insurance	169	127	84
137	Staff Training and Conferences	3,061	2,000	2,000
141	Uniforms and Protective Clothing	743	350	400
142	Food Allowance	94	200	200
	<i>Subtotal</i>	386,308	420,600	411,539
Operating and Maintenance				
210	Office Supplies	3,303	3,500	3,500
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	590	500	500
218	Non-Capital Equipment and Furniture	729	6,000	4,750
240	Equipment Repair and Maintenance	50	275	275
246	Liability Insurance	8,493	2,853	3,451
247	Safety Expenses	1,051	750	750
249	Operating Leases and Rentals	3,245	1,500	2,000
261	Telephone Charges	5,774	4,050	3,300
263	Postage	1	-	-
264	Printing and Copying	535	150	300
273	Fleet Lease - Operating and Maintenance	36,822	26,833	23,545
274	Fleet Lease - Replacement	18,193	23,668	23,667
	<i>Subtotal</i>	78,785	70,179	66,138
SERVICE TOTAL		\$465,093	\$490,779	\$477,677

Service: Transportation Engineering

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides management, administration, and supervision of the Transportation Engineering and Construction Inspection Division of the City’s Public Works and Natural Resources Department. Activities include planning for development and capital project programs as well as administrative support for the division and staff supervision. In addition, this service provides traffic engineering services and supervision of Traffic Signal services. Traffic engineering services include traffic counts, traffic signal timing, accident and safety studies, determining the need for traffic control devices, coordinating the school safety program, staff support to the Transportation Advisory Board and the Neighborhood Traffic Mitigation Program, and coordination with other agencies, including DRCOG, RTD and CDOT.

SERVICE: Transportation Engineering

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Traffic Engineering Administrator	1.00	1.00	1.00
Sr Civil Engineer	1.00	1.00	1.00
Civil Engineer II	1.00	1.00	1.00
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	0.52	0.52	0.52
Total	4.52	4.52	4.52

Service: Transportation Engineering

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	361,127	409,036	409,737
112 Wages - Temporary	-	11,000	11,000
121 Wages - Overtime	3	800	800
123 Leave Expense	-	10,800	10,800
126 Retirement Health Savings Plan	3,287	1,808	1,808
128 FICA	-	682	682
129 Medicare	4,281	6,091	6,101
131 MOPC	18,020	20,452	20,486
132 Employee Insurance	65,673	67,491	67,606
133 Employee Retirement	27,759	32,723	34,418
135 Compensation Insurance	210	252	204
136 Unemployment Insurance	278	205	137
137 Staff Training and Conferences	4,158	10,000	10,000
141 Uniforms and Protective Clothing	33	100	100
142 Food Allowance	643	500	500
<i>Subtotal</i>	<i>485,471</i>	<i>571,940</i>	<i>574,379</i>
Operating and Maintenance			
210 Office Supplies	7,830	14,000	13,000
216 Reference Books and Materials	341	100	100
217 Dues and Subscriptions	2,471	2,500	2,500
218 Non-Capital Equipment and Furniture	2,252	7,429	5,500
240 Equipment Repair and Maintenance	12,658	14,244	14,244
245 Mileage Allowance	13	100	100
246 Liability Insurance	5,101	5,924	6,278
247 Safety Expenses	10	600	1,100
250 Professional and Contracted Services	32,512	23,000	23,000
252 Advertising and Legal Notices	468	3,000	3,000
260 Utilities	341	700	700
261 Telephone Charges	5,546	5,388	5,388
263 Postage	4,826	2,300	2,300
264 Printing and Copying	168	2,100	2,100
273 Fleet Lease - Operating and Maintenance	5,950	10,378	11,041
274 Fleet Lease - Replacement	22,750	18,454	18,454
<i>Subtotal</i>	<i>103,237</i>	<i>110,217</i>	<i>108,805</i>
SERVICE TOTAL	\$588,708	\$682,157	\$683,184

Service: Street Improvements

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the planning, design, construction and contract administration of major street construction projects identified through the Capital Improvement Program. In addition to the activities for capital projects, this service reviews development plans for street planning and construction. This service pays the administrative transfer to the General Fund.

SERVICE: Street Improvements

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Engineering Services	0.35	0.40	0.40
PWNR Engineering Administrator	0.85	0.95	0.95
Sr Civil Engineer	1.15	1.30	1.30
Civil Engineer II	1.91	2.30	2.55
Construction Inspector	0.15	0.35	0.35
Sr Project Manager	0.80	0.00	0.00
Project Manager II	0.10	0.25	0.25
Administrative Analyst	0.07	0.00	0.00
Total	5.38	5.55	5.80

Service: Street Improvements

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	479,192	584,036	611,436
112 Wages - Temporary	14,323	21,000	-
121 Overtime Pay	889	-	-
126 Retirement Health Savings Plan	8,526	2,220	2,320
128 FICA	885	-	-
129 Medicare	5,834	8,469	8,865
131 MOPC	23,842	29,201	30,571
132 Employee Insurance	90,321	96,292	100,839
133 Employee Retirement	36,728	46,722	51,312
135 Compensation Insurance	11,284	11,683	10,940
136 Unemployment Insurance	382	292	202
137 Staff Training and Conferences	552	4,100	4,100
142 Food Allowance	-	100	100
<i>Subtotal</i>	<i>672,757</i>	<i>804,115</i>	<i>820,685</i>
Operating and Maintenance			
210 Office Supplies	39	500	500
217 Dues and Subscriptions	141	100	100
218 Non-Capital Equipment and Furniture	835	5,712	2,000
240 Equipment Repair and Maintenance	-	570	570
246 Liability Insurance	1,337	1,156	1,102
250 Professional and Contracted Services	-	2,000	2,000
252 Advertising and Legal Notices	-	300	300
261 Telephone Charges	563	2,000	2,000
269 Other Services and Charges	13	-	-
270 Administrative and Management Services	916,431	847,753	940,874
<i>Subtotal</i>	<i>919,359</i>	<i>860,091</i>	<i>949,446</i>
Non-Operating Expense			
910 Transfer To General Fund	226,903	246,293	246,441
927 Principal - Notes and Contracts	-	-	280,997
970 Transfers to Other Funds	13,554	168,099	376,803
<i>Subtotal</i>	<i>240,457</i>	<i>414,392</i>	<i>904,241</i>
SERVICE TOTAL	\$1,832,574	\$2,078,598	\$2,674,372

Service: Street Rehabilitation

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for the planning and engineering involved in the City’s annual street rehabilitation program and coordinating contracted construction efforts with the City’s internal maintenance efforts in order to provide the best overall life cycle for the city’s streets and sidewalks. Duties include condition rating of streets, updating the City’s pavement management system database, developing long-range rehabilitation plans, construction management of contracted portions of the program, and coordinating work with other divisions and departments. The contracted portion of the program includes concrete repair of broken sidewalks and curbs, crack sealing, pavement seal coats, pavement overlays and pavement reconstruction.



SERVICE: Street Rehabilitation

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Civil Engineer	1.50	1.50	1.50
Total	1.50	1.50	1.50

Service: Street Rehabilitation

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	160,039	163,254	165,435
126	Retirement Health Savings Plan	600	600	600
129	Medicare	1,938	2,367	2,399
131	MOPC	8,002	8,163	8,271
132	Employee Insurance	26,352	26,937	27,297
133	Employee Retirement	12,327	13,060	13,897
135	Compensation Insurance	3,211	3,281	2,952
136	Unemployment Insurance	112	82	55
	<i>Subtotal</i>	<i>212,580</i>	<i>217,744</i>	<i>220,906</i>
Operating and Maintenance				
210	Office Supplies	-	1,100	1,100
217	Dues and Subscriptions	844	700	700
218	Non-Capital Equipment and Furniture	51	-	-
246	Liability Insurance	232	194	194
247	Safety Expenses	-	100	100
	<i>Subtotal</i>	<i>1,127</i>	<i>2,094</i>	<i>2,094</i>
	SERVICE TOTAL	\$213,707	\$219,838	\$223,000

Service: Transportation System Management

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service develops and manages the transportation system management (TSM) program, which includes traffic safety and capacity projects, pedestrian and bicycle improvements connected with the street network, and management of the City’s neighborhood traffic mitigation program. This service is responsible for the planning, design and contract management of TSM projects identified in the Capital Improvement Program. The projects consist primarily of safety and capacity improvements, pedestrian/bicycle/multimodal enhancements, and design and construction of projects identified through the City’s neighborhood traffic mitigation program.

SERVICE: Transportation System Management

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Civil Engineer	0.50	0.50	0.50
Total	0.50	0.50	0.50

Service: Transportation System Management

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	50,577	54,225	54,225
112	Wages - Temporary	124,721	138,176	152,320
126	Retirement Health Savings Plan	200	200	200
128	FICA	7,733	8,567	9,444
129	Medicare	2,388	2,790	2,995
131	MOPC	2,529	2,711	2,711
132	Employee Insurance	8,715	8,947	8,947
133	Employee Retirement	3,896	4,338	4,555
135	Compensation Insurance	38,159	36,079	18,838
136	Unemployment Insurance	37	27	18
	<i>Subtotal</i>	<i>238,954</i>	<i>256,060</i>	<i>254,253</i>
Operating and Maintenance				
210	Office Supplies	1,850	4,850	4,850
217	Dues and Subscriptions	8,601	11,500	11,500
246	Liability Insurance	554	468	446
247	Safety Expenses	-	500	500
250	Professional and Contracted Services	685,503	701,600	896,965
252	Advertising and Legal Notices	-	150	150
264	Printing and Copying	2,500	5,000	5,000
269	Other Services and Charges	58,394	60,000	60,000
	<i>Subtotal</i>	<i>757,402</i>	<i>784,068</i>	<i>979,411</i>
	SERVICE TOTAL	\$996,355	\$1,040,128	\$1,233,664

Service: Traffic Signals

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining the City’s traffic signal system and school flashers, installing overhead signs, and managing and coordinating contracted work for traffic signal installation and upgrade/improvement projects. This includes design, planning and purchase of materials and equipment; repairs to and preventive maintenance of traffic signals, video detection systems, school flashers, and driver feedback speed systems; and installation of overhead signs at signalized intersections.

SERVICE: Traffic Signals

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	2.00	2.00	2.00
Total	3.00	3.00	3.00

Service: Traffic Signals

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	179,651	190,308	192,384
112	Temporary Wages	9,090	-	-
121	Wages - Overtime	27,254	33,000	33,000
122	Longevity Compensation	(2,400)	-	-
126	Retirement Health Savings Plan	5,647	1,200	1,200
128	FICA	291	-	-
129	Medicare	2,630	2,759	2,790
131	MOPC	9,107	9,515	9,619
132	Employee Insurance	31,221	31,401	31,743
133	Employee Retirement	14,030	15,225	16,160
135	Compensation Insurance	4,486	2,521	4,038
136	Unemployment Insurance	132	95	63
137	Staff Training and Conferences	1,360	-	-
141	Uniforms and Protective Clothing	875	830	830
142	Food Allowance	-	200	200
	<i>Subtotal</i>	<i>283,374</i>	<i>287,054</i>	<i>292,027</i>
Operating and Maintenance				
210	Office Supplies	2,500	3,000	3,000
217	Dues and Subscriptions	40	300	300
218	Non-Capital Equipment and Furniture	9,064	5,485	2,500
234	System Maintenance	204,025	-	-
240	Equipment Repair and Maintenance	-	316,000	81,725
246	Liability Insurance	24,088	11,276	14,903
247	Safety Expenses	1,584	800	1,600
250	Professional and Contracted Services	280,284	329,600	397,375
260	Utilities	24,033	24,300	25,500
261	Telephone Charges	837	3,040	3,220
263	Postage	412	2,000	1,000
273	Fleet Lease - Operating and Maintenance	12,818	18,417	23,345
274	Fleet Lease - Replacement	29,767	29,926	29,926
	<i>Subtotal</i>	<i>589,451</i>	<i>744,144</i>	<i>584,394</i>
Capital Outlay				
440	Machinery and Equipment	77,170	-	167,000
	<i>Subtotal</i>	<i>77,170</i>	<i>-</i>	<i>167,000</i>
	SERVICE TOTAL	\$949,995	\$1,031,198	\$1,043,421

Street System Maintenance and Improvement Operations Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,360,409	1,256,479	1,438,951
Operating and Maintenance	2,732,078	3,624,844	3,566,325
Non-Operating	-	-	-
Capital	33,995	541	541
TOTAL	\$ 4,126,482	\$ 4,881,864	\$ 5,005,817

Service: Street Cleaning

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining clean and debris-free City streets and alleys. Streets are swept periodically on a rotating basis. Traffic islands and medians are flushed/washed with water annually. During drought conditions, the traffic island and median flushing/washing is suspended. This service also responds to special requests for sweeping due to dirt, glass, spills, and other debris generated by incidents such as traffic accidents and construction. Street sweeping provided by this service has a positive impact on the City’s air quality by reducing the amount of dust particulates in the air that are generated from street dust and dirt.

SERVICE: Street Cleaning

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Utility Maint Supervisor	0.20	0.00	0.00
Utility & Streets Maintenance Supervisor	0.00	0.20	0.20
Operations Support Specialist	0.00	1.00	1.00
Public Works Technician I	1.50	0.50	0.50
Total	1.70	1.70	1.70

Service: Street Cleaning**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	103,966	106,760	106,760
112	Wages - Temporary	8,519	-	-
115	One Time Payment	948	-	-
121	Wages - Overtime	2,562	2,000	2,000
126	Retirement Health Savings Plan	813	680	680
128	FICA	528	-	-
129	Medicare	1,430	1,548	1,548
131	MOPC	5,142	5,338	5,337
132	Employee Insurance	14,364	17,615	17,616
133	Employee Retirement	7,920	8,541	8,968
135	Compensation Insurance	1,872	1,841	2,212
136	Unemployment Insurance	61	53	35
141	Uniforms and Protective Clothing	-	1,272	1,272
	<i>Subtotal</i>	<i>148,126</i>	<i>145,648</i>	<i>146,428</i>
Operating and Maintenance				
210	Office Supplies	69	3,000	3,000
216	Reference Books and Materials	-	50	50
218	Non-Capital Equipment and Furniture	-	3,000	3,000
232	Building Repair and Maintenance	1,650	-	-
240	Equipment Repair and Maintenance	-	32,000	32,000
246	Liability Insurance	6,260	4,148	5,614
247	Safety Expenses	-	1,000	1,000
249	Operating Leases and Rentals	-	400	400
250	Professional and Contracted Services	169,309	185,000	185,000
252	Legal Notices and Advertising	-	1,000	1,000
260	Utilities	9,883	9,500	9,500
261	Telephone Charges	-	1,800	1,800
269	Other Services and Charges	-	250	250
273	Fleet Lease - Operating and Maintenance	79,161	116,162	74,256
274	Fleet Lease - Replacement	152,855	216,100	163,626
	<i>Subtotal</i>	<i>419,187</i>	<i>573,410</i>	<i>480,496</i>
SERVICE TOTAL		\$567,312	\$719,058	\$626,924

Service: Street and Alley Maintenance

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The function of the Street and Alley Maintenance service is to repair, grade, patch, clear of debris, and generally service all streets and alleys in the street system. This includes performing weed control along street rights-of-way. The primary functions provided are alley maintenance, alley reconstruction, and minor asphalt overlaying of streets in conjunction with the Street Rehabilitation program. This service also incorporates a recycled asphalt crushing and diversion program.

SERVICE: Street and Alley Maintenance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Operations	0.20	0.20	0.20
Utility & Streets Operations & Maintenance Mgr	0.20	0.20	0.00
Utility & Streets Maintenance Supervisor	0.00	0.50	0.50
Transportation System Maintenance Manager	0.00	0.00	0.90
System Operations Supervisor	0.00	0.30	0.30
Public Works Supervisor	0.50	0.00	0.00
Utility Maint Supervisor	0.30	0.00	0.00
Business Process Improvement Coordinator	0.00	0.00	0.05
Public Works Technician II	2.90	2.90	3.90
Public Works Technician I	2.30	2.80	2.80
Operations Support Specialist	0.50	0.00	0.00
Field Engineer	1.00	1.00	1.00
Administrative Supervisor	0.10	0.10	0.00
Total	8.00	8.00	9.65

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	581,253	510,963	648,156
112	Wages - Temporary	29,546	35,600	35,600
115	One Time Payment	333	-	-
121	Wages - Overtime	13,072	15,000	15,000
124	Skill Based Overtime Pay	-	2,500	2,500
126	Retirement Health Savings Plan	4,055	3,200	3,860
128	FICA	1,754	2,207	2,207
129	Medicare	7,707	7,925	9,916
131	MOPC	29,063	25,548	32,408
132	Employee Insurance	80,167	84,309	106,947
133	Employee Retirement	44,770	40,877	54,448
135	Compensation Insurance	13,452	13,971	12,655
136	Unemployment Insurance	341	255	215
137	Staff Training and Conferences	7,128	10,066	10,066
141	Uniforms and Protective Clothing	8,330	8,000	8,000
142	Food Allowance	717	300	300
	<i>Subtotal</i>	<i>821,689</i>	<i>760,721</i>	<i>942,278</i>
Operating and Maintenance				
210	Office Supplies	43,398	38,750	38,950
216	Reference Books and Materials	32	250	250
217	Dues and Subscriptions	699	250	250
218	Non-Capital Equipment and Furniture	5,942	16,319	14,000
222	Chemicals	147	-	-
232	Building Repair and Maintenance	325,846	-	-
240	Equipment Repair and Maintenance	-	341,500	341,500
242	Street Repair and Maintenance	-	30,087	30,087
245	Mileage Allowance	-	200	200
246	Liability Insurance	31,588	34,383	42,359
247	Safety Expenses	6,390	8,000	8,000
249	Operating Leases and Rentals	541	20,000	20,000
250	Professional and Contracted Services	37,267	234,459	234,759
252	Advertising and Legal Notices	-	500	500
260	Utilities	25,478	38,200	38,200
261	Telephone Charges	4,242	1,320	1,320
263	Postage	1,385	-	-
264	Printing and Copying	956	750	750
269	Other Services and Charges	-	3,000	3,000
273	Fleet Lease - Operating and Maintenance	139,534	122,818	186,060
274	Fleet Lease - Replacement	427,681	533,471	481,941
	<i>Subtotal</i>	<i>1,051,125</i>	<i>1,424,257</i>	<i>1,442,126</i>
Capital Outlay				
440	Machinery and Equipment	-	541	541
	<i>Subtotal</i>	<i>-</i>	<i>541</i>	<i>541</i>
	SERVICE TOTAL	\$1,872,813	\$2,185,519	\$2,384,945

Service: Snow and Ice Removal

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

The purpose of the Snow and Ice Removal service is to clear and remove snow and ice from designated streets according to the approved snow and ice control plan. This service treats all major city streets and intersections with plowing and liquid/granular deicing materials, aiding the safe and smooth flow of traffic during the winter months. The snow and ice control plan includes over 1,135 lane miles of streets within the 305 miles of the City's street system. In certain extreme conditions, all streets in the city receive plowing.

SERVICE: Snow and Ice Removal

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Works Supervisor	0.25	0.00	0.00
Utility & Streets Maintenance Supervisor	0.00	0.25	0.25
Public Works Technician I	2.20	2.20	2.20
Total	2.45	2.45	2.45

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	169,311	134,724	134,724
112	Wages - Temporary	12,687	11,500	11,500
121	Wages - Overtime	60,156	55,240	55,240
126	Retirement Health Savings Plan	794	980	980
128	FICA	830	713	713
129	Medicare	3,121	2,120	2,121
131	MOPC	8,592	6,736	6,736
132	Employee Insurance	20,294	22,229	22,230
133	Employee Retirement	13,245	10,778	11,317
135	Compensation Insurance	3,885	4,025	3,873
136	Unemployment Insurance	87	67	45
142	Food Allowance	591	500	500
	<i>Subtotal</i>	<i>293,593</i>	<i>249,612</i>	<i>249,979</i>
Operating and Maintenance				
210	Office Supplies	30,400	43,300	43,300
218	Non-Capital Equipment and Furniture	1,782	-	-
222	Chemicals	247,394	320,000	320,000
232	Building Repair and Maintenance	42,541	-	-
240	Equipment Repair and Maintenance	-	54,000	54,000
242	Street Repair and Maintenance	-	3,343	3,343
246	Liability Insurance	31,674	34,260	15,992
249	Operating Leases and Rentals	-	1,000	1,000
250	Professional and Contracted Services	52,998	115,000	115,000
261	Telephone Charges	-	264	264
273	Fleet Lease - Operating and Maintenance	36,300	22,265	40,829
274	Fleet Lease - Replacement	148,484	103,967	111,933
	<i>Subtotal</i>	<i>591,573</i>	<i>697,399</i>	<i>705,661</i>
Capital Outlay				
432	Vehicles	33,995	-	-
	<i>Subtotal</i>	<i>33,995</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL		\$919,161	\$947,011	\$955,640

Service: Concrete Repair

FUND: Street System Maintenance and 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

SERVICE: Concrete Repair

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Works Technician I	0.50	0.50	0.50
Total	0.50	0.50	0.50

Service: Concrete Repair**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	9,133	26,106	26,106
112	Temporary Wages	290	-	-
121	Wages - Overtime	509	1,000	1,000
126	Retirement Health Savings Plan	126	200	200
128	FICA	14	-	-
129	Medicare	120	379	379
131	MOPC	469	1,305	1,305
132	Employee Insurance	3,923	4,308	4,308
133	Employee Retirement	722	2,089	2,193
135	Compensation Insurance	2,214	1,892	1,623
136	Unemployment Insurance	17	13	9
	<i>Subtotal</i>	<i>17,536</i>	<i>37,292</i>	<i>37,123</i>
Operating and Maintenance				
210	Office Supplies	114	2,500	2,500
218	Non-Capital Equipment and Furniture	-	4,000	4,000
240	Equipment Repair and Maintenance	1,423	31,500	31,500
246	Liability Insurance	3,954	3,320	3,051
247	Safety Expenses	380	500	500
249	Operating Leases and Rentals	-	500	500
250	Professional and Contracted Services	36,760	40,000	40,000
273	Fleet Lease - Operating and Maintenance	20,548	19,549	38,517
274	Fleet Lease - Replacement	64,962	79,262	82,122
	<i>Subtotal</i>	<i>128,141</i>	<i>181,131</i>	<i>202,690</i>
	SERVICE TOTAL	\$145,677	\$218,423	\$239,813

Service: **Street Signing and Marking**

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service maintains the City’s transportation signing and markings. Activities include manufacturing many of the City of Longmont’s new traffic signs and special signs for other City departments; installing and maintaining all regulatory, warning guide, and informational signs; replacing signs that are vandalized, faded, knocked down or stolen; providing and maintaining year-round pavement markings that are visible and reflective to help ensure safe and user-friendly roadways for motorist, cyclists and pedestrians; and providing a five-year maintenance, repair and service cycle that proactively addresses all crosswalks, stop bars and pavement marking symbols within the street network.

SERVICE: Street Signing and Marking

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Works Supervisor	0.25	0.00	0.00
Utility and Streets Maintenance Supervisor	0.00	0.25	0.25
Public Works Technician I	0.50	0.50	0.50
Total	0.75	0.75	0.75

Service: Street Signing and Marking**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	60,403	45,962	45,962
121	Wages - Overtime	1,685	750	750
126	Retirement Health Savings Plan	910	300	300
128	FICA	43	-	-
129	Medicare	737	666	667
131	MOPC	3,020	2,298	2,298
132	Employee Insurance	7,066	7,584	7,584
133	Employee Retirement	4,651	3,677	3,861
135	Compensation Insurance	920	1,946	1,705
136	Unemployment Insurance	30	23	16
	<i>Subtotal</i>	<i>79,465</i>	<i>63,206</i>	<i>63,143</i>
Operating and Maintenance				
210	Office Supplies	10,085	60,000	60,000
218	Non-Capital Equipment and Furniture	-	6,685	5,500
232	Building Repair and Maintenance	30,556	-	-
240	Equipment Repair and Maintenance	-	1,500	1,500
246	Liability Insurance	9,585	17,187	11,652
249	Operating Leases and Rentals	-	250	250
250	Professional and Contracted Services	478,121	635,000	635,000
273	Fleet Lease - Operating and Maintenance	6,144	10,272	3,696
274	Fleet Lease - Replacement	7,562	17,753	17,754
	<i>Subtotal</i>	<i>542,053</i>	<i>748,647</i>	<i>735,352</i>
	SERVICE TOTAL	\$621,518	\$811,853	\$798,495

Service: **Capital Improvement Projects**

FUND: Street System Maintenance and Improvement Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

Capital projects are listed below. Detailed descriptions of each project are included in the 2021-2025 Capital

STREET FUND PROJECTS	2021 Budget
DRN039 Resilient St Vrain Project	\$ 46,000
PBF218 Public Building Efficiency Improvements	12,884
TRP001 Street Rehabilitation Program	5,924,000
TRP011 Transportation System Management Program	1,800,000
TRP094 Railroad Quiet Zones	2,175,000
TRP118 Boston Avenue Bridge over St Vrain River	4,875,000
TOTAL	\$ 14,832,884

SANITATION ENTERPRISE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,531,712	2,746,738	2,791,868
Operating and Maintenance	4,197,228	5,354,842	5,342,634
Non-Operating	258,239	699,433	254,074
Capital	4,559,395	211,683	250,757
TOTAL	\$ 11,546,573	\$ 9,012,696	\$ 8,639,333

Fund Description

The Sanitation Enterprise 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 Enterprise Fund includes eight budget services:

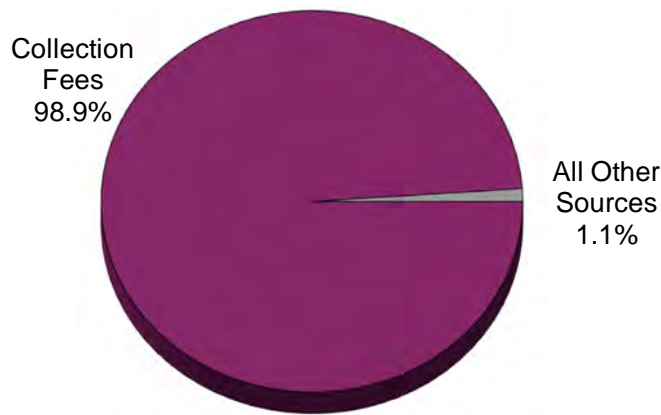
- Public Works and Natural Resources Deputy City Manager
- Engineering/Survey Technical Services
- Solid Waste Removal/Disposal
- Curbside Recycling
- Curbside Composting
- Special Trash Pickup
- Landfill Maintenance
- Regulatory Compliance

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

SANITATION ENTERPRISE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 5,877,234	\$ 4,684,187	\$ 3,249,492
Committed Working Capital	-	1,014,811	-
REVENUES			
Charges for Services	9,036,055	8,455,500	8,737,700
Intergovernmental	997,961	-	-
Interest	168,107	9,956	16,339
Miscellaneous	121,282	47,000	47,000
Estimated Revenue Revision	-	80,356	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	10,323,405	8,592,812	8,801,039
EXPENSES BY BUDGET SERVICE			
Business Services	696,537	621,000	677,414
Engineering Services	34,897	32,672	1,083
Natural Resources	10,153	24,723	227,514
Operations	6,478,808	8,124,875	7,483,322
CIP Projects	4,326,178	209,426	250,000
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	11,546,573	9,012,696	8,639,333
Adjustment for GAAP Expenses	(30,121)	-	-
TOTAL ADJUSTED EXPENSES	11,516,452	9,012,696	8,639,333
ENDING WORKING CAPITAL	4,684,187	3,249,492	3,411,198
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,193,047)	\$ (419,884)	\$ 161,706

SANITATION ENTERPRISE FUND - Sources of Funds



- Approximately 99% of the revenues of the Sanitation Enterprise Fund for 2021 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.

	2019 Actual	2020 Budget	2021 Budget
OPERATING REVENUE			
Solid Waste Collection Fees	4,988,211	4,420,800	4,500,000
Solid Waste Collection Fees (reduced volume)	2,058,023	2,140,400	2,178,700
Special Trash Collection Fees	67,924	60,000	60,000
Waste Management Fees	1,363,175	1,355,200	1,450,200
Compost Collection	420,389	413,300	494,900
Single Stream Commodity	-	-	-
Metal Management Revenue	8,960	20,000	20,000
Tree Limb Diversion Fee	76,775	22,000	22,000
Polycart Escrow	52,598	23,800	11,900
Intergovernmental Revenue	997,961	-	-
Other Revenue	121,282	47,000	47,000
Interest Income	168,107	9,956	16,339
Contribution from/(to) Fund Balance	1,193,047	419,884	(161,706)
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 11,516,452	\$ 9,012,696	\$ 8,639,333

Sanitation Enterprise Business Services Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	417,600	404,774	495,810
Operating and Maintenance	204,304	213,737	179,115
Non-Operating	2,489	2,489	2,489
Capital	72,144	-	-
TOTAL	\$ 696,537	\$ 621,000	\$ 677,414

Service: **Public Works and Natural Resources** Deputy City Manager

FUND: Sanitation Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Public Works and Natural Resources Deputy City Manager is responsible for administering City policies, developing department policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including developing adequate rates, preparing and monitoring the annual budget, and effectively supervising personnel.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.15	0.05	0.05
General Manager PW&NR	0.15	0.00	0.00
PWNR Director Business & Environmental Serv	0.00	0.00	0.15
PWNR Asst Director of Business Services	0.00	0.00	0.16
PWNR Business & Strategic Planning Manager	0.15	0.15	0.00
PWNR Communications & Marketing Manager	0.15	0.15	0.15
PWNR Rate Analyst Manager	0.15	0.15	0.00
Sr Civil Engineer	0.05	0.00	0.00
Construction Inspector	0.05	0.00	0.00
Business Analyst	0.15	0.15	0.15
Executive Assistant	0.15	0.15	0.15
Customer Service Representative	0.60	0.60	0.65
Business Process Improvement Coordinator	0.60	0.60	0.15
Administrative Supervisor	0.00	0.00	0.65
Administrative Analyst	0.03	0.00	0.00
Administrative Assistant	1.20	1.20	1.25
Total	3.58	3.20	3.51

Service: Public Works and Natural Resources Deputy City Manager

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	214,195	253,939	287,160
112 Wages - Temporary	3,231	17,363	12,300
121 Wages - Overtime	-	500	500
122 Longevity Compensation	1,260	1,260	1,404
126 Retirement Health Savings Plan	2,299	1,280	1,404
128 FICA	204	1,077	763
129 Medicare	1,949	2,760	3,098
131 MOPC	10,682	10,640	12,220
132 Employee Insurance	41,273	34,935	40,216
133 Employee Retirement	16,756	17,021	20,411
135 Compensation Insurance	141	173	135
136 Unemployment Insurance	161	106	80
137 Staff Training and Conferences	17,086	2,570	2,350
142 Food Allowance	802	425	425
<i>Subtotal</i>	310,039	344,049	382,466
Operating and Maintenance			
210 Office Supplies	607	809	643
217 Dues and Subscriptions	2,830	510	510
218 Non-Capital Equipment and Furniture	1,881	3,162	1,588
240 Equipment Repair and Maintenance	3,814	11,500	11,500
245 Mileage Allowance	319	460	460
246 Liability Insurance	405	413	382
250 Professional and Contracted Services	115,316	107,557	76,900
252 Ads and Legal Notices	12,312	20,600	20,600
261 Telephone Charges	89	-	-
263 Postage	11,660	22,000	20,000
264 Printing and Copying	7,578	15,849	15,000
269 Other Services and Charges	13,353	-	-
273 Fleet Lease Operating and Maintenance	248	1,711	1,256
274 Fleet Lease Replacement	863	2,054	864
<i>Subtotal</i>	171,275	186,625	149,703
Non-Operating Expense			
970 Transfers to Other Funds	2,489	2,489	2,489
<i>Subtotal</i>	2,489	2,489	2,489
SERVICE TOTAL	\$555,947	\$533,163	\$534,658

Service: Sanitation Oil and Gas

FUND: Sanitation Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service tracks and monitors oil and gas easements and leases, oversees the plugging and abandoning process, coordinates water quality monitoring, and coordinates site inspections.

SERVICE: Sanitation Oil and Gas

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Air Quality Oil and Gas Coordinator	0.00	0.00	0.22
Total	0.00	0.00	0.22

Service: Sanitation Oil and Gas

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	-	-	21,003
126 Retirement Health Savings Plan	-	-	88
129 Medicare	-	-	305
131 MOPC	-	-	1,050
132 Employee Insurance	-	-	3,466
133 Employee Retirement	-	-	1,764
136 Unemployment Insurance	-	-	7
<i>Subtotal</i>	-	-	27,683
SERVICE TOTAL	\$-	\$-	\$27,683

Service: Engineering/Survey Technical Services

FUND: Sanitation Enterprise 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.

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Engineering & Surveying Technician Sup	0.05	0.05	0.05
PWNR Technical Services Manager	0.00	0.05	0.05
Sr Engineering Technician	0.05	0.05	0.05
Engineering Technician	0.10	0.10	0.10
GIS/Mapping Technician	0.05	0.05	0.05
Sr GIS Analyst	0.05	0.05	0.05
Lead GIS Analyst	0.05	0.05	0.05
Technical Functional Analyst	0.00	0.05	0.05
PWNR Applications Supp Analyst	0.05	0.00	0.00
PWNR Technology/GIS Coordinator	0.05	0.00	0.00
Total	0.45	0.45	0.45

Service: Engineering/Survey Technical Services

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	34,504	36,096	36,183
121 Wages - Overtime	-	83	83
126 Retirement Health Savings Plan	210	180	180
129 Medicare	427	523	523
131 MOPC	1,715	1,805	1,810
132 Employee Insurance	5,670	5,952	5,968
133 Employee Retirement	2,642	2,888	3,037
135 Compensation Insurance	-	21	22,523
136 Unemployment Insurance	24	18	12
137 Staff Training and Conferences	145	900	900
141 Uniforms and Protective Clothing	-	15	15
<i>Subtotal</i>	<i>45,337</i>	<i>48,481</i>	<i>71,234</i>
Operating and Maintenance			
210 Office Supplies	144	380	380
216 Reference Books and Materials	-	5	5
217 Dues and Subscriptions	46	78	78
218 Non-Capital Equipment and Furniture	204	952	3,007
240 Equipment Repair and Maintenance	7,335	8,355	8,371
246 Liability Insurance	-	76	71
247 Safety Expenses	6	50	50
250 Professional and Contracted Services	129	790	540
261 Telephone Charges	5,494	7,904	9,344
264 Printing and Copying	-	25	25
273 Fleet Lease - Operating and Maintenance	920	1,335	1,142
274 Fleet Lease - Replacement	299	681	299
<i>Subtotal</i>	<i>14,577</i>	<i>20,631</i>	<i>23,312</i>
SERVICE TOTAL	\$59,914	\$69,112	\$94,546

Service: Regulatory Compliance

FUND: Sanitation Enterprise Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

Services include:

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

This is a shared service with the Water, Streets, Storm Drainage and Sewer funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sustainability Coordinator	0.20	0.20	0.00
PWNR Environmental Services Manager	0.05	0.05	0.05
Neighborhood Resouce Specialist	0.09	0.09	0.00
Sustainability Specialist	0.00	0.10	0.00
Total	0.34	0.44	0.05

Service: Regulatory Compliance

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	38,998	5,592	6,978
112 Wages - Temporary	8,981	4,160	4,433
115 One Time	279	-	-
126 Retirement Health Savings Plan	116	20	20
128 FICA	552	258	275
129 Medicare	532	159	165
131 MOPC	1,812	342	349
132 Employee Insurance	6,395	1,129	1,151
133 Employee Retirement	2,791	547	586
135 Compensation Insurance	-	34	6
136 Unemployment Insurance	28	3	2
137 Staff Training and Conferences	843	-	462
142 Food Allowance	896	-	-
<i>Subtotal</i>	<i>62,223</i>	<i>12,244</i>	<i>14,427</i>
Operating and Maintenance			
210 Office Supplies	1,126	-	44
217 Dues and Subscriptions	2,401	-	44
218 Non-Capital Equipment and Furniture	1,307	413	-
246 Liability Insurance	-	68	12
250 Professional and Contracted Services	12,659	5,000	5,000
252 Ads and Legal Notices	-	-	-
259 Licenses and Permits	118	1,000	1,000
261 Telephone Charges	51	-	-
264 Printing and Copying	400	-	-
269 Other Services and Charges	390	-	-
<i>Subtotal</i>	<i>18,452</i>	<i>6,481</i>	<i>6,100</i>
SERVICE TOTAL	\$80,675	\$18,725	\$20,527

Sanitation Enterprise Natural Resources Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	5,497	7,150	206,688
Operating and Maintenance	4,656	17,573	20,826
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 10,153	\$ 24,723	\$ 227,514

Service: Natural Resources Administration

FUND: Sanitation Enterprise Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Sr Natural Resource Technician	0.00	0.00	0.10
Sr Grounds Maintenance Technician	0.00	0.00	1.85
Grounds Maintenance Technician II	0.00	0.00	1.00
Weed Technician	0.10	0.10	0.00
Total	0.10	0.10	2.95

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	4,014	5,425	156,417
121	Wages - Overtime	10	-	-
126	Retirement Health Savings Plan	40	40	1,180
129	Medicare	47	79	2,268
131	MOPC	201	271	7,821
132	Employee Insurance	872	895	25,809
133	Employee Retirement	309	434	13,138
135	Compensation Insurance	-	3	3
136	Unemployment Insurance	4	3	52
	<i>Subtotal</i>	<i>5,497</i>	<i>7,150</i>	<i>206,688</i>
Operating and Maintenance				
210	Office Supplies	173	2,255	2,255
218	Non-Capital Equipment and Furniture	377	-	-
222	Chemicals	358	2,100	2,100
240	Equipment Repair and Maintenance	104	-	-
246	Liability Insurance	-	117	135
250	Professional and Contracted Services	3,605	9,610	9,610
261	Telephone Charges	39	-	-
273	Fleet Lease Operating and Maintenance	-	1,723	3,063
274	Fleet Lease Replacement	-	1,768	3,663
	<i>Subtotal</i>	<i>4,656</i>	<i>17,573</i>	<i>20,826</i>
	SERVICE TOTAL	\$10,153	\$24,723	\$227,514

Sanitation Enterprise Engineering Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	34,821	32,631	1,055
Operating and Maintenance	76	41	28
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 34,897	\$ 32,672	\$ 1,083

Service: Sanitation Engineering

FUND: Sanitation Enterprise Fund
 DEPARTMENT: Public Works and Natural Resources

SERVICE: Sanitation Engineering

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Civil Engineer II	0.25	0.25	0.00
Total	0.25	0.25	0.00

Service: Sanitation Engineering**LINE ITEM BUDGET**

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	25,118	23,867	-
121 Wages - Overtime	296	-	-
126 Retirement Health Savings Plan	140	100	-
129 Medicare	317	346	-
131 MOPC	1,288	1,193	-
132 Employee Insurance	5,507	3,938	-
133 Employee Retirement	1,984	1,909	-
135 Compensation Insurance	-	766	555
136 Unemployment Insurance	23	12	-
137 Staff Training and Conferences	147	500	500
<i>Subtotal</i>	<i>34,821</i>	<i>32,631</i>	<i>1,055</i>
Operating and Maintenance			
246 Liability Insurance	-	41	28
261 Telephone Charges	76	-	-
<i>Subtotal</i>	<i>76</i>	<i>41</i>	<i>28</i>
SERVICE TOTAL	\$34,897	\$32,672	\$1,083

Sanitation Enterprise Operations Overview

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,073,795	2,302,183	2,088,315
Operating and Maintenance	3,988,191	5,123,491	5,142,665
Non-Operating	255,750	696,944	251,585
Capital	161,073	2,257	757
TOTAL	\$ 6,478,808	\$ 8,124,875	\$ 7,483,322



Service: Solid Waste Removal/Disposal

FUND: Sanitation Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service conducts weekly collection and disposal of household refuse generated at approximately 26,848 residences. Single-family residences select a 40/48- or 96-gallon container; multiple family dwellings that pay the applicable refuse collection fees are provided a 4-cubic-yard dumpster. This service also collects and disposes of the refuse accumulated at City facilities and City parks. Included in this service are the disposal of division-collected refuse and other City division-hauled refuse. This service also provides for the safe disposal of household hazardous wastes such as paints, solvents, cleaners, etc.

SERVICE: Solid Waste/Removal/Disposal

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Operations	0.20	0.25	0.25
Parks Mtce & Solid Waste Operations Manager	0.00	0.00	0.00
Waste Services Manager	0.50	0.50	0.50
Operations Support Specialist	1.00	1.00	1.00
Public Works Technician II	2.00	3.00	3.00
Public Works Technician I	7.25	8.25	8.25
Sr Grounds Maintenance Technician	0.45	0.45	0.00
Grounds Maintenance Technician II	0.65	0.65	0.00
Administrative Assistant	0.25	0.25	0.25
Total	12.30	14.35	13.25

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	619,293	824,072	774,301
112 Wages - Temporary	58,585	50,000	50,000
115 One Time Payment	847	-	-
121 Wages - Overtime	18,376	30,000	30,000
123 Leave Expense	-	8,000	8,000
124 Skill Based Overtime Pay	-	2,500	2,500
126 Retirement Health Savings Plan	8,548	5,740	5,300
128 FICA	3,763	3,100	3,100
129 Medicare	8,744	12,675	11,951
131 MOPC	31,258	41,203	38,717
132 Employee Insurance	108,883	135,898	127,708
133 Employee Retirement	48,153	65,925	64,992
135 Compensation Insurance	67,770	58,679	21,018
136 Unemployment Insurance	464	412	255
137 Staff Training and Conferences	3,250	11,000	11,000
141 Uniforms and Protective Clothing	11,059	16,000	16,000
142 Food Allowance	926	2,000	2,000
<i>Subtotal</i>	<i>989,919</i>	<i>1,267,204</i>	<i>1,166,842</i>
Operating and Maintenance			
210 Office Supplies	27,659	20,000	20,000
217 Dues and Subscriptions	465	750	750
218 Non-Capital Equipment and Furniture	63,467	118,635	110,000
232 Building Repair and Maintenance	18,820	-	-
240 Equipment Repair and Maintenance	-	25,000	25,000
246 Liability Insurance	48,807	49,657	67,963
247 Safety Expenses	6,736	3,500	3,500
249 Operating Leases and Rentals	757	-	-
250 Professional and Contracted Services	580,528	644,200	644,200
252 Advertising and Legal Notices	-	-	-
260 Utilities	18,064	28,000	28,000
261 Telephone Charges	1,287	1	2,501
263 Postage	241	-	-
269 Other Services and Charges	41,545	25,000	25,000
270 Administrative and Management Services	613,676	683,449	742,462
273 Fleet Lease - Operating and Maintenance	891,175	786,732	851,805
274 Fleet Lease - Replacement	197,809	890,620	864,644
<i>Subtotal</i>	<i>2,511,038</i>	<i>3,275,544</i>	<i>3,385,825</i>
Non-Operating Expense			
950 Bad Debt	19,388	19,000	19,000
970 Transfers To Other Funds	236,362	677,944	232,585
<i>Subtotal</i>	<i>255,750</i>	<i>696,944</i>	<i>251,585</i>
Capital Outlay			
432 Vehicles	161,073	1,500	-
440 Machinery and Equipment	-	757	757
<i>Subtotal</i>	<i>161,073</i>	<i>2,257</i>	<i>757</i>
SERVICE TOTAL	\$3,917,779	\$5,241,949	\$4,805,009

Service: Curbside Recycling

FUND: Sanitation Enterprise Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides weekly collection of recyclables to single and multifamily dwellings. Individual or shared-use recycling containers are provided for each household. Materials accepted for recycling include newspaper, junk mail, magazines, metal and glass food and beverage containers, #1 and #2 plastic containers, used motor oil, and automotive batteries. This service provides contract payments to a vendor for processing, marketing and educational services.

SERVICE: Curbside Recycling

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Waste Services Manager	0.50	0.50	0.50
Public Works Technician II	1.00	0.00	0.00
Public Works Technician I	4.50	4.50	4.50
Administrative Assistant	0.40	0.40	0.40
Total	6.40	5.40	5.40

Service: Curbside Recycling**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	386,415	309,934	310,174
112	Temporary Wages	1,821	15,000	15,000
121	Wages - Overtime	6,857	10,000	10,000
126	Retirement Health Savings Plan	3,110	2,160	2,160
128	FICA	113	930	930
129	Medicare	4,716	4,712	4,716
131	MOPC	18,235	15,497	15,510
132	Employee Insurance	55,556	51,020	51,101
133	Employee Retirement	28,091	24,792	25,975
135	Compensation Insurance	7,961	8,321	7,786
136	Unemployment Insurance	236	155	102
	<i>Subtotal</i>	<i>513,111</i>	<i>442,521</i>	<i>443,454</i>
Operating and Maintenance				
210	Office Supplies	-	5,000	5,000
217	Dues and Subscriptions	125	-	-
218	Non-Capital Equipment and Furniture	38,841	50,000	50,000
240	Equipment Repair and Maintenance	-	555	555
246	Liability Insurance	18,341	16,979	15,580
247	Safety Expenses	139	500	500
250	Professional and Contracted Services	379,749	370,000	370,000
260	Utilities	2,876	-	-
263	Postage	8	-	-
273	Fleet Lease - Operating and Maintenance	192,546	243,187	218,501
274	Fleet Lease - Replacement	207,173	206,596	207,164
	<i>Subtotal</i>	<i>839,798</i>	<i>892,817</i>	<i>867,300</i>
	SERVICE TOTAL	\$1,352,909	\$1,335,338	\$1,310,754

Service: Special Trash Pickup

FUND: Sanitation Enterprise Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service collects and disposes of trash items that are too large, bulky or hazardous for regular collection crews. Pickups are scheduled by appointment. Other services include cleaning alleys as requested by Street Operations, tree limb collection service by appointment for residents who have tree limbs that are too large to be transported to the Waste Diversion Center, Christmas tree recycling, wood waste mulching, annual household chemical collection program, free resident landfill days, leaf collection program in the fall, and an annual spring cleanup program.

SERVICE: Special Trash Pickup

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Works Technician II	1.00	1.00	1.00
Public Works Technician I	2.50	1.50	2.00
Sr Grounds Maintenance Technician	1.40	1.40	0.00
Grounds Maintenance Technician II	0.35	0.35	0.00
Customer Service Representative	2.00	2.00	1.00
Administrative Assistant	0.25	0.25	0.25
Total	7.50	6.50	4.25

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

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	369,792	336,697	221,881
112	Wages - Temporary	-	40,000	40,000
115	One Time Payment	1,246	-	-
121	Wages - Overtime	11,630	15,000	15,000
126	Retirement Health Savings Plan	2,293	2,600	1,700
128	FICA	-	2,480	2,480
129	Medicare	4,653	5,463	3,798
131	MOPC	17,819	16,834	11,093
132	Employee Insurance	60,900	55,481	36,562
133	Employee Retirement	27,451	26,935	18,587
135	Compensation Insurance	12,476	11,310	10,497
136	Unemployment Insurance	258	168	74
	<i>Subtotal</i>	<i>508,518</i>	<i>512,968</i>	<i>361,672</i>
Operating and Maintenance				
210	Office Supplies	6,598	2,000	2,000
218	Non-Capital Equipment and Furniture	4,720	-	-
246	Liability Insurance	5,335	3,846	3,076
247	Safety Expenses	-	1,000	1,000
250	Professional and Contracted Services	329,704	510,000	510,000
261	Telephone Charges	586	-	-
273	Fleet Lease - Operating and Maintenance	51,390	63,086	46,034
274	Fleet Lease - Replacement	61,970	34,647	29,217
	<i>Subtotal</i>	<i>460,303</i>	<i>614,579</i>	<i>591,327</i>
	SERVICE TOTAL	\$968,821	\$1,127,547	\$952,999

Service: Landfill Maintenance

FUND: Sanitation Enterprise 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

	2019 Actual	2020 Budget	2021 Budget
Operating and Maintenance			
250 Professional and Contracted Services	100	30,000	30,000
<i>Subtotal</i>	<i>100</i>	<i>30,000</i>	<i>30,000</i>
SERVICE TOTAL	\$100	\$30,000	\$30,000

Service: **Composting**

FUND: Sanitation Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides every-other-week collection of yard waste and organic materials, such as food waste, at single-family residences. The program is voluntary and provided only to those who sign up and agree to pay the monthly collection fee. Organic waste is hauled to a local composting facility where it is processed for beneficial reuse.

SERVICE: Composting

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Public Works Technician I	0.75	0.75	1.25
Administrative Assistant	0.10	0.10	0.10
Total	0.85	0.85	1.35

Service: Composting**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	47,749	44,470	71,810
121 Overtime Pay	1,073	20,000	20,000
126 RHS	676	340	540
129 Medicare	562	645	1,041
131 MOPC	2,172	2,224	3,591
132 Employee Insurance	6,640	7,308	11,830
133 Employee Retirement	3,346	3,557	6,012
135 Compensation Insurance	-	924	1,499
136 Unemployment Insurance	28	22	24
<i>Subtotal</i>	<i>62,246</i>	<i>79,490</i>	<i>116,347</i>
Operating and Maintenance			
210 Office Supplies	-	1,700	1,700
218 Non-Capital Equipment and Furniture	-	20,000	20,000
246 Liability Insurance	-	1,979	2,446
250 Professional and Contracted Services	176,953	170,000	175,100
273 Fleet Lease - Operating & Maintenance	-	65,373	3,615
274 Fleet Lease - Replacement	-	51,499	65,352
<i>Subtotal</i>	<i>176,953</i>	<i>310,551</i>	<i>268,213</i>
SERVICE TOTAL	\$239,199	\$390,041	\$384,560

CAPITAL IMPROVEMENT PROGRAM PROJECTS

SANITATION ENTERPRISE FUND PROJECTS	2021 Budget
SAN004 Waste Diversion Center Upgrades	250,000
TOTAL	\$ 250,000

AFFORDABLE HOUSING FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	175,517	178,447	249,787
Operating and Maintenance	1,422,573	935,641	755,295
Non-Operating	-	-	-
Capital	-	-	305,520
TOTAL	\$ 1,598,090	\$ 1,114,088	\$ 1,310,602

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 1,852,304	\$ 1,744,620	\$ 1,152,681
Committed Working Capital	-	902,116	-
SOURCES OF FUNDS			
REVENUES			
Fees	4,768	-	-
Interest	70,772	-	-
Miscellaneous	171,323	175,000	175,000
Operating Transfers	1,243,543	1,243,543	1,411,543
Estimated Revenue Revision	-	5,722	-
TOTAL FUNDS	1,490,406	1,424,265	1,586,543
EXPENDITURES			
Personal Services	175,517	178,447	249,787
Operating and Maintenance	1,422,573	935,641	755,295
Non- Operating	-	-	-
Capital Projects	-	-	305,520
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENDITURES	1,598,090	1,114,088	1,310,602
ENDING WORKING CAPITAL	1,744,620	1,152,681	1,428,622
CONTRIBUTION TO/(FROM) RESERVES	\$ (107,684)	\$ 310,177	\$ 275,941

Service: Affordable Housing Administration

FUND: Affordable Housing Fund

DEPARTMENT: Community Services

Service Description:

This service develops and administers affordable housing projects using local funds provided to the Affordable Housing Fund, as well as oversees the Housing Incentive and Fee Reduction Programs. Activities include developing project proposals, administering the monies allocated for these projects, using creative techniques to obtain additional project funding, monitoring progress of all projects, following all required procedures, maintaining accurate records of projects, and providing written documentation as required or otherwise requested by City Council. This service provides funding for housing projects for low- and moderate-income households, approves and monitors the use of development fee waivers, qualifies potential affordable home buyers, and educates the real estate and lending communities about the City’s affordable housing programs. This service also supports the City’s participation on the Longmont Housing Opportunity Team (LHOT), the administration of all homeless assistance programs, the administration of the City’s Pilot Poverty Initiative, and the city’s participation in the Boulder County Circles Campaign, and administers the Human Service Agency funding process.

SERVICE: Affordable Housing Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CDBG Disaster Recovery Manager	0.55	0.50	0.80
Accountant	0.25	0.15	0.25
Housing/Community Investment Prog Spec	0.49	0.90	1.05
Total	1.29	1.55	2.10

Service: Affordable Housing Administration

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	122,384	134,368	187,775
112	Temporary Wages	93	-	-
121	Wages - Overtime	135	-	-
123	Leave Expense	-	1,210	1,210
126	Retirement Health Savings Plan	569	620	840
128	FICA	8	-	-
129	Medicare	1,534	1,905	2,662
131	MOPC	6,118	6,568	9,178
132	Employee Insurance	31,757	21,675	30,287
133	Employee Retirement	9,424	10,509	15,420
135	Compensation Insurance	2,280	256	1,404
136	Unemployment Insurance	339	66	61
137	Staff Training and Conferences	539	1,100	750
142	Food Allowance	337	170	200
	<i>Subtotal</i>	<i>175,517</i>	<i>178,447</i>	<i>249,787</i>
Operating and Maintenance				
210	Office Supplies	529	750	750
217	Dues and Subscriptions	915	1,000	1,000
218	Non-Capital Equipment and Furniture	572	1,900	701
245	Mileage Allowance	332	1,150	500
246	Liability Insurance	149	605	160
249	Operating Leases and Rentals	1,014	1,300	1,200
250	Professional and Contracted Services	70,985	925,000	736,734
252	Advertising and Legal Notices	691	750	350
263	Postage	1,168	1,100	1,200
264	Printing and Copying	1,066	1,200	1,200
269	Other Services and Charges	1,345,152	886	11,500
	<i>Subtotal</i>	<i>1,422,573</i>	<i>935,641</i>	<i>755,295</i>
Capital Outlay				
440	Machinery and Equipment	-	-	5,520
471	Land	-	-	300,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>305,520</i>
	SERVICE TOTAL	\$1,598,090	\$1,114,088	\$1,310,602

AIRPORT ENTERPRISE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	135,851	144,899	143,539
Operating and Maintenance	150,607	256,576	330,429
Non-Operating	-	948	-
Capital	9,070	960,000	-
TOTAL	\$ 295,528	\$ 1,362,423	\$ 473,968

Fund Description

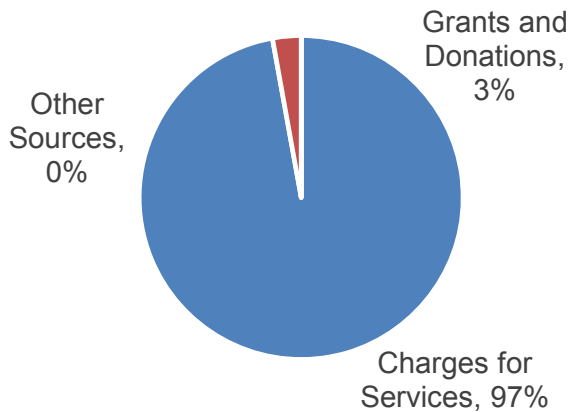
The Airport Enterprise Fund pays for all expenses associated with maintaining and improving Vance Brand Municipal Airport. The major revenue to the Airport Enterprise Fund is payment of leases for hangar space at the airport. The City's airport manager oversees operations and administers construction projects.

The Airport Enterprise Fund includes one budget service, Airport Operations. Administration of this fund is provided by the External Services Department.

AIRPORT ENTERPRISE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 300,490	\$ 571,111	\$ 361,247
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	506,189	510,059	512,922
Grants and Donations	46,139	637,000	15,000
Interest	13,606	-	-
Miscellaneous	(39)	-	-
Estimated Revenue Revision	-	5,500	-
TOTAL FUNDS	565,895	1,152,559	527,922
EXPENSES			
Airport Operations	286,458	402,423	473,968
Transfers to Other Funds	-	-	-
CIP Projects	9,070	960,000	-
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	295,528	1,362,423	473,968
Adjustment for GAAP Expenses	(254)	-	-
TOTAL ADJUSTED EXPENSES	295,274	1,362,423	473,968
ENDING WORKING CAPITAL	571,111	361,247	415,201
CONTRIBUTION TO/(FROM) RESERVES	\$ 270,621	\$ (209,864)	\$ 53,954

AIRPORT ENTERPRISE FUND - Sources of Funds



- Approximately 97% of revenues of the Airport Enterprise Fund for 2021 will come from charges for services. Another 3% comes from grants and donations.
- The 2021 Budget requires a contribution to fund balance of \$53,954.

	2019 Actual	2020 Budget	2021 Budget
OPERATING REVENUE			
Fuel Tax Refund	\$ 12,179	\$ 10,000	\$ 8,000
Cell Tower	96,341	91,000	98,267
FBO Lease	35,083	35,082	35,646
Ramp Fee	2,671	2,793	1,617
Public Use Permit Fee	20,427	17,885	16,395
Swoop Pond	1,923	1,854	1,967
Hangar Leases	326,133	320,445	339,030
Fuel Flowage	11,434	12,000	10,000
Special Event Space Rental	-	2,000	2,000
Intergovernmental	46,139	637,000	-
Private Donations	-	17,000	15,000
Other Revenue	3,401	-	-
Interest Income	10,166	-	-
Contribution from/(to) Fund Balance	270,621	(209,864)	53,954
TOTAL FUNDS NEEDED TO MEET EXPENSES	\$ 295,274	\$ 1,362,423	\$ 473,968

Service: Airport Operations

FUND: Airport Enterprise Fund

DEPARTMENT: External Services

Service Description:

This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

SERVICE: Airport Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Airport Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Airport Operations**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	101,478	105,427	105,441
121 Overtime Wages	1,235	1,200	1,300
126 Retirement Health Savings Plan	400	400	400
129 Medicare	1,197	1,494	1,495
131 MOPC	5,040	5,153	5,154
132 Employee Insurance	16,243	17,006	17,007
133 Employee Retirement	7,764	8,245	8,658
135 Compensation Insurance	55	622	50
136 Unemployment Insurance	70	52	34
137 Staff Training and Conferences	2,100	4,500	3,500
142 Food Allowance	270	800	500
<i>Subtotal</i>	<i>135,851</i>	<i>144,899</i>	<i>143,539</i>
Operating and Maintenance			
210 Office Supplies	654	5,700	5,700
217 Dues and Subscriptions	1,319	1,200	1,285
218 Non-Capital Equipment and Furniture	-	9,000	9,000
232 Building Repair and Maintenance	11,301	-	-
240 Equipment Repair and Maintenance	-	30,000	100,000
245 Mileage Allowance	-	150	150
246 Liability Insurance	5,999	6,059	5,273
250 Professional and Contracted Services	52,201	94,950	83,950
252 Advertising and Legal Notices	-	2,850	1,850
260 Utilities	13,522	12,000	14,000
261 Telephone Charges	644	720	720
263 Postage	69	300	100
264 Printing and Copying	-	3,105	2,205
270 Administrative and Management Services	62,965	68,140	95,780
273 Fleet Lease - Operating and Maintenance	1,933	22,402	10,416
<i>Subtotal</i>	<i>150,607</i>	<i>256,576</i>	<i>330,429</i>
Non-Operating Expense			
970 Transfers to Other Funds	-	948	-
<i>Subtotal</i>	<i>-</i>	<i>948</i>	<i>-</i>
SERVICE TOTAL	\$ 286,458	\$ 402,423	\$ 473,968

ART IN PUBLIC PLACES SPECIAL REVENUE FUND

Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	47,543	99,453	100,012
Operating and Maintenance	46,977	103,982	103,930
Non-Operating	-	-	-
Capital	115,600	100,000	100,000
TOTAL	\$ 210,121	\$ 303,435	\$ 303,942

Fund Description

The Art in Public Places Special Revenue 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 SPECIAL REVENUE FUND

Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 1,216,610	\$ 1,232,903	\$ 1,114,729
Committed Working Capital	-	19,427	-
SOURCES OF FUNDS			
REVENUES			
Interest	30,411	-	-
Transfers from Other Funds	196,739	202,966	480,650
Estimated Revenue Revision	-	1,722	-
TOTAL FUNDS	227,150	204,688	480,650
EXPENDITURES			
Personal Services	47,543	99,453	100,012
Operating and Maintenance	46,977	103,982	103,930
Capital	115,600	100,000	100,000
Adjustment for GAAP Expenses	736	-	-
TOTAL EXPENDITURES	210,857	303,435	303,942
ENDING WORKING CAPITAL	1,232,903	1,114,729	1,291,437
CONTRIBUTION TO/(FROM) RESERVES	\$ 16,293	\$ (98,747)	\$ 176,708

Service: Art in Public Places

FUND: Art in Public Places Special Revenue Fund
 DEPARTMENT: Community Services

Service Description:

Art in Public Places is dedicated to enhancing the Longmont community by providing a diverse collection of public art. The Art in Public Places Commission, appointed by City Council, with staffing and support provided through the Longmont Museum and the Community Services Department, oversees the use of this fund for the creation and maintenance of a permanent public art collection, a program of temporary public art, and building community awareness of Longmont’s public art.

SERVICE: Art in Public Places

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Art in Public Places Administrator	0.50	1.00	1.00
Registrar	0.00	0.25	0.25
Total	0.50	1.25	1.25

Service: Art in Public Places**LINE ITEM BUDGET**

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	37,684	73,568	73,830
126	Retirement Health Savings Plan	-	500	500
129	Medicare	439	1,046	1,046
131	MOPC	1,764	3,608	3,608
132	Employee Insurance	4,900	11,908	11,908
133	Employee Retirement	2,718	5,774	6,062
135	Compensation Insurance	17	13	34
136	Unemployment Insurance	21	36	24
137	Staff Training and Conferences	-	3,000	3,000
	<i>Subtotal</i>	<i>47,543</i>	<i>99,453</i>	<i>100,012</i>
Operating and Maintenance				
210	Office Supplies	2,171	15,000	13,500
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	3,829	3,000	4,500
218	Non Capital Equipment and Furniture	5,052	-	-
225	Freight	-	1,000	1,000
233	Facility Repair and Maintenance	298	-	-
240	Equipment Repair and Maintenance	-	20,000	20,000
245	Mileage Allowance	20	-	-
246	Liability Insurance	310	282	230
249	Operating Leases and Rentals	675	-	-
250	Professional and Contracted Services	30,523	53,500	53,500
252	Advertising and Legal Notices	929	2,000	2,000
261	Telephone Charges	1,050	3,000	3,000
263	Postage	331	2,000	2,000
264	Printing and Copying	833	4,000	4,000
269	Other Services and Charges	956	-	-
	<i>Subtotal</i>	<i>46,977</i>	<i>103,982</i>	<i>103,930</i>
Capital Outlay				
473	Site Improvements, Landscaping, Street Development	115,600	100,000	100,000
	<i>Subtotal</i>	<i>115,600</i>	<i>100,000</i>	<i>100,000</i>
	SERVICE TOTAL	\$210,121	\$303,435	\$303,942

CALLAHAN HOUSE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	97,219	99,473	99,017
Operating and Maintenance	36,684	36,572	29,359
Non-Operating	-	-	-
Capital	16,005	-	-
TOTAL	\$ 149,908	\$ 136,045	\$ 128,376

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 56,170	\$ 44,326	\$ 45,006
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	52,262	47,900	39,650
Grants and Donations	1,500	-	-
Interest	1,243	200	200
Miscellaneous	-	-	-
Transfers from Other Funds	83,059	85,470	85,589
Estimated Revenue Revision	-	3,155	-
TOTAL FUNDS	138,064	136,725	125,439
EXPENDITURES			
Personal Services	97,219	99,473	99,017
Operating and Maintenance	36,684	36,572	29,359
TOTAL EXPENDITURES	149,908	136,045	128,376
ENDING WORKING CAPITAL	44,326	45,006	42,069
CONTRIBUTION TO/(FROM) RESERVES	\$ (11,844)	\$ 680	\$ (2,937)

SERVICE: Callahan House

	2019 Budget	2020 Budget	2021 Budget
Budgeted Positions:			
Callahan House Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

Service: Callahan House

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	63,508	66,425	66,431
112 Wages - Temporary	12,593	11,500	10,500
126 Retirement Health Savings Plan	400	400	400
128 FICA	781	713	651
129 Medicare	934	1,109	1,094
131 MOPC	3,176	3,247	3,247
132 Employee Insurance	10,436	10,715	10,715
133 Employee Retirement	4,892	5,195	5,455
135 Compensation Insurance	455	137	503
136 Unemployment Insurance	44	32	21
<i>Subtotal</i>	97,219	99,473	99,017
Operating and Maintenance			
210 Office Supplies	3,763	3,773	2,300
217 Dues and Subscriptions	512	1,000	700
218 Non-Capital Equipment and Furniture	1,267	1,500	1,500
232 Building Repair and Maintenance	1,875	-	-
240 Equipment Repair and Maintenance	-	3,350	3,050
245 Mileage Allowance	963	1,138	970
246 Liability Insurance	177	149	158
250 Professional and Contracted Services	18,417	13,500	9,000
252 Advertising and Legal Notices	8,464	9,700	9,500
259 Licenses and Permits	394	450	481
261 Telephone Charges	418	500	500
263 Postage	200	500	300
264 Printing and Copying	235	1,012	900
<i>Subtotal</i>	36,684	36,572	29,359
Capital Outlay			
431 Furniture and Fixtures	16,005	-	-
<i>Subtotal</i>	16,005	-	-
SERVICE TOTAL	\$149,908	\$136,045	\$128,376

COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME FUND Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	471,821	532,711	303,473
Operating and Maintenance	11,555,017	473,527	519,566
Non-Operating	-	-	-
Capital	2,477,749	-	6,480
TOTAL	\$ 14,504,587	\$ 1,006,238	\$ 829,519

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ (708,872)	\$ (181,920)	\$ (167,903)
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Grants	14,337,284	956,238	779,519
Interest	79,413	-	-
Miscellaneous	614,842	50,000	50,000
Estimated Revenue Revisions	-	14,017	-
TOTAL FUNDS	15,031,539	1,020,255	829,519
EXPENDITURES			
Personal Services	471,821	532,711	303,473
Operating and Maintenance	11,555,017	473,527	519,566
Non-Operating	-	-	-
Capital	2,477,749	-	6,480
Adjustment for GAAP Expenses	-	-	-
TOTAL ADJUSTED EXPENDITURES	14,504,587	1,006,238	829,519
ENDING WORKING CAPITAL	(181,920)	(167,903)	(167,903)
CONTRIBUTION TO/(FROM) RESERVES	\$ 526,952	\$ 14,017	\$ -

Service: **CDBG and HOME Grant Administration**

FUND: **Community Development Block Grant and HOME Grant Funds**

DEPARTMENT: **Community Services**

Service Description:

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

SERVICE: Community Development Block Grant and HOME Grant Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
CDBG Disaster Recovery Manager	0.45	0.50	0.20
Housing/Community Investment Prog Spec	1.51	1.10	0.95
Rehabilitation Ins Specialist	0.00	0.50	0.00
Project Manager II	2.00	2.00	1.00
Accountant	0.75	0.85	0.75
Total	4.71	4.95	2.90

Service: CDBG and HOME Grant Administration

LINE ITEM BUDGET

Personal Services		2019 Actual	2020 Budget	2021 Budget
111	Salaries and Wages	366,140	406,806	231,342
112	Wages - Temporary	2,786	-	-
121	Wages - Overtime	978	-	-
126	Retirement Health Savings Plan	1,831	1,980	1,160
128	FICA	173	-	-
129	Medicare	4,572	5,773	3,278
131	MOPC	18,307	19,908	11,308
132	Employee Insurance	47,943	65,694	37,314
133	Employee Retirement	28,201	31,851	18,996
136	Unemployment Insurance	-	199	75
137	Staff Training and Conferences	890	500	-
	<i>Subtotal</i>	<i>471,821</i>	<i>532,711</i>	<i>303,473</i>
Operating and Maintenance				
210	Office Supplies	206	500	500
217	Dues and Subscriptions	940	-	1,000
218	Non-Capital Equipment and Furniture	905	-	3,874
245	Mileage Allowance	2,907	500	300
246	Liability Insurance	175	-	-
250	Professional and Contracted Services	530,593	471,427	509,232
252	Advertising and Legal Notices	959	500	250
261	Telephone Charges	458	-	-
263	Postage	56	100	100
264	Printing and Copying	659	500	800
269	Other Services and Charges	11,017,160	-	3,510
	<i>Subtotal</i>	<i>11,555,017</i>	<i>473,527</i>	<i>519,566</i>
Capital Outlay				
440	Machinery and Equipment	-	-	6,480
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,480</i>
	SERVICE TOTAL	\$12,026,838	\$1,006,238	\$829,519

UTILITY BILLING CUSTOMER INFORMATION SYSTEM Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	206,604	664,667	675,093
Operating and Maintenance	100,354	2,186	601
Non-Operating	-	-	-
Capital	-	4,633,147	544,306
TOTAL	\$ 306,958	\$ 5,300,000	\$ 1,220,000

Fund Description

The Utility Billing Customer Information System fund is a special fund. Its purpose is to affect centralized control and accounting over the acquisition, maintenance and operations of the customer information system, including connection, disconnection, billing and payment of utility services.

UTILITY BILLING CUSTOMER INFORMATION SYSTEM FUND

Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ 2,421,792	\$ 2,231,114
Committed Working Capital	-	190,678	-
SOURCES OF FUNDS			
REVENUES			
Other Fund Transfers	2,700,000	5,300,000	1,220,000
Interest	6,363	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	2,706,363	5,300,000	1,220,000
EXPENDITURES			
Personal Services	206,604	664,667	675,093
Operating and Maintenance	100,354	2,186	601
Non-Operating	-	-	-
Capital	-	4,633,147	544,306
Adjustment for GAAP Expenses	(22,387)	-	-
TOTAL EXPENDITURES	284,571	5,300,000	1,220,000
ENDING WORKING CAPITAL	2,421,792	2,231,114	2,231,114
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,421,792	\$ -	\$ -

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 three full-time, term-limited backfill positions.

SERVICE: Utility Billing Customer Information System

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Utilities Financial Analyst	2.00	0.00	0.00
CIS Business Analyst	0.00	2.00	2.00
Technical Functional Analyst	0.00	2.00	0.00
Applications Support Analyst	2.00	0.00	2.00
Sr Customer Service Rep	1.00	1.00	1.00
Customer Service Rep	1.00	1.00	1.00
Billing Specialist	1.00	1.00	1.00
Total	7.00	7.00	7.00

Service: Utility Billing Customer Information System

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	97,459	505,028	513,050
121 Overtime Wages	39	-	-
126 Retirement Health Savings Plan	-	2,800	2,800
129 Medicare	1,040	7,323	7,384
131 MOPC	4,263	25,251	25,467
132 Employee Insurance	89,581	83,330	83,745
133 Employee Retirement	6,572	40,402	42,480
135 Compensation Insurance	-	280	-
136 Unemployment Insurance	329	253	167
137 Staff Training and Conferences	7,320	-	-
<i>Subtotal</i>	<i>206,604</i>	<i>664,667</i>	<i>675,093</i>
Operating and Maintenance			
210 Office Supplies	7,331	-	-
218 Non-Capital Equipment and Furniture	18,276	1,615	-
246 Liability Insurance	-	571	601
250 Professional and Contracted Services	74,746	-	-
<i>Subtotal</i>	<i>100,354</i>	<i>2,186</i>	<i>601</i>
Capital Outlay			
440 Machinery and Equipment	-	4,633,147	544,306
<i>Subtotal</i>	<i>-</i>	<i>4,633,147</i>	<i>544,306</i>
SERVICE TOTAL	\$306,958	\$5,300,000	\$1,220,000

CONSERVATION TRUST FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	12,363	35,518	108,049
Operating and Maintenance	139,319	176,879	128,042
Non-Operating	-	-	-
Capital	2,901,140	545,000	1,752,370
TOTAL	\$ 3,052,822	\$ 757,397	\$ 1,988,461

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 7,775,432	\$ 5,997,294	\$ 4,800,386
Committed Working Capital	-	1,295,910	-
SOURCES OF FUNDS			
REVENUES			
Lottery Proceeds	1,079,064	850,000	900,000
Interest	195,620	6,399	20,231
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,274,684	856,399	920,231
EXPENDITURES			
Personal Services	12,363	35,518	108,049
Operating and Maintenance	139,319	176,879	128,042
Non-Operating	-	-	-
Capital	2,901,140	545,000	1,752,370
TOTAL EXPENDITURES	3,052,822	757,397	1,988,461
ENDING WORKING CAPITAL	5,997,294	4,800,386	3,732,156
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,778,138)	\$ 99,002	\$ (1,068,230)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

CONSERVATION TRUST FUND PROJECT	2021 Budget
PRO05B St Vrain Greenway	\$ 1,300,000
PRO083 Primary and Secondary Greenway Connection	330,000
PRO201 Dog Park #2 Relocation	122,370
TOTAL	\$ 1,752,370

DOWNTOWN DEVELOPMENT AUTHORITY - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	314,428	331,919	334,956
Operating and Maintenance	575,449	1,469,975	563,995
Non-Operating	691,337	2,751,155	592,484
Capital	20,974	2,293,438	152,064
TOTAL	\$ 1,602,188	\$ 6,846,487	\$ 1,643,499

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 272,330	\$ 254,761	\$ 248,992
Committed Working Capital	-	2,498	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	219,847	231,686	261,866
Automobile Taxes	13,615	13,000	13,000
Intergovernmental Revenue	-	-	-
Interest Income	7,852	5,700	3,000
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	40,300	30,100	40,200
Miscellaneous	1,553	-	-
Estimated Revenue Revision	-	6,945	-
TOTAL FUNDS	285,667	289,931	320,566
EXPENSES			
Operations	306,770	293,202	297,131
Adjustment for GAAP Expenses	(3,534)	-	-
TOTAL EXPENSES	303,236	293,202	297,131
ENDING WORKING CAPITAL	254,761	248,992	272,427
CONTRIBUTION TO/(FROM) RESERVES	\$ (17,569)	\$ (3,271)	\$ 23,435

DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 1,058,417	\$ 1,308,520	\$ 200,574
COMMITTED WORKING CAPITAL	-	1,107,946	-
SOURCES OF FUNDS			
REVENUES			
Parking Fee	48,667	58,400	58,400
Miscellaneous Revenue	-	-	-
Interest Income	33,609	-	-
Intergovernmental Revenue	-	-	-
Proceeds from Advance	432,067	2,447,638	298,864
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	514,343	2,506,038	357,264
EXPENSES			
Operations	243,266	212,600	205,200
Capital	20,974	2,293,438	152,064
Adjustment for GAAP Expense	-	-	-
TOTAL EXPENSES	264,240	2,506,038	357,264
ENDING WORKING CAPITAL	1,308,520	200,574	200,574
CONTRIBUTION TO/(FROM) RESERVES	\$ 250,103	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 3,687,705	\$ 4,002,462	\$ 1,895,206
COMMITTED WORKING CAPITAL	-	320,000	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment - 1016	896,732	961,399	1,076,705
Interest Income	105,100	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	1,001,832	961,399	1,076,705
EXPENSES			
Principal	684,752	2,738,655	587,984
Interest and Fiscal Charges	2,323	10,000	2,000
Interfund Transfers	-	-	-
TOTAL EXPENSES	687,075	2,748,655	589,984
ENDING WORKING CAPITAL	4,002,462	1,895,206	2,381,927
CONTRIBUTION TO/(FROM) RESERVES	\$ 314,757	\$ (1,787,256)	\$ 486,721

DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 355,794	\$ 399,148	\$ 85,189
Committed Working Capital	-	131,384	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental	88,928	30,000	45,000
Interest Income	13,852	-	-
Transfer from DDA	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	102,780	30,000	45,000
EXPENSES			
Operations	59,426	212,575	45,000
Capital	-	-	-
TOTAL EXPENSES	59,426	212,575	45,000
ENDING WORKING CAPITAL	399,148	85,189	85,189
CONTRIBUTION TO/(FROM) RESERVES	\$ 43,354	\$ (182,575)	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY FACADE IMPROVEMENT

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 793,414	\$ 814,475	\$ 814,475
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Interest Income	21,061	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	21,061	-	-
EXPENSES			
Operations	-	-	-
Capital	-	-	-
TOTAL EXPENSES	-	-	-
ENDING WORKING CAPITAL	814,475	814,475	814,475
CONTRIBUTION TO/(FROM) RESERVES	\$ 21,061	\$ -	\$ -

DOWNTOWN DEVELOPMENT AUTHORITY ARTS AND ENTERTAINMENT

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 12,292	\$ 54,640	\$ 44,144
COMMITTED WORKING CAPITAL	-	13,753	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	5,000	5,000	5,000
Charges for Service	68,862	60,000	60,000
Interest Income	210	-	-
Grants and Donations	3,189	-	-
Proceeds from Advance	252,685	291,017	289,120
Transfer from City General Fund	-	-	-
Miscellaneous	613	-	-
Estimated Revenue Revision	-	3,257	-
TOTAL FUNDS	330,559	359,274	354,120
EXPENSES			
Operations	284,675	356,017	354,120
Adjustment for GAAP Expenses	3,536	-	-
TOTAL EXPENSES	288,211	356,017	354,120
ENDING WORKING CAPITAL	54,640	44,144	44,144
CONTRIBUTION TO/(FROM) RESERVES	\$ 42,348	\$ 3,257	\$ -

Service: Downtown Development Authority - Operations

FUND: Downtown Development Authority Special Revenue Fund

Service Description:

The Longmont Downtown Development Authority (LDDA) is a special district created in 1982 for the purpose of stimulating and guiding redevelopment within its boundaries. The service is supported largely by a special property tax levied on all real and personal property located within LDDA boundaries. This service provides for the general operations of the LDDA.

SERVICE: Downtown Development Authority - Operations

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
LDDA Executive Director	0.67	0.67	0.67
Downtown Specialist	0.50	0.46	0.46
LDDA Program Coordinator	0.00	0.35	0.35
Administrative Assistant	0.35	0.00	0.00
Total	1.52	1.48	1.48

Service: LDDA Operations

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	145,484	143,839	145,044
115 One Time Pay	-	3,350	3,350
126 Retirement Health Savings Plan	1,454	591	591
129 Medicare	1,844	2,039	2,087
131 MOPC	6,939	7,031	7,196
132 Employee Insurance	23,102	23,202	23,750
133 Employee Retirement	10,690	11,250	12,090
136 Unemployment Insurance	98	70	48
137 Staff Training and Conferences	1,191	2,500	2,000
142 Food Allowance	-	150	150
<i>Subtotal</i>	<i>190,801</i>	<i>194,022</i>	<i>196,306</i>
Operating and Maintenance			
210 Office Supplies	16,638	5,000	4,700
217 Dues and Subscriptions	1,639	1,550	1,550
218 Non-Capital Equipment and Furniture	6,603	2,500	-
240 Equipment Repair and Maintenance	-	5,000	5,000
245 Mileage Allowance	-	250	250
246 Liability Insurance	8,129	8,910	9,600
249 Operating Leases and Rentals	25,203	34,220	39,200
250 Professional and Contracted Services	48,665	33,750	34,625
252 Advertising and Legal Notices	-	500	-
260 Utilities	685	1,750	750
261 Telephone Charges	364	1,500	1,500
263 Postage	86	250	250
264 Printing and Copying	709	1,500	750
269 Other Services and Charges	5,426	2,500	2,650
<i>Subtotal</i>	<i>114,207</i>	<i>99,180</i>	<i>100,825</i>
Non-Operating Expense			
970 Transfers to Other Funds	1,762	-	-
<i>Subtotal</i>	<i>1,762</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$306,770	\$293,202	\$297,131

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.

SERVICE: Downtown Development Authority Arts and Entertainment

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
LDDA Executive Director	0.18	0.18	0.18
Downtown Specialist	0.15	0.14	0.14
Program Specialist	0.75	0.75	0.75
LDDA Program Coordinator	0.00	0.35	0.35
Administrative Assistant	0.35	0.00	0.00
Total	1.43	1.42	1.42

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	93,874	97,927	98,284
112 Wages - Temporary	917	7,500	7,500
115 One Time Payment	-	900	900
126 Retirement Health Savings Plan	501	568	568
128 FICA	91	465	465
129 Medicare	1,147	1,497	1,401
131 MOPC	4,627	4,787	4,833
132 Employee Insurance	15,265	15,796	15,948
133 Employee Retirement	7,128	7,659	8,119
136 Unemployment Insurance	64	48	32
137 Staff Training and Conferences	12	500	500
142 Food Allowance	-	250	100
<i>Subtotal</i>	<i>123,627</i>	<i>137,897</i>	<i>138,650</i>
Operating and Maintenance			
210 Office Supplies	8,138	17,750	14,750
217 Dues and Subscriptions	-	4,570	5,920
218 Non-Capital Equipment and Furniture	1,460	-	-
245 Mileage Allowance	-	200	200
246 Liability Insurance	400	1,000	1,000
250 Professional and Contracted Services	100,150	138,600	135,100
252 Advertising and Legal Notices	22,628	30,000	31,500
260 Utilities	6,837	5,500	8,500
261 Telephone Charges	213	-	-
263 Postage	2,725	3,000	3,000
264 Printing and Copying	16,509	12,500	11,500
269 Other Services and Charges	1,988	5,000	4,000
<i>Subtotal</i>	<i>161,048</i>	<i>218,120</i>	<i>215,470</i>
SERVICE TOTAL	\$284,675	\$356,017	\$354,120

DOWNTOWN PARKING SPECIAL REVENUE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	45,246	46,266	46,792
Operating and Maintenance	37,617	35,585	33,125
Non-Operating	-	-	-
Capital	-	10,000	40,000
TOTAL	\$ 82,863	\$ 91,851	\$ 119,917

Fund Description

The Downtown Parking Special Revenue 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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	34,671	34,985	35,209
115 One Time Payment	-	500	500
126 Retirement Health Savings Plan	309	179	179
129 Medicare	440	496	504
131 MOPC	1,684	1,710	1,737
132 Employee Insurance	5,526	5,643	5,733
133 Employee Retirement	2,594	2,736	2,918
136 Unemployment Insurance	23	17	12
<i>Subtotal</i>	45,246	46,266	46,792
Operating and Maintenance			
210 Office Supplies	1,251	2,600	2,000
217 Dues and Subscriptions	348	-	-
240 Equipment Repair and Maintenance	-	200	200
246 Liability Insurance	3,732	-	4,200
249 Operating Leases and Rentals	4,211	6,135	6,975
250 Professional and Contracted Services	26,555	21,250	16,150
252 Advertising and Legal Notices	8	500	-
260 Utilities	123	2,800	1,600
261 Telephone Charges	151	-	-
263 Postage	14	200	100
264 Printing and Copying	523	1,500	1,500
269 Other Services and Charges	702	400	400
<i>Subtotal</i>	37,617	35,585	33,125
SERVICE TOTAL	\$82,863	\$81,851	\$79,917

SERVICE: Downtown Parking

	2019 Budget	2020 Budget	2021 Budget
Budgeted Positions:			
LDDA Executive Director	0.10	0.10	0.10
Downtown Specialist	0.11	0.10	0.10
LDDA Program Coordinator	0.00	0.25	0.25
Administrative Assistant	0.25	0.00	0.00
Total	0.46	0.45	0.45

Downtown Parking Special Revenue Fund - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 311,621	\$ 348,387	\$ 297,101
Committed Working Capital	-	64,521	-
SOURCES OF FUNDS			
REVENUES			
Parking Permits	111,395	100,000	75,000
Intergovernmental Revenue	-	-	-
Interest Income	8,216	4,200	2,000
Miscellaneous	18	-	-
Interfund Transfers	-	-	-
Estimated Revenue Revision	-	886	-
TOTAL FUNDS	119,629	105,086	77,000
EXPENDITURES			
Personal Services	45,246	46,266	46,792
Operating and Maintenance	37,617	35,585	33,125
Non-Operating	-	-	-
Capital	-	10,000	40,000
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	82,863	91,851	119,917
ENDING WORKING CAPITAL	348,387	297,101	254,184
CONTRIBUTION TO/(FROM) RESERVES	\$ 36,766	\$ 13,235	\$ (42,917)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

DOWNTOWN PARKING SPECIAL REVENUE FUND PROJECTS	2021 Budget
DTR023 Downtown Parking Lot Improvements	\$ 40,000
TOTAL	\$ 40,000

FLEET SERVICES FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,626,814	1,748,964	1,743,734
Operating and Maintenance	2,565,040	2,490,618	2,219,922
Non-Operating	7,680	20,088	5,157
Capital	5,606,125	4,098,564	5,903,207
TOTAL	\$ 9,805,659	\$ 8,358,234	\$ 9,872,020

Fund Description

The Fleet Services Fund pays for all expenses associated with maintaining and replacing all vehicles and related equipment in the City fleet. The revenue to the Fleet Services Fund is actually money transferred from all of the “user” funds in the City. Thus, the Electric and Broadband Utility Enterprise Fund, the Sanitation Enterprise Fund, the General Fund and others all transfer money into the Fleet Services Fund to pay for vehicle and equipment maintenance and replacement. Using a centralized Fleet Services Fund and a fleet maintenance staff provides greater efficiencies and lower costs than if each City fund maintained its own vehicles.

The Fleet Services 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 Services 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 Services Fund will usually have a very high fund balance. Most of the fund balance in the Fleet Services 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.

FLEET SERVICES FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 18,020,980	\$ 19,027,605	\$ 20,877,092
Committed Working Capital	-	1,094,049	-
SOURCES OF FUNDS			
REVENUES			
Transfers from Other Funds	9,432,397	10,549,634	10,713,499
Grants	-	-	-
Interest	501,494	242,803	99,910
Miscellaneous	725,766	450,000	450,000
Estimated Revenue Revision	-	59,333	-
TOTAL FUNDS	10,659,657	11,301,770	11,263,409
EXPENSES			
Personal Services	1,626,814	1,748,964	1,743,734
Operating and Maintenance	2,565,040	2,490,618	2,219,922
Non-Operating	7,680	20,088	5,157
Capital	5,606,125	4,098,564	5,903,207
Total Operating Expenses	9,805,659	8,358,234	9,872,020
Adjustment for GAAP Expenses	(152,627)	-	-
TOTAL ADJUSTED EXPENSES	9,653,032	8,358,234	9,872,020
ENDING WORKING CAPITAL	19,027,605	20,877,092	22,268,481
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,006,625	\$ 2,943,536	\$ 1,391,389

Service: Fleet

FUND: Fleet Services Fund

DEPARTMENT: Support Services

Service Description:

Fleet is responsible for the maintenance, management and replacement of City vehicles and support equipment so that all user departments are better able to serve the public. Services provided include preventive maintenance and repairs, emergency repairs, fueling operations, vehicle specifications, and replacement schedules. Provision of these services is based on economic analyses of cost, operational needs, productivity and technology.

SERVICE: Fleet

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	1.00	2.00	2.00
Master ASE Equipment Technician II	8.00	8.00	8.00
Master ASE Equipment Technician I	0.00	0.00	0.00
Lead Master Equipment Technician	1.00	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	0.00	0.00
Automotive Parts Tech	1.00	0.00	0.00
Fleet Warehouse Worker	0.00	1.00	1.00
Fleet Parts Buyer	0.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Fleet Administrative Assistant	1.00	1.00	1.00
Total	18.00	18.00	18.00

Service: Fleet**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	1,104,986	1,234,767	1,239,290
112 Temporary Wages	2,894	-	-
121 Wages - Overtime	46,363	25,000	25,000
122 Longevity Compensation	2,340	2,400	2,460
123 Leave Expense	-	5,000	5,000
126 Retirement Health Savings Plan	17,749	7,200	7,200
128 FICA	179	-	-
129 Medicare	13,160	17,503	17,564
131 MOPC	55,139	60,357	60,576
132 Employee Insurance	197,440	199,177	199,892
133 Employee Retirement	84,939	96,571	101,765
135 Compensation Insurance	71,921	67,735	53,684
136 Unemployment Insurance	819	604	403
137 Staff Training and Conferences	20,541	24,200	22,200
141 Uniforms and Protective Clothing	8,270	8,250	8,500
142 Food Allowance	72	200	200
<i>Subtotal</i>	<i>1,626,814</i>	<i>1,748,964</i>	<i>1,743,734</i>
Operating and Maintenance			
210 Office Supplies	25,356	30,395	23,650
216 Reference Books and Materials	348	600	450
217 Dues and Subscriptions	3,530	2,050	2,050
218 Non-Capital Equipment and Furniture	25,878	38,815	22,750
220 Gas and Oil	874,262	892,220	553,590
221 Parts	696,682	675,000	700,000
225 Freight	15	300	300
232 Building Repair and Maintenance	150,085	-	-
240 Equipment Repair and Maintenance	-	157,248	163,176
246 Liability Insurance	9,830	7,890	8,176
247 Safety Expenses	4,038	4,875	5,500
249 Operating Leases and Rentals	50,400	67,200	67,200
250 Professional and Contracted Services	374,484	293,550	340,000
252 Ads and Legal Notices	-	-	-
259 Licenses and Permits	874	1,500	1,500
260 Utilities	18,563	16,000	19,000
261 Telephone Charges	2,982	3,650	3,000
263 Postage	54	500	500
264 Printing and Copying	283	450	350
269 Other Services and Charges	-	600	-
270 Administrative and Management Services	327,375	297,775	308,730
<i>Subtotal</i>	<i>2,565,040</i>	<i>2,490,618</i>	<i>2,219,922</i>
Non-Operating Expense			
970 Transfers to Other Funds	7,680	20,088	5,157
<i>Subtotal</i>	<i>7,680</i>	<i>20,088</i>	<i>5,157</i>
Capital Outlay			
432 Vehicles	5,585,865	3,941,464	5,903,207
440 Machinery and Equipment	20,260	157,100	-
<i>Subtotal</i>	<i>5,606,125</i>	<i>4,098,564</i>	<i>5,903,207</i>
SERVICE TOTAL	\$9,805,659	\$8,358,234	\$9,872,020

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	27,888	28,141	28,744
Operating and Maintenance	71,682	91,512	92,910
Non-Operating	-	131	-
Capital	-	-	-
TOTAL	\$ 99,570	\$ 119,784	\$ 121,654

Fund Description

The Longmont General Improvement District (GID) No. 1 is a special district in the downtown area that was created in the mid 1960s for the primary purposes of financing land acquisition, construction, and maintenance of public parking lots and pedestrian breezeways to provide access to the businesses on Main Street. A property tax of 6.798 mills is levied on all real and personal property within the district and accumulated in the GID No. 1 Fund.

SERVICE: GID

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.20	0.18	0.19
LDDA Program Coordinator	0.00	0.05	0.05
Administrative Assistant	0.05	0.00	0.00
Total	0.30	0.28	0.29

GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 134,212	\$ 169,517	\$ 196,993
Committed Working Capital	-	6,368	-
SOURCES OF FUNDS			
REVENUES			
Property Taxes	140,112	125,428	154,342
Property Tax Increment - 1016	(17,988)	18,000	-
Automobile Taxes	7,584	7,500	7,500
Interest Income	4,785	1,800	1,400
Miscellaneous	382	-	-
Estimated Revenue Revisions	-	900	-
TOTAL FUNDS	134,875	153,628	163,242
EXPENDITURES			
Personal Services	27,888	28,141	28,744
Operating and Maintenance	71,682	91,512	92,910
Non-Operating	-	131	-
Total Operating Expenses	99,570	119,784	121,654
TOTAL EXPENDITURES	99,570	119,784	121,654
ENDING WORKING CAPITAL	169,517	196,993	238,581
CONTRIBUTION TO/(FROM) RESERVES	\$ 35,305	\$ 33,844	\$ 41,588

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	21,241	21,318	21,680
115 One Time Payment	-	250	250
126 Retirement Health Savings Plan	187	114	114
129 Medicare	273	302	309
131 MOPC	1,037	1,042	1,068
132 Employee Insurance	3,538	3,438	3,523
133 Employee Retirement	1,597	1,667	1,793
136 Unemployment Insurance	15	10	7
<i>Subtotal</i>	27,888	28,141	28,744
Operating and Maintenance			
210 Office Supplies	1,626	7,250	7,200
217 Dues and Subscriptions	348	-	-
232 Building Repair and Maintenance	4,065	-	-
240 Equipment Repair and Maintenance	-	5,500	5,000
246 Liability Insurance	4,290	-	5,200
249 Operating Leases and Rentals	1,405	1,920	2,350
250 Professional and Contracted Services	49,733	63,000	62,250
260 Utilities	55	550	150
261 Telephone Charges	109	-	-
263 Postage	14	50	-
264 Printing and Copying	5	1,000	250
269 Other Services and Charges	-	1,000	250
270 Administrative and Management Services	10,033	11,242	10,260
<i>Subtotal</i>	71,682	91,512	92,910
Non-Operating Expense			
970 Transfers to Other Funds	-	131	-
<i>Subtotal</i>	-	131	-
SERVICE TOTAL	\$99,570	\$119,784	\$121,654

GOLF ENTERPRISE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	1,137,000	1,304,165	1,295,478
Operating and Maintenance	1,315,407	1,350,958	1,366,731
Non-Operating	15,357	150,978	139,687
Capital	175,627	120,000	100,228
TOTAL	\$ 2,643,390	\$ 2,926,101	\$ 2,902,124

Fund Description

The Golf Enterprise 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 ENTERPRISE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 1,699,472	\$ 1,818,663	\$ 1,413,586
Committed Working Capital	-	376,117	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	-	-
Charges for Services	2,568,763	2,708,533	2,708,533
Developer Participation	-	-	-
Interest	52,306	20,000	8,000
Miscellaneous	214,316	129,626	129,626
Transfer from Other Funds	-	-	-
Estimated Revenue Revision	-	38,982	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	2,835,385	2,897,141	2,846,159
EXPENSES BY BUDGET SERVICE			
Golf Administration	383,072	568,072	515,329
Sunset Golf Course	362,971	433,689	420,558
Twin Peaks Golf Course	788,136	779,229	802,907
Ute Creek Golf Course	976,524	1,025,111	1,063,102
CIP Projects	132,687	120,000	100,228
Total Operating Expenses	2,643,390	2,926,101	2,902,124
Adjustment for GAAP Expenses	72,804	-	-
TOTAL EXPENDITURES	2,716,194	2,926,101	2,902,124
ENDING WORKING CAPITAL	1,818,663	1,413,586	1,357,621
CONTRIBUTION TO/(FROM) RESERVES	\$ 119,191	\$ (28,960)	\$ (55,965)

CAPITAL IMPROVEMENT PROGRAM PROJECTS

GOLF ENTERPRISE FUND PROJECTS	2021 Budget
PBF001 Municipal Buildings Roof Improvements	\$ 30,228
PRO169 Golf Course Cart Path Improvements	\$ 20,000
PRO191 Golf Buildings and Golf Courses Rehab	50,000
TOTAL	\$ 100,228

Service: **Golf Administration**

FUND: **Golf Enterprise Fund**

DEPARTMENT: **Community Services**

Service Description:

Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

SERVICE: Golf Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Recreation & Golf Manager	0.40	0.40	0.40
Marketing Coordinator	0.25	0.25	0.25
Administrative Analyst	0.00	0.18	0.18
Administrative Assistant	0.75	0.75	0.75
Total	1.40	1.58	1.58

Service: Golf Administration**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	116,355	128,335	128,616
123 Leave Expense	-	5,000	5,000
126 Retirement Health Savings Plan	1,010	632	632
129 Medicare	1,238	1,638	1,638
131 MOPC	5,156	5,648	5,648
132 Employee Insurance	22,127	18,637	18,638
133 Employee Retirement	7,943	9,036	9,488
135 Compensation Insurance	1,059	776	807
136 Unemployment Insurance	70	57	38
137 Staff Training and Conferences	1,255	2,400	2,400
141 Uniforms and Protective Clothing	192	-	-
142 Food Allowance	122	400	400
<i>Subtotal</i>	<i>156,526</i>	<i>172,559</i>	<i>173,305</i>
Operating and Maintenance			
210 Office Supplies	6,117	4,930	3,240
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	3,638	3,735	3,735
218 Non-Capital Equipment and Furniture	-	10,785	2,100
240 Equipment Repair and Maintenance	50	300	300
245 Mileage Allowance	-	100	100
246 Liability Insurance	1,097	958	627
250 Professional and Contracted Services	4,086	5,600	5,600
252 Advertising and Legal Notices	3,182	14,700	14,700
261 Telephone Charges	263	600	600
263 Postage	285	1,000	1,000
264 Printing and Copying	1,883	2,000	2,000
270 Administrative and Management Services	190,587	199,727	168,235
<i>Subtotal</i>	<i>211,189</i>	<i>244,535</i>	<i>202,337</i>
Non-Operating Expense			
927 Principal on Notes and Contracts	-	133,144	133,144
928 Interest Expense on Notes and Contracts	8,814	-	-
970 Transfers to Other Funds	6,543	17,834	6,543
<i>Subtotal</i>	<i>15,357</i>	<i>150,978</i>	<i>139,687</i>
SERVICE TOTAL	\$383,072	\$568,072	\$515,329

Service: **Sunset Golf Course**

FUND: **Golf Enterprise Fund**

DEPARTMENT: **Community Services**

Service Description:

This service includes the costs for operations, maintenance and improvements at Sunset Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Sunset Golf Course

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	2.50	2.50	2.50

Service: Sunset Golf Course**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	83,879	134,496	134,504
112 Wages - Temporary	32,344	45,920	45,920
121 Wages - Overtime	1,296	1,846	1,846
126 Retirement Health Savings Plan	773	1,000	1,000
128 FICA	2,018	2,070	2,847
129 Medicare	1,551	2,434	2,616
131 MOPC	4,393	6,725	6,725
132 Employee Insurance	21,615	22,192	22,193
133 Employee Retirement	6,766	10,760	11,298
135 Compensation Insurance	15,489	14,414	1,146
136 Unemployment Insurance	92	67	44
141 Uniforms and Protective Clothing	184	760	760
<i>Subtotal</i>	<i>170,401</i>	<i>242,684</i>	<i>230,899</i>
Operating and Maintenance			
210 Office Supplies	2,887	3,520	3,520
218 Non-Capital Equipment and Furniture	439	3,000	3,000
222 Chemicals	10,791	12,000	12,000
232 Building Repair and Maintenance	21,787	-	-
240 Equipment Repair and Maintenance	-	23,600	23,600
246 Liability Insurance	5,160	4,741	4,820
247 Safety Expenses	32	600	600
249 Operating Leases and Rentals	12,479	11,280	11,280
250 Professional and Contracted Services	50,400	50,400	50,400
259 Licenses and Permits	108	200	200
260 Utilities	9,528	9,000	9,000
261 Telephone Charges	1,357	1,800	1,800
264 Printing and Copying	1,284	2,200	2,200
269 Other Services and Charges	9,594	10,500	10,500
273 Fleet Lease - Operating and Maintenance	16,219	8,126	7,601
274 Fleet Lease - Replacement	50,504	50,038	49,138
<i>Subtotal</i>	<i>192,570</i>	<i>191,005</i>	<i>189,659</i>
SERVICE TOTAL	\$362,971	\$433,689	\$420,558

Service: Twin Peaks Golf Course

FUND: Golf Enterprise Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Twin Peaks Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Twin Peaks Golf Course

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	3.50	3.50	3.50

Service: Twin Peaks Golf Course**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	198,235	201,059	201,069
112 Wages - Temporary	78,851	97,758	97,758
121 Wages - Overtime	2,543	2,834	2,834
126 Retirement Health Savings Plan	2,216	1,400	1,400
128 FICA	4,892	3,891	6,061
129 Medicare	3,652	3,825	4,332
131 MOPC	9,934	10,053	10,053
132 Employee Insurance	32,313	33,175	33,177
133 Employee Retirement	15,302	16,085	16,889
135 Compensation Insurance	16,190	15,036	13,130
136 Unemployment Insurance	137	101	66
141 Uniforms and Protective Clothing	530	1,400	1,400
<i>Subtotal</i>	<i>364,796</i>	<i>386,617</i>	<i>388,169</i>
Operating and Maintenance			
210 Office Supplies	6,920	13,720	17,720
218 Non-Capital Equipment and Furniture	2,755	4,000	4,000
222 Chemicals	27,436	27,000	27,000
232 Building Repair and Maintenance	73,383	-	-
240 Equipment Repair and Maintenance	-	62,110	62,110
246 Liability Insurance	7,496	14,739	15,876
247 Safety Expenses	1,843	1,400	1,400
249 Operating Leases and Rentals	18,380	26,160	26,160
250 Professional and Contracted Services	63,600	63,600	63,600
259 Licenses and Permits	488	200	200
260 Utilities	38,809	43,000	43,000
261 Telephone Charges	4,463	2,700	2,700
264 Printing and Copying	556	2,900	2,900
269 Other Services and Charges	25,405	16,500	16,500
273 Fleet Lease - Operating and Maintenance	17,619	16,958	18,423
274 Fleet Lease - Replacement	91,246	97,625	113,149
<i>Subtotal</i>	<i>380,400</i>	<i>392,612</i>	<i>414,738</i>
Capital Outlay			
440 Machinery and Equipment	42,940	-	-
<i>Subtotal</i>	<i>42,940</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$788,136	\$779,229	\$802,907

Service: Ute Creek Golf Course

FUND: Golf Enterprise Fund

DEPARTMENT: Community Services

Service Description:

This service includes the costs for operations, maintenance and improvements at Ute Creek Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

SERVICE: Ute Creek Golf Course

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
Total	4.00	4.00	4.00

Service: Ute Creek Golf Course**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	226,307	234,340	234,348
112 Wages - Temporary	124,749	159,526	159,526
121 Wages - Overtime	3,139	2,834	2,834
122 Longevity Compensation	2,280	2,340	2,400
126 Retirement Health Savings Plan	2,342	1,600	1,600
128 FICA	7,800	7,721	9,891
129 Medicare	3,756	4,045	4,552
131 MOPC	11,459	11,717	11,718
132 Employee Insurance	37,662	38,666	38,668
133 Employee Retirement	17,652	18,747	19,685
135 Compensation Insurance	6,378	18,952	16,106
136 Unemployment Insurance	159	117	77
141 Uniforms and Protective Clothing	1,592	1,700	1,700
<i>Subtotal</i>	<i>445,277</i>	<i>502,305</i>	<i>503,105</i>
Operating and Maintenance			
210 Office Supplies	12,156	14,240	18,240
218 Non-Capital Equipment and Furniture	4,281	8,000	8,000
222 Chemicals	23,387	28,000	28,000
232 Building Repair and Maintenance	90,895	-	-
240 Equipment Repair and Maintenance	-	72,050	72,050
246 Liability Insurance	8,452	11,914	9,639
247 Safety Expenses	488	1,500	1,500
249 Operating Leases and Rentals	75,111	66,480	66,480
250 Professional and Contracted Services	70,800	70,800	70,800
259 Licenses and Permits	-	200	200
260 Utilities	47,658	51,000	51,000
261 Telephone Charges	1,579	3,240	3,240
264 Printing and Copying	6,934	2,600	2,600
269 Other Services and Charges	29,255	23,500	23,500
273 Fleet Lease - Operating and Maintenance	24,235	33,282	29,351
274 Fleet Lease - Replacement	136,017	136,000	175,397
<i>Subtotal</i>	<i>531,248</i>	<i>522,806</i>	<i>559,997</i>
SERVICE TOTAL	\$976,524	\$1,025,111	\$1,063,102

LIBRARY SERVICES FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	100,272	46,500	46,500
Non-Operating	21,244	20,500	20,500
Capital	20,445	-	-
TOTAL	\$ 141,960	\$ 69,000	\$ 69,000

Fund Description

The Library Services Fund was created to receive funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are used primarily to supplement book purchases in the General Fund and for special library programming.

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
142 Food Allowance	-	2,000	2,000
<i>Subtotal</i>	-	2,000	2,000
Operating and Maintenance			
210 Office Supplies	31,952	-	-
211 Adult Books	1,190	11,500	13,000
212 Children's Books	18,453	7,000	12,000
215 Audiovisual Materials	13	5,000	5,000
216 Reference Books and Materials	2,885	11,000	4,500
218 Non-Capital Equipment and Furniture	28,200	-	-
250 Professional and Contracted Services	6,375	12,000	12,000
269 Other Services and Charges	11,204	-	-
<i>Subtotal</i>	100,272	46,500	46,500
Non-Operating Expense			
970 Transfers to Other Funds	21,244	20,500	20,500
<i>Subtotal</i>	21,244	20,500	20,500
Capital Outlay			
440 Machinery and Equipment	20,445	-	-
<i>Subtotal</i>	20,445	-	-
SERVICE TOTAL	\$141,960	\$69,000	\$69,000

LIBRARY SERVICES - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 162,925	\$ 107,804	\$ 105,729
COMMITTED WORKING CAPITAL	-	22,075	-
SOURCES OF FUNDS			
REVENUES			
Interest	3,301	1,000	1,800
Grants and Donations	73,035	73,000	26,000
Miscellaneous	10,503	15,000	6,000
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	86,839	89,000	33,800
EXPENSES BY BUDGET SERVICE			
Personal Services	-	2,000	2,000
Operating and Maintenance	100,272	46,500	46,500
Non-Operating	21,244	20,500	20,500
Capital	20,445	-	-
Total Operating Expenses	141,960	69,000	69,000
Adjustment for GAAP Expenses	-	-	-
TOTAL EXPENDITURES	141,960	69,000	69,000
ENDING WORKING CAPITAL	107,804	105,729	70,529
CONTRIBUTION TO/(FROM) RESERVES	\$ (55,121)	\$ 20,000	\$ (35,200)

LODGERS' TAX FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	462,121	516,889	150,000
Non-Operating	-	-	-
Capital	72,865	-	-
TOTAL	\$ 534,986	\$ 516,889	\$ 150,000

Fund Description

The Lodgers' 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

	2019 Actual	2020 Budget	2021 Budget
Operating and Maintenance			
250 Professional and Contracted Services	462,121	516,889	150,000
<i>Subtotal</i>	<i>462,121</i>	<i>516,889</i>	<i>150,000</i>
SERVICE TOTAL	\$462,121	\$516,889	\$150,000

LODGERS' TAX FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 119,184	\$ 102,060	\$ 102,060
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Taxes	516,897	516,889	150,000
Interest	965	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	517,862	516,889	150,000
EXPENDITURES			
Operating and Maintenance	462,121	516,889	150,000
Non-Operating	-	-	-
Capital	72,865	-	-
TOTAL EXPENDITURES	534,986	516,889	150,000
ENDING WORKING CAPITAL	102,060	102,060	102,060
CONTRIBUTION TO/(FROM) RESERVES	\$ (17,124)	\$ -	\$ -

LONGMONT URBAN RENEWAL FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,686,616	2,357,224	2,275,033
Capital	-	-	-
TOTAL	\$ 2,686,616	\$ 2,357,224	\$ 2,275,033

Fund Description

A special revenue fund designated as the Village at the Peaks COP Special Revenue Fund for the purpose of identifying, accounting for, and controlling all revenues and expenses attributable to the following activities: certificate of participation issuance, expenditures for certificates of participation funds, collection of special revenue for the payment of base rentals and additional rentals, if any, on certificate of participation.

LONGMONT URBAN RENEWAL FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 6,917	\$ 14,276	\$ 14,276
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Property Tax Increment	1,949,689	1,950,000	2,000,000
Sales Tax Increment	736,926	407,224	275,033
Interest	7,360	-	-
Transfers from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	2,693,975	2,357,224	2,275,033
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	2,686,616	2,357,224	2,275,033
Capital	-	-	-
TOTAL EXPENDITURES	2,686,616	2,357,224	2,275,033
ENDING WORKING CAPITAL	14,276	14,276	14,276
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,359	\$ -	\$ -

MUSEUM GRANTS, DONATIONS AND SERVICES FUND Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	96,689	106,340	131,236
Operating and Maintenance	294,293	511,241	575,607
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 390,982	\$ 617,581	\$ 706,843

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 GRANTS, DONATIONS AND SERVICES FUND

Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 122,499	\$ 289,180	\$ 258,363
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	24,195	30,636	187,000
Charges for Services	133,186	119,900	98,500
Grants and Donations	182,873	124,494	93,900
Interest	5,145	754	3,192
Miscellaneous	1,960	1,200	1,960
Other Funds Transfer	210,304	308,877	314,515
Estimated Revenue Revision	-	903	-
Adjustment for GAAP Revenue	-	-	-
	-	-	-
TOTAL FUNDS	557,663	586,764	699,067
EXPENSES BY BUDGET SERVICE			
Personal Services	96,689	106,340	131,236
Operating and Maintenance	294,293	511,241	575,607
Non-Operating	-	-	-
Capital Projects	-	-	-
Estimated Expense Revision	-	-	-
Adjustment for GAAP Expenses	-	-	-
	-	-	-
TOTAL EXPENDITURES	390,982	617,581	706,843
ENDING WORKING CAPITAL	289,180	258,363	250,587
CONTRIBUTION TO/(FROM) RESERVES	\$ 166,681	\$ (30,817)	\$ (7,776)

Service: Museum Services**SERVICE: Museum Services**

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Museum Program Leader	1.00	1.00	1.00
Registrar	0.00	0.25	0.00
Total	1.00	1.25	1.00

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	60,301	70,833	58,176
112 Wages - Temporary	16,861	12,312	50,312
121 Overtime Wages	29	-	-
126 Retirement Health Savings Plan	400	499	400
128 FICA	1,045	763	3,119
129 Medicare	985	1,183	1,573
131 MOPC	2,994	3,463	2,909
132 Employee Insurance	9,350	11,426	9,599
133 Employee Retirement	4,612	5,540	4,887
135 Compensation Insurance	70	286	242
136 Unemployment Insurance	40	35	19
<i>Subtotal</i>	<i>96,689</i>	<i>106,340</i>	<i>131,236</i>
Operating and Maintenance			
210 Office Supplies	9,261	46,750	59,825
216 Reference Books and Materials	11	-	-
217 Dues and Subscriptions	576	-	-
218 Non-Capital Equipment and Furniture	9,001	-	-
225 Freight	1,447	-	-
245 Mileage Allowance	75	-	-
246 Liability Insurance	194	189	179
249 Operating Leases and Rentals	9,575	-	15,333
250 Professional and Contracted Services	45,077	115,275	95,941
252 Ads and Legal Notices	375	-	17,380
263 Postage	3,756	-	15,200
264 Printing and Copying	78	150	23,300
269 Other Services and Charges	4,564	40,000	33,934
270 Administrative Management Services	210,304	308,877	314,515
<i>Subtotal</i>	<i>294,293</i>	<i>511,241</i>	<i>575,607</i>
SERVICE TOTAL	\$390,982	\$617,581	\$706,843

MUSEUM TRUST FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	19,901	28,500	23,245
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 19,901	\$ 28,500	\$ 23,245

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

	2019 Actual	2020 Budget	2021 Budget
Operating and Maintenance			
210 Supplies	91	-	-
224 Resale Merchandise	18,601	20,000	23,000
250 Professional and Contracted Services	860	4,500	-
264 Printing Copying and Binding	-	4,000	-
269 Other Services and Charges	349	-	245
<i>Subtotal</i>	<i>19,901</i>	<i>28,500</i>	<i>23,245</i>
SERVICE TOTAL	\$19,901	\$28,500	\$23,245

MUSEUM TRUST FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 53,701	\$ 72,925	\$ 72,925
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Sales	35,274	28,500	30,000
Interest	1,660	-	-
Grants and Donations	2,000	-	-
Miscellaneous	191	-	-
Adjustment for GAAP Revenue	-	-	-
-	-	-	-
TOTAL FUNDS	39,125	28,500	30,000
EXPENSES BY BUDGET SERVICE			
Personal Services	-	-	-
Operating and Maintenance	19,901	28,500	23,245
Non-Operating Expense	-	-	-
TOTAL EXPENDITURES	19,901	28,500	23,245
ENDING WORKING CAPITAL	72,925	72,925	79,680
CONTRIBUTION TO/(FROM) RESERVES	\$ 19,224	\$ -	\$ 6,755

OPEN SPACE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	525,246	494,713	649,480
Operating and Maintenance	479,691	1,101,472	577,247
Non-Operating	5,623,046	2,710,513	2,690,419
Capital	7,330,665	483,026	101,063
TOTAL	\$ 13,958,647	\$ 4,789,724	\$ 4,018,209

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.

OPEN SPACE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 11,692,914	\$ 6,139,466	\$ 2,106,335
Committed Working Capital	-	3,907,405	-
SOURCES OF FUNDS			
REVENUES			
Taxes	4,368,324	4,490,527	4,449,202
Intergovernmental Revenue	182,701	177,957	177,957
Developer Participation	-	-	-
Interest	267,405	80,462	30,000
Miscellaneous	178,138	55,000	55,000
Bond Proceeds	-	-	-
Other Funds Transfer	2,969,538	-	-
Estimated Revenue Adjustment	-	(139,948)	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	7,966,106	4,663,998	4,712,159
EXPENDITURES			
Personal Services	525,246	494,713	649,480
Operating and Maintenance	479,691	1,101,472	577,247
Non-Operating	5,623,046	2,710,513	2,690,419
Capital	7,330,665	483,026	101,063
Adjustment for GAAP Expense	(439,093)	-	-
TOTAL EXPENDITURES	13,519,554	4,789,724	4,018,209
ENDING WORKING CAPITAL	6,139,466	2,106,335	2,800,285
CONTRIBUTION TO/(FROM) RESERVES	\$ (5,553,448)	\$ (125,726)	\$ 693,950

2021 Budget

The following capital projects are funded in 2021. A detailed description for these projects is included in the 2021-2025 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

OPEN SPACE FUND PROJECTS	2021 Budget
PRO202 Montgomery Farms Land Acquisition	\$ 101,063
TOTAL	\$ 101,063

Service: Open Space and Trails

FUND: Open Space Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

This service includes the costs for administration, acquisition, improvement, maintenance and preservation of the City's open space.

SERVICE: Open Space and Trails

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Parks & Natural Resources	0.00	0.00	0.35
PWNR Natural Resources Manager	0.35	0.35	0.00
Project Manager II	0.10	0.00	0.50
PWNR Project Manager II/Volunteer Coord	0.25	0.25	0.25
Land Program Administrator	0.90	0.90	0.90
Natural Resources Specialist	0.50	0.50	0.00
Sr Natural Resource Technician	0.00	0.00	0.92
Natural Resources Technician	0.50	0.50	0.00
Natural Resources Analyst	0.00	0.15	0.15
Sr Civil Engineer	0.20	0.00	0.00
Air Quality Oil and Gas Coordinator	0.00	0.00	0.59
Sustainability Grant and Program Coord	0.00	0.00	0.06
Neighborhood Resource Specialist	0.08	0.00	0.00
Construction Inspector	0.20	0.00	0.00
Weed Technician	0.42	0.42	0.00
Grant Coordinator	0.00	0.09	0.00
Administrative Analyst	0.10	0.00	0.00
Executive Assistant	0.20	0.20	0.20
Total	3.80	3.36	3.92

Service: Open Space and Trails**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	301,064	284,121	365,140
112 Wages - Temporary	97,990	82,350	127,000
121 Wages - Overtime	1,839	500	500
123 Leave Expense	-	2,000	2,000
126 Retirement Health Savings Plan	2,265	1,344	1,569
128 FICA	6,109	3,780	6,634
129 Medicare	4,999	4,951	6,729
131 MOPC	15,043	14,023	17,847
132 Employee Insurance	51,757	46,277	58,894
133 Employee Retirement	23,172	22,437	29,983
135 Compensation Insurance	4,312	5,341	4,540
136 Unemployment Insurance	220	141	119
137 Staff Training and Conferences	4,007	7,800	9,039
141 Uniforms and Protective Clothing	3,369	5,100	5,100
142 Food Allowance	624	600	600
<i>Subtotal</i>	<i>516,768</i>	<i>480,765</i>	<i>635,694</i>
Operating and Maintenance			
210 Office Supplies	11,517	20,450	20,568
214 Pamphlets and Documents	111	300	300
216 Reference Books and Materials	-	1,000	1,000
217 Dues and Subscriptions	1,379	900	1,018
218 Non-Capital Equipment and Furniture	7,829	8,952	8,082
221 Parts	417	500	500
222 Chemicals	2,373	4,380	4,380
232 Building Repair and Maintenance	6,374	-	-
240 Equipment Repair and Maintenance	419	84,500	84,500
244 Assessments	25,305	-	-
246 Liability Insurance	2,208	4,143	6,454
247 Safety Expenses	10,332	900	900
249 Operating Leases and Rentals	814	51,400	1,400
250 Professional and Contracted Services	179,162	607,870	207,870
252 Advertising and Legal Notices	485	100	100
260 Utilities	1,094	-	-
261 Telephone Charges	3,807	4,592	4,592
263 Postage	161	300	300
264 Printing and Copying	514	1,500	1,500
269 Other Services and Charges	1,599	2,150	2,150
270 Administrative and Management Services	150,329	222,425	171,160
273 Fleet Lease - Operating and Maintenance	20,148	27,245	21,403
274 Fleet Lease - Replacement	50,825	50,049	31,255
<i>Subtotal</i>	<i>477,202</i>	<i>1,093,656</i>	<i>569,432</i>
Non-Operating Expense			
922 Interest - Current Bond Issues	1,247,621	1,140,064	1,090,689
923 Principal - Current Bond Issues	1,400,000	1,510,000	1,560,000
970 Transfers to Other Funds	2,975,425	60,449	39,730
<i>Subtotal</i>	<i>5,623,046</i>	<i>2,710,513</i>	<i>2,690,419</i>
Capital Outlay			
432 Vehicles	50,602	21,888	-
440 Machinery and Equipment	-	20,075	-
471 Land	1,116,137	-	-
<i>Subtotal</i>	<i>1,166,739</i>	<i>41,963</i>	<i>-</i>
SERVICE TOTAL	\$7,783,755	\$4,326,897	\$3,895,545

Service: Open Space Sandstone Ranch

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
112 Wages - Temporary	7,875	12,800	12,800
128 FICA	488	794	794
129 Medicare	114	186	186
135 Compensation Insurance	-	168	6
<i>Subtotal</i>	8,477	13,948	13,786
Operating and Maintenance			
210 Office Supplies	1,063	5,500	5,500
246 Liability Insurance	-	16	15
250 Professional and Contracted Services	1,426	2,000	2,000
263 Postage	-	300	300
<i>Subtotal</i>	2,489	7,816	7,815
SERVICE TOTAL	\$10,966	\$21,764	\$21,601

PARK AND GREENWAY MAINTENANCE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	72,273	75,000	76,000
Operating and Maintenance - Flood	44,809		
Non-Operating	2,710	5,000	5,000
Capital - Maintenance	33,995	836,131	1,056,298
Capital - Flood	585,543	-	125,000
TOTAL	\$ 739,330	\$ 916,131	\$ 1,262,298

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.

2021 Budget

The following capital projects are funded in 2021. A detailed description for these projects is included in the 2021-2025 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK AND GREENWAY MAINTENANCE FUND PROJECTS	2021 Budget
PRO186 Park Infrastructure Rehab and Replacement	\$ 1,056,298
TRP118 Boston Avenue Bridge over St Vrain River	125,000
TOTAL	\$ 1,181,298

PARK AND GREENWAY MAINTENANCE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ 2,742,499	\$ 3,102,289	\$ 2,534,257
Committed Working Capital - Maintenance	-	15,160	-
Committed Working Capital - Flood	-	604,846	-
SOURCES OF FUNDS			
REVENUES			
Park and Greenway Maintenance Fee	1,020,632	967,838	978,638
Park and Greenway Maintenance Flood Fee	-	-	-
Intergovernmental Revenue - Flood	-	-	-
Interest - Maintenance	40,046	267	9,466
Interest - Flood	38,442	-	-
TOTAL FUNDS	1,099,120	968,105	988,104
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	72,273	75,000	76,000
Operating and Maintenance - Flood	44,809	-	-
Non-Operating	2,710	5,000	5,000
Capital Projects - Maintenance	33,995	836,131	1,056,298
Capital Projects - Flood	585,543	-	125,000
TOTAL EXPENDITURES	739,330	916,131	1,262,298
ENDING WORKING CAPITAL MAINTENANCE FEE	3,102,289	2,534,257	2,260,063
CONTRIBUTION TO/(FROM) RESERVES	\$ 359,790	\$ 51,974	\$ (274,194)

PARKS GRANTS AND DONATIONS FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	879	3,600	3,600
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 879	\$ 3,600	\$ 3,600

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.

PARKS GRANTS AND DONATIONS FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL MAINTENANCE FEE	\$ 666,096	\$ 684,778	\$ 83,381
Committed Working Capital	-	600,600	-
SOURCES OF FUNDS			
REVENUES			
Grants and Donations	2,000	2,600	3,600
Miscellaneous	-	-	-
Interest	17,561	203	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	19,561	2,803	3,600
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	879	3,600	3,600
Non-Operating	-	-	-
Capital Projects	-	-	-
TOTAL EXPENDITURES	879	3,600	3,600
ENDING WORKING CAPITAL MAINTENANCE FEE	684,778	83,381	83,381
CONTRIBUTION TO/(FROM) RESERVES	\$ 18,682	\$ (797)	\$ -

PARK IMPROVEMENT FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	65	-	-
Non-Operating	-	-	-
Capital	655,076	3,276,983	976,010
TOTAL	\$ 655,141	\$ 3,276,983	\$ 976,010

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).

2021 Budget

The following capital projects are funded in 2021. Detailed descriptions for these projects are included in the 2021-2025 Capital Improvement Program.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PARK IMPROVEMENT FUND PROJECT	2021 Budget
PRO049 Dry Creek Community Park	\$ 200,000
PRO202 Montgomery Farms Land Acquisition	776,010
TOTAL	\$ 976,010

PARK IMPROVEMENT FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 15,557,936	\$ 18,292,190	\$ 14,306,586
Committed Working Capital	-	2,860,458	-
SOURCES OF FUNDS			
REVENUES			
Building Permit Fees	2,941,341	2,113,000	1,448,900
Interest	448,054	38,423	72,316
Intergovernmental Revenue	-	-	-
Estimated Revenue Adjustment	-	414	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	3,389,395	2,151,837	1,521,216
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	65	-	-
Non-Operating	-	-	-
Capital Projects	655,076	3,276,983	976,010
Adjustment for GAAP Expense	-	-	-
TOTAL EXPENDITURES	655,141	3,276,983	976,010
ENDING WORKING CAPITAL	18,292,190	14,306,586	14,851,792
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,734,254	\$ (1,125,146)	\$ 545,206

PROBATION SERVICES FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	43,765	82,506	84,143
Operating and Maintenance	3,059	8,556	8,556
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 46,825	\$ 91,062	\$ 92,699

Fund Description

A Probation Services Fund shall exist for the special public purpose of defraying the costs of Municipal Court probation services, including expenses associated with obtaining the services of probation officers.

PROBATION SERVICES FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 103,696	\$ 132,386	\$ 91,348
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Court Surcharges	72,211	45,000	65,000
Interest	3,304	1,500	1,500
Miscellaneous	-	-	-
Estimated Revenue Revision	-	3,524	-
TOTAL FUNDS	75,515	50,024	66,500
EXPENDITURES			
Personal Services	43,765	82,506	84,143
Operating and Maintenance	3,059	8,556	8,556
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	46,825	91,062	92,699
ENDING WORKING CAPITAL	132,386	91,348	65,149
CONTRIBUTION TO/(FROM) RESERVES	\$ 28,690	\$ (41,038)	\$ (26,199)

Service: Probation Services Fund

FUND: Probation Services Fund

DEPARTMENT: Municipal Court

Service Description:

The Probation Division provides pre-sentence investigations, supervision and monitoring of probationers, assessment and referral to local and state resources, and restitution investigation for victims.

LINE ITEM BUDGET

Personal Services	2019 Actual	2020 Budget	2021 Budget
111 Salaries and Wages	29,534	62,725	64,343
126 Retirement Health Savings Plan	215	400	400
129 Medicare	365	889	913
131 MOPC	1,477	3,067	3,148
132 Employee Insurance	9,813	9,991	10,194
133 Employee Retirement	2,275	4,905	5,086
135 Compensation Insurance	44	499	39
136 Unemployment Insurance	42	30	20
<i>Subtotal</i>	43,765	82,506	84,143
 Operating and Maintenance			
240 Equipment Repair and Maintenance	137	300	300
246 Liability Insurance	422	405	405
250 Professional and Contracted Services	2,500	7,851	7,851
<i>Subtotal</i>	3,059	8,556	8,556
SERVICE TOTAL	\$46,825	\$91,062	\$92,699

SERVICE: Probation Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Probation Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

PUBLIC BUILDINGS CIF FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	39,863	-	-
Non-Operating	-	-	-
Capital	185,125	-	-
TOTAL	\$ 224,988	\$ -	\$ -

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 728,977	\$ 521,136	\$ 521,136
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Developer Participation	-	-	-
Interest	17,147	-	-
Miscellaneous	-	-	-
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	17,147	-	-
EXPENDITURES			
Non-Operating Capital	185,125	-	-
TOTAL EXPENDITURES	224,988	-	-
ENDING WORKING CAPITAL	521,136	521,136	521,136
CONTRIBUTION TO/(FROM) RESERVES	\$ (207,841)	\$ -	\$ -

PUBLIC IMPROVEMENT FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	125,464	128,067
Operating and Maintenance	765,123	51,000	58,000
Non-Operating	4,324,242	2,639,048	2,167,050
Capital	6,948,809	6,649,193	4,235,028
TOTAL	\$ 12,038,174	\$ 9,464,705	\$ 6,588,145

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%.

SERVICE: Public Improvement Fund

	2019 Budget	2020 Budget	2021 Budget
Budgeted Positions:			
Sr Project Manager	0.00	1.00	1.00
Total	0.00	1.00	1.00

Service: Public Improvement Fund**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	95,469	97,662
126 Retirement Health Savings Plan	-	400	400
129 Medicare	-	1,384	1,384
131 MOPC	-	4,773	4,773
132 Employee Insurance	-	15,752	15,752
133 Employee Retirement	-	7,638	8,019
135 Compensation Insurance	-	-	45
136 Unemployment Insurance	-	48	32
<i>Subtotal</i>	-	125,464	128,067
Operating and Maintenance			
250 Professional and Contracted Services	61,911	-	-
269 Other Services and Charges	696,210	51,000	51,000
275 Building Permits to DDA	7,002	-	7,000
<i>Subtotal</i>	765,123	51,000	58,000
Non-Operating Expense			
922 Interest - Current Bond Issue	81,150	1,434,048	1,052,050
923 Bond Principal - Current	2,705,000	605,000	990,000
927 Principal - Notes and Contracts	-	600,000	125,000
928 Interest - Notes and Contracts	22,377	-	-
970 Transfers to Other Funds	1,515,715	-	-
<i>Subtotal</i>	4,324,242	2,639,048	2,167,050
Capital Outlay			
475 Building Facilities and Improvements	5,991	-	-
<i>Subtotal</i>	5,991	-	-
SERVICE TOTAL	\$5,095,356	\$2,815,512	\$2,353,117

PUBLIC IMPROVEMENT FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 5,587,335	\$ 34,334,183	\$ 1,388,769
Committed Working Capital	-	30,052,941	-
SOURCES OF FUNDS			
REVENUES			
Taxes	6,442,082	6,674,706	6,632,548
Intergovernmental Revenue	94,582	-	-
Grants and Donations	-	-	-
Interest	332,136	168,464	143,067
Miscellaneous	3,055,802	-	-
Operating Transfers	2,212,715	2,000,000	-
Bond Proceeds	28,620,000	-	-
Estimated Revenue Revision	-	(2,270,938)	-
Adjustment for GAAP Revenue	27,705	-	-
TOTAL FUNDS	40,785,022	6,572,232	6,775,615
EXPENDITURES			
Personal Services	-	125,464	128,067
Operating and Maintenance	765,123	51,000	58,000
Non-Operating	4,324,242	2,639,048	2,167,050
Capital	6,948,809	6,649,193	4,235,028
TOTAL EXPENDITURES	12,038,174	9,464,705	6,588,145
ENDING WORKING CAPITAL	34,334,183	1,388,769	1,576,239
CONTRIBUTION TO/(FROM) RESERVES	\$ 28,746,848	\$ (2,892,473)	\$ 187,470

Service: Public Improvement Fund

Service Description:

Capital projects for 2021 are listed below. Detailed descriptions of each project are included in the 2021-2025 Capital Improvement Program. The following capital projects are funded in 2021:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

PUBLIC IMPROVEMENT FUND PROJECTS	2021 Budget
PBF001 Municipal Buildings Roof Improvements	\$ 268,840
PBF002 Municipal Facilities ADA Improvements	212,000
PBF02B Municipal Facilities ADA Improvements - Parks	48,326
PBF037 Fire Stations Improvements	40,000
PBF080 Municipal Buildings Boiler Replacement	273,003
PBF082 Municipal Buildings HVAC Replacement	378,639
PBF091 Callahan House Improvements	60,059
PBF109 Municipal Facilities Parking Lot Rehabilitation	88,880
PBF119 Municipal Buildings Flooring Replacement	269,690
PBF145 Community Services Specialized Equipment	511,630
PBF160 Municipal Buildings Auto Door and Gate Replacement	15,000
PBF163 Municipal Buildings Keyless Entry	15,000
PBF165 Municipal Buildings Emergency Generators	157,587
PBF181 Municipal Buildings UPS Repair and Replacement	15,000
PBF186 Longmont Recreation Center Fitness Improvements	9,200
PBF189 Municipal Buildings Exterior Maintenance	15,000
PBF190 Municipal Buildings Interior Maintenance	18,000
PRO203 Roosevelt Pavillion Concrete Replacement	269,278
PBF216 Firehouse Arts Center Facility Improvements	60,600
PBF218 Public Building Efficiency Improvements	94,852
PBF224 Museum Entry Concrete Replacement	101,000
PRO083 Primary and Secondary Greenway Connection	361,200
PRO102 Swimming and Wading Pools Maintenance	608,720
PRO113 Park Irrigation Pump Systems Rehabilitation	75,000
PRO186 Park Infrastructure Rehabilitation and Replacement	268,524
TOTAL	\$ 4,235,028

SENIOR SERVICES FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	101,471	103,948	56,305
Operating and Maintenance	217,590	220,576	144,994
Non-Operating	24,586	-	-
Capital	-	-	-
TOTAL	\$ 343,646	\$ 324,524	\$ 201,299

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 219,465	\$ 145,411	\$ 96,919
COMMITTED WORKING CAPITAL	-	2,688	-
SOURCES OF FUNDS			
REVENUES			
Charge for Services	197,374	228,000	132,688
Interest	5,928	-	-
Miscellaneous	385	500	100
Grants and Donations	65,905	50,000	60,000
Estimated Revenue Revision	-	220	-
TOTAL FUNDS	269,592	278,720	192,788
EXPENDITURES			
Personal Services	101,471	103,948	56,305
Operating and Maintenance	217,590	220,576	144,994
Non-Operating	24,586	-	-
Capital	-	-	-
TOTAL EXPENDITURES	343,646	324,524	201,299
ENDING WORKING CAPITAL	145,411	96,919	88,408
CONTRIBUTION TO/(FROM) RESERVES	\$ (74,054)	\$ (45,804)	\$ (8,511)

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	33,032	51,552	33,901
112 Wages - Temporary	53,512	32,000	10,000
121 Overtime Wages	244	-	-
126 Retirement Health Savings Plan	200	300	200
128 FICA	3,328	1,984	620
129 Medicare	1,185	1,195	625
131 MOPC	1,641	2,520	1,658
132 Employee Insurance	5,394	8,314	5,468
133 Employee Retirement	2,528	4,030	2,784
135 Compensation Insurance	25	28	39
136 Unemployment Insurance	22	25	10
137 Staff Training and Conferences	361	2,000	1,000
<i>Subtotal</i>	<i>101,471</i>	<i>103,948</i>	<i>56,305</i>
Operating and Maintenance			
210 Office Supplies	44,118	46,350	30,850
217 Dues and Subscriptions	100	500	500
218 Non-Capital Equipment and Furniture	8,143	20,000	16,664
229 Materials and Miscellaneous Supplies	250	-	-
245 Mileage Allowance	-	400	400
246 Liability Insurance	575	578	585
247 Safety Expenses	-	50	50
250 Professional and Contracted Services	138,246	130,000	75,000
261 Telephone Charges	-	100	100
263 Postage	216	-	-
264 Printing and Copying	1,739	5,000	4,500
269 Other Services and Charges	1,507	500	500
273 Fleet Lease - Operating and Maintenance	9,394	3,796	2,543
274 Fleet Lease - Replacement	13,302	13,302	13,302
<i>Subtotal</i>	<i>217,590</i>	<i>220,576</i>	<i>144,994</i>
Non-Operating Expense			
970 Transfers to Other Funds	24,586	-	-
<i>Subtotal</i>	<i>24,586</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$343,646	\$324,524	\$201,299

SERVICE: Senior Services Fund

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Marketing Coordinator	0.50	0.50	0.25
Seniors Resource Specialist	0.00	0.25	0.25
Total	0.50	0.75	0.50

STORM DRAINAGE ENTERPRISE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	2,078,899	2,205,154	2,244,645
Operating and Maintenance	1,687,017	2,129,932	2,020,564
Non-Operating	2,369,331	3,034,614	2,871,698
Capital	8,086,966	698,172	50,969
TOTAL	\$ 14,222,212	\$ 8,067,872	\$ 7,187,876

Fund Description

The Storm Drainage Enterprise 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 Enterprise 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.

2021 Budget

The 2021 Budget includes \$50,752 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2021-2025 Capital Improvement Program. The following capital projects are funded in 2021:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

STORM DRAINAGE ENTERPRISE FUND PROJECTS	2021 Budget
DRN039 Resilient St Vrain Project	\$ 46,000
PBF218 Public Building Efficiency Improvements	\$ 4,752
TOTAL	\$ 50,752

STORM DRAINAGE ENTERPRISE FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 8,876,724	\$ 10,281,893	\$ 3,328,708
Committed Working Capital	-	6,650,238	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	7,328,045	7,398,100	7,548,000
Capital Investment Fee	505,230	286,274	182,500
Intergovernmental Revenue	5,987,696	-	-
Interest	319,090	9,200	200
Miscellaneous	81,700	5,600	5,600
Bond Proceeds	-	-	-
Transfer from Storm Drainage	1,261,364	-	-
Estimated Revenue Adjustment	-	65,751	-
TOTAL FUNDS	15,483,125	7,764,925	7,736,300
EXPENSES BY BUDGET SERVICE			
Business Services	2,251,794	4,233,214	4,011,048
Natural Resources	77,966	137,414	138,302
Engineering Services	3,574,320	1,792,763	1,708,527
Operations	1,128,028	1,240,020	1,279,247
CIP Projects	7,190,104	664,461	50,752
Total Operating Expenses	14,222,212	8,067,872	7,187,876
Adjustment for GAAP Expenses	(144,256)	-	-
TOTAL EXPENDITURES	14,077,956	8,067,872	7,187,876
ENDING WORKING CAPITAL	10,281,893	3,328,708	3,877,132
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,405,169	\$ (302,947)	\$ 548,424

Service: **Public Works and Natural Resources** Deputy City Manager

FUND: **Storm Drainage Enterprise Fund**
DEPARTMENT: **Public Works and Natural Resources**

Service Description:

The Deputy City Manager is responsible for administering City policies, developing departmental policies and procedures, and assuring effective management of the financial and operational condition of the utilities and funds, including the development of adequate rates, preparation and monitoring of the annual budget, and effective supervision of personnel.

SERVICE: Public Works and Natural Resources Deputy City Manager

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Deputy City Manager	0.00	0.10	0.10
General Manager PW&NR	0.15	0.00	0.00
PWNR Director Business & Environmental Services	0.00	0.00	0.10
PWNR Asst Director of Business Services	0.00	0.00	0.10
PWNR Business & Strategic Planning Manager	0.15	0.10	0.00
PWNR Communications & Marketing Manager	0.15	0.10	0.10
Multi Media/Marketing Specialist	0.25	0.25	0.50
PWNR Rate Analyst Manager	0.15	0.10	0.00
Business Analyst	0.15	0.10	0.10
Executive Assistant	0.15	0.10	0.10
Administrative Assistant	0.00	0.00	0.25
Total	1.15	0.85	1.35

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	91,369	103,517	124,134
112 Wages - Temporary	-	-	19,398
121 Wages - Overtime	-	100	100
126 Retirement Health Savings Plan	1,173	240	343
128 FICA	-	-	1,203
129 Medicare	732	666	1,222
131 MOPC	4,788	3,419	4,445
132 Employee Insurance	13,283	11,281	14,674
133 Employee Retirement	7,674	5,470	7,470
135 Compensation Insurance	72	82	48
136 Unemployment Insurance	69	34	30
137 Staff Training and Conferences	17,020	1,126	1,025
142 Food Allowance	442	425	425
<i>Subtotal</i>	<i>136,622</i>	<i>126,360</i>	<i>174,517</i>
Operating and Maintenance			
210 Office Supplies	416	545	545
217 Dues and Subscriptions	711	510	510
218 Non-Capital Equipment and Furniture	1,637	1,402	450
222 Chemicals	-	-	-
240 Equipment Repair and Maintenance	3,021	5,500	5,500
245 Mileage Allowance	319	460	460
246 Liability Insurance	236	228	163
250 Professional and Contracted Services	8,073	52,835	23,985
252 Legal Notices and Advertising	1,210	600	600
261 Telephone Charges	89	-	-
264 Printing and Copying	501	1,450	-
269 Other Services and Charges	3,010	-	-
273 Fleet Lease - Operating and Maintenance	249	1,241	1,162
274 Fleet Lease - Replacement	863	2,054	575
<i>Subtotal</i>	<i>20,336</i>	<i>66,825</i>	<i>33,950</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	933,333	630,938	589,938
923 Bond Principal - Current	-	820,000	860,000
927 Principal - Notes and Contracts	-	-	140,499
928 Interest - Notes and Contracts	(86,819)	-	-
970 Transfers to Other Funds	387,289	574,176	271,161
<i>Subtotal</i>	<i>1,233,804</i>	<i>2,025,114</i>	<i>1,861,598</i>
Capital Outlay			
440 Machinery and Equipment	2,113	-	-
<i>Subtotal</i>	<i>2,113</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$1,392,874	\$2,218,299	\$2,070,065

Service: Storm Drainage Quality Laboratory

FUND: Storm Drainage Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

The Storm Drainage Quality Laboratory is a comprehensive scientific resource for the Water/Wastewater Division. Its goal is to support the utilities in meeting all state and federal requirements for drinking water and wastewater treatment. As such, the laboratory’s primary concern is to provide timely and cost-effective sampling and testing services that result in legally defensible data of known precision and accuracy. In addition, the laboratory serves as a technical source of information for water quality issues, regulatory issues, and related subjects. The laboratory provides testing to monitor compliance with state health department and U.S. Environmental Protection Agency requirements, testing of samples from industrial dischargers to verify compliance with the requirements of the Industrial Pretreatment Program, sampling and testing of St. Vrain Creek to study the effects of the wastewater treatment plant effluent on the creek, and metals and nutrient testing on digested wastewater treatment plant sludge and compost to ensure that all requirements for beneficial use of biosolids are met.

SERVICE: Storm Drainage Quality Laboratory

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Water Quality Lab Supervisor	0.10	0.10	0.10
Water Quality Analyst II	0.00	0.00	0.40
Water Quality Analyst I	0.30	0.30	0.00
Water Quality Specialist II	0.00	0.00	0.20
Water Quality Specialist I	0.00	0.00	0.10
Laboratory Tech II	0.40	0.40	0.00
Laboratory Tech	0.00	0.00	0.00
Laboratory Support Technician	0.00	0.00	0.10
Office Assistant	0.05	0.05	0.00
Total	0.85	0.85	0.90

Service: Storm Drainage Quality Laboratory**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	51,122	58,778	63,821
112 Temporary Wages	2,079	8,000	4,500
121 Overtime Pay	776	500	500
122 Longevity	210	108	222
126 Retirement Health Savings Plan	436	340	360
128 FICA	148	496	279
129 Medicare	645	941	917
131 MOPC	2,539	2,939	3,190
132 Employee Insurance	9,447	9,698	10,528
133 Employee Retirement	3,911	4,702	5,360
135 Compensation Insurance	-	459	31
136 Unemployment Insurance	38	29	21
137 Staff Training and Conferences	-	400	400
141 Uniforms and Protective Clothing	-	23	23
142 Food Allowance	-	10	10
<i>Subtotal</i>	<i>71,352</i>	<i>87,423</i>	<i>90,162</i>
Operating and Maintenance			
210 Office Supplies	6,145	13,250	13,250
216 Reference Books and Materials	28	60	60
217 Dues and Subscriptions	-	190	120
218 Non-Capital Equipment and Furniture	2,920	1,075	580
240 Equipment Repair and Maintenance	4,122	8,280	9,110
245 Mileage Allowance	27	-	-
246 Liability Insurance	-	78	106
247 Safety Expenses	-	100	100
250 Professional and Contracted Services	26,291	29,816	28,416
261 Telephone Charges	-	200	150
263 Postage	-	13	13
264 Printing, Copying and Binding	-	-	311
274 Fleet Lease - Replacement	-	712	712
<i>Subtotal</i>	<i>39,534</i>	<i>53,774</i>	<i>52,928</i>
Capital Outlay			
432 Vehicles	3,917	-	-
440 Machinery and Equipment	6,539	5,000	-
<i>Subtotal</i>	<i>10,456</i>	<i>5,000</i>	<i>-</i>
SERVICE TOTAL	\$121,341	\$146,197	\$143,090

Service: Regulatory Compliance

FUND: Storm Drainage Enterprise Fund

DEPARTMENT: Public Works and Natural Resources

Service Description:

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

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

This is a shared service with the Water, Street, Sewer and Sanitation funds.

SERVICE: Regulatory Compliance

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Environmental Services Manager	0.40	0.35	0.35
Sustainability Coordinator	0.15	0.00	0.00
Neighborhood Resource Specialist	0.08	0.00	0.00
Engineering Technician	2.00	1.00	0.00
Stormwater Technician	0.00	1.00	0.00
Sr Civil Engineer	1.00	1.00	1.00
Civil Engineer II	0.30	0.20	1.20
Sustainability Specialist	0.10	0.00	0.00
Environmental Regulatory Specialist	1.00	1.00	1.00
Total	5.03	4.55	3.55

Service: Regulatory Compliance**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	303,452	343,944	333,782
112 Wages - Temporary	37,585	34,160	46,633
115 One Time Payment	1,233	1,500	1,500
126 Retirement Health Savings Plan	1,291	1,820	1,420
128 FICA	3,021	2,118	2,891
129 Medicare	4,389	5,914	5,516
131 MOPC	15,183	18,610	16,688
132 Employee Insurance	67,168	61,412	55,074
133 Employee Retirement	23,390	29,775	28,038
135 Compensation Insurance	212	497	347
136 Unemployment Insurance	285	186	111
137 Staff Training and Conferences	2,792	4,200	4,200
142 Food Allowance	895	-	-
<i>Subtotal</i>	<i>460,898</i>	<i>504,136</i>	<i>496,200</i>
Operating and Maintenance			
210 Office Supplies	2,262	1,100	1,100
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	47,240	102,506	45,506
218 Non-Capital Equipment and Furniture	8,346	1,313	900
245 Mileage Allowance	28	600	600
246 Liability Insurance	1,023	942	777
247 Safety Expenses	182	1,200	1,200
250 Professional and Contracted Services	33,933	66,000	56,001
259 Licenses and Permits	1,520	3,150	3,150
261 Telephone Charges	1,399	1,240	1,240
263 <i>Postage</i>	-	<i>500</i>	<i>500</i>
264 Printing and Copying	400	-	-
269 Other Services and Charges	390	34	34
273 Fleet Lease - Operating and Maintenance	6,491	4,136	9,893
274 Fleet Lease - Replacement	4,657	4,656	4,656
<i>Subtotal</i>	<i>107,871</i>	<i>187,577</i>	<i>125,757</i>
Non-Operating Expense			
922 Interest - Current Bond Issue	-	254,500	225,100
923 Principal - Current Bond	-	735,000	765,000
<i>Subtotal</i>	-	<i>989,500</i>	<i>990,100</i>
SERVICE TOTAL	\$568,769	\$1,681,213	\$1,612,057

Service: Engineering/Survey Technical Services

FUND: Storm Drainage Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Engineering/Survey Technical Services

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Tehcnical Services Manager	0.00	0.15	0.15
PWNR Technology/GIS Coordinator	0.15	0.00	0.00
Engineering & Surveying Technician Sup	0.15	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.15
Sr GIS Analyst	0.15	0.15	0.15
Technical Functional Analyst	0.00	0.15	0.15
PWNR Applications Support Analyst	0.15	0.00	0.00
GIS/Mapping Technician	0.15	0.15	0.15
Sr Engineering Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
Total	1.35	1.35	1.35

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	103,507	108,289	108,551
121 Overtime Wages	-	250	250
126 Retirement Health Savings Plan	629	540	540
129 Medicare	1,283	1,570	1,575
131 MOPC	5,145	5,414	5,425
132 Employee Insurance	17,013	17,857	17,905
133 Employee Retirement	7,925	8,663	9,112
135 Compensation Insurance	-	2,125	946
136 Unemployment Insurance	73	54	36
137 Staff Training and Conferences	435	2,700	2,700
141 Uniforms and Protective Clothing	-	45	45
<i>Subtotal</i>	<i>136,010</i>	<i>147,507</i>	<i>147,085</i>
Operating and Maintenance			
210 Office Supplies	431	1,140	1,140
216 Reference Books and Materials	-	15	15
217 Dues and Subscriptions	439	233	233
218 Non-Capital Equipment and Furniture	767	2,858	4,619
240 Equipment Repair and Maintenance	23,665	25,062	25,117
246 Liability Insurance	-	228	213
247 Safety Expenses	20	150	150
250 Professional and Contracted Services	6,002	2,370	1,620
261 Telephone Charges	1,476	3,024	3,024
264 Printing and Copying	-	75	75
273 Fleet Lease - Operating and Maintenance	-	2,801	1,648
274 Fleet Lease - Replacement	-	2,042	897
<i>Subtotal</i>	<i>32,799</i>	<i>39,998</i>	<i>38,751</i>
SERVICE TOTAL	\$168,809	\$187,505	\$185,836

Service: Natural Resources Administration

FUND: Storm Drainage Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

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

SERVICE: Natural Resources Administration

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Project Manager II	0.00	0.00	0.05
Natural Resources Analyst	0.00	0.21	0.21
Sr Natural Resouces Technician	0.00	0.00	0.27
Natural Resouces Technician	0.25	0.25	0.00
Natural Resources Specialist	0.05	0.05	0.00
Sr Arborist Tech	0.25	0.25	0.25
Weed Technician	0.02	0.02	0.00
Total	0.57	0.78	0.78

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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	36,477	45,000	48,855
112 Wages - Temporary	-	9,360	9,360
121 Overtime Wages	2	-	-
126 Retirement Health Savings Plan	128	312	312
128 FICA	-	580	580
129 Medicare	423	789	844
131 MOPC	1,744	2,250	2,442
132 Employee Insurance	5,375	7,425	8,061
133 Employee Retirement	2,686	3,600	4,104
135 Compensation Insurance	-	28	25
136 Unemployment Insurance	22	23	15
<i>Subtotal</i>	<i>46,857</i>	<i>69,367</i>	<i>74,598</i>
Operating and Maintenance			
210 Office Supplies	3,213	5,600	5,600
218 Non-Capital Equipment and Furniture	2,298	-	-
222 Chemicals	90	-	-
240 Equipment Repair and Maintenance	26	-	-
246 Liability Insurance	-	128	137
250 Professional and Contracted Services	18,505	51,455	51,455
261 Telephone Charges	45	-	-
273 Fleet Lease - Operating and Maintenance	1,682	1,066	2,354
274 Fleet Lease - Replacement	897	354	4,158
<i>Subtotal</i>	<i>26,755</i>	<i>58,603</i>	<i>63,704</i>
Capital Outlay			
432 Vehicles	4,355	9,444	-
<i>Subtotal</i>	<i>4,355</i>	<i>9,444</i>	<i>-</i>
SERVICE TOTAL	\$77,966	\$137,414	\$138,302

Service: Storm Drainage Engineering

FUND: Storm Drainage Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides administration and engineering assistance to the Storm Drainage Utility. Activities include planning for development and capital improvement programs. It also pays for debt service costs and the administrative transfer fee to the General Fund.

SERVICE: Storm Drainage Engineering

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Engineering Services	0.35	0.15	0.15
PWNR Engineering Administrator	0.35	0.45	0.45
Sr Civil Engineer	1.95	1.75	1.75
Civil Engineer II	0.87	1.10	1.35
Construction Inspector	0.45	0.25	0.25
Environmental Project Specialist	0.10	0.10	0.10
Sr Project Manager	0.20	0.00	0.00
Project Manager II	0.39	0.25	0.25
Administrative Analyst	0.23	0.00	0.00
Administrative Assistant	0.12	0.12	0.12
Total	5.01	4.17	4.42

Service: Storm Drainage Engineering**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	463,850	425,483	454,566
112 Temporary Wages	14,324	23,500	2,500
121 Wages - Overtime	2,669	-	-
126 Retirement Health Savings Plan	3,607	1,668	1,768
128 FICA	885	155	155
129 Medicare	5,670	6,206	6,627
131 MOPC	22,624	21,274	22,728
132 Employee Insurance	79,909	70,160	74,974
133 Employee Retirement	34,851	34,038	38,154
135 Compensation Insurance	242	3,330	425
136 Unemployment Insurance	338	213	149
137 Staff Training and Conferences	7,003	7,000	7,000
141 Uniforms and Protective Clothing	-	100	100
142 Food Allowance	35	300	300
<i>Subtotal</i>	<i>636,009</i>	<i>593,427</i>	<i>609,446</i>
Operating and Maintenance			
210 Office Supplies	414	3,050	2,850
216 Reference Books and Materials	-	100	100
217 Dues and Subscriptions	1,685	500	500
218 Non-Capital Equipment and Furniture	1,203	6,546	2,500
240 Equipment Repair and Maintenance	5,964	5,270	6,650
245 Mileage Allowance	-	50	50
246 Liability Insurance	2,419	1,740	2,840
247 Safety Expenses	2	100	100
250 Professional and Contracted Services	180,092	280,000	275,000
252 Advertising and Legal Notices	-	200	200
260 Utilities	1,086	1,300	1,300
261 Telephone Charges	1,715	1,870	1,870
263 Postage	7	100	100
264 Printing and Copying	11	175	175
270 Administrative and Management Services	621,074	759,070	667,273
273 Fleet Lease - Operating and Maintenance	757	617	410
274 Fleet Lease - Replacement	4,894	-	-
<i>Subtotal</i>	<i>821,323</i>	<i>1,060,688</i>	<i>961,918</i>
Non-Operating Expense			
970 Transfers to Other Funds	1,113,458	-	-
<i>Subtotal</i>	<i>1,113,458</i>	<i>-</i>	<i>-</i>
Capital Outlay			
480 System Improvements	879,938	-	-
<i>Subtotal</i>	<i>879,938</i>	<i>-</i>	<i>-</i>
SERVICE TOTAL	\$3,450,728	\$1,654,115	\$1,571,364

Service: Construction Inspection

FUND: Storm Drainage Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service provides inspection of public works and water utilities construction to ensure compliance with City standards. This includes inspection of both developer and City-funded projects. Inspectors field check construction for conformance with plans and assist in review of construction and development plans. This service also provides inspection of all work performed under the street right-of-way permit program to ensure compliance with City standards. This is a shared service with the Water, Sewer and Streets funds.

SERVICE: Construction Inspection

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Construction Inspection Supervisor	0.15	0.15	0.15
Sr Construction Inspector	0.30	0.30	0.30
Construction Inspector	0.60	0.60	0.60
Total	1.05	1.05	1.05

Service: Construction Inspection**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	75,988	76,056	76,671
112 Wages - Temporary	3,911	10,500	10,500
121 Wages - Overtime	5,992	9,000	9,000
122 Longevity Compensation	324	333	342
126 Retirement Health Savings Plan	604	420	420
128 FICA	282	651	651
129 Medicare	898	1,096	1,101
131 MOPC	3,685	3,803	3,835
132 Employee Insurance	12,006	12,549	12,651
133 Employee Retirement	5,677	6,084	6,439
135 Compensation Insurance	-	548	45
136 Unemployment Insurance	52	38	25
137 Staff Training and Conferences	-	600	600
141 Uniforms and Protective Clothing	-	105	120
<i>Subtotal</i>	<i>109,420</i>	<i>121,783</i>	<i>122,400</i>
Operating and Maintenance			
210 Office Supplies	4	1,050	1,050
216 Reference Books and Materials	-	30	30
217 Dues and Subscriptions	-	150	150
218 Non-Capital Equipment and Furniture	144	1,800	1,425
240 Equipment Repair and Maintenance	-	75	75
246 Liability Insurance	-	544	253
247 Safety Expenses	-	225	225
249 Operating Leases and Rentals	-	450	600
261 Telephone Charges	63	1,215	990
264 Printing and Copying	-	45	90
273 Fleet Lease - Operating and Maintenance	11,872	9,018	7,610
274 Fleet Lease - Replacement	2,089	2,263	2,265
<i>Subtotal</i>	<i>14,172</i>	<i>16,865</i>	<i>14,763</i>
SERVICE TOTAL	\$123,592	\$138,648	\$137,163

Service: Storm Drainage Maintenance and Repair

FUND: Storm Drainage Enterprise Fund
DEPARTMENT: Public Works and Natural Resources

Service Description:

This service is responsible for maintaining and repairing all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City’s storm drain system.

SERVICE: Storm Drainage Maintenance and Repair

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
PWNR Director of Operations	0.05	0.05	0.05
Utility & Streets Operations & Mtce Manager	0.05	0.05	0.00
Utility & Streets Maintenance Supervisor	0.00	0.00	0.40
Transportation System Maintenance Manager	0.00	0.00	0.10
System Operations Supervisor	0.10	0.30	0.30
Utility/Streets Maintenance Supervisor	0.00	0.40	0.00
Utilities Maintenance Supervisor	0.60	0.00	0.00
Operations Support Specialist	0.30	0.80	0.80
Water Utility Technician Lead	0.75	0.75	0.75
Water Utility Technician	1.80	1.80	1.80
Public Works Technician II	0.80	0.80	0.80
Public Works Technician I	0.80	0.30	0.30
Business Process Improvement Coordinator	0.00	0.00	0.05
Administrative Supervisor	0.20	0.20	0.00
Administrative Assistant	0.25	0.25	0.00
Total	5.70	5.70	5.35

Service: Storm Drainage Maintenance and Repair**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	321,229	365,430	349,346
112 Wages - Temporary	36,336	46,250	46,250
115 One Time Payment	157	-	-
121 Wages - Overtime	6,755	5,000	5,000
123 Leave Expense	-	4,800	4,800
126 Retirement Health Savings Plan	3,136	2,280	2,140
128 FICA	2,256	2,868	2,868
129 Medicare	4,513	5,970	5,736
131 MOPC	15,716	18,271	17,467
132 Employee Insurance	56,754	60,222	57,596
133 Employee Retirement	24,210	29,233	29,294
135 Compensation Insurance	4,106	8,651	3,631
136 Unemployment Insurance	240	182	115
137 Staff Training and Conferences	2,578	2,750	2,750
141 Uniforms and Protective Clothing	3,483	3,044	3,044
142 Food Allowance	261	200	200
<i>Subtotal</i>	<i>481,732</i>	<i>555,151</i>	<i>530,237</i>
Operating and Maintenance			
210 Office Supplies	12,664	11,145	11,145
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	200	200
218 Non-Capital Equipment and Furniture	1,626	5,849	4,100
232 Building Repair and Maintenance	97,720	-	-
240 Equipment Repair and Maintenance	-	133,400	133,400
245 Mileage Allowance	-	200	200
246 Liability Insurance	12,570	17,462	15,710
247 Safety Expenses	3,311	5,000	5,000
249 Operating Leases and Rentals	216	7,000	7,000
250 Professional and Contracted Services	114,580	157,602	182,602
252 Advertising and Legal Notices	83	250	250
259 Licenses and Permits	2,019	2,000	2,000
260 Utilities	11,856	13,960	13,960
261 Telephone Charges	3,046	1,200	1,200
264 Printing and Copying	8	200	200
269 Other Services and Charges	34,166	29,450	29,450
273 Fleet Lease - Operating and Maintenance	139,077	68,411	126,111
274 Fleet Lease - Replacement	191,284	192,073	196,065
<i>Subtotal</i>	<i>624,227</i>	<i>645,602</i>	<i>728,793</i>
Non-Operating Expense			
950 Bad Debt	22,069	20,000	20,000
<i>Subtotal</i>	<i>22,069</i>	<i>20,000</i>	<i>20,000</i>
Capital Outlay			
432 Vehicles	-	2,550	-
440 Machinery and Equipment	-	16,717	217
<i>Subtotal</i>	<i>-</i>	<i>19,267</i>	<i>217</i>
SERVICE TOTAL	\$1,128,028	\$1,240,020	\$1,279,247

SPECIAL RETAIL MARIJUANA TAX FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	137,000	274,000	205,000
Capital	-	-	-
TOTAL	\$ 137,000	\$ 274,000	\$ 205,000

Fund Description

The Special Retail Marijuana Sales Tax Fund is for the collection of funds from the 3.0 percent of the price charged on the sale of retail marijuana and retail marijuana products. The funds will be used to pay the expenses of operating the City and for capital improvements. Per City Council direction, 50% of the amount collected from the tax will be transferred to the Affordable Housing Fund to address affordable housing issues in Longmont. The other 50% is currently unallocated pending Council direction.

SPECIAL RETAIL MARIJUANA TAX FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 9,400	\$ 139,866	\$ 139,866
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Taxes	265,116	274,000	205,000
Interest	2,350	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	267,466	274,000	205,000
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	137,000	274,000	205,000
Capital	-	-	-
TOTAL EXPENDITURES	137,000	274,000	205,000
ENDING WORKING CAPITAL	139,866	139,866	139,866
CONTRIBUTION TO/(FROM) RESERVES	\$ 130,466	\$ -	\$ -

SUSTAINABILITY FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	370,025	504,745
Operating and Maintenance	-	473,208	358,740
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ 843,233	\$ 863,485

Fund Description

The Sustainability Program is dedicated to achieving the City’s sustainability vision of becoming an engaged community that promotes environmental stewardship, economic vitality, and social equity to create a sustainable and thriving future for all. The Sustainability Program, with staffing and support provided through the Public Works and Natural Resources Department, oversees the use of this fund for the purpose of implementing the City’s Sustainability Plan and other sustainability-related efforts

SERVICE: Sustainability

Budgeted Positions:	2019 Budget	2020 Budget	2021 Budget
Economic Sustainability Specialist	0.00	0.75	1.00
Grant Coordinator	0.00	0.38	0.00
Neighborhood Resource Specialist	0.00	0.50	0.50
Sustainability Program Manager	0.00	1.00	1.00
Sustainability Grant & Program Coordinator	0.00	0.00	0.75
Water Conservation & Sustainability Specialist	0.00	0.50	1.00
Total	0.00	3.13	4.25

Service: Sustainability**LINE ITEM BUDGET**

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	-	188,547	344,192
112 Temporary Wages	-	86,600	45,255
126 Retirement Health Savings Plan	-	1,252	1,700
128 FICA	-	5,369	2,806
129 Medicare	-	4,883	5,535
131 MOPC	-	12,507	16,826
132 Employee Insurance	-	41,233	55,378
133 Employee Retirement	-	20,010	28,116
135 Compensation Insurance	-	-	128
136 Unemployment Insurance	-	124	109
137 Staff Training and Conferences	-	6,600	2,750
142 Food Allowance	-	2,900	1,950
<i>Subtotal</i>	-	370,025	504,745
Operating and Maintenance			
210 Office Supplies	-	6,600	16,600
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	-	15,408	11,300
218 Non-Capital Equipment and Furniture	-	1,000	1,000
240 Equipment Repair and Maintenance	-	2,000	2,000
245 Mileage Allowance	-	500	500
250 Professional and Contracted Services	-	325,500	227,550
264 Printing and Copying	-	11,000	7,500
269 Other Services and Charges	-	111,000	92,090
<i>Subtotal</i>	-	473,208	358,740
SERVICE TOTAL	\$-	\$843,233	\$863,485

SUSTAINABILITY FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ -	\$ -	\$ -
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	-	120,000	120,000
Transfer From Funds	-	723,233	743,485
Interest	-	-	-
Adjustment for GAAP Revenue	-	-	-
TOTAL FUNDS	-	843,233	863,485
EXPENDITURES			
Personal Services	-	370,025	504,745
Operating and Maintenance	-	473,208	358,740
Non-Operating	-	-	-
Capital	-	-	-
TOTAL EXPENDITURES	-	843,233	863,485
ENDING WORKING CAPITAL	-	-	-
CONTRIBUTION TO/(FROM) RESERVES	\$ -	\$ -	\$ -

TRANSPORTATION CIF FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	5,676	-	-
Non-Operating	-	-	-
Capital	626,478	900,000	1,475,000
TOTAL	\$ 632,154	\$ 900,000	\$ 1,475,000

Fund Description

The Transportation Community Investment Fee (CIF) Fund was created in 1993 to provide funding for oversizing of arterial street construction and improvements, landscaping, and arterial intersection improvements. Transportation community investment fees are levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for arterial street and intersection improvements.

TCIF technical documentation provides information on the specific oversizing projects that are included in CIP as Arterial Improvements. Prioritization of projects will be determined as development and traffic necessitate. Administration of this fund is provided by the Public Works and Natural Resources Department.

TRANSPORTATION CIF FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 4,379,619	\$ 5,156,354	\$ 3,442,095
Committed Working Capital	-	1,668,568	-
SOURCES OF FUNDS			
REVENUES			
Street Improvement Fee	1,273,573	853,704	791,814
Interest	129,267	605	6,418
Adjustment for GAAP Revenue	6,049	-	-
TOTAL FUNDS	1,408,889	854,309	798,232
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	5,676	-	-
Non-Operating	-	-	-
Capital	626,478	900,000	1,475,000
TOTAL EXPENDITURES	632,154	900,000	1,475,000
ENDING WORKING CAPITAL	5,156,354	3,442,095	2,765,327
CONTRIBUTION TO/(FROM) RESERVES	\$ 776,735	\$ (45,691)	\$ (676,768)

2021 Budget

The 2021 Budget includes \$1,475,0000 of Capital Improvement projects. Detailed project description for all construction projects are included in the 2021-2025 Capital Improvement Program. The following capital projects are funded in 2021:

CAPITAL IMPROVEMENT PROGRAM PROJECTS

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	2021 Budget
TRP092 Boston Avenue Connection - Price To Martin	\$ 475,000
TRP118 Boston Avenue Bridge over St Vrain River	1,000,000
	-
TOTAL	\$ 1,475,000

VILLAGE AT THE PEAKS FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	-	-
Operating and Maintenance	4,929	3,800	5,000
Non-Operating	2,130,435	2,173,410	2,173,033
Capital	-	-	-
TOTAL	\$ 2,135,364	\$ 2,177,210	\$ 2,178,033

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

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 1,401,864	\$ 1,766,003	\$ 1,764,017
Committed Working Capital	-	-	-
SOURCES OF FUNDS			
REVENUES			
Intergovernmental Revenue	245,667	250,000	250,000
Interest	27,983	30,000	5,000
Transfer from Other Funds	2,225,853	1,895,224	1,855,033
Estimated Revenue Revision	-	-	-
TOTAL FUNDS	2,499,503	2,175,224	2,110,033
EXPENDITURES			
Personal Services	-	-	-
Operating and Maintenance	4,929	3,800	5,000
Non-Operating	2,130,435	2,173,410	2,173,033
Capital	-	-	-
TOTAL EXPENDITURES	2,135,364	2,177,210	2,178,033
Estimated Revisions	-	-	-
ENDING WORKING CAPITAL	1,766,003	1,764,017	1,696,017
CONTRIBUTION TO/(FROM) RESERVES	\$ 364,139	\$ (1,986)	\$ (68,000)

YOUTH SERVICE SPECIAL REVENUE FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	81,775	88,891	750
Operating and Maintenance	115,430	7,110	7,050
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ 197,205	\$ 96,001	\$ 7,800

Fund Description

The Youth Service Special Revenue 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

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
111 Salaries and Wages	5,150	67,318	-
112 Wages - Temporary	60,754	-	-
126 Retirement Health Savings Plan	-	400	-
128 FICA	3,767	-	-
129 Medicare Contribution	881	954	-
131 MOPC	-	3,291	-
132 Employee Insurance	10,578	10,859	-
133 Employee Retirement	-	5,265	-
135 Compensation Insurance	-	21	-
136 Unemployment	45	33	-
137 Staff Training and Conferences	600	750	750
<i>Subtotal</i>	<i>81,775</i>	<i>88,891</i>	<i>750</i>
Operating and Maintenance			
210 Office Supplies	7,663	5,250	5,250
218 Non Capital Equipment and Furniture	1,717	-	-
229 Materials and Supplies	33,053	-	-
230 Computer Equipment and Supplies	-	300	300
245 Mileage Allowance	21	-	-
246 Liability Insurance	-	60	-
250 Professional and Contracted Services	42,121	1,000	1,000
261 Telephone Charges	-	500	500
264 Printing/Copying and Binding	239	-	-
269 Other Services and Charges	4,800	-	-
273 Fleet Lease - Operating and Maintenance	12,065	-	-
274 Fleet Lease - Replacement	13,752	-	-
<i>Subtotal</i>	<i>115,430</i>	<i>7,110</i>	<i>7,050</i>
SERVICE TOTAL	\$197,205	\$96,001	\$7,800

YOUTH SERVICE SPECIAL REVENUE FUND - Fund

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 325,969	\$ 357,167	\$ 303,939
COMMITTED WORKING CAPITAL	-	51,633	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	10	-	-
Grants and Donations	209,156	92,613	1,600
Interest	3,577	1,000	400
Miscellaneous	33	-	-
Transfer from Other Funds	-	-	-
Estimated Revenue Revisions	-	793	-
TOTAL FUNDS	212,776	94,406	2,000
EXPENDITURES			
Personal Services	81,775	88,891	750
Operating and Maintenance	115,430	7,110	7,050
Non-Operating	-	-	-
Capital	-	-	-
Adjustment for GAAP Expenses	(15,627)	-	-
TOTAL EXPENDITURES	181,578	96,001	7,800
ENDING WORKING CAPITAL	357,167	303,939	298,139
CONTRIBUTION TO/(FROM) RESERVES	\$ 31,198	\$ (1,595)	\$ (5,800)

JUDICIAL WEDDING FUND - Fund Summary

	2019 Actual	2020 Budget	2021 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
TOTAL	\$ -	\$ 2,000	\$ 2,000

Fund Description

A Judicial Fund is created for the special public purpose of defraying the costs and services of the municipal judicial system, including the payment of expenses associated with obtaining the special services of temporarily appointed judges, court and staff training, procurement of services and material used in furtherance of the judicial process, and for court-appointed counsel for indigent defendants.

LINE ITEM BUDGET

	2019 Actual	2020 Budget	2021 Budget
Personal Services			
137 Staff Training and Conferences	-	2,000	2,000
<i>Subtotal</i>	-	2,000	2,000
SERVICE TOTAL	\$-	\$2,000	\$2,000

JUDICIAL WEDDING FUND - Fund Statement

	2019 Actual	2020 Budget	2021 Budget
BEGINNING WORKING CAPITAL	\$ 9,489	\$ 14,916	\$ 15,916
COMMITTED WORKING CAPITAL	-	-	-
SOURCES OF FUNDS			
REVENUES			
Charges for Services	5,100	3,000	2,000
Interest	327	-	-
TOTAL FUNDS	5,427	3,000	2,000
EXPENDITURES			
Personal Services	-	2,000	2,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
TOTAL EXPENDITURES	-	2,000	2,000
ENDING WORKING CAPITAL	14,916	15,916	15,916
CONTRIBUTION TO/(FROM) RESERVES	\$ 5,427	\$ 1,000	\$ -

CAPITAL IMPROVEMENT PROGRAM

Since 1988, The City of Longmont has prepared a five-year Capital Improvement Program (CIP) as the first step in developing the annual operating budget. A capital project is defined as a new, replacement of, or improvements to infrastructure 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.

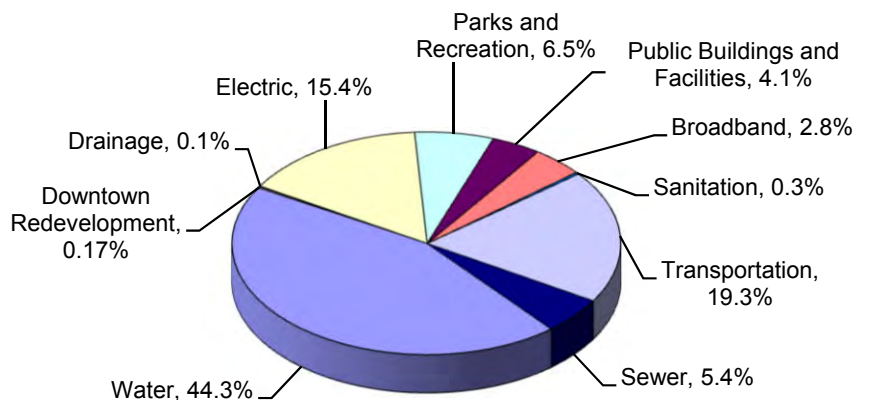
The annual Capital Improvement Program update began in March with a kickoff meeting and the distribution of a workbook containing a calendar of key CIP dates and instructions to be used in preparing the capital projects. The City’s CIP contains all capital projects that staff have identified and groups them by category into funded, partially funded and unfunded status. All projects, regardless of the funding status, are required to be updated. Updates include project description, project justification, project costs and operating impacts. It is important that project costs, especially those in the next budget year, be estimated as closely as possible to avoid having to request additional funds due to shortfalls. A draft document is then prepared and distributed to staff for review, and funding decisions are made.

After the CIP is finalized, the projects that are designated to be funded in 2021 are included in the City’s 2021 Operating Budget, and a 2021-2025 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

2021 CIP Expenditures by Project Category

Downtown Redevelopment	140,000
Drainage	92,000
Electric	13,015,000
Parks and Recreation	5,538,463
Public Buildings and Facilities	3,504,119
Broadband	3,679,137
Sanitation	250,000
Transportation	16,391,500
Sewer	4,538,800
Water	37,563,960
Total	84,712,979



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 like 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 must be paid off. The amount of required debt service relative to the size of the annual budget is an important indicator since debt service expenditures reduce the amount of funds available for other operating or capital uses. The City has used debt financing for major capital projects, but the majority of the projects included in this year's and prior years' CIPs are financed on a pay-as-you go basis using a variety of revenue sources such as sales and use tax, community investment fees, and developer participation, as well as some grants. The City's outstanding debt is well under the limit set by City Charter. Detailed debt service information can be found in the Exhibits section of this document.

Specific operating impacts of 2021 capital projects are below and in the accompanying table titled "2021-2025 Capital Improvement Funded Projects – Anticipated Operating Costs."

Downtown Redevelopment Projects: The funded Downtown Redevelopment projects are 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 2021 is \$2,440,438, which will be paid from the Storm Drainage Fund.

Electric Projects: None of the 10 funded Electric projects are expected to generate additional operating needs.

Parks and Recreation Projects: This category has several projects that are ongoing maintenance of existing infrastructure. Construction of new landscaping, trails and trail connections tend to impact the operating budget in a "lumpy" fashion. Dollars were added to the Parks Maintenance budget for operating supplies for 2021. In 2010, revenue bonds were issued for the purchase of additional open space, and the annual principle and interest payment for 2021 of \$2,075,639 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 which may, in fact, decrease operational needs. These projects are replacement of HVAC and boiler systems and upgrades to aging equipment. Budgets have not been reduced since the actual amount of savings is difficult to determine. In 2010, the City spent just under \$2.3 million on energy efficiency upgrades at five City facilities. The City has financed these upgrades over a 15-year period (2021 payment is \$328,078), and over this period it is estimated that the City will save \$3.9 million on utility bills and operating and maintenance costs.

Prior public building projects have been completed using revenue and GO bonds. Revenue bonds paid for construction of a new recreation center, a new museum and cultural center, and the remodel of the Roosevelt Park campus in 2001/02. Debt service on these bonds for 2021 is \$2,042,050. This debt is paid from the Public Improvement Fund.

Broadband Projects: There are six projects planned for 2021. The annual principle and interest payment for 2021 of \$3,713,513 will be paid from the Electric and Broadband Fund.

Sanitation Projects: There is one project planned for 2021. 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 2021.

Sewer Projects: Six sewer projects will be funded in 2021. In 2010, 2013, and 2015, the City issued bonds for improvements at the Wastewater Treatment Plant. Debt payment on these bonds for 2021 is \$4,372,960.

Water Projects: 2021 water projects are expected to have no operating impact since they are mostly upgrades to or replacement of current infrastructure. Several projects are expected to be revenue neutral, and one major project, the Windy Gap Firming Project, has unknown operating costs at this time. A loan 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 2021 cost for this loan is \$1,288,846.

Funded Projects by Category

	2021	2022	2023	2024	2025	2021-2025 Total
Downtown Redevelopment	140,000	-	-	-	-	140,000
Drainage	92,000	60,000	-	-	-	152,000
Electric	13,015,000	11,070,000	4,385,000	5,285,000	5,480,000	39,235,000
Parks and Recreation	5,538,463	10,712,810	8,486,701	4,266,590	8,825,015	37,829,579
Public Buildings and Facilities	3,504,119	4,634,024	2,429,419	4,085,070	4,402,384	19,055,016
Broadband	3,679,137	2,896,819	2,430,319	2,177,201	1,974,514	13,157,990
Sanitation	250,000	1,010,000	-	-	-	1,260,000
Transportation	16,391,500	19,234,000	7,924,000	7,674,000	9,934,000	61,157,500
Sewer	4,538,800	15,327,501	950,000	900,000	900,000	22,616,301
Water	37,563,960	3,859,990	3,045,030	2,517,060	2,400,340	49,386,380
Total	84,712,979	68,805,144	29,650,469	26,904,921	33,916,253	243,989,766

Funded Projects by Fund

	2021	2022	2023	2024	2025	2021-2025 Total
Airport	-	-	-	-	-	-
Conservation Trust	1,752,370	3,603,700	1,253,500	670,000	600,000	7,879,570
Downtown Parking	40,000	-	-	-	-	40,000
Electric and Broadband Fund	14,949,697	13,801,177	6,765,319	6,736,881	6,206,455	48,459,529
Electric CIF	1,832,500	435,000	50,000	895,000	1,290,000	4,502,500
Fleet	-	-	27,523	33,936	305,699	367,158
Golf	100,228	32,788	20,000	35,000	20,000	208,016
LDDA	100,000	-	-	-	-	100,000
Open Space	101,063	-	-	-	-	101,063
Open Space Bonds	-	-	-	-	-	-
Park Improvement	976,010	3,739,420	5,349,000	1,090,000	4,931,800	16,086,230
Park and Greenway	1,056,298	812,798	821,798	1,301,190	1,871,530	5,863,614
Park and Greenway - Flood	125,000	-	-	-	-	125,000
Public Buildings CIF	-	-	-	-	-	-
Parks Grants	-	-	-	-	-	-
Public Improvement	4,235,028	5,639,431	3,429,299	4,927,791	5,260,842	23,492,391
Public Safety	715,837	-	-	-	-	715,837
Sanitation	250,000	1,010,935	-	8,484	3,195	1,272,614
Sewer	2,187,232	7,533,123	950,000	920,927	958,656	12,549,938
Sewer Bonds	-	-	-	-	-	-
Sewer Construction	2,393,500	7,815,000	-	-	-	10,208,500
Storm Drainage	50,752	31,404	-	20,248	22,213	124,617
Storm Drainage - CDBG	-	-	-	-	-	-
Storm Drainage Bonds	-	-	-	-	-	-
Street	14,832,884	19,005,853	7,674,000	7,210,792	8,982,075	57,705,604
Transportation CIF	1,475,000	1,500,000	250,000	500,000	1,000,000	4,725,000
Water Acquisition	-	-	-	-	-	-
Water	19,289,535	3,744,015	2,959,530	2,454,172	2,363,288	30,810,540
Water Construction	18,250,045	100,500	100,500	100,500	100,500	18,652,045
Water Storage Fund	-	-	-	-	-	-
Total	84,712,979	68,805,144	29,650,469	26,904,921	33,916,253	243,989,766

2021-2025 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2021	2022	2023	2024	2025	5 Year Total
Downtown Redevelopment projects							
DTR023	Downtown Parking Lot Improvements	40,000	-	-	-	-	40,000
DTR032	Plaza Rehab	100,000	-	-	-	-	100,000
Total		140,000	-	-	-	-	140,000
Drainage projects							
DRN039	Resilient St Vrain Project	92,000	60,000	-	-	-	152,000
Total		92,000	60,000	-	-	-	152,000
Electric projects							
ELE009	Electric Feeder Underground Conversion	250,000	300,000	300,000	300,000	350,000	1,500,000
ELE014	Electric System Capacity Increases	275,000	385,000	-	145,000	1,230,000	2,035,000
ELE016	Electric Substation Expansion	50,000	50,000	50,000	750,000	50,000	950,000
ELE017	Electric Substation Upgrades	200,000	25,000	90,000	50,000	50,000	415,000
ELE044	Electric Reliability and Grid Modernization	200,000	250,000	250,000	500,000	500,000	1,700,000
ELE097	Electric Aid To Construction	4,100,000	3,610,000	3,095,000	2,840,000	2,500,000	16,145,000
ELE099	Advanced Metering	7,500,000	6,000,000	-	-	-	13,500,000
ELE102	Electric System Rehabilitation and Improvements	200,000	200,000	300,000	350,000	400,000	1,450,000
ELE103	Distributed Energy Resources Innovation & Solutions	200,000	250,000	300,000	350,000	400,000	1,500,000
ELE104	Electric Vehicle Charging Stations	40,000	-	-	-	-	40,000
Total		13,015,000	11,070,000	4,385,000	5,285,000	5,480,000	39,235,000
Parks and Recreation projects							
PRO05B	St. Vrain Greenway	1,300,000	3,630,000	703,500	-	-	5,633,500
PRO010	Union Reservoir Master Planned Improvements	-	1,186,420	-	-	-	1,186,420
PRO44B	Sandstone Ranch Community Park	-	483,000	5,096,500	-	-	5,579,500
PRO049	Dry Creek Community Park	200,000	2,020,000	-	1,090,000	4,931,800	8,241,800
PRO083	Primary and Secondary Greenway Connection	691,200	-	300,000	420,000	350,000	1,761,200
PRO102	Swimming and Wading Pools Maintenance	608,720	547,208	438,100	438,340	326,625	2,358,993
PRO113	Park Irrigation Pump Systems Rehabilitation	75,000	75,000	75,000	100,000	100,000	425,000
PRO121	Park Ponds Dredging and Stabilization	-	-	30,000	-	-	30,000
PRO136	Park Bridge Replacement Program	-	313,695	37,080	233,810	-	584,585
PRO146	Roosevelt Park Improvements	-	16,391	165,548	-	-	181,939
PRO149	Bohn Farm Pocket Park	-	240,000	-	-	-	240,000
PRO169	Golf Course Cart Path Improvements	20,000	20,000	20,000	35,000	20,000	115,000
PRO184	Alta Park Master Planned Improvements	-	-	-	422,900	-	422,900
PRO186	Park Infrastructure Rehabilitation and Replacement	1,324,822	859,896	1,368,473	1,479,040	3,096,590	8,128,821
PRO191	Golf Buildings & Golf Courses Rehab	50,000	-	-	-	-	50,000
PRO201	Dog Park #2 Relocation	122,370	1,223,700	-	-	-	1,346,070
PRO202	Montgomery Farms Land Acquisition	877,073	-	-	-	-	877,073
PRO203	Roosevelt Pavilion Concrete Replacement	269,278	-	-	-	-	269,278
PRO204	Pollinator Gardens	-	47,500	-	47,500	-	95,000
PRO206	Sisters Community Park	-	50,000	252,500	-	-	302,500
Total		5,538,463	10,712,810	8,486,701	4,266,590	8,825,015	37,829,579

2021-2025 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2021	2022	2023	2024	2025	5 Year Total	
Public Buildings and Facilities projects								
PBF001	Municipal Buildings Roof Improvements	Roof replacement and repair at various City facilities based on annual evaluation.	299,068	249,809	301,053	107,314	1,036,348	1,993,592
PBF002	Municipal Facilities ADA Improvements	Improvements to City buildings for accessibility for the handicapped.	212,000	252,400	136,250	292,800	158,470	1,051,920
PBF02B	Municipal Facilities ADA Improvements - Parks	Improvements to City buildings for accessibility for the handicapped.	48,326	334,462	328,480	216,942	271,339	1,199,549
PBF037	Fire Stations Improvements	General improvements, maintenance and repairs at the City's fire stations.	40,000	40,000	40,000	40,000	40,000	200,000
PBF080	Municipal Buildings Boiler Replacement	Boiler replacement and repair at various City facilities based on annual evaluation.	273,003	471,736	151,925	443,430	225,919	1,566,013
PBF082	Municipal Buildings HVAC Replacement	HVAC replacement and repair at various City facilities based on annual evaluation.	378,639	704,599	603,890	1,008,005	772,688	3,467,821
PBF091	Callahan House Improvements	Improvements to the historic Callahan House facility and grounds	60,059	-	-	-	-	60,059
PBF109	Municipal Facilities Parking Lot Rehabilitation	Overlay and restriping of parking lots at various City buildings and parks.	88,880	98,980	146,450	116,150	156,550	607,010
PBF119	Municipal Buildings Flooring Replacement	Carpet and flooring replacement at various City buildings based on industry standards and condition evaluations.	269,690	263,862	209,006	174,427	178,770	1,095,755
PBF145	Community Services Specialized Equipment	Scheduled replacement for a variety of recreational and customer service equipment.	511,630	511,720	430,390	444,400	474,300	2,372,440
PBF160	Municipal Buildings Auto Door and Gate Replacement	Replacement of powered and automatic doors and gates.	15,000	15,000	15,000	15,000	15,000	75,000
PBF163	Municipal Buildings Keyless Entry	Retrofit doors and gates throughout the City with keyless entry.	15,000	15,000	15,000	15,000	15,000	75,000
PBF165	Municipal Buildings Emergency Generators	Municipal Buildings Emergency Generators	157,587	1,071,697	-	-	-	1,229,284
PBF181	Municipal Buildings UPS Repair and Replacement	Repairs and replacement of existing UPS systems throughout the City.	15,000	30,000	18,975	19,800	15,000	98,775
PBF186	Longmont Recreation Center Fitness Improvements	Rehab of arcade/vending room to workspace for fitness and personal trainers.	9,200	392,104	-	-	-	401,304
PBF189	Municipal Buildings Exterior Maintenance	Repairs, updates or replacements to exterior of buildings to maintain integrity.	15,000	15,000	15,000	15,000	15,000	75,000
PBF190	Municipal Buildings Interior Maintenance	Repairs, updates or replacements to interior of buildings to maintain integrity.	18,000	18,000	18,000	18,000	18,000	90,000
PBF197	Safety & Justice Center Improvements	This project will accommodate growth within the existing building.	-	88,550	-	-	-	88,550
PBF200	Civic Center Rehabilitation	Foundational replacement or repairs at the Civic Center.	-	-	-	991,802	-	991,802
PBF202	Library Rehabilitation	Foundational replacement or repairs at the Library.	-	-	-	17,000	-	17,000
PBF205	Facilities Condition Assessments	Assessment of other facilities that may be in need of foundational rehab.	-	-	-	150,000	1,010,000	1,160,000
PBF216	Firehouse Arts Center Facility Improvements	Repairs and renovations at the Firehouse Arts Center.	60,600	61,105	-	-	-	121,705
PBF218	Public Building Efficiency Improvements	Energy and resource efficiency improvements for various City buildings.	200,600	-	-	-	-	200,600
PBF220	Emergency Communications Center Expansion	Expansion of the Emergency Communication Center.	715,837	-	-	-	-	715,837
PBF224	Museum Entry Concrete Replacement	Replace the sidewalk and stairs leading to the Museum's entrance.	101,000	-	-	-	-	101,000
Total			3,504,119	4,634,024	2,429,419	4,085,070	4,402,384	19,055,016
Sanitation projects								
SAN004	Waste Diversion Center Upgrades	Redevelop entry area to enhance security and customer access	250,000	1,010,000	-	-	-	1,260,000
Total			250,000	1,010,000	-	-	-	1,260,000
Broadband projects								
BRB002	Fiber Aid to Construction	Construction and installation for residential and commercial customers	30,000	30,000	30,000	30,000	30,000	150,000
BRB005	Fiber Reliability Improvements	Equipment providing additional capacity	825,000	400,000	300,000	300,000	300,000	2,125,000
BRB006	Fiber Underground Conversion	Redevelopment of undergrounding lines	85,040	75,000	15,000	15,000	15,000	205,040
BRB007	Fiber System Rehabilitation & Improvements	Replacement of aging infrastructure	135,000	95,000	45,000	45,000	45,000	365,000
BRB008	Fiber Construction	Construction for residential and commercial customers where facilities are not yet built.	1,423,609	1,352,429	1,284,807	1,220,567	1,159,538	6,440,950
BRB009	Fiber Installation	Installation of services to newly built single family and multi-tenant units.	1,180,488	944,390	755,512	566,634	424,976	3,872,000
Total			3,679,137	2,896,819	2,430,319	2,177,201	1,974,514	13,157,990

2021-2025 Capital Improvement Funded Projects - CAPITAL COSTS

Project Category	Project Description	2021	2022	2023	2024	2025	5 Year Total	
Transportation projects								
TRP001	Street Rehabilitation Program	Ongoing component of the pavement management plan involving maintenance and rehabilitation of	5,924,000	5,924,000	5,924,000	5,924,000	5,924,000	29,620,000
TRP011	Transportation System Management Program	Ongoing replacement program to upgrade existing damaged or deteriorating distribution system.	1,800,000	450,000	750,000	1,250,000	1,750,000	6,000,000
TRP092	Boston Avenue Connection - Price To Martin	Improvements from S Pratt Pkwy to Price Road	475,000	2,265,000	-	-	-	2,740,000
TRP094	Railroad Quiet Zones	Construction of supplemental safety measures required to implement quiet zones along BNSF railroad	2,175,000	4,000,000	1,000,000	-	-	7,175,000
TRP118	Boston Avenue Bridge over St Vrain River	This project will replace the existing bridge with a longer bridge that has increased hydraulic capacity.	6,017,500	-	-	-	-	6,017,500
TRP119	3rd Avenue Westbound Bridge Rehabilitation	Rehab of concrete deck that is reaching the end of its life.	-	200,000	-	-	1,260,000	1,460,000
TRP123	Nelson Rd Impr - Grandview Meadows Dr to Hover St	Project would provide traffic capacity improvements	-	-	250,000	500,000	-	750,000
TRP124	Nelson Rd & Hover St Intersection Improvements	Intersection traffic capacity improvements	-	-	-	-	1,000,000	1,000,000
TRP135	Coffman St Busway Improvements	Design and construction of a dedicated, center-lane busway on Coffman Street	-	6,395,000	-	-	-	6,395,000
Total			16,391,500	19,234,000	7,924,000	7,674,000	9,934,000	61,157,500
Sewer projects								
SWR053	Sanitary Sewer Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the collection system.	900,000	1,000,000	900,000	900,000	900,000	4,600,000
SWR128	Collection System Capacity Improvements	Capacity improvements in the sanitary sewer collection system due to increase in flow from new development	303,800	-	-	-	-	303,800
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	50,000	50,000	50,000	-	-	150,000
SWR153	WWTP Regulation 85 Improvements	Improvements to the wastewater treatment facility	2,250,000	12,877,501	-	-	-	15,127,501
SWR154	WWTP Miscellaneous Infrastructure Improvements	Improvements, repairs and rehabilitation of the wastewater treatment plant	935,000	1,400,000	-	-	-	2,335,000
SWR155	Digester No. 4	Improvements to the wastewater treatment plant's anaerobic digestion process to increase redundancy and capacity	100,000	-	-	-	-	100,000
Total			4,538,800	15,327,501	950,000	900,000	900,000	22,616,301
Water projects								
WTR066	Water Distribution Rehabilitation and Improvements	Replacement program to upgrade existing damaged or deteriorating portions of the distribution system.	1,989,440	1,877,240	1,612,880	1,842,410	1,725,690	9,047,660
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.	135,000	75,000	-	-	-	210,000
WTR155	Water Treatment Plant Improvements	Improvements at Nelson-Flanders and Wade Gaddis treatment plants.	227,250	100,000	100,000	100,000	100,000	627,250
WTR173	Raw Water Irrigation Planning and Construction	System improvements for the delivery of raw water supplies to parks, open space and golf courses.	111,300	535,000	196,650	196,650	196,650	1,236,250
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.	3,768,250	857,250	1,010,000	252,500	252,500	6,140,500
WTR182	Flow Monitoring Program	Installation of State Engineers Office approved flow monitoring stations on raw water intake points.	200,000	25,000	25,000	25,000	25,000	300,000
WTR183	Price Park Tank Replacement	Design of tank to raise water pressure	19,274,950	-	-	-	-	19,274,950
WTR189	Nelson-Flanders WTP	Nelson-Flanders WTP Expansion	11,607,270	-	-	-	-	11,607,270
WTR194	Ralph Price Reservoir Improvements	Improvements to extend the useful life of the facility and reduce operating and maintenance costs	150,000	290,000	-	-	-	440,000
Total			37,563,960	3,859,990	3,045,030	2,517,060	2,400,340	49,386,380
2021-2025 Funded Projects Totals			84,712,979	68,805,144	29,650,469	26,904,921	33,916,253	243,989,766

2021-2025 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2021	2022	2023	2024	2025	5 Year Total
Downtown Redevelopment projects							
DTR023	Downtown Parking Lot Improvements	No impact to operating budget.	-	-	-	-	-
DTR032	Plaza Rehab	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Drainage projects							
DRN039	Resilient St Vrain Project	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	2,440,038	2,446,438	2,444,188	2,448,488	2,448,938	12,228,090
Total		2,440,038	2,446,438	2,444,188	2,448,488	2,448,938	12,228,090
Electric projects							
ELE009	Electric Feeder Underground Conversion	No impact to operating budget.	-	-	-	-	-
ELE014	Electric System Capacity Increases	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 Reliability and Grid Modernization	No impact to operating budget.	-	-	-	-	-
ELE097	Electric Aid To Construction	No impact to operating budget.	-	-	-	-	-
ELE099	Advanced Metering	No impact to operating budget.	-	-	-	-	-
ELE102	Electric System Rehabilitation and Improvements	No impact to operating budget.	-	-	-	-	-
ELE103	Distributed Energy Resources Innovation & Solutions	No impact to operating budget.	-	-	-	-	-
ELE104	Electric Vehicle Charging Stations	No impact to operating budget.	-	-	-	-	-
Total		-	-	-	-	-	-
Parks and Recreation projects							
PRO05B	St. Vrain Greenway	Staff and operating supplies to maintain greenway.	5,400	-	5,400	-	10,800
PRO010	Union Reservoir Master Planned Improvements	Staff and operating supplies to maintain improvements.	10,370	20,740	-	-	31,110
PRO04B	Sandstone Ranch Community Park	Minimal impact to operating budget.	-	-	28,143	-	28,143
PRO049	Dry Creek Community Park	Minimal impact to operating budget.	-	-	-	160,000	160,000
PRO083	Primary and Secondary Greenway Connection	Minimal impact to operating budget.	4,120	4,120	4,120	4,120	20,600
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.	-	-	-	-	-
PRO146	Roosevelt Park Improvements	Minimal impact to operating budget.	-	-	1,530	-	1,530
PRO149	Bohn Farm Pocket Park	Minimal impact to operating budget.	-	-	5,150	-	5,150
PRO169	Golf Course Cart Path Improvements	No impact to operating budget.	-	-	-	-	-
PRO184	Alta Park Master Planned Improvements	No impact to operating budget.	-	-	-	-	-
PRO186	Park Infrastructure Rehabilitation and Replacement	No impact to operating budget.	-	-	-	-	-
PRO191	Golf Buildings & Golf Courses Rehab	No impact to operating budget.	-	-	-	-	-
PRO201	Dog Park #2 Relocation	Minimal impact to operating budget.	-	-	9,090	-	9,090
PRO202	Montgomery Farms Land Acquisition	No impact to operating budget.	-	-	-	-	-
PRO203	Roosevelt Pavilion Concrete Replacement	No impact to operating budget.	-	-	-	-	-
PRO204	Pollinator Gardens	Minimal impact to operating budget.	-	1,000	-	1,000	2,000
PRO206	Sisters Community Park	Minimal impact to operating budget.	-	10,300	-	-	10,300
Debt	Debt payments for prior year's projects.	2,075,639	2,055,176	2,027,483	2,007,683	1,984,398	10,150,379
Total		2,095,529	2,091,336	2,070,296	2,183,423	1,988,518	10,429,102

2021-2025 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2021	2022	2023	2024	2025	5 Year Total	
Public Buildings and Facilities projects								
PBF001	Municipal Buildings Roof Improvements	No impact to operating budget.	-	-	-	-	-	
PBF002	Municipal Facilities ADA Improvements	No impact to operating budget.	-	-	-	-	-	
PBF02B	Municipal Facilities ADA Improvements - Parks	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.	-	-	-	-	-	
PBF091	Callahan House Improvements	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	-	2,400	2,800	3,200	3,600	12,000
PBF181	Municipal Buildings UPS Repair and Replacement	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.	-	-	-	-	-	
PBF197	Safety & Justice Center Improvements	No impact to operating budget.	-	-	-	-	-	
PBF200	Civic Center Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF202	Library Rehabilitation	No impact to operating budget.	-	-	-	-	-	
PBF205	Facilities Condition Assessments	No impact to operating budget.	-	-	-	-	-	
PBF216	Firehouse Arts Center Facility Improvements	No impact to operating budget.	-	-	-	-	-	
PBF218	Public Building Efficiency Improvements	No impact to operating budget.	-	-	-	-	-	
PBF220	Emergency Communications Center Expansion	No impact to operating budget.	-	-	-	-	-	
PBF224	Museum Entry Concrete Replacement	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	2,042,050	2,037,550	2,040,800	2,041,300	2,038,400	10,200,100	
Lease	Energy performance contract lease payment.	328,078	328,078	328,078	328,078	-	1,312,312	
Savings	Energy performance contract savings.	(231,362)	(231,362)	(231,362)	(231,362)	-	(925,448)	
Total		2,138,766	2,136,666	2,140,316	2,141,216	2,042,000	10,212,100	
Sanitation projects								
SAN004	Waste Diversion Center Upgrades	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	
Broadband projects								
BRB002	Fiber Aid to Construction	No impact to operating budget.	-	-	-	-	-	
BRB005	Fiber Reliability Improvements	No impact to operating budget.	-	-	-	-	-	
BRB006	Fiber Underground Conversion	No impact to operating budget.	-	-	-	-	-	
BRB007	Fiber System Rehabilitation & Improvements	No impact to operating budget.	-	-	-	-	-	
BRB008	Fiber Construction	No impact to operating budget.	-	-	-	-	-	
BRB009	Fiber Installation	No impact to operating budget.	-	-	-	-	-	
Debt	Debt payments for prior year's projects.	4,453,901	4,456,001	4,452,201	4,445,101	4,434,651	22,241,855	
Total		4,453,901	4,456,001	4,452,201	4,445,101	4,434,651	22,241,855	
Transportation projects								
TRP001	Street Rehabilitation Program	No impact to operating budget.	-	-	-	-	-	
TRP011	Transportation System Management Program	No impact to operating budget.	-	-	-	-	-	
TRP092	Boston Avenue Connection - Price To Martin	No impact to operating budget.	-	-	-	-	-	
TRP094	Railroad Quiet Zones	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.	-	-	-	-	-	
TRP123	Nelson Rd Impr - Grandview Meadows Dr to Hover St	No impact to operating budget.	-	-	-	-	-	
TRP124	Nelson Rd & Hover St Intersection Improvements	No impact to operating budget.	-	-	-	-	-	
TRP135	Coffman St Busway	No impact to operating budget.	-	-	-	-	-	
Total		-	-	-	-	-	-	

2021-2025 Capital Improvement Funded Projects - ANTICIPATED OPERATING COSTS

Project Category	Operating Description	2021	2022	2023	2024	2025	5 Year Total
Sewer projects							
SWR053	Sanitary Sewer Rehabilitation and Improvements	No impact to operating budget.	-	-	-	-	-
SWR128	Collection System Capacity Improvements	No impact to operating budget.	-	-	-	-	-
SWR147	Infiltration/Inflow Investigation and Evaluation	No impact to operating budget.	-	-	-	-	-
SWR153	WWTP Regulation 85 Improvements	No impact to operating budget.	-	-	-	-	-
SWR154	WWTP Miscellaneous Infrastructure Improvements	No impact to operating budget.	-	-	-	-	-
SWR155	Digester No. 4	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	4,372,960	4,363,470	4,363,270	4,356,595	4,368,395	21,824,690
Total		4,372,960	4,363,470	4,363,270	4,356,595	4,368,395	21,824,690
Water projects							
WTR066	Water Distribution Rehabilitation and Improvements	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.	-	-	-	-	-
WTR173	Raw Water Irrigation Planning and Construction	No impact to operating budget.	-	-	-	-	-
WTR179	Water System Oversizing	No impact to operating budget.	-	-	-	-	-
WTR181	Raw Water Transmission Rehabilitation & Improvmnts	No impact to operating budget.	-	-	-	-	-
WTR182	Flow Monitoring Program	No impact to operating budget.	-	-	-	-	-
WTR183	Price Park Tank Replacement	No impact to operating budget.	-	-	-	-	-
WTR189	Nelson-Flanders WTP Expansion	No impact to operating budget.	-	-	-	-	-
WTR194	Ralph Price Reservoir Improvements	No impact to operating budget.	-	-	-	-	-
Debt	Debt payments for prior year's projects.	1,288,846	1,302,328	1,330,395	-	-	3,921,569
Total		1,288,846	1,302,328	1,330,395	-	-	3,921,569
2021-2025 Funded Projects Totals		16,790,040	16,796,239	16,800,666	15,574,823	15,282,502	80,857,406

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ORDINANCE O-2020-52

A BILL FOR AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF
LONGMONT FOR THE YEAR 2021

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1


The annual budget for the City of Longmont for the year 2021 (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 \$372,936,292 and expenses in the amount of \$372,936,292, is hereby adopted as the official budget for the year 2021.

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 27th day of October, 2020.

Passed and adopted this 10th day of November, 2020.


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 16TH DAY OF NOVEMBER, 2020, AT THE LONGMONT
3 CITY COUNCIL MEETING.

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6 APPROVED AS TO FORM:

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10 _____
11 ASSISTANT CITY ATTORNEY

10 10/22/20
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12 DATE

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15 PROOFREAD

13 10/22/2020
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15 DATE

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17 APPROVED AS TO FORM AND SUBSTANCE:

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21 ORIGINATING DEPARTMENT

19 10/22/20
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ORDINANCE O-2020- 53

A BILL FOR AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES AND
LIABILITIES OF THE CITY OF LONGMONT FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2021



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, 2021, 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: \$88,903,569, 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 ENTERPRISE FUND: \$8,639,333, 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 ENTERPRISE FUND: \$2,902,124, 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: \$104,054,355, 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

1 electric and broadband enterprise system.

2 ELECTRIC COMMUNITY INVESTMENT FEES FUND: \$1,832,500, for the purpose
3 of electric utility capital improvement projects related to growth, as designated by the City
4 Council of the City of Longmont.

5 WATER FUND: \$39,941,525, 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: \$20,021,835, for the purpose of making
9 improvements to the City's water enterprise system.

10 WATER ACQUISITION FUND: \$100,000, for the purpose of acquiring additional water
11 rights for the City as needed to support its water enterprise system.

12 RAW WATER STORAGE RESERVE FUND: \$0, for the purpose of developing the
13 City's winter water supply as part of the City's water enterprise system.

14 SEWER FUND: \$15,689,359, 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: \$2,858,513, 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 ENTERPRISE FUND: \$7,187,876, for the maintenance,
21 improvement and expansion of the storm drainage enterprise system of the City of Longmont
22 and for all other expenses, including compensation, of the storm drainage enterprise system.

23 AIRPORT ENTERPRISE FUND: \$473,968, for the purpose of paying any authorized

1 expenditures for the Vance Brand Municipal Airport as designated by the City Council of the
2 City of Longmont, including compensation.

3 PUBLIC IMPROVEMENT FUND: \$6,588,145, 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: \$92,699, for the purposes of paying any authorized
6 expenditures for municipal court probation services as designated by the City Council of the City
7 of Longmont, including compensation.

8 JUDICIAL WEDDING FUND: \$2,000, for the purposes of paying any authorized
9 expenditures for municipal court services as designated by the City Council of the City of
10 Longmont.

11 COMMUNITY DEVELOPMENT BLOCK GRANT/HOME FUND: \$829,519, for the
12 purpose of paying any authorized CDBG and HOME grant expenditures as designated by the
13 City Council of the City of Longmont, including compensation.

14 AFFORDABLE HOUSING FUND: \$1,310,602, for the purposes of paying any
15 authorized expenditures for affordable housing as designated by the City Council of the City of
16 Longmont, including compensation.

17 DOWNTOWN PARKING SPECIAL REVENUE FUND: \$119,917, for the purpose of
18 paying any authorized expenditures for downtown parking as designated by the City Council of
19 the City of Longmont.

20 STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND: \$26,826,734, for
21 the purpose of paying any authorized expenditures for street system maintenance or
22 improvements as designated by the City Council of the City of Longmont, including
23 compensation.

1 YOUTH SERVICES SPECIAL REVENUE FUND: \$7,800, for the purposes of paying
2 any authorized expenditures for youth services as designated by the City Council of the City of
3 Longmont.

4 LIBRARY SERVICES FUND: \$69,000, for the purposes of paying any authorized
5 expenditures for library services as designated by the City Council of the City of Longmont.

6 MUSEUM GRANTS, DONATIONS AND SERVICES FUND: \$706,843, for the
7 purposes of paying any authorized expenditures for museum services as designated by the City
8 Council of the City of Longmont.

9 CALLAHAN HOUSE FUND: \$128,376, for the purpose of paying any authorized
10 expenditures for the Callahan House as designated by the City Council of the City of Longmont.

11 SENIOR SERVICES FUND: \$201,299, for the purposes of paying any authorized
12 expenditures for senior services as designated by the City Council of the City of Longmont.

13 ART IN PUBLIC PLACES SPECIAL REVENUE FUND: \$303,942, for the purpose of
14 paying any authorized expenditures for art in public places as designated by the City Council of
15 the City of Longmont.

16 PARK IMPROVEMENT FUND: \$976,010, for the acquisition and development of
17 additional parks in the City of Longmont as designated by the City Council of the City of
18 Longmont.

19 TRANSPORTATION COMMUNITY INVESTMENT FEE FUND: \$1,475,000, for the
20 purpose of transportation capital improvement projects related to growth, as designated by the
21 City Council of the City of Longmont.

22 OPEN SPACE FUND: \$4,018,209, for the purposes of paying any authorized
23 expenditures for open space as designated by the City Council of the City of Longmont,

1 including compensation.

2 PUBLIC SAFETY FUND: \$14,531,354, for the purposes of paying any authorized
3 expenditures for public safety as designated by the City Council of the City of Longmont,
4 including compensation.

5 LODGERS TAX FUND: \$150,000 for the purposes of paying any authorized
6 expenditures for expanding tourism as designated by the City Council of the City of Longmont.

7 CONSERVATION TRUST FUND: \$1,988,461, for the acquisition, development and
8 maintenance of new conservation sites as designated by the City Council of the City of
9 Longmont.

10 MUSEUM TRUST FUND: \$23,245, for the purposes of paying any authorized
11 expenditures for museum services as designated by the City Council of the City of Longmont.

12 GENERAL IMPROVEMENT DISTRICT #1 FUND: \$121,654, for the purpose of
13 paying any authorized expenditures for the General Improvement District # 1 as designated by
14 the City Council of the City of Longmont.

15 DOWNTOWN DEVELOPMENT AUTHORITY FUND: \$1,643,499, for the purpose of
16 paying any authorized expenditures for the Downtown Development Authority as designated by
17 the City Council of the City of Longmont, including compensation.

18 FLEET SERVICE FUND: \$9,872,020, for the maintenance, operation and replacement
19 of the City of Longmont's fleet and for all other expenses, including compensation, of the fleet.

20 PARK AND GREENWAY MAINTENANCE FUND: \$1,262,298, for the maintenance,
21 operations, repair and renewal of city-owned parks, greenways and pools.

22 VILLAGE AT THE PEAKS FUND: \$2,178,033, for the purpose of paying any
23 authorized expenditures of tax increment revenues to pay the debt service on certificates of

1 participation issued to finance Village at the Peaks public improvements.

2 LONGMONT URBAN RENEWAL FUND: \$2,275,033, for the purpose of paying any
3 authorized expenditures of tax increment revenues of the Longmont Urban Renewal Authority.

4 PARKS GRANTS AND DONATIONS FUND: \$3,600, for the development or
5 improvement of parks.

6 UTILITY BILLING CUSTOMER INFORMATION SYSTEM FUND: \$1,220,000, for
7 acquisition, maintenance and operations of the customer information system, including
8 connection, disconnection, billing and payment of utility services.

9 SPECIAL RETAIL MARIJUANA TAX FUND: \$542,558, for the payment of the
10 expenses of operating the city and for capital improvements.

11 SUSTAINABILITY FUND: \$863,485, for funding and implementing sustainability
12 initiatives.

13 Section 2

14 The Council finds that every contract funded in this ordinance for charitable, industrial,
15 education, or benevolent purposes or with any denominational or sectarian institution or
16 association serves a public purpose.

17 Section 3

18 To the extent only that they conflict with this ordinance, the Council repeals any
19 conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and
20 invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

21 Introduced this 27th day of October, 2020.

22 Passed and adopted this 10th day of November, 2020.

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MAYOR



ATTEST:

[Handwritten Signature: Doreen Petrucci]

CITY CLERK - DEPUTY

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 10TH DAY OF NOVEMBER, 2020, AT THE LONGMONT CITY COUNCIL MEETING.

APPROVED AS TO FORM:

[Handwritten Signature]

ASSISTANT CITY ATTORNEY

10/22/20

DATE

[Handwritten Signature]

PROOFREAD

10/22/2020

DATE

APPROVED AS TO FORM AND SUBSTANCE:

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ORIGINATING DEPARTMENT

10/22/20

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ORDINANCE O-2020- 45

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND PERSONAL PROPERTY WITHIN THE CITY OF LONGMONT FOR THE YEAR 2020 TO PAY BUDGETED CITY EXPENSES FOR THE 2021 FISCAL YEAR

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, HEREBY ORDAINS:

Section 1

The Council does hereby fix and levy upon the taxable real and personal property within the corporate limits of the City of Longmont, Colorado, according to the assessed valuation thereof for the fiscal year 2020, 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, 2021.

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 13th day of October, 2020.

Passed and adopted this 27th day of October, 2020.

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MAYOR

ATTEST:

[Handwritten signature: Lucerna Petwcoo]

CITY CLERK - DEPUTY

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 27TH DAY OF OCTOBER, 2020, AT THE LONGMONT CITY COUNCIL MEETING.

APPROVED AS TO FORM:

[Handwritten signature]

ASSISTANT CITY ATTORNEY

[Handwritten date: 10/6/2020]

DATE

[Handwritten signature: Sharon Johnson]

PROOFREAD

[Handwritten date: 10/5/2020]

DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Handwritten signature: Jerrisa Mollay]

ORIGINATING DEPARTMENT

[Handwritten date: 10/5/20]

DATE

ORDINANCE-O-2020- 46

A BILL FOR AN ORDINANCE FIXING AND LEVYING TAXES UPON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT DOWNTOWN DEVELOPMENT DISTRICT FOR THE YEAR 2020 TO PAY BUDGETED EXPENSES OF THE LONGMONT DOWNTOWN DEVELOPMENT AUTHORITY FOR THE 2021 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 2020, 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, 2021.

Section 2

All prior actions by the officers and staff of the City and the Authority relating to the authorization and certification of the Authority’s mill levy in this and each prior year are hereby ratified, approved, and confirmed.

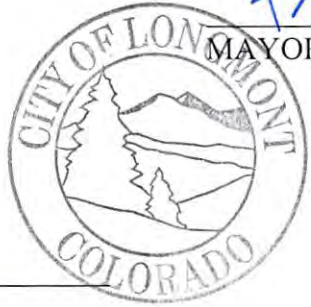
Section 3

To the extent only that they conflict with this ordinance, the Council repeals any conflicting ordinances or parts of ordinances. The provisions of this ordinance are severable, and invalidity of any part shall not affect the validity or effectiveness of the rest of this ordinance.

Introduced this 13th day of October, 2020.

1 Passed and adopted this 27th day of October, 2020.

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[Handwritten signature]
MAYOR

ATTEST:

[Handwritten signature: Lucienne Petrucco]
CITY CLERK - DEPUTY

NOTICE: THE COUNCIL WILL HOLD A PUBLIC HEARING ON THIS ORDINANCE AT 7:00 P.M. ON THE 27TH DAY OF OCTOBER, 2020, AT THE LONGMONT CITY COUNCIL MEETING.

APPROVED AS TO FORM:

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ASSISTANT CITY ATTORNEY

10/6/2020
DATE

[Handwritten signature: Sharon Johnson]
PROOFREAD

10/05/2020
DATE

APPROVED AS TO FORM AND SUBSTANCE:

[Handwritten signature: Denise Malloy]
ORIGINATING DEPARTMENT

10/5/20
DATE

1 RESOLUTION R-2020- 111
 2 A RESOLUTION AMENDING THE FINANCIAL POLICIES OF THE CITY OF
 3 LONGMONT FOR 2021

4 _____
 5 WHEREAS the City Council has adopted the Financial Policies of the City of Longmont
 6 and periodically reviews the operational implementation of these policies; and

7 WHEREAS it is now deemed advisable to amend the existing Financial Policies.

8 NOW, THEREFORE, THE COUNCIL OF THE CITY OF LONGMONT, COLORADO,
 9 RESOLVES:

10 Section 1

11 The Financial Policies of the City of Longmont shall be as set forth in the City of Longmont
 12 Financial Policies dated NOVEMBER 10 2020, now before the Council. The Financial Policies
 13 adopted by this resolution shall become effective January 1, 2021.

14 Section 2

15 The Financial Policies of the City of Longmont adopted by this resolution shall replace all
 16 prior Financial Policies adopted by the Council.

17 Passed and adopted this 10th day of November, 2020.

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 MAYOR

ATTEST:

[Handwritten Signature]

 CITY CLERK - DEPUTY



1 APPROVED AS TO FORM

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ASSISTANT CITY ATTORNEY

11/3/2020

DATE

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Cristi Campbell

PROOFREAD

10/30/2020

DATE

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12 APPROVED AS TO FORM AND SUBSTANCE:

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Terese Molloy

BUDGET MANAGER

10/30/20

DATE

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18 CA File: 20-000975

RESOLUTION LGID 2020- 06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 ADOPTING THE ANNUAL BUDGET FOR THE DISTRICT FOR THE FISCAL YEAR 2021

BE IT RESOLVED, that the Board of Directors of Longmont General Improvement District No. 1 does hereby adopt the annual budget for the District for the fiscal year 2021 showing the estimated beginning fund balance in the amount of \$351,335; estimated revenues in the amount of \$163,242; and estimated expenses in the amount of \$121,654.

Passed and adopted this 10th day of November, 2020.

[Handwritten signature]

GENERAL IMPROVEMENT DISTRICT PRESIDING OFFICER



ATTEST:

[Handwritten signature]
CITY CLERK - DEPUTY

APPROVED AS TO FORM:

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ASSISTANT CITY ATTORNEY

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Cristi Campbell

10/30/2020

PROOFREAD

DATE

APPROVED AS TO FORM AND SUBSTANCE:

Jessie Malley

10/30/20

BUDGET MANAGER

DATE

CA File: 20-000967

RESOLUTION LGID -2020-05

A RESOLUTION FIXING AND LEVYING TAXES ON THE REAL AND PERSONAL PROPERTY WITHIN THE LONGMONT GENERAL IMPROVEMENT DISTRICT NO. 1 FOR THE YEAR 2020 TO PAY BUDGETED EXPENSES OF THE DISTRICT FOR THE 2021 FISCAL YEAR

BE IT RESOLVED that the Board of Directors of Longmont General Improvement District No. 1 does hereby fix and levy upon the taxable real and personal property within the corporate limits of Longmont General Improvement District No. 1 (District), according to the assessed valuation thereof for the fiscal year 2020, 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, 2021. 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 27th day of October, 2020.

[Signature]
GENERAL IMPROVEMENT DISTRICT
PRESIDING OFFICER

ATTEST:

[Signature]
CITY CLERK - DEPUTY



1 APPROVED AS TO FORM:
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6 ASSISTANT CITY ATTORNEY

10/22/2020

DATE

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10 PROOFREAD

10/14/2020

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12 APPROVED AS TO FORM AND SUBSTANCE:

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16 ORIGINATING DEPARTMENT

10/22/20

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RESOLUTION R-2020- 112

A RESOLUTION OF THE LONGMONT CITY COUNCIL APPROVING THE CITY OF LONGMONT 2021 CLASSIFICATION AND PAY PLAN FOR CITY EMPLOYEES

THE COUNCIL OF THE CITY OF LONGMONT, COLORADO, RESOLVES:

Section 1

The Council finds:

Section 3.04.080 of the Longmont Municipal Code requires City Council approval of the City’s classification plan; and

Section 3.04.090 of the Longmont Municipal Code prohibits employment of any person to fill a position with any classification or pay range not included in the approved classification plan until the Council amends the plan to include such classification or pay range; and

Pursuant to Sections 3.04.100 and 3.04.120 of the Longmont Municipal Code, the City Manager recommends the City of Longmont 2021 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 2021 Classification and Pay Plan now before Council, effective as to each respective employee beginning December 28, 2020.

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 10th day of November, 2020.

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MAYOR



ATTEST:



CITY CLERK - DEPUTY

APPROVED AS TO FORM



DEPUTY CITY ATTORNEY

11/6/20

DATE



PROOFREAD

11/05/2020

DATE

APPROVED AS TO FORM AND SUBSTANCE:



ORIGINATING DEPARTMENT

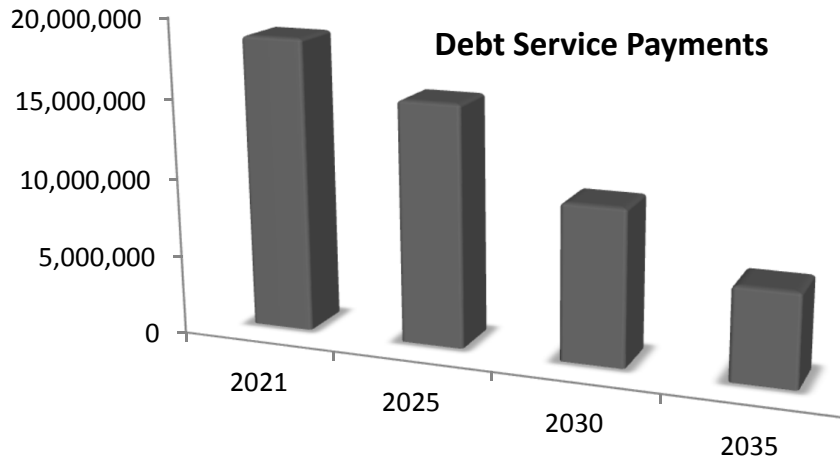
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2021 Debt Service

The City’s 2021 debt service payments total \$18,639,816, 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.



As of the end of 2019, the actual value of taxable property within the city totaled \$12.876 billion. The 3% limitation equaled \$394,343,773. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 39 of the City’s 2019 Comprehensive Annual Financial Report.

2021 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
SEWER FUND				
Series 2010 B Revenue Bonds	680,000	383,135	1,063,135	2030
Series 2013 Revenue Bonds	375,000	183,600	558,600	2032
Series 2015 Revenue Bonds	925,000	1,044,525	1,969,525	2035
Series 2020 Refunding Bonds	480,000	301,700	781,700	2030
WATER FUND				
2003 Series A Loan	1,155,396	133,450	1,288,846	2023
PUBLIC IMPROVEMENT FUND				
Series 2019 Revenue Bonds	990,000	1,052,050	2,042,050	2039
OPEN SPACE FUND				
Revenue Bonds	1,245,000	830,639	2,075,639	2033
Series 2018 Revenue Bonds	315,000	260,050	575,050	2033
STORM DRAINAGE FUND				
2014 Revenue Bonds	860,000	589,938	1,449,938	2034
Series 2016 Rev Refunding Bonds	765,000	225,100	990,100	2028
ELECTRIC AND BROADBAND FUND				
2014 Revenue Bonds	2,725,000	988,513	3,713,513	2029
2017 Revenue Bonds	555,000	185,388	740,388	2029
VILLAGE AT THE PEAKS FUND				
2014A Certificates of Participation	1,010,000	1,163,033	2,173,033	2037

2021 Debt Service Payments by Fund

SEWER FUND

Series 2010B Revenue Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
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 2010B Sewer Revenue Bonds** for the amount of \$11,090,000 will be used for improvements at the Wastewater Treatment Plant. The debt service will be paid from the Sewer Fund. 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.

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 2013 Revenue Bonds (Maturity 2032)

Year	Principal	Interest	Total Payment
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

Series 2015 Revenue Bonds (Maturity 2035)

Year	Principal	Interest	Total Payment
2021	925,000	1,044,525	1,969,525
2022	975,000	998,275	1,973,275
2023	1,030,000	949,525	1,979,525
2024	1,090,000	898,025	1,988,025
2025	1,155,000	843,525	1,998,525
2026	1,225,000	785,775	2,010,775
2027	1,280,000	724,525	2,004,525
2028	1,330,000	660,525	1,990,525
2029	1,390,000	594,025	1,984,025
2030	1,455,000	552,325	2,007,325
2031	2,490,000	508,675	2,998,675
2032	2,585,000	427,750	3,012,750
2033	3,260,000	343,738	3,603,738
2034	3,390,000	237,788	3,627,788
2035	3,525,000	123,375	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.

Series 2020 Refunding Bonds (Maturity 2030)

Year	Principal	Interest	Total Payment
2021	480,000	301,700	781,700
2022	505,000	277,700	782,700
2023	535,000	252,450	787,450
2024	560,000	225,700	785,700
2025	595,000	197,700	792,700
2026	625,000	167,950	792,950
2027	665,000	136,700	801,700
2028	705,000	103,450	808,450
2029	740,000	68,200	808,200
2030	780,000	31,200	811,200

The Series 2020 Revenue Refunding Bonds for the amount of \$6,670,000 will be used for wastewater projects.

WATER FUND

2003 Series A Loan (Maturity 2023)

Year	Principal	Interest	Total Payment
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 replacement of aging infrastructure, including water treatment capacity, treated water storage, and raw water transmission lines. The 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
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 A1 from Moody's and a rating of A from Standard and Poor's

The Series 2018 Open Space Revenue Bonds for the amount of \$8,150,000 will be used for the acquisition of and improvements for open space purposes. This bond received a rating of A from Standard and Poor's.

Series 2018 Revenue Bonds (Maturity 2033)

Year	Principal	Interest	Total Payment
2021	315,000	260,050	575,050
2022	345,000	247,450	592,450
2023	390,000	233,650	623,650
2024	425,000	218,050	643,050
2025	465,000	201,050	666,050
2026	510,000	182,450	692,450
2027	545,000	162,050	707,050
2028	605,000	140,250	745,250
2029	670,000	122,100	792,100
2030	735,000	102,000	837,000
2031	815,000	79,950	894,950
2032	885,000	55,500	940,500
2033	965,000	28,950	993,950

PUBLIC IMPROVEMENT FUND

The **Series 2019 Sales and Use Tax Revenue Bonds** of \$28,620,000 will be used on facility rehabilitation and golf irrigation systems. This bond carries the AA+ rating by Standard and Poor's.

Series 2019 Revenue Bonds (Maturity 2039)

Year	Principal	Interest	Total Payment
2021	990,000	1,052,050	2,042,050
2022	1,035,000	1,002,550	2,037,550
2023	1,090,000	950,800	2,040,800
2024	1,145,000	896,300	2,041,300
2025	1,165,000	873,400	2,038,400
2026	1,225,000	815,150	2,040,150
2027	1,285,000	753,900	2,038,900
2028	1,350,000	689,650	2,039,650
2029	1,420,000	622,150	2,042,150
2030	1,475,000	565,350	2,040,350
2031	1,535,000	506,350	2,041,350
2032	1,595,000	444,950	2,039,950
2033	1,660,000	381,150	2,041,150
2034	1,710,000	331,350	2,041,350
2035	1,760,000	280,050	2,040,050
2036	1,810,000	227,250	2,037,250
2037	1,865,000	172,950	2,037,950
2038	1,920,000	117,000	2,037,000
2039	1,980,000	59,400	2,039,400

STORM DRAINAGE FUND

The **Series 2014 Revenue Bonds** for the amount of \$20.50 million will be used for storm drainage projects. The debt service will be paid from the Storm Drainage Fund. This bond received a rating of AA from Standard and Poor's.

Series 2014 Revenue Bonds (Maturity 2034)

Year	Principal	Interest	Total Payment
2021	860,000	589,938	1,449,938
2022	905,000	546,938	1,451,938
2023	950,000	501,688	1,451,688
2024	995,000	454,188	1,449,188
2025	1,045,000	404,438	1,449,438
2026	1,085,000	362,638	1,447,638
2027	1,130,000	319,238	1,449,238
2028	1,165,000	285,338	1,450,338
2029	1,200,000	250,388	1,450,388
2030	1,235,000	214,388	1,449,388
2031	1,275,000	175,794	1,450,794
2032	1,315,000	134,356	1,449,356
2033	1,360,000	91,619	1,451,619
2034	1,405,000	47,419	1,452,419

Series 2016 Revenue Bonds (Maturity 2028)

Year	Principal	Interest	Total Payment
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

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.

Series 2017 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
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 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.

Series 2014 Revenue Bonds (Maturity 2029)

Year	Principal	Interest	Total Payment
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 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)

Year	Principal	Interest	Total Payment
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

2021 Lease-Purchase Payments by Fund

General Fund

Energy Conservation Program Equipment \$328,078

TOTAL ALL FUNDS \$ 328,078

BUDGET GLOSSARY

ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received or services performed.

ADMINISTRATIVE TRANSFER FEE: A fee paid to the General Fund by all other City funds to pay for administrative services provided from the General Fund, such as personnel, legal, information services, accounting and general management services.

APPROPRIATION: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

AIPP: Art in Public Places

APPROPRIATION ORDINANCE: The official, legal authorization by City Council for the expenditure of funds.

ASSESSED VALUATION: A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder and Weld county assessor's offices. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government, which are referred to as Generally Accepted Accounting Principles (GAAP).

BALANCED BUDGET: A budget in which operating revenues are equal to or greater than operating expenditures. Fund balances are used as a revenue source in the General Fund to fund capital and one-time expenditures only.

BONDED DEBT: The portion of an issuer's total indebtedness represented by outstanding bonds.

BUDGET: The official written statement of the City's comprehensive financial program that is adopted annually by the City Council and consists of proposed expenditures for specified purposes and the proposed means to finance those expenditures.

BUDGET CALENDAR: The schedule followed by the City of Longmont during the preparation and adoption of the annual budget.

BUDGET MESSAGE: A general discussion of the budget that is presented as part of the budget document. The budget message explains principal budget issues within the context of the City's financial experience of recent years and presents the City Manager's recommendations.

BUDGETARY CONTROL: The standard practices established to monitor departmental compliance with approved budgets. The City's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses. Budgetary compliance is also one of the standards included in each director's performance review.

CAFR: Comprehensive Annual Financial Report.

CAMP: Capital Assets Maintenance Plan.

CAPITAL IMPROVEMENT PROGRAM (CIP): A planning document that presents the City's capital infrastructure needs for a five-year period. In Longmont, the CIP is revised every year. The first year of the CIP is included in that year's operating budget.

CAPITAL ITEM: Any single item that the City purchases with a value of \$5,000 or more and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to, existing infrastructure that has a minimum life expectancy of five years and a minimum expense of \$10,000.

CAPITAL PROJECT FUND: Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

CASH BASIS OF ACCOUNTING: A method of accounting in which transactions are recognized only when cash is received or disbursed.

CDBG: Community Development Block Grant.

COMMUNITY INVESTMENT FEE (CIF): A fee on new construction that is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees for transportation, public buildings and electric.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

DEPARTMENT: A major administrative section of the City government. Longmont has 10 departments: City Manager, City Attorney, Municipal Court, Shared Services, Finance, Power & Communications, Public Safety, Public Works & Natural Resources, Planning & Development Services, Community Services.

DEPRECIATION: The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

DIVISION: An administrative section within a department that performs a particular function. In Longmont, examples of divisions include the Accounting Division in the Finance Department, the Purchasing and Contracts Division in Shared Services Department, and the Library Division in the Community Services Department.

DUI: Driving under the influence.

ENTERPRISE FUND: A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs (i.e., expenses, including depreciation) of providing goods or services to the public are financed or recovered primarily through user fees or charges. In Longmont, the enterprise funds include Airport, Golf, Electric, Water, Sewer, Sanitation, Storm Drainage, and Telecommunications funds.

EXPENDITURE: The actual outlay of funds from the City treasury.

EXPENSE: The cost of goods and services used in the process of providing City services.

FICA: Federal Insurance Contributions Act, a payroll tax that funds Social Security.

FISCAL YEAR: The twelve-month period designated in the City Charter that establishes the beginning and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

FRANCHISE FEE: A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and water, wastewater utilities.

FULL TIME EQUIVALENT (FTE) POSITIONS: All regular (non-temporary) positions in the City are calculated on the formula of working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

FUND: An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The City's budget consists of a general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, internal service funds and fiduciary funds.

FUND BALANCE: The difference between the assets and liabilities of a particular fund.

GENERAL FUND: The general operating fund of the City that accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

GENERAL OBLIGATION BOND: A type of debt that is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long-term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

GFOA: Government Finance Officers Association.

GID: General Improvement District.

INFRASTRUCTURE: The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

INTERGOVERNMENTAL REVENUES: Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

LAEC: Longmont Area Economic Council.

LCJP: Longmont Community Justice Partnership.

LDDA: Longmont Downtown Development Authority.

LEGI: Longmont Economic Gardening Initiative, a program whose purpose is to assist small businesses be successful by making available business-related databases, education and counseling.

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

LPC: Longmont Power and Communications.

LSBA: Longmont Small Business Association.

LSO: Longmont Symphony Orchestra.

MILL LEVY: A percentage that is applied to the assessed value of real property to calculate the property tax. The general mill levy for the City of Longmont is 13.42 mills or 1.342 percent of assessed value.

MODIFIED ACCRUAL BASIS OF ACCOUNTING: A method of accounting in which revenues are recorded when earned, and expenses are recorded when the liability is incurred.

NON-OPERATING EXPENDITURES: A category of expenditures that does not include routine operations. Non-operating expenditures include debt service payments, transfers to other funds, and contingencies. They are listed in the 900 series of the line item budget.

NPDES: National Pollutant Discharge Elimination System.

OPERATING AND MAINTENANCE: A category of expenditures that includes routine operating expenses for items such as office supplies, safety expenses and utility payments. They are listed in the 200 series of the line item budget.

OPERATING BUDGET: The comprehensive financial and service plan of the City which, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for expenditures such as personnel, supplies, utilities, materials, training and capital. The budget also addresses issues such as service levels, departmental performance, expected costs, and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

PERSONAL SERVICES: A category of expenditures that includes items such as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

PRPA: Platte River Power Authority.

RESERVE: The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

RESOLUTION: A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

REVENUE: Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

ROW: Right-of-way

SALES AND USE TAX: A tax imposed on the sale or use of all tangible personal property. The City's current sales and use tax rate is 3.53% 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 four divisions, performs services including issuing building permits (within the Development Services Division) and planning (within the Planning Division).

SPECIAL REVENUE FUND: A separate fund used to account for the proceeds of specific revenue sources that are legally restricted for specific expenditures. In Longmont, the Park Improvement Fund, the Street Improvement Fund, and the Art in Public Places Fund are all examples of special revenue funds.

TAX: Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public. The City's primary sources of taxes are from property and sales.

USER FEES/CHARGES: The charges for services provided to users who benefit from using the service. The City's primary source of revenue from fees is user charges for utility services.