



**2023**

**Proposed**

**OPERATING BUDGET**

City of Longmont, Colorado

August 30, 2022





# City of Longmont, Colorado 2023 PROPOSED OPERATING BUDGET



**Joan Peck**  
Mayor



**Aren Rodriguez**  
Mayor Pro Tem  
Council Member At-Large



**To be filled  
by special  
election  
11/8/22**  
Council Member  
At-Large



**Shiquita Yarbrough**  
Council Member  
At-Large



**Tim Waters**  
Council Member,  
Ward I



**Marcia Martin**  
Council Member,  
Ward II



**Susie Hidalgo-Fahring**  
Council Member,  
Ward III

**Harold Dominguez**  
City Manager

**Sandra Seader**  
Assistant City Manager

**Joni Marsh**  
Assistant City Manager

**Zach Ardis**  
Chief of Public Safety

**Eugene Mei**  
City Attorney

**Jim Golden**  
Chief Financial Officer

**Jeff Friesner (Interim)**  
Director, Community Services

**David Hornbacher**  
Director, Electric Services

**Robert Frick**  
Municipal Judge

**Valerie Dodd**  
Director, Broadband Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**City of Longmont  
Colorado**

For the Fiscal Year Beginning

**January 01, 2022**

*Christopher P. Morill*

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, reading "Harold Dominguez", is placed over the "FROM:" line.

**DATE:** August 30, 2022

**SUBJECT:** 2023 Proposed Operating Budget Summary

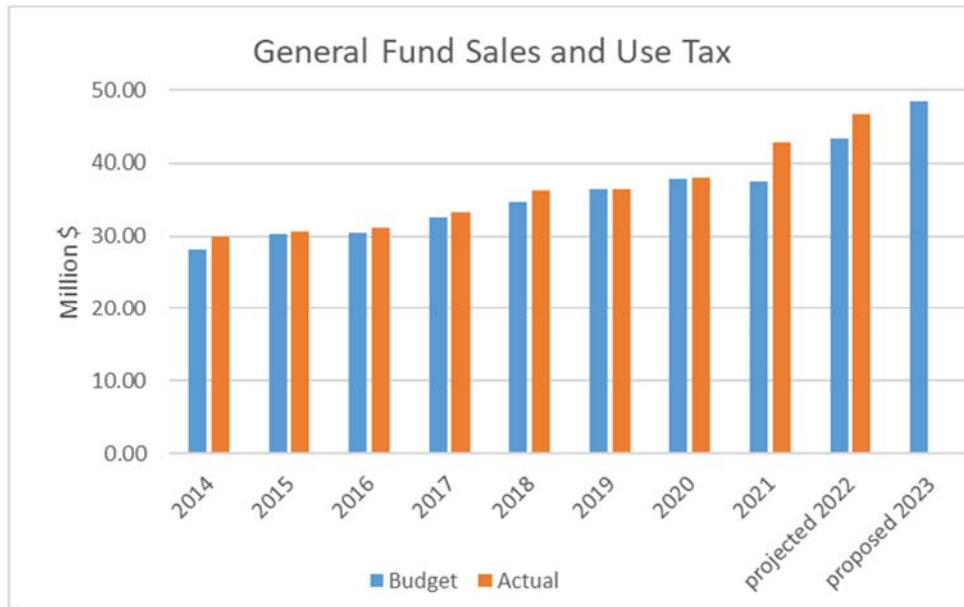
I hereby present to you the 2023 Proposed Operating Budget for the City of Longmont, as required by the Longmont City Charter. It is a balanced budget with no tax rate increases. The total proposed operating budget for 2023, including all funds, is \$414.25 million, which is \$22.48 million more than the budget adopted for 2021. This is a 5.74% increase from the 2022 budget of \$391.77 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 6% in water rates, an average increase of 12% in storm drainage rates, and an average increase of 4% in electric rates that were approved in separate ordinances previously adopted by the City Council. Approximately \$34.14 million in accumulated fund balances will be drawn down in 2023, primarily to meet capital improvement needs.

The \$22.48 million increase in the total operating budget for 2023 is driven by growth of over \$7 million in two individual funds, the Electric Fund and the Fleet Fund. The Electric Fund growth is mostly from increased revenue but also from expense of fund balance while the Fleet Fund growth is from increased vehicle replacements after 2022 was a relatively low year for such replacements. Additional growth came from two of the funds that receive sales & use tax revenue, the General Fund and the Public Safety Fund. Sales and use tax growth in both 2021 and 2022 has helped to fund increases in both ongoing expenses and one-time expenses in both of these funds.

The General Fund for 2023 includes \$109.83 million in sources of revenue and expenses. This is an increase of 6.6% or \$6,843,893 from the adopted 2022 budget. The growth is occurring in ongoing expenses. There are \$104.4 million of ongoing expenses in the 2023 General Fund budget compared to \$93.5 million in 2022. One-time expenses dropped from \$9,505,061 in 2022 to a total of \$5,411,620 for capital and other one-time expenses in the 2023 budget.

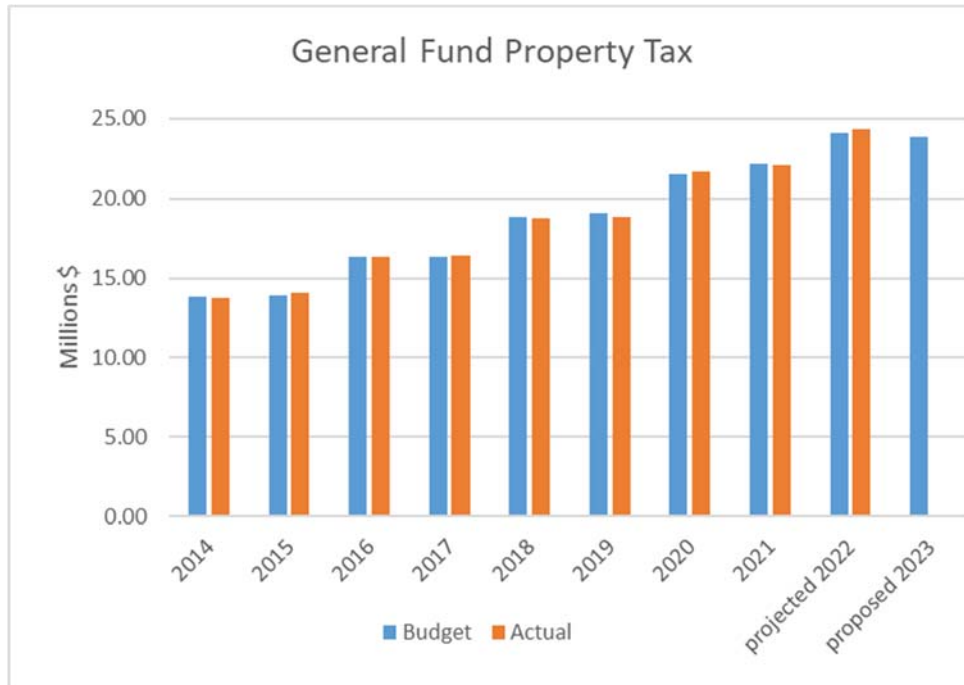
Projected growth in sales and use tax revenue and property tax revenue in this proposed budget allows our operating funds to maintain service levels and provide market pay adjustments to employees despite these expenses being significantly impacted by inflationary pressures. The revenue growth has also funded service level enhancements for 2023. 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 proposed 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 2023.



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. Until the 2021 budget 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%. Until 2021, during the previous 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 budget for sales and use tax growth for 2021 was actually a 2.65% decline, the actual growth in 2021 was 12.4%. Our conservative projecting, due to coming out of the restrictions associated with the pandemic, last year left us with a budget for 2022 that is 0.49% below actual 2021 sales and use tax revenue.

Sales and use tax activity in 2022 is up 14.3% through six months. The first couple of months of 2021 were somewhat impacted by the COVID-19 pandemic so some early growth was somewhat expected. In considering the revenue projections we were cognizant that this is also impacted by the rising cost of goods. Thus we were conservative while considering current returns in light of the risk of the cost of goods decreasing over the next year. For this proposed 2023 budget there is \$5,388,064 of new ongoing sales and use tax revenue for the General Fund.



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.

In June of 2021 the State Legislature passed SB21-293 which reduced the assessment rate for some commercial property and most residential property in assessment years 2022 and 2023. The net impact of the growth from new construction and the impacts of the assessment rate reduction is a reduction of \$116,622 of budgeted property tax for 2023. For the 2022 budget there was \$2,705,999 of new property tax revenue in the General Fund. Knowing that 2023 was not a reassessment year from a revenue perspective, and given the projected impacts of SB21-293, staff proposed that \$2,327,345 of the new property tax be treated as one-time revenue in 2022 so that it would be available to be used as new ongoing revenue in 2023. Since preliminary assessed valuation information is not received from the counties until late August, our projections are based on informal feedback from the Boulder County Assessor’s Office. If there is any available growth from the assessed valuation data, staff proposes that it be treated as one-time revenue in 2023 so that it can be available to be used as new ongoing revenue in 2024.



The combined new ongoing revenue in the General Fund for 2023 from sales and use tax and property tax is \$7,687,340. That is much more than the \$6,663,502 that we were projecting for 2022 and surely the most that we have ever had in the General Fund. These resources are enabling us to provide significant market pay adjustments in 2023, fund almost \$2 million of level 1 inflationary cost increases, add 13.125 new FTE in the General Fund, provide funding toward Council work plan items, and fund expenses that in some cases increase existing service levels.

When compared to 2021, Longmont is actually experiencing decreased construction activity in 2022. While overall permits are down 9.3% through July, valuations are actually down 23.0%. Yet we are on track to meet budget for building permit fees and building permit use tax. New residential construction value is 3.3% below 2021 after seven months with 2021 experiencing strong multifamily growth. The number of single-family dwellings is up 65.0% with strong growth in single family attached. Total overall new dwelling units are down 2.5%. There is a decline in valuation for commercial permits of 16.0%. The total use tax generated by building permit activity through June is 56.9% more in 2022 than it was for the same period in 2021. In June a large multifamily development paid the full use tax on the valuation for their whole development up front.

Revenue activity through July 2022 for other General Fund sources has had mostly good results. Franchise revenue from Xcel Energy is up 28.4% and should meet or exceed budget. The cable franchise fee is up 5.4% after four years of declines and it will exceed budget. While interest rates are rising, the gains are currently being offset by a paper loss due to declines in market value for some of our investments. While those are significant currently, they should begin to subside over time. Recreation revenues have picked up in 2022 and we are still hoping that they may reach budget for the year. Revenue from court activity and fines continues to slow causing us to have to lower budget projections from this source. Meanwhile, Union Reservoir revenues are soaring and will likely exceed budget once again.

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 14.3% from 2021 collections. Our budgeted projection of sales and use tax growth for 2022 turned out to be 0.49% below the actual level of 2021 collections. We have analyzed the year-to-date results carefully and project to end 2022 with a combined increase in sales and use tax of 7.28%. Sales tax growth has already begun to slow some and we expect that to continue in the second half of 2022 due to strong sales and use tax performance in the second half of 2021. Concerns about a recession also lead to a conservative revenue projecting approach.

Revenue estimates included in this 2023 budget are based on actual revenue activity through July 2022 as well as other information available regarding potential developments. This budget is balanced in all funds as a result of, or in spite of, a number of factors, some of which include:

- A projected \$230,114 decrease in budgeted property tax revenues based on estimated property valuations received from the county assessor
- A projected 3.69% increase in sales and use tax revenue in 2023 over the projected collections for 2022
- A projection of 800 building permits for dwelling units for 2023, including 75 single-family units, 100 townhome/condos, and 625 multifamily units.

The overall sales and use tax increase for 2023 is projected to be 3.69%. Sales tax alone is expected to increase 3.99% in 2023. Our general approach to retail was a 1.9% population growth and 2.3% economic or inflationary growth. 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 0.6% decrease in use tax for 2023 from construction activity from the projected 2022 activity due mainly to decreased construction and valuations. We anticipate an increase in primary

employer use tax of 2.3% due to economic or inflationary growth. Auto sales outside the city are projected to increase by 4.2%. These assumptions combine for a projected overall use tax increase of 3.7% in 2020. Together these projections combine to form the overall increase in sales and use tax of 3.69% that we are using for this 2023 budget.

We did not include any projection of sales tax from the opening of the Costco store. The original estimate for opening was in September of 2023. Given that timing and given that we cannot be sure of the amount of cannibalization from the Costco, we opted to not include it as a part of the proposed 2023 budget. In order to repay an internal loan to finance the public improvements for the Costco project the plan was to repay that loan with 50% of the 2% non-earmarked city sales tax generated by the development. Once the store is open and operating staff will appropriate the projected 2023 sales tax from the development. Staff should be in a better position to estimate the cannibalization after a few months of operation. Beginning in 2024, the other 50% of the 2% non-earmarked city sales tax will be budgeted as ongoing revenue in the General Fund and the Public Improvement Fund.

Sales tax revenue from Village at the Peaks (VATP) should exceed \$5.6 million in 2022. The payments due on the Certificates of Participation (COP) for 2023 will be \$2,042,530. The property tax from the Twin Peaks Metro District and the Twin Peaks Urban Renewal Authority tax increment in 2022 should be over \$1.78 million. We are projecting \$1,789,375 from those sources toward the COP payments in 2023. Thus it is projected that only \$253,155 of the 2023 VATP sales tax TIF will need to go to the reserve for paying the COP payments. The covenants of the COP actually do not technically require the full \$253,155 of sales tax increment to go toward COP payments since reserves from 2022 are projected at about \$473,000 and more than exceed the 10% covenant requirements. The covenants do require that the pledged sales tax rate be rounded to the nearest tenth of a percent so staff is recommending the pledged sales tax rate be maintained at the 0.20% level as it was in 2022. We are hesitant to allow the reserves to get 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 up the reserves greater than required. The reliance on sales tax TIF to make the COP payment in 2023 should be limited with 87.6% of the payment 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 proposed 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 2023 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 \$6 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 proposed budget is the requirement of maintaining an unrestricted fund balance in the General Fund of from two to three months of operating expenditures (16.67% to 25%). The unrestricted fund balance at the end of 2020 is 29.9% of 2022 budgeted operating expenditures and 26.8% of the 2023 proposed operating expenditures. Within this overall reserve financial policy the General Fund reserves are separated into three components: first is reserve Restricted for Emergencies to meet TABOR

requirements; second is a reserve Committed to Emergencies by the City Council of 8% of General Fund operating expenditures; and third is a City Council-imposed Stabilization Reserve of between 3% and 8% of General Fund operating expenditures. If all three components of the reserve policy were funded it would currently be from \$15.5 million to \$20.18 million. We have reached and exceeded the lower end of this goal with a stabilization reserve of 4.13%. This proposed 2023 budget sets aside \$2.5 million for the reserve, which would raise the reserve balance to \$19.06 million and would fully fund the 8% reserve Committed to Emergencies as well as fund 5.27% of operating expenditures toward the Stabilization Reserve. The reserve increase funding is mostly a result of 2022 sales & use tax expected to exceed budget by close to \$4 million.

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 2023 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 2022 development revenues based on 800 dwelling units there will be \$468,903 of incremental development revenue included as a part of the 2023 proposed 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, and peaked at \$6.63 million in 2018. In 2019 it dropped to \$5.63 million; in 2020 to \$5.02 million; and in 2021 it dropped to \$4.17 million. We projected it to be \$5.58 million in 2022 but it is not currently on pace to reach it. Projections from Planning & Development Services for 2023 have it at \$4.97 million. 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 more declines 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 proposed 2022 budget.

The City Council vision and work plan for Longmont is a driver in the formation of this proposed budget and is stated 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 proposed budget address City Council work plan items:

- \$200,000 of one-time resources for investment in early childhood (Goals A1 & A3)
- \$200,000 of one-time resources & \$100,000 of ongoing funding for early childhood and employee childcare (Goals A1 & A3)
- \$40,000 of ongoing funding for social equity training internal capacity efforts (Goal A3)
- \$250,000 of one-time funding for the enabling caring communities project (Goal A3)
- \$750,000 of one-time resources & \$250,000 of ongoing funding for attainable housing (Goals A1 & A3)
- \$100,000 of one-time funding for planning & implementation support for redevelopment and urban renewal activities (Goal A3)
- \$290,000 of ongoing funding from the special marijuana tax for mental health and addiction (Goal A3)
- \$171,527 of increased ongoing funding for human service needs of which a good portion likely will be allocated to increase resources to Longmont's most vulnerable residents (Goals A2, A3 & B1)
- \$38,000 of additional ongoing funding for the Longmont Economic Development Partnership (Goal B4)
- \$60,628 of ongoing funding for three Library 20 hour positions, 57,936 of ongoing funding for Library temporary wage increases, \$7,029 of ongoing funding for Library Consortium fees, \$17,000 of one time funding for printers and monitors, and one FTE Children's Librarian 1 (Goals A3 & B3)
- \$76,900 of ongoing funding for gallery attendants, \$14,771 of ongoing funding for Museum temporary wage increases, \$5,326 of ongoing funding for membership software, \$7,300 for credit card fees, \$5,000 for the digital initiative, and \$5,000 for auditorium ticket splits. There is also 0.75 FTE proposed for an Art in Public Places Program Assistant (Goals A3 & B3)
- \$60,000 of one-time funding for plugged and abandoned well investigations (Goal B2)
- \$290,000 of one-time resources for ADA evaluation & transition plan development (Goal A3)



Other items directed by City Council are receiving funding within this proposed 2023 budget. There is \$20,000 of ongoing funding for an internship program; \$15,000 of one time funding for equity training for City Council; \$25,000 of increased ongoing funding from the General Fund for sustainability; and \$505,000 for the 1<sup>st</sup> & Main transit station project.

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 how the resources in this 2023 budget are allocated to support the desired outcomes and guiding principles that have been identified by the City Council and the community.

**Livable Centers, Corridors and Neighborhoods**

The first guiding principle is to create livable centers, corridors and neighborhoods allowing residents to live close to where they work, lead active and healthy lifestyles, conveniently access essential goods and services, and choose from a variety of transportation and housing options. Within the proposed 2023 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 continues the reconstruction of the greenway trail and other areas damaged by the 2013 flood. 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 was completed in 2021. The next section upstream, known as Izaak Walton Reach 1, extends from the BNSF Railway bridge to the Boston Avenue bridge. This reach is currently under construction and is scheduled to be completed in summer 2022. The City is also underway with design for replacement of the Boston Avenue bridge, which is planned to start construction in late 2022. 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 depending on funding availability.

Loomiller Park is the primary park renewal project currently underway, with construction completion expected in 2023. Nino Gallo and Clover Meadows neighborhood parks are under design, with construction of both currently scheduled to start in late 2022, pending the availability of resources. Fox Meadows Neighborhood Park will be in design in 2022 and head to construction in 2023. 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 2022. Dog Park #2 will need to be relocated from its current location on St Vrain Road due to planned expansion of the City's Airport Road maintenance facility. City staff has included \$600,000 in the 2023 budget as they work to negotiate the acquisition/dedication of property for this project. Design is slated once the property is secured and construction would begin shortly thereafter.

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 2023. The design of St. Vrain Greenway Phase 12 (west of Golden Ponds) will be completed in 2024, with construction to start in 2025. The St. Vrain Greenway Phase 13 project (east of Sandstone Ranch) will start design in 2022 with construction to start in 2023.

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 \$279,895 in 2023, 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 \$1.4 million in 2021 and currently up to \$1,266,715 in 2022. The TIF revenue for 2023 in the proposed budget is projected at \$1.312 million until updated information is received from the Boulder County Assessor.

The LDDA Operating Fund is its General Fund and is used to fund most general operating costs, including salary and benefits. Some DDA staffing costs are also charged to the DDA Arts & Entertainment Fund, the Downtown Parking Fund, and the Longmont General Improvement District. The LDDA TIF has funded capital projects, incentive programs, the façade improvement program, and arts and entertainment programs in the past. In this proposed 2023 budget it will provide funding of \$446,865 to the Arts & Entertainment Fund; \$250,000 for Main Street speed mitigation; \$100,000 for east side alley amenity maintenance; \$50,000 for maintenance of the SPOKE parking garage; \$15,500 for parklet maintenance; \$25,000 for economic vitality programming; \$3,500 for pedestrian metrics; \$15,000 for the mural/cultural project; \$12,000 for a data service; \$50,000 for implementation of the parking study update; \$62,035 for the downtown infrastructure replacement program;

and \$20,840 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 city nearing buildout of existing land uses, the restructuring of our transportation systems and options is critical. This proposed 2023 budget includes \$200,221 for the FLEX bus program providing bus service between Longmont and Fort Collins. Additionally, VIA is again funded at \$150,000, and RideFree Longmont (plus pay-as-you-go Access-a-Ride payments) funding increases by \$28,000 to a total cost of \$530,000. Total transit program funding in the proposed 2023 budget is \$880,221.

Capital work planned for 2023 in the transportation area includes the annual Street Rehabilitation Program, the Coffman Street Busway Improvement Project and the Boston Avenue Railroad Crossing. Design work, along with public engagement and outreach, will be initiated on the Sunset Street “Road Diet” Improvements from Kansas Avenue to Nelson Road and on the Hover Reach section of the Resilient St. Vrain Project. 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 ADA and curb ramp improvements, traffic mitigation work on Gay Street and improvements at several high crash locations throughout the city. The Boston Avenue bridge over the St. Vrain is scheduled to begin construction early in 2023. 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 proposed 2023 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 (including for sale units affordable at or below 80% of the area median income and rental units affordable at or below 50% of the area median income). Beginning in 2019, affordable housing development was boosted by 50% of the 3% special sales tax on the sale of marijuana. This revenue is estimated at \$290,000 for 2023. 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 \$150,000 in administrative costs in 2023 will need to be covered from the capital funding. Last year the City Council adopted a financial policy staff that beginning in 2022, up to 10% of all revenues deposited into the Affordable Housing Fund may be accessed to cover administrative expenses associated with the City’s Affordable Housing programs.

Earlier this year the City Council directed staff to begin to focus on helping to bring attainable housing to the City. As part of the response to this direction this proposed budget includes \$250,000 of ongoing funding and \$700,000 of one time funding for this purpose. A new Attainable Housing Fund will need to be established so that these amounts can be transferred from the General Fund in 2023.



One of the current financial policies of the City Council is that 3% 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 this proposed 2023 budget the 3% will provide funding of \$2,468,850 for human service agencies, which is \$171,527 more of ongoing resources than in 2022.

In support of the City Council work plan, this proposed budget includes new resources of \$200,000 of one-time resources for investment in early childhood. Proposed use of this funding is to support the design and development of an Early Childhood Community Hub (HUB) focused on serving children ages 0-5. This HUB would bring together in one facility:

- Professional development and training opportunities for early care providers, especially Family, Friend and Neighbor (FFN) caregivers, high quality and culturally/linguistically matched early childhood care and education.
- Medical, social-emotional, language support for families and professionals; and
- Peer/community support for providers and families.

Also included in the proposed budget is \$200,000 of one-time funding for capacity building to strengthen the early childhood system and support the three areas addressed in the HUB model. Finally, there is \$100,000 of ongoing funds earmarked to offset cost and designate spots for interested City of Longmont employees to obtain care for their children through the HUB.

Earlier this year the City Council directed that the non-earmarked 50% of the Special Marijuana Sales Tax should be used for mental health and addiction. In this proposed 2023 budget there is \$290,000 from this source proposed to be used for outreach and therapeutic services, to include services that would support our unhoused community members. Mental Health and Addiction are areas that the City has been working on prior to the COVID-19 Pandemic. During the pandemic, concerns about mental health and substance use grew, including concerns about suicidal ideation. Nationwide, in 2021, 41% of adults reported symptoms of anxiety and/or depressive disorder. In 2021, Supporting Action for Mental Health (SAM) was integrated into the Children, Youth and Families (CYF) division and moved from Community Services Administration after the conclusion of a SAM grant. SAM, with CYF's leadership and support, held a well-attended virtual mental health conference in December of 2021. Since that time, SAM carryover funds have been used to host a de-escalation training, by Ryan Dowd, for city staff who interact with individuals who are unhoused. A training on the impacts of secondary trauma for employees from CYF, Senior Services, Community & Neighborhood Resources and Longmont Housing Authority was also provided in August of 2022. It is anticipated that continued training would be beneficial. In addition, with more in person meetings occurring, it is staff's intent to bring the SAM task force back together and begin to leverage Mental Health and Addiction work that is occurring community-wide. Proposed onetime funding in the amount of \$150,000 will be used to fund Phase II of the Enabling Caring Communities (ECC) project. ECC is a communication tool developed for the City of Longmont to facilitate and eventually automate communication between frontline City staff and clients that seek services through various City programs. The initial development of the tool is considered Phase I of the project. The process to develop ECC began over four years ago with an invite from the City to CU Denver to address an identified gap in service. The City collected case samples of vulnerable individuals being served by multiple City services simultaneously and at times with cross purposes. In order to reduce working in counterproductive manners and increase coordination of care and collaboration between City departments, CU Denver Archethought, and the City began gathering both internal and external partners to develop a system that would enhance the level of services provided to vulnerable community members within the City. Over the next four years, the City and its CU and Archethought partners held multiple meetings and started a Community Steering Board (CSB) made up of

community members who would most benefit from this system. With the CSB member input and that of internal and external City partners, the system's infrastructure was developed and demonstrated to City leadership. After confirmation of the proof of concept the City is now poised to move on to Phase II of the project and start implementing the system internally with City departments to test and analyze its effectiveness.

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. In May 2021, the Library contracted with Sieger Consulting to complete Phase 2 of the Library Feasibility Study. The draft results of the Library Feasibility Study were presented to Council this past May. Library Staff continue working with Annie Sieger Consulting to finalize the Library Feasibility Study. The final document will include cost estimates to bring the Library to base line and a preferred level. The preferred level include operating cost estimates for two branch Libraries. The final study will be presented to City Council at the end of September.

The 2023 proposed budget does address service needs from the Library including the addition of a new FTE Children's Librarian I to help serve our growing community, focus on staffing a new service desk in the Teen Room, and better serve Tweens and Teens. Ongoing funding of \$60,628 has been allocated for three 20 hour part time positions including one Library Assistant for materials processing and 2 Library Assistants for the computer lab. Another \$57,936 of ongoing funding is included to bring Library temporary wages to market. There is \$7,029 of ongoing funding proposed for an increase in annual fees associated with the Flatirons Library Consortium. One-time funding of \$12,000 is provided for two printers, one for the Children's & Teen's area and one for the Adult computer lab. Finally there is \$5,000 of one-time expenses to add additional monitors for many of the Library staff. In 2023, we are proposing to fully eliminate library fines as Longmont is one of the only libraries along the Front Range that still charges late fees.

In 2022, the lingering effects of COVID-19 continued to have an impact on Recreation Services revenue. In addition, staffing issues also impacted revenue. The staffing shortages resulted in reduced facility hours including days each week where the pools were closed at Centennial Pool and the Recreation Center. In 2021, attendance at the Recreation Center averaged 563 people per day which grew to 653 people per day in 2022. During the 2021 Budget process, Council approved a reduction of the Recreation Budget of \$1,127,792. The 2022 Budget added back \$120,000 to the Recreation Services budget. The proposed 2023 budget is maintained at the same level as 2022 which is effectively \$1 million below what was originally budgeted for 2021. Throughout 2023, 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.

Earlier in 2022, City Council authorized increases in temporary pay of \$263,273 to meet a changing labor market. In this proposed 2023 budget there are further ongoing expenses of \$25,412 for increase in temporary wages at Union Reservoir, \$18,440 to convert temporary Pool Manager positions to three 30 hour benefitted Aquatic Facility Lead positions, and one FTE Recreation Program Coordinator for therapeutic recreation split between Recreation services and Senior services. Inflation has hit recreation services hard and as a result the proposed budget includes ongoing resources for recreation to cover costs including \$167,764 for utilities expense, \$18,250 for pool chemicals, \$25,000 for athletics contract services, and \$17,000 for supplies for field maintenance. There is also \$5,000 of ongoing funding for software subscription increases. One-time funding of \$20,000 has been included in the proposed budget to provide 200 free community swim lessons, \$9,800 for replacement credit

card readers, \$9,000 for a jet ski for the Union Reservoir Safety Team, \$8,500 for a swim dock at Union Reservoir and \$45,000 for sand for the swim beach at Union.

In the 2023 budget 0.5 FTE Neighborhood Resource Specialist is proposed to be added to the Community and Neighborhood Resources budget. This position increase will help us do outreach, establish relationships and understand how to address disparities. There is also \$40,000 of ongoing funding being added for social equity training for the organization.

As indicated above, the proposed 2023 budget includes one FTE Recreation Program Coordinator for therapeutic recreation split between Recreation services and Senior services. It also includes ongoing funding for Senior Resources of \$6,000 for printing GO and \$1,200 of training funds. In addition, one-time funding is proposed of \$2,000 for a snowblower, \$2,000 for a patio cover, \$1,000 for a wireless mic system, and \$500 for a portable hearing device.

Resources for Children & Youth Services in this proposed 2023 budget include an increase of 0.5 FTE for ongoing funding of \$1,000 for a customer texting platform. One time resources include \$7,000 for an alarm for the Lashley Station, \$17,675 for database improvements, \$6,300 for staff computer replacements, and \$600 for a front office phone.

In the proposed 2023 budget new Museum resources include ongoing funding increases of \$76,900 for gallery attendants, \$14,771 for temporary wage increases, \$5,326 for membership software, \$7,300 for credit card fees, \$5,000 for the Digital Initiative, and \$5,000 for auditorium ticket splits. There is also 0.75 FTE proposed for an Art in Public Places Program Assistant.

The proposed 2023 budget includes 1.0 FTE for a Community Services Director level position for a reorganization within the External Services department.

Golf Fund resources in the 2023 budget include ongoing funding increases of \$62,617 to increase wages for temporary and seasonal staff to ensure sufficient staffing for quality golf course maintenance, \$29,000 for repair and maintenance, \$23,000 for utilities, \$11,200 for chemicals and \$4,000 for increased cost of supplies. One-time expenses from the Golf Fund in 2023 include \$70,000 for furniture, fixture & equipment for the new maintenance facility, \$9,100 for two range ball pickers, \$2,760 for PC replacements, and \$1,840 for replacement of two Optiplex 3080 micro desktops for golf operations.

From the Public Improvement Fund, funding of \$473,429 is proposed in 2023 for specialized equipment replacements for Recreation and other Community Services facilities, \$481,910 for maintenance of swimming pools and wading pools, \$75,750 for Firehouse Art Center facility improvements, \$74,252 for parks ADA improvements, \$325,000 for rehabilitation of park irrigation pump systems, \$226,240 for prairie dog barrier replacements and \$45,000 for pollinator gardens.

In Public Works and Natural Resources this proposed 2023 budget includes increased ongoing resources of \$96,083 for contractual increases and repair and maintenance cost increases. A \$25,000 increase for the transfer from the General Fund to the Sustainability Fund has also been included. One-time expenses in PWNR in the 2023 proposed General Fund budget include \$4,950 for GIS architecture upgrade, \$12,322 for computer replacements, \$36,000 for centralized data repository implementation, \$60,000 for plugged and abandoned well investigations, \$10,000 for data analyst and data communications interns, \$61,900 for a graffiti removal truck, \$9,000 for new tennis practice boards for Quail Campus, and \$30,000 for a tomograph purchase.



From the other funds, the proposed budget from Public Works and Natural Resources includes a number of requests for ongoing resources driven by inflationary pressures including \$80,000 for winter chemicals for streets and \$18,000 for overtime from the Streets Fund. From the Sanitation Fund, \$123,000 for increased trash collection contracts, \$80,000 for Waste Diversion Center contracts, \$40,000 for compost tipping fees, \$30,000 for increases in costs for Hard to Recycle events, and \$40,000 for waste services carts for the recycle program and the composting program. In the Water Fund there are \$325,000 for increased chemical costs for the water plant, \$50,000 for backflow regulatory support, \$30,000 for utility costs in the potable water distribution system, \$30,000 for fire hydrant painting, \$20,000 in Iconics SCADA control fees, \$15,000 for water plant utility costs, \$10,000 for water plant repair and maintenance costs, and \$4,200 for contract services increases. From the Sewer Fund there is \$50,000 of wastewater treatment utility costs, \$30,000 in professional services, \$20,000 in chemicals and \$20,000 for repair and maintenance costs. For the Storm Drainage there is \$34,000 for PFAS monitoring permit, \$25,000 for stormwater testing, \$5,145 for contract services increases and \$3,950 for supply increases. In the Parks & Greenway Fund there is \$100,000 for parks & greenway repairs. From Open Space there is \$20,400 for contract services increases. And finally in the Airport Fund there is \$20,000 for snow removal.

Other increases for enterprise funds include \$50,000 ongoing for wildfire review mitigation study expense from the Water Fund. From the Storm Drainage and Sewer funds there is \$20,000 ongoing expense to retain a jet truck for backup use. One time expenses from the Water Fund include \$250,000 for regulatory potable water backflow device replacement in city facilities and \$120,000 for lead & copper rule inventory. From the Sewer Fund there is \$75,000 for regulatory support for NPDES permit renewal and \$8,000 for ISCO autosampler replacement. From Storm Drainage there is \$16,000 for ISCO avalanche autosamplers and \$10,000 for adding SCADA monitoring to a lift station. One time expense shared by the Water, Sewer and Storm Drainage Funds include \$45,000 for spectrophotometer replacement, \$60,000 for multi-parameter discrete analyzer replacement, \$12,000 for a digester block, and \$27,000 for utility network upgrade consulting. The Water Fund, Storm Drainage Fund and Streets Fund are sharing the \$100,000 cost for road operations asphalt and concrete crushing at Dickens Yard. Finally the Streets Fund includes \$40,000 for snow plow blade adaptors and the Parks & Greenway Fund includes \$35,000 for painting of the Collyer tennis/pickleball court.

### **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 allowed for the addition of a total of 47.38 FTE through 2018 including 6 FTE in Communications, 1 FTE in Emergency Management, 27 FTE in the Police Department, 11 FTE in the Fire Department, 2 Gang Intervention FTE in Children, Youth and Families, and .38 FTE for Graffiti Removal. It also 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 five years has allowed for the addition of 45 new FTE including 6 FTE in Communications, 30 FTE in the Police Department, 7 FTE in the Fire Department, 7 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 \$3.7 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 \$16.5 million of funding for public safety in this 2023 budget, including new ongoing resources of 1 FTE in Communications, 3 FTE in the Fire Department and 4 FTE in

Community Health and Resilience. The tax is also funding \$15,300 of ongoing expenses and \$73,734 of one-time expenses to support the new positions, \$29,905 for overtime expenses, \$40,000 for ammunition for training, \$24,000 for lease of license plate reader cameras, and \$180,100 for in car camera system support. It also is providing one-time expenses of \$50,000 to replace the security camera system at the Safety & Justice Center, \$30,000 for bomb squad robot components, \$20,176 for cradlepoint replacements, \$15,000 for ballistic vests replacements, \$12,000 for a kinetic breaching tool, \$11,000 for a civil fingerprint workstation, \$22,000 for fencing at the firing range, \$30,000 for range floor painting, \$8,671 for cellebrite licensing and training, \$7,000 for RSA token renewal, \$6,720 for computer monitor replacements, \$4,000 for bathroom partitions, and \$5,500 for CISCO switches at the Safety & Justice Center. One time funding is also provided of \$470,000 for vehicle replacements that will help to implement a take home car program in Police. The program also has \$100,000 of funded ongoing cost from the Public Safety Fund.

The proposed 2023 General Fund budget includes over \$42.2 million of funding for public safety services, which includes 258.0 FTE. New resources for Public Safety from the General Fund include ongoing resources of \$86,491 for overtime, \$58,988 for Fire Manager RMS software increase, \$20,000 for one-gun firearm system & handgun reimbursements, \$18,200 for recruiting expenses, \$6,000 for promotion assessments, \$13,999 for increased licensing, \$15,000 for Fire operating costs increases, \$10,000 for mental health services, \$7,000 for SANE exam cost increase, \$6,600 for Guardian tracker software, \$5,000 for IAPD certification training, \$5,000 for cellular connectivity, \$4,500 for subscription increases, \$3,300 for AFIS access and compliance, \$3,000 for patrol badges, \$2,500 for Power DMS software, and \$2,599 for the annual increase in the Longmont Emergency Unit contract. The 2023 budget includes one-time resources from the General Fund for Public Safety totaling \$1,598,447. These one-time expenses include, for Police, \$77,000 for ballistic vests replacement, \$33,055 for replacement drones and upgrades, \$30,800 for Public Safety emergency radio system upgrade, \$35,002 for furniture & equipment for Property & Evidence, \$20,000 for bomb technicians training, \$16,976 for replacement PC upgrades, and \$11,000 for 40MM multi-launchers. One time funding is also provided of \$1,000,000 toward the take home car program along with up to \$300,000 of ongoing expense. One-time expenses for Fire include \$170,250 for a Tech Rescue box truck, \$40,000 for fire station furniture, \$25,000 for personal emergency fire shelters, and \$25,000 for tech rescue training. One-time expenses for Public Safety Support Services include \$30,264 for cradlepoint replacements, \$27,500 for computer replacements, and \$6,600 for PlanIT scheduling software. There is also \$50,000 of one time funding to convert Courtroom B to an Emergency Operations Center & training room.

One of the most significant proposed additions in the General Fund and the Public Safety Fund is the creation of a take home car program for the Police department. In order to accomplish this it will take at least three budget years to completely fund the program. The primary driver of this change is related to the recruitment and retention of police officers. As we know, employers throughout the country are having significant difficulties filling vacancies. This challenge is even more significant in police departments for several reasons. Over the last two years we have been seeing that take home cars are becoming a significant factor in where police recruits choose to work. We are also seeing that many of the police agencies we compete with offer a take home car. We are also starting to see this become a retention issue. Due to the hiring crises in the police field, many organizations are changing their approaches rapidly and we are seeing interest from our staff in locations that provide a take home car. The second issue that has come to our attention is the lack of efficiency that we have in our current operation model. Patrol officers are now required to carry a large amount of equipment in their vehicles. It takes approximately thirty minutes before and after their shifts to transition their equipment in and out of their patrol vehicle. This change will allow Public Safety to minimize the lost time in the transition and have officers on the street more quickly.

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 2023 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 2023 proposed budget you will receive a copy of the proposed 2023-2027 CIP. The CIP is broken into major categories of capital projects. For the year 2023, those categories are proposed to be funded with the following dollar levels of capital projects. A list of the projects proposed to be funded from the 2023 Public Improvement Fund can be found under the *Other Funds* section of this proposed budget. Some highlights on specific infrastructure projects are below. For detail on individual projects please refer to the proposed 2023-2027 CIP.

Downtown Redevelopment projects	\$ 160,000
Drainage projects	1,496,100
Electric projects	8,351,935
Parks, Recreation and Open Space projects	10,750,771
Public Buildings and Facilities projects	4,006,587
Broadband projects	3,700,529
Sanitation projects	520,000
Transportation projects	23,014,417
Wastewater projects	4,938,000
Water projects	7,051,211

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 performed an alternatives analysis and assisting with pilot studies in 2020. Design was undertaken in 2021 with construction anticipated to begin in late 2022. Infrastructure renewal projects at the wastewater plant will continue into 2023, as well as the initiation of design for the addition of Digester #4. 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 called for expenditure 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 which is essentially complete at a budget of up to \$8.6 million, the Library which is essentially complete at a budget of up to \$2.12 million the Safety and Justice Center at a budget of up to \$3 million, and other aging City facilities at a cost of up to \$2.5 million. Amounts unspent from the Civic Center & Library budgets can be used on the Safety & Justice project and the other aging facilities. Additionally, the bond provided \$9.4 million toward the 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 proposed in the 2023 budget for annual rehab and replacement of core building infrastructure at or within City facilities, including \$75,000 for roofs, \$722,585 for HVAC systems, \$127,523 for boilers, \$161,600 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, \$44,100 for UPS repair and



replacement, and \$226,240 for parking lots. There is also \$309,970 for ADA improvements at municipal buildings.

The Northern Colorado Municipal Subdistrict has initiated construction on the Chimney Hollow Reservoir Project. The City of Longmont is participating in this water storage project that will provide Longmont with 7,500 acre-feet of storage to be used to firm the yield of the City's existing shares of Windy Gap water, further enhancing the value and resiliency of the City's water supply. The new reservoir and associated improvements are anticipated to be completed over the next three years.

Expansion of the Nelson-Flanders Water Treatment Plant was recommended in the Integrated Treated Water Supply Master Plan as the preferred alternative over continued maintenance of the Wade Gaddis Water Treatment Plant as well as to meet water demand forecasted for build-out of the Longmont Planning Area. The City's Wade Gaddis water treatment plant, 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 2023 due to delays in component availability and increased project cost estimates.

An updated Wastewater Collection System Master Plan was presented to Council in 2021 and will inform a wastewater rate study which will be brought to Council in fall 2022. Updated storm drainage rates have been recommended to Council for the period of 2022 to 2024. These rates will support a potential bond issuance which will appear on ballots this November. They will also allow the utility to address the most pressing needs of the storm sewer system while a Storm Drainage Master Plan and associated asset management plan are completed over the next two years.

The 2022 budget funded a full time Grant Coordinator position to continue to leverage funding available from state, federal, and local sources to maintain and improve Longmont's infrastructure. The Bipartisan Infrastructure Legislation and the Inflation Reduction Act are both significant sources of available federal funding that can potentially benefit local governments by providing funding for infrastructure and for improvements that align with Longmont's climate goals. Maximizing external funding in the form of grants can help to reduce the costs paid by rates over time.

In 2016, the invasive insect Emerald Ash Borer (EAB) was found in Longmont. The arrival of this devastating insect 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, seven 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 of 2020. 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. In addition to the CATF, the Equitable Climate Action Team (then known as the Just Transition Plan Committee) worked concurrently to develop recommendations to ensure climate action meaningfully incorporates equity, which were also included in the report. Staff evaluated the final CATF recommendations based on cost, greenhouse gas reduction potential, community and equity impacts, and resource needs and timelines for each of these recommendations, which were presented to and approved by Council in December 2020. Twelve recommendations were identified for near-term implementation the majority of which are underway.

Work underway in 2022 includes: 1) launching zero waste efforts, including the update to the Zero Waste Resolution and the Universal Recycling Ordinance, 2) ongoing collaboration with the Museum for the Climate Lecture Series, 3) a Climate Risk and Vulnerability map project, 4) drafting the Beneficial Electrification plan for Council's review in the fall, 5) evolving the Just Transition Plan Committee to the Equitable Climate Action Team (ECAT) to provide insight and feedback on the implementation of equity-based climate action recommendations, and 6) continued coordination of the Longmont Sustainability Coalition. The 2023 proposed budget includes new one-time funding of \$150,000 to continue implementation of zero waste initiatives, as well as continuing funding for the above efforts.

The City receives annual funding 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 is required to contribute a 25% cash match to make use of the funding. The 2022 Sustainability Tax included continued funding for the Equity and Engagement Specialist position, an additional phase of the Climate Risk and Vulnerability Mapping project, and a program of providing compostable take-out containers to test their success in promoting waste diversion in small businesses. The projected grant amount for 2023 is approximately \$120,000 with a cash match of \$30,000.

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. This was followed in 2020 by the introduction of discounts for income-qualified and COVID-19 impacted families and in 2021 by participation in the federal Emergency Broadband Benefit, furthering NextLight's 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, and further invest in the network's reliability through regular

maintenance and rehabilitation of equipment. The 2023 amount budgeted to continue building the network and installing customers is \$3.1 million.

Longmont Power & Communications' continues to emphasize innovative service for the Electric Utility, 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 2023 the Electric Utility will fund \$1.5 million for the 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 \$3.1 million in 2023, 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 and Rehabilitation project has allowed LPC to significantly increase reliability by deploying animal protection devices, installing fault indication equipment, and completing area capacity and switching improvements. This project also includes the proactive replacement of aging infrastructure and the repair and replacement of damaged electrical equipment. The newly established projects for Electric Grid Modernization and Distributed Energy Resources Innovation & Solutions may include distribution automation and demand response projects, as well as demonstration projects to encourage adoption of consumer-facing technologies. 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.

The Advance Longmont Partners Steering committee meets monthly to collaborate on the implementation of the Advance Longmont 2.0 economic development strategy. The Collective Impact Model includes 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), 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 City of Longmont remains focused on the overall business climate, including an equitable and fair development review process, quality infrastructure, affordable and reliable utilities, and access to excellent community amenities citywide. Affordable and attainable housing continues to be a priority focus area of both the City Council and staff. The City continues to focus on long-range planning as seen from the adoption of Envision Longmont, the Main Street Corridor Plan, STEAM, Sugar Factory, the First & Main Transit Station and a performing arts and convention center.

The one-stop Development Services Center (DSC) at 4th Avenue and Kimbark Street continues to provide a convenient single location for residents, contractors and developers by providing customer service assistance

with respect to all aspects of the built environment. The City's online permitting and development application technology continues to evolve to match the demands of customers looking for 24/7 permitting options.

Within this proposed 2023 budget, Planning & Development Services is receiving operating resource increases of \$1,895 for contract services. This proposed budget for 2023 also includes one-time expenses of \$129,800 for Development Services for four new vehicles for Building Inspection and Code Enforcement.

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 2023 budget. The proposed budget includes \$60,000 for the Small Business Grant Program now also called RAMP, \$64,500 for the Boulder County Small Business Development Center, \$30,000 for the Latino Chamber, \$5,000 for the Colorado Enterprise Fund, and \$400,500 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 targeted efforts to retain and attract primary employers. The Lodgers' Tax is projected to provide \$510,000 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." Ongoing resources added to this 2023 budget in the area of governance include \$175,000 for Microsoft enterprise agreement with licensing, \$29,000 for enterprise mobility & security, \$24,000 for CJIS compliance tool in ETS, \$35,000 for drug screens & physical abilities tests, \$56,937 for Munirev sales & use tax system, \$20,000 for sales tax contract auditing, \$35,683 for temporary wages in payroll, \$15,875 for audit fees and \$9,535 for Munis maintenance in Accounting, \$36,500 for Onesource cost increases for utility bill outsourcing, \$24,125 for increase in PRPA costs to utility billing, \$11,792 for Westlaw subscription for the City Attorney's office, \$19,137 for HR recruiting/hiring expenses, \$7,500 for a news tracking service, \$24,000 for Maplight campaign finance software and \$6,000 for temp wages in the City Clerk's office, \$1,440 for adobe pro subscription and \$3,640 for temp wages in Purchasing, \$3,040 for Employer Council dues, \$3,000 for retirement gift cards, \$800 for supplies and \$289 for dues in Human Resources, and \$20,000 for an internship program in the Mayor & Council budget.

This proposed 2023 budget includes one-time funding of technology support in the General Fund, including \$120,000 for L2 switch replacement, \$111,000 for phone replacements, \$134,000 for programming support, \$107,000 for Nexus core router and fabric extenders in the data center, \$35,000 Netscaler appliance, \$20,000 for Nextlight firewall lifecycle replacement, \$80,000 for a web redesign, \$10,000 for wireless LAN controller implementation, \$12,000 for Informacast upgrade and support and \$45,000 for replacement of citywide surveillance camera system. There is also \$70,000 for replacement of wireless radio at Button Rock reservoir. A



portion of these technology enhancements will be offset by transfers to the General Fund from other operating funds. There are also \$92,798 of computer replacements, \$84,000 for implementation of a centralized data repository, \$28,050 for GIS architecture upgrades and \$65,000 of consulting support for the upgrades, \$17,867 for a plotter, and \$4,000 of new computers from various enterprise funds.

Other one-time expenses in the Governance area include \$15,000 for equity training in the Mayor & Council budget, \$20,000 for a replacement postage machine in the mail room, \$10,000 for public event materials and \$1,400 for a computer system upgrade in Communications, \$1,200 for a laptop upgrade in Purchasing, \$15,000 for general citywide training in the City Manager budget, and \$8,000 for shared office space furniture in Finance.

Within this proposed 2023 budget there is \$7,406,950 for the replacement of 100 vehicles and motorized equipment from the Fleet Fund. These include 29 police vehicles, 21 water/wastewater/storm drainage utility vehicles, 11 Golf vehicles and 6 Solid Waste vehicles. Resources for new vehicles not already identified above include \$53,725 for a truck in Facilities and \$60,000 for a truck in Storm Drainage. There is also \$84,000 to upgrade five vehicle replacements in LPC, \$18,000 for a vehicle upgrade in Natural Resources, \$12,000 to upgrade a van replacement in PWNR, and \$410,000 to upgrade diesel engines to CNG engines in Solid Waste vehicles. Other equipment for Fleet include \$11,500 for CGRS overfill tubes and \$7,000 for a vehicle lift adapter. Ongoing funding added for Fleet in the proposed 2023 budget includes \$346,152 for fuel due to price increases, \$27,129 for temp wages to assist the Fleet Service Coordinator, and \$1,296 for a copier lease.

As indicated earlier, the City is working to increase its General Fund reserves in accordance with its financial policy. In that regard there is \$2.5 million of fund balance that is recommended to be added to the reserves raising the overall reserve balance of the General Fund to \$19.06 million.

### **Other Expenses**

While the categories of desired results identified reflect much of the City's budget, this proposed budget for 2023 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. As stated previously in the public safety section, the most significant issue that the organization has faced over the last year is filling vacancies. This situation is not unique to Longmont and there are numerous national articles that discuss the challenges of hiring qualified individuals. The level of competition in the north metro area has increased dramatically over the last year. Our competition has been moving very fast and we are seeing local governments do things that are more aligned with what you would see from private employers. It is not uncommon to now see hiring bonuses, significant changes to vacation and how it is accrued, and entities adjust their compensation in the middle of the fiscal year. Like Longmont, the majority of cities that we compete with for staff are either currently in or starting compensation studies.

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.

Each year the Human Resources Department uses various salary surveys conducted by the Employers Council and the Colorado Municipal League (CML) as well as other market- and department-specific surveys to assess the City's competitive position with regard to comparable labor markets within defined recruiting areas. Surveys also provide information on salary structure projections as well as overall pay increase projections. Both private and public employers in the Denver/Boulder and Northern Colorado areas are included in these surveys plus fire districts, parks and recreation districts, public and private utility associations, housing authorities, and rural electric authorities.

The City's Financial Policy related to compensation states that "The City will strive to establish prevailing market ranges of pay for City positions." One compensation guideline in that policy is that the City's financial ability to pay is always a primary consideration. Employers Council projected earlier this year that pay ranges in 2023 will increase by 4.0% and the same was expected for actual salaries.

Staff identified earlier this year that survey data from Employers Council and CML was not fully capturing the market due to a lack of sufficient participation by other local governments, especially those that compete with Longmont in either size or location. Staff also identified a goal to have our compensation system reviewed and benchmarked against others to determine whether we were following best practices and/or how we could make improvements to our compensation system that will prepare us for the future. Thus the staff requested approval from the City Council for an appropriation for a compensation study to commence in 2022.

During the planning process for the 2023 budget, market data was considered to be unstable due to salary changes, under-reporting and position adjustments in our comparison organizations. In reviewing the information that we received from Employers Council and CML we began seeing several significant differences between what was in pay plans versus what was reported in surveys. Human Resources staff began evaluating pay plans and comparing them to the survey data in order to get a more accurate view of the current state of compensation. We also could not reconcile the 4.0% projection for pay range movement compared to what we were seeing presented nationally. Ad hoc surveys of other local governments in the state alerted us to entities granting mid-year increases and planning for 2023 pay adjustments that combined were in the neighborhood of 6%. Given the extremely tight hiring market and our recent loss of employees to other entities the decision was made to recommend a minimum of a 6% range increase for our open range employees. Additionally, for those positions which the survey data indicated were more than 6% behind market, that market gap would be covered up to an additional 6%, for a total range increase of up to 12%. Staff believes that these recommended adjustments should keep most of our positions at or close to market. For the few exceptions that may be greater than 12% behind market they will at least be receiving a fairly significant increase. In the meantime, the compensation study should provide us with more reliable market data early in 2023. If individual positions are found to be significantly behind market at that point staff will evaluate and make recommendations at that time. Within the proposed budget there is an increase in the amount of one-time funds designated for the City Manager contingency. This increase is specifically related to the compensation study and will give us the ability to make adjustments mid-year should the compensation study indicate they are needed.

This proposed budget includes funding to implement 19 job audits that reclassify employees to a new job classification based on a change in the duties they are or will be performing. 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 proposed 2022 budget has pay budgeted at 101% of market. Once the compensation study is

completed, staff will have clear direction on what it will take to hit the 102% target. In addition, we will have a more robust on-going data set that will be more timely and reliable.

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 proposed 2023 budget includes all open range salaries budgeted at 101% and allows for performance-based movement within the open range for open range employees who are below the 2023 position pay range midpoint. Performance-based movement through the range will be reviewed and is allowed, as long as the movement does not take the employee's salary beyond 101% of the 2023 position midpoint.

This proposed 2023 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.

In 2021, three year contracts for both the Police and the Fire collective bargaining units were negotiated and approved for 2022, 2023 and 2024. This proposed 2023 budget includes the increases that were negotiated in those contracts.

The 2023 budget includes \$193,515 to continue the bilingual pay compensation program. This program recognizes regular, temporary and part time non-benefitted employees who can provide translation and interpretation services in Spanish and American Sign Language, which enhances our capacity to deliver services to our diverse customers.

### **Health and Dental Benefits**

From the early 1980s through 2006 the City operated a self-insured employee health and dental benefit program. When health care costs began to skyrocket in the early 2000s the City's cost to maintain the program became excessive. Since the beginning of 2007 City health benefit costs have been stabilized through a fully insured approach with two options for employees: an HMO option from Kaiser and a triple-option plan offered by Kaiser that uses a nationwide PPO network along with an out-of-network option. Since our 2008 renewal, our average aggregate blended premium rate increase has been 3.72%. 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 16.0% of budgeted salary in 2022, and the Health Benefits Fund fund balance is expected to slightly decrease in 2022 from \$9.33 million to \$9.0 million. In recent years the fund balance had been growing with growth in compensation and, thus, contributions to the Health Benefit Fund. Due to very strong recent claims experience there will be a 4.61% decrease in the Kaiser health premium cost for 2023. With the decrease in premiums, and a minimum of a 4% to 6% increase in compensation levels from the adopted 2022 budget to the proposed 2023 budget, we project that the level of contributions to the Health Benefit Fund can be lowered to 15.0%, which would still increase the fund balance at the end of 2023 to a projected \$9.16 million. Thus, this proposed budget for 2023 includes the budgeted contributions at 15.0% of budgeted salary. Besides employee insurance benefits and related administrative and consulting costs there are three additional

ongoing uses for the Health Benefits Fund: Public Safety wellness exams at a cost of up to \$50,000; Public Safety counseling expenses of approximately \$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 used from 2019 through 2021 was as a means to reduce the unfunded liability for the defined benefit pension plan. 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 9.0% City, 6.6% for pre-2012 employees and 5.6% for post-2011 employees.

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 was one of the actuarial assumptions of the GERP. That level of return had 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.

With the 2021 actuary study the GERP Board reviewed actuarial assumptions. The Board adopted an updated mortality assumption and reduced our discount rate or assumed rate of return from 7.5% to 7.0% for all three City defined benefit plans. Our 7.5% assumption was considered high and had the effect of understating the actuarial liabilities. The result of these actions lowered the funded ratio of the GERP from 90.0% to 82.7%. In order to move the GERP toward a fully funded status the 2022 budget increased the level of required contributions to the plan as follows: City contributions from 8.4% to 9.0%; Pre-2012 employees from 6.0% to 6.6%; and post-2011 employees from 5.0% to 5.6%. With these recommended assumptions and contribution levels, it is projected that the GERP plan could reach a fully funded status in 2045.

Investment performance in 2020 and 2021 was strong with respective market value returns of 16.1% and 12.0%. From an actuarial perspective, gains and losses are recognized over five years. Thus, due to prior losses the actuarial value return was 9.8% in 2020 and 10.4% in 2021. The new GERP actuarial assumption is a 7.0% annual return. While there was an actuarial gain in 2021 on returns of \$5.97 million, there was also an actuarial gain on pay projections of \$921,894 as well as gains on post-retirement mortality and retirement experience of \$843,554. They resulted in a strong overall actuarial gain in 2021. In August the City received the 2022 actuary study, and the actuarially required contribution decreased from 15.9% to 14.9% while the funded ratio increased from 82.7% to 86.3%.

The City also sponsors two old hire defined benefit retirement plans for police and fire employees hired before April 8, 1978. As of January 1, 2022 there were only 7 participants remaining in the police plan and 9 participants in the fire plan. The 2021 actuary studies for these plans find the police plan at 117% funding while the fire plan is at 121.4% funding. For 2023, no contributions are required to be made for either plan.

In July of 2021 the City Council approved new collective bargaining agreements for Police & Fire personnel. As part of those agreements the City agreed to allow the sworn Police & Fire who are currently covered by the City Police & Fire defined contribution retirement plans to make a one-time irrevocable choice to enter into the Colorado Fire and Police Pension Association (FPPA) system. Of the Police participants, 38 chose to go to the FPPA plan while 109 chose to stay in the City plan. Of the Fire participants, 55 chose to go to the FPPA plan while 36 chose to stay in the City plan. All sworn Police & Fire hires after November 9, 2021 become members of the FPPA defined benefit plan.

For 2023, the FPPA defined benefit plan requires an employer contribution of 11.4% for re-entry employees while the FPPA hybrid plan requires an employer contribution of 13.7%. In order to be fair and competitive the City agreed to make employer contributions to the City Police & Fire defined contributions plans of 13.7% in 2023. The City contribution requirement to FPPA for all new hires after November 9, 2021 is 9.5% in 2023.

### **2022 Operating Budget Overview**

The General Fund for 2023 is balanced with \$109.83 million in sources of revenue and expenses, which is an increase of 6.64% or \$6,843,893 above the adopted 2022 budget. The growth is occurring in ongoing expenses

as one-time expenses dropped 43% from the adopted 2022 budget. There are \$104.4 million of ongoing expenses in the 2023 General Fund budget compared to \$93.5 million in 2022, an 11.7% increase.

Net ongoing expenses in the General Fund are increasing \$10,937,334 in this proposed 2023 budget. Major changes include level 1 increases of \$1,942,451, level 2 increases of \$1,108,625, ongoing increases related to one-time expenses of \$306,100, new positions at a cost of \$1,464,715, Human Service Agency increases of \$171,527, Smucker's business personal property tax rebate of \$472,113, and Longmont Public Media funding of \$12,500. There are \$878,291 of increases in pay for the Police and Fire bargaining units along with \$125,830 of step pay increases, \$25,940 of FPPA retirement contributions increases and \$33,995 for the state-administered public safety disability plan. Net pay increases for other General Fund employees require \$3,524,154 of additional budget. Longmont Housing Authority reimbursed positions total \$214,482. Increases from changes to exceptional pay, temp wages, FICA and Medicare total \$215,578. Also for 2023 there is an increase in liability insurance of \$178,375 and fleet lease charges of \$301,183. Inflation is a major factor of the increases that affect the General Fund for 2023. Specifically, the amount of funding that was required for level 1 increases is directly connected to the cost of goods and services. That amount is much larger than what we have seen in recent budgets. Also, inflation has some impact on the pay increases as well.

Decreases in ongoing expenses in this proposed 2022 budget include cost reductions in transfers to the insurance fund for workers' compensation of \$38,525.

Net ongoing budgeted revenue in the General Fund for 2022 has increased by \$10,937,334, and this also is made up of a number of changes. The largest source of the increased revenue is \$5,590,109 from sales and use tax. Another significant source of increased revenue is \$2,097,231 of property tax. This is the portion of property tax from the 2021 assessed valuation which is being used as ongoing revenue in the 2023 budget. Other sources of increased revenue are \$1,619,973 from administrative transfer fees, \$761,367 from City enterprise franchise revenues, \$362,903 of recreation revenue, \$290,000 of transfer from the Special Marijuana Tax Revenue Fund, \$214,482 from the Longmont Housing Authority, \$200,000 from the natural gas franchise revenue, \$144,163 from nongrant local revenue, \$78,841 of tree mitigation revenue, \$20,000 from state marijuana tax, \$67,000 from museum fees, \$50,000 from cable TV franchise revenue, \$15,000 from purchasing card rebates, \$407,389 from oil and gas revenues, \$8,000 of parking fines, \$33,800 of other miscellaneous fines, and \$7,596 in other intergovernmental revenue. Sources of ongoing revenue that decreased include \$316,936 from building permit revenue, \$214,819 from plan check fees, \$215,000 from court fines, \$48,400 from other court revenues, \$70,000 from shutoff reconnect fees, \$20,000 from sales tax commission, \$35,000 of library fines, \$30,000 from boulder county shared fines, \$24,000 from state severance tax, \$15,155 from telephone franchise revenue, \$14,675 from miscellaneous permits, \$3,572 from water franchise revenue, \$330 from the broadband franchise revenue, \$10,133 from miscellaneous charges for services and \$12,500 from miscellaneous revenues.

There are a total of 26.875 new FTE being added in this budget: 13.125 in the General Fund, 8.0 in the Public Safety Fund, 1.54 in the Water Fund, 1.08 in the Broadband Fund, 1.05 in the Sanitation Fund, 0.74 in the Sewer Fund, 0.75 in the Art in Public Places Fund, 0.40 in the Electric Fund, 0.15 in the Storm Drainage Fund, and 0.040 in the Streets Fund. New positions included in this budget are:

- 0.50 FTE Neighborhood Resource Specialist in Community and Neighborhood Resources from the General Fund. - This position would help to support the Neighborhood Impact Team to coordinate and help this team function within the center of excellence/collective impact operations framework. It will problem solve neighborhood issues, develop strategic action and implement, gather data and track impacts.
- One FTE Director of Human Services – This position will manage and supervise divisions that offer human services, human problem solving, and educational resources and services to Longmont community

members. Divisions included are Children, Youth and Families, Senior Services, and unhoused resources including regional collaboration with Homeless Solutions for Boulder County. The position will administer the city's human service funding process.

- One FTE Librarian I in the Library for Children's and Teens' – This position is needed to both maintain services as well as to expand them. Librarians choose and order materials appropriate for age groups assigned, provide customer service assistance at service desks including recommending materials, designing, preparing and executing programs for children and teens, accept outreach requests from schools and community organizations, plan and provide timely displays, and assist parents & caregivers in navigation of educational databases and access to materials outside of open hours.
- One FTE Recreation Program Coordinator in Recreation and Senior Services – This position would focus on increased and additional services for the intellectually and developmentally disabled community in Longmont. This position would be able to continue and enhance programs that include teen camp, Special Olympics teams, and dementia friendly recreation.
- 2.25 FTE Aquatic Facility Leads – These three 30 hour positions would replace some temporary Pool Managers. By replacing temporary Pool Manager shifts with benefitted Aquatic Facility Leads this will greatly reduce the number of temporary staff members needed and provide staff members more focused on longevity. Other advantages include routine schedules, increased safety, pump room competency, swim lesson program stability, and increased customer service.
- One FTE Senior Assistant City Attorney – This position is needed to provide adequate legal support to the Longmont Housing Authority as well as support staff that deal with multi-faceted housing issues facing the City.
- One FTE Custodial Supervisor in External Services from the General Fund – This position is needed to improve efficiency of the in house custodial staff and to provide consistent level of service and custodial processes throughout all locations.
- One FTE Security Analyst in Enterprise Technology Services – The position would give the City more resources to devote to protecting City systems and devices from ever-increasing cybersecurity threats.
- One FTE Senior Customer Service Representative in Utility Billing – The position is needed to assist customers who are struggling to pay their bills. It will act as a point of contact helping these customers to find assistance to help pay their bills. It will work in conjunction with other areas of the City which are also involved in helping customers in need such as Community Services as well as external organizations such as the OUR Center.
- 0.375 FTE Customer Service Representative in Utility Billing – This increases will raise a part time benefitted position to a full time status. The position serves as a backup to the Mail Room operation and is also involved in the billing processes. It will provide us more resources to provide daily customer support to serve an increasing customer count and increasing programs.
- One FTE Human Resources Coordinator in Shared Services – This position is needed to strengthen our recruiting efforts in a very competitive hiring environment. This position will work with established community internship programs, coordinate between city departments for volunteers, and help to make our pre-employment process more efficient.
- One FTE Procurement Specialist in Purchasing – This position will negotiate acceptable terms and conditions for contracts that are not the result of a solicitation process, assist with contract administration issues, and assist with regular reviews of standard terms and conditions as well as contract clauses.
- One FTE Financial Analyst in Finance – This position would assist with analysis of financial transactions for special finance projects, for additional Munis functionality, and for major Munis upgrades. The position will also assume tasks from the CFO including review and analysis of bonded capital projects, tax increment funded efforts, economic incentives, self-insurance funds, special funding districts, tax rebate programs and continuing disclosure for city debt issues.



- One FTE Clinician III in Community Health & Resilience from the Public Safety Fund. – This position is part of the CORE Team and responds to calls for service involving individuals with mental health needs or issues. A 4<sup>th</sup> CORE Team is being added in the proposed 2023 budget to help manage increasing crime and calls for service.
- One FTE Co-Responder Paramedic in Community Health & Resilience from the Public Safety Fund – This position is part of the CORE Team and responds to calls for service involving individuals with mental health needs or issues. A 4<sup>th</sup> CORE Team is being added in the proposed 2023 budget to help manage increasing crime and calls for service.
- One FTE Police Officer in Community Health & Resilience from the Public Safety Fund – This position is part of the CORE Team and responds to calls for service involving individuals with mental health needs or issues. A 4<sup>th</sup> CORE Team is being added in the proposed 2023 budget to help manage increasing crime and calls for service.
- One FTE Victim Advocate in Community Health & Resilience from the Public Safety Fund – This position is needed to increase our current Victim Advocate program which responds to victims of crime and/or unexpected tragedy. Under the Victim Rights Act we will need to add weekend coverage and provide services for additional crimes.
- One FTE Communications Shift Supervisor in Communications from the Public Safety Fund – This position is needed to provide full supervisory coverage to the Communication division which is a 24x7 operation. It will supervise assigned shifts, participate in activities related to the goals and operation of the Communications Center, and assist with on call duties as needed.
- Three FTE Firefighters in Fire from the Public Safety Fund – These positions are needed to help maintain minimum staffing levels due to vacancies and the lack of buffer between available vacation slots and minimum staffing.
- One FTE Public Works Technician II in Public Works and Natural Resources from the Sanitation Fund – With growth in the number of solid waste customers along with staffing challenges from absences, turnover and an inability to hire temporary labor this position is intended to help relieve those pressures.
- One FTE Water Utility Technician Lead in Public Works and Natural Resources from the Water Fund – This position is needed to help respond to a significant increase in work orders due to the passage by the State of the new 811 locate rules.
- One FTE Water Quality Analyst I in Public Works and Natural Resources from the Water Fund, the Sewer Fund, and the Storm Drainage Fund – This position is needed to respond to increased workloads in the laboratory due to new and existing regulations. It will provide specialized instrumental analysis, quality systems support, assure EPA quality assurance/quality control and develop redundancy within the Quality Systems program.
- One FTE Administrative Assistant in Public Works and Natural Resources from the Electric Fund, the Broadband Fund, the Water Fund, the Sewer Fund, the Storm Drainage Fund, the Sanitation Fund, and the Streets Fund – This position will assist the Strategic Integration admin team with efforts such as monitoring backflow, SOP updates, ordering supplies, processing purchase orders, receiving invoices, and maintaining a high level of internal and external customer service.
- One FTE Digital Navigation Manager in Broadband - The position is needed in the Customer Operations Division to meet the needs of the Smart Cities initiative and in home digital navigation and enablement.
- 0.75 FTE AIPP Program Assistant from the Art in Public Places Fund – This position will provide additional resources so that the AIPP program can sufficiently plan for the expenditure of funds earmarked for AIPP.

The overall impact of all changes to FTEs in this budget is an increase of 26.875 FTE, which brings the total budgeted positions to 1,097.65.

One-time expenses from the General Fund are \$5,411,620 in this proposed 2023 budget. Of this amount, \$4,985,487 is coming from projected available fund balance. The rest is coming from one-time revenues including \$273,634 of transfers from other funds, \$30,000 from tree mitigation revenue, \$60,000 of oil and gas royalties, \$62,500 of Union Reservoir fees.

This proposed 2023 budget for the City is one that is able to address a number of needs for the City. The two primary reasons for that are property tax revenue and sales & use tax revenue. From an ongoing perspective, 2022 was a property tax reassessment year and it provided us a significant boost in ongoing revenue. Knowing that 2023 was not a reappraisal year, last year the City Council chose to not utilize \$1.86 million of the property tax growth from the reassessment as ongoing revenue. That allowed it to be utilized as ongoing revenue in the 2023 budget instead. The more significant boost is coming from the sales and use tax. Our conservative approach to projecting sales & use tax revenue a year ago for the second half of 2021 as well as for the 2022 proposed budget has resulted in 11.8% growth in total sales & use tax budgeted from the 2022 budget to the proposed 2023 budget. One-time resources for 2023 are also strong because of the sales tax in 2021 and 2022 exceeding projections. In addition, the General Fund generated significant expenditure savings in 2021. These all contributed to significant fund balances that allowed us to address one-time expenses in the proposed 2023 budget.

Looking beyond 2023, our ability to fund adequate service levels will likely always be a challenge. Providing services is a labor-intensive effort. In 2023, 70.2% of the General Fund budget is devoted to employee-related expenses. Most of our General Fund expenses grow with normal inflationary factors, but General Fund revenues do not always grow at similar rates. When the local economy is strong it 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. Current rates of inflation have pushed that formula to the limit in 2022 and 2023. The property tax cycle does not always match up well with those changing 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 that had an impact on this proposed 2023 budget is the effect of SB21-293 that was passed at the end of the 2021 regular session. This bill temporarily reduced the assessment rate for most residential real property from 7.15% to 6.95% for the property tax years 2022 and 2023. It also reduced the assessment rate for some commercial property from 29% to 26.4%. The first year of impact is the revenue year of 2023. Last year our rough projection of the impact of this was a little over \$460,000 in 2023. From the preliminary valuations it appears that the impact is closer to \$523,967. Currently the bill only impacts the assessment rates for two years so in theory that amount would return to the City budget in 2025. It is very likely that there will be further efforts in the state to reduce property tax impacts due to the significant growth in property values.

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 impending addition of a Costco warehouse in 2023 will be a critical addition to our sales tax base. More important than having it locate in Longmont, the City dodged a bullet that Costco did not choose to locate nearby. The growth of sales tax on internet sales was boosted by the pandemic conditions in 2020 and 2021 and



it continues to grow reflecting a major change in shopping habits that appears to be here to stay. 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. The City joined the state internet portal for online filing primarily by out-of-state retailers and it will generate well over \$1 million of sales tax in 2022. It has turned out to be a significant ongoing source of revenue. The Village at the Peaks development brought growth in sales tax for the General Fund and the Public Improvement Fund and that development continues to fare well. Sales tax from the development is subject to the tax increment and must first go to repay the Certificates of Participation issued to finance public improvements at the development. Staff refinanced the COP's in April of this year which reduced even further how much of the sales tax goes toward repaying the COP's.

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 were impacted in recent years by alternative methods to secure video services. Gas franchise revenues are volatile and have tended to rise and fall in the past. 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. This year we introduced equity as a new principle or attribute against which to measure the influence of city programs. For the next budget process we plan to revisit the desired results with the City Council and the community and rescore how our city programs support the desired outcomes and guiding principles as identified by the City Council and the community.

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 and 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 proposed budget are believed to be conservative, but they do assume some growth from the local economy during 2023. It is always possible that our local economy may suffer declines in the future with the loss of existing primary or service industry jobs. Small businesses have struggled the past two years through the pandemic and some have not survived. 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**

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

**Budget Presentation Schedule**

We will provide an overview of the Proposed 2023 Operating Budget to you on August 30th. At other scheduled meetings in September, we will present specific issues identified in this budget. Included in the Supplemental Information section is the September presentation schedule, the proposed 2023 Classification and Pay Plan, and a list of one-time expenses included in this proposed budget. We do not plan to give a detailed line item presentation of the budget or presentations on each budget service. If you have specific questions on a line item or budget service, please call the Director over that budget service or Jim Golden, Chief Financial Officer, at 303-651-8629.

I thank you for your time, attention and guidance in preparing the City's operating budget for 2023. This is one of the most important tasks that you undertake each year as members of the Longmont City Council. The staff and I look forward to discussing the proposed budget with you in greater detail.

## 2023 Budget Presentations

*August 30 - Study Session*

**2023 Budget Overview  
2023 – 2027 Proposed CIP**

*September 6 - Study Session*

**Employee Compensation & Benefits  
NextLight Programs**

*September 13 - Regular Meeting*

**General Fund Budget Summary  
Public Safety Fund Budget Summary  
Public Safety Take Home Program  
Human Resources impacts**

*September 20 - Study Session*

**New positions  
One-time Expenses  
Attainable Housing  
Affordable Housing Fund  
Early Childhood Capacity Building  
529 Jump program  
Supporting Actions for Mental Health  
Human Service Agency Funding  
Grants/External funding sources  
LDDA Budget  
Library  
Use of the Marijuana Tax  
Longmont Public Media**

*September 27 - Regular Meeting*

**Priority Based Budgeting and the 2023 budget  
Financial Policies  
Public Hearing**

*October 4 – Study Session*

**Second Public Hearing  
Final Direction from Council**

*October 11 - Regular Meeting*

**Budget Ordinances**

*October 25 - Regular Meeting*

**Budget Ordinances and Resolutions**

# BUDGET PROCESS AND POLICIES

## OVERVIEW

This proposed operating budget is the City of Longmont’s comprehensive financial and operational plan for 2023. 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 2023 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 (2020 actual, 2022 budget and 2023 budget).

## LONG-RANGE PLANNING

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 - Our revenue projection policy states that 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
- ◆ 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. This document was proposed in 2016 and provides strategic direction and guidance for Longmont over the next 10-20 years. Included in this document is an implementation strategy based on near-term (1-5 years), longer-term (more than 5 years) and ongoing actions (life of plan 10-20 years).
- ◆ Quality-of-life benchmarks
- ◆ Long-range plans and rate studies for services that the City provides
- ◆ [City Council’s annual work plan](#)



## CAPITAL IMPROVEMENT PROGRAM

The 2023-2027 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 2023 are included in the 2023 Proposed Operating Budget.

## CITY'S FUND STRUCTURE

The City of Longmont uses basic fund accounting practices in its budgeting and accounting procedures that conform to the standards of the Governmental Accounting Standards Board (GASB). The City's adherence to GASB standards demonstrates financial accountability to its citizens. Fund accounting is based on the concept that certain types of revenue should be used only for certain types of expenses. For example, revenue collected from payment of electric bills should be used only to pay for providing electric service. Segregation of all electric transactions into one fund ensures that only electric activities are accounted for in that fund. The City uses fund accounting by establishing separate funds, by fund category, in its accounting system. The three categories of funds are governmental, proprietary and fiduciary. **Governmental funds**, which include general, government-type services and are financed primarily with taxes, are the general fund, special revenue funds, debt service funds, and capital projects funds. **Proprietary funds**, which include business-type activities that receive a significant portion of their funding from user charges, include enterprise and internal service funds. **Fiduciary funds** are used to account for assets held by the City in a trustee capacity. Each source of revenue is recorded in one of those funds and expenses are reported against the revenues in that fund.

The City reports on each fund separately in its [Annual Comprehensive Financial Report](#). 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 Annual Comprehensive Financial Report.

**ACCOUNTING BASIS**

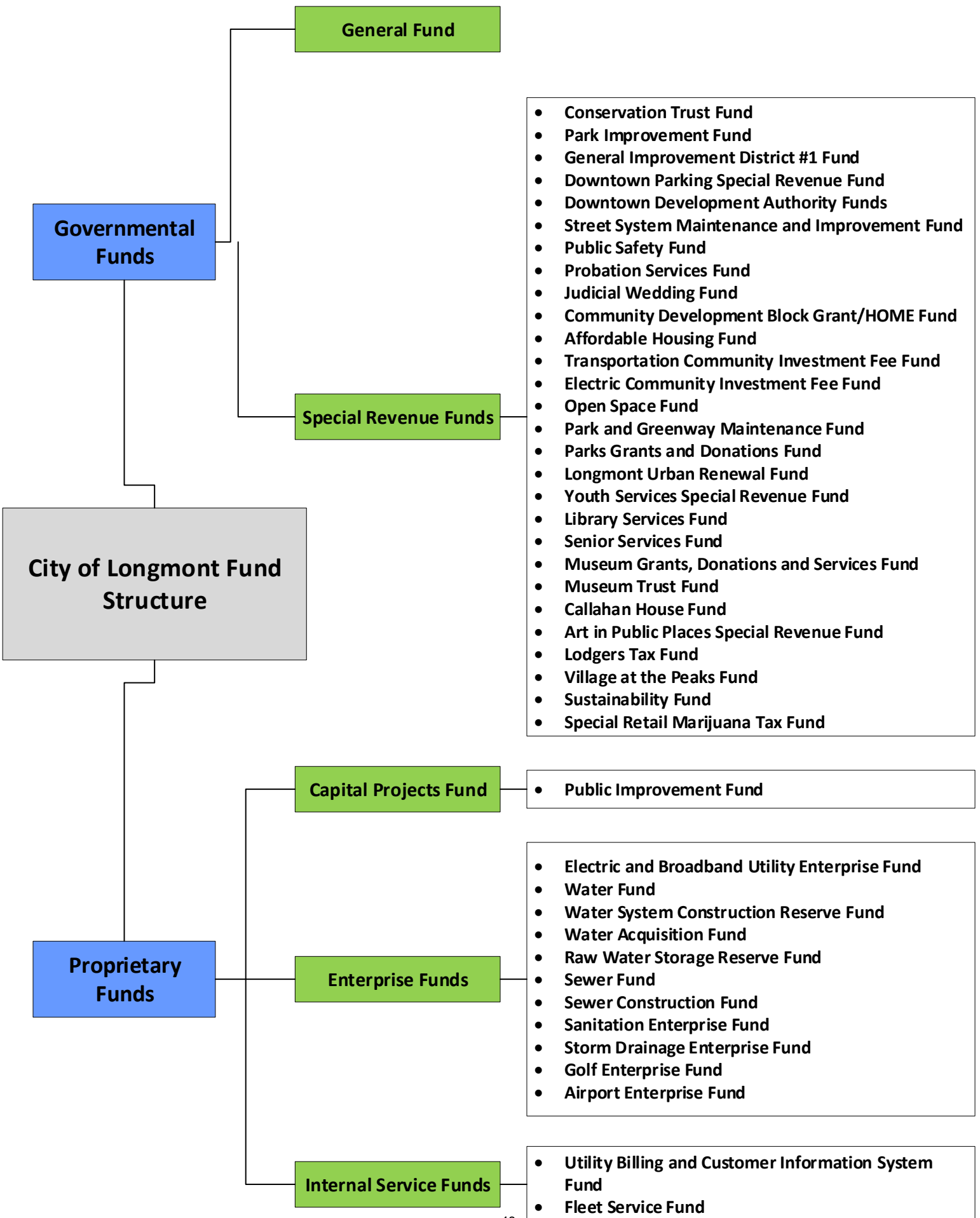
The basis of accounting for governmental funds is on a modified accrual basis: revenues are recognized when they become susceptible to accrual, expenditures are recognizable when the fund liability is incurred, except for non-current, accumulated unpaid vacation and sick pay, which are not accrued, and 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).

The underlying theme is the City's mission statement:

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



Department Fund Relationship

	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
<b>GOVERNMENTAL FUNDS</b>											
<b>GENERAL FUND</b>											
	x	x	x	x	x	x					
<b>SPECIAL REVENUE FUNDS</b>											
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						
<b>CAPITAL PROJECTS FUND</b>											
Public Improvement Fund							x				
<b>PROPRIETARY FUNDS</b>											
<b>ENTERPRISE FUNDS</b>											
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				
<b>INTERNAL SERVICE FUNDS</b>											
Utility Billing Customer Information System Fund					x						
Fleet Service Fund					x						



Major Revenues and Expenses by Fund		
	Major Revenues	Major Expenses
<b>GOVERNMENTAL FUNDS</b>		
<b>GENERAL FUND</b>	Property, sales and use taxes, franchise fees, transfers from other funds.	Police, Fire, Parks and Recreation, Library, Museum, Finance, Legal, Human Resources, et al.
<b>SPECIAL REVENUE FUNDS</b>		
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 permits.	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 grants	Affordable Housing programs and services.
Transportation Community Investment Fee Fund	Fees on new construction.	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.
Longmont Urban Renewal Fund	Sales and property tax TIF transfer to Village of the Peaks	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 revenue	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.
Traffic Safety Fund	Traffic infraction or offense surcharge	Safe routes to school program
<b>CAPITAL PROJECTS FUND</b>		
Public Improvement Fund	Use taxes.	New construction and improvements to public buildings and facilities.
<b>PROPRIETARY FUNDS</b>		
<b>ENTERPRISE FUNDS</b>		
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.
<b>INTERNAL SERVICE FUNDS</b>		
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 as follows:

- ◆ 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 proposed, 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 2023-2027 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 <https://www.longmontcolorado.gov/departments/boards-committees-and-commissions/directory-of-boards-committees-and-commissions>. 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.

<b>DATE</b>	<b>EVENT</b>
August 25	Last day for county assessors to certify the preliminary valuation for assessment of taxable real property to local governments
Tuesday, August 30	City Council Meeting: Presentation of the proposed Operating Budget and Capital Improvement Program (CIP)
Tuesday, September 6 Tuesday, September 13 Tuesday, September 20	City Council Meetings: Budget presentations
Tuesday, September 27	City Council Meeting: Budget presentation; public hearing on the proposed Operating Budget and CIP
Tuesday, October 4	City Council Meeting: Review budget revisions and receive final direction from City Council; second public hearing on the proposed Operating Budget and CIP
Tuesday, October 11	City Council Regular Meeting: First reading of the Operating Budget adoption and appropriation ordinances and ordinances adopting any fee increases
Tuesday, October 25	City Council Regular Meeting: Second reading, public hearing and final passage of the Operating Budget adoption and appropriation ordinances; ordinances adopting any fee increases; and various resolutions

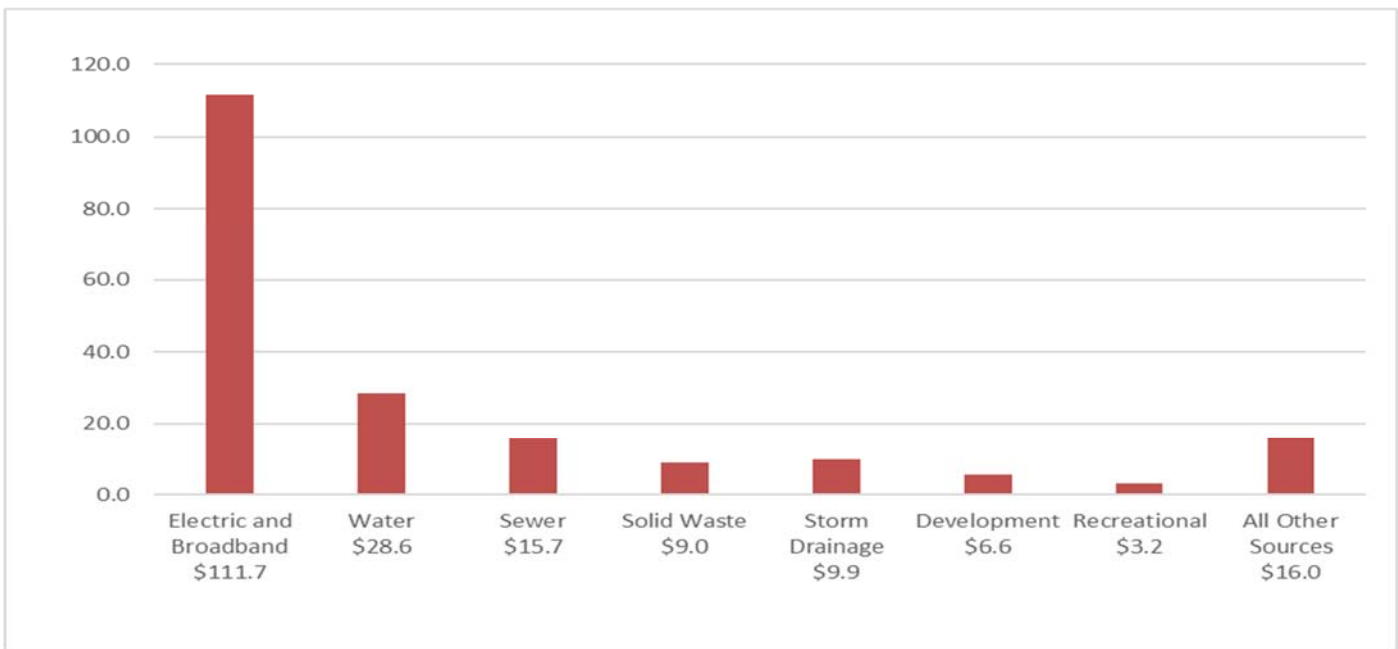
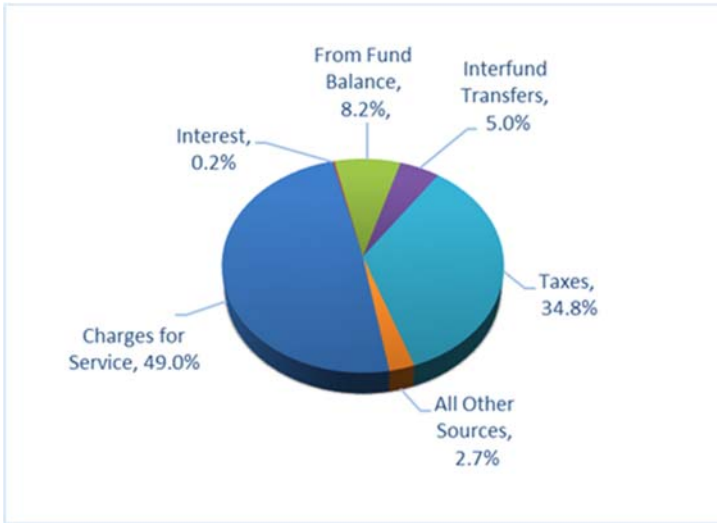
## **CHARTER REQUIREMENTS**

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.

## 2023 OPERATING BUDGET: Sources of Funds

Revenue and other sources used to support the City’s programs and projects in 2023 will come from a variety of sources and total \$414,252,645 which includes fund balance. This is 5.7% above the total revenues in the 2022 budget of \$391.7 million.

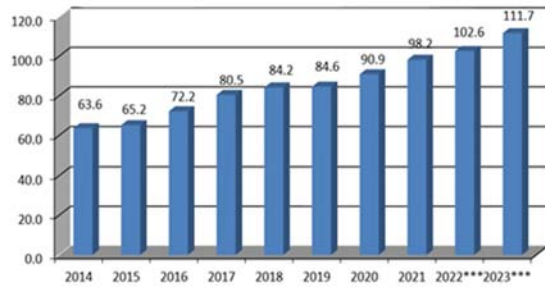
**Charges for Services, Licenses and Permits** represent 51.2% or \$185.9 million of the City’s budgeted resources. These are charges for electric, water, sewer, solid waste and storm drainage utility fees; development-related services; recreational activities, including swimming, athletic leagues, golf, 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 2023 budget is based on 75 single-family permits, 100 townhouse/condo permits, 625 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.

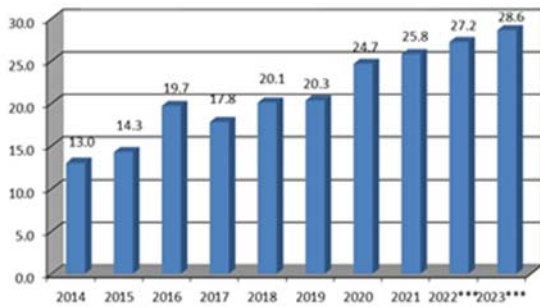


### Electric



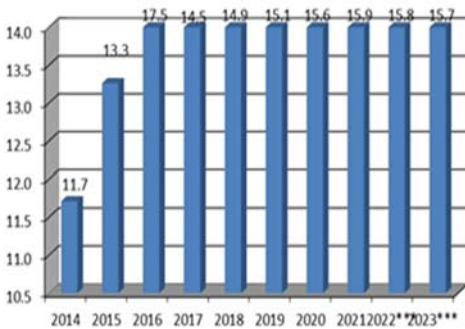
In 2015 the Electric and Telecommunications Utility Enterprise Funds were combined into the Electric and Broadband Utility Enterprise Fund. In 2023, Electric and Broadband utility revenues equal 99.49% of all electric and broadband revenues.

### Water



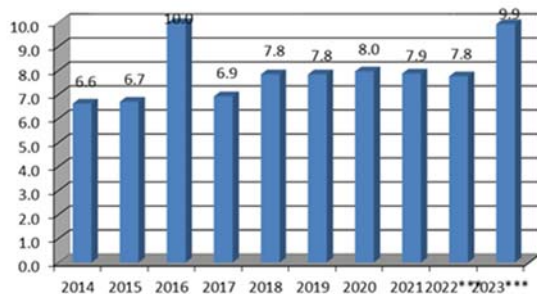
In 2023, charges for water services represent 91.3% of all water revenues.

### Sewer



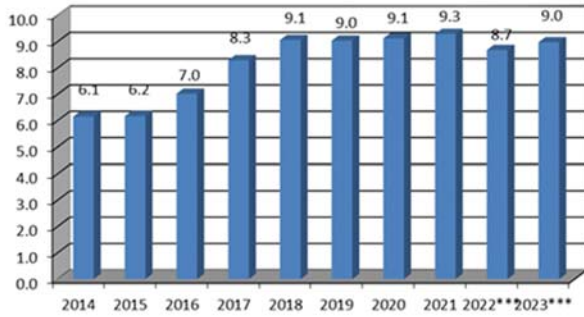
The sewer utility will receive 97.1% of its revenue from charges for services in 2023. A rate increase of 2% was proposed in 2017 for 2020.

### Storm Drainage



In 2023, Storm Drainage will receive 99.8% of its revenue from charges for services.

### Sanitation

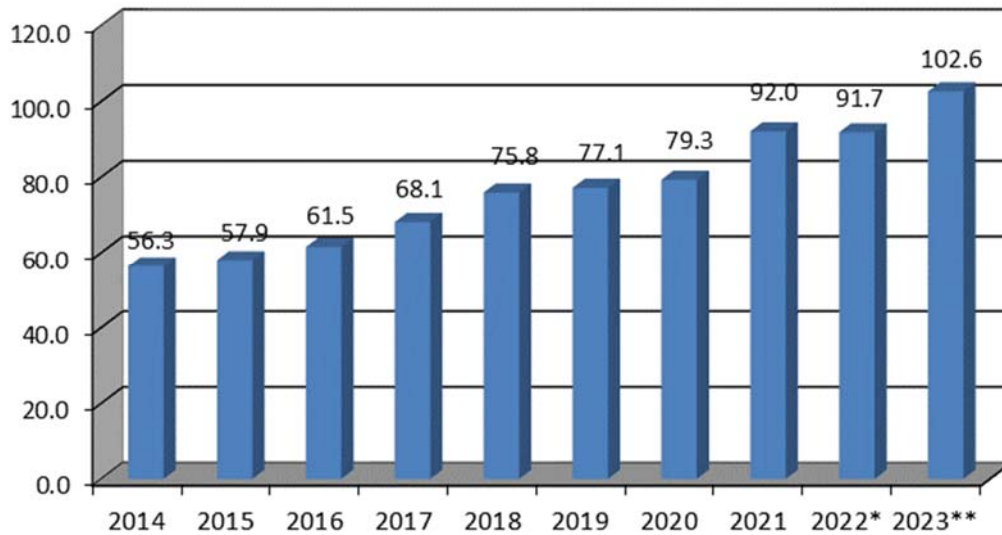


Sanitation will receive 99.7% of its 2023 revenues from charges for service. Sanitation rates changed April 1, 2017, to include a new composting service and a re-balancing of sanitation rates.

**Taxes** represent 34.8%, or \$144.3 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 46.1% 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.

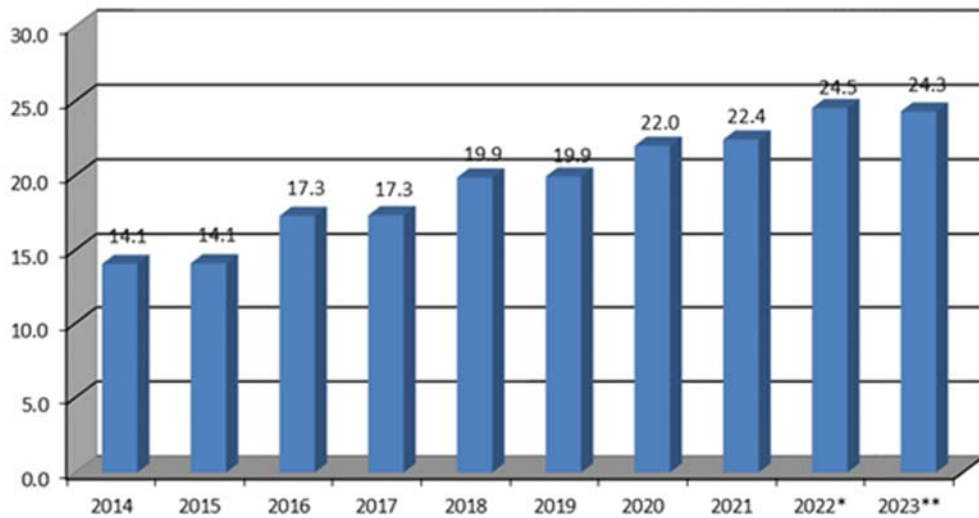
### Sales and Use Tax History



\*Estimate \*\*Budget

**Property Tax** accounts for 22.7% of the General Funds 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 2023 budget is based on preliminary assessed valuations from the county assessor’s office.

### Property Tax History



\* Estimate \*\* Budget

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

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

**Fund Balance** is a source of funds that is used primarily for funding capital and one-time purchases. In 2023, \$34,140,809 or 8.2%, of the total sources of funds will come from the use of fund balance.

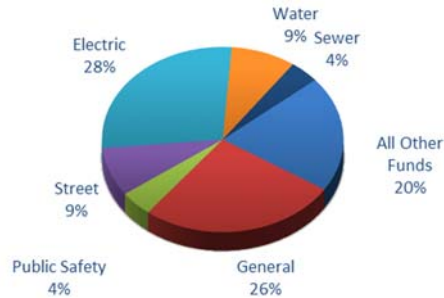
**Interfund Transfers** are payments from the City's enterprise funds for services provided by the General Fund. These include services such as utility billing, accounting, purchasing, human resources, permitting, city clerk functions, and city attorney services. This revenue is based on an estimate of time spent by General Fund services in support of the City's enterprise funds. That estimated time is then converted into a dollar figure and charged to the enterprise funds on the theory that the enterprise funds would have to pay someone to provide those services if they did not have the General Fund departments to assist them. This revenue is 0.70% of the General Fund's total revenues.

**Interest and Other Sources** are 3.2% of the City's sources of funds. Interest earnings are estimated at \$730,447 for 2023, and all other sources are \$11.34 million and include intergovernmental funds from Boulder County, state and federal governments; fines; proceeds from bonds and advances; and miscellaneous sources.

## 2023 OPERATING BUDGET: Use of Funds

The City of Longmont’s 2023 Operating Budget totals \$414,252,645

### Expenditures by Fund



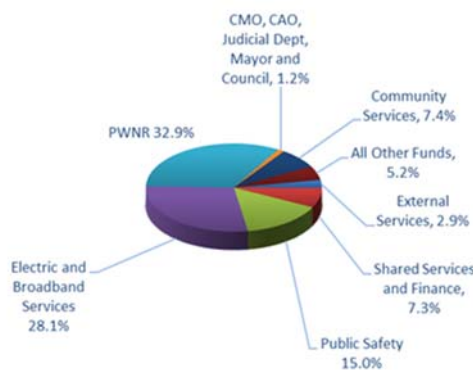
Expenditures in the largest funds include General Fund, \$109.8 million; Electric Fund, \$114.6 million; Water Fund, \$36.1 million; and Street Fund, \$35.2 million. These funds will account for 71.4% of all City expenditures in 2023. Other funds include Sewer, \$16.4 million; Storm Drainage, \$8.8 million; Open Space, \$4.0 million; Public Improvement, \$8.2 million; Sanitation, \$10.9 million; Fleet, \$13.2 million; Public Safety, \$18.4 million; and several minor funds.

### Expenditures by Category



Budgeted expenditures, by category, are personal services, \$141.9 million, which includes salaries, wages and benefits; operating and maintenance, \$156.2 million, which includes routine operating expenditures; non-operating, \$38.3 million, which include interfund transfers and interest payments; and capital, \$77.8 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, \$136.3 million (includes Water, Sewer, Sanitation, Storm Drainage, Streets, Park Improvement, Transportation Community Investment Fee, Open Space, Park & Greenway Maintenance, Conservation Trust, and Sustainability); Electric and Broadband Services, \$116.3 million; Public Safety Department, \$15.0 million (which includes Public Safety Administration, Fire and Police in both the General Fund and the Public Safety Fund);



Expenditures by Department continued:

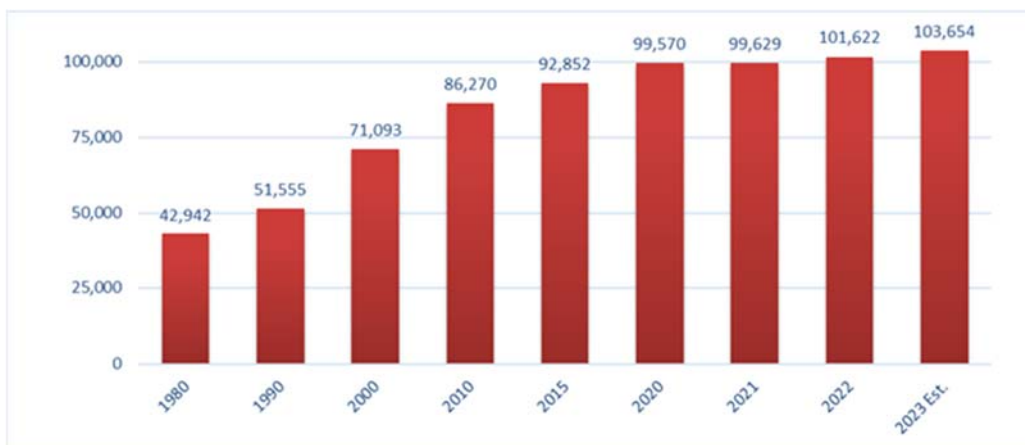
Shared Services and Finance Department, \$30.2 million (services include Accounting, Budget, Enterprise Technology Services, Purchasing and Contracts, Risk Management, Utility Billing, Recovery Office, City Clerks Office, Human Resources, Communications and Fleet); External Services Department, \$12.2 million (services include Airport, Redevelopment, Economic Development Programs and Planning & Development Services); Community Services Department, \$30.6 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 Managers Office, \$1.4 million; City Attorneys Office, \$1.9 million; Judicial Department, \$1.2 million; and Mayor and Council, \$475,913. The remaining funds total \$21.7 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.

**2019 - 2023 Budgeted FTE Positions by Department**

Department	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Mid-year Changes	2023 Budget	2022-2023 Change
Mayor and Council	7.00	7.00	7.00	7.00		7.00	0.00
City Manager	7.00	8.75	9.00	9.33	-0.50	5.75	-3.08
City Attorney	8.00	10.00	10.00	10.00		11.00	1.00
Human Resources	8.00	8.00	0.00	0.00		0.00	0.00
Judicial Department	8.50	8.50	8.50	8.50		8.50	0.00
Shared Services and Finance	97.88	93.63	101.37	108.00	2.03	115.58	5.55
Community Services	0.00	0.00	117.50	122.30	2.50	129.20	4.40
External Services	150.61	156.75	63.50	67.40	0.91	69.30	0.99
Electric and Broadband Utilities	100.84	108.04	111.90	122.53	4.25	127.69	0.91
Public Safety	332.00	354.00	354.00	359.00		368.00	9.00
Public Works and Natural Resources	247.16	249.46	225.36	241.07	2.60	251.75	8.09
Downtown Development Authority	3.71	3.63	3.63	3.63	0.25	3.88	0.00
<b>TOTAL</b>	<b>970.70</b>	<b>1007.76</b>	<b>1011.76</b>	<b>1058.76</b>	<b>12.030</b>	<b>1097.655</b>	<b>26.87</b>

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 - 2023**



## Summary of Financing Sources and Uses

	2021 Actual	2022 Budget	2023 Budget
<b><u>Revenues and Other Financing Sources</u></b>			
Taxes	131,102,595	132,122,727	144,312,966
Licenses and Permits	4,646,240	4,061,843	3,468,910
Intergovernmental Revenue	26,369,722	15,137,645	5,588,249
Charges for Service	183,484,898	185,877,857	199,623,628
Fines and Forfeits	731,394	848,800	671,041
Interest Earnings	(1,108,078)	959,986	730,447
Interfund Transfers	23,055,116	23,935,998	20,638,097
Miscellaneous	10,887,957	2,728,600	4,152,158
Proceeds from Advance	587,984	593,546	926,340
Contribution from/(to) Fund Balance	(62,809,662)	25,503,715	34,140,809
<b>TOTAL SOURCES</b>	<b>\$ 405,262,691</b>	<b>\$ 391,770,717</b>	<b>\$ 414,252,645</b>

<b><u>Expenditures and Other Financing Uses</u></b>			
Personal Services	113,678,828	129,574,486	141,913,610
Operating and Maintenance	127,370,682	136,770,772	156,244,142
Non-Operating	15,037,832	38,796,600	38,305,085
Capital	102,391,369	86,628,859	77,789,808
<b>TOTAL USES</b>	<b>\$ 358,478,712</b>	<b>\$ 391,770,717</b>	<b>\$ 414,252,645</b>

## 2023 CONSOLIDATED FUND STATEMENT

### Sources of Funds and Expenses

The 2023 Consolidated Fund Statement on the following pages includes the sources of funds and expenses by category for each fund included in the 2023 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.

## 2023 Consolidated Fund Statement

	<b>General Fund</b>	<b>Electric and Broadband Utility Enterprise Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 25,184,474	\$ 4,189,618	\$ 2,065,208	\$ 9,708,024
 <b>SOURCES OF FUNDS</b>				
Taxes	82,294,991	-	-	-
Licenses and Permits	2,152,470	-	-	-
Intergovernmental Revenue	1,583,260	-	-	-
Charges for Service	16,247,222	111,653,014	28,620,896	15,709,600
Fines and Forfeits	671,041	-	-	-
Interest Earnings	10,000	85,000	73,800	1,600
Interfund Transfers	736,555	324,465	2,457,826	464,423
Miscellaneous	1,145,150	161,000	195,000	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>104,840,689</b>	 <b>112,223,479</b>	 <b>31,347,522</b>	 <b>16,175,623</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	77,736,393	15,758,560	8,325,965	5,379,281
Operating and Maintenance	27,365,971	81,381,234	10,313,126	5,894,083
Non-Operating	2,393,634	5,316,991	10,016,570	3,362,672
Capital	2,330,177	12,148,845	7,480,140	1,781,358
 <b>TOTAL EXPENSES</b>	 <b>109,826,175</b>	 <b>114,605,630</b>	 <b>36,135,801</b>	 <b>16,417,394</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 20,198,988	\$ 1,807,467	\$ (2,723,071)	\$ 9,466,253
Contribution to/(from) Fund Balance	(4,985,486)	(2,382,151)	(4,788,279)	(241,771)
*Fund balance in aggregate is (>or<) 10%	one time expenses	one time expenses	CIP	

\*Footnote: If fund balances in the aggregate are anticipated to increase or decline by more than 10% they are noted here.

## 2023 Consolidated Fund Statement

	<b>Street System Maintenance Improvement Fund</b>	<b>Sanitation Enterprise Fund</b>	<b>Golf Enterprise Fund</b>	<b>Storm Drainage Enterprise Fund</b>
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 10,974,548	\$ 5,091,754	\$ 2,349,712	\$ 5,474,087
 <b>SOURCES OF FUNDS</b>				
Taxes	26,067,289	-	-	-
Licenses and Permits	15,000	-	-	-
Intergovernmental Revenue	543,520	-	-	-
Charges for Service	-	8,972,000	2,758,533	9,926,500
Fines and Forfeits	-	-	-	-
Interest Earnings	59,859	22,596	6,015	16,600
Interfund Transfers	-	-	-	-
Miscellaneous	10,000	2,000	129,626	5,600
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>26,695,668</b>	 <b>8,996,596</b>	 <b>2,894,174</b>	 <b>9,948,700</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	5,273,243	3,503,637	1,612,268	2,644,047
Operating and Maintenance	7,201,245	6,721,815	1,565,453	2,183,806
Non-Operating	920,550	207,867	140,731	2,681,717
Capital	21,828,558	527,982	1,903,761	1,265,697
 <b>TOTAL EXPENSES</b>	 <b>35,223,596</b>	 <b>10,961,301</b>	 <b>5,222,213</b>	 <b>8,775,267</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 2,446,620	\$ 3,127,049	\$ 21,673	\$ 6,647,520
Contribution to/(from) Fund Balance	(8,527,928)	(1,964,705)	(2,328,039)	1,173,433
*Fund balance in aggregate is (>or<) 10%	CIP	CIP	CIP	CIP

## 2023 Consolidated Fund Statement

	Fleet Service Fund	Airport Enterprise Fund	Public Improvement Fund	CDBG/HOME Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 26,088,761	\$ 626,286	\$ 2,482,975	\$ 17,947
 SOURCES OF FUNDS				
Taxes	-	-	8,530,253	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	519,709
Charges for Service	-	627,470	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	50,000	-	10,000	-
Interfund Transfers	11,799,808	-	50,000	-
Miscellaneous	300,000	295,000	-	5,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>12,149,808</b>	 <b>922,470</b>	 <b>8,590,253</b>	 <b>524,709</b>
 EXPENSES BY CATEGORY				
Personal Services	2,111,929	231,504	-	125,611
Operating and Maintenance	3,294,277	332,029	308,000	399,098
Non-Operating	8,233	134	2,040,800	-
Capital	7,825,313	327,777	5,900,951	-
 <b>TOTAL EXPENSES</b>	 <b>13,239,752</b>	 <b>891,444</b>	 <b>8,249,751</b>	 <b>524,709</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 24,998,817	\$ 657,312	\$ 2,823,477	\$ 17,947
 Contribution to/(from) Fund Balance	 (1,089,944)	 31,026	 340,502	 -
*Fund balance in aggregate is (>or<) 10%			CIP	



## 2023 Consolidated Fund Statement

	Park Improvement Fund	Conservation Trust Fund	Electric CIF Fund	Transportation CIF Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 14,787,078	\$ 1,918,144	\$ 2,145,427	\$ 1,289,465
 <b>SOURCES OF FUNDS</b>				
Taxes	-	-	-	-
Licenses and Permits	1,211,440	-	-	-
Intergovernmental Revenue	-	1,150,000	-	-
Charges for Service	-	-	603,977	657,568
Fines and Forfeits	-	-	-	-
Interest Earnings	71,977	6,320	25,000	6,720
Interfund Transfers	-	-	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>1,283,417</b>	 <b>1,156,320</b>	 <b>628,977</b>	 <b>664,288</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	125,659	-	-
Operating and Maintenance	-	138,443	-	-
Non-Operating	-	-	-	-
Capital	2,889,960	2,384,496	1,693,515	250,000
 <b>TOTAL EXPENSES</b>	 <b>2,889,960</b>	 <b>2,648,598</b>	 <b>1,693,515</b>	 <b>250,000</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 13,180,535	\$ 425,866	\$ 1,080,889	\$ 1,703,753
Contribution to/(from) Fund Balance	(1,606,543)	(1,492,278)	(1,064,538)	414,288
 *Fund balance in aggregate is (>or<) 10%	CIP	CIP	CIP	CIP

## 2023 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>	\$ 527,279	\$ 1,023,658	\$ 7,935,237	\$ 3,561,518
 <b>SOURCES OF FUNDS</b>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	782,100	1,300,700
Fines and Forfeits	-	-	-	-
Interest Earnings	-	-	38,700	15,800
Interfund Transfers	-	260,175	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 -	 <b>260,175</b>	 <b>820,800</b>	 <b>1,316,500</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	169,179	-	-
Operating and Maintenance	-	166,219	-	-
Non-Operating	-	-	464,423	2,457,826
Capital	-	240,000	3,628,000	630,500
 <b>TOTAL EXPENSES</b>	 -	 <b>575,398</b>	 <b>4,092,423</b>	 <b>3,088,326</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 527,279	\$ 708,435	\$ 4,663,614	\$ 1,789,692
Contribution to/(from) Fund Balance	-	(315,223)	(3,271,623)	(1,771,826)
 *Fund balance in aggregate is (>or<) 10%		CIP	CIP	CIP

## 2023 Consolidated Fund Statement

	Raw Water Storage Reserve Fund	Water Acquisition Fund	Callahan House Fund	DDA Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 3,964	\$ 714,501	\$ 48,264	\$ 5,085,520
 <b>SOURCES OF FUNDS</b>				
Taxes	-	-	-	1,605,270
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	-	-	75,000
Charges for Service	-	5,000	57,900	119,400
Fines and Forfeits	-	-	-	-
Interest Earnings	-	13,700	200	2,000
Interfund Transfers	-	-	95,970	23,340
Miscellaneous	-	-	-	21,600
Proceeds from Advance	-	-	-	926,340
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>-</b>	 <b>18,700</b>	 <b>154,070</b>	 <b>2,772,950</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	-	108,862	411,025
Operating and Maintenance	-	542,000	46,676	674,240
Non-Operating	-	-	-	934,035
Capital	-	40,000	-	412,035
 <b>TOTAL EXPENSES</b>	 <b>-</b>	 <b>582,000</b>	 <b>155,538</b>	 <b>2,431,335</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 3,964	\$ 151,201	\$ 46,796	\$ 5,427,135
Contribution to/(from) Fund Balance	-	(563,300)	(1,468)	\$ 341,615

\*Fund balance in aggregate is (&gt;or&lt;) 10%

one time expenses

## 2023 Consolidated Fund Statement

	GID #1 Fund	Downtown Parking Special Revenue Fund	Affordable Housing Fund	Open Space Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 282,799	\$ 218,786	\$ 1,747,291	\$ 5,212,229
 <b>SOURCES OF FUNDS</b>				
Taxes	162,963	-	-	5,714,429
Licenses and Permits	-	90,000	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	1,000	1,000	-	195,995
Interfund Transfers	-	-	1,496,543	-
Miscellaneous	-	-	1,465,432	50,000
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>163,963</b>	 <b>91,000</b>	 <b>2,961,975</b>	 <b>5,960,424</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	44,569	59,992	572,195	736,800
Operating and Maintenance	119,470	45,800	2,002,267	736,560
Non-Operating	-	-	1,084	2,418,267
Capital	-	10,000	300,000	121,903
 <b>TOTAL EXPENSES</b>	 <b>164,039</b>	 <b>115,792</b>	 <b>2,875,546</b>	 <b>4,013,530</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 282,723	\$ 193,994	\$ 1,833,720	\$ 7,159,123
Contribution to/(from) Fund Balance	(76)	(24,792)	86,429	1,946,894

\*Fund balance in aggregate is (&gt;or&lt;) 10%

Personnel Increases

CIP

## 2023 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>	\$ 357,640	\$ 25,198	\$ 7,884,339	\$ 111,714	\$ 352,649
 <b>SOURCES OF FUNDS</b>					
Taxes	-	-	16,571,842	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	3,500	-	1,045,100	-	282,160
Charges for Service	-	150,500	38,650	-	196,700
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	5,000	-	2,600
Interfund Transfers	-	-	-	-	241,481
Miscellaneous	-	60,050	-	33,300	269,800
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>3,500</b>	 <b>210,550</b>	 <b>17,660,592</b>	 <b>33,300</b>	 <b>992,741</b>
 <b>EXPENSES BY CATEGORY</b>					
Personal Services	750	71,109	14,859,079	2,000	306,851
Operating and Maintenance	7,050	142,999	2,750,326	46,500	705,167
Non-Operating	-	-	5,592	20,500	-
Capital	-	-	788,000	-	-
 <b>TOTAL EXPENSES</b>	 <b>7,800</b>	 <b>214,108</b>	 <b>18,402,997</b>	 <b>69,000</b>	 <b>1,012,018</b>
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 353,340	\$ 21,640	\$ 7,141,934	\$ 76,014	\$ 333,372
 Contribution to/(from) Fund Balance	 (4,300)	 (3,558)	 (742,405)	 (35,700)	 (19,277)

\*Fund balance in aggregate is (>or<) 10%

Operating

CIP

Revenue



## 2023 Consolidated Fund Statement

	Museum Trust Fund	Probation Services Fund	Judicial Wedding Fund	Park Grants and Donations Fund	Park and Greenway Maintenance Fund
<i>BEGINNING</i>					
<i>FUND BALANCE</i>	\$ 130,883	\$ 114,270	\$ 23,032	\$ 92,949	\$ 1,849,831
 <b>SOURCES OF FUNDS</b>					
Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for Service	65,540	50,000	2,000	-	1,070,858
Fines and Forfeits	-	-	-	-	-
Interest Earnings	-	-	-	-	6,965
Interfund Transfers	-	-	-	-	-
Miscellaneous	-	-	-	3,600	-
Proceeds from Advance	-	-	-	-	-
Proceeds from Bonds	-	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>65,540</b>	 <b>50,000</b>	 <b>2,000</b>	 <b>3,600</b>	 <b>1,077,823</b>
 <b>EXPENSES BY CATEGORY</b>					
Personal Services	39,706	94,658	2,000	-	-
Operating and Maintenance	23,519	8,697	-	3,600	326,000
Non-Operating	-	-	-	-	15,000
Capital	-	-	-	-	1,080,840
 <b>TOTAL EXPENSES</b>	 <b>63,225</b>	 <b>103,355</b>	 <b>2,000</b>	 <b>3,600</b>	 <b>1,421,840</b>
 <i>ENDING</i>					
<i>FUND BALANCE</i>	\$ 133,198	\$ 60,915	\$ 23,032	\$ 92,949	\$ 1,505,814
 Contribution to/(from) Fund Balance	 2,315	 (53,355)	 -	 -	 (344,017)

\*Fund balance in aggregate is (&gt;or&lt;) 10%

Personnel

CIP

## 2023 Consolidated Fund Statement

	Lodgers Tax Fund	Village at the Peaks Fund	Longmont Urban Renewal Fund	Utility Billing CIS Fund
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 46,461	\$ 2,308,107	\$ 34,542	\$ 755,405
 <b>SOURCES OF FUNDS</b>				
Taxes	510,000	-	2,275,929	-
Licenses and Permits	-	-	-	-
Intergovernmental Revenue	-	256,000	-	-
Charges for Service	-	-	-	-
Fines and Forfeits	-	-	-	-
Interest Earnings	-	2,000	-	-
Interfund Transfers	-	1,809,304	-	-
Miscellaneous	-	-	-	-
Proceeds from Advance	-	-	-	-
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>510,000</b>	 <b>2,067,304</b>	 <b>2,275,929</b>	 <b>-</b>
 <b>EXPENSES BY CATEGORY</b>				
Personal Services	-	-	-	753,005
Operating and Maintenance	510,000	5,000	-	2,400
Non-Operating	-	2,042,530	2,275,929	-
Capital	-	-	-	-
 <b>TOTAL EXPENSES</b>	 <b>510,000</b>	 <b>2,047,530</b>	 <b>2,275,929</b>	 <b>755,405</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 46,461	\$ 2,327,881	\$ 34,542	\$ 0
Contribution to/(from) Fund Balance	-	19,774	-	(755,405)

\*Fund balance in aggregate is (>or<) 10%

Carryover

## 2023 Consolidated Fund Statement

	Sustainability Fund	Traffic Safety Fund	Special Retail Marijuana Tax Fund	GRAND TOTAL, ALL FUNDS
<i>BEGINNING</i>				
<i>FUND BALANCE</i>	\$ 112,124	\$ 19,087	\$ 108,918	\$ 155,081,705
 <i>SOURCES OF FUNDS</i>				
Taxes	-	-	580,000	144,312,966
Licenses and Permits	-	-	-	3,468,910
Intergovernmental Revenue	130,000	-	-	5,588,249
Charges for Service	-	7,500	-	199,623,628
Fines and Forfeits	-	-	-	671,041
Interest Earnings	-	-	-	730,447
Interfund Transfers	878,207	-	-	20,638,097
Miscellaneous	-	-	-	4,152,158
Proceeds from Advance	-	-	-	926,340
Proceeds from Bonds	-	-	-	-
 <b>TOTAL SOURCES OF FUNDS</b>	 <b>1,008,207</b>	 <b>7,500</b>	 <b>580,000</b>	 <b>380,111,836</b>
 <i>EXPENSES BY CATEGORY</i>				
Personal Services	839,280	14,453	-	141,913,610
Operating and Maintenance	281,051	21	-	156,244,142
Non-Operating	-	-	580,000	38,305,085
Capital	-	-	-	77,789,808
 <b>TOTAL EXPENSES</b>	 <b>1,120,331</b>	 <b>14,474</b>	 <b>580,000</b>	 <b>414,252,645</b>
 <i>ENDING</i>				
<i>FUND BALANCE</i>	\$ 0	\$ 12,113	\$ 108,918	\$ 120,940,896
Contribution to/(from) Fund Balance	(112,124)	(6,974)	-	(34,140,809)

\*Fund balance in aggregate is (&gt;or&lt;) 10%

Personnel

Personnel

## GENERAL FUND

### 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

### 2023 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 2023 budget, that amount is 16,563,903.

The General Fund budget includes an increase of 13.13 FTE. The total FTEs in the General Fund are 591.065.

<b>Department/Division</b>	<b>Position</b>	<b>FTE</b>
<b>FTE Additions</b>		
<i>Community Services Director</i>	Director of Human Services	1.00
<i>Library Services</i>	Librarian I	1.00
<i>Recreation Services</i>	Recreation Program Coordinator	0.50
	Aquatic Facility Lead	2.25
<i>Senior Services</i>	Recreation Program Coordinator	0.50
<i>Community Neighborhood Services</i>	Neighborhood Resource Specialist	0.50
<i>Enterprise Technology Services</i>	Security Analyst	1.00
<i>Human Resources</i>	Human Resources Coordinator	1.00
<i>Utility Billing</i>	Customer Service Representative	0.38
	Sr Customer Service Representative	1.00
<i>Finance Administration</i>	Financial Analyst	1.00
<i>City Attorney</i>	Sr Assistant City Attorney	1.00
<i>Facilities</i>	Custodial Supervisor	1.00
	Sr Project Manager <i>(moved from Public Improvement Fund)</i>	1.00
<i>Purchasing</i>	Contract Specialist	1.00
<b>FTE Reductions</b>		<b>0.00</b>
<b>Net FTE Change to the General Fund</b>		<b>14.13</b>



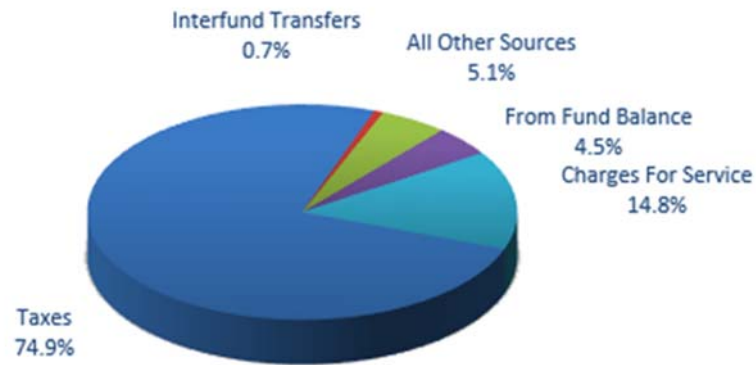
**GENERAL FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	74,476,970	76,425,693	82,294,991
Licenses and Permits	2,315,369	2,518,943	2,152,470
Intergovernmental	5,773,907	1,251,019	1,583,260
Charges for Service	13,361,218	14,442,798	16,247,222
Fines and Forfeits	681,347	848,800	671,041
Interest and Miscellaneous	2,044,866	730,261	1,155,150
Interfund Transfers	545,162	371,541	736,555
<b>TOTAL REVENUES</b>	<b>\$ 99,198,839</b>	<b>\$ 96,589,055</b>	<b>\$104,840,689</b>
<b>EXPENDITURES BY BUDGET SERVICE</b>			
Finance Administration	346,823	460,291	632,286
Accounting	1,449,589	1,530,615	1,669,037
Sales Tax	494,660	489,136	581,328
Treasury	325,418	356,516	372,827
Information Desk	63,268	75,972	77,905
Utility Billing	1,744,876	1,822,781	2,041,051
Mail Delivery	70,418	75,151	104,098
Enterprise Technology Services Operations	2,353,075	3,630,567	3,840,388
Enterprise Technology Services Applications	1,441,657	1,909,495	1,503,420
Risk Management	352,296	357,871	673,157
Safety	153,804	167,283	169,100
Wellness	77,261	91,289	95,783
Purchasing and Contracts	667,493	871,634	1,050,343
Budget	531,997	590,874	617,442
Human Resources	1,191,920	1,391,690	1,651,435
Community Services Director	1,885,179	1,849,269	2,371,517
Neighborhood Resources	442,328	547,415	829,236
Community Relations	79,348	172,511	-
Youth Services	1,082,256	1,688,175	1,627,949
Library Administration	443,521	917,824	593,483
Adult Services	1,005,652	1,100,433	1,106,058
Children's and Teen Services	544,210	562,171	699,444
Technical Services	726,720	887,560	1,105,390
Circulation	821,639	816,019	931,528

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Museum	872,225	970,121	1,084,885
Museum Auditorium	177,625	269,101	310,330
Recreation Administration	477,026	534,417	563,366
Recreation Center	1,461,311	1,538,792	1,935,562
Athletics and Team Sports	387,372	426,357	524,832
Recreation for Special Needs	15,028	41,514	87,310
General Programs and Facilities	700,139	806,639	879,406
Outdoor Recreation	34,306	30,865	30,988
Aquatics	945,162	980,183	1,238,959
Concessions	28,600	38,408	75,650
Community Events	54,150	139,477	139,477
Seasonal Ice Rink	129,840	152,065	167,369
Youth Recreation Programs	28,183	46,004	48,209
Sports Field Maintenance	325,948	297,898	348,385
Senior Services	878,310	1,150,493	1,186,652
Human Service Agencies	1,807,607	2,297,323	2,468,850
Public Safety Director	663,332	702,844	875,688
Communication Center	1,814,398	2,228,014	2,403,669
Public Safety Information and Technology Services	705,382	816,047	897,694
Emergency Management	267,982	332,376	229,203
CHAR	45,582	-	272,022
CORE	173,584	192,457	217,075
Support Services	823,406	890,642	922,071
Training and Personnel	1,329,163	1,321,466	1,361,433
Outreach	110,018	119,114	127,071
Volunteer Programs	30,618	29,334	31,337
Records Unit	572,275	702,798	734,441
Patrol	12,244,050	12,325,100	13,763,993
Investigations	3,130,763	3,324,780	3,519,905
Animal Control	560,130	593,156	618,329
Special Enforcement Unit	458,236	1,129,774	351,527
School Resource Officers	721,723	734,987	775,800
Special Operations	365,663	379,637	533,765
Traffic Unit	1,284,967	1,449,589	1,366,971
SWAT Team	611,416	712,418	439,396
Fire Operations	13,593,511	12,772,458	13,628,458
Fire Prevention	612,378	482,958	573,869
Redevelopment	147,357	271,910	283,622
Economic Development Programs	1,083,728	690,637	838,838
Development and Planning Services	1,976,524	2,149,040	2,037,737
Building Permits and Inspections	1,501,474	1,730,494	1,784,027
Transportation Planning	-	307,102	368,758
Code Enforcement	610,267	739,140	880,589
Parking Enforcement	141,426	153,898	234,428
Facility Maintenance	2,124,018	2,110,418	2,429,188
Facility Operations	1,506,467	1,856,435	2,110,524
Facility Project Management	128,496	131,682	320,484

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Parks Administration	561,311	765,181	622,229
Parks Maintenance	2,208,343	2,181,101	2,394,265
Parks Development and Improvement	212,219	215,788	247,826
Forestry Maintenance	979,465	1,116,042	1,078,225
Municipal Grounds Maintenance	333,722	317,116	350,264
Right of Way Maintenance	561,274	608,893	670,025
Union Reservoir	389,570	440,655	525,790
Parks Resource Management	154,889	204,426	204,023
Business Services	597,341	764,821	1,281,262
Engineering/Survey Technical Services	174,110	196,530	201,500
Mayor and City Council	377,756	580,339	475,913
City Manager	1,689,364	1,916,483	1,360,015
Non-Departmental	1,711,268	6,746,049	5,231,627
Recovery Office	113,952	213,047	224,685
City Clerk	504,615	567,291	635,918
Elections and Voter Registration	93,682	174,795	126,677
Communications	-	-	877,316
City Attorney	1,458,790	1,541,825	1,897,113
Judicial Department	562,282	637,416	690,187
Probation	318,177	331,580	364,968
<b>TOTAL EXPENDITURES</b>	<b>\$ 88,958,704</b>	<b>\$102,982,282</b>	<b>\$109,826,175</b>
CONTRIBUTION TO/(FROM) FUND BALANCE	\$ 10,240,135	\$ (6,393,227)	\$ (4,985,486)

## GENERAL FUND - Sources of Funds



The General Fund will receive 74.9% (\$82.3 million) of its total sources of funds from taxes in 2023. Sales and use tax collections will total \$48.3 million, or 58.7% of all taxes collected.

- ◆ Interfund transfers will account for 0.67% 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 \$426,134 of one-time revenues and a contribution from the General Fund's fund balance of \$4.9 million for one-time expenses.

### Estimating Major Sources of Funds

**Sales and Use Taxes:** From Finance Department projections. There has been actual revenue growth of 14.3% through the first six months of 2021. Projections for year-end 2022 are a combined increase for sales and use tax of 7.28%. Projections for 2023 are a 3.69% increase in sales and use tax revenue over the projected collections for 2022.

**Property Taxes:** Estimates are based on early estimates from both Weld and Boulder County Assessors Offices.

**Building Permits:** The 2023 estimate is based on projections from the Building Inspection and Planning staffs and year-to-date collections. Permit estimates include 75 single-family dwelling units, 100 townhouse/condo units, and 625 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.

Total General Fund ongoing budgeted expenses for 2023	\$	104,414,555
2023 estimated revenues and use of fund balance other than property taxes	\$	80,561,144
<b>Total revenue needed from property taxes</b>	<b>\$</b>	<b>23,853,411</b>
 <b>Mill levy to raise revenue needed from property taxes</b>		 <b>13.420</b>

Estimated assessed valuation for the tax year 2022, collected in 2023:		
Boulder County	\$	1,701,851,291
Weld County	\$	75,601,440

Average collection rate of property taxes:		
2023 est		98.5%
2022 est		98.9%
2021		98.4%
2020		98.4%
2019		98.1%
2018		98.0%
2017		98.6%
2016		98.1%
2015		98.5%
2014		99.0%

The value of real and personal property in Longmont is provided by the Boulder County and Weld County assessors. The 2023 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 2023 and the projected General Fund cash surplus for 2023.

	<b>2022 Adopted Budget</b>	<b>2023 Projected Actual</b>
Beginning Available Fund Balance	\$ 27,121,938	\$ 27,121,938
Revenues		
Sales Tax	36,444,486	39,138,155
Use Tax	6,786,514	7,486,511
Property Tax	24,083,525	24,340,215
All Other	<u>30,064,485</u>	<u>29,565,026</u>
TOTAL REVENUES	\$ 97,379,010	\$ 100,529,907
TOTAL EXPENSES	\$ 102,982,282	\$ 102,467,371
Ending Available Fund Balance	\$ 21,518,666	\$ 25,184,474

### Projected 2023 Ending Available Fund Balance

2023 General Operating Expenditures	\$ 104,414,555	
TABOR Reserve		\$ 5,210,103
Emergency Reserve		11,353,800
Fund Balance used in 2023 budget		4,985,486
Fund Balance committed to mid year increase and payables		873,231
2023 Available for Emergency Reserve		2,500,000
<i>Projected ending available fund balance</i>		<i>\$ 261,854</i>

	2021 Actual	2022 Budget	2023 Budget
<b>TAXES</b>			
Property Taxes-Current	22,087,877	21,756,180	23,853,411
Property Taxes-Delinquent	(118,173)		
Sales Taxes	36,800,579	36,444,486	40,691,258
Use Taxes	6,651,954	6,303,507	7,646,844
Cigarette Taxes	204,691	160,000	160,000
Natural Gas Franchise	857,047	700,000	900,000
Cable Television Franchise	606,862	560,000	610,000
Telephone Franchise	126,303	134,365	119,210
Electric Franchise	6,134,400	6,376,372	7,106,109
Broadband Franchise	8,646	6,461	6,131
Water Franchise	488,594	542,014	573,644
Wastewater Franchise	628,188	631,956	628,384
<i>Taxes Subtotal</i>	<i>74,476,970</i>	<i>73,615,341</i>	<i>82,294,991</i>
<b>LICENSES AND PERMITS</b>			
Liquor Licenses	1,640	10,000	10,000
Marijuana Licenses	67,800	60,000	60,000
Sales Tax Business Permits	26,375	25,000	22,000
Business Licenses	3,970	5,000	5,000
Building Permits	2,084,183	1,713,665	1,505,489
Building Permits (IDR used for ongoing)	-	529,466	420,706
Wood Burning Exemption Permits	418		
Contractor Licenses	123,600	132,000	120,475
Parade Licenses	400	250	400
Use of Public Places Permit	5,698	7,000	6,700
Alcohol in Public Places Permits	1,285	1,700	1,700
<i>Licenses and Permits Subtotal</i>	<i>2,315,369</i>	<i>2,484,081</i>	<i>2,152,470</i>
<b>INTERGOVERNMENTAL</b>			
Federal Grants	4,316,831	213,047	224,685
Nongrant Federal Revenue	42,093		
Federal Mineral Lease Distribution	28,536		
State Grants	204,145		
Nongrant State Revenue	65		
State Severance Tax	6,355	30,000	6,000
State Marijuana Tax	312,157	280,000	300,000
Local Government Grants	70,447		
Nongrant Local Revenue	136,572		144,163
Boulder County	-		154,872
St. Vrain Valley School District	144,462	148,914	
Longmont Housing Authority	439,542	474,058	688,540
Town of Frederick	5,000		
City of Lafayette	-		
Boulder County Fire IGA	-		
Hazmat Authority	20,345	30,000	20,000
Boulder County Shared Fines	47,215	75,000	45,000
Weld County Shared Fines	142	-	-
Mtn View Fire Protection	-	-	-
<i>Intergovernmental Subtotal</i>	<i>5,773,907</i>	<i>1,251,019</i>	<i>1,583,260</i>

	2021 Actual	2022 Budget	2023 Budget
<b>CHARGES FOR SERVICE</b>			
Land Development	118,336	50,000	60,000
Parks Maintenance Fee	-	-	-
Metro District Review Fee	5,500	-	-
Liquor Application Fee	14,117	28,000	30,000
Marijuana Application Fee	-	-	-
Marijuana Modification Fee	-	5,000	7,000
Maps and Publications	80	100	150
Sales Tax Commission	75,444	65,000	45,000
Purchasing Card Rebates	116,083	110,000	125,000
Rebates	-	-	-
Criminal Justice Records	35,339	29,000	29,000
Cell Tower	-	-	-
Extra Duty Police Officer Reimbursement	51,289	-	-
Sex Offender Registration Fees	12,219	11,500	11,500
Vehicle Impound Fees	3,707	4,000	4,000
Fingerprinting	-	-	-
Peer Support	-	-	-
Fireworks Stand Fees	6,000	6,000	7,000
Fire Inspection Fees	65,554	80,000	80,000
Emergency Dispatching	-	-	-
Unbilled Utility Revenue	-	-	-
Work in R-O-W Permits	2,259	2,000	3,000
Plan Check Fees	768,854	484,093	276,621
Plan Check Fees (IDR used for ongoing)	-	55,544	48,197
Variance and Appeals Board	-	-	-
Elevator Inspection Fees	62,640	46,000	46,000
Right of Way Maintenance	246,441	253,191	274,168
GID Maintenance	-	-	-
Shutoff Reconnect Fees	73,559	220,000	150,000
Disconnect Tag Fees	(179)	412,000	412,000
Recreation Center - Admission/Passes	732,561	1,227,362	1,377,362
Recreation Center - Athletic Fees	70	-	-
Recreation Center - Aquatic Fees	73,876	90,000	100,000
Recreation Center - Activity Fees	84,128	86,250	94,250
Recreation Center - Rentals	20,030	33,075	38,575
Recreation Center - Concessions	2,658	11,250	12,375
Recreation Center - Resale Merchandise	17,871	13,125	15,125
Silver Sneakers Program	101,620	112,500	127,500
Pool Fees/Passes/Lessons	422,529	467,457	512,457
Recreation Non-Resident Fees	31,448	28,350	31,185
Recreation Community Events	26,837	103,585	108,764
Union Reservoir Fees	704,747	500,000	463,290
Ice Rink Program Fees	155,908	142,242	152,910
Mobile Stage Setup	1,455	2,894	3,394
Athletic Program Fees	323,536	260,691	282,691
Recreation Activity Fees	283,832	491,803	526,803
Senior Services Subscriptions	223	200	250
Outdoor Recreation Activity Fees	39,535	58,265	62,765
Special Recreation Activity Fees	11,992	21,086	23,086

	2021 Actual	2022 Budget	2023 Budget
<b>CHARGES FOR SERVICE (Continued)</b>			
Concessions-Sandstone Ranch #2	260	-	-
Concessions-Sandstone Ranch #1	400	-	-
Concessions-Centennial Pool	203	750	825
Concession-Clark Park	1,972	-	-
Concessions-Roosevelt Park	-	354	389
Concessions-Sunset Pool	1,688	39,938	43,932
Concessions-Memorial Building	1,866	1,275	1,403
Concessions-Garden Acres	740	-	-
Concessions-Union Reservoir	-	-	-
Concessions-Ice Rink	23	2,520	2,772
Ice Rink Rentals	21,716	31,835	34,835
Memorial Building Rentals	32,279	39,277	43,777
Willow Barn Rental	30,684	18,750	21,250
Senior Center Rentals	210	17,000	6,000
Swimming Pool Rentals	61,752	49,613	56,225
Other Facility Rentals	234,887	131,250	146,250
Batting Cage Licensing Fee	1,000	1,500	3,000
Park Shelter Rentals	42,207	36,383	42,383
Museum Special Events Fee	48,089	65,000	70,000
Museum Auditorium ticket sales	29,813	72,000	110,000
Museum Auditorium rental fees	31,634	45,000	65,000
Museum Auditorium beverage sales	10,500	15,000	19,000
NSF Check	1,843	1,500	2,000
Garnishments Fee	701	800	800
Credit Card Convenience Fee	-	120,000	120,000
Admin Mgmt Fee Sanitation Fund	729,072	582,222	690,896
Admin Mgmt Fee Golf Fund	168,113	192,265	245,576
Admin Mgmt Fee Electric Fund	1,715,788	1,878,928	2,306,106
Admin Mgmt Fee Broadband Fund	413,077	485,082	564,727
Admin Mgmt Fee Water Fund	1,608,789	1,638,985	1,900,484
Admin Mgmt Fee Sewer Fund	980,944	1,015,728	1,273,721
Admin Mgmt Fee Storm Drainage Fund	663,238	624,734	771,734
Admin Mgmt Fee Airport Fund	95,780	77,744	82,794
Admin Mgmt Fee Street Fund	938,000	877,580	1,087,097
Admin Mgmt Fee Museum Services Fund	314,515	224,134	241,481
Admin Mgmt Fee Open Space Fund	171,160	311,617	297,594
Admin Mgmt Fee General Imprvmnt District	10,260	21,556	15,100
Admin Mgmt Fee Fleet Fund	305,917	302,915	369,078
Admin Mgmt Fee Oil and Gas	-	-	7,075
<i>Charges for Service Subtotal</i>	<i>13,361,218</i>	<i>14,434,798</i>	<i>16,184,722</i>

	2020 Actual	2021 Budget	2022 Budget
<b>FINES AND FORFEITS</b>			
Parking Fines	97,469	94,000	102,000
Court Fines	368,016	515,000	300,000
Court Refunds	-	-	-
Bond Forfeitures	6,020	9,000	9,000
Court Education Fees	11,910	17,000	11,000
Home Detention Services	-	-	-
Probation Monitoring Fees	15,185	18,500	17,000
Substance Abuse Group	690	1,200	500
Surcharge on Violations	35,966	50,000	35,000
Court Costs	57,434	80,000	55,000
Outside Judgments/Warrants-City	4,191	4,200	4,000
Library Fines/Penalties	24,159	35,000	-
Code Enforcement Admin Penalty	1,863	12,000	1,200
Miscellaneous Penalties	500	900	500
False Alarm Fines	9,950	6,000	10,000
Tree Mitigation Fine	-	-	78,841
Civil Penalty Abatement	23,026	-	23,000
Nuisance Abatements	-	-	-
Weed Cutting	24,968	6,000	24,000
<i>Fines and Forfeits Subtotal</i>	<i>681,347</i>	<i>848,800</i>	<i>671,041</i>
<b>INTEREST AND MISCELLANEOUS</b>			
Miscellaneous Revenue	33,264	25,000	25,000
Miscellaneous Revenue-Police	12,518	11,000	15,000
Miscellaneous Revenue-Library	2,700	200	2,000
Miscellaneous Revenue-Court	140	100	100
Miscellaneous Revenue-City Clerk	643	500	700
Miscellaneous Revenue-Fire	-	-	-
Sale of Equipment	68,740	21,000	25,000
Sale of Equipment - Cell phones	6,652	30,000	10,000
Academy Leased Resource	-	-	-
Prior Years Revenue/Expenses	43,081	-	-
Interest Income	156,398	100,000	100,000
Unrealized Gain/Loss	(223,786)	-	-
Lease of Real Property	-	-	-
Oil and Gas Lease Royalties	1,933,480	479,461	886,850
Fire Community Room Rental Fee	400	3,000	500
Private Grant/Donations	10,636	-	-
Arbor Day Tree Sales	-	-	-
Developer Participation	-	-	-
Lease Purchase Proceeds	-	-	-
<i>Miscellaneous Revenue Subtotal</i>	<i>2,044,866</i>	<i>670,261</i>	<i>1,065,150</i>



	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>INTERFUND TRANSFERS</b>			
Transfer from Electric-Tree Planting	23,000	23,000	23,000
Transfer from Electric-Rec Sponsorships	5,000	-	-
Transfer from Library Services Fund	20,500	20,500	20,500
Transfer from Senior Services Fund	-	-	-
Transfer from Special Retail Marijuana Tax	337,558	-	290,000
Transfer from Self Insurance Fund	-	-	-
Transfer from Workers Comp Fund	129,421	129,421	129,421
<i>Interfund Transfers Subtotal</i>	<i>515,479</i>	<i>172,921</i>	<i>462,921</i>
<b>TOTAL ONGOING REVENUES</b>	<b>99,169,156</b>	<b>93,477,221</b>	<b>104,414,555</b>
<b>ONE TIME REVENUES</b>			
One time Property Tax	-	2,327,345	-
One time Use Tax	-	483,007	-
Incremental Development Revenue	-	34,862	-
Boulder County	-	150,000	-
ARPA	-	98,300	-
Union Reservoir Fees	-	8,000	62,500
Oil and Gas Royalties	-	60,000	60,000
Tree Mitigation Fees	185,599	189,955	30,000
One Time Transfers from Special Retail Marijuana Tax	-	450,000	-
One Time Transfers from Other Funds	29,683	198,620	273,634
Fund Balance Reserved for Bohn Farm	-	240,000	-
Contribution from/(to) Fund Balance	(10,240,135)	5,363,272	4,985,486
<b>TOTAL ONE TIME REVENUES</b>	<b>(10,024,853)</b>	<b>9,603,361</b>	<b>5,411,620</b>
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>88,958,704</b>	<b>102,982,282</b>	<b>109,826,175</b>

### Mayor and City Council Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	103,788	157,299	172,297
Operating and Maintenance	273,968	358,040	238,616
Non-Operating	-	65,000	65,000
Capital	-	-	-
<b>TOTAL</b>	<b>\$377,756</b>	<b>\$580,339</b>	<b>\$475,913</b>

**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.

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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Mayor	1.00	1.00	1.00
Council Member	6.00	6.00	6.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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## Mayor and City Council Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	89,560	90,000	90,000
128	FICA	5,570	5,580	5,580
129	Medicare Contribution	1,303	1,305	1,305
135	Compensation Insurance	42	34	32
137	Staff Training and Conference	4,425	51,880	66,880
142	Food Allowance	2,889	8,500	8,500
	<i>Subtotal</i>	<i>103,788</i>	<i>157,299</i>	<i>172,297</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,939	5,923	5,923
216	Reference Books and Materials	261	300	300
217	Dues and Subscriptions	100,773	97,808	97,808
218	NonCapital Equip and Furniture	3,392	-	-
240	Repair and Maintenance	436	4,410	4,410
245	Mileage Allowance	942	600	600
246	Liability Insurance	2,971	3,707	4,283
250	Prof and Contracted Services	117,783	237,020	117,020
252	Ads and Legal Notices	2,255	-	-
261	Telephone Charges	1,713	4,600	4,600
263	Postage	207	500	500
264	Printing Copying and Binding	2,649	3,172	3,172
269	Other Services and Charges	38,647	-	-
	<i>Subtotal</i>	<i>273,968</i>	<i>358,040</i>	<i>238,616</i>
<b>Non-Operating Expense</b>				
970	Transfers To Other Funds	-	5,000	5,000
971	Contingency	-	60,000	60,000
	<i>Subtotal</i>	<i>-</i>	<i>65,000</i>	<i>65,000</i>
<b>Capital Outlay</b>				
440	Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$377,756</b>	<b>\$580,339</b>	<b>\$475,913</b>

## City Manager Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	1,464,116	1,583,640	1,313,232
Operating and Maintenance	225,248	257,843	46,783
Non-Operating	-	-	-
Capital	-	75,000	-
<b>TOTAL</b>	<b>\$1,689,364</b>	<b>\$1,916,483</b>	<b>\$1,360,015</b>

**FUND:** General Fund

**DEPARTMENT:** Administration

**Service Description:**

The City Manager, by City Charter, is the chief administrative officer of the City and is responsible for the efficient administration of all affairs of the City, including all matters related to the City Council. The City Manager directs the work of all City departments and subsidiary divisions; in that way, he is much like the CEO of a corporation. The City Manager works especially closely with City Clerk's Office, particularly on matters concerning the City Council, and with the Communications Division. This budget service represents two line item budgets that includes all expenditures related to the following activities:

- Leading customer service efforts for the City and resolving complaints;
- Planning coordination of City Council agendas;
- Tracking legislation;
- Delivering public information services;
- Providing administrative support for the Sister Cities program;
- Developing City-wide policies and procedures;
- Coordinating community activities; and
- Providing staff support to the Mayor, City Council members, and other City departments.

**SERVICE:** City Manager

<b>Budgeted Positions:</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
City Manager	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00
Communications Manager	1.00	1.00	0.00
Public Information Officer	0.50	0.50	0.00
Public Information Specialist	0.50	0.50	0.00
Business Analyst	0.00	1.00	1.00
Special Projects Manager	1.00	0.00	0.00
Website Coordinator	1.00	1.00	0.00
Training Coordinator	0.75	0.75	0.75
Citywide Branding & Digital Communications Specialist	0.00	0.33	0.00
Communications & Marketing Manager	0.25	0.25	0.00
Executive Assistant	1.00	1.00	1.00
<b>Total</b>	<b>9.00</b>	<b>9.33</b>	<b>5.75</b>

## City Manager Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,059,109	1,157,964	916,031
112	Temporary Wages	17,719	30,850	78,515
115	One Time Payment	20,000	-	-
121	Overtime Wages	1,451	4,398	4,398
126	RHS Plan	14,288	3,732	2,300
128	FICA	1,689	1,913	3,628
129	Medicare Contribution	13,937	17,218	14,112
131	MOPC	52,618	57,834	45,737
132	Employee Insurance	187,001	184,299	136,850
133	GERP Retirement	89,816	104,100	82,326
135	Compensation Insurance	785	449	846
136	Unemployment Insurance	373	380	301
137	Staff Training and Conference	2,129	17,803	25,488
142	Food Allowance	3,201	2,700	2,700
	<i>Subtotal</i>	<i>1,464,116</i>	<i>1,583,640</i>	<i>1,313,232</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,114	8,500	1,500
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	83,141	8,959	6,574
218	NonCapital Equip and Furniture	7,794	3,600	3,600
245	Mileage Allowance	5,007	5,430	5,430
246	Liability Insurance	2,325	1,336	4,771
250	Prof and Contracted Services	51,467	151,042	14,768
252	Ads and Legal Notices	18,217	22,630	-
261	Telephone Charges	3,313	2,680	880
263	Postage	1,309	1,360	1,110
264	Printing Copying and Binding	47,597	44,156	-
269	Other Services and Charges	964	8,000	8,000
	<i>Subtotal</i>	<i>225,248</i>	<i>257,843</i>	<i>46,783</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	75,000	-
	<i>Subtotal</i>	<i>-</i>	<i>75,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,689,364</b>	<b>\$ 1,916,483</b>	<b>\$ 1,360,015</b>

## Non-Departmental

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 non-operating expenditures (such as transfers to other funds).

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	237,379	1,160,048	987,859
112	Temporary Wages	34,543	-	28,160
123	Leave Expense	-	190,000	190,000
128	FICA	2,142	-	-
129	Medicare Contribution	3,671	-	-
142	Food Allowance	614	-	-
	<i>Subtotal</i>	<i>278,348</i>	<i>1,350,048</i>	<i>1,206,019</i>
<b>Operating and Maintenance</b>				
210	Supplies	29	-	-
218	NonCapital Equip and Furniture	34,276	-	-
240	Repair and Maintenance	5,531	-	-
250	Prof and Contracted Services	319,010	452,077	574,577
256	Refunds	127,592	10,000	10,000
269	Other Services and Charges	146,259	20,150	970,150
275	Building Permits to DDA	281,265	-	-
290	Rebates	104,879	240,000	240,000
	<i>Subtotal</i>	<i>1,018,840</i>	<i>722,227</i>	<i>1,794,727</i>
<b>Non-Operating Expense</b>				
927	Principal Notes and Contracts	-	130,000	130,000
928	Interest Notes and Contracts	2,012	-	-
950	Bad Debt	50,688	9,400	9,400
970	Transfers To Other Funds	361,380	4,234,374	291,481
971	Contingency	-	300,000	500,000
	<i>Subtotal</i>	<i>414,080</i>	<i>4,673,774</i>	<i>930,881</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	1,300,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>1,300,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,711,268</b>	<b>\$ 6,746,049</b>	<b>\$ 5,231,627</b>

### Line Item Notes:

#111 - Annual allocation for all General Fund employees for exceptional pay, and other pay related items.

#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 Public Improvement Fund and Museum Services.



### City Attorney Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	1,304,757	1,404,129	1,733,202
Operating and Maintenance	154,033	137,696	163,911
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$1,458,790</b>	<b>\$1,541,825</b>	<b>\$1,897,113</b>

**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.

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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
City Attorney	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00
Sr Assistant City Attorney	1.00	1.00	2.00
Assistant City Attorney II	2.00	2.00	2.00
Prosecuting Attorney II	1.00	1.00	1.00
Legal Administrator/Paralegal	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>

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## City Attorney Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	923,029	1,056,003	1,317,261
112	Temporary Wages	46,079	6,292	6,292
121	Overtime Wages	-	150	150
126	RHS Plan	5,471	3,600	4,000
128	FICA	2,857	390	390
129	Medicare Contribution	12,494	15,272	18,974
131	MOPC	45,934	52,344	65,113
132	Employee Insurance	163,141	166,829	194,709
133	GERP Retirement	99,843	94,219	117,203
135	Compensation Insurance	624	490	486
136	Unemployment Insurance	325	345	429
137	Staff Training and Conference	4,681	7,895	7,895
142	Food Allowance	280	300	300
	<i>Subtotal</i>	<i>1,304,757</i>	<i>1,404,129</i>	<i>1,733,202</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,949	4,853	3,141
216	Reference Books and Materials	95	2,463	2,463
217	Dues and Subscriptions	49,609	3,955	3,955
218	NonCapital Equip and Furniture	160	2,300	4,959
240	Repair and Maintenance	3,253	10,735	10,735
245	Mileage Allowance	3,640	4,000	4,000
246	Liability Insurance	1,193	1,147	12,593
250	Prof and Contracted Services	86,971	62,522	62,522
252	Ads and Legal Notices	799	-	-
255	Jury and Witness Fees	-	550	550
261	Telephone Charges	657	617	617
263	Postage	539	1,224	1,224
264	Printing Copying and Binding	4,855	1,180	3,210
269	Other Services and Charges	311	42,150	53,942
	<i>Subtotal</i>	<i>154,033</i>	<i>137,696</i>	<i>163,911</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,458,790</b>	<b>\$ 1,541,825</b>	<b>\$ 1,897,113</b>

## Judicial Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	771,480	817,866	901,468
Operating and Maintenance	108,978	151,130	153,687
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$880,458</b>	<b>\$968,996</b>	<b>\$1,055,155</b>

**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.

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

## 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.

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**SERVICE:** Municipal Court

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Municipal Judge	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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## Municipal Court Line Item Budget

		2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>				
111	Salaries and Wages	344,822	369,794	412,901
112	Temporary Wages	-	3,293	3,293
121	Overtime Wages	2,924	2,600	2,600
126	RHS Plan	1,600	1,600	1,600
128	FICA	-	204	204
129	Medicare Contribution	4,350	5,411	6,035
131	MOPC	17,241	18,490	20,645
132	Employee Insurance	57,364	58,399	61,215
133	GERP Retirement	29,002	33,281	37,161
135	Compensation Insurance	492	428	245
136	Unemployment Insurance	114	121	135
137	Staff Training and Conference	1,352	501	501
142	Food Allowance	-	-	-
	<i>Subtotal</i>	<i>459,261</i>	<i>494,122</i>	<i>546,535</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,094	7,314	7,314
216	Reference Books and Materials	648	500	500
217	Dues and Subscriptions	4,216	800	800
218	NonCapital Equip and Furniture	1,258	7,598	7,598
240	Repair and Maintenance	1,012	1,903	1,903
245	Mileage Allowance	121	-	-
246	Liability Insurance	421	404	762
250	Prof and Contracted Services	72,587	115,475	115,475
255	Jury and Witness Fees	-	200	200
263	Postage	631	2,500	2,500
264	Printing Copying and Binding	-	600	600
269	Other Services and Charges	19,034	6,000	6,000
	<i>Subtotal</i>	<i>103,021</i>	<i>143,294</i>	<i>143,652</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$562,282</b>	<b>\$637,416</b>	<b>\$690,187</b>

## Probation

**FUND:** General Fund

**DEPARTMENT:** Longmont Judicial Department

**Service Description:**

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

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**SERVICE:** Probation

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Chief Probation Officer	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00
Probation Program Specialist	0.50	0.50	0.50
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

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## Probation Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	235,918	239,609	264,813
112	Temporary Wages	1,076	2,605	2,973
115	One Time Payment	-	-	-
121	Overtime Wages	-	800	800
126	RHS Plan	1,977	1,400	1,400
128	FICA	67	162	184
129	Medicare Contribution	2,693	3,512	3,883
131	MOPC	11,769	11,981	13,241
132	Employee Insurance	37,592	37,570	39,002
133	GERP Retirement	19,796	21,565	23,833
135	Compensation Insurance	144	163	418
136	Unemployment Insurance	74	77	86
137	Staff Training and Conference	1,113	4,300	4,300
	<i>Subtotal</i>	<i>312,219</i>	<i>323,744</i>	<i>354,933</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,591	2,180	2,180
216	Reference Books and Materials	-	50	150
217	Dues and Subscriptions	150	150	150
218	NonCapital Equip and Furniture	1,440	1,250	1,600
240	Equipment Repair and Maintenance	-	80	80
245	Mileage Allowance	-	150	150
246	Liability Insurance	1,128	1,193	1,293
247	Safety Expenses	-	750	400
250	Prof and Contracted Services	850	1,000	900
261	Telephone Charges	-	200	-
263	Postage	118	300	300
264	Printing Copying and Binding	312	500	500
273	Fleet Lease Operating and Mtc	368	33	2,332
	<i>Subtotal</i>	<i>5,958</i>	<i>7,836</i>	<i>10,035</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$318,177</b>	<b>\$331,580</b>	<b>\$364,968</b>

## Community Services Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	9,379,976	10,920,316	12,750,124
Operating and Maintenance	4,681,577	5,999,119	6,265,523
Non-Operating	1,292,132	1,296,209	1,302,513
Capital	-	45,390	36,675
<b>TOTAL</b>	<b>\$ 15,353,685</b>	<b>\$ 18,261,034</b>	<b>\$ 20,354,835</b>

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

The divisions in this department are:

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

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.

### Community Services Director Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	472,821	516,375	913,392
Operating and Maintenance	2,013,422	2,423,674	2,720,432
Non-Operating	1,206,543	1,206,543	1,206,543
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 3,692,786</b>	<b>\$ 4,146,592</b>	<b>\$ 4,840,367</b>

**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

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Director of Cultural and Community Services	1.00	1.00	1.00
Director of Human Services	0.00	0.00	1.00
Community Services Project Coordinator	1.00	1.00	1.00
Communications and Marketing Specialist	1.00	1.00	1.00
Housing Compliance Manager	0.00	0.00	1.00
Administrative Coordinator	0.00	1.00	0.00
Executive Assistant	1.00	0.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>6.00</b>

## Community Services Director

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	353,993	387,310	693,618
112	Temporary Wages	15	-	-
121	Overtime Wages	725	2,589	2,589
126	RHS Plan	2,330	1,600	2,400
128	FICA	1	-	-
129	Medicare Contribution	4,476	5,598	10,057
131	MOPC	17,518	19,300	34,681
132	Employee Insurance	62,621	61,719	103,952
133	GERP Retirement	30,771	34,688	62,426
135	Compensation Insurance	186	144	140
136	Unemployment Insurance	127	127	229
137	Staff Training and Conference	59	2,500	2,500
142	Food Allowance	-	800	800
	<i>Subtotal</i>	<i>472,821</i>	<i>516,375</i>	<i>913,392</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,214	1,070	3,267
217	Dues and Subscriptions	2,004	505	505
218	NonCapital Equip and Furniture	-	2,100	1,150
240	Repair and Maintenance	5,291	9,735	4,935
245	Mileage Allowance	2,403	2,400	1,000
246	Liability Insurance	474	428	791
249	Operating Leases and Rentals	565	670	1,350
250	Prof and Contracted Services	189,444	69,839	223,980
252	Ads and Legal Notices	-	1,645	1,645
263	Postage	366	400	400
264	Printing Copying and Binding	1,054	6,809	6,809
269	Other Services and Charges	3,000	30,750	5,750
	<i>Subtotal</i>	<i>205,815</i>	<i>126,351</i>	<i>251,582</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	1,206,543	1,206,543	1,206,543
	<i>Subtotal</i>	<i>1,206,543</i>	<i>1,206,543</i>	<i>1,206,543</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,885,179</b>	<b>\$ 1,849,269</b>	<b>\$ 2,371,517</b>

## 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.

### Line Item Budget

<b>Operating and Maintenance</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
250	Prof and Contracted Services	1,807,607	2,297,323	2,468,850
	<i>Subtotal</i>	<i>1,807,607</i>	<i>2,297,323</i>	<i>2,468,850</i>
<b>Non-Operating Expenses</b>				
970	Transfers To Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,807,607</b>	<b>\$ 2,297,323</b>	<b>\$ 2,468,850</b>

## Community and Neighborhood Resources Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	467,976	639,388	752,315
Operating and Maintenance	53,700	80,538	76,921
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 521,676</b>	<b>\$ 719,926</b>	<b>\$ 829,236</b>

The Community and Neighborhood Resources Division is included in one budget services: Community and Neighborhood Response.

Note: Community and Neighborhood Support Services has now been rolled up under Community and Neighborhood Response.

## Community and Neighborhood Response

**FUND:** General Fund

**DEPARTMENT:** Community Services

**Service Description:**

This service includes Neighborhood Resources, Community Relations, and Mediation Services.

The Neighborhood Resources Program works with neighbors to identify and solve problems in individual neighborhoods; 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; 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 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Community and Neighborhood Resources Manager	1.00	1.00	1.00
Community Relations Program Coordinator	1.00	1.00	0.00
Community Relations Specialist	1.00	1.00	2.00
Neighborhood Resource Coordinator	0.00	0.65	0.65
Neighborhood Resource Specialist	0.50	0.50	1.00
Social Equity Coordinator	0.00	0.65	0.65
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>4.50</b>	<b>5.80</b>	<b>6.30</b>



## Community and Neighborhood Response

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	299,806	367,115	538,856
112	Temporary Wages	0	-	1,930
126	RHS Plan	1,400	1,660	2,520
128	FICA	-	-	120
129	Medicare Contribution	3,776	5,324	7,841
131	MOPC	14,990	18,356	26,943
132	Employee Insurance	48,746	58,275	79,605
133	GERP Retirement	25,214	32,447	48,497
135	Compensation Insurance	808	562	428
136	Unemployment Insurance	96	118	175
137	Staff Training and Conference	1,250	1,400	42,800
142	Food Allowance	234	500	2,600
	<i>Subtotal</i>	<i>396,321</i>	<i>485,757</i>	<i>752,315</i>
<b>Operating and Maintenance</b>				
210	Supplies	14,663	22,928	25,050
216	Reference Books and Materials	1,297	-	1,300
217	Dues and Subscriptions	-	-	911
218	NonCapital Equip and Furniture	1,199	7,620	4,755
240	Repair and Maintenance	-	-	150
245	Mileage Allowance	30	1,850	1,850
246	Liability Insurance	760	760	1,845
249	Operating Leases and Rentals	-	-	4,765
250	Prof and Contracted Services	17,720	28,500	3,500
252	Ads and Legal Notices	-	-	332
263	Postage	1	-	3,215
264	Printing Copying and Binding	-	-	4,248
269	Other Services and Charges	10,338	-	25,000
		<i>46,008</i>	<i>61,658</i>	<i>76,921</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 442,328</b>	<b>\$ 547,415</b>	<b>\$ 829,236</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Social Equity Coordinator	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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## Community and Neighborhood Support Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	53,490	111,972	-
112	Temporary Wages	-	1,930	-
121	Overtime	-	-	-
126	RHS Plan	-	660	-
128	FICA	-	120	-
129	Medicare Contribution	690	1,652	-
131	MOPC	2,675	5,598	-
132	Employee Insurance	8,465	17,747	-
133	GERP Retirement	4,499	9,861	-
135	Compensation Insurance	828	555	-
136	Unemployment Insurance	17	36	-
137	Staff Training and Conference	307	1,400	-
142	Food Allowance	685	2,100	-
	<i>Subtotal</i>	<i>71,656</i>	<i>153,631</i>	<i>-</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,614	3,200	-
216	Reference Books and Materials	-	1,300	-
217	Dues and Subscriptions	422	911	-
218	NonCapital Equip and Furniture	743	248	-
240	Repair and Maintenance	-	150	-
246	Liability Insurance	479	511	-
249	Operating Leases and Rentals	2,086	4,765	-
250	Prof and Contracted Services	282	-	-
252	Ads and Legal Notices	-	332	-
263	Postage	301	3,215	-
264	Printing Copying and Binding	1,766	4,248	-
	<i>Subtotal</i>	<i>7,692</i>	<i>18,880</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 79,348</b>	<b>\$ 172,511</b>	<b>\$ -</b>

*Footnote: This budget was consolidated with Community and Neighborhood Response*

### Library Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,857,561	3,260,745	3,640,378
Operating and Maintenance	684,180	1,017,872	783,525
Non-Operating	-	-	-
Capital	-	5,390	12,000
<b>TOTAL</b>	<b>\$ 3,541,741</b>	<b>\$ 4,284,007</b>	<b>\$ 4,435,903</b>

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Library Director	1.00	1.00	1.00
Marketing Coordinator	0.75	0.75	0.00
Librarian I	0.00	1.00	1.00
Campus Supervisor	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.00
<b>Total</b>	<b>4.25</b>	<b>5.25</b>	<b>4.00</b>

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## Library Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	257,064	384,382	337,414
112	Temporary Wages	38,500	57,203	60,635
121	Overtime Wages	398	750	750
122	Longevity Compensation	-	-	-
126	RHS Plan	1,200	2,100	1,600
128	FICA	2,387	3,547	3,759
129	Medicare Contribution	3,816	6,402	5,772
131	MOPC	12,853	19,219	16,871
132	Employee Insurance	50,235	61,501	50,252
133	GERP Retirement	21,619	34,595	30,367
135	Compensation Insurance	170	138	159
136	Unemployment Insurance	100	128	111
137	Staff Training and Conference	4,216	5,000	5,000
141	Uniforms Protective Clothing	-	100	300
	<i>Subtotal</i>	<i>392,558</i>	<i>575,065</i>	<i>512,990</i>
<b>Operating and Maintenance</b>				
210	Supplies	18,484	32,399	34,000
217	Dues and Subscriptions	3,796	21,100	21,100
218	NonCapital Equip and Furniture	8,810	262,200	8,250
240	Repair and Maintenance	8,769	9,369	8,000
245	Mileage Allowance	-	32	32
246	Liability Insurance	799	909	1,041
247	Safety Expenses	482	1,750	400
249	Operating Leases and Rentals	-	-	-
250	Prof and Contracted Services	4,696	12,100	3,000
261	Telephone Charges	2,558	2,050	2,500
263	Postage	136	150	150
264	Printing Copying and Binding	-	200	20
269	Other Services and Charges	2,434	500	2,000
	<i>Subtotal</i>	<i>50,963</i>	<i>342,759</i>	<i>80,493</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 443,521</b>	<b>\$ 917,824</b>	<b>\$ 593,483</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Librarian II	1.00	1.00	1.00
Librarian I	4.25	4.25	4.25
Sr Library Technician	1.25	1.00	1.00
Library Technician	2.00	2.00	1.50
<b>Total</b>	<b>8.50</b>	<b>8.25</b>	<b>7.75</b>

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## Adult Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	467,903	521,062	526,768
112	Temporary Wages	29,896	52,292	63,260
126	RHS Plan	4,710	3,300	3,100
128	FICA	1,854	3,300	3,437
129	Medicare Contribution	6,159	8,326	8,442
131	MOPC	23,065	26,056	26,338
132	Employee Insurance	84,428	83,176	78,453
133	GERP Retirement	38,798	46,649	47,409
135	Compensation Insurance	2,421	1,653	1,612
136	Unemployment Insurance	169	173	173
	<i>Subtotal</i>	<i>659,403</i>	<i>745,987</i>	<i>758,992</i>
<b>Operating and Maintenance</b>				
209	Ebooks Eaudiobooks	101,534	-	-
210	Supplies	196	-	-
211	Adult Books	125,617	220,640	223,000
213	Periodicals	13,770	13,000	13,000
214	Pamphlets and Documents	-	-	-
215	Audiovisual Materials	22,085	32,250	26,000
216	Reference Books and Materials	250	-	-
217	Dues and Subscriptions	7,074	-	-
240	Repair and Maintenance	-	-	-
245	Mileage Allowance	-	400	100
246	Liability Insurance	676	643	1,162
250	Prof and Contracted Services	14,765	6,000	4,500
263	Postage	15	200	100
269	Other Services and Charges	60,268	81,313	79,204
	<i>Subtotal</i>	<i>346,249</i>	<i>354,446</i>	<i>347,066</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,005,652</b>	<b>\$ 1,100,433</b>	<b>\$ 1,106,058</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Librarian II	1.00	1.00	1.00
Librarian I	2.75	2.75	3.75
Library Technician	1.25	1.25	1.25
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>

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## Children's and Teen Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	315,129	329,908	415,578
112	Temporary Wages	18,960	29,274	39,449
126	RHS Plan	2,271	2,001	2,401
128	FICA	1,176	1,834	1,924
129	Medicare Contribution	4,150	5,213	6,475
131	MOPC	15,741	16,496	20,779
132	Employee Insurance	51,843	52,618	61,976
133	GERP Retirement	26,478	29,476	37,402
135	Compensation Insurance	583	413	129
136	Unemployment Insurance	103	106	136
	<i>Subtotal</i>	<i>436,435</i>	<i>467,339</i>	<i>586,249</i>
<b>Operating and Maintenance</b>				
209	Ebooks Eaudiobooks	24,229	-	-
210	Supplies	1,517	6,000	6,317
212	Children's Books	71,153	75,640	95,000
213	Periodicals	399	1,000	500
215	Audiovisual Materials	8,831	10,000	8,500
218	NonCapital Equip and Furniture	1,236	-	1,000
245	Mileage Allowance	-	100	50
246	Liability Insurance	410	392	728
250	Prof and Contracted Services	-	500	500
263	Postage	-	-	-
264	Printing Copying and Binding	-	1,000	600
269	Other Services and Charges	-	200	-
	<i>Subtotal</i>	<i>107,775</i>	<i>94,832</i>	<i>113,195</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 544,210</b>	<b>\$ 562,171</b>	<b>\$ 699,444</b>

## 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, shelving returned materials, and searching the collection for items identified as missing.

**SERVICE:** Circulation

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Circulation Desk Manager	1.00	1.00	1.00
Sr Library Technician	1.00	1.00	1.00
Library Assistant	3.46	3.46	5.46
Library Page	5.00	5.00	3.50
<b>Total</b>	<b>10.46</b>	<b>10.46</b>	<b>10.96</b>

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## Circulation

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	453,588	457,942	512,141
112	Temporary Wages	194,042	182,142	230,356
126	RHS Plan	4,088	4,185	4,385
128	FICA	12,031	10,282	13,614
129	Medicare Contribution	8,334	9,044	10,610
131	MOPC	22,670	22,896	25,607
132	Employee Insurance	72,142	73,146	76,551
133	GERP Retirement	38,132	41,054	46,093
135	Compensation Insurance	1,766	1,218	473
136	Unemployment Insurance	143	148	168
	<i>Subtotal</i>	<i>806,946</i>	<i>802,057</i>	<i>919,998</i>
<b>Operating and Maintenance</b>				
210	Supplies	407	2,500	2,500
218	NonCapital Equip and Furniture	-	6,000	2,500
245	Mileage Allowance	-	32	32
246	Liability Insurance	716	680	1,298
250	Prof and Contracted Services	11,547	4,000	4,000
263	Postage	2,023	750	1,200
	<i>Subtotal</i>	<i>14,693</i>	<i>13,962</i>	<i>11,530</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 821,639</b>	<b>\$ 816,019</b>	<b>\$ 931,528</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Librarian II	1.00	1.00	1.00
Device Specialist	1.00	1.00	1.00
Sr Library Technician	0.75	1.00	1.00
Library Technician	3.50	3.50	4.25
Library Assistant	1.29	1.29	1.29
Library Page	0.50	0.50	1.00
<b>Total</b>	<b>8.04</b>	<b>8.29</b>	<b>9.54</b>

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## Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	385,166	464,403	561,288
112	Temporary Wages	42,451	52,267	121,733
121	Overtime Wages	18	-	-
126	RHS Plan	3,433	3,314	3,814
128	FICA	2,686	3,264	3,435
129	Medicare Contribution	5,482	7,498	8,942
131	MOPC	19,197	23,220	28,064
132	Employee Insurance	70,732	74,136	83,833
133	GERP Retirement	32,291	41,580	50,516
135	Compensation Insurance	624	462	340
136	Unemployment Insurance	141	153	184
	<i>Subtotal</i>	<i>562,220</i>	<i>670,297</i>	<i>862,149</i>
<b>Operating and Maintenance</b>				
210	Supplies	33,121	52,100	57,350
217	Dues and Subscriptions	16,094	18,637	18,837
218	NonCapital Equip and Furniture	-	-	2,000
240	Repair and Maintenance	96,384	128,389	142,006
246	Liability Insurance	528	547	1,048
263	Postage	589	2,100	800
264	Printing Copying and Binding	353	2,500	1,600
269	Other Services and Charges	17,430	7,600	7,600
	<i>Subtotal</i>	<i>164,499</i>	<i>211,873</i>	<i>231,241</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	5,390	12,000
	<i>Subtotal</i>	<i>-</i>	<i>5,390</i>	<i>12,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 726,720</b>	<b>\$ 887,560</b>	<b>\$ 1,105,390</b>

### Museum Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	902,469	1,006,926	1,246,147
Operating and Maintenance	147,381	232,296	149,068
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,049,850</b>	<b>\$ 1,239,222</b>	<b>\$ 1,395,215</b>

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



## Museum

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Museum Director	1.00	1.00	1.00
Museum Curator	3.00	3.00	3.00
Assistant Museum Curator	0.00	0.00	0.00
Museum Exhibitions Technician	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Registrar	0.50	0.50	0.50
Fund Development and Marketing Specialist	0.75	0.75	0.75
Visitor Services Manager	0.50	0.50	0.50
<b>Total</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>

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## Museum

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	511,018	532,764	578,661
112	Temporary Wages	59,480	84,240	239,016
115	One Time Payment	-	-	-
121	Overtime Wages	-	300	300
126	RHS Plan	4,842	3,100	3,101
128	FICA	3,688	4,254	14,819
129	Medicare Contribution	7,079	8,721	11,857
131	MOPC	25,525	26,637	28,933
132	Employee Insurance	81,982	85,242	86,799
133	GERP Retirement	42,933	47,949	52,079
135	Compensation Insurance	1,614	1,123	222
136	Unemployment Insurance	164	174	191
137	Staff Training and Conference	482	4,000	-
		<b>738,805</b>	<b>798,504</b>	<b>1,015,978</b>
<b>Operating and</b>				
210	Supplies	20,241	25,002	30,141
216	Reference Books and Materials	204	435	-
217	Dues and Subscriptions	2,657	8,420	-
218	NonCapital Equip and Furniture	4,599	63,250	-
225	Freight	1,625	2,500	1,200
240	Repair and Maintenance	9,675	16,085	25,528
245	Mileage Allowance	118	500	-
246	Liability Insurance	930	1,050	1,717
247	Safety Expenses	331	820	-
249	Operating Leases and Rentals	3,175	3,000	-
250	Prof and Contracted Services	42,884	41,325	5,000
252	Ads and Legal Notices	14,559	-	-
261	Telephone Charges	625	430	430
263	Postage	10,808	2,000	-
264	Printing Copying and Binding	15,674	-	-
269	Other Services and Charges	5,314	6,800	4,891
	<i>Subtotal</i>	<b>133,419</b>	<b>171,617</b>	<b>68,907</b>
<b>Capital Outlay</b>				
440		-	-	-
	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<b>\$ 872,225</b>	<b>\$ 970,121</b>	<b>\$ 1,084,885</b>
	<b>SERVICE TOTAL</b>			

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Auditorium and Event Manager	1.00	1.00	1.00
Visitor Services Manager	0.50	0.50	0.50
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

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## Museum Auditorium

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	98,987	100,613	110,368
112	Temporary Wages	31,361	71,415	79,421
126	RHS Plan	600	600	600
128	FICA	1,944	3,292	4,924
129	Medicare Contribution	1,649	2,229	2,752
131	MOPC	4,949	5,030	5,518
132	Employee Insurance	15,746	16,098	16,555
133	GERP Retirement	8,325	9,055	9,933
135	Compensation Insurance	69	57	62
136	Unemployment Insurance	32	33	36
	<i>Subtotal</i>	<i>163,663</i>	<i>208,422</i>	<i>230,169</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,163	2,870	3,785
217	Dues and Subscriptions	-	-	-
218	Non Capital Equipment and Furniture	1,886	1,500	-
224	Resale Merchandise	2,338	12,000	12,000
245	Mileage Allowance	14	-	-
246	Liability Insurance	175	169	349
249	Operating Leases and Rentals	-	-	-
250	Prof and Contracted Services	7,316	2,740	3,200
252	Ads and Legal Notices	30	-	-
256	Refunds	-	40,000	45,000
259	Licenses and Permits	-	1,400	1,525
263	Postage	-	-	-
264	Printing Copying and Binding	-	-	-
269	Other Services and Charges	40	-	-
273	Fleet Lease Operating and Mtc	-	-	2,493
274	Fleet Lease Replacement	-	-	11,809
	<i>Subtotal</i>	<i>13,962</i>	<i>60,679</i>	<i>80,161</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 177,625</b>	<b>\$ 269,101</b>	<b>\$ 310,330</b>

## Recreation Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	3,226,421	3,682,864	4,314,072
Operating and Maintenance	1,275,055	1,220,089	1,629,471
Non-Operating	85,589	89,666	95,970
Capital	-	40,000	-
<b>TOTAL</b>	<b>\$ 4,587,065</b>	<b>\$ 5,032,619</b>	<b>\$ 6,039,513</b>

The Recreation and Golf Division provides a variety of recreational activities for Longmont residents. There are 12 budget services in the Recreation Division.

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation and Golf Manager	0.60	0.60	0.60
Recreation Program Supervisor	0.40	0.40	0.40
Communications and Marketing Manager	0.25	0.25	0.26
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.26</b>

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## Recreation Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	172,521	185,941	214,705
112	Temporary Wages	-	-	10,176
121	Overtime Wages	944	-	-
126	RHS Plan	1,900	900	904
128	FICA	-	-	631
129	Medicare Contribution	2,179	2,697	3,261
131	MOPC	8,626	9,297	10,735
132	Employee Insurance	28,167	29,582	31,846
133	GERP Retirement	14,508	16,518	19,323
135	Compensation Insurance	80	1,555	1,579
136	Unemployment Insurance	56	61	70
137	Staff Training and Conference	129	2,000	2,000
141	Uniforms Protective Clothing	2,537	637	637
142	Food Allowance	147	-	-
	<i>Subtotal</i>	<i>231,794</i>	<i>249,188</i>	<i>295,867</i>
<b>Operating and Maintenance</b>				
210	Supplies	11,953	15,000	15,000
216	Reference Books and Materials	-	37	37
217	Dues and Subscriptions	7,423	495	5,495
218	NonCapital Equip and Furniture	420	225	10,025
240	Repair and Maintenance	3,579	16,139	16,139
245	Mileage Allowance	105	2,203	2,203
246	Liability Insurance	403	468	1,634
247	Safety Expenses	-	222	222
249	Operating Leases and Rentals	2,204	1,425	1,425
250	Prof and Contracted Services	22,984	8,964	8,964
252	Ads and Legal Notices	3,312	1,500	1,500
261	Telephone Charges	420	2,655	2,655
263	Postage	14,117	23,000	23,000
264	Printing Copying and Binding	24,465	18,774	18,774
269	Other Services and Charges	68,258	64,456	64,456
	<i>Subtotal</i>	<i>159,643</i>	<i>155,563</i>	<i>171,529</i>
<b>Non-Operating Expense</b>				
970	Transfers To Other Funds	85,589	89,666	95,970
	<i>Subtotal</i>	<i>85,589</i>	<i>89,666</i>	<i>95,970</i>
<b>Capital Outlay</b>				
470	Planning and Design	-	40,000	-
	<i>Subtotal</i>	<i>-</i>	<i>40,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 477,026</b>	<b>\$ 534,417</b>	<b>\$ 563,366</b>

## 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.

**SERVICE:** Recreation Center

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.85	0.85	0.85
Recreation Program Coordinator	1.00	1.00	2.00
Pool Technician	0.35	0.35	0.35
Fitness Specialist	0.75	1.00	1.00
Swim Lesson Specialist	0.50	0.50	0.50
Head Lifeguard	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.75	1.00	1.00
<b>Total</b>	<b>8.20</b>	<b>7.70</b>	<b>7.70</b>

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## Recreation Center

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	398,833	458,672	542,060
112	Temporary Wages	533,972	607,088	715,952
121	Overtime Wages	900	-	-
122	Longevity Compensation	-	-	-
126	RHS Plan	20,673	3,081	3,381
128	FICA	32,696	37,639	46,233
129	Medicare Contribution	12,795	15,454	18,673
131	MOPC	19,209	22,935	27,103
132	Employee Insurance	74,201	73,389	81,309
133	GERP Retirement	32,311	41,280	48,785
135	Compensation Insurance	31,243	20,298	17,181
136	Unemployment Insurance	149	151	179
141	Uniforms Protective Clothing	1,388	2,850	2,850
	<i>Subtotal</i>	<i>1,158,370</i>	<i>1,282,837</i>	<i>1,503,706</i>
<b>Operating and Maintenance</b>				
210	Supplies	12,376	18,000	18,000
217	Dues and Subscriptions	1,444	900	900
218	NonCapital Equip and Furniture	1,793	6,000	6,000
222	Chemicals	30,838	22,204	31,329
224	Resale Merchandise	4,689	4,500	4,500
240	Repair and Maintenance	8,872	21,500	21,500
245	Mileage Allowance	-	350	350
246	Liability Insurance	6,701	7,027	8,357
247	Safety Expenses	191	1,125	1,125
249	Operating Leases and Rentals	2,467	1,275	1,275
250	Prof and Contracted Services	1,429	23,737	23,737
252	Ads and Legal Notices	-	1,000	1,000
260	Utilities	228,587	143,087	308,533
261	Telephone Charges	1,186	-	-
263	Postage	8	1,000	1,000
264	Printing Copying and Binding	2,363	4,000	4,000
269	Other Services and Charges	-	250	250
	<i>Subtotal</i>	<i>302,942</i>	<i>255,955</i>	<i>431,856</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,461,311</b>	<b>\$ 1,538,792</b>	<b>\$ 1,935,562</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation Program Supervisor	0.60	0.60	0.60
Recreation Program Coordinator	0.80	0.80	0.80
<b>Total</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

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## Athletics and Team Sports

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	67,783	96,229	102,791
112	Temporary Wages	107,300	172,291	196,073
121	Overtime Wages	-	-	-
126	RHS Plan	879	560	560
128	FICA	6,653	10,682	12,156
129	Medicare Contribution	2,406	3,894	4,333
131	MOPC	3,358	4,811	5,140
132	Employee Insurance	14,851	15,397	15,419
133	GERP Retirement	5,650	8,660	9,251
135	Compensation Insurance	7,842	5,064	4,283
136	Unemployment Insurance	29	32	34
141	Uniforms Protective Clothing	566	675	675
	<i>Subtotal</i>	<i>217,319</i>	<i>318,295</i>	<i>350,715</i>
<b>Operating and Maintenance</b>				
210	Supplies	23,938	19,167	19,167
217	Dues and Subscriptions	1,100	200	200
218	NonCapital Equip and Furniture	-	500	500
240	Repair and Maintenance	-	250	250
245	Mileage Allowance	-	375	375
246	Liability Insurance	2,299	1,259	1,589
247	Safety Expenses	27	375	375
250	Prof and Contracted Services	47,849	22,987	47,987
260	Utilities	94,798	59,699	100,424
261	Telephone Charges	42	-	-
263	Postage	-	250	250
264	Printing Copying and Binding	-	500	500
269	Other Services and Charges	-	2,500	2,500
	<i>Subtotal</i>	<i>170,053</i>	<i>108,062</i>	<i>174,117</i>
	<b>SERVICE TOTAL</b>	<b>\$ 387,372</b>	<b>\$ 426,357</b>	<b>\$ 524,832</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.60	0.60	0.60
Recreation Program Coordinator	1.20	1.20	1.20
Aquatic Facility Lead	0.00	0.00	2.25
Swim Lesson Specialist	0.25	0.25	0.25
Pool Technician	0.65	0.65	0.65
Office Assistant	0.75	0.75	0.75
<b>Total</b>	<b>4.45</b>	<b>4.45</b>	<b>6.70</b>

## Aquatics

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	278,858	286,783	384,057
112	Temporary Wages	298,971	334,351	405,932
121	Overtime Wages	1,663	-	-
122	Longevity Compensation	1,020	-	-
126	RHS Plan	3,722	1,779	2,379
128	FICA	18,651	20,729	29,476
129	Medicare Contribution	7,819	9,007	12,461
131	MOPC	13,879	14,339	19,203
132	Employee Insurance	44,844	45,886	57,608
133	GERP Retirement	23,345	25,810	34,565
135	Compensation Insurance	53,842	35,855	21,670
136	Unemployment Insurance	89	95	127
141	Uniforms and Protective Clothing	500	525	525
	<i>Subtotal</i>	<i>747,204</i>	<i>775,159</i>	<i>968,003</i>
<b>Operating and Maintenance</b>				
210	Supplies	13,682	25,000	25,000
217	Dues and Subscriptions	3,078	2,242	2,242
218	NonCapital Equip and Furniture	13	1,250	1,250
222	Chemicals	26,490	40,756	49,881
224	Resale Merchandise	2,651	1,250	1,250
240	Repair and Maintenance	-	20,000	20,000
245	Mileage Allowance	83	-	-
246	Liability Insurance	15,008	15,666	16,159
247	Safety Expenses	-	885	885
250	Prof and Contracted Services	31,013	11,250	11,250
252	Ads and Legal Notices	270	-	-
260	Utilities	84,355	70,013	127,773
261	Telephone Charges	1,091	-	-
263	Postage	-	100	100
264	Printing Copying and Binding	301	750	750
269	Other Services and Charges	-	250	250
273	Fleet Lease Operating and Mtc	2,522	2,307	861
274	Fleet Lease Replacement	5,305	5,305	5,305
	<i>Subtotal</i>	<i>197,958</i>	<i>205,024</i>	<i>270,956</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 945,162</b>	<b>\$ 980,183</b>	<b>\$ 1,238,959</b>

## 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).

## Concessions

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	27	17,952	19,029
128	FICA	2	1,113	1,180
129	Medicare Contribution	0	260	276
135	Compensation Insurance	165	162	152
141	Uniforms and Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>194</i>	<i>19,562</i>	<i>20,712</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	844	844
218	NonCapital Equip and Furniture	-	188	188
224	Resale Merchandise	-	10,000	10,000
240	Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	142	122	148
247	Safety Expenses	-	225	225
260	Utilities	27,615	4,500	39,711
273	Fleet Lease Operating and Mtc	648	1,967	2,822
	<i>Subtotal</i>	<i>28,405</i>	<i>18,846</i>	<i>54,938</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 28,600</b>	<b>\$ 38,408</b>	<b>\$ 75,650</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation Area Supervisor	1.00	1.00	1.00
Recreation Program Supervisor	0.30	0.30	0.30
Recreation Program Coordinator	1.90	1.90	1.90
Administrative Analyst	0.57	0.57	0.57
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>4.77</b>	<b>4.77</b>	<b>4.77</b>

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## General Programs and Facilities

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	297,574	314,800	337,441
112	Temporary Wages	114,862	180,243	214,575
121	Overtime Wages	608	-	-
126	RHS Plan	2,122	1,908	1,908
128	FICA	7,148	11,175	13,304
129	Medicare	5,336	7,179	8,004
131	MOPC	14,879	15,740	16,872
132	Employee Insurance	48,931	50,326	50,526
133	GERP Retirement	25,027	28,278	30,370
135	Compensation Insurance	22,108	14,849	13,445
136	Unemployment Insurance	97	105	111
141	Uniforms Protective Clothing	-	375	375
	<i>Subtotal</i>	<i>538,692</i>	<i>624,978</i>	<i>686,931</i>
<b>Operating and Maintenance</b>				
210	Supplies	5,277	8,000	8,000
217	Dues and Subscriptions	790	75	75
218	NonCapital Equip and Furniture	-	1,100	1,100
240	Repair and Maintenance	-	1,250	1,250
246	Liability Insurance	3,110	3,136	2,342
247	Safety Expenses	576	754	754
249	Operating Leases and Rentals	-	2,362	2,362
250	Prof and Contracted Services	96,462	90,000	90,000
252	Ads and Legal Notices	69	175	175
259	Licenses and Permits	1,955	1,250	1,250
260	Utilities	37,401	40,513	51,409
261	Telephone Charges	4,597	63	63
263	Postage	7	1,000	1,000
264	Printing Copying and Binding	-	975	975
269	Other Services and Charges	-	600	600
273	Fleet Lease Operating and Mtc	1,618	5,828	3,912
274	Fleet Lease Replacement	9,585	24,580	27,208
	<i>Subtotal</i>	<i>161,448</i>	<i>181,661</i>	<i>192,475</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 700,139</b>	<b>\$ 806,639</b>	<b>\$ 879,406</b>

## 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, fly fishing 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.

## Outdoor Recreation

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	-	992	1,052
128	FICA	-	62	65
129	Medicare	-	14	15
135	Compensation Insurance	17	9	8
	<i>Subtotal</i>	<i>17</i>	<i>1,077</i>	<i>1,140</i>
<b>Operating and Maintenance</b>				
210	Supplies	17,626	17,000	17,000
246	Liability Insurance	314	426	486
249	Operating Leases and Rentals	4,822	300	300
250	Prof and Contracted Services	11,512	11,000	11,000
252	Ads and Legal Notices	-	450	450
259	Licenses and Permits	-	262	262
263	Postage	15	150	150
264	Printing Copying and Binding	-	200	200
	<i>Subtotal</i>	<i>34,289</i>	<i>29,788</i>	<i>29,848</i>
	<b>SERVICE TOTAL</b>	<b>\$ 34,306</b>	<b>\$ 30,865</b>	<b>\$ 30,988</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation Program Coordinator	0.10	0.10	0.60
<b>Total</b>	<b>0.10</b>	<b>0.10</b>	<b>0.60</b>

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## Recreation for Special Needs

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	6,312	6,246	39,728
112	Temporary Wages	3,888	30,020	31,821
126	RHS Plan	40	40	240
128	FICA	241	1,861	1,973
129	Medicare	135	526	1,037
131	MOPC	315	312	1,986
132	Employee Insurance	960	999	5,959
133	GERP Retirement	530	562	3,576
135	Compensation Insurance	534	312	308
136	Unemployment Insurance	2	2	13
	<i>Subtotal</i>	<i>12,958</i>	<i>40,880</i>	<i>86,641</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,159	225	225
218	NonCapital Equip and Furniture	-	250	250
246	Liability Insurance	56	39	74
250	Prof and Contracted Services	806	75	75
261	Telephone Charges	49	-	-
264	Printing Copying and Binding	-	45	45
	<i>Subtotal</i>	<i>2,070</i>	<i>634</i>	<i>669</i>
	<b>SERVICE TOTAL</b>	<b>\$ 15,028</b>	<b>\$ 41,514</b>	<b>\$ 87,310</b>

## 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.

## Community Events

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
112	Temporary Wages	979	-	-
128	FICA	61	-	-
129	Medicare	14	-	-
131	MOPC	-	-	-
133	GERP Retirement	-	-	-
135	Compensation Insurance	15	-	-
141	Uniforms and Protective Clothing	-	500	500
	<i>Subtotal</i>	<i>1,069</i>	<i>500</i>	<i>500</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,723	3,974	3,974
218	NonCapital Equip and Furniture	-	823	823
246	Liability Insurance	1,202	-	-
249	Operating Leases and Rentals	3,751	45,000	45,000
250	Prof and Contracted Services	44,110	85,630	85,630
252	Ads and Legal Notices	-	2,500	2,500
263	Postage	-	50	50
264	Printing Copying and Binding	294	1,000	1,000
	<i>Subtotal</i>	<i>53,081</i>	<i>138,977</i>	<i>138,977</i>
	<b>SERVICE TOTAL</b>	<b>\$ 54,150</b>	<b>\$ 139,477</b>	<b>\$ 139,477</b>

## 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.



## Seasonal Ice Rink

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	98	-	-
112	Temporary Wages	78,034	96,589	102,384
121	Overtime Wages	813	-	-
128	FICA	4,895	5,988	6,348
129	Medicare	1,145	1,400	1,485
135	Compensation Insurance	1,371	777	951
	<i>Subtotal</i>	<i>86,355</i>	<i>104,754</i>	<i>111,168</i>
<b>Operating and Maintenance</b>				
210	Supplies	6,604	4,250	4,250
217	Dues and Subscriptions	388	1,500	1,500
218	NonCapital Equip and Furniture	329	2,000	2,000
240	Repair and Maintenance	-	4,213	4,213
246	Liability Insurance	276	302	535
247	Safety Expenses	654	112	112
249	Operating Leases and Rentals	-	1,200	1,200
250	Prof and Contracted Services	12,264	13,952	13,952
252	Ads and Legal Notices	-	2,000	2,000
259	Licenses and Permits	-	82	82
260	Utilities	21,958	16,375	25,032
261	Telephone Charges	-	125	125
264	Printing Copying and Binding	340	200	200
	<i>Subtotal</i>	<i>43,486</i>	<i>47,311</i>	<i>56,201</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 129,840</b>	<b>\$ 152,065</b>	<b>\$ 167,369</b>

## 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.

## Youth Recreation Programs

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	5,986	22,021	23,342
128	FICA	333	1,365	1,447
129	Medicare	87	319	338
135	Compensation Insurance	369	191	187
	<i>Subtotal</i>	<i>6,774</i>	<i>23,896</i>	<i>25,314</i>
<b>Operating and Maintenance</b>				
210	Supplies	936	2,445	2,445
246	Liability Insurance	1,443	1,681	518
273	Fleet Lease Operating and Mtc	2,803	1,755	3,706
274	Fleet Lease Replacement	16,227	16,227	16,226
	<i>Subtotal</i>	<i>21,409</i>	<i>22,108</i>	<i>22,895</i>
	<b>SERVICE TOTAL</b>	<b>\$ 28,183</b>	<b>\$ 46,004</b>	<b>\$ 48,209</b>

## 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 Fields Maintenance

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation Program Supervisor	0.25	0.25	0.25
Sr Grounds Maintenance Technician	2.00	2.00	2.00
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

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## Sports Field Maintenance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	117,939	133,950	148,694
112	Temporary Wages	37,616	50,415	53,440
121	Overtime Wages	20,283	6,000	6,000
122	Longevity Compensation	2,400	2,460	2,520
126	RHS Plan	1,327	900	900
128	FICA	2,458	3,126	3,313
129	Medicare Contribution	1,450	1,841	2,004
131	MOPC	5,860	6,698	7,435
132	Employee Insurance	21,068	21,432	22,304
133	GERP Retirement	9,858	12,055	13,383
135	Compensation Insurance	3,852	2,630	3,146
136	Unemployment Insurance	42	44	49
137	Staff Training and Conference	729	-	-
141	Uniforms Protective Clothing	793	187	187
	<i>Subtotal</i>	<i>225,676</i>	<i>241,738</i>	<i>263,375</i>
<b>Operating and Maintenance</b>				
210	Supplies	39,688	21,000	38,000
240	Repair and Maintenance	2,456	-	-
246	Liability Insurance	3,863	2,653	3,447
250	Prof and Contracted Services	3,811	-	-
260	Utilities	423	-	-
261	Telephone Charges	420	300	300
273	Fleet Lease Operating and	19,428	8,481	13,985
274	Fleet Lease Replacement	30,183	23,726	29,278
	<i>Subtotal</i>		<i>56,160</i>	<i>85,010</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 325,948</b>	<b>\$ 297,898</b>	<b>\$ 348,385</b>

### Senior Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	773,715	1,030,997	1,053,899
Operating and Maintenance	104,595	119,496	132,753
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 878,310</b>	<b>\$ 1,150,493</b>	<b>\$ 1,186,652</b>

The Senior Services Division includes one budget service.

## Senior Services

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Seniors Services Manager	1.00	1.00	1.00
Seniors Counseling and Resource Education Coordinator	1.00	1.00	1.00
Seniors Recreation Program Supervisor	1.00	1.00	1.00
Seniors Resource Specialist	2.75	2.75	2.75
Seniors Recreation Program Coordinator	1.00	1.00	1.50
Seniors Clinician II	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00
<b>Total</b>	<b>8.75</b>	<b>9.75</b>	<b>10.25</b>

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## Senior Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	558,846	729,106	750,247
112	Temporary Wages	18,783	47,076	49,901
121	Overtime Wages	1,940	4,000	4,000
122	Longevity Compensation	2,340	2,400	-
126	RHS Plan	3,654	4,300	4,100
128	FICA	1,165	2,883	3,094
129	Medicare Contribution	5,972	9,831	11,603
131	MOPC	27,827	36,455	37,512
132	Employee Insurance	92,472	116,322	111,547
133	GERP Retirement	46,802	65,188	67,523
135	Compensation Insurance	13,729	9,198	8,927
136	Unemployment Insurance	185	238	245
137	Staff Training and Conference	-	4,000	5,200
	<i>Subtotal</i>	<i>773,715</i>	<i>1,030,997</i>	<i>1,053,899</i>
<b>Operating and Maintenance</b>				
210	Supplies	10,966	26,525	26,444
216	Reference Books and Materials	34	100	100
217	Dues and Subscriptions	1,512	351	351
218	NonCapital Equip and Furniture	423	2,740	8,175
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	13,450	21,370	21,370
245	Mileage Allowance	139	50	50
246	Liability Insurance	3,190	3,135	3,546
247	Safety Expenses	356	150	150
249	Operating Leases and Rentals	4,106	4,600	4,600
250	Prof and Contracted Services	9,011	15,758	15,758
252	Ads and Legal Notices	305	500	500
261	Telephone Charges	-	150	150
263	Postage	1,472	1,500	1,500
264	Printing Copying and Binding	21,241	30,000	36,000
269	Other Services and Charges	22,172	1	1
273	Fleet Lease Operating and Mtc	4,014	362	1,854
274	Fleet Lease Replacement	12,203	12,204	12,204
	<i>Subtotal</i>	<i>104,595</i>	<i>119,496</i>	<i>132,753</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 878,310</b>	<b>\$ 1,150,493</b>	<b>\$ 1,186,652</b>



### Children, Youth and Families Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	679,012	783,021	829,921
Operating and Maintenance	403,244	905,154	773,353
Non-Operating	-	-	-
Capital	-	-	24,675
<b>TOTAL</b>	<b>\$ 1,082,256</b>	<b>\$ 1,688,175</b>	<b>\$ 1,627,949</b>

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

## Children, Youth and Families

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
CYF Manager	1.00	1.00	1.00
CYF Clinician II	2.00	2.00	2.00
CYF Community Coordinator	2.00	2.00	2.00
CYF Program Leader	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

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## Children, Youth and Families

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	484,669	583,024	624,813
112	Temporary Wages	4,834	3,135	3,135
121	Overtime Wages	2,382	3,732	3,732
126	RHS Plan	7,002	3,200	3,200
128	FICA	300	194	194
129	Medicare	6,166	8,498	9,105
131	MOPC	23,988	29,151	31,241
132	Employee Insurance	91,462	92,318	91,292
133	GERP Retirement	40,357	51,228	56,233
135	Compensation Insurance	12,475	4,353	2,775
136	Unemployment Insurance	181	188	201
137	Staff Training and Conference	5,196	4,000	4,000
	<i>Subtotal</i>	<i>679,012</i>	<i>783,021</i>	<i>829,921</i>
<b>Operating and Maintenance</b>				
210	Supplies	59,874	45,375	46,375
217	Dues and Subscriptions	2,991	910	910
218	NonCapital Equip and Furniture	-	1,000	7,900
229	Materials and Supplies	-	50,000	50,000
240	Repair and Maintenance	1,825	7,608	7,608
245	Mileage Allowance	117	500	500
246	Liability Insurance	7,032	6,997	8,937
250	Prof and Contracted Services	305,829	762,283	297,837
261	Telephone Charges	420	-	-
263	Postage	1,931	2,000	2,000
264	Printing Copying and Binding	-	1,335	1,335
269	Other Services and Charges	-	1,445	301,445
273	Fleet Lease Operating and Mtc	-	2,211	25,016
274	Fleet Lease Replacement	23,224	23,490	23,490
	<i>Subtotal</i>	<i>403,244</i>	<i>905,154</i>	<i>773,353</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	17,675
475	Building and Facility Improvements	-	-	7,000
974	Art in Public Places	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>24,675</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,082,256</b>	<b>\$ 1,688,175</b>	<b>\$ 1,627,949</b>

### External Services Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	5,593,849	6,304,609	6,999,356
Operating and Maintenance	3,625,909	3,830,147	4,047,987
Non-Operating	-	-	-
Capital	-	6,000	240,852
<b>TOTAL</b>	<b>\$ 9,219,758</b>	<b>\$ 10,140,756</b>	<b>\$ 11,288,195</b>

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.

**Economic Development Programs Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	-	-	-
Operating and Maintenance	1,083,728	690,637	838,838
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,083,728</b>	<b>\$ 690,637</b>	<b>\$ 838,838</b>

## Economic Development Programs

**FUND:** General Fund

**DEPARTMENT:** External Services

**Service Description:**

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

### Line Item Budget

<b>Operating and Maintenance</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
250	Prof and Contracted Services	333,418	354,058	366,725
269	Other Services and Charges	750,310	336,579	472,113
	<i>Subtotal</i>	<i>1,083,728</i>	<i>690,637</i>	<i>838,838</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,083,728</b>	<b>\$ 690,637</b>	<b>\$ 838,838</b>

## Planning and Development Services Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	3,037,148	3,452,073	3,698,445
Operating and Maintenance	440,850	728,563	492,077
Non-Operating	-	-	-
Capital	-	6,000	-
<b>TOTAL</b>	<b>\$ 3,477,998</b>	<b>\$ 4,186,636</b>	<b>\$ 4,190,522</b>

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

## Planning and 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; Parking 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 and Development Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Planning and Development Services Director	0.00	0.00	1.00
Planning Director	1.00	1.00	0.00
Planning Manager	1.00	1.00	1.00
Principal Planner	3.00	3.00	3.00
Sr Environmental/Sustainability Planner	1.00	1.00	1.00
Sr Planner	1.00	1.00	1.00
Planning Technician	0.75	0.75	0.75
Associate Planner	3.00	2.00	2.00
Development Project Administrator	0.00	0.65	0.65
GIS Analyst	0.00	1.00	1.00
Technical Functional Analyst	1.00	1.00	1.00
Administrative Supervisor	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50
Office Assistant	0.50	1.00	1.00
<b>Total</b>	<b>13.75</b>	<b>14.90</b>	<b>14.90</b>

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## Planning and Development Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,355,704	1,335,332	1,422,397
112	Temporary Wages	-	5,000	5,000
115	One Time Payment	1,500	-	-
121	Overtime Wages	37	600	600
126	RHS Plan	15,042	6,110	5,960
128	FICA	-	310	310
129	Medicare Contribution	16,806	19,436	20,698
131	MOPC	67,180	66,766	71,120
132	Employee Insurance	226,741	213,653	213,360
133	GERP Retirement	112,990	120,180	128,016
135	Compensation Insurance	4,400	2,446	2,357
136	Unemployment Insurance	455	440	469
137	Staff Training and Conference	8,637	25,019	25,019
142	Food Allowance	253	700	700
	<i>Subtotal</i>	<i>1,809,745</i>	<i>1,795,992</i>	<i>1,896,006</i>
<b>Operating and Maintenance</b>				
210	Supplies	10,171	12,328	10,780
216	Reference Books and Materials	-	600	600
217	Dues and Subscriptions	10,015	8,052	8,052
218	NonCapital Equip and Furniture	1,694	8,775	2,760
240	Repair and Maintenance	34,824	47,550	47,550
245	Mileage Allowance	30	550	550
246	Liability Insurance	4,361	2,296	3,542
247	Safety Expenses	-	25	25
250	Prof and Contracted Services	98,412	206,777	7,777
252	Ads and Legal Notices	1,044	1,875	1,875
261	Telephone Charges	2,114	2,125	2,125
263	Postage	934	2,507	2,507
264	Printing and Copying	3,057	2,950	2,950
269	Other Services and Charges	125	50,638	50,638
	<i>Subtotal</i>	<i>166,779</i>	<i>347,048</i>	<i>141,731</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	6,000	-
	<i>Subtotal</i>	<i>-</i>	<i>6,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,976,524</b>	<b>\$ 2,149,040</b>	<b>\$ 2,037,737</b>

## Building Services

**FUND:** General Fund

**DEPARTMENT:** External Services

**Service Description:**

The Building Services 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 Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Chief Building Official	1.00	1.00	1.00
Assistant Chief Building Official	0.00	1.00	1.00
Sr Plans Examiner/Sr Project Manager	0.00	1.00	1.00
Building Inspection Supervisor	1.00	0.00	0.00
Sr Building Inspector	2.00	2.00	2.00
Sr Plans Examiner	1.00	0.00	1.00
Plans Examiner	2.00	2.00	1.00
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
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

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## Building Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	856,620	945,701	1,028,348
112	Temporary Wages	66,048	83,809	83,809
115	One Time Payment	6,000	-	-
121	Overtime Wages	1,214	28,584	15,584
126	RHS Plan	11,672	4,800	4,800
128	FICA	4,095	5,196	5,196
129	Medicare Contribution	11,669	14,927	16,126
131	MOPC	42,257	47,287	51,417
132	Employee Insurance	145,993	151,188	153,712
133	GERP Retirement	71,083	84,948	92,551
135	Compensation Insurance	505	381	380
136	Unemployment Insurance	293	312	338
137	Staff Training and Conference	9,113	7,477	7,477
141	Uniforms Protective Clothing	784	4,200	4,200
142	Food Allowance	58	169	169
	<i>Subtotal</i>	<i>1,227,404</i>	<i>1,378,979</i>	<i>1,464,107</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,738	5,108	5,108
216	Reference Books and Materials	5,629	4,674	4,674
217	Dues and Subscriptions	335	2,590	2,590
218	NonCapital Equip and Furniture	-	1,280	14,280
240	Repair and Maintenance	25,604	31,249	31,249
245	Mileage Allowance	-	100	100
246	Liability Insurance	2,985	2,754	4,096
247	Safety Expenses	-	497	497
250	Prof and Contracted Services	82,756	138,050	88,050
252	Ads and Legal Notices	328	200	200
261	Telephone Charges	8,539	10,500	10,500
263	Postage	18	2,276	2,276
264	Printing Copying and Binding	389	2,262	2,262
269	Other Services and Charges	97,874	120,000	120,000
273	Fleet Lease Operating and Mtc	17,970	14,287	13,882
274	Fleet Lease Replacement	29,906	15,688	20,156
	<i>Subtotal</i>	<i>274,071</i>	<i>351,515</i>	<i>319,920</i>
<b>Capital Outlay</b>				
431	Furniture and Fixtures	-	-	-
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,501,474</b>	<b>\$ 1,730,494</b>	<b>\$ 1,784,027</b>

## Transportation Planning

**FUND:** General Fund

**DEPARTMENT:** External Services

**Service Description:**

Coordinating transportation and land use planning, including the evaluation of transportation impacts from proposed development, to provide a safe and efficient transportation.

**SERVICE:** Transportation Planning

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Transportation Planning Manager	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00
Traffic Safety Coordinator	0.00	0.38	0.38
<b>Total</b>	<b>2.00</b>	<b>2.38</b>	<b>2.38</b>

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## Transportation Planning

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	210,143	258,507
126	RHS Plan	-	800	950
129	Medicare Contribution	-	3,047	3,748
131	MOPC	-	10,507	12,925
132	Employee Insurance	-	33,623	38,776
133	GERP Retirement	-	18,913	23,266
135	Compensation Insurance	-	-	75
136	Unemployment Insurance	-	69	85
	<i>Subtotal</i>	-	277,102	338,332
<b>Operating and Maintenance</b>				
246	Liability Insurance	-	-	426
250	Prof and Contracted Services	-	30,000	30,000
	<i>Subtotal</i>	-	30,000	30,426
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ 307,102</b>	<b>\$ 368,758</b>

### Code Enforcement Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	602,430	683,500	737,543
Operating and Maintenance	149,263	209,538	247,674
Non-Operating	-	-	-
Capital	-	-	129,800
<b>TOTAL</b>	<b>\$ 751,693</b>	<b>\$ 893,038</b>	<b>\$ 1,115,017</b>

Code Enforcement officers issue summonses to municipal court and levy administrative fines for violations of the Longmont Municipal Code. This budget includes two services: Code Enforcement and Parking Enforcement.

## 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 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
Administrative Assistant	0.00	0.00	0.38
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.38</b>

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## Code Enforcement

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	379,970	399,552	448,593
112	Temporary Wages	-	41,798	7,616
121	Overtime Wages	-	1,837	1,837
126	RHS Plan	2,163	2,400	2,550
128	FICA	-	2,591	472
129	Medicare Contribution	4,670	6,399	6,615
131	MOPC	18,864	19,978	22,430
132	Employee Insurance	64,567	63,759	66,929
133	GERP Retirement	31,734	35,743	40,373
135	Compensation Insurance	4,527	4,520	4,414
136	Unemployment Insurance	127	130	147
137	Staff Training and Conference	3,618	6,000	6,000
141	Uniforms Protective Clothing	2,130	2,925	2,925
142	Food Allowance	-	40	360
	<i>Subtotal</i>	<i>512,371</i>	<i>587,672</i>	<i>611,261</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,860	5,320	5,000
216	Reference Books and Materials	181	200	200
217	Dues and Subscriptions	674	1,501	1,501
218	NonCapital Equip and Furniture	949	2,200	2,200
230		-	300	300
240	Repair and Maintenance	15,471	26,349	26,349
246	Liability Insurance	2,599	2,660	1,961
247	Safety Expenses	1,728	3,462	3,462
250	Prof and Contracted Services	34,213	42,069	43,964
261	Telephone Charges	4,318	5,400	5,400
263	Postage	2,016	1,577	1,977
264	Printing Copying and Binding	195	1,822	1,422
269	Other Services and Charges	-	25,000	25,000
273	Fleet Lease Operating and Mtc	28,885	27,754	10,621
274	Fleet Lease Replacement	4,807	5,854	10,171
	<i>Subtotal</i>	<i>97,896</i>	<i>151,468</i>	<i>139,528</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	129,800
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>129,800</i>
	<b>SERVICE TOTAL</b>	<b>\$ 610,267</b>	<b>\$ 739,140</b>	<b>\$ 880,589</b>



## Parking Enforcement

**FUND:** General Fund

**DEPARTMENT:** External 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Parking Enforcement Officer	1.00	1.00	1.75
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.75</b>

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## Parking Enforcement

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	54,090	48,177	94,427
112	Temporary Wages	17,897	28,058	-
126	RHS Plan	400	400	700
128	FICA	1,110	1,740	-
129	Medicare Contribution	911	1,106	1,369
131	MOPC	2,705	2,409	4,721
132	Employee Insurance	7,603	7,708	14,164
133	GERP Retirement	4,552	4,336	8,498
135	Compensation Insurance	32	28	172
136	Unemployment Insurance	15	16	31
137	Staff Training and Conference	250	300	1,100
141	Uniforms Protective Clothing	495	1,100	1,100
142	Food Allowance	-	450	-
	<i>Subtotal</i>	<i>90,059</i>	<i>95,828</i>	<i>126,282</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,072	2,620	3,870
217	Dues and Subscriptions	12,943	13,375	-
218	NonCapital Equip and Furniture	8,950	7,304	68,010
240	Repair and Maintenance	1,010	5,076	16,751
245	Mileage Allowance	-	1,600	-
246	Liability Insurance	540	486	323
250	Prof and Contracted Services	389	-	-
261	Telephone Charges	1,697	2,300	2,300
263	Postage	860	1,150	1,150
264	Printing Copying and Binding	81	900	900
269	Other Services and Charges	620	600	600
273	Fleet Lease Operating and Mtc	13,006	12,462	4,044
274	Fleet Lease Replacement	10,197	10,197	10,198
	<i>Subtotal</i>	<i>51,367</i>	<i>58,070</i>	<i>108,146</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 141,426</b>	<b>\$ 153,898</b>	<b>\$ 234,428</b>

## Public Facilities Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,822,886	2,026,087	2,408,107
Operating and Maintenance	1,936,096	2,072,448	2,341,037
Non-Operating	-	-	-
Capital	-	-	111,052
<b>TOTAL</b>	<b>\$ 3,758,981</b>	<b>\$ 4,098,535</b>	<b>\$ 4,860,196</b>

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

## Facilities Maintenance

**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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Facilities Manager	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00
Facilities Maintenance Technician II	4.00	4.00	4.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

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## Facilities Maintenance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	425,156	433,946	459,955
115	One Time Payment	1,000	-	-
121	Overtime Wages	17,824	26,781	41,897
126	RHS Plan	3,410	2,400	2,400
129	Medicare Contribution	5,571	6,294	6,669
131	MOPC	21,258	21,697	22,998
132	Employee Insurance	68,485	69,433	68,993
133	GERP Retirement	35,757	39,056	41,396
135	Compensation Insurance	17,200	10,376	3,036
136	Unemployment Insurance	139	145	152
137	Staff Training and Conference	-	3,600	3,600
141	Uniforms Protective Clothing	1,475	2,700	2,700
	<i>Subtotal</i>	<i>597,275</i>	<i>616,428</i>	<i>653,796</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,648	7,754	7,754
217	Dues and Subscriptions	876	472	472
218	NonCapital Equip and Furniture	2,778	5,029	5,029
240	Repair and Maintenance	98,506	129,036	151,747
246	Liability Insurance	4,549	5,351	934
247	Safety Expenses	1,275	1,900	1,900
248	Lease Purchase Installments	328,078	280,439	280,439
249	Operating Leases and Rentals	25,287	27,777	28,267
250	Prof and Contracted Services	236,533	261,783	268,363
260	Utilities	768,812	711,359	938,309
261	Telephone Charges	4,403	4,438	4,438
263	Postage	13	-	-
264	Printing Copying and Binding	-	-	-
273	Fleet Lease Operating and Mtc	21,591	21,050	17,245
274	Fleet Lease Replacement	30,394	37,602	16,770
	<i>Subtotal</i>	<i>1,526,743</i>	<i>1,493,990</i>	<i>1,721,667</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	53,725
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>53,725</i>
	<b>SERVICE TOTAL</b>	<b>\$ 2,124,018</b>	<b>\$ 2,110,418</b>	<b>\$ 2,429,188</b>

## Facilities Operations

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Facilities Operations and CIP Manager	1.00	1.00	1.00
Custodial Supervisor	0.00	0.00	1.00
Lead Custodian	1.00	1.00	1.00
Custodian	17.75	18.00	18.00
<b>Total</b>	<b>19.75</b>	<b>20.00</b>	<b>21.00</b>

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## Facilities Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	766,041	934,770	1,067,553
112	Temporary Wages	-	-	-
121	Overtime Wages	50,484	34,000	44,000
122	Longevity Compensation	2,100	-	-
126	RHS Plan	13,969	8,000	8,400
128	FICA	-	-	-
129	Medicare Contribution	9,900	13,553	15,480
131	MOPC	37,788	46,731	53,378
132	Employee Insurance	139,832	149,055	159,143
133	GERP Retirement	63,574	83,486	96,080
135	Compensation Insurance	12,140	6,080	6,309
136	Unemployment Insurance	278	302	350
137	Staff Training and Conference	-	-	-
141	Uniforms Protective Clothing	1,009	2,000	2,000
	<i>Subtotal</i>	<i>1,097,114</i>	<i>1,277,977</i>	<i>1,452,693</i>
<b>Operating and Maintenance</b>				
210	Supplies	127,653	149,048	163,908
218	NonCapital Equip and Furniture	410	17,300	20,807
228	Janitorial Supplies	-	-	-
240	Repair and Maintenance	21,826	20,484	20,484
245	Mileage Allowance	276	-	-
246	Liability Insurance	650	228	7,625
247	Safety Expenses	68	-	-
250	Prof and Contracted Services	251,096	379,608	392,213
261	Telephone Charges	2,940	3,400	3,400
273	Fleet Lease Operating and Mtc	4,433	2,674	3,941
274	Fleet Lease Replacement	-	5,716	6,453
	<i>Subtotal</i>	<i>409,352</i>	<i>578,458</i>	<i>618,831</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	39,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>39,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,506,467</b>	<b>\$ 1,856,435</b>	<b>\$ 2,110,524</b>

## 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 facility-related projects. Additionally, it may serve as a construction expert liaison to other divisions during remodels and similar projects.

**SERVICE:** Facilities Project Management

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Project Manager	1.00	1.00	2.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

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## Facilities Project Management

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	96,654	99,819	230,016
115	One Time Payment	1,500	-	-
126	RHS Plan	400	400	800
129	Medicare Contribution	1,197	1,447	3,336
131	MOPC	4,833	4,991	11,500
132	Employee Insurance	15,752	15,971	34,502
133	GERP Retirement	8,129	8,984	20,702
135	Compensation Insurance	-	37	686
136	Unemployment Insurance	32	33	76
	<i>Subtotal</i>	<i>128,496</i>	<i>131,682</i>	<i>301,618</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	-
246	Liability Insurance	-	-	539
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>539</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	18,327
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>18,327</i>
	<b>SERVICE TOTAL</b>	<b>\$ 128,496</b>	<b>\$ 131,682</b>	<b>\$ 320,484</b>

## Redevelopment Services Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	131,385	142,949	155,261
Operating and Maintenance	15,972	128,961	128,361
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 147,357</b>	<b>\$ 271,910</b>	<b>\$ 283,622</b>

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

## Redevelopment

**FUND:** General Fund

**DEPARTMENT:** External Services

**Service Description:**

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

**SERVICE:** Redevelopment

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Redevelopment Revitalization Manager	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## Redevelopment

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	98,257	104,282	113,979
126	RHS Plan	400	400	400
129	Medicare Contribution	1,261	1,512	1,653
131	MOPC	4,913	5,214	5,699
132	Employee Insurance	16,015	16,685	17,097
133	GERP Retirement	8,264	9,385	10,258
135	Compensation Insurance	45	37	37
136	Unemployment Insurance	32	34	38
137	Staff Training and Conference	2,161	5,200	6,050
142	Food Allowance	37	200	50
	<i>Subtotal</i>	<i>131,385</i>	<i>142,949</i>	<i>155,261</i>
<b>Operating and Maintenance</b>				
210	Supplies	20	300	100
217	Dues and Subscriptions	2,318	3,000	2,500
245	Mileage Allowance	200	200	300
246	Liability Insurance	116	111	211
250	Prof and Contracted Services	7,411	115,000	115,000
261	Telephone Charges	-	150	150
264	Printing Copying and Binding	11	200	100
269	Other Services and Charges	5,897	10,000	10,000
	<i>Subtotal</i>	<i>15,972</i>	<i>128,961</i>	<i>128,361</i>
	<b>SERVICE TOTAL</b>	<b>\$ 147,357</b>	<b>\$ 271,910</b>	<b>\$ 283,622</b>

## Shared Services Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	4,739,244	6,093,799	6,620,506
Operating and Maintenance	1,555,497	2,068,720	2,842,676
Non-Operating	-	-	-
Capital	71,653	596,000	447,000
<b>TOTAL</b>	<b>\$6,366,394</b>	<b>\$8,758,519</b>	<b>\$9,910,182</b>

The Shared Services Department includes the City Clerk's Office, Human Resources, Communications, 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, and Purchasing and contracts.

## City Clerk Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	434,010	468,199	507,822
Operating and Maintenance	164,287	273,887	216,773
Non-Operating	-	-	-
Capital	-	-	38,000
<b>TOTAL</b>	<b>\$598,297</b>	<b>\$742,086</b>	<b>\$762,595</b>

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
City Clerk	0.85	0.85	0.85
Executive Assistant	1.00	1.00	1.00
Records Manager/Deputy City Clerk	0.95	0.95	0.95
Licensing Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>3.80</b>	<b>3.80</b>	<b>3.80</b>

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## City Clerk

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	296,803	313,421	338,882
112	Temporary Wages	4,588	14,660	20,962
115	One Time Payment	886	-	-
121	Overtime Wages	1,501	2,500	1,500
126	RHS Plan	4,632	1,520	1,520
128	FICA	286	165	928
129	Medicare Contribution	3,794	4,584	5,131
131	MOPC	14,739	15,671	16,944
132	Employee Insurance	49,768	49,821	50,526
133	GERP Retirement	24,793	28,208	30,499
135	Compensation Insurance	152	118	1,531
136	Unemployment Insurance	99	103	111
137	Staff Training and Conference	624	5,285	5,285
142	Food Allowance	195	300	300
	<i>Subtotal</i>	<i>402,860</i>	<i>436,356</i>	<i>474,119</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,954	3,000	3,000
216	Reference Books and Materials	83	-	-
217	Dues and Subscriptions	2,065	1,954	1,954
218	NonCapital Equip and Furniture	210	9,000	-
240	Equipment Repair and Maintenance	42,524	33,190	33,190
245	Mileage Allowance	-	276	200
246	Liability Insurance	387	351	670
249	Operating Leases and Rentals	5,072	8,000	8,000
250	Prof and Contracted Services	16,906	31,524	32,645
252	Ads and Legal Notices	21,596	28,500	28,500
261	Telephone Charges	779	850	850
263	Postage	528	1,000	1,000
264	Printing and Copying	978	1,220	1,220
269	Other Services and Charges	8,674	12,070	12,570
	<i>Subtotal</i>	<i>101,756</i>	<i>130,935</i>	<i>123,799</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	38,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>38,000</i>
	<b>SERVICE TOTAL</b>	<b>\$504,615</b>	<b>\$567,291</b>	<b>\$635,918</b>



## 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
City Clerk	0.15	0.15	0.15
Records Manager/Deputy City Clerk	0.05	0.05	0.05
<b>Total</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>

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## Elections and Voter Registration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	23,453	23,663	25,267
115	One Time Payment	156	-	-
121	Overtime Wages	-	600	600
126	RHS Plan	259	80	80
129	Medicare Contribution	290	342	366
131	MOPC	1,173	1,183	1,263
132	Employee Insurance	3,829	3,729	3,736
133	GERP Retirement	1,973	2,130	2,274
135	Compensation Insurance	11	9	9
136	Unemployment Insurance	7	7	8
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>31,151</i>	<i>31,843</i>	<i>33,703</i>
<b>Operating and Maintenance</b>				
210	Supplies	63	-	-
245	Mileage Allowance	-	200	200
246	Liability Insurance	27	27	49
250	Prof and Contracted Services	45,876	91,000	41,000
252	Ads and Legal Notices	2,709	11,000	11,000
261	Telephone Charges	63	-	-
263	Postage	8,374	24,725	24,725
264	Printing Copying and Binding	5,419	16,000	16,000
	<i>Subtotal</i>	<i>62,532</i>	<i>142,952</i>	<i>92,974</i>
	<b>SERVICE TOTAL</b>	<b>\$ 93,682</b>	<b>\$ 174,795</b>	<b>\$ 126,677</b>

## Human Resources Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	947,425	1,120,715	1,316,385
Operating and Maintenance	244,495	270,975	335,050
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$1,191,920</b>	<b>\$1,391,690</b>	<b>\$1,651,435</b>

The Human Resources Division includes one budget 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Chief Human Resources Officer	1.00	1.00	1.00
Human Resources Assistant Director	1.00	1.00	1.00
Compensation and Benefit Manager	0.00	1.00	1.00
Compensation and Benefit Specialist	1.00	1.00	1.00
Benefits Administrator	1.00	0.00	0.00
Human Resources Partner II	2.00	3.00	3.00
Human Resources Coordinator	0.00	0.00	1.00
Human Resources Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	2.00
<b>Total</b>	<b>8.00</b>	<b>9.00</b>	<b>11.00</b>

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## Human Resources

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	652,026	795,516	972,429
112	Temporary Wages	32,161	27,936	612
121	Overtime Wages	1,340	300	300
126	RHS Plan	19,392	3,600	4,400
128	FICA	1,994	895	38
129	Medicare Contribution	8,502	11,744	14,109
131	MOPC	31,960	39,776	48,621
132	Employee Insurance	111,182	127,281	145,864
133	GERP Retirement	53,760	71,597	87,519
135	Compensation Insurance	3,535	2,407	2,772
136	Unemployment Insurance	222	263	321
137	Staff Training and Conference	4,356	9,000	9,000
138	Tuition Reimbursement	26,921	30,000	30,000
142	Food Allowance	73	400	400
	<i>Subtotal</i>	<b>947,425</b>	<b>1,120,715</b>	<b>1,316,385</b>
<b>Operating and Maintenance</b>				
210	Supplies	7,078	9,109	9,887
215	Audiovisual Materials	98	1,500	1,500
216	Reference Books and Materials	132	1,500	1,500
217	Dues and Subscriptions	8,661	7,674	12,613
218	NonCapital Equip and Furniture	568	3,575	3,850
240	Repair and Maintenance	699	3,773	3,773
245	Mileage Allowance	-	500	500
246	Liability Insurance	816	784	3,340
250	Prof and Contracted Services	200,365	179,560	222,350
252	Advertising and Legal Notices	9,436	39,000	48,737
263	Postage	775	3,000	3,000
264	Printing Copying and Binding	1,713	5,000	5,000
269	Other Services and Charges	14,155	16,000	19,000
	<i>Subtotal</i>	<b>244,495</b>	<b>270,975</b>	<b>335,050</b>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$1,191,920</b>	<b>\$1,391,690</b>	<b>\$1,651,435</b>

## Enterprise Technology Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,587,707	3,520,205	3,030,489
Operating and Maintenance	1,135,372	1,423,857	1,904,319
Non-Operating	-	-	-
Capital	71,653	596,000	409,000
<b>TOTAL</b>	<b>\$3,794,732</b>	<b>\$5,540,062</b>	<b>\$5,343,808</b>

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

## 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

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
ETS Director	0.60	0.60	0.70
Lead Infrastructure Analyst	1.00	1.00	1.00
Sr Security Analyst	0.00	0.00	1.00
Security Analyst	1.00	0.00	1.00
Sr Network Analyst	1.00	1.00	1.00
Sharepoint/O365 Architect	0.00	1.00	1.00
Systems Administrator II	2.00	2.00	2.00
Systems Administrator I	0.00	3.00	2.00
LHA Device Specialist	0.00	1.00	1.00
Device Specialist	3.00	0.00	1.00
Administrative Analyst	0.50	0.50	0.50
<b>Total</b>	<b>9.10</b>	<b>10.10</b>	<b>12.20</b>

## Enterprise Technology Services Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	936,665	1,008,875	1,210,563
112	Temporary Wages	-	292,100	-
121	Overtime Wages	407	200	200
122	Longevity Compensation	-	-	-
126	RHS Plan	7,095	4,480	4,880
128	FICA	-	-	-
129	Medicare Contribution	11,709	14,628	17,554
131	MOPC	46,441	50,446	60,528
132	Employee Insurance	155,891	161,420	181,585
133	GERP Retirement	78,120	90,798	108,950
135	Compensation Insurance	1,791	1,257	1,366
136	Unemployment Insurance	312	333	399
137	Staff Training and Conferences	6,812	14,000	14,000
	<i>Subtotal</i>	<i>1,245,244</i>	<i>1,638,537</i>	<i>1,600,025</i>
<b>Operating and Maintenance</b>				
210	Supplies	10,433	10,400	11,400
217	Dues and Subscriptions	1,991	1,500	1,500
218	NonCapital Equip and Furniture	233,499	292,373	477,776
225	Freight	127	120	120
240	Repair and Maintenance	643,185	715,191	1,039,891
245	Mileage Allowance	186	500	500
246	Liability Insurance	1,262	1,208	3,426
248	Lease Purchase Installment	1,120	1,502	1,502
249	Operating Leases and Rentals	19,189	32,000	32,000
250	Prof and Contracted Services	104,658	267,700	188,911
252	Ads and Legal Notices	520	-	-
261	Telephone Charges	78,877	65,941	65,941
263	Postage	1	-	-
269	Other Services and Charges	-	550	550
273	Fleet Lease Operating and Mtc	904	1,113	1,914
274	Fleet Lease Replacement	5,932	5,932	5,932
	<i>Subtotal</i>	<i>1,101,882</i>	<i>1,396,030</i>	<i>1,831,363</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	5,949	596,000	409,000
	<i>Subtotal</i>	<i>5,949</i>	<i>596,000</i>	<i>409,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 2,353,075</b>	<b>\$ 3,630,567</b>	<b>\$ 3,840,388</b>



## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
ETS Director	0.30	0.30	0.30
Lead ERP Technical Functional Analyst	1.00	1.00	1.00
ERP Technical Functional Analyst	1.00	2.00	1.00
Lead Systems Integration Analyst	1.00	1.00	1.00
Sr Database Administrator	0.00	0.00	1.00
Database Administrator	1.00	1.00	0.00
GIS Coordinator	1.00	1.00	1.00
Systems Analyst/DBA	1.00	1.00	1.00
Sr CIS Technical Functional Analyst	1.00	1.00	1.00
CIS Technical Functional Analyst	1.00	0.00	1.00
Administrative Analyst	0.50	0.50	0.50
<b>Total</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>

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## Enterprise Technology Services Applications

### Line Item Budget

		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Personal Services</b>				
111	Salaries and Wages	1,025,890	1,028,633	1,106,585
112	Temporary Wages	-	552,765	9,765
121	Overtime Wages	-	-	-
126	RHS Plan	9,033	3,520	3,520
128	FICA	-	605	605
129	Medicare Contribution	12,876	13,167	14,244
131	MOPC	51,152	44,917	48,629
132	Employee Insurance	154,371	143,742	145,887
133	GERP Retirement	86,043	80,854	87,532
135	Compensation Insurance	395	362	568
136	Unemployment Insurance	309	295	321
137	Staff Training and Conference	2,395	12,808	12,808
	<i>Subtotal</i>	<i>1,342,463</i>	<i>1,881,668</i>	<i>1,430,464</i>
<b>Operating and Maintenance</b>				
210	Supplies	244	610	610
216	Reference Books and Materials	-	650	650
217	Dues and Subscriptions	-	-	-
218	NonCapital Equip and Furniture	30,655	5,600	5,600
240	Repair and Maintenance	(1,094)	17,890	17,890
246	Liability Insurance	1,007	1,077	3,206
250	Prof and Contracted Services	2,000	2,000	45,000
261	Telephone Charges	678	-	-
	<i>Subtotal</i>	<i>33,490</i>	<i>27,827</i>	<i>72,956</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	65,704	-	-
	<i>Subtotal</i>	<i>65,704</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,441,657</b>	<b>\$1,909,495</b>	<b>\$1,503,420</b>

### Purchasing and Contracts Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	656,350	823,421	999,177
Operating and Maintenance	11,142	48,213	51,166
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$667,493</b>	<b>\$871,634</b>	<b>\$1,050,343</b>

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Purchasing and Contracts Manager	1.00	1.00	1.00
Procurement Specialist	3.00	4.00	4.00
Contract Specialist	0.00	0.00	1.00
Purchasing Card Administrator	1.00	1.00	1.00
Purchasing Technician	1.00	1.00	0.00
Administrative Analyst	0.00	0.00	1.00
<b>Total</b>	<b>6.00</b>	<b>7.00</b>	<b>8.00</b>

## Purchasing and Contracts

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	460,123	585,245	718,466
112	Temporary Wages	41,548	40,156	46,424
126	RHS Plan	3,969	2,800	3,200
128	FICA	2,576	2,406	2,878
129	Medicare Contribution	6,464	9,048	11,090
131	MOPC	22,940	29,263	35,923
132	Employee Insurance	76,219	93,639	107,770
133	GERP Retirement	38,589	52,673	64,662
135	Compensation Insurance	467	347	377
136	Unemployment Insurance	153	194	237
137	Staff Training and Conference	3,195	7,650	8,150
142	Food Allowance	108	-	-
	<i>Subtotal</i>	<i>656,350</i>	<i>823,421</i>	<i>999,177</i>
<b>Operating and Maintenance</b>				
210	Supplies	510	2,434	3,015
217	Dues and Subscriptions	4,903	30,245	34,855
218	NonCapital Equip and Furniture	295	4,050	5,100
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	19	5,400	900
245	Mileage Allowance	-	100	100
246	Liability Insurance	596	571	1,268
249	Operating Leases and Rentals	2,518	2,520	2,520
250	Prof and Contracted Services	-	450	1,148
252	Advertising and Legal Notices	893	1,325	1,200
261	Telephone Charges	608	708	660
263	Postage	8	100	100
264	Printing Copying and Binding	90	310	300
269	Other Services and Charges	702	-	-
	<i>Subtotal</i>	<i>11,142</i>	<i>48,213</i>	<i>51,166</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$667,493</b>	<b>\$871,634</b>	<b>\$1,050,343</b>

**Recovery Office Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	113,751	161,259	172,712
Operating and Maintenance	200	51,788	51,973
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$113,952</b>	<b>\$213,047</b>	<b>\$224,685</b>

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

## 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Recovery Officer	0.00	0.00	0.28
Flood Recovery Manager	0.25	0.25	0.00
Sr Accountant	0.00	0.75	0.75
Administrative Analyst	0.25	0.25	0.25
<b>Total</b>	<b>0.50</b>	<b>1.25</b>	<b>1.28</b>

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## Recovery Office

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	92,581	101,319	110,848
112	Temporary Wages	-	23,706	23,706
121	Overtime Wages	-	-	-
126	RHS Plan	1,986	500	510
128	FICA	-	1,470	1,470
129	Medicare Contribution	985	1,813	1,951
131	MOPC	4,569	5,066	5,542
132	Employee Insurance	5,899	16,211	16,627
133	GERP Retirement	7,683	9,118	9,976
135	Compensation Insurance	37	23	45
136	Unemployment Insurance	12	33	37
137	Staff Training and Conference	-	2,000	2,000
	<i>Subtotal</i>	<i>113,751</i>	<i>161,259</i>	<i>172,712</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	1,500	1,500
217	Dues and Subscriptions	-	-	-
218	NonCapital Equip and Furniture	-	1,500	1,500
245	Mileage Allowance	-	500	500
246	Liability Insurance	95	68	253
250	Prof and Contracted Services	-	47,220	47,220
261	Telephone Charges	105	850	850
263	Postage	-	150	150
	<i>Subtotal</i>	<i>200</i>	<i>51,788</i>	<i>51,973</i>
	<b>SERVICE TOTAL</b>	<b>\$113,952</b>	<b>\$213,047</b>	<b>\$224,685</b>



### Communications Division Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	593,921
Operating and Maintenance	-	-	283,395
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 877,316</b>

The Communications Division includes one budget service: Communications.

## Communications

**FUND:** General Fund

**DEPARTMENT:** Shared Services

**Service Description:** The Communications Division is the voice and ears of the City organization. This team works to communicate with Longmont residents about services, emergencies, developments, events, and civic participation that impact or interest the community, as well as receive feedback and relay comments and concerns from the community. The Communications Division is a centralized entity within the Shared Services Department with expertise that includes:

- media relations and public information
- marketing
- strategic communications
- community involvement
- graphic design
- social media
- website administration
- creative outreach
- emergency and crisis communications

Team members are embedded in divisions and departments across the organization to build relationships and maintain subject matter expertise while pooling skills and resources as needed to support City and Council priorities.

### **SERVICE:** Communications

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<b>Budgeted Positions:</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
Communications and Engagement Director	1.00	1.00	1.00
Public Information Officer	0.50	0.50	0.50
Public Information Specialist	0.50	0.50	0.00
Special Projects Manager	1.00	0.00	0.00
Website Administrator	1.00	1.00	1.00
Citywide Brand and Digital Communications Specialist	0.00	0.33	0.33
Communications and Marketing Manager	0.25	0.25	0.35
Communications and Marketing Specialist	1.00	1.00	1.00
<b>Total</b>	<b>5.25</b>	<b>4.58</b>	<b>4.18</b>

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## Communications

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	448,561
112	Temporary Wages	-	-	-
115	One Time Payment	-	-	-
121	Overtime Wages	-	-	-
126	RHS Plan	-	-	1,672
128	FICA	-	-	-
129	Medicare Contribution	-	-	6,504
131	MOPC	-	-	22,428
132	Employee Insurance	-	-	66,924
133	GERP Retirement	-	-	40,370
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	147
137	Staff Training and Conference	-	-	7,315
142	Food Allowance	-	-	-
	<i>Subtotal</i>	-	-	593,921
<b>Operating and Maintenance</b>				
210	Supplies	-	-	17,000
216	Reference Books and Materials	-	-	-
217	Dues and Subscriptions	-	-	2,385
218	NonCapital Equip and Furniture	-	-	1,400
245	Mileage Allowance	-	-	-
246	Liability Insurance	-	-	-
250	Prof and Contracted Services	-	-	193,774
252	Ads and Legal Notices	-	-	22,630
261	Telephone Charges	-	-	1,800
263	Postage	-	-	250
264	Printing Copying and Binding	-	-	44,156
269	Other Services and Charges	-	-	-
	<i>Subtotal</i>	-	-	283,395
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 877,316</b>

## Finance Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	3,901,995	4,294,621	4,826,148
Operating and Maintenance	1,629,915	1,723,158	2,187,866
Non-Operating	-	-	-
Capital	78,498	-	20,000
<b>TOTAL</b>	<b>\$5,610,408</b>	<b>\$6,017,779</b>	<b>\$7,034,014</b>

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

### Finance Administration Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	830,870	971,072	1,164,129
Operating and Maintenance	399,298	410,843	500,217
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$1,230,168</b>	<b>\$1,381,915</b>	<b>\$1,664,346</b>

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

## Finance Administration

**FUND:** General Fund

**DEPARTMENT:** Finance

**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.

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**SERVICE:** Finance Administration

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Chief Financial Officer	1.00	1.00	1.00
Retirement Administrator	0.00	0.50	1.00
Financial Analyst	0.00	0.00	1.00
Public Information Specialist	0.50	0.50	0.00
<b>Total</b>	<b>1.50</b>	<b>2.00</b>	<b>3.00</b>

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## Finance Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	168,420	258,952	382,209
112	Temporary Wages	14,847	-	-
126	RHS Plan	6,748	800	1,200
128	FICA	926	-	-
129	Medicare Contribution	314	1,273	2,800
131	MOPC	8,125	12,882	19,045
132	Employee Insurance	32,114	41,225	57,136
133	GERP Retirement	14,969	23,190	34,282
135	Compensation Insurance	92	75	93
136	Unemployment Insurance	64	85	126
137	Staff Training and Conference	840	7,000	9,000
	<i>Subtotal</i>	<i>247,458</i>	<i>345,482</i>	<i>505,891</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,097	2,855	3,673
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	264	1,554	1,554
218	NonCapital Equip and Furniture	-	5,650	10,150
240	Repair and Maintenance	242	4,110	4,110
245	Mileage Allowance	2,403	2,400	2,400
246	Liability Insurance	610	583	923
249	Operating Leases and Rentals	2,911	2,050	2,050
250	Prof and Contracted Services	77,467	84,000	86,000
263	Postage	2	60	60
264	Printing Copying and Binding	-	25	25
269	Other Services and Charges	83	500	500
273	Fleet Lease Operating and Mtc	3,967	654	4,582
274	Fleet Lease Replacement	10,318	10,318	10,318
	<i>Subtotal</i>	<i>99,364</i>	<i>114,809</i>	<i>126,395</i>
<b>Non-Operating Expense</b>				
350	Bad Debt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 346,823</b>	<b>\$ 460,291</b>	<b>\$ 632,286</b>

## Sales Tax

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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## Sales Tax

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	215,223	219,231	232,435
112	Temporary Wages	9,829	15,601	15,601
115	One Time Payment	735	-	-
121	Overtime Wages	-	115	115
126	RHS Plan	1,200	1,200	1,200
128	FICA	609	967	967
129	Medicare Contribution	2,872	3,405	3,596
131	MOPC	10,761	10,961	11,622
132	Employee Insurance	34,600	35,076	34,865
133	GERP Retirement	18,101	19,730	20,919
135	Compensation Insurance	105	86	84
136	Unemployment Insurance	69	73	77
137	Staff Training and Conference	-	1,500	1,500
	<i>Subtotal</i>	<i>294,105</i>	<i>307,945</i>	<i>322,981</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,651	2,313	2,313
217	Dues and Subscriptions	-	135	135
218	NonCapital Equip and Furniture	1,995	500	500
240	Repair and Maintenance	93,717	30,583	90,970
246	Liability Insurance	268	257	476
250	Prof and Contracted Services	99,468	140,000	160,000
263	Postage	3,457	6,953	3,953
264	Printing Copying and Binding	-	450	-
	<i>Subtotal</i>	<i>200,555</i>	<i>181,191</i>	<i>258,347</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$494,660</b>	<b>\$489,136</b>	<b>\$581,328</b>

## Treasury

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Treasury Supervisor	0.90	0.90	0.90
Head Cashier	1.00	1.00	1.00
Cashier	1.00	1.00	1.00
<b>Total</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>

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## Treasury

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	154,701	162,090	173,110
112	Temporary Wages	18,537	25,431	25,431
115	One Time Payment	1,764	-	-
121	Overtime Wages	953	300	300
126	RHS Plan	1,254	1,160	1,160
128	FICA	1,152	1,577	1,577
129	Medicare Contribution	2,146	2,719	2,879
131	MOPC	7,635	8,105	8,655
132	Employee Insurance	25,296	25,646	25,696
133	GERP Retirement	12,843	14,589	15,580
135	Compensation Insurance	84	68	3,026
136	Unemployment Insurance	50	53	57
137	Staff Training and Conference	-	400	400
	<i>Subtotal</i>	<i>226,415</i>	<i>242,138</i>	<i>257,871</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,476	3,265	3,265
217	Dues and Subscriptions	150	-	-
218	NonCapital Equip and Furniture	-	100	100
240	Repair and Maintenance	9,165	10,810	11,210
246	Liability Insurance	213	203	381
250	Prof and Contracted Services	86,999	100,000	100,000
263	Postage	-	-	-
	<i>Subtotal</i>	<i>99,003</i>	<i>114,378</i>	<i>114,956</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$325,418</b>	<b>\$356,516</b>	<b>\$372,827</b>

## Information Desk

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Treasury Supervisor	0.10	0.10	0.10
Public Information Assistant	1.00	1.00	1.00
<b>Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>

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## Information Desk

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	47,606	49,245	53,043
112	Temporary Wages	-	9,565	7,165
115	One Time Payment	112	-	-
126	RHS Plan	440	440	440
128	FICA	-	593	444
129	Medicare Contribution	538	853	873
131	MOPC	2,380	2,462	2,652
132	Employee Insurance	7,771	7,879	7,956
133	GERP Retirement	4,004	4,432	4,774
135	Compensation Insurance	26	22	21
136	Unemployment Insurance	15	16	18
	<i>Subtotal</i>	<i>62,892</i>	<i>75,507</i>	<i>77,386</i>
<b>Operating and Maintenance</b>				
210	Supplies	52	300	300
218	NonCapital Equip and Furniture	256	100	100
246	Liability Insurance	67	65	119
	<i>Subtotal</i>	<i>375</i>	<i>465</i>	<i>519</i>
	<b>SERVICE TOTAL</b>	<b>\$63,268</b>	<b>\$75,972</b>	<b>\$77,905</b>

### Accounting Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,049,331	1,177,784	1,286,882
Operating and Maintenance	321,760	352,831	382,155
Non-Operating	-	-	-
Capital	78,498	-	-
<b>TOTAL</b>	<b>\$1,449,589</b>	<b>\$1,530,615</b>	<b>\$1,669,037</b>

The Accounting Division maintains the financial accounts and records for the City of Longmont. This division contains one budget service.

## Accounting

**FUND:** General Fund

**DEPARTMENT:** Finance

**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. Accounting also maintains and oversees the accounting functions for the Longmont Housing Authority.

**SERVICE:** Accounting

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Accounting Manager	1.00	1.00	1.00
LHA Accounting Supervisor	0.00	1.00	1.00
Lead Accountant	2.00	2.00	2.00
Sr Accountant	1.00	1.00	1.00
Accountant	2.00	2.00	2.00
LHA Accountant	0.00	1.00	1.00
LHA Accounting Technician	0.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00
Payroll Administrator	1.00	1.00	1.00
<b>Total</b>	<b>8.00</b>	<b>11.00</b>	<b>11.00</b>

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## Accounting

### Line Item Budget

		2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>				
111	Salaries and Wages	779,121	884,958	947,937
112	Temporary Wages	10,317	4,290	37,437
115	One Time Payment	-	-	-
121	Overtime Wages	-	465	465
126	RHS Plan	4,308	4,400	4,400
128	FICA	640	266	2,321
129	Medicare Contribution	9,739	12,892	14,288
131	MOPC	38,875	44,245	47,397
132	Employee Insurance	137,575	141,593	142,190
133	GERP Retirement	65,397	79,647	85,314
135	Compensation Insurance	298	237	320
136	Unemployment Insurance	275	291	313
137	Staff Training and Conference	2,785	4,500	4,500
	<i>Subtotal</i>	<i>1,049,331</i>	<i>1,177,784</i>	<i>1,286,882</i>
<b>Operating and Maintenance</b>				
210	Supplies	7,721	5,865	6,683
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	341	575	575
218	NonCapital Equip and Furniture	1,563	1,200	3,200
240	Repair and Maintenance	205,416	232,540	242,075
246	Liability Insurance	761	707	1,803
250	Prof and Contracted Services	6,204	16,890	32,765
251	Auditing	90,530	85,100	85,100
261	Telephone Charges	709	-	-
263	Postage	7,155	8,654	8,654
264	Printing Copying and Binding	-	350	350
269	Other Services and Charges	1,360	850	850
	<i>Subtotal</i>	<i>321,760</i>	<i>352,831</i>	<i>382,155</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	78,498	-	-
	<i>Subtotal</i>	<i>78,498</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,449,589</b>	<b>\$1,530,615</b>	<b>\$1,669,037</b>



**Budget and Fiscal Analysis Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	504,573	562,480	588,952
Operating and Maintenance	27,423	28,394	28,490
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$531,997</b>	<b>\$590,874</b>	<b>\$617,442</b>

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

## Budget and Fiscal Analysis

**FUND:** General Fund

**DEPARTMENT:** Finance

**Service Description:**

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

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**SERVICE:** Budget and Fiscal Analysis

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Budget Manager	1.00	1.00	1.00
Sr Budget Analyst	2.00	2.00	2.00
ERP Business Analyst	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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## Budget and Fiscal Analysis

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	379,790	419,472	442,737
126	RHS Plan	3,689	1,600	1,600
129	Medicare Contribution	4,450	6,083	6,420
131	MOPC	18,941	20,974	22,137
132	Employee Insurance	64,231	67,117	66,411
133	GERP Retirement	31,864	37,753	39,846
135	Compensation Insurance	176	149	151
136	Unemployment Insurance	129	138	146
137	Staff Training and Conference	1,302	9,194	9,504
	<i>Subtotal</i>	<i>504,573</i>	<i>562,480</i>	<i>588,952</i>
<b>Operating and Maintenance</b>				
210	Supplies	477	400	400
217	Dues and Subscriptions	999	600	645
218	NonCapital Equip and Furniture	4,444	400	400
240	Repair and Maintenance	-	-	50
246	Liability Insurance	449	444	850
250	Prof and Contracted Services	20,000	25,000	25,000
252	Ads and Legal Notices	-	-	-
264	Printing Copying and Binding	-	470	-
269	Other Services and Charges	1,055	1,080	1,145
	<i>Subtotal</i>	<i>27,423</i>	<i>28,394</i>	<i>28,490</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 531,997</b>	<b>\$ 590,874</b>	<b>\$ 617,442</b>

## Risk Management Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	514,071	524,149	564,191
Operating and Maintenance	69,289	92,294	373,849
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$583,360</b>	<b>\$616,443</b>	<b>\$938,040</b>

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

## Risk Management

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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 Assistant	0.96	0.96	0.96
<b>Total</b>	<b>2.87</b>	<b>2.87</b>	<b>2.87</b>

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## Risk Management

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	232,124	236,648	257,672
115	One Time Payment	1,034	-	-
126	RHS Plan	3,348	1,148	1,148
129	Medicare Contribution	2,895	3,432	3,736
131	MOPC	11,599	11,832	12,884
132	Employee Insurance	37,305	37,864	38,651
133	GERP Retirement	19,510	21,298	23,190
135	Compensation Insurance	105	87	85
136	Unemployment Insurance	74	78	85
137	Staff Training and Conference	3,687	3,700	3,700
	<i>Subtotal</i>	<i>311,681</i>	<i>316,087</i>	<i>341,151</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,200	2,026	2,026
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	1,085	825	825
218	NonCapital Equip and Furniture	-	550	550
240	Repair and Maintenance	35,065	35,100	35,100
246	Liability Insurance	267	258	480
250	Prof and Contracted Services	953	625	290,625
261	Telephone Charges	84	-	-
263	Postage	1,517	1,650	1,650
264	Printing Copying and Binding	444	700	700
	<i>Subtotal</i>	<i>40,614</i>	<i>41,784</i>	<i>332,006</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$352,296</b>	<b>\$357,871</b>	<b>\$673,157</b>

## Safety

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Risk Manager	0.22	0.22	0.22
Safety Officer	0.80	0.80	0.80
Administrative Assistant	0.04	0.04	0.04
<b>Total</b>	<b>1.06</b>	<b>1.06</b>	<b>1.06</b>

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## Safety

### Line Item Budget

		2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>				
111	Salaries and Wages	94,843	97,341	106,168
115	One Time Payment	320	-	-
126	RHS Plan	1,318	424	424
129	Medicare Contribution	1,125	1,412	1,539
131	MOPC	4,713	4,867	5,308
132	Employee Insurance	15,349	15,575	15,925
133	GERP Retirement	7,928	8,761	9,555
135	Compensation Insurance	43	36	35
136	Unemployment Insurance	31	32	35
	<i>Subtotal</i>	<i>125,671</i>	<i>128,448</i>	<i>138,989</i>
<b>Operating and Maintenance</b>				
210	Supplies	291	350	350
215	Audiovisual Materials	1,250	1,250	1,250
216	Reference Books and Materials	100	100	100
217	Dues and Subscriptions	225	449	449
218	NonCapital Equip and Furniture	6,353	14,053	6,353
240	Repair and Maintenance	750	750	750
246	Liability Insurance	366	350	386
247	Safety Expenses	200	200	200
250	Prof and Contracted Services	17,203	19,745	19,745
261	Telephone Charges	336	478	478
263	Postage	-	50	50
269	Other Services and Charges	-	-	-
273	Fleet Lease Operating and Mtc	1,059	1,060	-
	<i>Subtotal</i>	<i>28,133</i>	<i>38,835</i>	<i>30,111</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$153,804</b>	<b>\$167,283</b>	<b>\$169,100</b>



## Wellness

**FUND:** General Fund

**DEPARTMENT:** Finance

**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, presentism, and lifestyle 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Risk Manager	0.07	0.07	0.07
Wellness Coordinator	0.75	0.75	0.75
<b>Total</b>	<b>0.82</b>	<b>0.82</b>	<b>0.82</b>

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## Wellness

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	58,182	60,094	63,956
115	One Time Payment	102	-	-
126	RHS Plan	402	328	328
129	Medicare Contribution	704	872	927
131	MOPC	2,909	3,005	3,198
132	Employee Insurance	9,480	9,615	9,593
133	GERP Retirement	4,893	5,408	5,756
135	Compensation Insurance	27	22	22
136	Unemployment Insurance	19	20	21
142	Food Allowance	-	250	250
	<i>Subtotal</i>	<i>76,719</i>	<i>79,614</i>	<i>84,051</i>
<b>Operating and Maintenance</b>				
210	Supplies	56	400	400
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	390	695	695
246	Liability Insurance	68	65	122
250	Prof and Contracted Services	-	10,000	10,000
264	Printing and Copying	28	140	140
269	Other Services and Charges	-	325	325
	<i>Subtotal</i>	<i>542</i>	<i>11,675</i>	<i>11,732</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$77,261</b>	<b>\$91,289</b>	<b>\$95,783</b>

### Utility Billing Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,003,150	1,059,136	1,221,994
Operating and Maintenance	812,144	838,796	903,155
Non-Operating	-	-	-
Capital	-	-	20,000
<b>TOTAL</b>	<b>\$1,815,294</b>	<b>\$1,897,932</b>	<b>\$2,145,149</b>

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

## Utility Billing

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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	2.00
Customer Service Representative	7.54	7.54	7.87
Billing Specialist	2.00	2.00	2.00
<b>Total</b>	<b>12.52</b>	<b>12.52</b>	<b>13.85</b>

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## Utility Billing

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	713,356	752,242	875,653
115	One Time Payment	1,037	-	-
121	Overtime Wages	115	2,000	2,000
126	RHS Plan	5,909	5,010	5,540
129	Medicare Contribution	8,924	10,903	12,697
131	MOPC	35,605	37,612	43,782
132	Employee Insurance	118,187	119,206	130,269
133	GERP Retirement	59,886	67,703	78,809
135	Compensation Insurance	395	322	317
136	Unemployment Insurance	236	242	287
137	Staff Training and Conferences	1,383	1,500	1,500
	<i>Subtotal</i>	<i>945,034</i>	<i>996,740</i>	<i>1,150,854</i>
<b>Operating and Maintenance</b>				
210	Supplies	23,803	28,750	32,068
218	NonCapital Equip and Furniture	489	1,000	3,500
240	Repair and Maintenance	227,343	150,204	169,398
246	Liability Insurance	854	857	1,570
250	Prof and Contracted Services	331,455	413,280	434,661
263	Postage	215,111	228,500	248,000
269	Other Services and Charges	787	3,450	1,000
	<i>Subtotal</i>	<i>799,842</i>	<i>826,041</i>	<i>890,197</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,744,876</b>	<b>\$1,822,781</b>	<b>\$2,041,051</b>

## Mail Delivery

**FUND:** General Fund

**DEPARTMENT:** Finance

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Utility Billing Manager	0.02	0.02	0.02
Mail Room Clerk	1.00	1.00	1.00
Customer Service Representative	0.08	0.08	0.13
<b>Total</b>	<b>1.10</b>	<b>1.10</b>	<b>1.15</b>

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## Mail Delivery

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	43,683	46,805	53,849
115	One Time Payment	21	-	-
121	Overtime Wages	-	100	100
126	RHS Plan	858	440	461
129	Medicare Contribution	527	679	780
131	MOPC	2,156	2,340	2,692
132	Employee Insurance	7,016	7,489	8,077
133	GERP Retirement	3,627	4,212	4,846
135	Compensation Insurance	20	16	17
136	Unemployment Insurance	14	15	18
141	Uniforms Protective Clothing	195	300	300
	<i>Subtotal</i>	<i>58,116</i>	<i>62,396</i>	<i>71,140</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,058	2,500	2,500
240	Repair and Maintenance	1,921	2,500	2,500
246	Liability Insurance	400	383	511
249	Operating Leases and Rentals	840	1,100	1,100
263	Postage	634	-	-
273	Fleet Lease Operating and Mtc	3,061	1,884	1,959
274	Fleet Lease Replacement	4,388	4,388	4,388
	<i>Subtotal</i>	<i>12,302</i>	<i>12,755</i>	<i>12,958</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	20,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>20,000</i>
	<b>SERVICE TOTAL</b>	<b>\$70,418</b>	<b>\$75,151</b>	<b>\$104,098</b>

## Public Safety Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	34,066,185	35,107,440	37,312,525
Operating and Maintenance	4,974,057	5,765,009	6,097,442
Non-Operating	-	-	-
Capital	1,078,337	367,500	233,750
<b>TOTAL</b>	<b>\$40,118,578</b>	<b>\$41,239,949</b>	<b>\$43,643,717</b>

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, CORE and Community Neighborhood Response
- ◆ Fire Services Division – Suppression, Fire Codes & Planning, Investigations, HazMat Team, Technical Rescue Team, Wildland Team
- ◆ Police Services Division – Patrol Operations Section, Special Operations Section, Animal Control Unit, School Resource Officer Unit, Traffic Unit, SWAT Team, Detective Operations Section, Special Enforcement Unit, Emergency Communications Center, and Animal Control
- ◆ Support Services Division – Training & Personnel Unit, Records Unit, and Information & Technology



**Public Safety Administration Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	455,348	492,421	637,686
Operating and Maintenance	207,984	210,423	238,002
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$663,332</b>	<b>\$702,844</b>	<b>\$875,688</b>

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Chief of Public Safety	1.00	1.00	1.00
Research & Community Engagement Manager	1.00	0.00	0.00
Public Safety Communications and Marketing Manager	1.00	1.00	1.00
PS Data and Statistical Analyst	1.00	1.00	1.00
Grant Coordinator	0.00	0.00	1.00
<b>Total</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>

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## Public Safety Chief

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	334,729	371,374	483,669
126	RHS Plan	4,394	1,200	1,600
127	FPPA Death and Disability	-	3,235	-
129	Medicare Contribution	4,180	5,385	7,013
131	MOPC	11,376	8,460	24,183
132	Employee Insurance	64,633	59,420	72,550
133	GERP Retirement	19,146	15,228	43,530
134	Police and Fire Retirement	9,504	22,037	-
135	Compensation Insurance	2,371	1,611	133
136	Unemployment Insurance	129	123	160
137	Staff Training and Conference	2,863	2,500	2,500
141	Uniforms Protective Clothing	1,393	700	700
142	Food Allowance	629	1,148	1,648
	<i>Subtotal</i>	<i>455,348</i>	<i>492,421</i>	<i>637,686</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,965	3,035	3,035
215	Audiovisual Materials	-	-	100
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	2,596	3,343	3,343
218	NonCapital Equip and Furniture	3,251	600	600
240	Repair and Maintenance	1,078	1,320	1,320
246	Liability Insurance	2,863	2,913	4,213
250	Prof and Contracted Services	182,415	185,300	195,900
261	Telephone Charges	420	-	-
263	Postage	7,152	11,163	11,163
264	Printing Copying and Binding	3,040	2,549	2,549
269	Other Services and Charges	205	-	-
273	Fleet Lease Operating and Mtc	-	-	1,809
274	Fleet Lease Replacement	-	-	13,770
	<i>Subtotal</i>	<i>207,984</i>	<i>210,423</i>	<i>238,002</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$663,332</b>	<b>\$702,844</b>	<b>\$875,688</b>

## Community Health and Resilience Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	504,270	523,436	718,905
Operating and Maintenance	123,515	149,845	157,803
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$627,784</b>	<b>\$673,281</b>	<b>\$876,708</b>

Community Health and Resilience includes five budget services: Office of Emergency Management, Public Safety Outreach, Volunteer Programs, CORE and Community Neighborhood Response.

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Community Health and Diversion Program Manager	0.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	0.00
<b>Total</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>

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## Office of Emergency Management

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	135,258	175,993	96,418
112	Temporary Wages	268	-	-
126	RHS Plan	400	800	400
128	FICA	17	-	-
129	Medicare Contribution	1,752	2,552	1,398
131	MOPC	6,763	8,800	4,821
132	Employee Insurance	21,359	28,159	14,463
133	GERP Retirement	11,380	15,839	8,678
135	Compensation Insurance	2,479	1,659	63
136	Unemployment Insurance	43	58	32
137	Staff Training and Conference	6,430	5,305	5,305
141	Uniforms and Protective Clothing	-	-	-
142	Food Allowance	252	500	500
	<i>Subtotal</i>	<i>186,400</i>	<i>239,665</i>	<i>132,078</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,984	1,000	1,000
216	Reference Books and Materials	495	500	500
217	Dues and Subscriptions	2,156	5,200	5,200
218	NonCapital Equip and Furniture	4,790	3,000	3,000
240	Repair and Maintenance	1,650	2,000	2,000
245	Mileage Allowance	-	400	400
246	Liability Insurance	1,069	1,654	2,194
250	Prof and Contracted Services	43,193	47,780	47,780
269	Other Services and Charges	8,912	11,934	11,934
273	Fleet Lease Operating and Mtc	2,647	5,557	5,944
274	Fleet Lease Replacement	13,686	13,686	17,173
	<i>Subtotal</i>	<i>81,583</i>	<i>92,711</i>	<i>97,125</i>
	<b>SERVICE TOTAL</b>	<b>\$ 267,982</b>	<b>\$ 332,376</b>	<b>\$ 229,203</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Public Safety Outreach Manager	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## Public Safety Outreach

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	71,361	77,656	83,267
126	RHS Plan	400	400	400
129	Medicare Contribution	893	1,126	1,207
131	MOPC	3,568	3,883	4,163
132	Employee Insurance	11,625	12,425	12,490
133	GERP Retirement	6,002	6,989	7,494
135	Compensation Insurance	33	27	28
136	Unemployment Insurance	23	26	27
137	Staff Training and Conference	-	1,000	1,000
142	Food Allowance	2,337	825	825
	<i>Subtotal</i>	<b>96,243</b>	<b>104,357</b>	<b>110,901</b>
<b>Operating and Maintenance</b>				
210	Supplies	1,091	2,500	2,500
214	Pamphlets and Documents	-	500	500
216	Reference Books and Materials	-	150	150
218	NonCapital Equip and Furniture	1,456	3,296	3,296
240	Repair and Maintenance	-	-	-
246	Liability Insurance	275	262	359
264	Printing and Copying	415	150	150
269	Other Services and Charges	648	300	300
273	Fleet Lease Operating and Mtc	3,062	772	2,088
274	Fleet Lease Replacement	6,827	6,827	6,827
	<i>Subtotal</i>	<b>13,775</b>	<b>14,757</b>	<b>16,170</b>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$110,018</b>	<b>\$119,114</b>	<b>\$127,071</b>



## 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
- ◆ Citizen Volunteer Patrol
- ◆ Range Safety Volunteers
- ◆ Student Intern Officers
- ◆ Explorers
- ◆ Front Range Chaplains
- ◆ Fire Corps Volunteers
- ◆ Community Emergency Response Team (CERT) and BeReady Volunteers

### Line Item Budget

<b>Personal Services</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
137 Staff Training and Conference	693	1,000	1,000
142 Food Allowance	1,915	2,700	2,700
<i>Subtotal</i>	<i>2,608</i>	<i>3,700</i>	<i>3,700</i>
<b>Operating and Maintenance</b>			
210 Supplies	152	1,680	1,680
217 Dues and Subscriptions	-	70	70
230 Printing Copying Supplies	-	-	-
246 Liability Insurance	1,020	-	-
250 Prof and Contracted Services	1,928	-	-
273 Fleet Lease Operating and Mtc	5,294	4,272	12,540
274 Fleet Lease Replacement	19,616	19,612	13,347
<i>Subtotal</i>	<i>28,011</i>	<i>25,634</i>	<i>27,637</i>
<b>SERVICE TOTAL</b>	<b>\$30,618</b>	<b>\$29,334</b>	<b>\$31,337</b>

## 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.

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**SERVICE:** CORE

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Clinician II	1.00	1.00	0.00
Clinician III	0.00	0.00	1.00
Co-Responder Paramedic	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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**CORE**  
**Line Item Budget**

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	128,467	132,038	151,812
121	Overtime Wages	4,076	-	-
126	RHS Plan	400	800	800
129	Medicare Contribution	1,606	1,914	2,201
131	MOPC	6,423	6,602	7,591
132	Employee Insurance	20,308	21,126	22,772
133	GERP Retirement	10,806	11,884	13,663
135	Compensation Insurance	1,310	1,306	1,315
136	Unemployment Insurance	41	44	50
137	Staff Training and Conference	-	-	-
	<i>Subtotal</i>	<i>173,437</i>	<i>175,714</i>	<i>200,204</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	-
218	NonCapital Equip and Furniture	-	-	-
246	Liability Insurance	147	140	268
250	Prof and Contracted Services	-	16,603	16,603
	<i>Subtotal</i>	<i>147</i>	<i>16,743</i>	<i>16,871</i>
	<b>SERVICE TOTAL</b>	<b>\$173,584</b>	<b>\$192,457</b>	<b>\$217,075</b>

## Community Neighborhood Response

**FUND:** General Fund

**DEPARTMENT:** Public Safety

**Service Description:**

**SERVICE:** Community Neighborhood Response

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Master Police Officer	0.00	0.00	2.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

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## Community Neighborhood Response

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	40,055	-	206,496
121	Overtime Wages	140	-	-
126	RHS Plan	363	-	2,065
127	FPPA Death and Disability	618	-	3,510
129	Medicare Contribution	445	-	2,994
132	Employee Insurance	-	-	30,974
134	Police and Fire Retirement	3,675	-	25,915
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	68
137	Staff Training and Conference	160	-	-
141	Uniforms and Protective Clothing	126	-	-
	<i>Subtotal</i>	<i>45,582</i>	<i>-</i>	<i>272,022</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 45,582</b>	<b>\$ -</b>	<b>\$ 272,022</b>

### Fire Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	11,756,282	11,377,170	12,057,196
Operating and Maintenance	1,562,688	1,878,246	1,974,881
Non-Operating	-	-	-
Capital	886,920	-	170,250
<b>TOTAL</b>	<b>\$14,205,889</b>	<b>\$13,255,416</b>	<b>\$14,202,327</b>

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.

## 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Assistant Fire Chief	0.00	0.00	1.00
Assistant Fire Marshal	1.00	1.00	1.00
Fire Captain	1.00	1.00	0.00
Sr Fire Code Inspector	1.00	1.00	1.00
Fire Protection Engineer	1.00	0.00	0.00
<b>Total</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>

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## Fire Codes and Planning

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	410,174	316,046	367,297
121	Overtime Wages	2,910	6,623	6,888
126	RHS Plan	5,279	2,032	1,200
127	FPPA Death and Disability	1,754	1,971	2,727
129	Medicare Contribution	5,149	4,583	5,326
131	MOPC	14,637	9,643	10,344
132	Employee Insurance	64,502	50,567	55,095
133	GERP Retirement	24,620	17,359	18,619
134	Police and Fire Retirement	11,662	13,425	18,288
135	Compensation Insurance	4,503	5,255	4,077
136	Unemployment Insurance	129	105	121
141	Uniforms and Protective Clothing	1,400	1,500	1,500
142	Food Allowance	25	600	600
	<i>Subtotal</i>	<i>546,743</i>	<i>429,709</i>	<i>492,082</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,968	2,800	2,800
214	Pamphlets and Documents	2,472	1,400	1,400
217	Dues and Subscriptions	7,551	6,583	6,583
218	NonCapital Equip and Furniture	-	550	550
240	Repair and Maintenance	-	-	-
246	Liability Insurance	6,701	1,861	1,833
250	Prof and Contracted Services	2,401	18,229	18,229
264	Printing Copying and Binding	270	350	350
269	Other Services and Charges	-	-	-
273	Fleet Lease Operating and Mtc	21,480	5,644	34,210
274	Fleet Lease Replacement	22,792	15,832	15,832
	<i>Subtotal</i>	<i>65,635</i>	<i>53,249</i>	<i>81,787</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$612,378</b>	<b>\$482,958</b>	<b>\$573,869</b>



## 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. 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy Public Safety Chief	1.00	1.00	0.00
Fire Chief	0.00	0.00	1.00
Assistant Fire Chief	3.00	3.00	3.00
Fire Captain	2.00	2.00	3.00
Fire Lieutenant Shift	17.00	17.00	17.00
Firefighter/Paramedic/Engineer	3.00	3.00	3.00
Firefighter/Engineer	16.00	16.00	16.00
Firefighter/Paramedic	10.00	10.00	10.00
Firefighter	20.00	20.00	21.00
Administrative Analyst	1.00	1.00	1.00
<b>Total</b>	<b>73.00</b>	<b>73.00</b>	<b>75.00</b>

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## Fire Suppression

### Line Item Budget

		2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>				
111	Salaries and Wages	7,118,249	7,423,381	7,779,598
121	Overtime Wages	1,538,515	933,414	970,750
122	Longevity Compensation	17,545	6,840	2,580
126	RHS Plan	160,713	69,466	72,046
127	FPPA Death and Disability	80,942	94,633	110,818
129	Medicare Contribution	106,955	107,265	112,427
131	MOPC	2,896	2,996	3,176
132	Employee Insurance	1,132,284	1,182,525	1,162,410
133	GERP Retirement	4,871	5,392	5,716
134	Police and Fire Retirement	714,278	799,780	992,736
135	Compensation Insurance	179,751	163,334	164,300
136	Unemployment Insurance	2,272	2,435	2,557
137	Staff Training and Conference	32,492	88,000	118,000
141	Uniforms and Protective Clothing	116,848	65,000	65,000
142	Food Allowance	928	3,000	3,000
	<i>Subtotal</i>	<i>11,209,538</i>	<i>10,947,461</i>	<i>11,565,114</i>
<b>Operating and Maintenance</b>				
210	Supplies	38,393	54,250	54,250
216	Reference Books and Materials	-	-	-
217	Dues and Subscriptions	5,682	13,000	13,000
218	NonCapital Equip and Furniture	63,854	301,150	163,950
240	Repair and Maintenance	-	69,500	69,500
245	Mileage Allowance	185	-	-
246	Liability Insurance	108,219	103,302	105,381
247	Safety Expenses	63,151	34,000	34,000
250	Prof and Contracted Services	129,350	123,643	163,643
261	Telephone Charges	1,273	-	-
263	Postage	511	600	600
264	Printing Copying and Binding	2,238	-	-
269	Other Services and Charges	15,423	3,000	3,000
273	Fleet Lease Operating and Mtc	346,247	378,643	372,625
274	Fleet Lease Replacement	653,671	743,909	913,145
		<i>1,497,053</i>	<i>1,824,997</i>	<i>1,893,094</i>
<b>Capital Outlay</b>				
432	Vehicles	44,000	-	170,250
440	Machinery and Equipment	842,920	-	-
	<i>Subtotal</i>	<i>886,920</i>	<i>-</i>	<i>170,250</i>
	<b>SERVICE TOTAL</b>	<b>\$13,593,511</b>	<b>\$12,772,458</b>	<b>\$13,628,458</b>

## Police Services Division

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	18,705,205	19,882,732	20,931,895
Operating and Maintenance	2,314,105	2,627,223	2,784,560
Non-Operating	-	-	-
Capital	172,037	367,500	56,900
<b>TOTAL</b>	<b>\$21,191,347</b>	<b>\$22,877,455</b>	<b>\$23,773,355</b>

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

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

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

## Patrol

**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:** Patrol

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy Public Safety Chief	1.00	1.00	0.00
Police Chief	0.00	0.00	1.00
Assistant Police Chief	0.00	0.00	1.00
Police Commander	2.00	2.00	2.00
Police Sergeant	11.00	11.00	12.00
Master Police Officer	16.00	17.00	17.00
Police Officer	46.00	45.00	47.00
CSO Patrol	4.00	4.00	4.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>82.00</b>	<b>82.00</b>	<b>86.00</b>

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## Patrol

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	7,344,056	7,817,078	8,861,579
121	Overtime Wages	804,802	360,802	375,234
122	Longevity Compensation	3,251	4,440	4,560
126	RHS Plan	153,071	74,551	81,215
127	FPPA Death and Disability	98,707	114,053	130,997
129	Medicare Contribution	100,362	113,366	125,789
131	MOPC	16,432	17,662	18,721
132	Employee Insurance	1,217,929	1,248,052	1,299,641
133	GERP Retirement	27,641	31,787	33,698
134	Police and Fire Retirement	703,515	813,563	1,044,649
135	Compensation Insurance	490,814	354,513	349,985
136	Unemployment Insurance	2,436	2,572	2,859
137	Staf Training and Conferences	11,625	21,120	21,120
141	Uniforms and Protective Clothing	145,018	99,665	125,975
142	Food Allowance	1,192	1,000	1,000
	<i>Subtotal</i>	<i>11,120,851</i>	<i>11,074,224</i>	<i>12,477,022</i>
<b>Operating and Maintenance</b>				
210	Supplies	21,796	18,185	18,185
216	Reference Books and Materials	17	3,220	3,220
217	Dues and Subscriptions	838	1,000	1,000
218	NonCapital Equip and Furniture	18,567	7,450	25,405
240	Repair and Maintenance	39,367	38,627	38,627
246	Liability Insurance	114,194	131,303	190,943
247	Safety Expenses	4,241	66,650	11,340
250	Prof and Contracted Services	6,430	5,450	5,450
252	Ads and Legal Notices	360	-	-
258	Investigative Expenses	2,315	500	500
261	Telephone Charges	843	-	-
263	Postage	24	-	-
264	Printing Copying and Binding	4,818	6,835	11,835
269	Other Services and Charges	185	-	-
273	Fleet Lease Operating and Mtc	477,196	388,537	445,071
274	Fleet Lease Replacement	413,777	570,619	509,295
		<i>1,104,971</i>	<i>1,238,376</i>	<i>1,260,871</i>
<b>Capital Outlay</b>				
432	Vehicles	-	12,500	-
440	Machinery and Equipment	-	-	26,100
475	Building Facility and Improvements	18,228	-	-
	<i>Subtotal</i>	<i>18,228</i>	<i>12,500</i>	<i>26,100</i>
	<b>SERVICE TOTAL</b>	<b>\$12,244,050</b>	<b>\$12,325,100</b>	<b>\$13,763,993</b>

## Detectives

**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:** Detectives

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Assistant Police Chief	0.00	0.00	1.00
Police Commander	1.00	1.00	0.00
Police Sergeant	2.00	2.00	2.00
Master Police Officer	14.00	13.00	13.00
Police Officer	2.00	3.00	3.00
CSO Property and Evidence Custodian	1.00	1.00	1.00
CSO Crime Scene Investigator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.00
<b>Total</b>	<b>22.00</b>	<b>22.00</b>	<b>21.00</b>

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## Detectives

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,921,204	2,131,201	2,184,472
112	Temporary Wages	1,708	-	-
121	Overtime Wages	168,694	169,822	176,615
122	Longevity Compensation	6,927	4,440	-
126	RHS Plan	70,456	20,150	20,636
127	FPPA Death and Disability	28,900	36,300	40,514
128	FICA	106	-	-
129	Medicare Contribution	25,507	30,132	31,675
131	MOPC	8,455	9,327	7,030
132	Employee Insurance	334,795	339,839	326,501
133	GERP Retirement	14,216	16,789	12,655
134	Police and Fire Retirement	171,611	211,967	263,800
135	Compensation Insurance	62,540	49,150	61,992
136	Unemployment Insurance	674	704	718
137	Staff Training and Conference	23,297	22,800	22,800
141	Uniforms and Protective Clothing	13,183	12,550	12,550
142	Food Allowance	1,849	2,050	2,050
	<i>Subtotal</i>	<i>2,854,123</i>	<i>3,057,221</i>	<i>3,164,008</i>
<b>Operating and Maintenance</b>				
210	Supplies	28,227	16,050	16,050
216	Reference Books and Materials	-	975	975
217	Dues and Subscriptions	7,113	22,525	44,805
218	NonCapital Equip and Furniture	9,332	12,425	47,427
240	Repair and Maintenance	4,256	3,000	3,000
246	Liability Insurance	34,794	35,161	43,785
250	Prof and Contracted Services	11,174	9,725	9,725
252	Ads and Legal Notices	815	1,500	1,500
258	Investigative Expenses	37,101	29,975	36,975
261	Telephone Charges	419	-	-
264	Printing Copying and Binding	41	7,350	7,350
269	Other Services and Charges	50	-	-
273	Fleet Lease Operating and Mtc	44,734	43,930	59,413
274	Fleet Lease Replacement	98,584	84,943	84,892
	<i>Subtotal</i>	<i>276,640</i>	<i>267,559</i>	<i>355,897</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$3,130,763</b>	<b>\$3,324,780</b>	<b>\$3,519,905</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Police Sergeant	1.00	1.00	0.00
Master Police Officer	5.00	5.00	0.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

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## Special Enforcement Unit

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	105,027	614,412	-
121	Overtime Wages	18,844	66,114	68,759
126	RHS Plan	2,186	6,145	-
127	FPPA Death and Disability	1,577	9,829	-
129	Medicare Contribution	1,525	8,911	-
132	Employee Insurance	100,458	98,305	-
134	Police and Fire Retirement	10,575	66,970	-
135	Compensation Insurance	16,240	13,276	9,588
136	Unemployment Insurance	202	204	-
141	Uniforms and Protective Clothing	1,566	4,200	4,200
142	Food Allowance	-	2,000	2,000
	<i>Subtotal</i>	<i>258,200</i>	<i>890,366</i>	<i>84,547</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,467	1,425	1,425
216	Reference Books and Materials	-	-	-
217	Dues and Subscriptions	9,619	7,450	7,450
218	NonCapital Equip and Furniture	6,007	4,475	4,475
240	Repair and Maintenance	17,508	10,800	10,800
246	Liability Insurance	11,169	28,868	33,986
247	Safety Expenses	3,700	4,000	4,000
250	Prof and Contracted Services	-	4,600	4,600
258	Investigative Expenses	6,188	34,045	34,045
273	Fleet Lease Operating and Mtc	134,116	133,480	155,934
274	Fleet Lease Replacement	10,264	10,265	10,265
	<i>Subtotal</i>	<i>200,037</i>	<i>239,408</i>	<i>266,980</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$458,236</b>	<b>\$1,129,774</b>	<b>\$351,527</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
CSO Animal Control	4.00	4.00	4.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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## Animal Control

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	217,887	225,552	239,085
121	Overtime Wages	1,698	2,454	2,552
126	RHS Plan	2,706	2,256	2,391
129	Medicare Contribution	2,760	3,272	3,467
131	MOPC	10,890	11,276	11,954
132	Employee Insurance	36,105	36,088	35,863
133	GERP Retirement	18,319	20,300	21,518
135	Compensation Insurance	20,710	14,600	9,142
136	Unemployment Insurance	73	76	79
137	Staff Training and Conference	321	1,500	1,500
141	Uniforms and Protective Clothing	2,136	2,875	2,875
	<i>Subtotal</i>	<i>313,605</i>	<i>320,249</i>	<i>330,426</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,111	800	800
217	Dues and Subscriptions	220	225	225
218	NonCapital Equip and Furniture	861	900	900
246	Liability Insurance	3,543	3,169	4,025
250	Prof and Contracted Services	195,747	201,996	201,996
273	Fleet Lease Operating and Mtc	32,368	24,778	51,593
274	Fleet Lease Replacement	12,675	41,039	28,364
	<i>Subtotal</i>	<i>246,525</i>	<i>272,907</i>	<i>287,903</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$560,130</b>	<b>\$593,156</b>	<b>\$618,329</b>

## School Resource Officers

**FUND:** General Fund

**DEPARTMENT:** Public Safety

**Service Description:**

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

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

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**SERVICE:** School Resource Officers

Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	4.00	4.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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## School Resource Officers

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	500,885	521,352	542,208
121	Overtime Wages	40,169	27,464	28,563
126	RHS Plan	22,343	5,214	5,422
127	FPPA Death and Disability	7,338	8,340	9,218
129	Medicare Contribution	6,778	7,562	7,862
132	Employee Insurance	82,717	83,416	81,331
134	Police and Fire Retirement	48,899	56,827	74,282
135	Compensation Insurance	6,849	6,422	8,219
136	Unemployment Insurance	167	173	179
137	Staff Training and Conference	-	8,035	8,035
141	Uniforms and Protective Clothing	1,800	3,150	3,150
142	Food Allowance	105	425	425
	<i>Subtotal</i>	<i>718,050</i>	<i>728,380</i>	<i>768,894</i>
<b>Operating and Maintenance</b>				
210	Supplies	37	2,800	2,800
217	Dues and Subscriptions	149	-	-
218	NonCapital Equip and Furniture	710	1,150	1,150
246	Liability Insurance	2,777	2,657	2,956
	<i>Subtotal</i>	<i>3,673</i>	<i>6,607</i>	<i>6,906</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$721,723</b>	<b>\$734,987</b>	<b>\$775,800</b>

## 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, non-immediate, 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:** Special Operations

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Assistant Police Chief	0.00	0.00	0.65
Police Commander	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.65</b>

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## Special Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	215,507	266,941	386,455
121	Overtime Wages	20,251	3,135	3,260
126	RHS Plan	24,513	1,642	1,952
127	FPPA Death and Disability	2,112	4,271	3,980
129	Medicare Contribution	2,975	3,871	5,604
132	Employee Insurance	42,233	42,711	57,968
134	Police and Fire Retirement	19,286	29,097	49,440
135	Compensation Insurance	29,332	20,465	17,922
136	Unemployment Insurance	84	88	128
137	Staff Training and Conference	1,104	1,775	1,775
141	Uniforms and Protective Clothing	988	1,275	1,275
142	Food Allowance	551	-	-
	<i>Subtotal</i>	<b>358,935</b>	<b>375,271</b>	<b>529,759</b>
<b>Operating and Maintenance</b>				
210	Supplies	1,793	200	200
217	Dues and Subscriptions	39	-	-
218	NonCapital Equip and Furniture	2,013	1,350	1,350
246	Liability Insurance	486	1,564	2,156
250	Prof and Contracted Services	28	300	300
269	Other Services and Charges	372	-	-
273	Fleet Lease Operating and Mtc	1,996	952	-
	<i>Subtotal</i>	<b>6,728</b>	<b>4,366</b>	<b>4,006</b>
<b>Capital Outlay</b>				
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$365,663</b>	<b>\$379,637</b>	<b>\$533,765</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	4.00	2.00	3.00
Police Officer	2.00	4.00	2.00
CSO Field Investigator	3.00	3.00	3.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>

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## Traffic Unit

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	694,209	825,746	800,253
121	Overtime Wages	65,499	42,273	43,964
126	RHS Plan	10,260	8,257	8,005
127	FPPA Death and Disability	9,421	12,986	12,593
129	Medicare Contribution	9,609	11,975	11,604
131	MOPC	9,001	8,988	9,527
132	Employee Insurance	135,371	131,833	119,768
133	GERP Retirement	15,141	16,176	17,148
134	Police and Fire Retirement	50,711	70,413	76,229
135	Compensation Insurance	68,054	48,776	43,218
136	Unemployment Insurance	274	273	264
137	Staff Training and Conference	18,386	18,980	18,980
141	Uniforms and Protective Clothing	4,698	6,000	6,000
142	Food Allowance	250	-	-
	<i>Subtotal</i>	<i>1,090,885</i>	<i>1,202,676</i>	<i>1,167,553</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,525	2,650	2,650
217	Dues and Subscriptions	597	7,250	13,673
218	NonCapital Equip and Furniture	1,277	2,700	2,700
240	Repair and Maintenance	4,316	3,300	3,300
246	Liability Insurance	3,961	4,840	6,706
250	Prof and Contracted Services	106	1,000	1,000
258	Investigative Expenses	7,481	37,335	37,335
269	Other Services and Charges	39,564	-	-
273	Fleet Lease Operating and Mtc	37,559	28,516	34,817
274	Fleet Lease Replacement	96,697	104,322	97,237
	<i>Subtotal</i>	<i>194,082</i>	<i>191,913</i>	<i>199,418</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	55,000	-
	<i>Subtotal</i>	<i>-</i>	<i>55,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,284,967</b>	<b>\$ 1,449,589</b>	<b>\$ 1,366,971</b>

## 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 followups. 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.

## SWAT Team

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
121	Overtime Wages	180,719	128,723	133,872
126	RHS Plan	231	-	-
127	FPPA Death and Disability	-	-	-
128	FICA	2,601	-	-
129	Medicare Contribution	-	-	-
134	Police and Fire Retirement	-	-	-
135	Compensation Insurance	21,456	14,739	1,779
137	Staff Training and Conference	8,254	20,900	40,900
141	Uniforms and Protective Clothing	5,456	5,450	52,450
142	Food Allowance	273	400	400
	<i>Subtotal</i>	<i>218,989</i>	<i>170,212</i>	<i>229,401</i>
<b>Operating and Maintenance</b>				
210	Supplies	27,519	23,086	23,086
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	2,513	775	3,775
229	Materials and Supplies	-	-	-
240	Repair and Maintenance	851	600	600
246	Liability Insurance	7,590	6,759	10,216
247	Safety Expenses	2,379	36,000	-
250	Prof and Contracted Services	-	225	225
264	Printing and Copying	-	100	100
273	Fleet Lease Operating and Mtc	38,480	37,175	51,608
274	Fleet Lease Replacement	128,753	127,536	110,435
	<i>Subtotal</i>	<i>238,619</i>	<i>242,206</i>	<i>209,995</i>
<b>Capital Outlay</b>				
432	Vehicles	126,261	-	-
440	Machinery and Equipment	27,548	300,000	-
	<i>Subtotal</i>	<i>153,809</i>	<i>300,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 611,416</b>	<b>\$ 712,418</b>	<b>\$ 439,396</b>

## 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:** Communications Center

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Communications Center Manager	1.00	1.00	1.00
Communications Shift Supervisor	3.00	3.00	3.00
Communications Specialist	15.00	15.00	15.00
CSO Emergency Comm Tech Systems Support	1.00	1.00	1.00
Sr Technical Functional Analyst	0.00	0.00	1.00
Emergency Comm Tech Systems Administrator	1.00	1.00	0.00
<b>Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

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## Communications Center

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,186,877	1,468,085	1,568,018
121	Overtime Wages	134,458	92,582	96,285
126	RHS Plan	14,219	13,363	14,114
129	Medicare Contribution	16,051	21,279	22,736
131	MOPC	58,821	73,398	78,401
132	Employee Insurance	227,467	234,478	234,573
133	GERP Retirement	98,938	131,582	141,122
135	Compensation Insurance	11,591	7,836	3,470
136	Unemployment Insurance	453	480	516
137	Staff Training and Conference	21,543	20,500	20,500
141	Uniforms and Protective Clothing	700	-	-
142	Food Allowance	450	550	550
	<i>Subtotal</i>	<i>1,771,568</i>	<i>2,064,133</i>	<i>2,180,285</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,817	4,350	4,350
216	Reference Books and Materials	244	250	250
217	Dues and Subscriptions	6,581	6,700	6,700
218	NonCapital Equip and Furniture	7,271	5,100	5,100
240	Repair and Maintenance	6,397	19,400	19,400
245	Mileage Allowance	-	200	200
246	Liability Insurance	2,072	2,120	3,164
250	Prof and Contracted Services	-	5,000	6,500
263	Postage	18	-	-
264	Printing and Copying	209	250	250
269	Other Services and Charges	1,442	2,000	2,000
273	Fleet Lease Operating and Mtc	14,779	118,511	144,670
	<i>Subtotal</i>	<i>42,830</i>	<i>163,881</i>	<i>192,584</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	30,800
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>30,800</i>
	<b>SERVICE TOTAL</b>	<b>\$1,814,398</b>	<b>\$2,228,014</b>	<b>\$2,403,669</b>

### Support Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,645,081	2,831,681	2,966,843
Operating and Maintenance	765,765	899,272	942,196
Non-Operating	-	-	-
Capital	19,380	-	6,600
<b>TOTAL</b>	<b>\$3,430,226</b>	<b>\$3,730,953</b>	<b>\$3,915,639</b>

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Assistant Public Safety Chief	0.00	0.00	1.00
Deputy Public Safety Chief	1.00	1.00	0.00
Assistant Fire Chief	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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## Support Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	310,326	364,871	397,172
121	Overtime Wages	33,626	33,661	35,007
122	Longevity Compensation	4,500	-	-
126	RHS Plan	34,637	1,200	1,200
127	FPPA Death and Disability	1	-	2,945
129	Medicare Contribution	2,644	3,214	3,433
131	MOPC	2,974	2,996	3,266
132	Employee Insurance	56,719	58,380	59,306
133	GERP Retirement	5,003	5,392	5,879
134	Police and Fire Retirement	22,954	33,240	45,464
135	Compensation Insurance	10,381	6,948	143
136	Unemployment Insurance	113	120	130
141	Uniforms and Protective Clothing	1,670	1,950	1,950
142	Food Allowance	80	575	575
	<i>Subtotal</i>	<i>485,628</i>	<i>512,547</i>	<i>556,470</i>
<b>Operating and Maintenance</b>				
210	Supplies	12,490	11,185	11,185
216	Reference Books and Materials	1,155	600	600
217	Dues and Subscriptions	2,856	3,260	3,260
218	NonCapital Equip and Furniture	9,871	5,772	5,772
240	Repair and Maintenance	4,736	17,365	17,365
245	Mileage Allowance	7	200	200
246	Liability Insurance	2,843	2,883	2,390
249	Operating Leases and Rentals	11,238	20,850	20,850
250	Prof and Contracted Services	77,648	114,821	77,420
252	Ads and Legal Notices	-	-	-
261	Telephone Charges	163,018	163,271	163,271
264	Printing and Copying	5,942	8,664	8,664
269	Other Services and Charges	23,472	24,530	24,530
273	Fleet Lease Operating and Mtc	11,556	4,694	22,094
274	Fleet Lease Replacement	10,948	-	8,000
	<i>Subtotal</i>	<i>337,779</i>	<i>378,095</i>	<i>365,601</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
475	Building and Facility Improvements	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 823,406</b>	<b>\$ 890,642</b>	<b>\$ 922,071</b>



## Training and 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 and Personnel

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Fire Captain	1.00	1.00	1.00
Fire Lieutenant	1.00	1.00	1.00
Police Sergeant	1.00	1.00	0.00
Master Police Officer	2.00	2.00	2.00
Police Officer	0.00	0.00	1.00
Administrative Analyst	1.00	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

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## Training and Personnel

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	493,027	609,768	610,935
112	Temporary Wages	1,328	-	-
121	Overtime Wages	433,464	261,799	272,271
122	Longevity Compensation	3,510	2,040	-
126	RHS Plan	28,336	5,899	5,874
127	FPPA Death and Disability	3,063	5,239	7,551
129	Medicare Contribution	12,462	8,842	8,859
131	MOPC	2,988	2,996	3,176
132	Employee Insurance	96,312	97,563	91,640
133	GERP Retirement	5,026	5,392	5,717
134	Police and Fire Retirement	41,781	59,933	74,996
135	Compensation Insurance	891	654	820
136	Unemployment Insurance	193	202	202
137	Staff Training and Conference	44,480	99,211	105,211
141	Uniforms and Protective Clothing	6,127	4,800	4,800
142	Food Allowance	5,477	5,000	4,500
	<i>Subtotal</i>	<i>1,178,464</i>	<i>1,169,338</i>	<i>1,196,552</i>
<b>Operating and Maintenance</b>				
210	Supplies	54,174	72,700	72,700
215	Audiovisual Materials	250	200	100
216	Reference Books and Materials	-	-	2,500
217	Dues and Subscriptions	7,378	3,850	9,550
218	NonCapital Equip and Furniture	5,105	3,000	3,000
240	Repair and Maintenance	-	-	-
246	Liability Insurance	2,627	2,596	4,397
250	Prof and Contracted Services	30,913	24,500	13,900
252	Ads and Legal Notices	942	-	-
269	Other Services and Charges	25,326	8,000	18,000
273	Fleet Lease Operating and Mtc	9,069	16,729	22,275
274	Fleet Lease Replacement	14,915	20,553	18,459
	<i>Subtotal</i>	<i>150,699</i>	<i>152,128</i>	<i>164,881</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,329,163</b>	<b>\$1,321,466</b>	<b>\$1,361,433</b>

## 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:** Records Unit

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Public Safety Records Manager	0.00	0.00	1.00
Public Safety Records Supervisor	1.00	1.00	0.00
Sr Police Services Technician	3.00	3.00	2.00
Police Services Technician	5.00	5.00	6.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

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## Public Safety Records Unit

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	381,118	496,114	529,913
112	Temporary Wages	-	1,723	-
121	Overtime Wages	11,466	18,945	17,713
126	RHS Plan	3,997	4,634	4,840
128	FICA	-	107	-
129	Medicare Contribution	4,858	7,216	7,684
131	MOPC	18,959	24,806	26,496
132	Employee Insurance	77,397	79,380	79,487
133	GERP Retirement	31,884	44,648	47,692
135	Compensation Insurance	7,738	5,194	5,082
136	Unemployment Insurance	156	163	175
142	Food Allowance	189	211	211
	<i>Subtotal</i>	<i>537,762</i>	<i>683,141</i>	<i>719,293</i>
<b>Operating and Maintenance</b>				
210	Supplies	6,326	5,800	5,800
216	Reference Books and Materials	188	100	100
217	Dues and Subscriptions	133	200	200
218	NonCapital Equip and Furniture	261	1,000	1,000
245	Mileage Allowance	32	100	100
246	Liability Insurance	580	557	1,048
250	Prof and Contracted Services	3,843	4,500	4,500
261	Telephone Charges	421	-	-
264	Printing Copying and Binding	3,348	7,400	2,400
	<i>Subtotal</i>	<i>15,132</i>	<i>19,657</i>	<i>15,148</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
475	Building and Facility Improvements	19,380	-	-
	<i>Subtotal</i>	<i>19,380</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$572,275</b>	<b>\$702,798</b>	<b>\$734,441</b>

## Information and Technology Services

**FUND:** General Fund

**DEPARTMENT:** Public Safety

**Service Description:**

Information and Technology Services is a primary service function of the Information Services Division. Information and Technology Services (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 and Justice Center, six fire stations, five police substations, and all police and fire vehicles. Information and Technology Services also researches and recommends new technology to meet public safety IT needs.

**SERVICE:** Information and Technology Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Public Safety Technical Services Manager	0.00	1.00	1.00
Public Safety Information & Technology Manager	1.00	0.00	0.00
Sr PS Tech Support	1.00	1.00	1.00
Public Safety Technical Support	1.00	1.00	1.00
PS IT Application Support Analyst	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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## Information and Technology

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	317,361	336,519	360,013
121	Overtime Wages	22,848	14,467	15,046
126	RHS Plan	2,570	1,600	1,600
129	Medicare Contribution	4,380	4,880	5,220
131	MOPC	15,794	16,827	18,001
132	Employee Insurance	50,479	53,843	54,002
133	GERP Retirement	26,568	30,287	32,401
135	Compensation Insurance	149	122	126
136	Unemployment Insurance	100	110	119
137	Staff Training and Conference	2,928	8,000	8,000
142	Food Allowance	51	-	-
	<i>Subtotal</i>	<i>443,228</i>	<i>466,655</i>	<i>494,528</i>
<b>Operating and Maintenance</b>				
210	Supplies	11,954	15,000	11,150
216	Reference Books and Materials	-	875	875
217	Dues and Subscriptions	676	1,380	1,380
218	NonCapital Equip and Furniture	14,593	42,425	65,265
240	Repair and Maintenance	171,364	224,990	243,272
246	Liability Insurance	381	489	712
250	Prof and Contracted Services	52,179	60,390	71,990
269	Other Services and Charges	108	-	-
273	Fleet Lease Operating and Mtc	10,900	3,843	1,922
	<i>Subtotal</i>	<i>262,154</i>	<i>349,392</i>	<i>396,566</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	6,600
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>6,600</i>
	<b>SERVICE TOTAL</b>	<b>\$ 705,382</b>	<b>\$ 816,047</b>	<b>\$ 897,694</b>

## Public Works and Natural Resources Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,995,723	3,516,440	3,978,669
Operating and Maintenance	3,118,693	3,239,300	3,449,600
Non-Operating	-	-	95,240
Capital	57,829	54,813	51,900
<b>TOTAL</b>	<b>\$6,172,245</b>	<b>\$6,810,553</b>	<b>\$7,575,409</b>

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.

### Business Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	253,589	349,217	559,643
Operating and Maintenance	460,033	607,859	827,879
Non-Operating	-	-	95,240
Capital	57,829	4,275	-
<b>TOTAL</b>	<b>\$771,451</b>	<b>\$961,351</b>	<b>\$1,482,762</b>

Business Services includes tw budget services:

- ◆ Business Services
- ◆ Engineering/Survey Technical Services



## Business Services

**FUND:** General Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Business Services is responsible for 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:** Business Services

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Deputy City Manager	0.09	0.09	0.00
Executive Director of Consolidated Services	0.00	0.09	0.09
Assistant Communications and Engagement Director	0.00	0.00	0.09
PWNR Director of Business & Environmental Services	0.09	0.00	0.00
PWNR Assistant Director of Business Services	0.08	0.08	0.08
PWNR Environmental Services Manager	0.00	0.00	0.20
Air Quality Oil and Gas Coordinator	0.00	0.00	1.00
PWNR Communications and Marketing Manager	0.10	0.10	0.00
Customer Service and Administration Manager	0.00	0.05	0.05
Business Analyst	0.10	0.10	0.10
Sr Customer Service Representative	0.00	0.00	0.10
Customer Service Representative	0.10	0.10	0.10
Sr Parks Open Space Ranger	0.60	0.00	0.00
Parks Open Space Ranger I	1.00	0.00	0.00
Data and Innovation Analyst	0.00	0.50	0.50
Executive Assistant	0.10	0.10	0.10
Administrative Supervisor	0.10	0.00	0.00
Administrative Assistant	0.10	0.10	0.00
<b>Total</b>	<b>2.46</b>	<b>1.30</b>	<b>2.40</b>

**Business Services****Line Item Budget**

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	77,828	129,972	272,057
112	Temporary Wages	-	19,746	30,931
121	Overtime Wages	41	-	-
122	Longevity Compensation	222	222	120
126	RHS Plan	1,867	521	961
128	FICA	-	-	1,298
129	Medicare Contribution	638	1,485	4,164
131	MOPC	3,798	6,499	13,602
132	Employee Insurance	14,005	20,795	40,772
133	GERP Retirement	6,568	11,698	24,485
135	Compensation Insurance	39	33	394
136	Unemployment Insurance	28	44	89
137	Staff Training and Conference	-	3,131	5,490
142	Food Allowance	-	-	-
	<i>Subtotal</i>	<i>105,036</i>	<i>194,146</i>	<i>394,363</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	1,303	500
217	Dues and Subscriptions	-	-	500
218	NonCapital Equip and Furniture	30	863	-
240	Repair and Maintenance	9	25,001	25,001
245	Mileage Allowance	216	-	-
246	Liability Insurance	138	134	842
250	Prof and Contracted Services	432,262	541,460	755,355
261	Telephone Charges	80	-	-
263	Postage	4	-	-
270	Admin Management Services	-	-	7,075
273	Fleet Lease Operating and Mtc	1,162	1,340	803
274	Fleet Lease Replacement	576	574	1,583
	<i>Subtotal</i>	<i>434,477</i>	<i>570,675</i>	<i>791,659</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	95,240
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>95,240</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
475	Building and Facility Improvements	57,829	-	-
	<i>Subtotal</i>	<i>57,829</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 597,341</b>	<b>\$ 764,821</b>	<b>\$ 1,281,262</b>

## 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Technical Services Manager	0.15	0.15	0.15
Engineering and Surveying Technician Supervisor	0.15	0.15	0.15
Lead Technical Functional Analyst	0.00	0.00	0.13
Technical Functional Analyst	0.15	0.15	0.00
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
<b>Total</b>	<b>1.35</b>	<b>1.35</b>	<b>1.33</b>

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## Engineering/Survey Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	110,016	114,700	124,210
121	Overtime Wages	-	250	250
126	RHS Plan	898	540	530
129	Medicare Contribution	1,362	1,663	1,801
131	MOPC	5,501	5,735	6,211
132	Employee Insurance	17,905	18,346	18,618
133	GERP Retirement	9,253	10,317	11,179
135	Compensation Insurance	1,236	738	732
136	Unemployment Insurance	36	37	41
137	Staff Training and Conference	2,347	2,700	1,663
141	Uniforms Protective Clothing	-	45	45
	<i>Subtotal</i>	<i>148,553</i>	<i>155,071</i>	<i>165,280</i>
<b>Operating and Maintenance</b>				
210	Supplies	263	2,438	1,125
216	Reference Books and Materials	-	15	15
217	Dues and Subscriptions	-	83	248
218	NonCapital Equip and Furniture	44	705	660
240	Repair and Maintenance	22,307	26,232	21,921
246	Liability Insurance	213	204	321
247	Safety Expenses	-	150	150
250	Prof and Contracted Services	224	4,245	7,351
261	Telephone Charges	-	72	72
264	Printing Copying and Binding	-	75	75
273	Fleet Lease Operating and Mtc	1,608	2,069	1,568
274	Fleet Lease Replacement	897	896	2,714
	<i>Subtotal</i>	<i>25,556</i>	<i>37,184</i>	<i>36,220</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	4,275	-
	<i>Subtotal</i>	<i>-</i>	<i>4,275</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$174,110</b>	<b>\$196,530</b>	<b>\$201,500</b>

### Natural Resources Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,742,135	3,167,223	3,419,026
Operating and Maintenance	2,658,660	2,631,441	2,621,721
Non-Operating	-	-	-
Capital	-	50,538	51,900
<b>TOTAL</b>	<b>\$5,400,794</b>	<b>\$5,849,202</b>	<b>\$6,092,647</b>

Natural Resources includes nine budget services:

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

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Parks and Natural Resources	0.45	0.45	0.45
Ecosystem Management Administrator	0.00	0.00	0.05
Sr Parks and Open Space Ranger	0.30	0.30	0.30
Parks Open Space Ranger II	0.00	0.00	1.00
Parks Open Space Ranger I	1.00	3.00	2.00
Sr Project Manager	0.40	0.40	0.40
Project Manager II	0.30	0.50	0.45
PWNR Volunteer Coordinator	0.00	0.30	0.30
PWNR Project Manager II/Volunteer Coord	0.50	0.00	0.00
Executive Assistant	0.65	0.65	0.65
<b>Total</b>	<b>3.60</b>	<b>5.60</b>	<b>5.60</b>

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## Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	273,868	419,306	431,378
121	Overtime Wages	148	800	800
126	RHS Plan	1,934	2,240	2,240
129	Medicare Contribution	3,342	6,080	6,255
131	MOPC	13,663	20,966	21,569
132	Employee Insurance	46,613	67,088	64,707
133	GERP Retirement	22,983	37,737	38,824
135	Compensation Insurance	647	108	151
136	Unemployment Insurance	94	138	142
137	Staff Training and Conference	589	4,070	4,070
141	Uniform Allowance	847	-	-
142	Food Allowance	343	500	500
	<i>Subtotal</i>	<b>365,070</b>	<b>559,033</b>	<b>570,636</b>
<b>Operating and Maintenance</b>				
210	Supplies	24,560	7,303	6,505
216	Reference Books and Materials	55	250	250
217	Dues and Subscriptions	511	478	478
218	NonCapital Equip and Furniture	279	4,979	179
222	Chemicals	4,174	-	-
240	Repair and Maintenance	8,666	11,940	11,940
245	Mileage Allowance	-	100	100
246	Liability Insurance	1,365	1,058	1,955
247	Safety Expenses	1,565	-	-
249	Operating Leases and Rentals	482	2,391	2,391
250	Prof and Contracted Services	137,944	127,751	12,251
252	Ads and Legal Notices	-	550	550
261	Telephone Charges	1,369	1,200	1,200
263	Postage	26	600	600
264	Printing Copying and Binding	762	220	220
273	Fleet Lease Operating and Mtc	3,578	2,430	10,614
274	Fleet Lease Replacement	10,906	2,360	2,360
	<i>Subtotal</i>	<b>196,242</b>	<b>163,610</b>	<b>51,593</b>
<b>Capital Outlay</b>				
432	Vehicles	-	42,538	-
	<i>Subtotal</i>	-	<b>42,538</b>	-
	<b>SERVICE TOTAL</b>	<b>\$561,311</b>	<b>\$765,181</b>	<b>\$622,229</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
City Forester	1.00	1.00	1.00
Natural Resources Analyst	0.43	0.43	0.43
Sr Arborist Technician	1.25	1.25	1.25
Arborist Technician II	1.00	1.00	2.00
Arborist Technician I	2.00	2.00	1.00
<b>Total</b>	<b>5.68</b>	<b>5.68</b>	<b>5.68</b>

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## Forestry Maintenance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	280,914	342,164	374,642
112	Temporary Wages	-	31,867	18,078
121	Overtime Wages	4,382	5,000	5,000
126	RHS Plan	10,899	2,272	2,272
128	FICA	-	1,976	1,121
129	Medicare Contribution	3,380	5,424	5,694
131	MOPC	13,647	17,108	18,732
132	Employee Insurance	53,232	54,745	56,196
133	GERP Retirement	22,952	30,796	33,718
135	Compensation Insurance	7,349	5,420	6,890
136	Unemployment Insurance	106	114	124
137	Staff Training and Conference	-	1,500	3,000
141	Uniforms Protective Clothing	1,065	1,000	1,000
142	Food Allowance	426	150	150
	<i>Subtotal</i>	<i>398,352</i>	<i>499,536</i>	<i>526,617</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,022	2,000	2,000
216	Reference Books and Materials	-	150	150
217	Dues and Subscriptions	1,345	1,320	1,320
218	NonCapital Equip and Furniture	10,330	4,000	4,000
222	Chemicals	2,042	3,000	3,000
240	Repair and Maintenance	1,659	500	500
241	Grounds Maintenance	22,891	30,000	30,000
243	NonCapital Equip and Furniture	345	-	-
246	Liability Insurance	13,272	14,724	14,918
247	Safety Expenses	1,992	3,000	3,000
250	Prof and Contracted Services	402,242	370,612	308,461
252	Ads and Legal Notices	41	-	-
261	Telephone Charges	5,284	6,348	6,348
263	Postage	23	-	-
264	Printing Copying and Binding	311	500	500
273	Fleet Lease Operating and Mtc	35,498	63,150	48,909
274	Fleet Lease Replacement	79,816	117,202	128,502
	<i>Subtotal</i>	<i>581,113</i>	<i>616,506</i>	<i>551,608</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$979,465</b>	<b>\$1,116,042</b>	<b>\$1,078,225</b>

## 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; re air 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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
<b>Total</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>

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## Municipal Grounds Maintenance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	182,325	195,866	217,545
112	Temporary Wages	-	234	248
121	Overtime Wages	4,727	-	-
122	Longevity Compensation	1,050	1,080	1,110
126	RHS Plan	7,457	1,280	1,280
128	FICA	-	15	15
129	Medicare Contribution	2,357	2,844	3,158
131	MOPC	8,830	9,794	10,877
132	Employee Insurance	30,853	31,338	32,632
133	GERP Retirement	14,853	17,627	19,579
135	Compensation Insurance	2,873	2,188	1,945
136	Unemployment Insurance	62	65	72
	<i>Subtotal</i>	<i>255,386</i>	<i>262,331</i>	<i>288,461</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	300	300
222	Chemicals	-	-	-
240	Repair and Maintenance	2,458	150	150
246	Liability Insurance	6,699	8,471	6,012
250	Prof and Contracted Services	40,113	26,596	30,726
261	Telephone Charges	863	-	-
273	Fleet Lease Operating and Mtc	2,130	9,457	14,804
274	Fleet Lease Replacement	26,073	9,811	9,811
	<i>Subtotal</i>	<i>78,336</i>	<i>54,785</i>	<i>61,803</i>
	<b>SERVICE TOTAL</b>	<b>\$333,722</b>	<b>\$317,116</b>	<b>\$350,264</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Project Manager	1.60	1.60	1.60
<b>Total</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

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## Parks Development and Improvement

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	158,202	159,710	184,013
126	RHS Plan	2,133	640	640
129	Medicare Contribution	1,909	2,315	2,668
131	MOPC	7,853	7,986	9,201
132	Employee Insurance	25,203	25,554	27,602
133	GERP Retirement	13,208	14,374	16,561
135	Compensation Insurance	1,740	1,382	1,356
136	Unemployment Insurance	51	53	61
142	Food Allowance	-	400	400
	<i>Subtotal</i>	<i>210,299</i>	<i>212,414</i>	<i>242,502</i>
<b>Operating and Maintenance</b>				
210	Supplies	258	800	800
217	Dues and Subscriptions	412	770	770
218	NonCapital Equip and Furniture	-	230	230
246	Liability Insurance	577	174	324
247	Safety Expenses	-	150	150
261	Telephone Charges	673	850	850
263	Postage	1	200	200
264	Printing Copying and Binding	-	200	2,000
274	Fleet Lease Replacement	-	-	-
	<i>Subtotal</i>	<i>1,921</i>	<i>3,374</i>	<i>5,324</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$212,219</b>	<b>\$215,788</b>	<b>\$247,826</b>

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

**SERVICE:** Parks Maintenance

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Parks Superintendant	0.70	0.70	0.70
Parks Supervisor	1.25	1.25	1.25
Sr Grounds Maintenance Technician	9.30	9.30	9.30
Graffiti Removal Specialist	0.62	0.62	0.62
<b>Total</b>	<b>11.87</b>	<b>11.87</b>	<b>11.87</b>

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## Parks Maintenance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	720,348	751,984	832,690
112	Temporary Wages	96	30,222	32,035
121	Overtime Wages	19,689	30,250	30,250
122	Longevity Compensation	1,050	1,080	1,110
126	RHS Plan	10,037	4,748	4,748
128	FICA	6	1,874	1,986
129	Medicare Contribution	9,305	11,339	12,539
131	MOPC	35,845	37,601	41,634
132	Employee Insurance	118,212	120,065	124,364
133	GERP Retirement	60,293	67,351	74,943
135	Compensation Insurance	45,403	30,605	18,308
136	Unemployment Insurance	235	248	274
137	Staff Training and Conference	10,162	11,000	11,000
141	Uniforms Protective Clothing	5,269	5,525	5,525
142	Food Allowance	132	299	299
	<i>Subtotal</i>	<i>1,036,081</i>	<i>1,104,191</i>	<i>1,191,705</i>
<b>Operating and Maintenance</b>				
210	Supplies	10,933	19,741	9,741
216	Reference Books and Materials	-	50	50
217	Dues and Subscriptions	5,570	4,604	4,604
218	NonCapital Equip and Furniture	-	1,250	20,250
222	Chemicals	2,819	5,000	5,000
240	Repair and Maintenance	131,479	116,610	136,610
246	Liability Insurance	57,974	74,780	120,291
247	Safety Expenses	6,220	5,500	5,500
249	Operating Leases and Rentals	909	2,500	2,500
250	Prof and Contracted Services	590,558	493,185	532,357
259	Licenses and Permits	309	706	706
260	Utilities	-	-	-
261	Telephone Charges	7,384	13,064	13,064
263	Postage	63	200	200
264	Printing Copying and Binding	210	500	500
269	Other Services and Charges	10,600	10,500	10,500
273	Fleet Lease Operating and Mtc	104,890	133,246	109,628
274	Fleet Lease Replacement	242,345	195,474	179,159
	<i>Subtotal</i>	<i>1,172,263</i>	<i>1,076,910</i>	<i>1,150,660</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	51,900
470	Planning and Design	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>51,900</i>
	<b>SERVICE TOTAL</b>	<b>\$2,208,343</b>	<b>\$2,181,101</b>	<b>\$2,394,265</b>

## Parks Resources Management

**FUND:** General Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

Parks 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 Resources Management

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Natural Resources Technician	0.85	0.85	0.85
<b>Total</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>

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## Parks Resources Management

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	45,800	49,499	53,199
126	RHS Plan	-	340	340
129	Medicare Contribution	529	718	771
131	MOPC	2,290	2,475	2,660
132	Employee Insurance	7,608	7,920	7,980
133	GERP Retirement	3,852	4,455	4,788
135	Compensation Insurance	-	417	420
136	Unemployment Insurance	15	16	18
137	Staff Training and Conference	28	-	-
141	Uniforms Protective Clothing	800	600	600
	<i>Subtotal</i>	<i>60,922</i>	<i>66,440</i>	<i>70,776</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,907	1,600	1,600
218	NonCapital Equip and Furniture	-	200	200
240	Repair and Maintenance	2,000	5,300	5,300
246	Liability Insurance	-	311	306
249	Operating Leases and Rentals	-	3,810	3,810
250	Prof and Contracted Services	89,702	112,999	112,999
261	Telephone Charges	357	800	800
269	Other Services and Charges	-	1,269	1,269
273	Fleet Lease Operating and Mtc	-	5,689	2,714
274	Fleet Lease Replacement	-	6,008	4,249
	<i>Subtotal</i>	<i>93,967</i>	<i>137,986</i>	<i>133,247</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$154,889</b>	<b>\$204,426</b>	<b>\$204,023</b>

## 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, river ways, 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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
<b>Total</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>

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## Right-of-way Maintenance

### Line Item Budget

		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Personal Services</b>				
111	Salaries and Wages	177,037	179,312	198,409
112	Temporary Wages	-	132	140
121	Overtime Wages	4,788	-	-
126	RHS Plan	1,080	1,080	1,080
128	FICA	-	8	9
129	Medicare Contribution	2,343	2,601	2,879
131	MOPC	8,852	8,966	9,920
132	Employee Insurance	28,219	28,689	29,761
133	GERP Retirement	14,889	16,137	17,857
135	Compensation Insurance	3,723	2,730	2,679
136	Unemployment Insurance	56	60	65
	<i>Subtotal</i>	<i>240,988</i>	<i>239,715</i>	<i>262,799</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	3,200	3,200
222	Chemicals	-	-	-
240	Repair and Maintenance	-	3,820	3,820
246	Liability Insurance	5,952	5,542	5,921
249	Operating Leases and Rentals	-	260	260
250	Prof and Contracted Services	147,120	226,644	244,776
261	Telephone Charges	1,053	-	-
264	Printing Copying and Binding	-	100	100
273	Fleet Lease Operating and Mtc	68,785	51,239	62,756
274	Fleet Lease Replacement	97,377	78,373	86,393
	<i>Subtotal</i>	<i>320,287</i>	<i>369,178</i>	<i>407,226</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$561,274</b>	<b>\$608,893</b>	<b>\$670,025</b>

## Union Reservoir

**FUND:** General Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

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

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**SERVICE:** Union Reservoir

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Parks and Open Space Ranger	0.60	0.60	0.60
Parks Open Space Ranger II	0.00	0.00	1.00
Parks Open Space Ranger I	1.00	1.00	0.00
<b>Total</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

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## Union Reservoir

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	76,425	103,646	111,099
112	Temporary Wages	58,017	76,827	108,151
121	Overtime Wages	474	700	700
126	RHS Plan	400	640	640
128	FICA	3,632	4,763	6,476
129	Medicare Contribution	1,793	2,617	3,125
131	MOPC	3,817	5,182	5,555
132	Employee Insurance	15,912	16,583	16,665
133	GERP Retirement	6,423	9,328	9,999
135	Compensation Insurance	2,232	1,789	1,629
136	Unemployment Insurance	32	34	37
141	Uniforms Protective Clothing	5,728	1,314	1,314
142	Food Allowance	153	140	140
	<i>Subtotal</i>	<i>175,038</i>	<i>223,563</i>	<i>265,530</i>
<b>Operating and Maintenance</b>				
210	Supplies	17,288	4,143	4,143
214	Pamphlets and Documents	88	1	1
218	NonCapital Equip and Furniture	9,950	1,000	18,500
220	Gas and Oil	-	100	100
222	Chemicals	-	400	400
224	Resale Merchandise	863	1,500	1,500
240	Repair and Maintenance	8,533	12,289	57,289
246	Liability Insurance	4,174	8,969	12,146
247	Safety Expenses	4,264	2,944	2,944
249	Operating Leases and Rentals	82,091	80,276	80,276
250	Prof and Contracted Services	20,799	9,000	9,000
252	Ads and Legal Notices	199	50	50
260	Utilities	3,143	-	-
261	Telephone Charges	2,222	1,764	1,764
263	Postage	20	20	20
264	Printing Copying and Binding	-	1,900	1,900
269	Other Services and Charges	-	135	135
273	Fleet Lease Operating and Mtc	12,382	40,150	24,539
274	Fleet Lease Replacement	48,516	44,451	45,553
	<i>Subtotal</i>	<i>214,533</i>	<i>209,092</i>	<i>260,260</i>
<b>Capital Outlay</b>				
432	Vehicles	-	8,000	-
	<i>Subtotal</i>	<i>-</i>	<i>8,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$389,570</b>	<b>\$440,655</b>	<b>\$525,790</b>

**PUBLIC SAFETY FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	11,459,076	13,303,873	14,859,079
Operating and Maintenance	2,490,625	2,540,169	2,750,326
Non-Operating	-	7,606	5,592
Capital	509,219	358,500	788,000
<b>TOTAL</b>	<b>\$14,458,920</b>	<b>\$16,210,148</b>	<b>\$18,402,997</b>

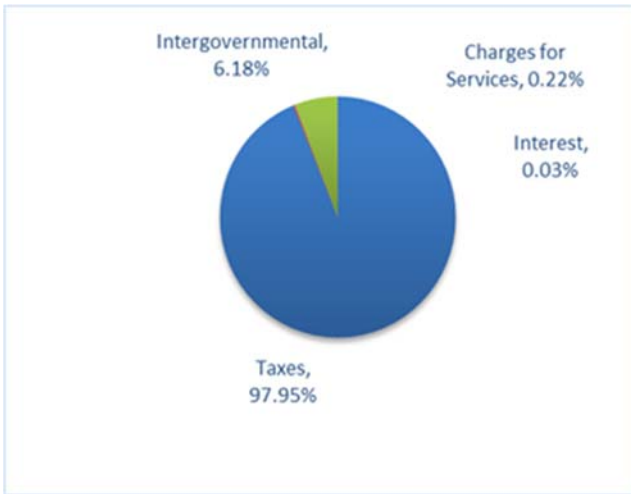
**FUND DESCRIPTION**

This fund tracks resources from the Public Safety Tax, which was originally approved by voters in November 2006 at a rate of 0.325cents 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

**PUBLIC SAFETY FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$7,667,669</b>	<b>\$10,147,950</b>	<b>\$7,884,339</b>
Committed Working Capital	-	3,281,348	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	14,897,500	14,824,110	16,571,842
Intergovernmental revenue	2,031,463	1,090,221	1,045,100
Charges for Service	21,648	20,150	38,650
Grants and Donations	-	-	-
Interest	(32,633)	15,000	5,000
Miscellaneous	21,223	-	-
Transfers from Other Funds	-	-	-
Estimated Revenue Revision	-	1,278,404	
<b>TOTAL FUNDS</b>	<b>16,939,201</b>	<b>17,227,885</b>	<b>17,660,592</b>
<b>EXPENDITURES</b>			
Personal Services	11,459,076	13,303,873	14,859,079
Operating and Maintenance	2,490,625	2,540,169	2,750,326
Non- Operating	-	7,606	5,592
Capital	509,219	358,500	788,000
Estimated Expenditure Adjustment	-	-	
<b>TOTAL EXPENDITURES</b>	<b>14,458,920</b>	<b>16,210,148</b>	<b>18,402,997</b>
<b>ENDING WORKING CAPITAL</b>	<b>10,147,950</b>	<b>7,884,339</b>	<b>7,141,934</b>
CONTRIBUTION TO/(FROM) RESERVES	\$2,480,281	\$1,017,737	\$(742,405)

### PUBLIC SAFETY FUND - Source of Funds



- ◆ The Public Safety Fund will receive 97.95% of its operating revenues from taxes in 2023. Another 6.2% will come from intergovernmental revenues.
- ◆ The 2023 Budget will require a contribution to fund balance of \$742,405.

### Estimating Major Sources of Funds

**Sales and Use Taxes:** From Finance Department projections. There has been actual revenue growth of 14.3% through the first six months of 2022. Projections for year-end 2022 are a combined increase for sales and use tax of 8.59%. Projections for 2022 are a 3.0% increase in sales and use tax revenue over the projected collections for 2021.

**Intergovernmental:** This source includes Federal Grant funding that is used to cover operating costs (including salaries), revenue from the St Vrain Valley School District for the SROs, as well as revenue from other governmental agencies who utilize the Firing Range.

	2021 Actual	2022 Budget	2023 Budget
<b>OPERATING REVENUE</b>			
Taxes	\$14,897,500	\$ 14,824,110	\$ 16,571,842
Intergovernmental revenue	2,031,463	1,090,221	1,045,100
Charges for Service	21,648	20,150	38,650
Grants and Donations	-	-	-
Interest	(32,633)	15,000	5,000
Miscellaneous	21,223	-	-
Transfers from Other Funds	-	-	-
Contribution from/(to) Fund Balance	2,480,281	1,017,737	(742,405)
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$14,458,920</b>	<b>\$ 16,210,148</b>	<b>\$ 18,402,997</b>



## Public Safety Department Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,577	243,341	84,604
Operating and Maintenance	28,505	26,316	28,130
Non-Operating	-	7,606	5,592
Capital	-	-	570,000
<b>TOTAL</b>	<b>\$31,082</b>	<b>\$277,263</b>	<b>\$688,326</b>

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 Public Safety 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, LEVI, CORE and LEAD
- ◆ 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, K9 and Animal Control
- ◆ Support Services Division – Support Services, Training & Personnel, Records, Firing Range and Information & Technology

## 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 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.

## Public Safety Chief

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	228,510	69,702
123	Leave Expense	-	-	-
129	Medicare Contribution	-	-	-
135	Compensation Insurance	11	11	82
137	Staff Training and Conference	2,566	14,820	14,820
	<i>Subtotal</i>	<i>2,577</i>	<i>243,341</i>	<i>84,604</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,489	400	400
246	Liability Insurance	-	317	631
250	Prof and Contracted Services	20,378	20,000	20,000
273	Fleet Lease Operating and Mtc	1,694	1,655	3,155
274	Fleet Lease Replacement	3,944	3,944	3,944
	<i>Subtotal</i>	<i>28,505</i>	<i>26,316</i>	<i>28,130</i>
<b>Non-Operating Expense</b>				
928	Interest Notes and Contracts	-	-	-
970	Transfers to Other Funds	-	7,606	5,592
	<i>Subtotal</i>	<i>-</i>	<i>7,606</i>	<i>5,592</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	570,000
471	Land	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>570,000</i>
	<b>SERVICE TOTAL</b>	<b>\$31,082</b>	<b>\$277,263</b>	<b>\$688,326</b>

### Community Health and Resilience Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,589,750	1,573,588	2,086,609
Operating and Maintenance	698,899	90,869	155,934
Non-Operating	-	-	-
Capital	-	83,000	35,000
<b>TOTAL</b>	<b>\$2,288,650</b>	<b>\$1,747,457</b>	<b>\$2,277,543</b>

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

## 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. 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Assistant Public Safety Chief	1.00	1.00	0.00
Director of Emergency Management	0.00	0.00	1.00
Recovery Officer	0.00	0.00	0.73
Emergency Management Coordinator	2.00	2.00	1.28
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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## Office of Emergency Management

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	282,611	318,215	317,049
112	Temporary Wages	27,595	20,000	20,000
121	Overtime Wages	5,473	11,069	11,511
126	RHS Plan	7,722	1,200	1,200
128	FICA	1,711	1,240	1,240
129	Medicare Contribution	4,017	4,904	4,887
131	MOPC	13,543	15,911	15,852
132	Employee Insurance	51,058	50,915	47,557
133	GERP Retirement	23,314	28,640	28,534
135	Compensation Insurance	150	235	230
136	Unemployment Insurance	100	104	105
137	Staff Training and Conference	7,826	6,575	6,575
141	Uniforms Protective Clothing	-	1,000	1,000
142	Food Allowance	992	1,000	1,000
	<i>Subtotal</i>	<i>426,112</i>	<i>461,008</i>	<i>456,740</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,421	5,250	5,250
217	Dues and Subscriptions	189	-	-
218	NonCapital Equip and Furniture	18,272	-	-
240	Repair and Maintenance	1,343	18,636	18,636
246	Liability Insurance	1,112	2,470	2,771
247	Safety Expenses	-	-	-
250	Prof and Contracted Services	158,663	-	-
273	Fleet Lease Operating and Mtc	8,005	9,427	3,016
274	Fleet Lease Replacement	19,258	19,258	5,070
	<i>Subtotal</i>	<i>210,263</i>	<i>55,041</i>	<i>34,743</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfer	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	83,000	-
	<i>Subtotal</i>	<i>-</i>	<i>83,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$636,375</b>	<b>\$599,049</b>	<b>\$491,483</b>

## 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**

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Police Officer	1.00	1.00	1.00
Case Management Coordinator	1.00	1.00	1.00
Peer Case Manager	2.00	2.00	2.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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**LEAD****Line Item Budget**

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	426,555	274,824	293,906
121	Overtime Wages	1,319	5,200	5,408
126	RHS Plan	3,464	2,145	2,183
127	FPPA Death and Disability	1,297	1,513	1,672
129	Medicare Contribution	5,423	3,985	4,262
131	MOPC	17,008	9,014	9,779
132	Employee Insurance	56,752	43,972	44,086
133	GERP Retirement	28,609	16,225	17,602
134	Police and Fire Retirement	8,639	10,306	13,471
135	Compensation Insurance	1,649	1,127	1,248
136	Unemployment Insurance	81	90	97
137	Staff Training and Conference	5,895	-	-
141	Uniforms Protective Clothing	200	-	-
142	Food Allowance	-	-	-
	<i>Subtotal</i>	<i>556,892</i>	<i>368,401</i>	<i>393,714</i>
<b>Operating and Maintenance</b>				
210	Supplies	80,392	-	-
216	Reference Books and Materials	239	-	-
218	NonCapital Equip and Furniture	2,547	-	-
240	Repair and Maintenance	1,121	-	-
245	Mileage Allowance	41	-	-
246	Liability Insurance	262	286	2,882
249	Operating Leases and Rentals	93,810	-	-
250	Prof and Contracted Services	16,424	-	-
260	Utilities	1,497	-	-
269	Other Services and Charges	84,286	-	-
273	Fleet Lease Operating and Mtc	2,840	9,125	8,852
274	Fleet Lease Replacement	-	-	-
	<i>Subtotal</i>	<i>283,459</i>	<i>9,411</i>	<i>11,734</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$840,351</b>	<b>\$377,812</b>	<b>\$405,448</b>



## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	1.00	1.00	1.00
Police Officer	0.00	0.00	2.00
Supervising Clinician	1.00	1.00	1.00
Clinician III	0.00	1.00	2.00
Paramedic	0.00	2.00	3.00
<b>Total</b>	<b>3.00</b>	<b>6.00</b>	<b>10.00</b>

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## CORE

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	374,815	502,033	859,829
112	Temporary Wages	32,200	-	-
121	Overtime Wages	16,180	10,400	10,816
126	RHS Plan	6,048	3,835	6,414
127	FPPA Death and Disability	3,753	3,576	6,824
128	FICA	1,996	-	-
129	Medicare Contribution	5,264	7,280	12,467
131	MOPC	6,163	13,926	22,920
132	Employee Insurance	61,173	80,326	128,975
133	GERP Retirement	10,365	25,067	41,256
134	Police and Fire Retirement	24,979	24,364	49,654
135	Compensation Insurance	66	114	5,875
136	Unemployment Insurance	95	167	284
137	Staff Training and Conference	25,411	16,000	22,000
141	Uniforms Protective Clothing	3,409	4,500	16,250
	<i>Subtotal</i>	<i>571,915</i>	<i>691,588</i>	<i>1,183,564</i>
<b>Operating and Maintenance</b>				
210	Supplies	8,721	890	890
216	Reference Books and Materials	369	150	150
217	Dues and Subscriptions	149	2,000	2,000
218	NonCapital Equip and Furniture	51,201	3,600	16,600
246	Liability Insurance	168	339	1,698
249	Operating Leases and Rentals	16,800	-	-
250	Prof and Contracted Services	110,270	-	-
264	Printing Copying and Binding	419	135	135
269	Other Services and Charges	3,800	-	-
273	Fleet Lease Operating and Mtc	3,647	8,238	23,493
274	Fleet Lease Replacement	-	-	56,387
	<i>Subtotal</i>	<i>195,545</i>	<i>15,352</i>	<i>101,353</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	35,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>35,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 767,460</b>	<b>\$ 706,940</b>	<b>\$ 1,319,917</b>

## 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.

## Public Safety Outreach

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
121	Overtime Wages	-	-	-
	<i>Subtotal</i>	-	-	-
<b>Operating and Maintenance</b>				
218	NonCapital Equip and Furniture	399	1,500	1,500
229	Materials and Miscellaneous Sup- plies	3,507	-	-
250	Prof and Contracted Services	-	1,700	1,700
252	Ads and Legal Notices	-	4,000	1,008
264	Printing Copying and Binding	131	-	-
269	Other Services and Charges	500	-	-
	<i>Subtotal</i>	4,537	7,200	4,208
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
475	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 4,537</b>	<b>\$ 7,200</b>	<b>\$ 4,208</b>

## 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:

- ◆ S&J Volunteers
- ◆ Citizen Volunteer Patrol
- ◆ Range Safety Volunteers
- ◆ Student Intern Officers
- ◆ Explorers
- ◆ Front Range Chaplains
- ◆ Fire Corps Volunteers
- ◆ Community Emergency Response Team (CERT) and BeReady Volunteers

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
137	Staff Training and Conference	503	8,000	8,000
141	Uniforms and Protective Clothing	2,239	5,700	5,700
142	Food Allowance	1,417	1,200	1,200
	<i>Subtotal</i>	<i>4,158</i>	<i>14,900</i>	<i>14,900</i>
<b>Operating and Maintenance</b>				
210	Supplies	518	2,825	2,825
218	NonCapital Equip and Furniture	323	300	300
250	Professional Contracted Services	359	-	-
264	Printing/Copying and Binding	86	700	700
	<i>Subtotal</i>	<i>1,286</i>	<i>3,825</i>	<i>3,825</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$5,445</b>	<b>\$18,725</b>	<b>\$18,725</b>

**LEVI****FUND:** Public Safety Fund**DEPARTMENT:** Public Safety**Service Description:**

Longmont Ending Violence Initiative acknowledges domestic violence is a serious and prevalent social problem affecting the quality of life in the city of Longmont, Colorado. The LEVI agencies believe a successful coordinated response requires:

- ◆ Easy access to services for victims, friends, families, relatives and coworkers seeking information.
- ◆ Widespread education regarding the dynamics of domestic violence and actions that can be taken.
- ◆ A public relations plan that mobilizes the community.

**Line Item Budget**

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	28,493	35,000	35,000
128	FICA	1,767	2,170	2,170
129	Medicare Contribution	413	508	508
135	Compensation Insurance	-	13	13
137	Staff Training and Conference	-	-	-
	<i>Subtotal</i>	<i>30,673</i>	<i>37,691</i>	<i>37,691</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,066	-	-
246	Liability Insurance	42	40	71
269	Other Services and Charges	1,701	-	-
	<i>Subtotal</i>	<i>3,810</i>	<i>40</i>	<i>71</i>
	<b>SERVICE TOTAL</b>	<b>\$34,482</b>	<b>\$37,731</b>	<b>\$37,762</b>

### Fire Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,051,516	2,371,640	2,759,647
Operating and Maintenance	223,662	431,467	464,736
Non-Operating	-	-	-
Capital	210,730	14,000	-
<b>TOTAL</b>	<b>\$2,485,908</b>	<b>\$2,817,107</b>	<b>\$3,224,383</b>

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

## Fire Codes and Planning

**FUND:** Public Safety 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Fire Protection Engineer	0.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

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## Fire Codes and Planning

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	96,499	100,799
121	Overtime Wages	943	483	502
126	RHS Plan	-	400	400
129	Medicare Contribution	14	1,399	1,462
131	MOPC	-	4,825	5,040
132	Employee Insurance	-	15,440	15,120
133	GERP Retirement	-	8,685	9,072
135	Compensation Insurance	-	3	618
136	Unemployment Insurance	-	32	33
	<i>Subtotal</i>	<i>957</i>	<i>127,766</i>	<i>133,046</i>
<b>Operating and Maintenance</b>				
217	Dues and Subscriptions	-	1,000	1,000
218	NonCapital Equip and Furniture	-	500	500
240	Repair and Maintenance	-	762	762
246	Liability Insurance	1	1	197
	<i>Subtotal</i>	<i>1</i>	<i>2,263</i>	<i>2,459</i>
	<b>SERVICE TOTAL</b>	<b>\$958</b>	<b>\$130,029</b>	<b>\$135,505</b>

## 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. 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. 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:** Suppression

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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	5.00
Firefighter/Engineer	1.00	1.00	1.00
Firefighter	10.00	7.00	10.00
<b>Total</b>	<b>17.00</b>	<b>17.00</b>	<b>20.00</b>

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## Fire Suppression

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,309,354	1,562,270	1,838,429
121	Overtime Wages	214,371	137,433	142,930
126	RHS Plan	15,970	15,625	18,385
127	FPPA Death and Disability	19,715	26,758	31,342
129	Medicare Contribution	19,456	22,653	26,657
132	Employee Insurance	228,109	249,962	275,764
134	Police and Fire Retirement	133,976	170,288	232,359
135	Compensation Insurance	16,315	19,067	20,828
136	Unemployment Insurance	458	518	607
137	Staff Training and Conference	2,890	21,000	21,000
141	Uniforms Protective Clothing	89,785	17,000	17,000
142	Food Allowance	161	1,300	1,300
	<i>Subtotal</i>	<i>2,050,559</i>	<i>2,243,874</i>	<i>2,626,601</i>
<b>Operating and Maintenance</b>				
210	Supplies	10,541	9,500	9,500
214	Phamphlets and Documents	300	-	-
217	Dues and Subscriptions	242	1,700	1,700
218	NonCapital Equip and Furniture	14,173	59,500	59,500
240	Repair and Maintenance	8,626	15,000	15,000
246	Liability Insurance	10,834	14,547	9,313
247	Safety Expenses	18,520	52,100	52,100
248	Lease Purchase Installment	-	-	-
250	Prof and Contracted Services	37,925	38,531	38,531
269	Other Services and Charges	2,420	-	-
273	Fleet Lease Operating and Mtc	71,061	99,661	75,218
274	Fleet Lease Replacement	49,019	138,665	201,415
		<i>223,661</i>	<i>429,204</i>	<i>462,277</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	210,730	14,000	-
	<i>Subtotal</i>	<i>210,730</i>	<i>14,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$2,484,950</b>	<b>\$2,687,078</b>	<b>\$3,088,878</b>

## Police Services Division

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	6,638,210	7,865,817	8,597,488
Operating and Maintenance	849,637	1,117,810	949,609
Non-Operating	-	-	-
Capital	84,301	221,500	42,000
<b>TOTAL</b>	<b>\$7,572,148</b>	<b>\$9,205,127</b>	<b>\$9,589,097</b>

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

Within the Public Safety Fund, the Police Services Division includes ten budget services:

- ◆ Patrol Operations Section
- ◆ Detective Operations Section
- ◆ Animal Control Unit
- ◆ K9
- ◆ Special Enforcement Unit
- ◆ School Resource Officer Unit
- ◆ Special Operations Section
- ◆ Traffic Unit
- ◆ SWAT Team
- ◆ Emergency Communications Center

## Patrol

**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 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:** Patrol

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	0.00	1.00	1.00
Police Officer	22.00	21.00	20.00
<b>Total</b>	<b>23.00</b>	<b>23.00</b>	<b>22.00</b>

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## Patrol

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,817,010	2,023,887	2,206,629
121	Overtime Wages	129,210	95,747	99,577
126	RHS Plan	28,390	20,234	21,000
127	FPPA Death and Disability	27,113	32,700	35,695
129	Medicare Contribution	24,208	29,349	30,446
132	Employee Insurance	298,870	323,535	314,686
134	Police and Fire Retirement	175,352	220,606	267,044
135	Compensation Insurance	30,776	26,816	23,448
136	Unemployment Insurance	612	664	692
137	Staff Training and Conference	23,341	36,700	35,700
141	Uniforms Protective Clothing	27,859	79,510	34,150
142	Food Allowance	-	-	-
	<i>Subtotal</i>	<i>2,582,741</i>	<i>2,889,748</i>	<i>3,069,067</i>
<b>Operating and Maintenance</b>				
210	Supplies	5,341	7,550	3,550
216	Reference Books and Materials	403	1,620	1,580
217	Dues and Subscriptions	-	1,200	-
218	NonCapital Equip and Furniture	25,724	29,880	18,880
240	Repair and Maintenance	17,430	21,090	21,090
246	Liability Insurance	6,240	8,454	5,686
247	Safety Expenses	-	116,725	35
250	Prof and Contracted Services	86,308	87,840	81,040
264	Printing Copying and Binding	3,280	1,670	1,670
273	Fleet Lease Operating and Mtc	86,602	100,155	119,912
274	Fleet Lease Replacement	157,201	209,169	156,401
	<i>Subtotal</i>	<i>388,529</i>	<i>585,353</i>	<i>409,844</i>
<b>Capital Outlay</b>				
432	Vehicles	52,338	-	-
440	Machinery and Equipment	-	20,000	-
	<i>Subtotal</i>	<i>52,338</i>	<i>20,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$3,023,607</b>	<b>\$3,495,101</b>	<b>\$3,478,911</b>

## Detectives

**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 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:** Detectives

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Police Sergeant	1.00	1.00	1.00
Master Police Officer	2.00	2.00	2.00
Police Officer	2.00	2.00	2.00
CSO Detectives	3.00	4.00	4.00
CSO Crime Scene Investigator	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00
<b>Total</b>	<b>9.00</b>	<b>10.00</b>	<b>11.00</b>

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## Detectives

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	398,482	771,598	885,287
121	Overtime Wages	18,641	81,017	84,258
122	Longevity Compensation	-	-	2,460
126	RHS Plan	11,310	7,715	8,687
127	FPPA Death and Disability	2,402	7,288	8,422
129	Medicare Contribution	5,233	11,189	12,012
131	MOPC	11,460	15,714	19,495
132	Employee Insurance	113,327	123,167	132,253
133	GERP Retirement	19,278	28,282	35,090
134	Police and Fire Retirement	16,598	49,848	59,196
135	Compensation Insurance	19,599	15,326	15,605
136	Unemployment Insurance	228	254	291
137	Staff Training and Conference	16,788	23,950	32,621
141	Uniforms Protective Clothing	3,480	7,900	7,400
142	Food Allowance	-	800	800
	<i>Subtotal</i>	<i>636,826</i>	<i>1,144,048</i>	<i>1,303,877</i>
<b>Operating and Maintenance</b>				
210	Supplies	7,701	14,730	15,230
216	Reference Books and Materials	-	340	340
217	Dues and Subscriptions	818	900	11,963
218	NonCapital Equip and Furniture	-	10,938	4,662
240	Repair and Maintenance	18,145	10,500	-
246	Liability Insurance	6,034	5,914	6,019
249	Operating Leases and Rentals	-	-	24,000
250	Prof and Contracted Services	4,936	20,140	24,015
258	Investigative Expenses	5,397	8,750	8,750
264	Printing Copying and Binding	-	460	460
269	Other Services and Charges	3	-	-
273	Fleet Lease Operating and Mtc	15,267	12,082	19,837
274	Fleet Lease Replacement	57,324	36,566	35,473
	<i>Subtotal</i>	<i>115,624</i>	<i>121,320</i>	<i>150,749</i>
<b>Capital Outlay</b>				
432	Vehicles	3,392	151,500	-
440	Machinery and Equipment	-	50,000	-
	<i>Subtotal</i>	<i>3,392</i>	<i>201,500</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 755,842</b>	<b>\$ 1,466,868</b>	<b>\$ 1,454,626</b>



## 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 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.

### Line Item Budget

<b>Personal Services</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
121 Overtime Wages	-	23,523	24,464
135 Compensation Insurance	243	242	234
<i>Subtotal</i>	<i>243</i>	<i>23,765</i>	<i>24,698</i>
<b>Operating and Maintenance</b>			
246 Liability Insurance	1,109	1,058	48
273 Fleet Lease Operating and Mtc	196	1,433	574
274 Fleet Lease Replacement	23,032	23,032	23,032
<i>Subtotal</i>	<i>24,337</i>	<i>25,523</i>	<i>23,654</i>
<b>Capital Outlay</b>			
432 Vehicles	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$24,580</b>	<b>\$49,288</b>	<b>\$48,352</b>

## Animal Control

**FUND:** Public Safety Fund

**DEPARTMENT:** Public Safety

**Service Description:**

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

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**SERVICE:** Animal Control

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
CSO Animal Control	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## Animal Control

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	54,562	56,388	59,771
121	Overtime Wages	262	1,655	1,721
126	RHS Plan	546	564	598
129	Medicare Contribution	670	818	867
131	MOPC	2,728	2,819	2,989
132	Employee Insurance	8,803	9,022	8,966
133	GERP Retirement	4,589	5,075	5,379
135	Compensation Insurance	584	583	578
136	Unemployment Insurance	18	19	20
137	Staff Training and Conference	-	500	500
141	Uniforms Protective Clothing	765	765	765
	<i>Subtotal</i>	<i>73,526</i>	<i>78,208</i>	<i>82,154</i>
<b>Operating and Maintenance</b>				
210	Supplies	48	50	50
218	NonCapital Equip and Furniture	-	100	100
246	Liability Insurance	413	394	118
273	Fleet Lease Operating and Mtc	6,427	3,731	1,416
274	Fleet Lease Replacement	12,419	12,419	12,419
	<i>Subtotal</i>	<i>19,307</i>	<i>16,694</i>	<i>14,103</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$92,833</b>	<b>\$94,902</b>	<b>\$96,257</b>

**K-9****FUND:** Public Safety Fund**DEPARTMENT:** Public Safety

**Service Description:** The Patrol Division is a service function of the Police Services. The Patrol Division is a 24 hour a day, seven day a week service, and is responsible for responding to emergency, immediate, crime-related incidents, and routine calls for service.

Recognizing the benefits and special capabilities of a trained service dog, the Patrol Division enlists the help of five K-9 teams. The K-9 teams works varied shifts to ensure consistent coverage during the week and they are supervised by a K-9 Sergeant.

Generally, the K-9 officers have the same duties and responsibilities as any other officer; but because of their K-9 partners, their capabilities are significantly enhanced. Additional duties include conducting building intrusion searches, searching for illegal narcotics and/or contraband, conducting suspect and/or evidence searches, conducting preventative burglary and robbery patrols. K-9 officers and their partners will also visit schools, clubs, businesses, etc., to provide information and demonstrations about the K-9 Unit.

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
137	Staff Training and Conference	-	-	1,000
	<i>Subtotal</i>	-	-	1,000
<b>Operating and Maintenance</b>				
210	Supplies	3,338	-	4,000
217	Dues and Subscriptions	672	-	1,200
218	NonCapital Equip and Furniture	1,015	-	2,000
250	Prof and Contracted Services	9,281	-	6,800
	<i>Subtotal</i>	14,306	-	14,000
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 14,306</b>	<b>\$ -</b>	<b>\$ 15,000</b>

## 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 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Master Police Officer	6.00	6.00	6.00
Police Officer	2.00	2.00	2.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

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## School Resource Officers

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	545,095	733,296	760,752
121	Overtime Wages	24,174	42,594	44,298
122	Longevity Compensation	2,545	2,220	-
126	RHS Plan	31,667	7,334	7,608
127	FPPA Death and Disability	10,883	15,227	16,443
129	Medicare Contribution	5,359	10,636	11,031
132	Employee Insurance	122,814	117,038	114,113
134	Police and Fire Retirement	51,312	79,928	87,242
135	Compensation Insurance	8,281	8,352	14,841
136	Unemployment Insurance	249	242	251
137	Staff Training and Conference	8,622	8,160	8,160
141	Uniforms Protective Clothing	5,478	9,750	9,750
	<i>Subtotal</i>	<i>816,478</i>	<i>1,034,777</i>	<i>1,074,489</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,412	1,900	1,900
218	NonCapital Equip and Furniture	687	3,400	3,400
246	Liability Insurance	4,719	2,414	1,573
273	Fleet Lease Operating and Mtc	5,157	10,476	24,295
274	Fleet Lease Replacement	87,366	90,315	90,320
	<i>Subtotal</i>	<i>99,341</i>	<i>108,505</i>	<i>121,488</i>
<b>Capital Outlay</b>				
432	Vehicles	28,571	-	-
	<i>Subtotal</i>	<i>28,571</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$944,391</b>	<b>\$1,143,282</b>	<b>\$1,195,977</b>

## 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 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, non-immediate, 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:** Special Operations

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Assistant Police Chief	0.00	0.00	0.35
Administrative Assistant	1.00	1.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>0.35</b>

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## Special Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	53,467	53,638	56,472
121	Overtime Wages	-	702	730
126	RHS Plan	400	400	140
127	FPPA Death and Disability	-	-	960
129	Medicare Contribution	671	778	819
131	MOPC	2,673	2,682	-
132	Employee Insurance	8,465	8,582	8,471
133	GERP Retirement	4,497	4,827	-
134	Police and Fire Retirement	-	-	7,737
135	Compensation Insurance	553	552	541
136	Unemployment Insurance	17	18	19
	<i>Subtotal</i>	<i>70,743</i>	<i>72,179</i>	<i>75,889</i>
<b>Operating and Maintenance</b>				
218	NonCapital Equip and Furniture	90	-	-
246	Liability Insurance	62	59	110
	<i>Subtotal</i>	<i>152</i>	<i>59</i>	<i>110</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
475	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 70,895</b>	<b>\$ 72,238</b>	<b>\$ 75,999</b>



## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Master Police Officer	1.00	1.00	1.00
CSO Field Investigator	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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## Traffic Unit

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	110,451	159,192	166,759
121	Overtime Wages	10,435	3,310	3,442
126	RHS Plan	1,105	1,592	1,668
127	FPPA Death and Disability	753	1,588	1,755
129	Medicare Contribution	1,515	2,309	2,418
131	MOPC	3,012	2,996	3,176
132	Employee Insurance	24,766	25,471	25,014
133	GERP Retirement	5,066	5,392	5,716
134	Police and Fire Retirement	5,021	10,821	9,809
135	Compensation Insurance	2,241	1,627	1,618
136	Unemployment Insurance	50	53	55
137	Staff Training and Conference	1,850	1,930	1,930
141	Uniforms Protective Clothing	1,005	1,530	1,530
	<i>Subtotal</i>	<i>167,270</i>	<i>217,811</i>	<i>224,890</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	80	80
218	NonCapital Equip and Furniture	-	60,000	-
240	Repair and Maintenance	-	4,500	4,500
246	Liability Insurance	251	824	329
269	Other Services and Charges	-	1,000	1,000
273	Fleet Lease Operating and Mtc	3,871	3,399	4,203
274	Fleet Lease Replacement	11,445	11,446	11,446
	<i>Subtotal</i>	<i>15,567</i>	<i>81,249</i>	<i>21,558</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$182,837</b>	<b>\$299,060</b>	<b>\$246,448</b>

## 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 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.

## SWAT Team

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
121	Overtime Wages	76,601	48,226	50,155
129	Medicare Contribution	1,103	-	-
135	Compensation Insurance	494	492	480
137	Staff Training and Conference	877	900	900
141	Uniforms Protective Clothing	689	600	600
	<i>Subtotal</i>	<i>79,763</i>	<i>50,218</i>	<i>52,135</i>
<b>Operating and Maintenance</b>				
210	Supplies	7,022	7,600	7,600
217	Dues and Subscriptions	405	-	-
218	NonCapital Equip and Furniture	8,081	8,670	7,500
229	Materials and Supplies	-	450	100
240	Repair and Maintenance	-	562	562
246	Liability Insurance	400	1,039	98
247	Safety Expenses	381	3,200	3,200
273	Fleet Lease Operating and Mtc	16,466	9,365	5,547
274	Fleet Lease Replacement	21,247	21,247	26,916
	<i>Subtotal</i>	<i>54,002</i>	<i>52,133</i>	<i>51,523</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	42,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>42,000</i>
	<b>SERVICE TOTAL</b>	<b>\$133,766</b>	<b>\$102,351</b>	<b>\$145,658</b>

## 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 multifamily communities, management and the police to maintain a safer community through environment design, information sharing and education.

**SERVICE:** Gang and Crime Suppression Unit

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Police Sergeant	1.00	1.00	1.00
Master Police Officer	6.00	6.00	6.00
Police Officer	1.00	1.00	1.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

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## Gang and Crime Suppression Unit

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	681,789	787,824	819,336
121	Overtime Wages	55,417	49,431	51,408
126	RHS Plan	22,441	7,879	8,193
127	FPPA Death and Disability	8,182	10,615	11,732
129	Medicare Contribution	9,079	11,427	11,880
132	Employee Insurance	124,994	126,051	122,900
134	Police and Fire Retirement	66,864	85,872	104,946
135	Compensation Insurance	74,935	52,607	54,441
136	Unemployment Insurance	253	261	270
137	Staff Training and Conference	1,571	4,500	4,500
141	Uniforms Protective Clothing	3,184	6,675	6,675
	<i>Subtotal</i>	<i>1,048,710</i>	<i>1,143,142</i>	<i>1,196,281</i>
<b>Operating and Maintenance</b>				
210	Supplies	612	2,850	2,850
217	Dues and Subscriptions	-	-	-
218	NonCapital Equip and Furniture	572	1,100	1,100
240	Equipment Repair and Maintenance	-	-	-
246	Liability Insurance	4,617	6,523	5,060
249	Operating Leases and Rentals	-	-	-
258	Investigative Expenses	-	4,995	4,995
264	Printing Copying and Binding	-	-	-
273	Fleet Lease Operating and Mtc	32,278	32,501	53,731
274	Fleet Lease Replacement	50,626	45,682	47,516
	<i>Subtotal</i>	<i>88,705</i>	<i>93,651</i>	<i>115,252</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,137,415</b>	<b>\$1,236,793</b>	<b>\$1,311,533</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Victim Service Manager	0.00	0.00	1.00
Victim Services Coordinator	1.00	1.00	0.00
Outreach Victim's Advocate	0.00	1.00	2.00
<b>Total</b>	<b>1.00</b>	<b>2.00</b>	<b>3.00</b>

## Victim Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	120,578	142,910	223,901
112	Temporary Wages	10,303	-	-
121	Overtime Wages	394	-	-
126	RHS Plan	400	800	1,200
128	FICA	639	-	-
129	Medicare Contribution	1,699	2,072	3,247
131	MOPC	6,029	7,146	11,195
132	Employee Insurance	13,144	22,866	33,585
133	GERP Retirement	10,142	12,862	20,151
135	Compensation Insurance	821	843	1,423
136	Unemployment Insurance	52	48	74
137	Staff Training and Conference	1,885	1,500	1,500
141	Uniforms Protective Clothing	-	1,000	1,000
	<i>Subtotal</i>	<i>166,085</i>	<i>192,047</i>	<i>297,276</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,089	1,050	1,050
216	Reference Books and Materials	225	200	200
217	Dues and Subscriptions	1,723	1,000	1,000
218	Non Capital Furniture and Equip- ment	2,400	1,000	1,000
246	Liability Insurance	92	2,164	3,083
261	Telephone Charges	-	-	800
264	Printing and Copying	46	2,000	2,000
273	Fleet Lease Operating and Mtc	3,041	4,611	3,801
274	Fleet Lease Replacement	-	-	-
	<i>Subtotal</i>	<i>11,615</i>	<i>12,025</i>	<i>12,934</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 177,700</b>	<b>\$ 204,072</b>	<b>\$ 310,210</b>



## 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. 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:** Communications Center

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Communications Specialist	10.00	10.00	10.00
Communications Shift Supervisor	1.00	1.00	2.00
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>

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## Communications Center

### Line Item Budget

		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Personal Services</b>				
111	Salaries and Wages	664,444	700,124	832,286
121	Overtime Wages	108,927	80,988	89,728
126	RHS Plan	7,245	6,996	8,323
129	Medicare Contribution	9,619	10,147	12,068
131	MOPC	33,222	35,002	41,615
132	Employee Insurance	108,504	112,023	124,843
133	GERP Retirement	55,883	63,008	74,906
135	Compensation Insurance	1,131	807	339
136	Unemployment Insurance	217	229	274
137	Staff Training and Conference	6,631	10,550	11,350
	<i>Subtotal</i>	<i>995,824</i>	<i>1,019,874</i>	<i>1,195,732</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,973	3,950	4,000
217	Dues and Subscriptions	-	950	950
218	NonCapital Equip and Furniture	11,535	11,660	3,960
240	Repair and Maintenance	3,495	3,500	3,500
246	Liability Insurance	873	838	1,584
269	Other Services and Charges	276	400	400
	<i>Subtotal</i>	<i>18,152</i>	<i>21,298</i>	<i>14,394</i>
<b>Capital Outlay</b>				
475	Building and Facility Development	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$1,013,976</b>	<b>\$1,041,172</b>	<b>\$1,210,126</b>

### Support Services Division Overview

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	785,969	841,709	898,033
Operating and Maintenance	647,054	826,033	1,109,307
Non-Operating	-	-	-
Capital	16,125	40,000	-
<b>TOTAL</b>	<b>\$1,449,148</b>	<b>\$1,707,742</b>	<b>\$2,007,340</b>

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

## 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.

## Support Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
121	Overtime Wages	-	82	85
135	Compensation Insurance	1	1	-
141	Uniforms Protective Clothing	-	-	-
	<i>Subtotal</i>	<i>1</i>	<i>83</i>	<i>85</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,117	-	-
217	Dues and Subscriptions	-	-	-
218	NonCapital Equip and Furniture	757	900	55,500
246	Liability Insurance	2	2	-
247	Safety Expenses	399	-	-
249	Operating Leases and Rentals	6,710	4,710	4,710
261	Telephone Charges	109,815	112,729	115,209
264	Printing Copying and Binding	3,070	5,560	5,560
		<i>124,869</i>	<i>123,901</i>	<i>180,979</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	16,125	-	-
475	Building and Facility Developmnt	-	40,000	-
	<i>Subtotal</i>	<i>16,125</i>	<i>40,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$140,995</b>	<b>\$163,984</b>	<b>\$181,064</b>

## Training and 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; 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.

## Training and Personnel

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,337	-	-
121	Overtime Wages	236,298	104,307	108,479
126	RHS Plan	983	-	-
127	FPPA Death and Disability	20	-	-
129	Medicare Contribution	3,440	-	-
131	MOPC	-	-	-
133	GERP Retirement	-	-	-
134	Police and Fire Retirement	134	-	-
135	Compensation Insurance	47	38	37
137	Staff Training and Conference	192,847	202,750	202,750
141	Uniforms Protective Clothing	-	-	-
142	Food Allowance	845	-	-
	<i>Subtotal</i>	<i>435,951</i>	<i>307,095</i>	<i>311,266</i>
<b>Operating and Maintenance</b>				
210	Supplies	56,285	63,415	98,315
218	NonCapital Equip and Furniture	15,737	17,718	4,946
240	Repair and Maintenance	-	180	180
246	Liability Insurance	119	114	211
247	Safety Expenses	-	725	725
261	Telephone Charges	-	-	-
	<i>Subtotal</i>	<i>72,141</i>	<i>82,152</i>	<i>104,377</i>
<b>Capital Outlay</b>				
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$508,091</b>	<b>\$389,247</b>	<b>\$415,643</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Range Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## Firing Range

### Line Item Budget

		2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>				
111	Salaries and Wages	76,684	82,290	89,594
112	Temporary Wages	26,122	80,000	84,800
121	Overtime Wages	597	33,482	34,821
126	RHS Plan	400	400	400
128	FICA	1,620	4,960	5,258
129	Medicare Contribution	1,373	2,353	2,529
131	MOPC	3,834	4,114	4,480
132	Employee Insurance	12,496	13,166	13,439
133	GERP Retirement	6,450	7,406	8,063
135	Compensation Insurance	10,377	7,579	6,858
136	Unemployment Insurance	25	27	30
141	Uniforms Protective Clothing	384	2,600	2,600
142	Food Allowance	1,097	1,000	3,000
	<i>Subtotal</i>	<i>141,458</i>	<i>239,377</i>	<i>255,872</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,804	4,500	4,500
217	Dues and Subscriptions	-	-	-
218	NonCapital Equip and Furniture	3,607	9,000	9,000
240	Repair and Maintenance	34,160	55,355	55,355
245	Mileage Allowance	-	-	-
246	Liability Insurance	256	455	443
247	Safety Expenses	503	5,000	7,000
250	Prof and Contracted Services	50,369	126,845	174,845
260	Utilities	35,474	37,075	37,075
269	Other Services and Charges	2,228	2,500	2,500
273	Fleet Lease Operating and Mtc	783	898	2,690
274	Fleet Lease Replacement	-	374	393
	<i>Subtotal</i>	<i>131,184</i>	<i>242,002</i>	<i>293,801</i>
<b>Capital Outlay</b>				
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$272,642</b>	<b>\$481,379</b>	<b>\$549,673</b>

## 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:** Records Unit

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Digital Media Records Evidence Technician	1.00	1.00	2.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

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## Public Safety Records

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	135,502	61,941	131,324
112	Temporary Wages	-	-	1,952
121	Overtime Wages	-	-	1,952
126	RHS Plan	716	400	800
128	FICA	-	-	121
129	Medicare Contribution	1,620	898	1,932
131	MOPC	6,775	3,097	6,566
132	Employee Insurance	9,115	9,911	19,699
133	GERP Retirement	11,397	5,575	11,819
135	Compensation Insurance	26	21	22
136	Unemployment Insurance	18	20	43
	<i>Subtotal</i>	<i>165,169</i>	<i>81,863</i>	<i>176,230</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	-
218	NonCapital Equip and Furniture	2,614	3,360	3,360
246	Liability Insurance	66	63	126
250	Prof and Contracted Services	58,695	-	-
	<i>Subtotal</i>	<i>61,375</i>	<i>3,423</i>	<i>3,486</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 226,544</b>	<b>\$ 85,286</b>	<b>\$ 179,716</b>

## Information and Technology Services

**FUND:** Public Safety Fund

**DEPARTMENT:** Public Safety

**Service Description:**

Information and Technology Services is a primary service function of the Information Services Division. Information and Technology Services (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 and Justice Center, six fire stations, five police substations, and all police and fire vehicles. Information and Technology Services also researches and recommends new technology to meet public safety IT needs.

**SERVICE:** Information and Technology Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Technical Functional Analyst	0.00	0.00	1.00
PS Network & Tech Support	1.00	1.00	0.00
Public Safety Technical Support	1.00	1.00	0.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>

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## Information and Technology

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	147,850	103,741
121	Overtime Wages	20,722	18,035	18,756
126	RHS Plan	83	800	400
129	Medicare Contribution	300	2,144	1,504
131	MOPC	-	7,393	5,187
132	Employee Insurance	22,170	23,656	15,561
133	GERP Retirement	-	13,307	9,337
135	Compensation Insurance	71	58	60
136	Unemployment Insurance	44	48	34
	<i>Subtotal</i>	<i>43,391</i>	<i>213,291</i>	<i>154,580</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,277	2,643	8,565
217	Dues and Subscriptions	-	-	954
218	Non Capital Equipment and Furniture	6,922	77,498	28,556
240	Repair and Maintenance	186,426	230,881	242,973
246	Liability Insurance	180	173	336
250	Prof and Contracted Services	61,680	61,680	243,780
261	Telephone Charges	-	1,680	1,500
	<i>Subtotal</i>	<i>257,486</i>	<i>374,555</i>	<i>526,664</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 300,876</b>	<b>\$ 587,846</b>	<b>\$ 681,244</b>

## City Attorney Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	190,245	192,531	203,288
Operating and Maintenance	138	7,682	7,818
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$190,383</b>	<b>\$200,213</b>	<b>\$211,106</b>

**FUND:** Public Safety Fund

**DEPARTMENT:** Administration

**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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Sr Assistant City Attorney	1.00	1.00	1.00
Assistant City Attorney II	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## City Attorney

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	143,686	144,504	153,856
126	RHS Plan	400	400	400
129	Medicare Contribution	1,846	2,095	2,231
131	MOPC	7,184	7,225	7,693
132	Employee Insurance	22,806	23,121	23,078
133	GERP Retirement	12,084	13,005	13,847
135	Compensation Insurance	54	53	52
136	Unemployment Insurance	46	48	51
137	Staff Training and Conference	2,139	2,080	2,080
	<i>Subtotal</i>	<i>190,245</i>	<i>192,531</i>	<i>203,288</i>
<b>Operating and Maintenance</b>				
217	Dues and Subscriptions	-	325	325
246	Liability Insurance	138	157	293
269	Other Services and Charges	-	7,200	7,200
	<i>Subtotal</i>	<i>138</i>	<i>7,682</i>	<i>7,818</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$190,383</b>	<b>\$200,213</b>	<b>\$211,106</b>

### Children, Youth and Families Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	178,871	186,798	200,193
Operating and Maintenance	28,688	20,855	20,979
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$207,559</b>	<b>\$207,653</b>	<b>\$221,172</b>

**FUND:** Public Safety 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

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<b>Budgeted Positions:</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
CYF Program Specialist	2.00	2.00	2.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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## Children, Youth and Families

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	133,572	137,726	149,071
126	RHS Plan	800	800	800
129	Medicare Contribution	1,724	1,998	2,162
131	MOPC	6,679	6,886	7,454
132	Employee Insurance	21,996	21,700	21,641
133	GERP Retirement	11,234	11,964	13,416
135	Compensation Insurance	1,327	1,680	1,601
136	Unemployment Insurance	44	44	48
137	Staff Training and Conference	1,497	4,000	4,000
	<i>Subtotal</i>	<i>178,871</i>	<i>186,798</i>	<i>200,193</i>
<b>Operating and Maintenance</b>				
210	Supplies	23,441	16,700	16,700
217	Dues and Subscriptions	2,598	-	-
245	Mileage Allowance	-	2,000	2,000
246	Liability Insurance	156	155	279
263	Postage	254	1,000	1,000
264	Printing Copying and Binding	2,238	1,000	1,000
	<i>Subtotal</i>	<i>28,688</i>	<i>20,855</i>	<i>20,979</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$207,559</b>	<b>\$207,653</b>	<b>\$221,172</b>

### Natural Resources Graffiti Removal Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	21,937	28,449	29,217
Operating and Maintenance	14,042	19,137	13,813
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$35,979</b>	<b>\$47,586</b>	<b>\$43,030</b>

**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 Removal

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Budgeted Positions:	2020 Budget	2021 Budget	2022 Budget
Graffiti Removal Specialist	0.38	0.38	0.38
<b>Total</b>	<b>0.38</b>	<b>0.38</b>	<b>0.38</b>

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## Graffiti Removal

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	13,230	18,423	20,338
112	Temporary Wages	-	1,925	1,925
121	Overtime Wages	401	250	250
126	RHS Plan	2,361	152	152
128	FICA	-	119	119
129	Medicare Contribution	169	295	323
131	MOPC	570	921	1,017
132	Employee Insurance	2,907	2,948	3,051
133	GERP Retirement	959	1,658	1,830
135	Compensation Insurance	1,334	1,752	205
136	Unemployment Insurance	6	6	7
	<i>Subtotal</i>	<i>21,937</i>	<i>28,449</i>	<i>29,217</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,100	6,161	6,161
240	Repair and Maintenance	-	1,000	1,000
246	Liability Insurance	6,298	1,104	1,378
247	Safety Expenses	-	1,000	1,000
250	Prof and Contracted Services	1,500	1,500	1,500
261	Telephone Charges	-	180	180
273	Fleet Lease Operating and Mtc	3,168	7,217	1,618
274	Fleet Lease Replacement	976	975	976
	<i>Subtotal</i>	<i>14,042</i>	<i>19,137</i>	<i>13,813</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
475	Building and Facility Improvement	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$35,979</b>	<b>\$47,586</b>	<b>\$43,030</b>

## ELECTRIC and BROADBAND FUND - Fund Summary

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	12,341,463	14,339,090	15,758,560
Operating and Maintenance	66,301,159	70,901,215	81,381,234
Non-Operating	(1,026,281)	5,062,843	5,316,991
Capital	6,899,853	17,193,991	12,148,845
<b>TOTAL</b>	<b>\$84,516,195</b>	<b>\$107,497,139</b>	<b>\$114,605,630</b>

### ***Fund Description***

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

The Broadband Utility was created in 1997 to provide a full range of high quality, advanced broadband services for municipal, business, and residential needs and included the installation of a fiber backbone throughout the City. In 2011, the citizens of Longmont voted to expand the fiber backbone and build fiber to every premise. The project began in 2014 and within three years the majority of the city was built out. In July, 2017 Longmont was declared the first gig city in Colorado. The primary duties of the Broadband Utility are delivering symmetrical gig internet, voice, and customized services to municipal, commercial, and residential customers as well as continuing to build and maintain the high reliability of the fiber optic network.

The Electric and Broadband Fund includes 11 budget services:

- ◆ 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

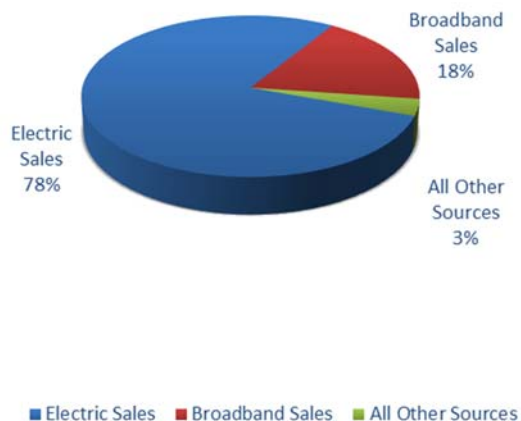
### ***2023-2027 Capital Improvement Program***

Capital projects total \$7.1 million for the electric utility and \$3.7 million for the broadband utility. This includes underground conversion, advanced metering, system capacity and reliability improvements, building improvements, and broadband fiber construction and installations. Detailed capital project descriptions are included in the 2023-2027 Capital Improvement Program.

**ELECTRIC and BROADBAND FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 12,050,707</b>	<b>\$ 17,806,083</b>	<b>\$ 4,189,618</b>
Committed Working Capital	-	9,221,065	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Electric Charges for Services	77,705,657	77,815,365	87,926,733
Electric Aid to Underground Construction	2,428,114	4,824,200	3,095,000
Electric Intergovernmental Revenue	24,565	-	-
Electric Interest	56,835	80,000	80,000
Electric Miscellaneous	606,725	143,500	146,000
Electric Operating Transfers	872,020	246,306	324,465
Electric Developer Capital Contribution	-	-	-
Broadband Charges for Services	18,037,206	19,547,368	20,541,281
Broadband Aid to Underground Construction	31,332	430,000	90,000
Broadband Intergovernmental Revenue	290,110	-	-
Broadband Interest	(9,098)	5,000	5,000
Broadband Miscellaneous	21,447	10,000	15,000
Broadband Operating Transfers	-	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>100,064,912</b>	<b>103,101,739</b>	<b>112,223,479</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Electric Distribution	5,115,728	5,340,383	5,545,962
Electric Engineering	2,221,303	2,549,978	3,080,226
Electric Administration	63,454,149	66,040,513	75,321,301
Electric Marketing	19,239	72	179,299
Electric Meter Reading	350,112	401,625	400,650
Electric Warehouse	585,863	696,442	833,916
Electric Energy Services	1,328,547	1,546,834	1,682,942
Electric CIP Projects	11,290,558	11,290,558	7,122,321
Broadband Network Services	4,172,451	13,969,891	14,124,790
Broadband Customer Services	466,837	687,095	1,119,777
Broadband Marketing and Communications	515,520	556,959	670,147
Broadband Commercial Sales and Distribution	434,956	609,585	783,770
Broadband CIP Projects	3,807,204	3,807,204	3,740,529
Estimated Expense Revision	-	-	-
Total Operating Expenses	93,762,467	107,497,139	114,605,630
Adjustment for GAAP Expenses	547,070	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>94,309,537</b>	<b>107,497,139</b>	<b>114,605,630</b>
<b>ENDING WORKING CAPITAL</b>	<b>17,806,083</b>	<b>4,189,618</b>	<b>1,807,467</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 5,755,376	\$ (4,395,400)	\$ (2,382,151)

### ELECTRIC and BROADBAND FUND - Sources of Funds



- ◆ The Electric and Broadband Fund will receive 78% of its operating revenues from the sale of electricity and 18% from the sale of broadband services in 2023.
- ◆ The 2023 Budget will require a contribution from fund balance of \$2,382,151.

### Estimating Major Sources of Funds

**Sales Revenue:** 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 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.

	2021 Actual	2022 Budget	2023 Budget
<b>OPERATING REVENUE</b>			
Electricity Sales	\$ 77,705,657	\$ 77,815,365	\$ 87,926,733
Electric Aid to Underground Construction	2,428,114	4,824,200	3,095,000
Electric Other Revenue	606,725	143,500	146,000
Electric Operating Transfers	872,020	246,306	324,465
Electric Intergovernmental Revenue	24,565	-	-
Electric Interest Income	56,835	80,000	80,000
Broadband Sales	18,037,206	19,547,368	20,541,281
Broadband Aid to Underground Construction	31,332	430,000	90,000
Broadband Other Revenue	21,447	10,000	15,000
Broadband Intergovernmental Revenue	290,110	-	-
Broadband Interest Income	(9,098)	5,000	5,000
Broadband Operating Transfers	-	-	-
Contribution from/(to) Fund Balance	(5,755,376)	4,395,400	2,382,151
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 94,309,537</b>	<b>\$ 107,497,139</b>	<b>\$ 114,605,630</b>

## **Electric Administration**

**FUND:** Electric and Broadband 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.

## Electric Administration

**FUND:** Electric and Broadband Fund

**DEPARTMENT:** Electric Services

**SERVICE:** Electric Administration

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Deputy City Manager	0.20	0.20	0.00
Assistant City Manager	0.00	0.00	0.28
Director of Electric Services	1.00	1.00	1.00
Executive Director of Consolidated Services	0.00	0.20	0.40
Director of Business Enablement	0.00	0.00	0.40
PWNR Assistant Director of Business Services	0.00	0.00	0.37
Energy Portfolio Development Manager	0.00	1.00	0.00
LPC Internal Services Director	0.90	0.90	0.00
Technical Services Manager	0.00	0.00	0.38
Data and Analytics Program Manager	0.00	0.00	0.40
Data and Innovation Analyst	0.00	0.00	0.20
Utility Rate Analyst	0.90	0.90	0.40
Lead GIS Analyst	0.00	0.00	0.30
Sr GIS Analyst	1.00	0.50	0.70
Sr GIS Mapping Technician	0.50	0.50	0.40
GIS Mapping Technician	0.00	0.00	0.30
Sr Programmer Analyst	1.00	1.00	0.41
Geospatial Data and Analysis Program Manager	0.00	0.00	0.40
Electric Technology Services Coordinator	0.75	0.75	0.00
Metering & Application Support Coor	1.00	0.00	0.00
Application Support Analyst	0.75	0.75	0.41
Lead Technical Functional Analyst	0.00	0.00	0.39
Technical Functional Analyst	0.00	0.50	0.40
Business Analyst	0.00	1.00	1.18
Citywide Branding and Digital Communications Specialist	0.00	0.17	0.00
Neighborhood Resource Coordinator	0.00	0.07	0.07
Social Equity Coordinator	0.00	0.07	0.07
Grant Coordinator	0.00	0.20	0.20
Customer Service and Administration Manager	0.00	0.45	0.40
Business Process Improvement Coordinator	0.00	1.00	0.40
Administrative Supervisor	0.90	0.90	0.45
Administrative Analyst	0.90	0.90	0.45
Administrative Assistant	0.90	0.90	1.75
Executive Assistant	0.00	0.00	0.40
Sr Customer Service Representative	0.00	0.00	0.05
Customer Service Representative	0.00	0.00	0.10
<b>Total</b>	<b>10.70</b>	<b>13.86</b>	<b>13.06</b>

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## Electric Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	976,066	1,594,949	1,588,343
112	Temporary Wages	5,401	10,000	26,500
121	Overtime Wages	328	500	500
122	Longevity Compensation	1,796	2,052	1,010
123	Leave Expense	-	19,461	21,000
126	RHS Plan	15,176	5,542	5,225
128	FICA	335	-	1,643
129	Medicare Contribution	10,774	19,516	20,354
131	MOPC	47,634	71,710	70,283
132	Employee Insurance	171,694	229,412	210,488
133	GERP Retirement	80,537	128,505	126,510
135	Compensation Insurance	400	455	577
136	Unemployment Insurance	342	472	463
137	Staff Training and Conference	7,816	18,725	18,500
142	Food Allowance	449	500	1,000
	<i>Subtotal</i>	<i>1,318,747</i>	<i>2,101,799</i>	<i>2,092,396</i>
<b>Operating and Maintenance</b>				
210	Supplies	(80)	8,912	12,327
216	Reference Books and Materials	3	-	-
217	Dues and Subscriptions	48,701	55,765	56,941
218	NonCapital Equip and Furniture	11,446	8,804	12,216
240	Repair and Maintenance	39,026	52,501	57,381
245	Mileage Allowance	481	720	720
246	Liability Insurance	1,230	1,556	5,621
250	Prof and Contracted Services	47,322	154,011	178,200
252	Ads and Legal Notices	929	-	-
261	Telephone Charges	1,349	1,620	2,040
263	Postage	1,018	3,000	3,000
264	Printing and Copying	860	1,000	1,000
266	Interest On Deposits	6,830	25,000	15,000
269	Other Services and Charges	379,553	400,000	400,000
270	Administrative Mgmt Services	1,616,998	1,720,037	2,066,196
271	Franchise Equivalency	6,134,400	6,376,372	6,932,789
273	Fleet Lease Operating and Mtc	1,449	1,578	1,555
274	Fleet Lease Replacement	2,802	2,800	4,431
275	Building Permits to DDA	721	-	1,000
280	Purchased Power General	44,946,833	54,588,280	62,682,080
281	Purchased Power Renewable	7,788,618	-	-
282	Power Wheeling	12,799	15,000	15,000
290	Rebates	-	76,800	120,000
	<i>Subtotal</i>	<i>61,043,289</i>	<i>63,493,756</i>	<i>72,567,497</i>
<b>Non-Operating Expense</b>				
950	Bad Debt	416,249	150,000	400,000
970	Transfers to Other Funds	675,864	294,958	261,408
	<i>Subtotal</i>	<i>1,092,113</i>	<i>444,958</i>	<i>661,408</i>
	<b>SERVICE TOTAL</b>	<b>\$ 63,454,149</b>	<b>\$ 66,040,513</b>	<b>\$ 75,321,301</b>

## Electric Marketing

**FUND:** Electric and Broadband Fund

**DEPARTMENT:** Electric Services

**Service Description:**

**SERVICE:** Electric Marketing

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Assistant Communications and Engagement Director	0.00	0.00	0.20
Citywide Brand and Digital Communications Specialist	0.00	0.00	0.17
Public Relations & Marketing Specialist	0.00	0.00	0.70
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.07</b>

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## Electric Marketing

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	6,125	-	90,719
126	RHS Plan	29	-	426
129	Medicare Contribution	94	-	1,315
131	MOPC	377	-	4,536
132	Employee Insurance	7,869	-	13,608
133	GERP Retirement	634	-	8,165
135	Compensation Insurance	33	18	-
136	Unemployment Insurance	16	-	30
137	Staff Training and Conference	-	-	300
	<i>Subtotal</i>	<i>15,178</i>	<i>18</i>	<i>119,099</i>
<b>Operating and Maintenance</b>				
210	Supplies	18	-	-
240	Repair and Maintenance	2,178	-	1,900
246	Liability Insurance	83	54	-
250	Prof and Contracted Services	-	-	10,000
252	Ads and Legal Notices	-	-	9,500
261	Telephone Charges	283	-	-
263	Postage	-	-	26,100
264	Printing and Copying	-	-	2,500
269	Other Services and Charges	1,500	-	10,200
	<i>Subtotal</i>	<i>4,061</i>	<i>54</i>	<i>60,200</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 19,239</b>	<b>\$ 72</b>	<b>\$ 179,299</b>

## Electric Operations

**FUND:** Electric and Broadband 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.

**SERVICE:** Electric Operations

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Director of Power Delivery and Operations	1.00	1.00	1.00
Electric Operations Manager	0.00	0.00	1.00
Electric Construction Coordinator	1.00	1.00	0.00
Line Crew Supervisor	5.00	5.00	5.00
Meter Shop Supervisor	1.00	1.00	1.00
LPC Safety and Training Specialist	0.70	0.70	0.70
AMI Project Manager	1.00	1.00	1.00
CIS and AMI Administrative Analyst	0.00	0.00	0.50
Director of Project Deployment	0.00	0.38	0.38
Technical Functional Analyst	0.00	0.00	1.00
Journey Lineworker	10.00	11.00	11.00
Apprentice Lineworker	3.00	2.00	2.00
Electric Meter Technician	3.00	3.00	3.00
Groundworker	1.00	1.00	1.00
Street Light Technician	1.00	1.00	1.00
Sr Arborist Technician	0.25	0.25	0.25
<b>Total</b>	<b>27.95</b>	<b>28.33</b>	<b>29.83</b>

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## Electric Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	2,278,889	2,051,321	1,992,342
112	Temporary Wages	155	18,615	18,615
121	Overtime Wages	225,723	225,000	295,000
122	Longevity Compensation	-	-	-
126	RHS Plan	18,043	11,330	11,180
128	FICA	10	1,154	1,154
129	Medicare Contribution	35,800	45,347	47,958
131	MOPC	128,574	155,431	164,441
132	Employee Insurance	473,644	497,351	493,324
133	GERP Retirement	216,253	279,767	295,994
135	Compensation Insurance	34,001	27,738	24,304
136	Unemployment Insurance	945	1,028	1,085
137	Staff Training and Conference	17,673	28,300	29,800
141	Uniforms Protective Clothing	31,372	30,000	36,750
142	Food Allowance	2,373	1,500	2,500
	<i>Subtotal</i>	<b>3,463,453</b>	<b>3,373,882</b>	<b>3,414,447</b>
<b>Operating and Maintenance</b>				
210	Supplies	93,587	100,000	110,000
	Reference Books and Materi-			
216	als	69	3,250	4,000
217	Dues and Subscriptions	466	-	-
	NonCapital Equip and Furni-			
218	ture	64,326	43,450	45,000
240	Repair and Maintenance	18,477	33,560	31,510
246	Liability Insurance	166,014	201,682	191,235
247	Safety Expenses	58,316	37,000	43,000
249	Operating Leases and Rentals	-	15,000	15,000
250	Prof and Contracted Services	469,454	795,000	928,500
252	Ads and Legal Notices	2,085	-	-
259	Licenses and Permits	4,292	5,000	5,000
260	Utilities	1,294	1,345	1,345
261	Telephone Charges	8,809	14,280	14,280
263	Postage	480	1,000	1,000
264	Printing and Copying	501	200	250
265	Loss on Obsolete Items	9,765	10,000	10,000
269	Other Services and Charges	113	-	-
273	Fleet Lease Operating and Mtc	144,998	189,292	184,695
274	Fleet Lease Replacement	375,349	380,850	439,493
	<i>Subtotal</i>	<b>1,418,394</b>	<b>1,830,909</b>	<b>2,024,308</b>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	23,207	23,207	23,207
	<i>Subtotal</i>	<b>23,207</b>	<b>23,207</b>	<b>23,207</b>
<b>Capital Outlay</b>				
432	Vehicles	-	62,385	34,000
440	Machinery and Equipment	127,126	-	-
480	System Improvements	74,376	-	-
486	Meters	9,172	50,000	50,000
	<i>Subtotal</i>	<b>210,674</b>	<b>112,385</b>	<b>84,000</b>
	<b>SERVICE TOTAL</b>	<b>\$ 5,115,728</b>	<b>\$ 5,340,383</b>	<b>\$ 5,545,962</b>

## Electric Engineering

**FUND:** Electric and Broadband 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Director of Electric Engineering	1.00	1.00	1.00
Director of Project Employment	0.00	0.00	0.25
Supervising Electrical Engineer	0.00	0.00	0.97
Sr Electrical Engineer	2.00	2.00	2.00
Sr Electric Distribution Field Engineer	0.00	4.60	3.88
Electric Distribution Field Engineer II	3.60	0.00	0.00
Electric Distribution Field Engineer I	1.00	0.00	0.00
Electric Engineering Project Coordinator	0.90	0.90	0.95
LPC Sr Electrical Inspector	1.00	1.00	1.00
Data and Innovation Analyst	0.00	0.15	0.00
Substation Supervisor	1.00	1.00	1.00
Journey Substation Worker	3.00	3.00	3.00
<b>Total</b>	<b>13.50</b>	<b>13.65</b>	<b>14.05</b>

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## Electric Engineering

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,351,784	1,499,756	1,729,967
112	Temporary Wages	41,416	54,155	113,596
121	Overtime Wages	50,634	40,000	65,816
126	RHS Plan	19,208	5,460	5,620
128	FICA	2,568	3,358	7,043
129	Medicare Contribution	17,897	22,532	26,731
131	MOPC	66,302	74,989	86,498
132	Employee Insurance	223,989	239,960	259,495
133	GERP Retirement	111,531	134,978	155,697
135	Compensation Insurance	799	9,685	10,149
136	Unemployment Insurance	446	496	571
137	Staff Training and Conference	9,864	35,000	36,200
141	Uniforms Protective Clothing	4,221	6,600	8,100
142	Food Allowance	121	500	500
	<i>Subtotal</i>	<i>1,900,779</i>	<i>2,127,469</i>	<i>2,505,983</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,104	21,240	8,000
216	Reference Books and Materials	-	7,590	1,000
217	Dues and Subscriptions	-	550	600
218	NonCapital Equip and Furniture	26,973	19,100	18,400
240	Repair and Maintenance	114,854	98,342	67,910
245	Mileage Allowance	-	-	200
246	Liability Insurance	4,362	2,880	4,666
247	Safety Expenses	1,245	1,800	3,000
249	Operating Leases and Rentals	2,164	-	-
250	Prof and Contracted Services	53,510	116,943	115,150
252	Ads and Legal Notices	1,050	-	-
261	Telephone Charges	7,352	5,148	5,220
264	Printing and Copying	26	100	-
269	Other Services and Charges	-	200	250
273	Fleet Lease Operating and Mtc	13,615	26,724	8,780
274	Fleet Lease Replacement	52,262	25,892	32,132
		<i>280,516</i>	<i>326,509</i>	<i>265,308</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	50,000
440	Machinery and Equipment	40,008	96,000	258,935
	<i>Subtotal</i>	<i>40,008</i>	<i>96,000</i>	<i>308,935</i>
	<b>SERVICE TOTAL</b>	<b>\$2,221,303</b>	<b>\$2,549,978</b>	<b>\$3,080,226</b>

## Electric Meter Reading

**FUND:** Electric and Broadband 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:** Meter Reading

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Meter Reading Supervisor	0.60	0.60	0.60
Administrative Analyst	0.00	0.60	0.60
Sr Meter Reader	0.00	0.45	0.45
Meter Reader	3.60	2.40	2.40
<b>Total</b>	<b>4.20</b>	<b>4.05</b>	<b>4.05</b>

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## Electric Meter Reading

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	118,055	230,670	251,777
112	Temporary Wages	77,403	-	-
121	Overtime Wages	132	-	300
126	RHS Plan	1,058	1,620	1,620
128	FICA	4,808	-	-
129	Medicare Contribution	2,609	3,347	3,651
131	MOPC	5,929	11,536	12,589
132	Employee Insurance	20,043	36,907	37,767
133	GERP Retirement	9,973	20,758	22,660
135	Compensation Insurance	18,103	12,112	5,030
136	Unemployment Insurance	74	76	83
137	Staff Training and Conference	-	1,800	3,030
141	Uniforms Protective Clothing	478	960	600
142	Food Allowance	35	-	-
	<i>Subtotal</i>	<i>258,700</i>	<i>319,786</i>	<i>339,107</i>
<b>Operating and Maintenance</b>				
210	Supplies	838	840	300
218	NonCapital Equip and Furniture	971	600	300
240	Repair and Maintenance	14,300	18,000	10,885
246	Liability Insurance	2,567	1,936	3,543
247	Safety Expenses	567	1,440	1,440
250	Prof and Contracted Services	23,803	1,200	1,200
261	Telephone Charges	507	972	972
264	Printing and Copying	46	180	120
270	Administrative Mgmt Services	17,037	22,867	27,122
273	Fleet Lease Operating and Mtc	24,769	27,797	12,460
274	Fleet Lease Replacement	6,007	6,007	3,201
	<i>Subtotal</i>	<i>91,412</i>	<i>81,839</i>	<i>61,543</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$350,112</b>	<b>\$401,625</b>	<b>\$400,650</b>

## Utilities Warehouse

**FUND:** Electric and Broadband 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:** Utilities Warehouse

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Warehouse Supervisor	1.00	1.00	1.00
Utility Parts Buyer/Inventory Control Technician	1.00	1.00	1.00
Warehouse Worker I	2.00	2.00	2.00
Warehouse Worker II	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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## Utilities Warehouse

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	260,618	294,023	319,154
112	Temporary Wages	28,409	50,000	50,000
121	Overtime Wages	6,664	4,000	8,000
122	Longevity Compensation	2,220	2,220	2,280
126	RHS Plan	5,044	2,000	2,000
128	FICA	1,770	3,100	3,100
129	Medicare Contribution	2,730	3,883	4,189
131	MOPC	12,818	14,701	15,958
132	Employee Insurance	45,346	46,875	47,513
133	GERP Retirement	21,562	26,247	28,724
135	Compensation Insurance	4,876	4,484	4,432
136	Unemployment Insurance	91	97	105
137	Staff Training and Conference	-	4,200	7,190
141	Uniforms Protective Clothing	579	2,125	2,125
142	Food Allowance	153	125	200
	<i>Subtotal</i>	<b>392,880</b>	<b>458,080</b>	<b>494,970</b>
<b>Operating and Maintenance</b>				
210	Supplies	8,041	10,145	10,145
217	Dues and Subscriptions	200	200	200
218	NonCapital Equip and Furniture	34,208	28,000	38,000
225	Freight	1,318	3,300	3,300
240	Repair and Maintenance	7,212	7,700	25,700
246	Liability Insurance	2,103	2,013	2,393
247	Safety Expenses	1,031	1,000	1,500
250	Prof and Contracted Services	15,712	20,000	20,000
261	Telephone Charges	1,758	2,000	2,000
263	Postage	-	-	-
265	Loss on Obsolete Items	768	5,000	5,000
270	Administrative Mgmt Services	81,753	136,024	212,788
273	Fleet Lease Operating and Mtc	10,444	3,245	4,674
274	Fleet Lease Replacement	12,238	12,235	13,246
	<i>Subtotal</i>	<b>176,787</b>	<b>230,862</b>	<b>338,946</b>
<b>Capital Outlay</b>				
475	Building and Facility Development	16,195	7,500	-
	<i>Subtotal</i>	<b>16,195</b>	<b>7,500</b>	<b>-</b>
	<b>SERVICE TOTAL</b>	<b>\$585,863</b>	<b>\$696,442</b>	<b>\$833,916</b>

## Electric Energy Strategies and Solutions

**FUND:** Electric and Broadband 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:** Energy Strategies and Solutions

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Director of Electric Customer Service	1.00	1.00	0.00
Director of Electric Strategies and Solutions	0.00	0.00	1.00
Executive Director of Consolidated Services	0.00	0.20	0.00
Sr Key Accounts Manager	0.00	2.00	2.00
Key Account Manager	2.00	0.00	0.00
Energy Services Specialist	1.00	1.00	1.00
Energy Portfolio Development Manager	0.00	0.00	1.00
Energy Efficiency and Education Specialist	0.00	0.00	1.00
Renewable Energy Strategy Manager	1.00	1.00	0.00
Public Relations & Marketing Specialist	0.70	0.70	0.00
<b>Total</b>	<b>5.70</b>	<b>5.90</b>	<b>6.00</b>

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## Electric Energy Strategies and Solutions

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	565,343	664,892	747,511
112	Temporary Wages	-	-	-
126	RHS Plan	13,462	2,360	2,400
128	FICA	-	-	-
129	Medicare Contribution	7,542	9,641	10,839
131	MOPC	29,201	33,245	37,376
132	Employee Insurance	87,671	106,383	112,127
133	GERP Retirement	49,100	59,841	67,276
135	Compensation Insurance	393	302	331
136	Unemployment Insurance	175	220	247
137	Staff Training and Conference	2,082	4,800	10,000
142	Food Allowance	37	600	600
	<i>Subtotal</i>	<i>755,006</i>	<i>882,284</i>	<i>988,707</i>
<b>Operating and Maintenance</b>				
210	Supplies	992	500	600
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	945	590	1,000
218	NonCapital Equip and Furniture	1,798	3,150	8,240
240	Repair and Maintenance	12,192	18,075	15,975
246	Liability Insurance	851	819	1,570
250	Prof and Contracted Services	103,014	21,200	63,568
252	Ads and Legal Notices	2,099	8,570	1,000
261	Telephone Charges	700	2,520	2,520
263	Postage	-	14,450	250
264	Printing and Copying	374	5,600	600
269	Other Services and Charges	4,138	14,200	9,000
273	Fleet Lease Operating and Mtc	1,449	1,575	4,981
274	Fleet Lease Replacement	2,801	2,801	4,431
290	Rebates	44,714	40,000	50,000
291	Residential Energy Efficiency Rebates	118,860	180,000	180,000
292	Commercial Energy Efficiency Rebates	278,615	350,000	350,000
	<i>Subtotal</i>	<i>573,541</i>	<i>664,550</i>	<i>694,235</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,328,547</b>	<b>\$ 1,546,834</b>	<b>\$ 1,682,942</b>

## **Broadband Network Administration**

**FUND:** Electric and Broadband 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.

## Broadband Network Administration

**FUND:** Electric and Broadband Fund

**DEPARTMENT:** Broadband Services

**SERVICE:** Broadband Network Administration

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Deputy City Manager	0.20	0.20	0.00
Director of Broadband Services	1.00	1.00	0.00
Executive Director of Nextlight	0.00	0.00	1.00
Director of Business Enablement	0.00	0.00	0.10
Executive Director of Consolidated Services	0.00	0.00	0.10
PWNR Assistant Director of Business Services	0.00	0.00	0.03
Fiber Network Director	1.00	1.00	0.00
LPC Internal Services Director	0.10	0.10	0.00
Geospatial Data and Analysis Program Manager	0.00	0.00	0.22
LPC Safety and Training Specialist	0.30	0.30	0.30
Sr Electric Distribution Field Engineer	0.00	0.00	0.09
Fiber Optic Outside Plant Engineer	0.00	1.00	0.00
Fiber Field Engineer I	0.00	1.00	0.00
Utility Rate Analyst	0.10	0.10	0.03
Load Analyst	0.00	1.00	0.00
Lead Technical Functional Analyst	0.00	0.00	0.10
Technical Functional Analyst	0.00	0.50	0.22
Lead GIS Analyst	0.00	0.00	0.20
Sr GIS Analyst	1.00	0.50	0.42
Sr GIS Mapping Technician	0.50	0.50	0.22
GIS Mapping Technician	0.00	0.00	0.20
Data and Analytics Program Manager	0.00	0.00	0.05
Data and Innovation Analyst	0.00	0.00	0.03
Digital Operations Manager	0.00	0.00	1.00
Sr Programmer Analyst	0.00	0.00	0.10
Process Analyst/Project Manager	1.00	1.00	0.00
Technical Services Manager	0.00	0.00	0.10
Electric Technology Services Coordinator	0.25	0.25	0.00
Application Support Analyst	0.25	0.25	0.10
Neighborhood Resource Coordinator	0.00	0.04	0.04
Social Equity Coordinator	0.00	0.04	0.04
Grant Coordinator	0.00	0.10	0.10
Business Analyst	0.00	0.00	0.09
LPC Customer Process and Billing Analyst	0.00	0.00	1.00
Business Process Improvement Coordinator	0.00	0.05	0.05
Customer Service and Administration Manager	0.00	0.05	0.05
Administrative Supervisor	0.15	0.10	0.05
Administrative Analyst	0.10	0.10	0.05
Administrative Assistant	0.10	0.10	0.23
Executive Assistant	0.00	0.00	0.05
<b>Total</b>	<b>6.05</b>	<b>9.28</b>	<b>6.36</b>

## Broadband Network Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	799,979	1,150,137	858,985
112	Temporary Wages	1,843	-	-
121	Overtime Wages	96	1,000	1,000
122	Longevity Compensation	-	2,004	106
123	Leave Expense	-	3,200	5,300
126	RHS Plan	8,567	4,112	2,543
128	FICA	114	-	-
129	Medicare Contribution	8,692	14,599	10,719
131	MOPC	37,375	53,111	37,103
132	Employee Insurance	125,906	169,770	110,899
133	GERP Retirement	63,271	95,369	66,786
135	Compensation Insurance	9,600	324	413
136	Unemployment Insurance	250	351	245
137	Staff Training and Conference	3,106	19,000	8,500
141	Uniforms Protective Clothing	-	1,450	300
142	Food Allowance	1,636	560	500
	<i>Subtotal</i>	<i>1,060,435</i>	<i>1,514,987</i>	<i>1,103,399</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,684	6,250	2,065
217	Dues and Subscriptions	4,151	7,129	3,500
218	NonCapital Equip and Furniture	7,945	3,400	5,092
240	Repair and Maintenance	384,138	421,860	453,381
245	Mileage Allowance	481	480	480
246	Liability Insurance	210	1,164	2,954
247	Safety Expenses	363	2,000	-
250	Prof and Contracted Services	245,849	294,547	667,051
252	Ads and Legal Notices	19	900	-
260	Utilities	756	850	950
261	Telephone Charges	2,064	2,940	1,260
263	Postage	3,145	3,000	250
264	Printing and Copying	1,486	-	-
269	Other Services and Charges	647,545	515,000	409,000
270	Administrative Mgmt Services	561,471	668,305	834,897
271	Franchise Equivalency	8,646	6,461	6,131
273	Fleet Lease Operating and Mtc	1,449	1,575	5,526
274	Fleet Lease Replacement	2,801	2,800	4,431
	<i>Subtotal</i>	<i>1,876,202</i>	<i>1,938,661</i>	<i>2,396,968</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	978,308	1,021,001	912,201
923	Bond Principal Current	-	3,435,000	3,540,000
928	Interest Notes and Contracts	119,385	-	130,557
950	Bad Debt	35,705	125,000	40,000
970	Transfers to Other Funds	(3,280,000)	3,677	5,618
	<i>Subtotal</i>	<i>(2,146,601)</i>	<i>4,584,678</i>	<i>4,628,376</i>
<b>Capital Outlay</b>				
432	Vehicles	-	39,874	-
	<i>Subtotal</i>	<i>-</i>	<i>39,874</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 790,036</b>	<b>\$ 8,078,200</b>	<b>\$ 8,128,743</b>



## Broadband Network Operations

**FUND:** Electric and Broadband 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
LPC Safety Coordinator	0.00	0.00	0.00
LPC Sr Network Engineer	1.00	1.00	1.00
LPC Network Engineer	1.00	1.00	1.00
Field Service Supervisor	0.00	0.00	0.00
Nextlight Network Operations Manager	1.00	1.00	1.00
Systems Administrator II	2.00	2.00	2.00
Fiber Optic Technician	0.00	1.00	0.00
Broadband Service Technician	0.00	0.00	0.00
Broadband Install Tech	0.00	0.00	0.00
Fiber Technical Service Representative	5.00	4.00	2.00
Network Operations Center Technician	2.00	2.00	4.00
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>11.00</b>

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## Broadband Network Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	787,767	1,008,448	1,003,785
121	Overtime Wages	26,614	20,000	20,000
126	RHS Plan	9,675	4,800	4,400
129	Medicare Contribution	9,706	14,622	14,555
131	MOPC	37,964	50,422	50,189
132	Employee Insurance	156,587	161,353	150,568
133	GERP Retirement	63,862	90,762	90,341
135	Compensation Insurance	26,224	24,250	18,876
136	Unemployment Insurance	315	334	331
137	Staff Training and Conference	7,613	20,150	35,000
141	Uniforms Protective Clothing	556	1,800	1,980
142	Food Allowance	357	500	750
	<i>Subtotal</i>	<i>1,127,240</i>	<i>1,397,441</i>	<i>1,390,775</i>
<b>Operating and Maintenance</b>				
210	Supplies	8,725	16,830	11,000
218	NonCapital Equip and Furniture	15,224	57,211	33,000
240	Repair and Maintenance	-	1,376,800	1,734,816
246	Liability Insurance	5,168	9,038	14,570
247	Safety Expenses	9	300	300
250	Prof and Contracted Services	17,134	25,000	25,000
252	Ads and Legal Notices	-	-	-
260	Utilities	1,435	1,500	1,800
261	Telephone Charges	1,525	5,100	5,100
263	Postage	4,105	2,800	2,800
264	Printing Copying and Binding	229	-	-
265	Loss on Obsolete Items	34,807	10,000	1,000
269	Other Services and Charges	19	-	-
273	Fleet Lease Operating and Mtc	2,032	4,861	3,528
274	Fleet Lease Replacement	-	6,071	6,071
	<i>Subtotal</i>	<i>90,414</i>	<i>1,515,511</i>	<i>1,838,985</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	35,000	-
440	Machinery and Equipment	760,507	1,526,000	853,060
475	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	<i>760,507</i>	<i>1,561,000</i>	<i>853,060</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,978,162</b>	<b>\$ 4,473,952</b>	<b>\$ 4,082,820</b>

## Broadband Installation Operations

**FUND:** Electric and Broadband 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Field Service Supervisor	1.00	0.00	0.00
Fiber Install Technician	5.00	5.00	5.00
Fiber Service Technician	1.00	2.00	2.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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## Broadband Installation Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	35,492	26,245	26,255
112	Temporary Wages	-	-	-
121	Overtime Wages	17,675	25,000	33,250
126	RHS Plan	2,643	2,800	2,800
128	FICA	-	-	-
129	Medicare Contribution	5,062	6,898	7,267
131	MOPC	18,966	23,783	25,060
132	Employee Insurance	75,624	76,109	75,090
133	GERP Retirement	31,897	42,812	45,108
135	Compensation Insurance	-	887	612
136	Unemployment Insurance	151	157	165
137	Staff Training and Conference	3,899	5,000	17,500
141	Uniforms Protective Clothing	4,993	5,600	5,600
142	Food Allowance	541	600	800
	<i>Subtotal</i>	<i>196,942</i>	<i>215,891</i>	<i>239,507</i>
<b>Operating and Maintenance</b>				
210	Supplies	6,405	4,400	4,000
218	NonCapital Equip and Furniture	19,689	20,000	20,000
240	Repair and Maintenance	8,260	10,840	6,400
246	Liability Insurance	-	1,944	1,523
247	Safety Expenses	11,436	5,500	6,000
249	Operating Leases and Rentals	739	1,000	1,500
261	Telephone Charges	6,806	4,400	3,810
269	Other Services and Charges	72	2,500	-
273	Fleet Lease Operating and Mtc	22,185	23,332	16,656
274	Fleet Lease Replacement	31,491	43,666	33,069
	<i>Subtotal</i>	<i>107,083</i>	<i>117,582</i>	<i>92,958</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$304,026</b>	<b>\$333,473</b>	<b>\$332,465</b>

## Broadband Outside Plant Operations

**FUND:** Electric and Broadband 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Nextlight Network Director	0.00	0.00	1.00
Fiber Outside Plant Manager	1.00	1.00	1.00
Electric Engineering Project Coordinator	0.10	0.10	0.05
Sales Engineer	1.00	0.00	0.00
Fiber Construction Coordinator	1.00	1.00	1.00
Fiber Optic Outside Plant Engineer	0.00	0.00	1.00
Fiber Optic Technician	2.00	2.00	2.00
Lead Fiber Install Technician	0.00	0.00	1.00
Fiber Service Technician	1.00	0.00	0.00
Supervising Electrical Engineer	0.00	0.00	0.03
Sr Electric Distribution Field Engineer	0.00	0.40	0.03
Electric Distribution Field Engineer II	0.40	0.00	0.00
Fiber Field Engineer I	1.00	0.00	2.00
Data and Innovation Analyst	0.00	0.10	0.00
<b>Total</b>	<b>7.50</b>	<b>4.60</b>	<b>9.11</b>

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## Broadband Outside Plant Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	489,976	260,200	703,146
112	Temporary Wages	9,729	25,000	41,600
121	Overtime Wages	6,749	10,000	13,300
126	RHS Plan	3,397	1,840	3,644
128	FICA	2,087	1,550	2,579
129	Medicare Contribution	8,685	6,245	13,902
131	MOPC	32,628	20,284	45,860
132	Employee Insurance	100,227	64,909	137,580
133	GERP Retirement	54,884	36,512	82,548
135	Compensation Insurance	6,379	4,290	1,880
136	Unemployment Insurance	202	135	303
137	Staff Training and Conference	9,137	10,000	26,500
141	Uniforms Protective Clothing	2,564	4,000	5,800
142	Food Allowance	231	600	600
	<i>Subtotal</i>	<i>726,874</i>	<i>445,565</i>	<i>1,079,242</i>
<b>Operating and Maintenance</b>				
210	Supplies	14,860	5,000	6,000
218	NonCapital Equip and Furniture	13,763	14,000	22,700
240	Repair and Maintenance	37,163	37,960	40,000
246	Liability Insurance	1,967	2,690	1,625
247	Safety Expenses	3,274	2,600	2,750
249	Operating Leases and Rentals	739	5,000	5,000
250	Prof and Contracted Services	192,574	262,000	281,000
259	Licenses and Permits	3,243	3,000	3,600
261	Telephone Charges	2,043	2,980	5,640
269	Other Services and Charges	64	4,000	5,000
273	Fleet Lease Operating and Mtc	40,315	15,161	21,192
274	Fleet Lease Replacement	42,370	44,764	67,013
	<i>Subtotal</i>	<i>352,374</i>	<i>399,155</i>	<i>461,520</i>
<b>Capital Outlay</b>				
432	Vehicles	-	159,546	-
440	Machinery and Equipment	20,979	80,000	40,000
	<i>Subtotal</i>	<i>20,979</i>	<i>239,546</i>	<i>40,000</i>
	<b>SERVICE TOTAL</b>	<b>\$1,100,228</b>	<b>\$1,084,266</b>	<b>\$1,580,762</b>

## Broadband Customer Service

**FUND:** Electric and Broadband 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
LPC Customer Sales & Service Manager	1.00	1.00	0.00
Nextlight Customer Operations Manager	0.00	0.00	1.00
Digital Navigation Manager	0.00	0.00	1.00
Customer Experience and Community Relations	0.00	0.00	1.00
Nextlight Load Analyst	0.00	0.00	1.00
Fiber Service and Quality Assurance Specialist	1.00	0.00	0.00
Fiber Sr Customer Service Representative	0.00	1.00	1.00
Fiber Customer Service Representative	4.00	7.00	7.00
<b>Total</b>	<b>6.00</b>	<b>9.00</b>	<b>12.00</b>

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## Broadband Customer Service

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	327,957	497,580	790,195
112	Temporary Wages	6,922	-	-
121	Overtime Wages	11,990	7,000	6,000
126	RHS Plan	1,200	3,600	4,800
128	FICA	429	-	-
129	Medicare Contribution	4,300	7,212	11,458
131	MOPC	16,216	24,878	39,510
132	Employee Insurance	53,485	78,939	117,449
133	GERP Retirement	27,281	43,919	71,117
135	Compensation Insurance	-	128	369
136	Unemployment Insurance	108	158	258
137	Staff Training and Conference	128	8,500	19,000
141	Uniforms Protective Clothing	798	800	1,250
142	Food Allowance	165	500	1,200
	<i>Subtotal</i>	<i>450,978</i>	<i>673,214</i>	<i>1,062,606</i>
<b>Operating and Maintenance</b>				
210	Supplies	7,292	1,589	3,068
217	Dues and Subscriptions	-	180	-
218	NonCapital Equip and Furniture	6,808	7,250	19,700
240	Repair and Maintenance	-	3,330	29,200
246	Liability Insurance	-	382	1,023
247	Safety Expenses	-	200	-
250	Prof and Contracted Services	1,009	250	2,500
261	Telephone Charges	750	450	1,680
269	Other Services and Charges	-	250	-
	<i>Subtotal</i>	<i>15,859</i>	<i>13,881</i>	<i>57,171</i>
<b>Non-Operating Expense</b>				
950	Bad Debt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 466,837</b>	<b>\$ 687,095</b>	<b>\$ 1,119,777</b>



## Broadband Marketing

**FUND:** Electric and Broadband 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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Assistant Communications and Engagement Director	0.00	0.00	0.20
LPC Communications & Marketing Manager	1.00	1.00	1.00
LPC Marketing Coordinator	1.00	1.00	1.00
Citywide Branding and Digital Marketing Manager	0.00	0.17	0.17
Public Relations & Marketing Specialist	0.30	0.30	0.30
<b>Total</b>	<b>2.30</b>	<b>2.47</b>	<b>2.67</b>

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## Broadband Marketing

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	189,075	203,449	245,512
112	Temporary Wages	-	-	-
126	RHS Plan	813	986	1,066
128	FICA	-	-	-
129	Medicare Contribution	2,259	2,951	3,560
131	MOPC	8,905	10,171	12,276
132	Employee Insurance	29,576	32,216	36,107
133	GERP Retirement	14,981	17,879	22,096
135	Compensation Insurance	3	69	73
136	Unemployment Insurance	59	66	79
137	Staff Training and Conference	-	5,000	5,000
141	Uniforms Protective Clothing	-	250	250
142	Food Allowance	867	-	-
	<i>Subtotal</i>	<b>246,538</b>	<b>273,037</b>	<b>326,019</b>
<b>Operating and Maintenance</b>				
210	Supplies	756	-	-
217	Dues and Subscriptions	2,750	-	-
218	NonCapital Equip and Furniture	-	250	250
240	Repair and Maintenance	1,443	2,500	2,500
246	Liability Insurance	-	206	412
247	Safety Expenses	-	-	-
250	Prof and Contracted Services	155,971	165,000	100,000
252	Ads and Legal Notices	77,481	50,000	155,000
261	Telephone Charges	123	966	966
263	Postage	8,335	15,000	10,000
264	Printing and Copying	11,158	30,000	50,000
269	Other Services and Charges	5,966	10,000	21,000
	<i>Subtotal</i>	<b>263,982</b>	<b>273,922</b>	<b>340,128</b>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	5,000	10,000	4,000
	<i>Subtotal</i>	<b>5,000</b>	<b>10,000</b>	<b>4,000</b>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
470	Planning and Design	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$515,520</b>	<b>\$556,959</b>	<b>\$670,147</b>

## Broadband Marketing Product Distribution

**FUND:** Electric and Broadband Fund

**DEPARTMENT:** Broadband Services

**Service Description:**

This service 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Product Marketing & Distribution Manager	1.00	1.00	1.00
Fiber Service and Quality Assurance Specialist	0.00	1.00	1.00
Sales and Distribution Manager	1.00	1.00	1.00
Sales Engineer	0.00	1.00	1.00
Sales Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>

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## Broadband Marketing Product Distribution

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	326,885	408,652	447,877
112	Temporary Wages	5,691	6,800	6,800
121	Overtime Wages	38	-	-
126	RHS Plan	1,600	2,000	2,000
128	FICA	353	422	422
129	Medicare Contribution	3,964	6,024	6,593
131	MOPC	15,491	20,433	22,394
132	Employee Insurance	41,257	65,258	66,912
133	GERP Retirement	26,057	36,617	40,309
135	Compensation Insurance	-	97	149
136	Unemployment Insurance	82	134	147
137	Staff Training and Conference	5,972	7,600	7,600
141	Uniforms Protective Clothing	323	1,300	800
142	Food Allowance	-	300	300
	<i>Subtotal</i>	<i>427,712</i>	<i>555,637</i>	<i>602,303</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,693	3,400	6,750
217	Dues and Subscriptions	104	1,785	1,785
218	NonCapital Equip and Furniture	170	-	-
240	Repair and Maintenance	-	1,290	1,290
246	Liability Insurance	-	289	842
250	Prof and Contracted Services	-	-	162,000
261	Telephone Charges	841	1,260	1,800
269	Other Services and Charges	4,436	6,000	7,000
	<i>Subtotal</i>	<i>7,244</i>	<i>14,024</i>	<i>181,467</i>
<b>Capital Outlay</b>				
432	Vehicles	-	39,924	-
	<i>Subtotal</i>	<i>-</i>	<i>39,924</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 434,956</b>	<b>\$ 609,585</b>	<b>\$ 783,770</b>

## Capital Improvement Projects

**FUND:** Electric and Broadband Fund

**DEPARTMENT:** Electric and Broadband Services

**Service Description:**

Capital projects are listed below. Detailed descriptions of each project are included in the 2023-2027 Capital Improvement Program.

<b>ELECTRIC PROJECTS</b>	<b>2023 Budget</b>
ELE009 Electric Feeder Underground Conversion	304,920
ELE017 Electric Substation Upgrades	336,000
ELE044 Electric System Reliability Improvements	375,000
ELE091 Street Lighting Program	185,000
ELE097 Electric Aid to Construction	3,095,000
ELE099 Advanced Metering	1,515,000
ELE102 Electric System Rehabilitation and Improvements	577,500
ELE103 Distributed Energy Resources Innovation & Solutions	200,000
ELE104 Electric Vehicle Charging Stations	70,000
PBF080 Municipal Buildings Boiler Replacement	32,421
PBF228 Warehouse Yard Paving	18,000
TRP011 Transportation System Management Program	348,480
TRP092 Boston Avenue Connection - Price to Martin	55,000
TRP105 Missing Sidewalks	5,000
TRP137 Main Street Corridor Plan	5,000
<b>TOTAL</b>	<b>\$7,122,321</b>

<b>BROADBAND PROJECTS</b>	<b>2023 Budget</b>
BRB002 Broadband Aid to Construction	\$90,000
BRB005 Broadband Reliability Improvements	165,000
BRB006 Broadband Underground Conversion	109,200
BRB007 Broadband System Rehabilitation and Improvements	231,400
BRB008 Fiber Construction	1,441,850
BRB009 Fiber Installation	1,663,079
TRP011 Transportation System Management Program	25,000
TRP092 Boston Avenue Connection - Price to Martin	15,000
<b>TOTAL</b>	<b>\$3,740,529</b>

### ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	3,714	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	645,807	769,494	1,693,515
<b>TOTAL</b>	<b>\$649,521</b>	<b>\$769,494</b>	<b>\$1,693,515</b>

***Fund Description***

The Electric Community Investment Fee (CIF) on new development was enacted on January 1, 1994, to provide funding for electric system capital improvements that are related strictly to growth, such as main feeder system extensions and additional substation capacity.

***2023 Budget***

The following capital projects are funded in 2023. Detailed capital project descriptions are included in the 2023-2027 Capital Improvement Program.

<b>ELECTRIC CIF FUND PROJECTS</b>	<b>2023 Budget</b>
ELE014 Electric Main Feeder Extensions	1,693,515
 <b>TOTAL</b>	 <b>\$1,693,515</b>

**ELECTRIC COMMUNITY INVESTMENT FEE FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$5,194,088</b>	<b>\$5,041,000</b>	<b>\$2,145,427</b>
Committed Working Capital	-	2,972,777	-
<b>SOURCES OF FUNDS</b>			
Fees	508,787	786,698	603,977
Interest	(12,354)	60,000	25,000
<b>TOTAL FUNDS</b>	<b>496,433</b>	<b>846,698</b>	<b>628,977</b>
<b>EXPENSES</b>			
Personal Services	3,714	-	-
Capital Projects	645,807	769,494	1,693,515
<b>TOTAL EXPENSES</b>	<b>649,521</b>	<b>769,494</b>	<b>1,693,515</b>
<b>ENDING WORKING CAPITAL</b>	<b>5,041,000</b>	<b>2,145,427</b>	<b>1,080,889</b>
CONTRIBUTION TO/(FROM) RESERVES	\$(153,088)	\$77,204	\$(1,064,538)

## WATER FUND - Fund Summary

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	6,163,197	7,609,144	8,325,965
Operating and Maintenance	8,449,973	9,387,369	10,313,126
Non-Operating	1,933,275	6,980,520	10,016,570
Capital	42,285,076	10,356,676	7,480,140
<b>TOTAL</b>	<b>\$ 58,831,521</b>	<b>\$ 34,333,709</b>	<b>\$ 36,135,801</b>

### ***Fund Description***

The Water Fund pays for all costs associated with delivering water services to Longmont customers. Those services include acquiring and maintaining a portfolio of water rights, storage and treatment of raw water, storage and distribution of potable water, maintenance of the City's water line system, and chemical and biological testing to meet all applicable water quality standards. The largest source of revenue to pay for those services is payments of monthly bills from water customers.

The Water Fund includes twelve budget services:

- ◆ Public Works and Natural Resources Director
- ◆ Communications
- ◆ 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***

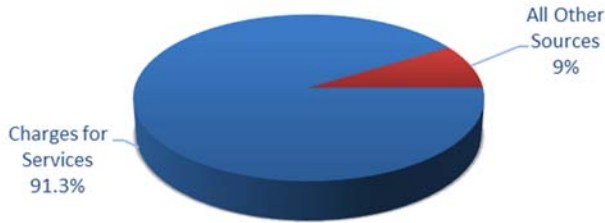
The approximate value of the water system is \$187 million. It includes 443 miles of water transmission and distribution lines, pump stations, PRV vaults, treated water storage and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.



**WATER FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 43,728,651</b>	<b>\$ 101,624,006</b>	<b>\$ 16,926,128</b>
Committed Working Capital	-	81,142,792	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	24,942,329	26,905,696	28,294,196
System Development Fees	843,438	321,300	326,700
Interest - Operating	(669,633)	66,900	73,800
Interest - Debt Service			
Interest - Construction	-	-	-
Intergovernmental	504,503	400,000	-
Miscellaneous	1,019,926	195,000	195,000
Operating Transfers	1,771,790	2,889,727	2,457,826
Bond Proceeds	88,314,524	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>116,726,877</b>	<b>30,778,623</b>	<b>31,347,522</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Business Services	3,570,159	8,338,472	11,555,816
Communications	-	-	52,309
Natural Resources	3,585,714	4,438,084	4,749,893
Engineering Services	36,876,214	5,302,936	5,601,857
Operations	6,500,768	6,755,892	7,491,146
CIP Projects	8,298,666	9,498,325	6,684,780
Total Operating Expenses	58,831,521	34,333,709	36,135,801
Estimated Expense Adjustment	-	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>58,831,521</b>	<b>34,333,709</b>	<b>36,135,801</b>
<b>ENDING WORKING CAPITAL</b>	<b>101,624,006</b>	<b>16,926,128</b>	<b>12,137,849</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 57,895,355	\$ (3,555,086)	\$ (4,788,279)

### WATER FUND - Sources of Funds



- ◆ The Water Fund will receive 91.3% of its operating revenues from the sale of water to the City’s sewer customers in 2023.
- ◆ The 2023 Budget will require a contribution from fund balance of \$4,788,279 primarily for capital projects.

### Estimating Major Sources of Funds

**Treated Water Sales:** The Public Works and Natural Resources department estimates total sales of treated water based on customer classification, the estimated number of customers in each classification and the estimated average monthly bill in each class.

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>OPERATING REVENUE</b>			
Sale of Treated Water	\$ 23,834,824	\$ 25,865,696	\$ 27,254,196
Sale of Raw Water	929,576	1,000,000	1,000,000
Construction Inspection Fees	29,762	-	-
Water Meters	132,184	25,000	25,000
Lab Testing Fees	15,983	15,000	15,000
System Development Fees	843,438	321,300	326,700
Intergovernmental Revenue	504,503	400,000	-
Interest Income	(669,633)	66,900	73,800
Other Revenue	1,019,926	195,000	195,000
Operating Transfers	20,323,211	2,889,727	2,457,826
Bond Proceeds	-	-	-
Contribution from/(to) Fund Balance	(43,034,435)	3,555,086	4,788,279
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 59,171,967</b>	<b>\$ 34,333,709</b>	<b>\$ 36,135,801</b>

**Water Business Services Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,307,799	1,828,801	2,033,359
Operating and Maintenance	621,295	951,799	908,168
Non-Operating	1,641,065	5,513,122	8,581,337
Capital	-	44,750	32,952
<b>TOTAL</b>	<b>\$ 3,570,159</b>	<b>\$ 8,338,472</b>	<b>\$ 11,555,816</b>

## Public Works and Natural Resources Administration

**FUND:** Water Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Public Works and Natural Administration service 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 Administration

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy City Manager	0.16	0.16	0.00
Assistant City Manager	0.00	0.00	0.22
Executive Director of Consolidated Services	0.00	0.16	0.15
PWNR Director Business & Environmental Services	0.25	0.00	0.00
Director of Business Enablement	0.00	0.00	0.16
PWNR Assistant Director of Business Services	0.25	0.25	0.18
PWNR Communications & Marketing Manager	0.25	0.25	0.00
Assistant Communications and Engagement Director	0.00	0.00	0.16
Citywide Branding and Digital Communications Specialist	0.00	0.09	0.09
Communications and Marketing Specialist	0.00	0.60	0.60
Data and Analytics Program Manager	0.00	0.00	0.28
Data and Innovation Analyst	0.00	0.00	0.14
Business Process Improvement Coordinator	0.50	0.50	0.28
Sustainability Grant & Program Coordinator	0.06	0.00	0.00
Business Analyst	0.25	0.55	0.52
Executive Assistant	0.25	0.25	0.12
Utility Rate Analyst	0.00	0.00	0.18
Sr GIS Analyst	0.00	0.00	0.10
Sr Customer Service Representative	0.00	0.00	0.10
Customer Services Representative	0.15	0.40	0.30
Neighborhood Resource Coordinator	0.00	0.06	0.06
Social Equity Coordinator	0.00	0.06	0.06
Grant Coordinator	0.00	0.20	0.20
Customer Service and Administration Manager	0.00	0.15	0.19
Administrative Supervisor	0.15	0.00	0.19
Administrative Analyst	0.00	0.00	0.19
Administrative Assistant	1.45	0.95	0.76
<b>Total</b>	<b>3.72</b>	<b>4.63</b>	<b>5.23</b>

## Public Works and Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	338,432	504,716	619,924
112	Temporary Wages	1,842	42,344	42,344
121	Overtime Wages	7,560	350	350
122	Longevity Compensation	333	225	521
123	Leave Expense	-	20,487	20,487
126	RHS Plan	7,778	1,854	2,092
128	FICA	133	-	2,625
129	Medicare Contribution	3,624	4,964	7,457
131	MOPC	16,329	19,494	24,426
132	Employee Insurance	50,471	62,267	73,075
133	GERP Retirement	27,785	34,942	43,966
135	Compensation Insurance	146	296	197
136	Unemployment Insurance	99	130	162
137	Staff Training and Conference	576	2,720	1,370
142	Food Allowance	454	425	425
	<i>Subtotal</i>	<i>455,561</i>	<i>695,214</i>	<i>839,421</i>
<b>Operating and Maintenance</b>				
210	Supplies	580	7,074	1,586
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	3,504	13,174	695
218	NonCapital Equip and Furniture	1,343	2,710	1,944
240	Repair and Maintenance	3,805	23,133	23,125
245	Mileage Allowance	385	820	820
246	Liability Insurance	582	846	1,386
250	Prof and Contracted Services	78,996	246,844	157,435
252	Ads and Legal Notices	353	11,840	4,500
256	Refunds	-	-	-
261	Telephone Charges	272	800	800
263	Postage	-	-	-
264	Printing Copying and Binding	206	500	-
269	Other Services and Charges	108,512	50,000	50,000
273	Fleet Lease Operating and Mainte-	1,444	1,349	406
274	Fleet Lease Replacement	1,439	1,440	3,958
	<i>Subtotal</i>	<i>201,420</i>	<i>360,730</i>	<i>246,855</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	1,633,441	3,015,498	4,168,713
923	Bond Principal Current	-	2,490,000	4,405,000
970	Transfers to Other Funds	7,624	7,624	7,624
	<i>Subtotal</i>	<i>1,641,065</i>	<i>5,513,122</i>	<i>8,581,337</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 2,298,045</b>	<b>\$ 6,569,066</b>	<b>\$ 9,667,613</b>

## 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 bio-solids are met.

**SERVICE:** Water Quality Laboratory

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Water Quality Laboratory Supervisor	0.35	0.35	0.35
Water Quality Analyst II	1.40	1.40	1.40
Water Quality Analyst I	0.00	0.00	0.35
Water Quality Specialist II	0.70	0.70	0.70
Water Quality Specialist I	0.35	0.35	0.35
Laboratory Support Technician	0.34	0.35	0.35
<b>Total</b>	<b>3.14</b>	<b>3.15</b>	<b>3.50</b>

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## Water Quality Laboratory

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	199,160	235,169	276,169
112	Temporary Wages	10,804	26,180	37,006
121	Overtime Wages	4,152	8,000	8,000
122	Longevity Compensation	-	-	-
126	RHS Plan	1,686	1,260	1,400
128	FICA	670	1,623	2,294
129	Medicare Contribution	2,733	3,788	4,542
131	MOPC	10,012	11,757	13,809
132	Employee Insurance	36,777	37,628	41,426
133	GERP Retirement	16,838	21,164	24,856
135	Compensation Insurance	2,526	2,883	2,955
136	Unemployment Insurance	73	78	91
137	Staff Training and Conference	4,693	1,400	1,575
141	Uniforms Protective Clothing	99	80	1,138
142	Food Allowance	-	35	35
	<i>Subtotal</i>	<i>290,222</i>	<i>351,045</i>	<i>415,296</i>
<b>Operating and Maintenance</b>				
210	Supplies	40,070	48,575	54,324
216	Reference Books and Materials	103	210	210
217	Dues and Subscriptions	162	1,786	1,786
218	NonCapital Equip and Furniture	95	2,240	5,005
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	20,276	30,730	37,205
246	Liability Insurance	350	340	611
247	Safety Expenses	4	350	350
250	Prof and Contracted Services	67,450	70,525	92,675
252	Ads and Legal Notices	77	-	-
259	Licenses and Permits	1,875	2,000	2,000
261	Telephone Charges	392	700	700
263	Postage	-	44	44
264	Printing/Copying and Binding	-	-	-
269	Other Services and Charges	-	35	35
273	Fleet Lease Operating and Mtc	4,449	1,993	2,173
274	Fleet Lease Replacement	4,873	2,492	2,492
	<i>Subtotal</i>	<i>140,177</i>	<i>162,020</i>	<i>199,610</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	4,200
440	Machinery and Equipment	-	37,625	26,250
	<i>Subtotal</i>	<i>-</i>	<i>37,625</i>	<i>30,450</i>
	<b>SERVICE TOTAL</b>	<b>\$ 430,399</b>	<b>\$ 550,690</b>	<b>\$ 645,356</b>

## Oil and Gas

**FUND:** Water Fund

**DEPARTMENT:** Public Works and Natural Resources

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:** Oil and Gas

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Environmental Services Manager	0.00	0.03	0.00
Air Quality/Oil & Gas Coordinator	0.19	0.19	0.00
<b>Total</b>	<b>0.19</b>	<b>0.22</b>	<b>0.00</b>

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## Oil and Gas

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	19,375	23,257	-
126	RHS Plan	76	88	-
129	Medicare Contribution	237	337	-
131	MOPC	940	1,163	-
132	Employee Insurance	2,993	3,721	-
133	GERP Retirement	1,582	2,093	-
136	Unemployment Insurance	6	7	-
137	Staff Training and Conference	-	399	-
	<i>Subtotal</i>	<i>25,209</i>	<i>31,065</i>	<i>-</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	38	-
217	Dues and Subscriptions	-	38	-
246	Liability Insurance	-	21	-
250	Prof and Contracted Services	85,856	114,750	-
252	Ads and Legal Notices	-	-	-
261	Telephone Charges	80	-	-
	<i>Subtotal</i>	<i>85,936</i>	<i>114,847</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 111,145</b>	<b>\$ 145,912</b>	<b>\$ -</b>

## Engineering and 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 and Technical Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Technical Services Manager	0.25	0.25	0.10
Lead Technical Functional Analyst	0.00	0.00	0.10
Technical Functional Analyst	0.25	0.25	0.10
Engineering and Surveying Technician Supervisor	0.25	0.25	0.25
Geospatial Data and Analysis Program Manager	0.00	0.00	0.10
Sr Programmer Analyst	0.00	0.00	0.13
Application Support Analyst	0.00	0.00	0.13
Lead GIS Analyst	0.25	0.25	0.07
Sr GIS Analyst	0.25	0.25	0.07
Sr GIS Mapping Technician	0.00	0.00	0.10
GIS Mapping Technician	0.25	0.25	0.07
Engineering Technician	0.50	0.50	0.50
Sr Engineering Technician	0.25	0.25	0.25
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>1.97</b>

## Engineering and Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	184,078	191,170	187,747
121	Overtime Wages	-	417	417
126	RHS Plan	1,497	900	789
129	Medicare Contribution	2,275	2,771	2,723
131	MOPC	9,168	9,560	9,387
132	Employee Insurance	29,840	30,578	28,140
133	GERP Retirement	15,421	17,192	16,897
135	Compensation Insurance	184	136	134
136	Unemployment Insurance	61	64	62
137	Staff Training and Conferences	3,972	4,500	4,125
141	Uniforms Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>246,495</i>	<i>257,363</i>	<i>250,496</i>
<b>Operating and Maintenance</b>				
210	Supplies	439	9,334	2,125
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	-	467	742
218	NonCapital Equip and Furniture	18,390	27,159	19,200
240	Repair and Maintenance	37,459	61,214	57,731
246	Liability Insurance	413	419	535
247	Safety Expenses	-	250	250
250	Prof and Contracted Services	41,172	61,988	65,464
260	Utilities	-	13,500	13,500
261	Telephone Charges	7,872	9,222	9,222
264	Printing Copying and Binding	15	125	125
273	Fleet Lease Operating and Mtc	2,075	2,610	1,324
274	Fleet Lease Replacement	1,494	1,495	4,526
	<i>Subtotal</i>	<i>109,329</i>	<i>187,808</i>	<i>174,769</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	7,125	2,502
	<i>Subtotal</i>	<i>-</i>	<i>7,125</i>	<i>2,502</i>
	<b>SERVICE TOTAL</b>	<b>\$ 355,824</b>	<b>\$ 452,296</b>	<b>\$ 427,767</b>

## 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

### **SERVICE:** Regulatory Compliance

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
PWNR Environmental Services Manager	0.20	0.28	0.30
Water Quality and Environmental Compliance Coordinator	0.00	0.00	0.50
Sr Civil Engineer	0.50	0.50	0.00
Civil Engineer II	0.45	1.00	1.00
<b>Total</b>	<b>1.15</b>	<b>1.78</b>	<b>1.80</b>

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## Regulatory Compliance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	112,732	198,395	219,415
112	Temporary Wages	8,766	62,340	62,340
126	RHS Plan	801	712	720
128	FICA	544	3,865	3,865
129	Medicare Contribution	1,565	3,781	4,086
131	MOPC	5,651	9,920	10,971
132	Employee Insurance	21,035	31,743	32,912
133	GERP Retirement	9,510	17,856	19,747
135	Compensation Insurance	74	940	1,767
136	Unemployment Insurance	42	65	72
137	Staff Training and Conference	239	4,599	4,599
	<i>Subtotal</i>	<i>160,959</i>	<i>334,216</i>	<i>360,494</i>
<b>Operating and Maintenance</b>				
210	Supplies	853	1,138	1,138
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	702	680	680
218	NonCapital Equip and Furniture	2,482	400	400
235	Station Maintenance	-	-	-
240	Repair and Maintenance	17,725	20,000	20,000
245	Mileage Allowance	-	500	500
246	Liability Insurance	188	206	529
247	Safety Expenses	-	200	200
250	Prof and Contracted Services	13,754	38,000	208,000
252	Ads and Legal Notices	-	-	-
259	Licenses and Permits	2,761	10,150	10,150
261	Telephone Charges	584	-	-
263	Postage	-	9,000	9,000
264	Printing Copying and Binding	-	5,000	5,000
	<i>Subtotal</i>	<i>39,049</i>	<i>85,474</i>	<i>255,797</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 200,008</b>	<b>\$ 419,690</b>	<b>\$ 616,291</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Meter Reading Supervisor	0.30	0.30	0.30
Sr Meter Reader	0.00	0.23	0.23
Meter Reader	1.80	1.20	1.20
Administrative Analyst	0.00	0.30	0.30
<b>Total</b>	<b>2.10</b>	<b>2.03</b>	<b>2.03</b>

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**Meter Reading****Line Item Budget**

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	59,027	115,335	125,889
112	Temporary Wages	38,702	-	-
121	Overtime Wages	66	-	150
126	RHS Plan	529	810	810
128	FICA	2,404	-	-
129	Medicare Contribution	1,304	1,674	1,825
131	MOPC	2,964	5,767	6,294
132	Employee Insurance	10,020	18,456	18,883
133	GERP Retirement	4,986	10,382	11,330
135	Compensation Insurance	9,051	6,056	614
136	Unemployment Insurance	37	38	42
137	Staff Training and Conference	-	900	1,515
141	Uniforms Protective Clothing	244	480	300
142	Food Allowance	18	-	-
	<i>Subtotal</i>	<i>129,354</i>	<i>159,898</i>	<i>167,652</i>
<b>Operating and Maintenance</b>				
210	Supplies	385	420	150
218	NonCapital Equip and Furniture	485	300	150
240	Repair and Maintenance	6,863	9,000	5,442
246	Liability Insurance	1,283	968	383
247	Safety Expenses	284	720	720
250	Prof and Contracted Services	11,901	600	600
261	Telephone Charges	254	486	486
264	Printing Copying and Binding	23	90	60
270	Administrative and Management Ser-	8,518	11,434	13,561
273	Fleet Lease Operating and Mtc	12,385	13,899	7,984
274	Fleet Lease Replacement	3,003	3,003	1,601
	<i>Subtotal</i>	<i>45,384</i>	<i>40,920</i>	<i>31,137</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 174,737</b>	<b>\$ 200,818</b>	<b>\$ 198,789</b>

**Water Natural Resources Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,126,767	1,365,601	1,460,700
Operating and Maintenance	2,458,948	2,950,340	3,211,193
Non-Operating	-	-	-
Capital	-	122,143	78,000
<b>TOTAL</b>	<b>\$ 3,585,714</b>	<b>\$ 4,438,084</b>	<b>\$ 4,749,893</b>



## 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

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<b>Budgeted Positions:</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>
PWNR Director of Parks and Natural Resources	0.20	0.20	0.20
Ecosystem Management Administrator	0.00	0.00	0.35
Executive Assistant	0.15	0.15	0.15
Project Manager II	0.35	0.75	0.40
PWNR Project Manager II/Volunteer Coord	0.25	0.00	0.00
PWNR Volunteer Coordinator	0.00	0.35	0.35
Sr Arborist Technician	0.25	0.25	0.25
Natural Resources Analyst	0.21	0.21	0.21
Sr Natural Resources Technician	0.65	0.65	0.65
Natural Resources Technician	0.15	0.15	0.15
Land Program Administrator	0.10	0.10	0.10
<b>Total</b>	<b>2.31</b>	<b>2.81</b>	<b>2.81</b>

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## Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	197,588	224,612	239,670
112	Temporary Wages	8,998	9,360	9,360
121	Overtime Wages	547	-	-
126	RHS Plan	946	1,124	1,124
128	FICA	569	580	580
129	Medicare Contribution	2,542	3,392	3,611
131	MOPC	9,494	11,230	11,983
132	Employee Insurance	29,113	35,940	35,950
133	GERP Retirement	15,973	20,214	21,570
135	Compensation Insurance	64	71	84
136	Unemployment Insurance	58	75	79
	<i>Subtotal</i>	<i>265,892</i>	<i>306,598</i>	<i>324,011</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,189	5,900	6,300
222	Chemicals	1,194	-	-
240	Repair and Maintenance	24	-	-
246	Liability Insurance	163	212	1,198
247	Safety Expenses	-	1,259	1,259
250	Prof and Contracted Services	45,273	42,670	46,870
261	Telephone Charges	892	-	-
273	Fleet Lease Operating and Mtc	7,866	5,601	6,897
274	Fleet Lease Replacement	19,789	19,197	34,067
	<i>Subtotal</i>	<i>79,390</i>	<i>74,839</i>	<i>96,591</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 345,282</b>	<b>\$ 381,437</b>	<b>\$ 420,602</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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
Water Conservation and Sustainability Specialist	0.00	0.00	1.00
Environmental Project Specialist	0.90	0.90	0.90
Sr Watershed Ranger	1.00	1.00	1.00
Watershed Ranger II	1.00	1.00	1.00
Sr Parks and Open Space Ranger	0.10	0.10	0.10
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>

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## Water Resources

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	614,587	707,362	762,144
112	Temporary Wages	38,964	100,582	107,642
121	Overtime Wages	1,701	5,751	5,751
122	Longevity Compensation	4,440	4,500	4,620
126	RHS Plan	5,461	3,200	3,200
128	FICA	2,432	6,236	6,674
129	Medicare Contribution	5,411	8,593	9,234
131	MOPC	30,284	35,368	38,107
132	Employee Insurance	98,601	113,179	114,322
133	GERP Retirement	50,940	63,663	68,593
135	Compensation Insurance	3,596	2,435	550
136	Unemployment Insurance	197	234	252
137	Staff Training and Conference	2,002	5,400	13,100
141	Uniforms Protective Clothing	1,652	2,000	2,000
142	Food Allowance	606	500	500
	<i>Subtotal</i>	<i>860,875</i>	<i>1,059,003</i>	<i>1,136,689</i>
<b>Operating and Maintenance</b>				
210	Supplies	10,597	5,201	5,201
214	Pamphlets and Documents	2,578	2,150	2,150
216	Reference Books and Materials	5,834	100	100
217	Dues and Subscriptions	-	8,220	8,230
218	NonCapital Equip and Furniture	17,166	9,000	8,800
240	Repair and Maintenance	244,807	87,200	86,701
244	Assessments	1,431,350	2,026,064	2,188,472
245	Mileage Allowance	-	300	300
246	Liability Insurance	7,008	8,431	20,603
247	Safety Expenses	1,434	1,200	1,200
249	Operating Leases and Rentals	79,316	82,400	82,400
250	Prof and Contracted Services	490,777	555,485	610,737
252	Ads and Legal Notices	1,786	2,000	2,000
259	Licenses and Permits	136	2,875	2,875
260	Utilities	13,920	17,300	17,300
261	Telephone Charges	2,414	2,400	2,400
263	Postage	289	-	-
264	Printing Copying and Binding	1,926	2,000	2,000
269	Other Services and Charges	-	4,500	4,500
273	Fleet Lease Operating and Mtc	19,990	15,014	29,369
274	Fleet Lease Replacement	48,232	43,661	39,264
	<i>Subtotal</i>	<i>2,379,558</i>	<i>2,875,501</i>	<i>3,114,602</i>
<b>Capital Outlay</b>				
432	Vehicles	-	122,143	78,000
	<i>Subtotal</i>	<i>-</i>	<i>122,143</i>	<i>78,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 3,240,432</b>	<b>\$ 4,056,647</b>	<b>\$ 4,329,291</b>

### Water Communications Division Overview

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	1,350
Operating and Maintenance	-	-	50,959
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>52,309</b>

## Communications

**FUND:** Water Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Communications Division is the voice and ears of the City organization. This team works to communicate with Longmont residents about services, emergencies, developments, events, and civic participation that impact or interest the community, as well as receive feedback and relay comments and concerns from the community. The Communications Division is a centralized entity within the Shared Services Department with expertise that includes:

- media relations and public information
- marketing
- strategic communications
- community involvement
- graphic design
- social media
- website administration
- creative outreach
- emergency and crisis communications

Team members are embedded in divisions and departments across the organization to build relationships and maintain subject matter expertise while pooling skills and resources as needed to support City and Council priorities.

## Communications

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
112	Temporary Wages	-	-	-
121	Overtime Wages	-	-	-
126	RHS Plan	-	-	-
128	FICA	-	-	-
129	Medicare Contribution	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	GERP Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Conferences	-	-	1,350
	<i>Subtotal</i>	-	-	1,350
<b>Operating and Maintenance</b>				
210	Supplies	-	-	5,090
217	Dues and Subscriptions	-	-	12,479
250	Prof and Contracted Services	-	-	25,550
252	Ads and Legal Notices	-	-	7,340
264	Printing Copying and Binding	-	-	500
	<i>Subtotal</i>	-	-	50,959
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>52,309</b>

**Water Engineering Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	864,291	1,180,675	1,270,100
Operating and Maintenance	2,797,710	2,647,813	2,896,524
Non-Operating	292,210	1,467,398	1,435,233
Capital	32,922,003	7,050	-
<b>TOTAL</b>	<b>\$ 36,876,214</b>	<b>\$ 5,302,936</b>	<b>\$ 5,601,857</b>



## Engineering

**FUND:** Water Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides 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.

**SERVICE:** Engineering

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Engineering Services	0.30	0.30	0.30
PWNR Engineering Administrator	0.80	0.80	0.30
Assistant Director of Engineering Services	0.00	0.50	0.50
Sr Civil Engineer	2.20	2.20	2.70
Civil Engineer II	1.50	2.00	2.00
Project Manager II	0.15	0.15	0.15
Development Project Administrator	0.00	0.09	0.09
Construction Inspector	0.40	0.40	0.40
Planning Technician	0.13	0.13	0.13
Administrative Assistant	0.43	0.43	0.43
<b>Total</b>	<b>5.91</b>	<b>7.00</b>	<b>7.00</b>

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## Engineering

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	512,057	750,086	815,026
112	Temporary Wages	-	7,500	7,500
121	Overtime Wages	2,718	-	250
122	Longevity Compensation	-	-	-
126	RHS Plan	24,917	2,799	2,799
128	FICA	-	465	465
129	Medicare Contribution	7,090	10,985	11,927
131	MOPC	27,149	37,504	40,751
132	Employee Insurance	99,654	119,974	122,254
133	GERP Retirement	45,660	67,453	73,352
135	Compensation Insurance	298	234	272
136	Unemployment Insurance	201	247	269
137	Staff Training and Conference	2,568	7,000	8,000
141	Uniforms Protective Clothing	-	100	125
142	Food Allowance	31	400	400
	<i>Subtotal</i>	<i>722,344</i>	<i>1,004,747</i>	<i>1,083,390</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,297	6,040	5,600
216	Reference Books and Materials	1,708	500	500
217	Dues and Subscriptions	1,008	1,600	1,625
218	NonCapital Equip and Furniture	350	10,960	6,850
240	Repair and Maintenance	11,672	14,920	26,945
245	Mileage Allowance	5	200	200
246	Liability Insurance	1,186	1,103	1,983
247	Safety Expenses	-	1,000	1,125
249	Operating Leases and Rentals	443	-	-
250	Prof and Contracted Services	42,203	130,300	56,550
252	Ads and Legal Notices	862	400	400
256	Refunds	17,323	25,000	25,000
259	Licenses and Permits	1,833	2,000	2,500
261	Telephone Charges	1,806	4,460	4,585
263	Postage	378	1,000	1,000
264	Printing Copying and Binding	-	500	550
269	Other Services and Charges	562,877	222,004	222,004
270	Administrative and Management Services	1,643,744	1,657,856	1,923,086
271	Franchise Equivalency	488,594	542,014	573,644
273	Fleet Lease Operating and Mtc	2,913	3,211	11,781
274	Fleet Lease Replacement	2,836	2,836	8,929
275	Building Permits To LDDA	570	-	-
	<i>Subtotal</i>	<i>2,783,608</i>	<i>2,627,904</i>	<i>2,874,857</i>
<b>Non-Operating Expense</b>				
927	Principal Notes and Contracts	-	1,210,679	1,282,546
928	Interest Notes and Contracts	(186,963)	94,104	3,661
950	Bad Debt	1,996	2,500	2,500
970	Transfers to Other Funds	477,177	160,115	146,526
	<i>Subtotal</i>	<i>292,210</i>	<i>1,467,398</i>	<i>1,435,233</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	16,396	-	-
471	Land	32,888,137	-	-
475	Building and Facility Improvements	17,470	-	-
	<i>Subtotal</i>	<i>32,922,003</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 36,720,165</b>	<b>\$ 5,100,049</b>	<b>\$ 5,393,480</b>

## 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:** Construction Inspection

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Construction Inspection Supervisor	0.20	0.20	0.20
Sr Construction Inspector	0.40	0.80	0.80
Construction Inspector	0.80	0.60	0.60
<b>Total</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>

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## Construction Inspection

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	102,137	122,688	131,897
112	Temporary Wages	-	100	100
121	Overtime Wages	7,012	12,000	12,000
122	Longevity Compensation	456	-	-
126	RHS Plan	1,188	640	640
128	FICA	-	6	6
129	Medicare Contribution	1,245	1,777	1,914
131	MOPC	4,829	6,136	6,595
132	Employee Insurance	16,868	19,629	19,785
133	GERP Retirement	8,123	11,040	11,871
135	Compensation Insurance	59	870	858
136	Unemployment Insurance	32	42	44
137	Staff Training and Conferences	-	800	800
141	Uniforms Protective Clothing	-	200	200
	<i>Subtotal</i>	<i>141,947</i>	<i>175,928</i>	<i>186,710</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,245	1,568	1,400
216	Reference Books and Materials	-	40	80
217	Dues and Subscriptions	-	200	200
218	NonCapital Equip and Furniture	-	2,583	1,900
222	Chemicals	-	350	400
240	Repair and Maintenance	-	100	120
246	Liability Insurance	338	322	435
247	Safety Expenses	-	300	300
249	Operating Leases and Rentals	250	800	800
250	Prof and Contracted Services	46	-	-
260	Utilities	58	-	-
261	Telephone Charges	84	1,856	1,856
264	Printing Copying and Binding	-	120	120
273	Fleet Lease Operating and Mtc	9,065	8,351	8,620
274	Fleet Lease Replacement	3,016	3,319	5,436
	<i>Subtotal</i>	<i>14,102</i>	<i>19,909</i>	<i>21,667</i>
<b>Capital Outlay</b>				
432	Vehicles	-	7,050	-
	<i>Subtotal</i>	<i>-</i>	<i>7,050</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 156,049</b>	<b>\$ 202,887</b>	<b>\$ 208,377</b>

**Water Operations Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,864,340	3,234,067	3,560,456
Operating and Maintenance	2,572,021	2,837,417	3,246,282
Non-Operating	-	-	-
Capital	1,064,407	684,408	684,408
<b>TOTAL</b>	<b>\$ 6,500,768</b>	<b>\$ 6,755,892</b>	<b>\$ 7,491,146</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Operations	0.25	0.25	0.25
Chief Plant Operator	0.00	1.00	1.00
Control Systems Operations Supervisor	0.00	0.00	0.50
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Assistant Manager	0.00	0.30	0.30
Treatment Operations Supervisor	1.00	1.00	1.00
Maintenance Supervisor	0.30	0.30	0.30
Civil Engineer I	0.50	0.00	0.00
Field Engineer	0.00	0.50	0.50
Sr Electrical and Control Systems Engineer	0.50	0.50	0.50
Operations and Maintenance Technician Lead	9.50	9.50	7.50
Operations and Maintenance Technician III	0.00	0.00	2.00
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.50	0.50	0.00
Instrumentation Technician II	0.00	0.00	0.50
Instrumentation Technician	1.00	1.00	0.50
<b>Total</b>	<b>14.55</b>	<b>15.85</b>	<b>15.85</b>

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## Water Treatment Plants

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,195,608	1,310,836	1,421,239
112	Temporary Wages	919	10,000	10,000
121	Overtime Wages	21,421	31,400	31,400
126	RHS Plan	11,022	6,340	6,340
128	FICA	57	620	620
129	Medicare Contribution	15,315	19,148	20,753
131	MOPC	59,360	65,537	71,062
132	Employee Insurance	190,303	209,727	213,186
133	GERP Retirement	99,848	117,973	127,911
135	Compensation Insurance	12,469	13,967	14,836
136	Unemployment Insurance	379	428	469
137	Staff Training and Conferences	8,309	10,000	10,000
141	Uniforms Protective Clothing	6,296	5,000	5,000
142	Food Allowance	210	1,000	1,000
	<i>Subtotal</i>	<i>1,621,517</i>	<i>1,801,976</i>	<i>1,933,816</i>
<b>Operating and Maintenance</b>				
210	Supplies	32,717	38,226	38,226
216	Reference Books and Materials	-	1,600	1,600
217	Dues and Subscriptions	17,709	16,000	16,000
218	NonCapital Equip and Furniture	12,673	45,000	45,000
220	Gas and Oil	339	1,000	1,000
222	Chemicals	555,212	564,000	889,000
240	Repair and Maintenance	130,830	170,705	180,999
245	Mileage Allowance	-	600	600
246	Liability Insurance	9,558	2,531	3,772
247	Safety Expenses	9,998	7,000	7,000
249	Operating Leases and Rentals	-	1,500	1,500
250	Prof and Contracted Services	187,633	162,750	222,750
259	Licenses and Permits	-	11,500	11,500
260	Utilities	166,080	174,000	189,000
261	Telephone Charges	2,974	1,500	1,500
263	Postage	263	-	-
264	Printing Copying and Binding	-	-	-
273	Fleet Lease Operating and Mtc	11,304	1,505	7,675
274	Fleet Lease Replacement	6,624	12,959	30,095
	<i>Subtotal</i>	<i>1,143,915</i>	<i>1,232,376</i>	<i>1,667,217</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	30,000	30,000
	<i>Subtotal</i>	<i>-</i>	<i>30,000</i>	<i>30,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 2,765,432</b>	<b>\$ 3,064,352</b>	<b>\$ 3,631,033</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Utility Operations and Maintenance Manager	0.55	0.55	0.55
System Operations Supervisor	1.10	1.10	1.10
Operations and Maintenance Technician Lead	0.40	0.40	0.40
Operations Support Specialist	0.20	1.90	0.90
Public Works Technician II	0.30	0.30	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 III	0.00	0.00	2.75
Water Utility Technician	2.95	2.95	2.20
Water Services Coordinator	1.00	0.00	0.00
<b>Total</b>	<b>12.95</b>	<b>13.65</b>	<b>14.65</b>

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## Water Distribution

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	808,600	964,357	1,121,765
112	Temporary Wages	30,445	30,000	31,800
115	One Time Payment	-	-	-
121	Overtime Wages	86,633	80,000	80,000
122	Longevity Compensation	-	-	-
126	RHS Plan	11,333	5,460	5,860
128	FICA	1,891	1,860	1,972
129	Medicare Contribution	11,508	14,421	16,727
131	MOPC	38,968	48,219	56,088
132	Employee Insurance	143,978	154,266	167,954
133	GERP Retirement	65,545	86,751	100,958
135	Compensation Insurance	19,041	16,829	13,533
136	Unemployment Insurance	286	315	370
137	Staff Training and Conference	14,765	20,917	20,917
141	Uniforms Protective Clothing	8,617	7,996	7,996
142	Food Allowance	1,211	700	700
	<i>Subtotal</i>	<i>1,242,823</i>	<i>1,432,091</i>	<i>1,626,640</i>
<b>Operating and Maintenance</b>				
210	Supplies	37,967	29,855	29,855
216	Reference Books and Materials	534	500	500
217	Dues and Subscriptions	3,461	29,750	29,750
218	NonCapital Equip and Furniture	21,614	21,800	21,800
220	Gas and Oil	134	100	100
222	Chemicals	3,354	10,000	10,000
240	Repair and Maintenance	288,905	345,000	345,000
245	Mileage Allowance	-	500	500
246	Liability Insurance	80,941	68,197	89,452
247	Safety Expenses	7,754	8,500	8,500
249	Operating Leases and Rentals	757	2,000	2,000
250	Prof and Contracted Services	491,644	600,197	500,197
252	Ads and Legal Notices	-	2,000	2,000
259	Licenses and Permits	2,292	2,620	2,620
260	Utilities	100,139	64,440	94,440
261	Telephone Charges	7,907	6,489	6,489
263	Postage	5,251	-	-
264	Printing Copying and Binding	787	1,000	1,000
269	Other Services and Charges	-	3,000	3,000
273	Fleet Lease Operating and Mtc	139,906	126,705	150,517
274	Fleet Lease Replacement	234,759	275,388	274,345
	<i>Subtotal</i>	<i>1,428,106</i>	<i>1,605,041</i>	<i>1,579,065</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	30,433	30,433
455	Building and Facility Developmnt	-	53,000	53,000
481	Taps	4,437	20,000	20,000
484	Backflow Devices	-	3,000	3,000
486	Meters	1,059,970	547,975	547,975
	<i>Subtotal</i>	<i>1,064,407</i>	<i>654,408</i>	<i>654,408</i>
	<b>SERVICE TOTAL</b>	<b>\$ 3,735,336</b>	<b>\$ 3,691,540</b>	<b>\$ 3,860,113</b>

## Capital Improvement Program Projects

<b>WATER FUND PROJECTS</b>	<b>2023 Budget</b>
DRN037 Oligarchy Ditch Improvements	\$ 201,750
PBF192 Operations and Maintenance Building/Site Improvement	201,500
PRO200 Public Education and Interpretive Signage	6,153
WTR066 Water Distribution Rehabilitation and Improvements	2,444,880
WTR112 North St Vrain Pipeline Replacement	600,000
WTR150 Automatic Meter Reading	137,507
WTR155 Water Treatment Plant Improvements	100,000
WTR173 Raw Water Irrigation Planning and Construction	117,990
WTR181 Raw Water Transmission Rehabilitation & Improvmnts	1,441,000
WTR182 Flow Monitoring Program	30,000
WTR191 Montgomery Tank Replacement	370,000
WTR194 Ralph Price Reservoir Improvements	999,000
WTR197 Ditch Improvements For Transportation and StormDrain	35,000
<b>TOTAL</b>	<b>\$ 6,684,780</b>

### WATER CONSTRUCTION FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	449,195	-	-
Non-Operating	1,771,790	2,889,727	2,457,826
Capital	12,562,204	592,500	630,500
<b>TOTAL</b>	<b>\$ 14,783,189</b>	<b>\$ 3,482,227</b>	<b>\$ 3,088,326</b>

#### ***Fund Description***

The Water Construction Fund was created in 1994 to account separately for system development and developer participation fees. These fees fund improvements to the City's water system, which are related to growth of the entire system.

**WATER CONSTRUCTION FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 36,182,248</b>	<b>\$ 23,900,742</b>	<b>\$ 3,561,518</b>
Committed Working Capital	-	18,458,097	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	2,531,465	1,577,700	1,300,700
Developer Participation	-	-	-
Miscellaneous	-	-	-
Interest	(29,782)	23,400	15,800
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,501,683</b>	<b>1,601,100</b>	<b>1,316,500</b>
<b>EXPENSES</b>			
Operating and Maintenance	449,195	-	-
Non-Operating	1,771,790	2,889,727	2,457,826
Capital Projects	12,562,204	592,500	630,500
<b>TOTAL EXPENSES</b>	<b>14,783,189</b>	<b>3,482,227</b>	<b>3,088,326</b>
<b>ENDING WORKING CAPITAL</b>	<b>23,900,742</b>	<b>3,561,518</b>	<b>1,789,692</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (12,281,506)	\$ (1,881,127)	\$ (1,771,826)

**Capital Improvement Program Projects**

<b>WATER CONSTRUCTION FUND PROJECTS</b>	<b>2023 Budget</b>
WTR137 Union Reservoir Land Acquisition Program	\$ 50,000
WTR179 Water System Oversizing	50,500
WTR191 Montgomery Tank Replacement	180,000
WTR196 Southern Water Supply Project Pipeline II	350,000
<b>TOTAL</b>	<b>\$ 630,500</b>

**RAW WATER STORAGE RESERVE FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	415,000	-	-
<b>TOTAL</b>	<b>\$ 415,000</b>	<b>\$ -</b>	<b>\$ -</b>

***Fund Description***

The Raw Water Storage Fund was created in 1994 and funded initially from proceeds from the sale of high mountain dams. These funds are used to develop the City's winter water supply.

**RAW WATER STORAGE RESERVE FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 440,842</b>	<b>\$ 27,255</b>	<b>\$ 3,964</b>
COMMITTED WORKING CAPITAL	-	23,291	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Interest	1,413	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>1,413</b>	<b>-</b>	<b>-</b>
<b>EXPENSES</b>			
Capital Projects	415,000	-	-
<b>TOTAL EXPENSES</b>	<b>415,000</b>	<b>-</b>	<b>-</b>
<b>ENDING WORKING CAPITAL</b>	<b>27,255</b>	<b>3,964</b>	<b>3,964</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (413,587)	\$ -	\$ -

**WATER CASH ACQUISITION FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	4,100	933,667	542,000
Non-Operating	-	-	-
Capital	5,991,813	-	40,000
<b>TOTAL</b>	<b>\$ 5,995,913</b>	<b>\$ 933,667</b>	<b>\$ 582,000</b>

**Fund Description**

The Water Cash Acquisition Fund was created in 1994 to accumulate cash payments received in lieu of water rights. These funds are used for the acquisition of water rights to support the City's water system.

**WATER CASH ACQUISITION FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 5,946,945</b>	<b>\$ 2,399,968</b>	<b>\$ 714,501</b>
Committed Working Capital	-	1,503,000	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Cash in Lieu of Water Rights	2,443,551	750,000	5,000
Miscellaneous	-	-	-
Interest	5,385	1,200	13,700
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,448,936</b>	<b>751,200</b>	<b>18,700</b>
<b>EXPENSES</b>			
Conservation Initiatives and Misc Operating	4,100	933,667	542,000
Purchase of Water Rights	-	-	-
Capital Projects	5,991,813	-	40,000
<b>TOTAL EXPENSES</b>	<b>5,995,913</b>	<b>933,667</b>	<b>582,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>2,399,968</b>	<b>714,501</b>	<b>151,201</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (3,546,977)	\$ (182,467)	\$ (563,300)

**Water Cash Aquisition**  
**Capital Improvement Program Projects**

<b>WATER ACQUISITION FUND PROJECTS</b>	<b>2023 Budget</b>
PRO210 Water Conservation, Xeric, Ecotypic Garden	\$ 40,000
<b>TOTAL</b>	<b>\$ 40,000</b>

## SEWER FUND - Fund Summary

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	4,185,520	4,961,646	5,379,281
Operating and Maintenance	4,893,118	5,397,268	5,894,083
Non-Operating	(283,056)	3,369,803	3,362,672
Capital	1,268,659	4,597,057	1,781,358
<b>TOTAL</b>	<b>\$ 10,064,241</b>	<b>\$ 18,325,774</b>	<b>\$ 16,417,394</b>

### ***Fund Description***

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

The Sewer Fund includes 10 budget services:

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

### ***Sewer System***

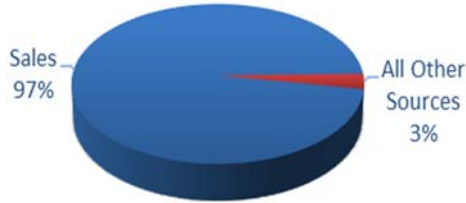
The approximate value of the wastewater collection system is \$52 million. The system includes 328 miles of sewer lines and buildings. Approximately 1% to 3% of the value of the system is rehabilitated each year.



## SEWER FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 14,070,205</b>	<b>\$ 21,093,588</b>	<b>\$ 9,708,024</b>
Committed Working Capital	-	9,361,278	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	15,884,449	15,798,900	15,709,600
Developer Contribution	147,724	-	-
Intergovernmental	1,027	-	-
Interest - Operating	(48,852)	38,000	1,600
Interest - Debt Service	-	-	-
Miscellaneous	21,595	-	-
Operating Transfers	815,474	464,588	464,423
Bond Proceeds	-	-	-
Estimated Revenue Revisions	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>16,821,417</b>	<b>16,301,488</b>	<b>16,175,623</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Business Services	3,334,939	5,645,138	5,881,381
Communications	-	-	7,506
Natural Resources	5,908	8,077	8,376
Engineering Services	772,590	2,973,807	3,310,223
Operations	5,046,793	5,458,125	5,759,572
CIP Projects	904,011	4,240,627	1,450,336
Total Operating Expenses	10,064,241	18,325,774	16,417,394
Adjustment for GAAP Expenses	(266,207)	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>9,798,034</b>	<b>18,325,774</b>	<b>16,417,394</b>
<b>ENDING WORKING CAPITAL</b>	<b>21,093,588</b>	<b>9,708,024</b>	<b>9,466,253</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 7,023,383	\$ (2,024,286)	\$ (241,771)

### SEWER FUND - Source of Funds



- ◆ The Sewer Fund will receive 97.12% of its operating revenues from sales to the City’s wastewater customers in 2023.
- ◆ The 2023 Budget will require a contribution from fund balance of \$241,771, primarily for capital projects.

### Estimating Major Sources of Funds

**Sewer Sales:** 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.

	2021 Actual	2022 Budget	2023 Budget
<b>OPERATING REVENUE</b>			
Sales	\$ 15,777,921	\$ 15,798,900	\$ 15,709,600
Industrial Sewer Surcharge	106,528	-	-
System Development Fees	147,724	-	-
Intergovernmental Revenue	1,027	-	-
Interest Income	(48,852)	38,000	1,600
Interest on Debt Service	-	-	-
Operating Transfers	815,474	464,588	464,423
Other Revenue	21,595	-	-
Bond Proceeds	-	-	-
Contribution from/(to) Fund Balance	(7,023,383)	2,024,286	241,771
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 9,798,034</b>	<b>\$ 18,325,774</b>	<b>\$ 16,417,394</b>

**Wastewater Business Services Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,221,881	1,473,655	1,626,062
Operating and Maintenance	645,868	742,652	881,008
Non-Operating	1,467,189	3,311,431	3,317,031
Capital	-	117,400	57,280
<b>TOTAL</b>	<b>\$ 3,334,939</b>	<b>\$ 5,645,138</b>	<b>\$ 5,881,381</b>

## Public Works and Natural Resources Administration

**FUND:** Sewer Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Public Works and Natural Administration service 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 Administration

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy City Manager	0.10	0.10	0.00
Assistant City Manager	0.00	0.00	0.14
Executive Director of Consolidated Services	0.00	0.10	0.05
Director of Business Enablement	0.00	0.00	0.11
PWNR Director Business & Environmental Services	0.20	0.00	0.00
PWNR Assistant Director of Business Services	0.20	0.20	0.08
PWNR Communications & Marketing Manager	0.20	0.10	0.00
Assistant Communications and Engagement Director	0.00	0.00	0.10
Data and Analytics Program Manager	0.00	0.00	0.07
Data and Innovation Analyst	0.00	0.00	0.04
Utility Rate Analyst	0.00	0.00	0.09
Grant Coordinator	0.00	0.05	0.05
Social Equity Coordinator	0.00	0.02	0.02
Neighborhood Resource Coordinator	0.00	0.02	0.02
Business Analyst	0.20	0.40	0.25
Business Process Improvement Coordinator	0.20	0.20	0.07
Citywide Brand and Digital Communications Specialist	0.00	0.09	0.09
Communications and Marketing Specialist	0.00	0.30	0.30
Customer Service and Administration Manager	0.00	0.05	0.17
Executive Assistant	0.20	0.20	0.10
Sr GIS Analyst	0.00	0.00	0.05
Sr Customer Service Representative	0.00	0.00	0.05
Customer Services Representative	0.05	0.10	0.10
Administrative Supervisor	0.05	0.00	0.17
Administrative Analyst	0.00	0.00	0.17
Administrative Assistant	0.85	1.00	0.70
<b>Total</b>	<b>2.25</b>	<b>2.93</b>	<b>2.98</b>

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## Public Works and Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	212,410	317,127	351,186
112	Temporary Wages	-	27,046	27,046
121	Overtime Wages	91	150	150
122	Longevity Compensation	111	219	419
126	RHS Plan	5,406	1,172	1,193
128	FICA	9	1,677	1,677
129	Medicare Contribution	2,260	3,486	4,056
131	MOPC	10,319	12,047	13,263
132	Employee Insurance	31,985	38,501	39,650
133	GERP Retirement	17,555	21,622	23,872
135	Compensation Insurance	93	112	124
136	Unemployment Insurance	64	78	88
137	Staff Training and Conference	264	1,800	450
142	Food Allowance	404	425	425
	<i>Subtotal</i>	<i>280,971</i>	<i>425,462</i>	<i>463,599</i>
<b>Operating and Maintenance</b>				
210	Supplies	378	1,160	868
216	Reference Books and Materials	-	100	100
217	Dues and Subscriptions	1,788	1,162	176
218	NonCapital Equip and Furniture	1,005	2,096	1,519
240	Repair and Maintenance	1,620	14,068	14,060
245	Mileage Allowance	240	580	580
246	Liability Insurance	315	408	781
250	Prof and Contracted Services	77,045	131,439	146,627
252	Ads and Legal Notices	51	1,860	-
256	Refunds	-	-	-
261	Telephone Charges	191	-	-
264	Printing Copying and Binding	77	-	-
269	Other Services and Charges	72,637	20,000	20,000
273	Fleet Lease Operating and Mtc	1,351	1,216	472
274	Fleet Lease Replacement	1,152	1,151	3,165
	<i>Subtotal</i>	<i>157,852</i>	<i>175,240</i>	<i>188,348</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	1,465,333	1,444,575	1,355,175
923	Bond Principal Current	-	1,865,000	1,960,000
970	Transfers to Other Funds	1,856	1,856	1,856
	<i>Subtotal</i>	<i>1,467,189</i>	<i>3,311,431</i>	<i>3,317,031</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,906,012</b>	<b>\$ 3,912,133</b>	<b>\$ 3,968,978</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Industrial Pre-treatment Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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## Industrial Pretreatment

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	90,018	94,055	99,694
126	RHS Plan	1,265	400	400
129	Medicare Contribution	1,117	1,364	1,446
131	MOPC	4,552	4,703	4,985
132	Employee Insurance	14,846	15,049	14,954
133	GERP Retirement	7,657	8,465	8,972
135	Compensation Insurance	902	1,052	1,032
136	Unemployment Insurance	30	31	33
137	Staff Training and Conference	394	500	500
	<i>Subtotal</i>	<i>120,781</i>	<i>125,619</i>	<i>132,016</i>
<b>Operating and Maintenance</b>				
210	Supplies	944	5,001	5,001
216	Reference Books and Materials	-	500	500
217	Dues and Subscriptions	704	700	700
218	NonCapital Equip and Furniture	-	500	500
240	Repair and Maintenance	7,093	7,000	2,000
246	Liability Insurance	291	282	389
247	Safety Expenses	-	200	200
250	Prof and Contracted Services	1,186	15,500	18,400
252	Ads and Legal Notices	23	150	150
259	Licenses and Permits	-	200	200
261	Telephone Charges	574	1,000	1,000
263	Postage	278	500	500
264	Printing Copying and Binding	54	300	200
273	Fleet Lease Operating and Mtc	1,881	132	391
274	Fleet Lease Replacement	5,183	5,183	5,184
	<i>Subtotal</i>	<i>18,211</i>	<i>37,148</i>	<i>35,315</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 138,992</b>	<b>\$ 162,767</b>	<b>\$ 167,331</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Water Quality Lab Supervisor	0.55	0.55	0.55
Water Quality Specialist II	1.10	1.10	1.10
Water Quality Specialist I	0.55	0.55	1.10
Water Quality Analyst II	2.20	2.20	2.20
Laboratory Technician II	0.00	0.00	0.00
Laboratory Support Technician	0.56	0.55	0.55
<b>Total</b>	<b>4.96</b>	<b>4.95</b>	<b>5.50</b>

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## Wastewater Quality Laboratory

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	312,970	369,550	433,980
112	Temporary Wages	16,979	41,144	58,152
121	Overtime Wages	6,524	18,000	18,000
122	Longevity Compensation	-	-	-
126	RHS Plan	2,650	1,980	2,200
128	FICA	1,053	2,551	3,605
129	Medicare Contribution	4,295	5,954	7,135
131	MOPC	15,732	18,476	21,699
132	Employee Insurance	58,000	59,129	65,097
133	GERP Retirement	26,460	33,258	39,058
135	Compensation Insurance	4,031	4,609	4,703
136	Unemployment Insurance	117	121	143
137	Staff Training and Conference	7,958	2,200	2,475
141	Uniforms Protective Clothing	155	127	1,787
142	Food Allowance	-	55	55
	<i>Subtotal</i>	<i>456,924</i>	<i>557,154</i>	<i>658,089</i>
<b>Operating and Maintenance</b>				
210	Supplies	72,417	88,800	82,708
216	Reference Books and Materials	162	330	330
217	Dues and Subscriptions	667	2,806	2,806
218	NonCapital Equip and Furniture	25	3,520	7,865
240	Repair and Maintenance	36,913	73,330	75,505
246	Liability Insurance	664	725	1,022
247	Safety Expenses	7	550	550
250	Prof and Contracted Services	223,066	110,825	166,275
252	Ads and Legal Notices	119	-	-
259	Licenses and Permits	5	-	-
261	Telephone Charges	614	1,100	1,100
263	Postage	-	69	69
264	Printing Copying and Binding	-	-	-
269	Other Services and Charges	-	55	55
273	Fleet Lease Operating and Mtc	4,087	2,201	7,779
274	Fleet Lease Replacement	3,915	6,430	6,432
	<i>Subtotal</i>	<i>342,660</i>	<i>290,741</i>	<i>352,496</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	6,600
440	Machinery and Equipment	-	113,125	49,250
	<i>Subtotal</i>	<i>-</i>	<i>113,125</i>	<i>55,850</i>
	<b>SERVICE TOTAL</b>	<b>\$ 799,583</b>	<b>\$ 961,020</b>	<b>\$ 1,066,435</b>

## Engineering and 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 General, Streets, Storm Drainage, and Water funds.

**SERVICE:** Engineering and Technical Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Technical Services Manager	0.15	0.15	0.00
Engineering and Surveying Technician Supervisor	0.15	0.15	0.15
Geospatial Data and Analysis Program Manager	0.00	0.00	0.05
Lead GIS Analyst	0.15	0.15	0.00
Lead Technical Functional Analyst	0.00	0.00	0.06
Technical Functional Analyst	0.15	0.15	0.05
Technical Services Manager	0.00	0.00	0.06
Sr Programmer Analyst	0.00	0.00	0.09
Application Support Analyst	0.00	0.00	0.09
Lead GIS Analyst	0.00	0.00	0.05
Sr GIS Analyst	0.15	0.15	0.05
Sr GIS Mapping Technician	0.00	0.00	0.05
GIS Mapping Technician	0.15	0.15	0.05
Engineering Technician	0.30	0.30	0.30
Sr Engineering Technician	0.15	0.15	0.15
<b>Total</b>	<b>1.35</b>	<b>1.35</b>	<b>1.20</b>

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## Engineering and Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	110,450	114,700	114,201
121	Overtime Wages	-	250	250
126	RHS Plan	898	540	481
129	Medicare Contribution	1,362	1,663	1,656
131	MOPC	5,501	5,735	5,710
132	Employee Insurance	17,905	18,346	17,117
133	GERP Retirement	9,253	10,317	10,278
135	Compensation Insurance	551	617	612
136	Unemployment Insurance	36	37	37
137	Staff Training and Conference	2,367	2,700	2,475
141	Uniforms Protective Clothing	-	45	45
	<i>Subtotal</i>	<i>148,322</i>	<i>154,950</i>	<i>152,862</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	263	4,698	1,275
216	Reference Books and Materials	-	15	15
217	Dues and Subscriptions	-	233	398
218	NonCapital Equip and Furniture	14,744	21,650	11,760
240	Repair and Maintenance	22,475	32,183	28,745
246	Liability Insurance	213	204	321
247	Safety Expenses	-	150	150
250	Prof and Contracted Services	5,829	24,632	29,589
260	Utilities	-	4,500	4,500
261	Telephone Charges	4,428	5,976	5,976
264	Printing Copying and Binding	-	75	75
273	Fleet Lease Operating and Mtc	1,480	2,071	1,642
274	Fleet Lease Replacement	897	896	2,714
	<i>Subtotal</i>	<i>50,329</i>	<i>97,283</i>	<i>87,160</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	4,275	1,430
	<i>Subtotal</i>	<i>-</i>	<i>4,275</i>	<i>1,430</i>
	<b>SERVICE TOTAL</b>	<b>198,651</b>	<b>256,508</b>	<b>241,452</b>

## 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 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

**SERVICE:** Regulatory Compliance

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
PWNR Environmental Services Manager	0.35	0.28	0.30
Water Quality and Environmental Compliance Coordinator	0.00	0.00	0.50
Sr Civil Engineer	0.50	0.50	0.00
Civil Engineer II	0.35	0.00	0.00
<b>Total</b>	<b>1.20</b>	<b>0.78</b>	<b>0.80</b>

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## Regulatory Compliance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	127,124	98,576	104,407
112	Temporary Wages	2,058	20,530	20,530
126	RHS Plan	861	312	320
128	FICA	128	1,273	1,273
129	Medicare Contribution	1,644	1,728	1,812
131	MOPC	6,341	4,929	5,220
132	Employee Insurance	22,826	15,772	15,661
133	GERP Retirement	10,664	8,872	9,397
135	Compensation Insurance	46	946	758
136	Unemployment Insurance	46	32	34
137	Staff Training and Conference	-	4,200	4,200
142	Food Allowance	32	-	-
	<i>Subtotal</i>	<i>171,769</i>	<i>157,170</i>	<i>163,612</i>
<b>Operating and Maintenance</b>				
210	Supplies	266	1,100	1,100
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	8,810	25,642	25,642
218	NonCapital Equip and Furniture	-	400	400
235	Station Maintenance	-	-	-
240	Repair and Maintenance	17,725	20,000	20,000
245	Mileage Allowance	-	1,000	1,000
246	Liability Insurance	117	159	241
247	Safety Expenses	-	200	200
250	Prof and Contracted Services	5,865	46,000	121,000
259	Licenses and Permits	28,763	33,900	33,900
261	Telephone Charges	145	-	-
	<i>Subtotal</i>	<i>61,690</i>	<i>128,601</i>	<i>203,683</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 233,459</b>	<b>\$ 285,771</b>	<b>\$ 367,295</b>

## 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:** Meter Reading

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Meter Reading Supervisor	0.10	0.10	0.10
Administrative Analyst	0.00	0.10	0.10
Sr Meter Reader	0.00	0.08	0.08
Meter Reader	0.60	0.40	0.40
<b>Total</b>	<b>0.70</b>	<b>0.68</b>	<b>0.68</b>

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## Meter Reading

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	19,676	38,445	41,963
112	Temporary Wages	12,901	-	-
121	Overtime Wages	22	-	50
126	RHS Plan	176	270	270
128	FICA	801	-	-
129	Medicare Contribution	435	558	608
131	MOPC	988	1,922	2,098
132	Employee Insurance	3,334	6,152	6,294
133	GERP Retirement	1,662	3,460	3,777
135	Compensation Insurance	3,017	2,019	205
136	Unemployment Insurance	14	14	14
137	Staff Training and Conference	-	300	505
141	Uniforms Protective Clothing	81	160	100
142	Food Allowance	6	-	-
	<i>Subtotal</i>	<i>43,114</i>	<i>53,300</i>	<i>55,884</i>
<b>Operating and Maintenance</b>				
210	Supplies	128	140	50
218	NonCapital Equip and Furniture	162	100	50
240	Repair and Maintenance	2,288	3,000	1,814
246	Liability Insurance	428	323	128
247	Safety Expenses	95	240	240
250	Prof and Contracted Services	3,967	200	200
261	Telephone Charges	85	162	162
264	Printing Copying and Binding	8	30	20
270	Administrative and Management Ser- vices	2,839	3,811	4,520
273	Fleet Lease Operating and Mtc	4,128	4,633	6,289
274	Fleet Lease Replacement	1,001	1,000	533
	<i>Subtotal</i>	<i>15,128</i>	<i>13,639</i>	<i>14,006</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 58,241</b>	<b>\$ 66,939</b>	<b>\$ 69,890</b>

**Wastewater Natural Resources Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,138	2,644	2,830
Operating and Maintenance	3,771	5,433	5,546
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 5,908</b>	<b>\$ 8,077</b>	<b>\$ 8,376</b>



## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Natural Resource Technician	0.03	0.03	0.03
<b>Total</b>	<b>0.03</b>	<b>0.03</b>	<b>0.03</b>

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## Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,577	2,001	2,159
126	RHS Plan	12	12	12
129	Medicare Contribution	20	29	31
131	MOPC	79	100	108
132	Employee Insurance	316	320	324
133	GERP Retirement	133	180	194
135	Compensation Insurance	1	1	1
136	Unemployment Insurance	1	1	1
	<i>Subtotal</i>	<i>2,138</i>	<i>2,644</i>	<i>2,830</i>
<b>Operating and Maintenance</b>				
210	Supplies	117	-	-
222	Chemicals	81	-	-
240	Repair and Maintenance	2	-	-
246	Liability Insurance	34	2	44
250	Prof and Contracted Services	141	1,960	2,460
261	Telephone Charges	11	-	-
273	Fleet Lease Operating and Mtc	2,285	2,025	702
274	Fleet Lease Replacement	1,100	1,446	2,340
	<i>Subtotal</i>	<i>3,771</i>	<i>5,433</i>	<i>5,546</i>
	<b>SERVICE TOTAL</b>	<b>\$ 5,908</b>	<b>\$ 8,077</b>	<b>\$ 8,376</b>

**Wastewater Communications Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	-	-	900
Operating and Maintenance	-	-	6,606
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,506</b>

## Communications

**FUND:** Sewer Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Communications Division is the voice and ears of the City organization. This team works to communicate with Longmont residents about services, emergencies, developments, events, and civic participation that impact or interest the community, as well as receive feedback and relay comments and concerns from the community. The Communications Division is a centralized entity within the Shared Services Department with expertise that includes:

- media relations and public information
- marketing
- strategic communications
- community involvement
- graphic design
- social media
- website administration
- creative outreach
- emergency and crisis communications

Team members are embedded in divisions and departments across the organization to build relationships and maintain subject matter expertise while pooling skills and resources as needed to support City and Council priorities.

## Communications

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
126	RHS Plan	-	-	-
129	Medicare Contribution	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	GERP Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Conference	-	-	900
	<i>Subtotal</i>	-	-	900
<b>Operating and Maintenance</b>				
210	Supplies	-	-	60
217	Dues and Subscriptions	-	-	986
250	Prof and Contracted Services	-	-	3,700
252	Ads and Legal Notices	-	-	1,860
	<i>Subtotal</i>	-	-	6,606
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,506</b>

**Wastewater Engineering Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	766,815	1,014,887	1,094,408
Operating and Maintenance	1,756,020	1,895,260	2,130,174
Non-Operating	(1,750,245)	58,372	45,641
Capital	-	5,288	40,000
<b>TOTAL</b>	<b>\$ 772,590</b>	<b>\$ 2,973,807</b>	<b>\$ 3,310,223</b>

## Engineering

**FUND:** Sewer Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides 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.

**SERVICE:** Engineering

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Engineering Services	0.15	0.15	0.15
PWNR Engineering Administrator	0.80	0.80	0.30
Assistant Director of Engineering Services	0.00	0.00	0.50
Development Project Administrator	0.00	0.00	0.09
Sr Civil Engineer	1.75	1.75	2.25
Civil Engineer II	1.60	1.60	2.10
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
<b>Total</b>	<b>4.95</b>	<b>4.95</b>	<b>6.04</b>

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## Engineering

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	474,033	650,922	709,749
112	Temporary Wages	17,339	7,500	7,500
121	Overtime Wages	281	-	-
122	Longevity Compensation	-	-	-
123	Leave Expense	-	9,000	9,000
126	RHS Plan	7,116	2,415	2,415
128	FICA	1,075	465	465
129	Medicare Contribution	6,366	9,546	10,400
131	MOPC	24,226	32,547	35,487
132	Employee Insurance	83,401	104,093	106,462
133	GERP Retirement	40,749	58,509	63,877
135	Compensation Insurance	243	196	236
136	Unemployment Insurance	167	213	234
137	Staff Training and Conference	3,908	7,000	8,000
141	Uniforms Protective Clothing	-	100	125
142	Food Allowance	31	400	400
	<i>Subtotal</i>	<i>658,936</i>	<i>882,906</i>	<i>954,350</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,074	6,840	5,900
216	Reference Books and Materials	53	500	500
217	Dues and Subscriptions	1,486	1,700	1,725
218	NonCapital Equip and Furniture	4,967	-	3,850
240	Repair and Maintenance	11,158	12,220	19,445
245	Mileage Allowance	5	200	200
246	Liability Insurance	1,044	989	1,639
247	Safety Expenses	-	1,000	1,125
249	Operating Leases and Rentals	443	-	-
250	Prof and Contracted Services	89,753	125,300	86,550
252	Ads and Legal Notices	63	400	400
259	Licenses and Permits	318	250	250
261	Telephone Charges	2,047	4,160	4,285
263	Postage	250	500	500
264	Printing Copying and Binding	-	500	550
269	Other Services and Charges	6,259	70,000	70,000
270	Administrative and Management Services	985,503	1,018,447	1,274,654
271	Franchise Equivalency	628,188	631,956	628,384
273	Fleet Lease Operating and Mtc	3,202	1,994	7,338
274	Fleet Lease Replacement	7,644	2,836	5,606
275	Building Permits To LDDA	340	-	-
	<i>Subtotal</i>	<i>1,743,796</i>	<i>1,879,792</i>	<i>2,112,901</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	(240,591)	-	-
950	Bad Debt	3,095	2,000	2,000
970	Transfers to Other Funds	(1,512,749)	56,372	43,641
	<i>Subtotal</i>	<i>(1,750,245)</i>	<i>58,372</i>	<i>45,641</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	40,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>40,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 652,487</b>	<b>\$ 2,821,070</b>	<b>\$ 3,152,892</b>



## 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 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 Water funds.

**SERVICE:** Construction Inspection

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Construction Inspection Supervisor	0.15	0.15	0.15
Sr Construction Inspector	0.30	0.60	0.60
Construction Inspector	0.60	0.30	0.45
<b>Total</b>	<b>1.05</b>	<b>1.05</b>	<b>1.20</b>

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## Construction Inspection

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	76,604	92,019	98,923
112	Temporary Wages	-	100	100
121	Overtime Wages	5,259	9,000	9,000
122	Longevity Compensation	342	-	-
126	RHS Plan	891	480	480
128	FICA	-	6	6
129	Medicare Contribution	933	1,335	1,435
131	MOPC	3,622	4,604	4,946
132	Employee Insurance	12,651	14,722	14,838
133	GERP Retirement	6,092	8,283	8,903
135	Compensation Insurance	45	652	644
136	Unemployment Insurance	25	30	33
137	Staff Training and Conference	800	600	600
141	Uniforms Protective Clothing	616	150	150
	<i>Subtotal</i>	<i>107,879</i>	<i>131,981</i>	<i>140,058</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,268	1,176	1,050
216	Reference Books and Materials	370	30	60
217	Dues and Subscriptions	-	150	150
218	NonCapital Equip and Furniture	-	1,937	1,425
222	Chemicals	-	150	350
240	Repair and Maintenance	-	75	90
246	Liability Insurance	253	242	326
247	Safety Expenses	128	225	225
249	Operating Leases and Rentals	187	600	600
250	Prof and Contracted Services	34	-	-
260	Utilities	46	-	-
261	Telephone Charges	63	1,089	1,089
264	Printing Copying and Binding	-	90	90
273	Fleet Lease Operating and Mtc	7,610	7,213	7,737
274	Fleet Lease Replacement	2,264	2,491	4,081
	<i>Subtotal</i>	<i>12,224</i>	<i>15,468</i>	<i>17,273</i>
<b>Capital Outlay</b>				
432	Vehicles	-	5,288	-
	<i>Subtotal</i>	<i>-</i>	<i>5,288</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 120,104</b>	<b>\$ 152,737</b>	<b>\$ 157,331</b>

**Wastewater Operations Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,194,686	2,470,460	2,655,081
Operating and Maintenance	2,487,459	2,753,923	2,870,749
Non-Operating	-	-	-
Capital	364,648	233,742	233,742
<b>TOTAL</b>	<b>\$ 5,046,793</b>	<b>\$ 5,458,125</b>	<b>\$ 5,759,572</b>

## Wastewater Collections

**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 Collections

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Utility Operations and Maintenance Manager	0.00	0.00	0.45
System Operations Supervisor	0.30	0.30	0.70
Utility O&M Manager	0.45	0.45	0.00
Utility & Streets Maintenance Supervisor	0.40	0.40	0.00
Operations and Maintenance Technician Lead	0.60	0.60	0.60
Operations Support Specialist	0.00	0.00	0.30
Water Utility Technician Lead	2.00	2.00	1.00
Water Utility Technician III	0.00	0.00	1.25
Water Utility Technician	3.25	3.25	3.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.30</b>

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## Wastewater Collections

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	437,415	499,084	564,463
112	Temporary Wages	10,362	50,000	50,000
121	Overtime Wages	32,113	15,000	15,000
126	RHS Plan	12,185	2,800	2,920
128	FICA	656	3,100	3,100
129	Medicare Contribution	6,125	7,962	8,910
131	MOPC	22,000	24,956	28,223
132	Employee Insurance	78,104	79,843	84,422
133	GERP Retirement	37,002	44,904	50,802
135	Compensation Insurance	7,941	7,741	7,067
136	Unemployment Insurance	155	163	185
137	Staff Training and Conference	4,040	1,567	1,567
141	Uniforms Protective Clothing	5,455	5,250	5,250
142	Food Allowance	468	200	200
	<i>Subtotal</i>	<i>654,022</i>	<i>742,570</i>	<i>822,109</i>
<b>Operating and Maintenance</b>				
210	Supplies	21,731	13,826	13,826
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	336	300	300
217	Dues and Subscriptions	2,162	10,666	10,666
218	NonCapital Equip and Furniture	9,127	51,300	11,300
220	Gas and Oil	-	50	50
222	Chemicals	49	5,000	5,000
240	Repair and Maintenance	55,727	119,275	129,275
245	Mileage Allowance	-	400	400
246	Liability Insurance	106,788	113,357	120,952
247	Safety Expenses	3,613	7,500	7,500
249	Operating Leases and Rentals	324	500	500
250	Prof and Contracted Services	123,862	130,000	130,000
252	Ads and Legal Notices	-	300	300
259	Licenses and Permits	2,776	1,850	1,850
260	Utilities	16,669	13,715	13,715
261	Telephone Charges	4,625	1,586	1,586
263	Postage	116	-	-
264	Printing Copying and Binding	13	1,000	1,000
269	Other Services and Charges	-	1,850	1,850
273	Fleet Lease Operating and Mtc	83,074	114,577	75,926
274	Fleet Lease Replacement	210,753	204,990	214,130
	<i>Subtotal</i>	<i>641,745</i>	<i>792,142</i>	<i>740,226</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	8,457	-	-
440	Machinery and Equipment	-	30,217	30,217
481	Taps	1,058	1,200	1,200
486	Meters	348,039	172,325	172,325
	<i>Subtotal</i>	<i>357,554</i>	<i>203,742</i>	<i>203,742</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,653,321</b>	<b>\$ 1,738,454</b>	<b>\$ 1,766,077</b>

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Operations	0.25	0.25	0.25
Treatment Operations Manager	0.50	0.50	0.50
Treatment Operations Assistant Manager	0.00	0.70	0.70
Treatment Operations Supervisor	2.00	1.00	1.00
Maintenance Supervisor	0.70	0.70	0.70
Field Engineer	0.00	0.50	0.50
Civil Engineer I	0.50	0.00	0.00
Sr Electrical and Control Systems Engineer	0.50	0.50	0.50
Operations and Maintenance Technician Lead	7.50	8.50	8.50
Administrative Assistant	0.00	0.00	0.00
Electrician	0.50	0.50	0.50
Control Systems Operations Supervisor	0.50	0.50	0.50
Instrumentation Technician II	0.00	0.00	0.50
Instrumentation Technician	1.00	1.00	0.50
<b>Total</b>	<b>13.95</b>	<b>14.65</b>	<b>14.65</b>

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## Wastewater Treatment Plant

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,101,073	1,239,136	1,329,147
112	Temporary Wages	-	15,000	15,000
121	Overtime Wages	29,494	26,000	26,000
126	RHS Plan	15,203	5,860	5,860
128	FICA	-	930	930
129	Medicare Contribution	14,077	18,183	19,491
131	MOPC	55,179	61,952	66,457
132	Employee Insurance	186,991	198,258	199,372
133	GERP Retirement	92,814	111,520	119,623
135	Compensation Insurance	31,361	26,444	26,453
136	Unemployment Insurance	371	407	439
137	Staff Training and Conference	8,069	14,000	14,000
141	Uniforms Protective Clothing	5,879	9,600	9,600
142	Food Allowance	154	600	600
	<i>Subtotal</i>	<i>1,540,664</i>	<i>1,727,890</i>	<i>1,832,972</i>
<b>Operating and Maintenance</b>				
210	Supplies	35,717	42,280	42,280
215	Audiovisual Materials	-	100	100
216	Reference Books and Materials	94	1,300	1,300
217	Dues and Subscriptions	1,758	5,000	5,000
218	NonCapital Equip and Furniture	22,435	25,000	25,000
220	Gas and Oil	2,766	5,000	5,000
222	Chemicals	171,962	250,000	270,000
240	Repair and Maintenance	219,072	293,205	313,599
245	Mileage Allowance	-	700	700
246	Liability Insurance	8,636	6,709	11,044
247	Safety Expenses	10,279	16,000	16,000
249	Operating Leases and Rentals	-	1,000	1,000
250	Prof and Contracted Services	527,438	592,500	632,500
252	Ads and Legal Notices	250	500	500
259	Licenses and Permits	29,229	53,880	53,880
260	Utilities	741,995	582,000	632,000
261	Telephone Charges	4,486	5,000	5,000
263	Postage	508	-	-
264	Printing Copying and Binding	50	200	200
269	Other Services and Charges	1	150	150
273	Fleet Lease Operating and Mtc	23,404	26,137	38,632
274	Fleet Lease Replacement	45,633	55,120	76,638
	<i>Subtotal</i>	<i>1,845,713</i>	<i>1,961,781</i>	<i>2,130,523</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	7,095	30,000	30,000
	<i>Subtotal</i>	<i>7,095</i>	<i>30,000</i>	<i>30,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 3,393,472</b>	<b>\$ 3,719,671</b>	<b>\$ 3,993,495</b>

## Capital Improvement Program Projects

<b>SEWER FUND PROJECTS</b>	<b>2023 Budget</b>
SWR053 Sanitary Sewer Rehabilitation and Improvements	\$ 1,010,000
SWR154 WWTP Miscellaneous Infrastructure Improvements	300,000
WTR150 Automatic Meter Reading	45,836
PBF192 Operations and Maintenance Building/Site Improvement	94,500
<b>TOTAL</b>	<b>\$ 1,450,336</b>



## SEWER CONSTRUCTION FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	59,343	-	-
Non-Operating	465,013	464,588	464,423
Capital	350,742	4,473,405	3,628,000
<b>TOTAL</b>	<b>\$ 875,098</b>	<b>\$ 4,937,993</b>	<b>\$ 4,092,423</b>

### ***Fund Description***

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

**SEWER CONSTRUCTION FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 11,744,654</b>	<b>\$ 12,046,530</b>	<b>\$ 7,935,237</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	1,256,305	788,600	782,100
Developer Participation Fees	-	-	-
Miscellaneous	340	-	-
Interest	(34,579)	38,100	38,700
Operating Transfers	-	-	-
Estimated Revenue Revisions	-		
<b>TOTAL FUNDS</b>	<b>1,222,066</b>	<b>826,700</b>	<b>820,800</b>
<b>EXPENSES</b>			
Operating and Maintenance	59,343	-	-
Non-Operating	465,013	464,588	464,423
Capital Projects	350,742	4,473,405	3,628,000
Adjustment for GAAP Expense	45,092		
<b>TOTAL EXPENSES</b>	<b>920,190</b>	<b>4,937,993</b>	<b>4,092,423</b>
<b>ENDING WORKING CAPITAL</b>	<b>12,046,530</b>	<b>7,935,237</b>	<b>4,663,614</b>
CONTRIBUTION TO/(FROM) RESERVES	301,876	(4,111,293)	(3,271,623)

**Capital Improvement Program Projects**

<b>SEWER CONSTRUCTION FUND PROJECTS</b>	<b>2023 Budget</b>
SWR153 WWTP Regulation 85 Improvements	2,828,000
SWR155 Digester No. 4	800,000
<b>TOTAL</b>	<b>\$ 3,628,000</b>

## STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	4,145,151	4,822,046	5,273,243
Operating and Maintenance	4,840,505	6,592,239	7,201,245
Non-Operating	636,496	884,860	920,550
Capital	10,042,026	22,616,894	21,828,558
<b>TOTAL</b>	<b>\$ 19,664,178</b>	<b>\$ 34,916,039</b>	<b>\$ 35,223,596</b>

### ***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

### ***2023-2027 Capital Improvement Program***

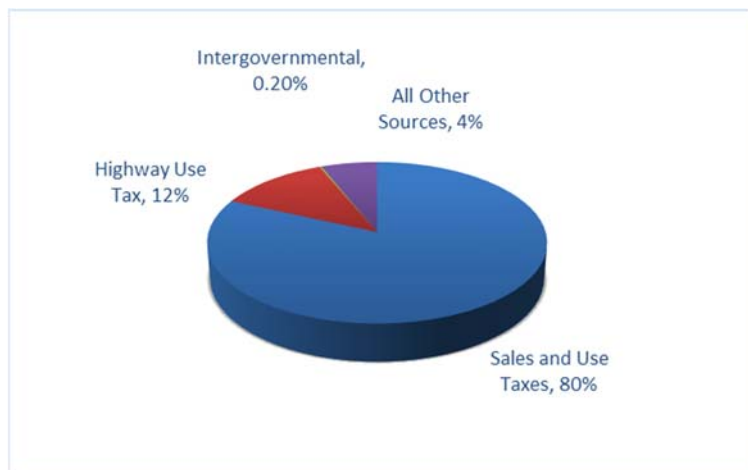
Expenditures for some of the capital projects include the City's annual Street Rehabilitation Program, Transportation System Management, St. Vrain Greenway, Pavement Management Program, Boston Avenue Connection, Railroad Quiet Zones, and Coffman St Busway Improvements. Detailed descriptions for all capital projects are included in the 2023-2027 Capital Improvement Program.

**STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING FUND BALANCE</b>	<b>\$ 15,567,500</b>	<b>\$ 21,953,467</b>	<b>\$ 10,974,548</b>
Committed Working Capital	-	11,076,764	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	24,008,654	23,399,097	26,067,289
Licenses and Permits	89,474	15,000	15,000
Intergovernmental	1,991,028	10,050,326	543,520
Developer Participation	-	-	-
Interest	(66,724)	42,255	59,859
Miscellaneous	27,713	10,000	10,000
Estimated Revenue Adjustment	-	1,497,206	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>26,050,144</b>	<b>35,013,884</b>	<b>26,695,668</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Business Services	554,889	797,027	816,115
Communications	-	-	6,806
Natural Resources	11,417	13,018	16,621
Engineering Services	5,333,762	6,805,839	7,409,911
Operations	4,078,317	5,018,552	5,377,628
CIP Projects	9,685,793	22,281,603	21,596,515
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENSES</b>	<b>19,664,178</b>	<b>34,916,039</b>	<b>35,223,596</b>
<b>ENDING WORKING CAPITAL</b>	<b>21,953,467</b>	<b>10,974,548</b>	<b>2,446,620</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 6,385,967	\$ 97,845	\$ (8,527,928)

## STREET SYSTEM MAINTENANCE AND IMPROVEMENT FUND

### Sources of Funds



- ◆ Approximately 80% of revenues in the Street Fund for 2023 will come from collections of the City’s sales and use tax. Another .20% will come from intergovernmental sources
- ◆ The 2023 Budget will require a contribution from fund balance of \$8,527,928, primarily for capital projects.

### Estimating Major Sources of Funds

**Sales and Use Taxes:** Sales and Use Taxes: From Finance Department projections. There has been actual revenue growth of 14.3% through the first six months of 2022. Projections for year-end 2022 are a combined increase for sales and use tax of 7.28%. Projections for 2023 are a 3.69% increase in sales and use tax revenue over the projected collections for 2022.

**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.

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>OPERATING REVENUE</b>			
Sales and Use Tax	\$ 19,263,864	\$ 19,169,107	\$ 21,429,107
Automobile Tax	1,474,523	1,379,990	1,500,000
State Highway Use Tax	3,270,267	2,850,000	3,138,182
Intergovernmental	1,725,906	9,561,050	54,244
County Road/Bridge Maintenance	192,786	105,000	105,000
State Highway Maintenance	72,336	72,336	72,336
State Traffic Control Maintenance	-	311,940	311,940
Street Cut Permit/Inspection Fee	89,474	15,000	15,000
Street Improvement Fee	-	-	-
Other Transfers	-	-	-
Other Revenue	27,713	10,000	10,000
Interest Income	(66,724)	42,255	59,859
Contribution from/(to) Fund Balance	(6,385,967)	(97,845)	8,527,928
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 19,664,178</b>	<b>\$ 34,916,039</b>	<b>\$ 35,223,596</b>

**Street Business Services Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	4,145,151	4,822,046	5,273,243
Operating and Maintenance	4,840,505	6,592,239	7,201,245
Non-Operating	636,496	884,860	920,550
Capital	10,042,026	22,616,894	21,828,558
<b>TOTAL</b>	<b>\$ 19,664,178</b>	<b>\$ 34,916,039</b>	<b>\$ 35,223,596</b>

## Public Works and Natural Resources Administration

**FUND:** Street Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Public Works and Natural Administration service 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 Administration

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy City Manager	0.10	0.10	0.00
Assistant City Manager	0.00	0.00	0.14
Executive Director of Consolidated Services	0.00	0.10	0.10
PWNR Director Business & Environmental Ser-	0.20	0.00	0.00
PWNR Assistant Director of Business Services	0.20	0.20	0.11
PWNR Communications & Marketing Manager	0.20	0.25	0.00
Director of Business Enablement	0.00	0.00	0.10
Assistant Communications and Engagement Di-	0.00	0.00	0.10
Multi Media/Marketing Specialist	0.50	0.00	0.00
Sustainability Grant & Program Coordinator	0.13	0.00	0.00
Business Analyst	0.20	0.35	0.37
Citywide Brand and Digital Communications Spe-	0.00	0.09	0.09
Communications and Marketing Specialist	0.00	0.50	0.50
Business Process Improvement Coordinator	0.00	0.05	0.05
Executive Assistant	0.20	0.20	0.10
Grant Coordinator	0.00	0.20	0.20
Neighborhood Resource Coordinator	0.00	0.06	0.06
Social Equity Coordinator	0.00	0.06	0.06
Sr GIS Analyst	0.00	0.00	0.08
Utility Rate Analyst	0.00	0.00	0.13
Data and Analytics Program Manager	0.00	0.00	0.05
Data and Innovation Analyst	0.00	0.15	0.03
Customer Service and Administration Manager	0.00	0.05	0.04
Sr Customer Service Representative	0.00	0.00	0.05
Customer Service Representative	0.05	0.10	0.10
Administrative Supervisor	0.05	0.00	0.04
Administrative Analyst	0.00	0.00	0.04
Administrative Assistant	0.10	0.05	0.16
<b>Total</b>	<b>1.93</b>	<b>2.51</b>	<b>2.69</b>

## Public Works and Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	159,874	301,918	343,752
112	Temporary Wages	-	16,400	16,400
121	Overtime Wages	33	250	250
122	Longevity Compensation	111	219	144
126	RHS Plan	5,058	1,004	1,077
128	FICA	16	1,017	1,017
129	Medicare Contribution	1,655	3,176	3,967
131	MOPC	7,741	11,509	13,118
132	Employee Insurance	24,085	36,814	39,283
133	GERP Retirement	13,220	20,701	23,611
135	Compensation Insurance	96	89	114
136	Unemployment Insurance	48	76	87
137	Staff Training and Conference	264	1,500	600
142	Food Allowance	643	425	425
	<i>Subtotal</i>	<i>212,843</i>	<i>395,098</i>	<i>443,845</i>
<b>Operating and Maintenance</b>				
210	Supplies	371	1,184	545
217	Dues and Subscriptions	1,473	1,286	300
218	NonCapital Equip and Furniture	426	1,232	709
240	Repair and Maintenance	702	3,600	3,608
245	Mileage Allowance	240	580	580
246	Liability Insurance	322	339	728
250	Prof and Contracted Services	9,447	17,605	13,905
252	Ads and Legal Notices	51	1,160	-
261	Telephone Charges	191	-	-
264	Printing Copying and Binding	67	-	-
273	Fleet Lease Operating and Mtc	1,351	1,216	3,615
274	Fleet Lease Replacement	1,152	1,152	3,165
	<i>Subtotal</i>	<i>15,794</i>	<i>29,354</i>	<i>27,155</i>
<b>Non-Operating Expense</b>				
928	Interest Notes and Contracts	8,275	-	-
970	Transfers to Other Funds	4,977	4,977	4,977
	<i>Subtotal</i>	<i>13,252</i>	<i>4,977</i>	<i>4,977</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 241,889</b>	<b>\$ 429,429</b>	<b>\$ 475,977</b>



## Regulatory Compliance

**FUND:** Street 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

**SERVICE:** Regulatory Compliance

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Environmental Svs Mgr	0.05	0.00	0.00
<b>Total</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>

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## Regulatory Compliance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	7,010	-	-
112	Temporary Wages	-	-	-
126	RHS Plan	20	-	-
128	FICA	-	-	-
129	Medicare Contribution	90	-	-
131	MOPC	350	-	-
132	Employee Insurance	1,151	-	-
133	GERP Retirement	589	-	-
135	Compensation Insurance	-	3	-
136	Unemployment Insurance	2	-	-
	<i>Subtotal</i>	<i>9,212</i>	<i>3</i>	<i>-</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	-
218	NonCapital Equip and Furniture	-	-	-
246	Liability Insurance	-	9	-
250	Prof and Contracted Services	-	-	-
261	Telephone Charges	21	-	-
	<i>Subtotal</i>	<i>21</i>	<i>9</i>	<i>-</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 9,232</b>	<b>\$ 12</b>	<b>\$ -</b>

## Engineering and Technical Services

**FUND:** Street 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, Sewer, Storm Drainage, and Water funds.

**SERVICE:** Engineering and Technical Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Technical Services Manager	0.25	0.25	0.12
Engineering and Surveying Technician Supervisor	0.25	0.25	0.25
Geospatial Data and Analysis Program Manager	0.00	0.00	0.08
Lead GIS Analyst	0.25	0.25	0.08
Lead Technical Functional Analyst	0.00	0.00	0.12
Technical Functional Analyst	0.25	0.25	0.08
Application Support Analyst	0.00	0.00	0.15
Sr GIS Analyst	0.25	0.25	0.08
Sr GIS/Mapping Technician	0.00	0.00	0.08
GIS/Mapping Technician	0.25	0.25	0.08
Sr Programmer Analyst	0.00	0.00	0.15
Sr Engineering Technician	0.50	0.25	0.25
Engineering Technician	0.25	0.50	0.50
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.02</b>
			<b>4.72</b>

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## Engineering and Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	183,366	191,170	193,504
121	Overtime Wages	-	417	417
126	RHS Plan	1,497	900	809
129	Medicare Contribution	2,270	2,771	2,806
131	MOPC	9,168	9,560	9,675
132	Employee Insurance	29,840	30,578	29,003
133	GERP Retirement	15,422	17,192	17,416
135	Compensation Insurance	84	69	69
136	Unemployment Insurance	61	64	64
137	Staff Training and Conference	4,112	4,500	4,125
141	Uniforms Protective Clothing	-	75	75
	<i>Subtotal</i>	<i>245,820</i>	<i>257,296</i>	<i>257,963</i>
<b>Operating and Maintenance</b>				
210	Supplies	439	9,334	2,125
216	Reference Books and Materials	-	25	25
217	Dues and Subscriptions	-	388	663
218	NonCapital Equip and Furniture	7,432	26,864	8,600
240	Repair and Maintenance	37,459	44,759	36,927
246	Liability Insurance	355	274	535
247	Safety Expenses	-	250	250
250	Prof and Contracted Services	373	7,075	12,251
261	Telephone Charges	8,364	9,960	9,960
264	Printing Copying and Binding	-	125	125
273	Fleet Lease Operating and Mtc	2,032	2,616	3,686
274	Fleet Lease Replacement	1,494	1,495	4,526
	<i>Subtotal</i>	<i>57,949</i>	<i>103,165</i>	<i>79,673</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	7,125	2,502
	<i>Subtotal</i>	<i>-</i>	<i>7,125</i>	<i>2,502</i>
	<b>SERVICE TOTAL</b>	<b>\$ 303,768</b>	<b>\$ 367,586</b>	<b>\$ 340,138</b>

**Street Natural Resources Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	7,284	8,572	8,903
Operating and Maintenance	4,133	4,446	7,718
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 11,417</b>	<b>\$ 13,018</b>	<b>\$ 16,621</b>

## Natural Resources Administration

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Ecosystem Management Administrator	0.00	0.00	0.05
Project Manager II	0.05	0.05	0.00
Sr Natural Resources Technician	0.03	0.03	0.03
<b>Total</b>	<b>0.08</b>	<b>0.08</b>	<b>0.08</b>

## Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	5,428	6,494	6,797
126	RHS Plan	32	32	32
129	Medicare Contribution	67	94	99
131	MOPC	271	325	340
132	Employee Insurance	1,025	1,039	1,019
133	GERP Retirement	457	584	612
135	Compensation Insurance	2	2	2
136	Unemployment Insurance	2	2	2
	<i>Subtotal</i>	<i>7,284</i>	<i>8,572</i>	<i>8,903</i>
<b>Operating and Maintenance</b>				
210	Supplies	103	-	1,000
222	Chemicals	68	-	-
240	Repair and Maintenance	1	-	-
246	Liability Insurance	65	74	117
250	Prof and Contracted Services	141	-	-
261	Telephone Charges	32	-	-
273	Fleet Lease Operating and Mtc	2,338	2,433	3,036
274	Fleet Lease Replacement	1,384	1,939	3,565
	<i>Subtotal</i>	<i>4,133</i>	<i>4,446</i>	<i>7,718</i>
	<b>SERVICE TOTAL</b>	<b>\$ 11,417</b>	<b>\$ 13,018</b>	<b>\$ 16,621</b>

**Street Communications Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	-	-	900
Operating and Maintenance	-	-	5,906
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,806</b>



## Communications

**FUND:** Street Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Communications Division is the voice and ears of the City organization. This team works to communicate with Longmont residents about services, emergencies, developments, events, and civic participation that impact or interest the community, as well as receive feedback and relay comments and concerns from the community. The Communications Division is a centralized entity within the Shared Services Department with expertise that includes:

- media relations and public information
- marketing
- strategic communications
- community involvement
- graphic design
- social media
- website administration
- creative outreach
- emergency and crisis communications

Team members are embedded in divisions and departments across the organization to build relationships and maintain subject matter expertise while pooling skills and resources as needed to support City and Council priorities.

## Communications

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
126	RHS Plan	-	-	-
129	Medicare Contribution	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	GERP Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Conference	-	-	900
	<i>Subtotal</i>	-	-	900
<b>Operating and Maintenance</b>				
210	Supplies	-	-	60
217	Dues and Subscriptions	-	-	986
250	Prof and Contracted Services	-	-	3,700
252	Ads and Legal Notices	-	-	1,160
	<i>Subtotal</i>	-	-	5,906
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,806</b>

**Street Engineering Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,390,356	2,720,577	2,957,058
Operating and Maintenance	1,963,928	2,958,754	3,308,280
Non-Operating	623,244	879,883	915,573
Capital	356,233	246,625	229,000
<b>TOTAL</b>	<b>\$ 5,333,762</b>	<b>\$ 6,805,839</b>	<b>\$ 7,409,911</b>

## Construction Inspection

**FUND:** Street 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 Sewer, Storm Drainage, and Water funds.

**SERVICE:** Construction Inspection

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Construction Inspection Supervisor	0.50	0.50	0.50
Sr Construction Inspector	1.00	2.00	2.00
Construction Inspector	2.00	1.50	1.50
<b>Total</b>	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>

## Construction Inspection

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	246,097	306,727	329,743
112	Temporary Wages	1,743	100	100
121	Overtime Wages	17,529	30,000	30,000
122	Longevity Compensation	1,140	-	-
126	RHS Plan	2,969	1,600	1,600
128	FICA	108	6	6
129	Medicare Contribution	3,136	4,450	4,782
131	MOPC	12,072	15,336	16,487
132	Employee Insurance	42,169	49,077	49,461
133	GERP Retirement	20,307	27,606	29,677
135	Compensation Insurance	3,480	3,371	9,255
136	Unemployment Insurance	84	101	109
137	Staff Training and Conference	485	2,000	2,000
141	Uniforms Protective Clothing	864	500	500
142	Food Allowance	95	400	400
	<i>Subtotal</i>	<i>352,279</i>	<i>441,274</i>	<i>474,120</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,805	3,920	3,500
216	Reference Books and Materials	-	100	200
217	Dues and Subscriptions	-	500	500
218	NonCapital Equip and Furniture	595	6,458	4,750
240	Repair and Maintenance	-	275	300
246	Liability Insurance	3,451	3,297	4,785
247	Safety Expenses	542	750	750
249	Operating Leases and Rentals	805	2,000	2,000
250	Prof and Contracted Services	365	-	-
252	Ads and Legal Notices	-	-	-
260	Utilities	139	-	-
261	Telephone Charges	5,309	3,630	3,630
263	Postage	1	-	-
264	Printing Copying and Binding	60	300	300
273	Fleet Lease Operating and Mtc	23,545	19,665	21,494
274	Fleet Lease Replacement	23,667	24,431	29,722
	<i>Subtotal</i>	<i>60,284</i>	<i>65,326</i>	<i>71,931</i>
<b>Capital Outlay</b>				
432	Vehicles	-	17,625	-
	<i>Subtotal</i>	<i>-</i>	<i>17,625</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 412,563</b>	<b>\$ 524,225</b>	<b>\$ 546,051</b>

## Transportation Engineering

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
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
Development Project Administrator	0.00	0.00	0.09
Transportation Engineering Assistant	1.00	1.00	1.00
Administrative Assistant	0.52	0.52	0.52
<b>Total</b>	<b>4.52</b>	<b>4.52</b>	<b>4.61</b>

## Transportation Engineering

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	389,794	442,658	483,484
112	Temporary Wages	6,225	18,500	26,500
121	Overtime Wages	371	800	800
123	Leave Expense	-	13,899	13,899
126	RHS Plan	3,845	1,843	1,843
128	FICA	386	1,147	1,643
129	Medicare Contribution	4,930	6,685	7,395
131	MOPC	19,379	22,133	24,174
132	Employee Insurance	67,606	70,827	72,523
133	GERP Retirement	32,596	39,839	43,514
135	Compensation Insurance	204	161	166
136	Unemployment Insurance	137	146	160
137	Staff Training and Conference	2,990	10,000	13,000
141	Uniforms Protective Clothing	-	100	125
142	Food Allowance	1,359	500	500
	<i>Subtotal</i>	<i>529,822</i>	<i>629,238</i>	<i>689,726</i>
<b>Operating and Maintenance</b>				
210	Supplies	6,084	13,000	13,450
216	Reference Books and Materials	164	100	100
217	Dues and Subscriptions	1,284	2,500	2,525
218	NonCapital Equip and Furniture	324	17,500	24,950
240	Repair and Maintenance	7,662	15,644	22,095
245	Mileage Allowance	6	100	100
246	Liability Insurance	6,278	6,204	6,882
247	Safety Expenses	-	1,100	1,625
250	Prof and Contracted Services	230,925	240,500	212,250
252	Ads and Legal Notices	63	3,000	3,000
260	Utilities	-	700	700
261	Telephone Charges	4,406	5,388	5,513
263	Postage	3,240	2,300	2,300
264	Printing Copying and Binding	420	2,100	2,150
273	Fleet Lease Operating and Mtc	11,041	8,483	5,827
274	Fleet Lease Replacement	18,454	-	14,653
	<i>Subtotal</i>	<i>290,351</i>	<i>318,619</i>	<i>318,120</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	149,999	-	-
	<i>Subtotal</i>	<i>149,999</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 970,172</b>	<b>\$ 947,857</b>	<b>\$ 1,007,846</b>

## Street Improvements

**FUND:** Street 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.

**SERVICE:** Street Improvements

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Engineering Services	0.40	0.40	0.40
PWNR Engineering Administrator	0.95	0.95	0.95
Sr Civil Engineer	1.30	1.30	1.30
Civil Engineer II	2.55	2.55	2.55
Construction Inspector	0.35	0.35	0.35
Project Manager II	0.25	0.25	0.25
<b>Total</b>	<b>5.80</b>	<b>5.80</b>	<b>5.80</b>



## Street Improvements

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	575,533	639,858	707,876
112	Temporary Wages	-	-	-
121	Overtime Pay	2,132	-	-
126	RHS Plan	7,529	2,320	2,320
128	FICA	-	-	-
129	Medicare Contribution	7,207	9,279	10,264
131	MOPC	28,396	31,994	35,394
132	Employee Insurance	100,839	102,336	106,181
133	GERP Retirement	47,765	57,534	63,709
135	Compensation Insurance	10,940	11,424	11,220
136	Unemployment Insurance	202	211	234
137	Staff Training and Conference	2,373	4,100	4,100
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>782,917</i>	<i>859,156</i>	<i>941,398</i>
<b>Operating and Maintenance</b>				
210	Supplies	234	500	500
217	Dues and Subscriptions	26	200	200
218	NonCapital Equip and Furniture	420	2,000	2,000
240	Repair and Maintenance	-	570	570
246	Liability Insurance	1,102	1,097	1,432
250	Prof and Contracted Services	441	2,000	2,000
252	Ads and Legal Notices	-	300	300
261	Telephone Charges	617	2,000	2,000
263	Postage	-	-	-
269	Other Services and Charges	-	-	-
270	Administrative Mgmt Services	940,874	881,955	1,090,760
	<i>Subtotal</i>	<i>943,715</i>	<i>890,622</i>	<i>1,099,762</i>
<b>Non-Operating Expense</b>				
910	ROW Maintenance	246,441	253,191	270,168
927	Principal Notes and Contracts	-	453,462	321,427
970	Transfers to Other Funds	376,803	173,230	323,978
	<i>Subtotal</i>	<i>623,244</i>	<i>879,883</i>	<i>915,573</i>
<b>Capital Outlay</b>				
475	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 2,349,875</b>	<b>\$ 2,629,661</b>	<b>\$ 2,956,733</b>

## Street Rehabilitation

**FUND:** Street Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service is responsible for the planning and engineering involved in the City’s annual street rehabilitation program and coordinating contracted construction efforts with the City’s internal maintenance efforts in order to provide the best overall life cycle for the city’s streets and sidewalks. Duties include condition rating of streets, updating the City’s pavement management system database, developing long range rehabilitation plans, construction management of contracted portions of the program, and coordinating work with other divisions and departments. The contracted portion of the program includes concrete repair of broken sidewalks and curbs, crack sealing, pavement seal costs, pavement overlays and pavement reconstruction.

**SERVICE:** Street Rehabilitation

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Civil Engineer	1.50	1.50	1.50
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

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## Street Rehabilitation

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	169,080	175,575	188,570
126	RHS Plan	2,191	600	600
129	Medicare Contribution	2,095	2,546	2,734
131	MOPC	8,427	8,778	9,428
132	Employee Insurance	27,297	28,092	27,926
133	GERP Retirement	14,175	15,801	16,971
135	Compensation Insurance	2,952	3,091	3,079
136	Unemployment Insurance	55	58	61
137	Staff Training and Conference	-	-	-
	<i>Subtotal</i>	<i>226,272</i>	<i>234,541</i>	<i>249,369</i>
<b>Operating and Maintenance</b>				
210	Supplies	12	1,100	1,100
217	Dues and Subscriptions	1,250	700	700
218	NonCapital Equip and Furniture	809	-	-
246	Liability Insurance	194	8,613	6,666
247	Safety Expenses	27	100	100
	<i>Subtotal</i>	<i>2,292</i>	<i>10,513</i>	<i>8,566</i>
<b>Capital Outlay</b>				
475	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 228,564</b>	<b>\$ 245,054</b>	<b>\$ 257,935</b>

## Transportation System Management

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Civil Engineer	0.50	0.50	0.50
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

## Transportation System Management

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	56,002	58,525	62,057
112	Temporary Wages	119,995	152,320	178,758
126	RHS Plan	721	200	200
128	FICA	7,440	9,444	11,083
129	Medicare Contribution	2,440	3,058	3,492
131	MOPC	2,800	2,926	3,103
132	Employee Insurance	8,947	9,364	9,309
133	GERP Retirement	4,710	5,267	5,585
135	Compensation Insurance	18,838	14,098	8,390
136	Unemployment Insurance	18	19	20
	<i>Subtotal</i>	<i>221,912</i>	<i>255,221</i>	<i>281,997</i>
<b>Operating and Maintenance</b>				
210	Supplies	6,231	4,850	4,850
217	Dues and Subscriptions	9,206	14,000	14,000
218	NonCapital Equip and Furniture	46,634	-	-
246	Liability Insurance	446	443	427
247	Safety Expenses	-	500	500
250	Prof and Contracted Services	85,371	875,000	910,700
252	Ads and Legal Notices	-	150	150
264	Printing Copying and Binding	-	5,000	5,000
269	Other Services and Charges	62,379	65,000	70,000
	<i>Subtotal</i>	<i>210,266</i>	<i>964,943</i>	<i>1,005,627</i>
<b>Capital Outlay</b>				
470	Planning and Design	-	-	-
475	Building and Facility Develpmnt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 432,178</b>	<b>\$ 1,220,164</b>	<b>\$ 1,287,624</b>

## Traffic Signals

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Traffic Signal Technician	1.00	1.00	1.00
Traffic Signal Technician II	2.00	2.00	2.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

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## Traffic Signals

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	176,371	198,967	213,860
112	Temporary Wages	4,063	-	-
121	Overtime Wages	32,187	33,000	35,000
126	RHS Plan	1,633	1,200	1,200
128	FICA	252	-	-
129	Medicare Contribution	2,612	2,885	3,101
131	MOPC	8,608	9,947	10,693
132	Employee Insurance	31,743	31,834	32,079
133	GERP Retirement	14,469	17,907	19,247
135	Compensation Insurance	4,038	4,211	4,067
136	Unemployment Insurance	63	66	71
137	Staff Training and Conference	485	-	-
141	Uniforms Protective Clothing	565	830	830
142	Food Allowance	67	300	300
	<i>Subtotal</i>	<i>277,155</i>	<i>301,147</i>	<i>320,448</i>
<b>Operating and Maintenance</b>				
210	Supplies	263	3,500	3,500
217	Dues and Subscriptions	410	300	300
218	NonCapital Equip and Furniture	2,198	2,500	2,500
240	Repair and Maintenance	-	125,500	135,500
246	Liability Insurance	14,903	4,905	6,028
247	Safety Expenses	657	1,600	1,600
250	Prof and Contracted Services	300,281	465,000	533,000
260	Utilities	29,085	59,900	72,080
261	Telephone Charges	1,125	3,220	3,220
263	Postage	405	1,000	1,500
273	Fleet Lease Operating and Mtc	23,345	11,380	15,120
274	Fleet Lease Replacement	29,926	29,926	29,926
	<i>Subtotal</i>	<i>457,020</i>	<i>708,731</i>	<i>804,274</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	206,234	229,000	229,000
	<i>Subtotal</i>	<i>206,234</i>	<i>229,000</i>	<i>229,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 940,410</b>	<b>\$ 1,238,878</b>	<b>\$ 1,353,722</b>

**Street Operations Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,279,636	1,440,500	1,604,574
Operating and Maintenance	2,798,680	3,496,511	3,772,513
Non-Operating	-	-	-
Capital	-	81,541	541
<b>TOTAL</b>	<b>\$ 4,078,317</b>	<b>\$ 5,018,552</b>	<b>\$ 5,377,628</b>



## Street Cleaning

**FUND:** Street 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

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
System Operations Supervisor	0.00	0.00	0.20
Utility and Streets Maintenance Supervisor	0.20	0.20	0.00
Operations Support Specialist	1.00	0.30	0.00
Public Works Technician I	0.50	0.50	0.50
<b>Total</b>	<b>1.70</b>	<b>1.00</b>	<b>0.70</b>

## Street Cleaning

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	107,104	65,704	50,566
112	Temporary Wages	-	-	-
121	Overtime Wages	272	2,000	2,000
126	RHS Plan	680	400	280
128	FICA	-	-	-
129	Medicare Contribution	1,293	953	733
131	MOPC	5,342	3,286	2,529
132	Employee Insurance	17,616	10,512	7,585
133	GERP Retirement	8,985	5,913	4,551
135	Compensation Insurance	2,212	2,196	1,347
136	Unemployment Insurance	35	22	16
141	Uniforms Protective Clothing	-	1,272	1,272
	<i>Subtotal</i>	<i>143,537</i>	<i>92,258</i>	<i>70,879</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	3,000	3,000
216	Reference Books and Materials	-	50	50
218	NonCapital Equip and Furniture	-	3,000	3,000
240	Repair and Maintenance	12,162	32,000	32,000
246	Liability Insurance	5,614	5,360	8,165
247	Safety Expenses	-	1,000	1,000
249	Operating Leases and Rentals	-	400	400
250	Prof and Contracted Services	147,562	170,000	170,000
252	Ads and Legal Notices	-	1,000	1,000
260	Utilities	7,978	9,500	9,500
261	Telephone Charges	204	1,800	1,800
269	Other Services and Charges	-	250	250
273	Fleet Lease Operating and Mtc	74,256	46,871	144,364
274	Fleet Lease Replacement	163,626	163,626	117,689
	<i>Subtotal</i>	<i>411,403</i>	<i>437,857</i>	<i>492,218</i>
<b>Capital Outlay</b>				
475	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 554,940</b>	<b>\$ 530,115</b>	<b>\$ 563,097</b>

## Street and Alley Maintenance

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Operations	0.20	0.20	0.20
Utility and Streets Maintenance Supervisor	0.50	0.50	0.50
Transportation System Maintenance Manager	0.90	0.90	0.90
System Operations Supervisor	0.30	0.30	0.30
Business Process Improvement Coordinator	0.05	0.00	0.00
Waste Services Technician II	0.00	0.00	1.00
Public Works Technician III	0.00	0.00	1.00
Public Works Technician II	3.90	3.90	2.90
Public Works Technician I	2.80	2.80	2.02
Sr Engineering Technician	0.00	1.00	1.00
Field Engineer	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.30
<b>Total</b>	<b>9.65</b>	<b>9.60</b>	<b>10.12</b>

## Street and Alley Maintenance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	505,418	675,644	782,128
112	Temporary Wages	12,757	35,600	35,600
121	Overtime Wages	13,863	15,000	33,000
124	Skill Based Overtime Pay	-	2,500	2,500
126	RHS Plan	4,110	3,840	4,048
128	FICA	791	2,207	2,207
129	Medicare Contribution	6,646	10,314	11,857
131	MOPC	25,197	33,783	39,106
132	Employee Insurance	106,947	108,103	117,319
133	GERP Retirement	42,385	60,807	70,392
135	Compensation Insurance	12,655	14,723	21,210
136	Unemployment Insurance	215	222	258
137	Staff Training and Conference	7,816	10,066	10,066
141	Uniforms Protective Clothing	12,380	8,000	8,000
142	Food Allowance	851	300	300
	<i>Subtotal</i>	<i>752,031</i>	<i>981,109</i>	<i>1,137,991</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	32,610	38,950	38,950
216	Reference Books and Materials	-	250	250
217	Dues and Subscriptions	1,328	250	250
218	NonCapital Equip and Furniture	7,653	14,000	14,000
222	Chemicals	-	-	-
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	222,651	335,000	335,000
242	Street Repair and Maintenance	-	30,087	30,087
245	Mileage Allowance	-	200	200
246	Liability Insurance	42,359	50,070	77,970
247	Safety Expenses	6,812	8,000	8,000
249	Operating Leases and Rentals	757	20,000	20,000
250	Prof and Contracted Services	90,991	230,000	290,000
252	Ads and Legal Notices	488	500	500
260	Utilities	32,287	38,200	38,200
261	Telephone Charges	5,329	1,320	1,320
263	Postage	1,922	-	-
264	Printing Copying and Binding	1,391	750	750
269	Other Services and Charges	-	3,000	3,000
273	Fleet Lease Operating and Mtc	186,060	179,982	204,138
274	Fleet Lease Replacement	481,941	418,892	357,966
	<i>Subtotal</i>	<i>1,114,579</i>	<i>1,369,451</i>	<i>1,420,581</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	541	541
	<i>Subtotal</i>	<i>-</i>	<i>541</i>	<i>541</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,866,610</b>	<b>\$ 2,351,101</b>	<b>\$ 2,559,113</b>

## Snow and Ice Removal

**FUND:** Street Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The purpose of the Snow and Ice Removal service is to clear and remove snow and ice from designated streets according to the approved snow and ice control plan. This service treats all major city streets and intersections with plowing and liquid/granular deicing materials, aiding the safe and smooth flow of traffic during the winter months. The snow and ice control plan includes over 1,135 lane miles of streets within the 305 miles of the City's street system. In certain extreme conditions, all streets in the city receive plowing.

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**SERVICE:** Snow and Ice Removal

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Utility and Streets Maintenance Supervisor	0.25	0.25	0.25
Development Project Administrator	0.00	0.09	0.00
Public Works Technician I	2.20	2.20	2.20
<b>Total</b>	<b>2.45</b>	<b>2.54</b>	<b>2.45</b>

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## Snow and Ice Removal

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	141,969	142,714	158,487
112	Temporary Wages	33,862	11,500	12,190
121	Overtime Wages	61,050	55,240	55,240
126	RHS Plan	1,086	980	980
128	FICA	2,115	713	756
129	Medicare Contribution	3,060	2,237	2,475
131	MOPC	7,086	7,136	7,924
132	Employee Insurance	22,230	22,834	23,683
133	GERP Retirement	11,919	12,844	14,264
135	Compensation Insurance	3,873	3,917	3,810
136	Unemployment Insurance	45	47	52
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>288,296</i>	<i>260,662</i>	<i>280,361</i>
<b>Operating and Maintenance</b>				
210	Supplies	2,349	43,300	43,300
217	Dues and Subscriptions	-	-	12,000
218	NonCapital Equip and Furniture	3,533	-	40,000
222	Chemicals	385,538	320,000	400,000
240	Repair and Maintenance	41,559	54,000	54,000
242	Street Repair and Maintenance	-	3,343	3,343
246	Liability Insurance	15,992	19,444	32,872
247	Safety Expenses	280	-	-
249	Operating Leases and Rentals	-	1,000	1,000
250	Prof and Contracted Services	68,314	139,000	139,000
252	Ads and Legal Notices	250	-	-
261	Telephone Charges	160	264	264
273	Fleet Lease Operating and Mtc	40,829	40,741	42,923
274	Fleet Lease Replacement	111,933	113,503	114,294
	<i>Subtotal</i>	<i>670,738</i>	<i>734,595</i>	<i>882,996</i>
<b>Capital Outlay</b>				
432	Vehicles	-	62,000	-
440	Machinery and Equipment	-	19,000	-
	<i>Subtotal</i>	<i>-</i>	<i>81,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 959,033</b>	<b>\$ 1,076,257</b>	<b>\$ 1,163,357</b>

## Concrete Repair

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Public Works Technician I	0.50	0.50	0.50
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

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## Concrete Repair

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	24,696	27,294	30,357
121	Overtime Wages	360	1,000	1,000
126	RHS Plan	-	200	200
129	Medicare Contribution	285	396	440
131	MOPC	1,227	1,365	1,518
132	Employee Insurance	4,308	4,367	4,553
133	GERP Retirement	2,064	2,456	2,732
135	Compensation Insurance	1,623	1,261	693
136	Unemployment Insurance	9	9	10
	<i>Subtotal</i>	<i>34,572</i>	<i>38,348</i>	<i>41,503</i>
<b>Operating and Maintenance</b>				
210	Office Supplies	-	2,500	2,500
218	NonCapital Equip and Furniture	-	4,000	4,000
240	Repair and Maintenance	12,460	31,500	31,500
246	Liability Insurance	3,051	7,668	7,407
247	Safety Expenses	-	500	500
249	Operating Leases and Rentals	-	500	500
250	Prof and Contracted Services	13,757	40,000	40,000
261	Telephone Charges	68	-	-
273	Fleet Lease Operating and Mtc	38,517	24,097	48,149
274	Fleet Lease Replacement	82,122	102,395	98,734
	<i>Subtotal</i>	<i>149,975</i>	<i>213,160</i>	<i>233,290</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 184,547</b>	<b>\$ 251,508</b>	<b>\$ 274,793</b>



## Street Signing and Marking

**FUND:** Street 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Utility and Streets Maintenance Supervisor	0.25	0.25	0.25
Public Works Technician I	0.50	0.50	0.50
<b>Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

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## Street Signing and Marking

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	45,025	49,913	54,674
112	Temporary Wages	-	-	-
121	Overtime Wages	8	750	750
126	RHS Plan	300	300	300
128	FICA	-	-	-
129	Medicare Contribution	526	724	793
131	MOPC	2,251	2,496	2,734
132	Employee Insurance	7,584	7,986	8,201
133	GERP Retirement	3,785	4,492	4,921
135	Compensation Insurance	1,705	1,446	1,449
136	Unemployment Insurance	16	16	18
	<i>Subtotal</i>	<i>61,201</i>	<i>68,123</i>	<i>73,840</i>
<b>Operating and Maintenance</b>				
210	Supplies	31,488	60,000	60,000
218	NonCapital Equip and Furniture	-	5,500	5,500
240	Repair and Maintenance	(1,553)	1,500	1,500
246	Liability Insurance	11,652	11,593	14,216
249	Operating Leases and Rentals	-	250	250
250	Prof and Contracted Services	388,879	620,000	620,000
261	Telephone Charges	70	-	-
273	Fleet Lease Operating and Mtc	3,696	14,928	17,311
274	Fleet Lease Replacement	17,754	27,677	24,651
	<i>Subtotal</i>	<i>451,986</i>	<i>741,448</i>	<i>743,428</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 513,186</b>	<b>\$ 809,571</b>	<b>\$ 817,268</b>

## Capital Improvement Projects

**FUND:** Street Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

Capital projects are listed below. Detailed descriptions of each project are included in the 2023-2027 Capital Improvement Program

<b>STREET FUND PROJECTS</b>		<b>2023 Budget</b>
DRN028	Spring Gulch #2 Drainage & Greenway Improvements	\$ 75,000
PBF192	Operations & Maintenance Building/Site Improvement	372,500
TRP001	Pavement Management Program	8,244,000
TRP011	Transportation System Management Program	3,500,000
TRP092	Boston Avenue Connection - Price To Martin	300,000
TRP105	Missing Sidewalks	425,000
TRP132	Enhanced Multi-Use Corridor Improvements	75,000
TRP135	Coffman St Busway Improvements	8,232,000
TRP137	Main Street Corridor Plan	225,000
TRP138	Pace St Retaining Wall Reconstruction	113,015
WTR197	Ditch Improvements For Transportation & StormDrain	35,000
<b>TOTAL</b>		<b>\$ 21,596,515</b>

## SANITATION FUND - Fund Summary

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	2,601,882	3,004,610	3,503,637
Operating and Maintenance	5,415,511	5,261,016	6,721,815
Non-Operating	312,229	195,177	207,867
Capital	2,282	1,366,617	527,982
<b>TOTAL</b>	<b>\$8,331,904</b>	<b>\$9,827,420</b>	<b>\$10,961,301</b>

### ***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 nine budget services:

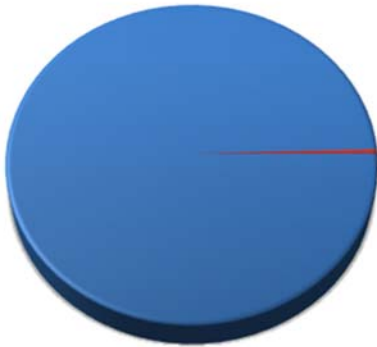
- ◆ Public Works and Natural Resources Deputy City Manager
- ◆ Communications
- ◆ Engineering/Survey Technical Services
- ◆ Solid Waste Removal/Disposal
- ◆ Curbside Recycling
- ◆ Curbside Composting
- ◆ Special Trash Pickup
- ◆ Landfill Maintenance
- ◆ Regulatory Compliance

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

**SANITATION FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 3,210,176</b>	<b>\$ 7,155,977</b>	<b>\$ 5,091,754</b>
Committed Working Capital	-	937,097	-
<b>REVENUES</b>			
Charges for Services	9,291,612	8,677,000	8,972,000
Intergovernmental	281,227	-	-
Interest	(20,036)	21,294	22,596
Miscellaneous	2,733,397	2,000	2,000
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>12,286,200</b>	<b>8,700,294</b>	<b>8,996,596</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Business Services	558,454	788,869	888,574
Communications	-	-	74,655
Engineering Services	846	-	4,469
Natural Resources	236,268	248,350	345,432
Operations	7,534,055	7,425,766	9,122,018
CIP Projects	2,282	1,364,435	526,153
Estimated Expense Adjustment	8,495	-	-
Total Operating Expenses	8,340,399	9,827,420	10,961,301
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>8,340,399</b>	<b>9,827,420</b>	<b>10,961,301</b>
<b>ENDING WORKING CAPITAL</b>	<b>7,155,977</b>	<b>5,091,754</b>	<b>3,127,049</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,945,801	\$ (1,127,126)	\$ (1,964,705)

### SANITATION FUND - Sources of Funds



- ◆ Approximately 99.6% of revenues in the Sanitation Fund for 2023 will come from sales to the City’s sold waste customers.
- ◆ The 2023 Budget will require a contribution from fund balance of \$1,964,705, primarily for capital projects.

■ Collection Fees    ■ All Other Sources

### Estimating Major Sources of Funds

**Sales Revenue:** The Public works and Natural Resources department estimates charges for solid waste services based on the estimated number of customers and the estimated monthly bill in each customer class.

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>OPERATING REVENUE</b>			
Solid Waste Collection Fees	4,948,346	4,514,400	4,572,000
Solid Waste Collection Fees (reduced volume)	2,214,032	2,064,700	2,213,600
Special Trash Collection Fees	71,795	60,000	60,000
Waste Management Fees	1,417,086	1,477,700	1,502,600
Compost Collection	532,605	521,300	587,300
Single Stream Commodity	6,251	-	-
Metal Management Revenue	24,073	5,000	5,000
Tree Limb Diversion Fee	61,835	22,000	22,000
Polycart Escrow	15,589	11,900	9,500
Intergovernmental Revenue	281,227	-	-
Other Revenue	2,733,397	2,000	2,000
Other Transfers	-		
Interest Income	(20,036)	21,294	22,596
Contribution from/(to) Fund Balance	(3,945,801)	1,127,126	1,964,705
<b>TOTAL FUNDS NEEDED TO MEET EXPENSES</b>	<b>\$ 8,340,399</b>	<b>\$ 9,827,420</b>	<b>\$ 10,961,301</b>

**Sanitation Business Services Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	420,649	563,576	581,956
Operating and Maintenance	135,317	221,379	303,057
Non-Operating	2,489	2,489	2,489
Capital	-	1,425	1,072
<b>TOTAL</b>	<b>\$ 558,454</b>	<b>\$ 788,869</b>	<b>\$ 888,574</b>

## Public Works and Natural Resources Administration

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Public Works and Natural Administration service 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 Administration

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy City Manager	0.05	0.05	0.00
Assistant City Manager	0.00	0.00	0.07
Executive Director of Consolidated Services	0.00	0.05	0.05
PWNR Director Business & Environmental Services	0.15	0.00	0.00
PWNR Assistant Director of Business Services	0.16	0.16	0.10
Director of Business Enablement	0.00	0.00	0.07
PWNR Communications & Marketing Manager	0.15	0.20	0.00
Data and Analytics Program Manager	0.00	0.00	0.10
Assistant Communications and Engagement Director	0.00	0.00	0.05
Utility Rate Analyst	0.00	0.00	0.12
Business Analyst	0.15	0.40	0.34
Executive Assistant	0.15	0.15	0.08
Sr GIS Analyst	0.00	0.00	0.05
Sr Customer Service Representative	0.00	0.00	0.65
Customer Service Representative	0.65	1.30	1.30
Neighborhood Resource Coordinator	0.00	0.08	0.08
Social Equity Coordinator	0.00	0.08	0.08
Grant Coordinator	0.00	0.15	0.15
Data and Innovation Analyst	0.00	0.10	0.05
Citywide Brand and Digital Communications Specialist	0.00	0.09	0.09
Communications and Marketing Specialist	0.00	0.40	0.40
Business Process Improvement Coordinator	0.15	0.15	0.10
Customer Service and Administration Manager	0.00	0.20	0.05
Administrative Supervisor	0.65	0.00	0.05
Administrative Analyst	0.00	0.00	0.05
Administrative Assistant	1.25	0.65	0.15
<b>Total</b>	<b>3.51</b>	<b>4.20</b>	<b>4.23</b>



## Public Works and Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	227,091	348,080	385,867
112	Temporary Wages	1,843	12,300	12,300
121	Overtime Wages	224	500	500
122	Longevity Compensation	1,443	255	886
126	RHS Plan	5,631	1,680	1,690
128	FICA	127	763	763
129	Medicare Contribution	2,391	3,924	4,331
131	MOPC	11,397	15,162	16,356
132	Employee Insurance	40,216	48,410	48,763
133	GERP Retirement	19,269	27,154	29,440
135	Compensation Insurance	135	115	130
136	Unemployment Insurance	80	100	107
137	Staff Training and Conference	198	2,325	1,650
142	Food Allowance	304	425	425
	<i>Subtotal</i>	<i>310,349</i>	<i>461,193</i>	<i>503,208</i>
<b>Operating and Maintenance</b>				
210	Supplies	275	1,070	598
217	Dues and Subscriptions	1,179	740	-
218	NonCapital Equip and Furniture	733	2,302	2,150
240	Repair and Maintenance	1,455	11,560	11,560
245	Mileage Allowance	120	460	460
246	Liability Insurance	382	398	794
250	Prof and Contracted Services	84,987	75,085	213,200
252	Ads and Legal Notices	3,808	20,420	-
261	Telephone Charges	132	-	-
263	Postage	-	15,000	-
264	Printing and Copying	2,726	15,000	-
269	Other Services and Charges	5,000	35,520	35,520
273	Fleet Lease Operating and Mtc	1,256	1,085	433
274	Fleet Lease Replacement	864	863	2,373
	<i>Subtotal</i>	<i>102,917</i>	<i>179,503</i>	<i>267,088</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	2,489	2,489	2,489
	<i>Subtotal</i>	<i>2,489</i>	<i>2,489</i>	<i>2,489</i>
<b>Capital Outlay</b>				
440	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 415,755</b>	<b>\$ 643,185</b>	<b>\$ 772,785</b>

## Oil and Gas

**FUND:** Sanitation 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.

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**SERVICE:** Oil and Gas

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Environmental Services Manager	0.00	0.03	0.00
Air Quality Oil and Gas Coordinator	0.22	0.22	0.00
<b>Total</b>	<b>0.22</b>	<b>0.25</b>	<b>0.00</b>

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## Oil and Gas

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	22,423	26,251	-
121	Overtime Wages	-	-	-
126	RHS Plan	88	100	-
129	Medicare Contribution	275	380	-
131	MOPC	1,088	1,313	-
132	Employee Insurance	3,466	4,201	-
133	GERP Retirement	1,830	2,362	-
135	Compensation Insurance	-	142	-
136	Unemployment Insurance	7	8	-
137	Staff Training and Conference	-	462	-
	<i>Subtotal</i>	<i>29,177</i>	<i>35,219</i>	<i>-</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	44	-
217	Dues and Subscriptions	-	44	-
246	Liability Insurance	-	24	-
250	Prof and Contracted Services	13,162	-	-
252	Ads and Legal Notices	-	-	-
261	Telephone Charges	92	-	-
	<i>Subtotal</i>	<i>13,255</i>	<i>112</i>	<i>-</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 42,432</b>	<b>\$ 35,331</b>	<b>\$ -</b>

## Engineering and Technical Services

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services 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 Water funds.

**SERVICE:** Engineering and Technical Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Engineering and Surveying Technician Supervisor	0.05	0.05	0.05
Technical Services Manager	0.05	0.05	0.03
Geospatial Data and Analysis Program Manager	0.00	0.00	0.05
Sr Engineering Technician	0.05	0.05	0.05
Engineering Technician	0.10	0.10	0.10
Sr GIS Mapping Technician	0.00	0.00	0.05
GIS Mapping Technician	0.05	0.05	0.05
Sr Programmer Analyst	0.00	0.00	0.03
Sr GIS Analyst	0.05	0.05	0.05
Lead GIS Analyst	0.05	0.05	0.05
Lead Technical Functional Analyst	0.00	0.00	0.03
Technical Functional Analyst	0.05	0.05	0.05
Application Support Analyst	0.00	0.00	0.03
PWNR Technology/GIS Coordinator	0.00	0.00	0.00
<b>Total</b>	<b>0.45</b>	<b>0.45</b>	<b>0.62</b>

## Engineering and Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	36,817	38,233	59,271
121	Overtime Wages	-	83	83
126	RHS Plan	299	180	248
129	Medicare Contribution	454	555	860
131	MOPC	1,834	1,912	2,963
132	Employee Insurance	5,968	6,116	8,886
133	GERP Retirement	3,084	3,438	5,334
135	Compensation Insurance	22,523	15,250	244
136	Unemployment Insurance	12	12	19
137	Staff Training and Conference	782	900	825
141	Uniforms and Protective Clothing	-	15	15
	<i>Subtotal</i>	<i>71,773</i>	<i>66,694</i>	<i>78,748</i>
<b>Operating and Maintenance</b>				
210	Supplies	88	813	425
216	Reference Books and Materials	-	5	5
217	Dues and Subscriptions	-	78	133
218	NonCapital Equip and Furniture	3,317	13,288	8,108
240	Repair and Maintenance	7,382	8,744	7,385
246	Liability Insurance	71	68	107
247	Safety Expenses	-	50	50
250	Prof and Contracted Services	75	1,415	2,450
261	Telephone Charges	6,642	9,344	9,344
264	Printing and Copying	-	25	25
273	Fleet Lease Operating and Mtc	1,142	1,534	1,030
274	Fleet Lease Replacement	299	299	907
	<i>Subtotal</i>	<i>19,016</i>	<i>35,663</i>	<i>29,969</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	1,425	1,072
	<i>Subtotal</i>	<i>-</i>	<i>1,425</i>	<i>1,072</i>
	<b>SERVICE TOTAL</b>	<b>\$ 90,789</b>	<b>\$ 103,782</b>	<b>\$ 109,789</b>

## Regulatory Compliance

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

### Service Description:

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

### **SERVICE:** Regulatory Compliance

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sustainability Coordinator	0.00	0.00	0.00
PWNR Environmental Services Manager	0.05	0.00	0.00
Neighborhood Resouce Specialist	0.00	0.00	0.00
Sustainability Specialist	0.00	0.00	0.00
<b>Total</b>	<b>0.05</b>	<b>0.00</b>	<b>0.00</b>

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## Regulatory Compliance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	7,142	-	-
112	Temporary Wages	-	-	-
126	RHS Plan	20	-	-
128	FICA	-	-	-
129	Medicare Contribution	90	-	-
131	MOPC	350	-	-
132	Employee Insurance	1,151	-	-
133	GERP Retirement	589	-	-
135	Compensation Insurance	6	8	-
136	Unemployment Insurance	2	-	-
137	Staff Training and Conference	-	462	-
	<i>Subtotal</i>	<i>9,349</i>	<i>470</i>	<i>-</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	44	-
217	Dues and Subscriptions	-	44	-
218	NonCapital Equip and Furniture	-	-	-
246	Liability Insurance	12	13	-
250	Prof and Contracted Services	-	5,000	5,000
259	Licenses and Permits	96	1,000	1,000
261	Telephone Charges	21	-	-
	<i>Subtotal</i>	<i>128</i>	<i>6,101</i>	<i>6,000</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment <i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 9,478</b>	<b>\$ 6,571</b>	<b>\$ 6,000</b>

**Sanitation Natural Resources Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	226,965	225,932	319,445
Operating and Maintenance	9,303	22,418	25,987
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 236,268</b>	<b>\$ 248,350</b>	<b>\$ 345,432</b>



## Natural Resources Administration

**FUND:** Sanitation 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Sr Natural Resource Technician	0.10	0.10	0.10
Sr Grounds Maintenance Technician	1.85	2.85	2.85
Grounds Maintenance Technician II	1.00	0.00	1.00
<b>Total</b>	<b>2.95</b>	<b>2.95</b>	<b>3.95</b>

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## Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	171,918	170,965	243,629
121	Overtime Wages	3,675	-	-
126	RHS Plan	2,675	1,180	1,580
129	Medicare Contribution	2,088	2,478	3,533
131	MOPC	7,734	8,548	12,181
132	Employee Insurance	25,809	27,312	36,454
133	GERP Retirement	13,010	15,332	21,927
135	Compensation Insurance	3	60	61
136	Unemployment Insurance	52	57	80
	<i>Subtotal</i>	<i>226,965</i>	<i>225,932</i>	<i>319,445</i>
<b>Operating and Maintenance</b>				
210	Supplies	457	2,355	2,840
218	NonCapital Equip and Furniture	-	-	-
222	Chemicals	299	2,210	2,500
240	Repair and Maintenance	6	-	-
246	Liability Insurance	135	330	539
250	Prof and Contracted Services	563	9,910	10,105
261	Telephone Charges	1,117	-	-
273	Fleet Lease Operating and Mtc	3,063	2,525	1,800
274	Fleet Lease Replacement	3,663	5,088	8,203
	<i>Subtotal</i>	<i>9,303</i>	<i>22,418</i>	<i>25,987</i>
<b>Non-Operating Expemses</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 236,268</b>	<b>\$ 248,350</b>	<b>\$ 345,432</b>

**Sanitation Communications Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	-	-	675
Operating and Maintenance	-	-	73,980
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>74,655</b>

## Communications

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Communications Division is the voice and ears of the City organization. This team works to communicate with Longmont residents about services, emergencies, developments, events, and civic participation that impact or interest the community, as well as receive feedback and relay comments and concerns from the community. The Communications Division is a centralized entity within the Shared Services Department with expertise that includes:

- media relations and public information
- marketing
- strategic communications
- community involvement
- graphic design
- social media
- website administration
- creative outreach
- emergency and crisis communications

Team members are embedded in divisions and departments across the organization to build relationships and maintain subject matter expertise while pooling skills and resources as needed to support City and Council priorities.

## Communications

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
121	Overtime Wages	-	-	-
126	RHS Plan	-	-	-
129	Medicare Contribution	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	GERP Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Confer-	-	-	675
	<i>Subtotal</i>	-	-	675
<b>Operating and Maintenance</b>				
210	Supplies	-	-	45
217	Dues and Subscriptions	-	-	740
218	NonCapital Equip and Furni-	-	-	-
240	Repair and Maintenance	-	-	-
246	Liability Insurance	-	-	-
250	Prof and Contracted Ser-	-	-	22,775
252	Ads and Legal Notices	-	-	20,420
261	Telephone Charges	-	-	-
263	Postage	-	-	15,000
264	Printing and Copying	-	-	15,000
273	Fleet Lease Operating and	-	-	-
274	Fleet Lease Replacement	-	-	-
	<i>Subtotal</i>	-	-	73,980
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	-	-	-
<b>Capital Outlay</b>				
440	Vehicles	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,655</b>

**Sanitation Engineering Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	818	-	3,929
Operating and Maintenance	28	-	540
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 846</b>	<b>\$ -</b>	<b>4,469</b>

## Engineering

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides 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.

**SERVICE:** Engineering

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Administrative Assistant	0.00	0.00	0.05
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.05</b>

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## Engineering

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	200	-	2,843
126	RHS Plan	-	-	20
129	Medicare Contribution	5	-	41
131	MOPC	22	-	142
132	Employee Insurance	-	-	426
133	GERP Retirement	36	-	256
135	Compensation Insurance	555	-	-
136	Unemployment Insurance	-	-	1
137	Staff Training and Conference	-	-	200
	<i>Subtotal</i>	<i>818</i>	<i>-</i>	<i>3,929</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	142
218	NonCapital Equip and Furniture	-	-	148
246	Liability Insurance	28	-	-
250	Prof and Contracted Services	-	-	250
261	Telephone Charges	-	-	-
	<i>Subtotal</i>	<i>28</i>	<i>-</i>	<i>540</i>
<b>Capital Outlay</b>				
440	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 846</b>	<b>\$ -</b>	<b>\$ 4,469</b>



**Sanitation Operations Division Overview**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,953,451	2,215,102	2,597,632
Operating and Maintenance	5,270,864	5,017,219	6,318,251
Non-Operating	309,740	192,688	205,378
Capital	-	757	757
<b>TOTAL</b>	<b>\$ 7,534,055</b>	<b>\$ 7,425,766</b>	<b>\$ 9,122,018</b>

## Solid Waste Removal and Disposal

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service conducts weekly collection and disposal of household refuse generated at approximately 26,848 residences. Single family residences select a 40/48- or 96-gallon container; multiple family dwellings that pay the applicable refuse collection fees are provided a 4-cubic-yard dumpster. This service also collects and disposes of the refuse accumulated at City facilities and City parks. Included in this service are the disposal of division-collected refuse and other City division-hauled refuse. This service also provides for the safe disposal of household hazardous wastes such as paints, solvents, cleaners, etc.

**SERVICE:** Solid Waste Removal and Disposal

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Operations	0.25	0.25	0.25
Sanitation Supervisor	0.00	1.00	1.00
Waste Services Manager	0.50	0.50	0.50
Waste Services Technician I	0.00	0.00	9.50
Waste Services Technician II	0.00	0.00	1.00
Operations Support Specialist	1.00	1.00	1.00
Public Works Technician II	3.00	3.00	1.00
Public Works Technician I	8.25	8.25	0.00
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>13.25</b>	<b>14.25</b>	<b>14.50</b>

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## Solid Waste Removal and Disposal

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	776,590	886,375	1,019,357
112	Temporary Wages	27,178	25,000	-
121	Overtime Wages	26,918	25,000	25,000
123	Leave Expense	-	8,295	8,295
124	Skill Based Overtime Pay	-	2,500	2,500
126	RHS Plan	8,050	5,700	5,800
128	FICA	1,719	1,550	-
129	Medicare Contribution	10,409	13,220	14,780
131	MOPC	38,756	44,316	50,968
132	Employee Insurance	127,708	141,776	152,814
133	GERP Retirement	65,190	79,720	91,743
135	Compensation Insurance	21,018	20,301	28,955
136	Unemployment Insurance	255	290	337
137	Staff Training and Conference	1,303	11,000	11,000
141	Uniforms and Protective Clothing	8,097	16,000	20,000
142	Food Allowance	605	2,000	2,000
	<i>Subtotal</i>	<i>1,113,797</i>	<i>1,283,043</i>	<i>1,433,549</i>
<b>Operating and Maintenance</b>				
210	Supplies	21,347	20,000	20,000
217	Dues and Subscriptions	586	750	2,000
218	NonCapital Equip and Furniture	88,076	110,000	120,000
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	136,850	125,000	134,750
246	Liability Insurance	67,963	64,473	82,241
247	Safety Expenses	10,560	3,500	10,500
249	Operating Leases and Rentals	2,625	-	-
250	Prof and Contracted Services	556,151	643,200	741,200
260	Utilities	64,596	28,000	28,000
261	Telephone Charges	797	2,501	2,501
263	Postage	79	-	-
269	Other Services and Charges	46,632	25,000	25,000
270	Administrative and Management	742,462	590,971	691,158
273	Fleet Lease Operating and Mtc	851,805	496,485	727,823
274	Fleet Lease Replacement	864,644	896,460	1,336,992
	<i>Subtotal</i>	<i>3,455,174</i>	<i>3,006,340</i>	<i>3,922,165</i>
<b>Non-Operating Expense</b>				
950	Bad Debt	77,155	19,000	19,000
970	Transfers To Other Funds	232,585	173,688	186,378
	<i>Subtotal</i>	<i>309,740</i>	<i>192,688</i>	<i>205,378</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	757	757
	<i>Subtotal</i>	<i>-</i>	<i>757</i>	<i>757</i>
	<b>SERVICE TOTAL</b>	<b>\$ 4,878,711</b>	<b>\$ 4,482,828</b>	<b>\$ 5,561,849</b>

## Curbside Recycling

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides weekly collection of recyclables to single and multifamily dwellings. Individual or shared-use recycling containers are provided for each household. Materials accepted for recycling include newspaper, junk mail, magazines, metal and glass food and beverage containers, #1 and #2 plastic containers, used motor oil, and automotive batteries. This service provides contract payments to a vendor for processing, marketing and educational services.

**SERVICE:** Curbside Recycling

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Waste Services Manager	0.50	0.50	0.50
Waste Services Technician I	0.00	0.00	3.50
Waste Services Technician II	0.00	0.00	2.00
Public Works Technician I	4.50	4.50	0.00
Administrative Assistant	0.40	0.40	0.40
<b>Total</b>	<b>5.40</b>	<b>5.40</b>	<b>6.40</b>

## Curbside Recycling

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	298,360	326,685	445,620
112	Temporary Wages	11,398	15,000	-
121	Overtime Wages	11,758	10,000	10,000
126	RHS Plan	2,277	2,160	2,560
128	FICA	732	930	-
129	Medicare Contribution	4,071	4,957	6,461
131	MOPC	15,422	16,333	22,281
132	Employee Insurance	51,101	52,201	66,699
133	GERP Retirement	25,940	29,315	40,106
135	Compensation Insurance	7,786	7,965	7,843
136	Unemployment Insurance	102	107	147
	<i>Subtotal</i>	<i>428,948</i>	<i>465,653</i>	<i>601,717</i>
<b>Operating and Maintenance</b>				
210	Supplies	672	5,000	5,000
218	NonCapital Equip and Furniture	18,712	50,000	70,000
240	Repair and Maintenance	37	555	555
246	Liability Insurance	15,580	14,330	12,601
247	Safety Expenses	-	500	500
250	Prof and Contracted Services	330,363	469,000	554,000
260	Utilities	3,112	-	-
273	Fleet Lease Operating and Mtc	218,501	165,762	306,393
274	Fleet Lease Replacement	207,164	206,594	206,592
	<i>Subtotal</i>	<i>794,141</i>	<i>911,741</i>	<i>1,155,641</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,223,089</b>	<b>\$ 1,377,394</b>	<b>\$ 1,757,358</b>

## Special Trash Pickup

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service collects and disposes of trash items that are too large, bulky or hazardous for regular collection crews. Pickups are scheduled by appointment. Other services include cleaning alleys as requested by Street Operations, tree limb collection service by appointment for residents who have tree limbs that are too large to be transported to the Waste Diversion Center, Christmas tree recycling, wood waste mulching, annual household chemical collection program, free resident landfill days, leaf collection program in the fall, and an annual spring cleanup program.

**SERVICE:** Special Trash Pickup

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Public Works Technician II	1.00	1.00	1.00
Public Works Technician I	2.00	2.00	0.00
Waste Services Technician II	0.00	0.00	1.50
Waste Services Technician I	0.00	0.00	0.50
Customer Service Representative	1.00	1.00	1.00
Administrative Assistant	0.25	0.25	0.25
<b>Total</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

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## Special Trash Pickup

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	220,940	231,947	267,123
112	Temporary Wages	-	30,000	-
121	Overtime Wages	6,277	10,000	10,000
126	RHS Plan	1,100	1,700	1,700
128	FICA	-	1,860	-
129	Medicare Contribution	2,803	3,799	3,873
131	MOPC	11,455	11,597	13,356
132	Employee Insurance	36,562	37,069	39,978
133	GERP Retirement	19,267	20,821	24,041
135	Compensation Insurance	10,497	7,506	7,021
136	Unemployment Insurance	74	75	88
	<i>Subtotal</i>	<i>308,976</i>	<i>356,374</i>	<i>367,180</i>
<b>Operating and Maintenance</b>				
210	Supplies	9,950	2,000	2,000
246	Liability Insurance	3,076	2,487	4,450
247	Safety Expenses	-	1,000	1,000
250	Prof and Contracted Services	487,562	560,000	590,000
261	Telephone Charges	11	-	-
263	Postage	7	-	-
273	Fleet Lease Operating and Mtc	46,034	61,978	57,383
274	Fleet Lease Replacement	29,217	78,702	95,136
	<i>Subtotal</i>	<i>575,857</i>	<i>706,167</i>	<i>749,969</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 884,833</b>	<b>\$ 1,062,541</b>	<b>\$ 1,117,149</b>

## Landfill Maintenance

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

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

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	-	-	-
	<i>Subtotal</i>	-	-	-
<b>Operating and Maintenance</b>				
250	Prof and Contracted Services	22,400	30,000	30,000
	<i>Subtotal</i>	<i>22,400</i>	<i>30,000</i>	<i>30,000</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 22,400</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>



## Composting

**FUND:** Sanitation Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides every-other-week collection of yard waste and organic materials, such as food waste, at single-family residences. The program is voluntary and provided only to those who sign up and agree to pay the monthly collection fee. Organic waste is hauled to a local composting facility where it is processed for beneficial reuse.

**SERVICE:** Composting

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Waste Services Technician I	0.00	0.00	0.50
Waste Services Technician II	0.00	0.00	1.50
Public Works Technician I	1.25	1.25	0.00
Administrative Assistant	0.10	0.10	0.10
<b>Total</b>	<b>1.35</b>	<b>1.35</b>	<b>2.10</b>

## Composting

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	74,771	74,038	139,604
121	Overtime Pay	2,084	10,000	10,000
126	RHS Plan	728	540	840
129	Medicare Contribution	936	1,074	2,024
131	MOPC	3,676	3,702	6,980
132	Employee Insurance	11,830	11,829	20,905
133	GERP Retirement	6,182	6,642	12,564
135	Compensation Insurance	1,499	2,182	2,223
136	Unemployment Insurance	24	25	46
	<i>Subtotal</i>	<i>101,730</i>	<i>110,032</i>	<i>195,186</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,642	1,700	1,700
218	NonCapital Equip and Furniture	112,201	20,000	40,000
246	Liability Insurance	2,446	2,545	2,670
250	Prof and Contracted Services	238,036	255,100	295,100
273	Fleet Lease Operating and Mtc	3,615	18,274	55,654
274	Fleet Lease Replacement	65,352	65,352	65,352
	<i>Subtotal</i>	<i>423,292</i>	<i>362,971</i>	<i>460,476</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 525,022</b>	<b>\$ 473,003</b>	<b>\$ 655,662</b>

### Capital Improvement Program Projects

<b>SANITATION FUND PROJECTS</b>		<b>2023 Budget</b>
PRO200 Public Education and Interpretive Signage		\$ 6,153
SAN005 Waste Services CNG Building Expansion		520,000
<b>TOTAL</b>		<b>\$ 526,153</b>

## AFFORDABLE HOUSING FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	290,867	378,303	572,195
Operating and Maintenance	666,213	1,203,528	2,002,267
Non-Operating	-	-	1,084
Capital	-	300,000	300,000
<b>TOTAL</b>	<b>\$ 957,080</b>	<b>\$ 1,881,831</b>	<b>\$ 2,875,546</b>

### *Fund Description*

The Affordable Housing Fund provides private and nonprofit housing developers with funding to support, construct, provide or reinvest in housing that is affordable to the city's lower income workforce and those living in poverty. Each year that sufficient funds are available, funding proposals are requested. The Affordable Housing Technical Review Group and the Housing and Human Services Advisory Board review the requests for project funding and make funding recommendations. These recommendations are then presented to City Council for formal approval. Some funds are set aside to offset water/sewer system development fees for developers providing a substantial amount of affordable housing in their developments. Administration of this fund is provided by the Community Services Department.

### **SERVICE:** Affordable Housing Administration

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
CDBG Disaster Recovery Manager	0.80	0.70	0.00
Housing and Community Investment Division Director	0.00	0.00	1.00
Housing Investment Manager	0.00	0.00	1.00
Affordable Housing Program Specialist	0.00	0.00	2.00
Sr Accountant	0.00	0.00	0.35
Accountant	0.25	0.70	0.00
Associate Planner	0.00	1.00	0.00
Housing/Community Investment Prog Spec	1.05	1.00	0.00
<b>Total</b>	<b>2.10</b>	<b>3.40</b>	<b>4.35</b>

**AFFORDABLE HOUSING FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 2,532,471</b>	<b>\$ 3,515,926</b>	<b>\$ 1,747,291</b>
Committed Working Capital	-	1,743,347	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Fees	-	-	-
Intergovernmental	-	-	-
Interest	22,863	-	-
Miscellaneous	376,586	350,000	1,465,432
Operating Transfers	1,541,086	1,506,543	1,496,543
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>1,940,535</b>	<b>1,856,543</b>	<b>2,961,975</b>
<b>EXPENDITURES</b>			
Personal Services	290,867	378,303	572,195
Operating and Maintenance	666,213	1,203,528	2,002,267
Non- Operating	-	-	1,084
Capital Projects	-	300,000	300,000
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL ADJUSTED EXPENDITURES</b>	<b>957,080</b>	<b>1,881,831</b>	<b>2,875,546</b>
<b>ENDING WORKING CAPITAL</b>	<b>3,515,926</b>	<b>1,747,291</b>	<b>1,833,720</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 983,455	\$ (25,288)	\$ 86,429

## 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.

## Affordable Housing Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	198,595	286,380	436,987
115	One Time Payment	4,297	-	-
123	Leave Expense	-	1,210	1,210
126	RHS Plan	7,983	1,360	1,740
129	Medicare Contribution	2,535	4,060	6,177
131	MOPC	9,672	13,995	21,300
132	Employee Insurance	49,203	44,786	63,899
133	GERP Retirement	16,270	25,192	38,339
135	Compensation Insurance	1,404	928	903
136	Unemployment Insurance	103	92	140
137	Staff Training and Conference	805	200	1,500
142	Food Allowance	-	100	-
	<i>Subtotal</i>	<i>290,867</i>	<i>378,303</i>	<i>572,195</i>
<b>Operating and Maintenance</b>				
210	Supplies	65	250	500
217	Dues and Subscriptions	1,800	-	2,000
218	NonCapital Equip and Furniture	135	300	3,865
240	Repair and Maintenance	-	-	-
245	Mileage Allowance	26	200	200
246	Liability Insurance	160	478	857
249	Operating Leases and Rentals	1,409	-	1,200
250	Prof and Contracted Services	25,981	1,200,000	1,982,345
252	Ads and Legal Notices	591	100	600
263	Postage	907	200	1,200
264	Printing Copying and Binding	273	500	500
269	Other Services and Charges	634,866	1,500	9,000
	<i>Subtotal</i>	<i>666,213</i>	<i>1,203,528</i>	<i>2,002,267</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	1,084
971	City Council Contingency	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>1,084</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
471	Land	-	300,000	300,000
475	Building Facility and Improvements	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>300,000</i>	<i>300,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 957,080</b>	<b>\$ 1,881,831</b>	<b>\$ 2,875,546</b>

**AIRPORT FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	102,229	209,101	231,504
Operating and Maintenance	321,769	325,612	332,029
Non-Operating	-	272	134
Capital	37,588	102,100	327,777
<b>TOTAL</b>	<b>\$ 461,586</b>	<b>\$ 637,085</b>	<b>\$ 891,444</b>

***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.

**SERVICE: Airport Operations**

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Airport Manager	1.00	1.00	1.00
Airport Operations and Maintenance Technician	0.00	1.00	0.00
Public Works Technician I	0.00	0.00	0.78
<b>Total</b>	<b>1.00</b>	<b>2.00</b>	<b>1.78</b>

**AIRPORT FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 873,572</b>	<b>\$ 1,011,768</b>	<b>\$ 626,286</b>
COMMITTED WORKING CAPITAL	-	365,529	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charges for Services	522,778	540,132	627,470
Grants and Donations	82,000	77,000	295,000
Interest	(2,404)	-	-
Miscellaneous	4,760	-	-
Operating Transfers	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>607,134</b>	<b>617,132</b>	<b>922,470</b>
<b>EXPENSES</b>			
Airport Operations	423,998	534,985	563,533
Transfers to Other Funds	-	-	134
CIP Projects	37,588	102,100	327,777
Estimated Expense Adjustment	-	-	-
Total Operating Expenses	461,586	637,085	891,444
Adjustment for GAAP Expenses	7,352	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>468,938</b>	<b>637,085</b>	<b>891,444</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,011,768</b>	<b>626,286</b>	<b>657,312</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 138,196	\$ (19,953)	\$ 31,026



## Airport Operations

**FUND:** Airport Fund

**DEPARTMENT:** External Services

**Service Description:**

This service is responsible for the management, administration and operation of Vance Brand Municipal Airport. Airport Operations Service responsibilities include lease negotiation and enforcement, capital improvement and budget preparation, facility maintenance, project design and management, revenue collections, FAA and state grant applications and administration, enforcement of airport rules and regulations, emergency response and coordination with local and federal agencies, scheduling and coordinating special events, and community relations.

## Airport Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	68,692	152,980	171,685
121	Overtime Wages	1,329	1,300	1,300
126	RHS Plan	5,470	800	712
129	Medicare Contribution	786	2,182	2,433
131	MOPC	3,306	7,525	8,390
132	Employee Insurance	17,007	24,079	25,171
133	GERP Retirement	5,554	13,544	15,103
135	Compensation Insurance	50	41	55
136	Unemployment Insurance	34	50	55
137	Staff Training and Conference	-	6,100	6,100
142	Food Allowance	-	500	500
	<i>Subtotal</i>	<i>102,229</i>	<i>209,101</i>	<i>231,504</i>
<b>Operating and Maintenance</b>				
210	Supplies	339	10,164	10,164
217	Dues and Subscriptions	1,075	2,815	2,815
218	NonCapital Equip and Furniture	-	6,200	3,100
240	Repair and Maintenance	105,385	100,000	100,000
245	Mileage Allowance	-	150	150
246	Liability Insurance	5,273	12,435	11,714
250	Prof and Contracted Services	87,946	68,750	88,750
252	Ads and Legal Notices	320	500	500
260	Utilities	14,034	15,000	15,000
261	Telephone Charges	608	740	740
263	Postage	-	100	100
264	Printing Copying and Binding	-	200	200
269	Other Services and Charges	593	-	-
270	Administrative Mgmt Services	95,780	77,744	82,794
273	Fleet Lease Operating and Mtc	10,416	30,066	15,484
274	Fleet Lease Replacement	-	748	518
	<i>Subtotal</i>	<i>321,769</i>	<i>325,612</i>	<i>332,029</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	272	134
	<i>Subtotal</i>	<i>-</i>	<i>272</i>	<i>134</i>
<b>Capital Outlay</b>				
432	Vehicles	-	42,100	-
	<i>Subtotal</i>	<i>-</i>	<i>42,100</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 423,998</b>	<b>\$ 577,085</b>	<b>\$ 563,667</b>

### Capital Improvement Program Projects

<b>AIRPORT FUND PROJECTS</b>	<b>2023 Budget</b>
TRP012 Vance Brand Airport Improvements	\$ 327,777
<b>TOTAL</b>	<b>\$ 327,777</b>

### ART IN PUBLIC PLACES FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	95,395	105,044	169,179
Operating and Maintenance	61,948	132,279	166,219
Non-Operating	-	-	-
Capital	28,900	265,000	240,000
<b>TOTAL</b>	<b>\$ 186,242</b>	<b>\$ 502,323</b>	<b>\$ 575,398</b>

***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.

**SERVICE: Art in Public Places**

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Art in Public Places Administrator	1.00	1.00	1.00
AIPP Program Assistant	0.00	0.00	0.75
Registrar	0.25	0.25	0.25
<b>Total</b>	<b>1.25</b>	<b>1.25</b>	<b>2.00</b>

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**ART IN PUBLIC PLACES - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,281,297</b>	<b>\$ 1,164,920</b>	<b>\$ 1,023,658</b>
Committed Working Capital	-	3,250	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Interest	(2,537)	-	-
Grants and Donations	148		
Miscellaneous	(3,727)	-	-
Transfers from Other Funds	75,981	364,311	260,175
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>69,865</b>	<b>364,311</b>	<b>260,175</b>
<b>EXPENDITURES</b>			
Personal Services	95,395	105,044	169,179
Operating and Maintenance	61,948	132,279	166,219
Non-Operating	-	-	-
Capital	28,900	265,000	240,000
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>186,242</b>	<b>502,323</b>	<b>575,398</b>
<b>ENDING WORKING CAPITAL</b>	<b>1,164,920</b>	<b>1,023,658</b>	<b>708,435</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (116,377)	\$ (138,012)	\$ (315,223)

## Art in Public Places

**FUND:** Art in Public Places Fund

**DEPARTMENT:** Community Services

**Service Description:**

Art in Public Places is dedicated to enhancing the Longmont community by providing a diverse collection of public art. The Art in Public Places Commission, appointed by City Council, with staffing and support provided through the Longmont Museum and the Community Services Department, oversees the use of this fund for the creation and maintenance of a permanent public art collection, a program of temporary public art, and building community awareness of Longmont's public art.

## Art in Public Places

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	72,149	77,628	127,170
126	RHS Plan	499	500	799
129	Medicare Contribution	767	1,101	1,816
131	MOPC	3,607	3,793	6,263
132	Employee Insurance	11,908	12,140	18,789
133	GERP Retirement	6,068	6,829	11,273
135	Compensation Insurance	34	28	28
136	Unemployment Insurance	24	25	41
137	Staff Training and Conference	338	3,000	3,000
	<i>Subtotal</i>	<i>95,395</i>	<i>105,044</i>	<i>169,179</i>
<b>Operating and Maintenance</b>				
210	Supplies	4,688	13,500	13,818
216	Reference Books and Materials	42	300	300
217	Dues and Subscriptions	4,094	4,500	5,000
218	Non Capital Equipment and Furni-	3,200	1,200	2,888
225	Freight	-	1,000	1,000
240	Repair and Maintenance	1,905	25,000	30,000
246	Liability Insurance	230	279	1,713
250	Prof and Contracted Services	46,124	75,000	100,000
252	Ads and Legal Notices	80	2,000	2,000
261	Telephone Charges	1,446	3,500	3,500
263	Postage	17	2,000	2,000
264	Printing Copying and Binding	122	4,000	4,000
	<i>Subtotal</i>	<i>61,948</i>	<i>132,279</i>	<i>166,219</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
473	Building and Facility Developmnt	28,900	265,000	240,000
	<i>Subtotal</i>	<i>28,900</i>	<i>265,000</i>	<i>240,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 186,242</b>	<b>\$ 502,323</b>	<b>\$ 575,398</b>

### CALLAHAN HOUSE FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	93,101	104,130	108,862
Operating and Maintenance	35,662	36,581	46,676
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 128,764</b>	<b>\$ 140,711</b>	<b>\$ 155,538</b>

***Fund Description***

The Callahan House, built in 1892, is on the National Register of Historic Places. It was donated to the City in 1938 by the Callahan family to be used for meetings and social events.

The Callahan House Fund was created in 1995 as a result of the City assuming direct responsibility for managing the facility. Previously, the City was responsible for only the maintenance and operational costs of the facility and providing funds for the house manager’s salary on a contract basis. Administration of this fund is provided by the Community Services Department.

**SERVICE:** Callahan House

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Callahan House Manager	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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**CALLAHAN HOUSE FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 37,322</b>	<b>\$ 51,209</b>	<b>\$ 48,264</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	52,148	47,900	57,900
Grants and Donations	4,111	-	-
Interest	(167)	200	200
Miscellaneous	-	-	-
Transfers from Other Funds	86,559	89,666	95,970
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>142,651</b>	<b>137,766</b>	<b>154,070</b>
<b>EXPENDITURES</b>			
Personal Services	93,101	104,130	108,862
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>128,764</b>	<b>140,711</b>	<b>155,538</b>
<b>ENDING WORKING CAPITAL</b>	<b>51,209</b>	<b>48,264</b>	<b>46,796</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 13,887	\$ (2,945)	\$ (1,468)



## Callahan House

**FUND:** Callahan House Fund

**DEPARTMENT:** Community Services

**Service Description:**

The Callahan House is used for various events, from business meetings to wedding receptions.

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	65,719	69,460	73,632
112	Temporary Wages	5,716	11,500	11,500
126	RHS Plan	400	400	400
128	FICA	354	713	713
129	Medicare Contribution	860	1,151	1,211
131	MOPC	3,286	3,395	3,599
132	Employee Insurance	10,715	10,863	10,796
133	GERP Retirement	5,527	6,110	6,477
135	Compensation Insurance	503	516	510
136	Unemployment Insurance	21	22	24
	<i>Subtotal</i>	<i>93,101</i>	<i>104,130</i>	<i>108,862</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,754	3,773	5,773
217	Dues and Subscriptions	750	1,000	1,000
218	NonCapital Equip and Furniture	327	1,500	1,500
240	Repair and Maintenance	800	3,350	3,350
245	Mileage Allowance	596	1,138	1,138
246	Liability Insurance	158	158	234
250	Prof and Contracted Services	21,354	13,500	18,500
252	Ads and Legal Notices	7,477	9,700	12,700
259	Licenses and Permits	-	450	450
261	Telephone Charges	420	500	500
263	Postage	-	500	500
264	Printing Copying and Binding	26	1,012	1,031
	<i>Subtotal</i>	<i>35,662</i>	<i>36,581</i>	<i>46,676</i>
<b>Non-Operating Expense</b>				
374	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
431	Furniture and Fixtures	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 128,764</b>	<b>\$ 140,711</b>	<b>\$ 155,538</b>

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	253,749	179,542	125,611
Operating and Maintenance	4,033,736	429,137	399,098
Non-Operating	-	-	-
Capital	4,249,909	-	-
<b>TOTAL</b>	<b>\$ 8,537,394</b>	<b>\$ 608,679</b>	<b>\$ 524,709</b>

### ***Fund Description***

The Community Development Block Grant 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 FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ (1,316,497)</b>	<b>\$ (416,073)</b>	<b>\$ 17,947</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Grants	9,384,063	558,679	519,709
Interest	297	-	-
Miscellaneous	53,458	50,000	5,000
Transfers from other funds	-		
Estimated Revenue Revision	-	434,020	
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>9,437,818</b>	<b>1,042,699</b>	<b>524,709</b>
<b>EXPENDITURES</b>			
Personal Services	253,749	179,542	125,611
Operating and Maintenance	4,033,736	429,137	399,098
Non-Operating	-	-	-
Capital	4,249,909	-	-
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL ADJUSTED EXPENDITURES</b>	<b>8,537,394</b>	<b>608,679</b>	<b>524,709</b>
<b>ENDING WORKING CAPITAL</b>	<b>(416,073)</b>	<b>17,947</b>	<b>17,947</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 900,424	\$ 434,020	\$ -

## CDBG Administration

**FUND:** Community Development Block Grant Fund

**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

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
CDBG Disaster Recovery	0.20	0.30	0.00
Affordable Housing Pro-Housing/Community Investment Prog Spec	0.00	0.00	1.00
Project Manager II	0.95	1.00	0.00
Sr Accountant	1.00	0.00	0.00
Accountant	0.00	0.00	0.15
<b>Total</b>	<b>2.90</b>	<b>1.60</b>	<b>1.15</b>

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## CDBG Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	203,452	136,040	95,147
123	Leave Expense	19	-	-
126	RHS Plan	2,093	640	460
129	Medicare Contribution	2,509	1,927	1,380
131	MOPC	10,114	6,648	4,758
132	Employee Insurance	18,398	21,275	14,272
133	GERP Retirement	17,006	11,968	8,563
136	Unemployment Insurance	33	44	31
137	Staff Training and Conference	125	1,000	1,000
	<i>Subtotal</i>	<i>253,749</i>	<i>179,542</i>	<i>125,611</i>
<b>Operating and Maintenance</b>				
210	Supplies	115	1,000	500
217	Dues and Subscriptions	940	2,500	1,000
218	NonCapital Equip and Furniture	-	1,600	2,266
245	Mileage Allowance	113	500	200
249	Operating Leases and Rentals	-	1,200	-
250	Prof and Contracted Services	184,672	417,437	120,289
252	Ads and Legal Notices	1,238	500	300
261	Telephone Charges	226	-	-
263	Postage	45	1,100	100
264	Printing Copying and Binding	324	1,800	500
269	Other Services and Charges	3,846,063	1,500	273,943
	<i>Subtotal</i>	<i>4,033,736</i>	<i>429,137</i>	<i>399,098</i>
<b>Non-Operating Expense</b>				
970	Transfer to Other Funds	-	-	-
971	Contingency	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
475	Building and Facility Improvements	4,249,909	-	-
	<i>Subtotal</i>	<i>4,249,909</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 8,537,394</b>	<b>\$ 608,679</b>	<b>\$ 524,709</b>

## UTILITY BILLING CUSTOMER INFORMATION FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	538,070	661,431	753,005
Operating and Maintenance	54,276	584	2,400
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 592,346</b>	<b>\$ 662,015</b>	<b>\$ 755,405</b>

### *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.

### **SERVICE:** Utility Billing CIS

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Director of Project Deployment	0.00	0.38	0.38
CIS Business Analyst	2.00	1.00	1.00
Applications Support Analyst	2.00	2.00	2.00
CIS and AMI Administrative Analyst	0.00	0.00	0.50
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
<b>Total</b>	<b>7.00</b>	<b>6.38</b>	<b>6.88</b>

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**UTILITY BILLING CUSTOMER INFORMATION FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 7,157,188</b>	<b>\$ 7,771,680</b>	<b>\$ 755,405</b>
Committed Working Capital	-	6,354,260	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Other Fund Transfers	1,220,000	-	-
Interest	(16,204)	-	-
Adjustment for GAAP Revenue	3,042	-	-
<b>TOTAL FUNDS</b>	<b>1,206,838</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>			
Personal Services	538,070	661,431	753,005
Operating and Maintenance	54,276	584	2,400
Non-Operating	-	-	-
Capital	-	-	-
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>592,346</b>	<b>662,015</b>	<b>755,405</b>
<b>ENDING WORKING CAPITAL</b>	<b>7,771,680</b>	<b>755,405</b>	<b>0</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 614,492	\$ (662,015)	\$ (755,405)

## Utility Billing Customer Information System

**FUND:** Utility Billing Customer Information System Fund

**DEPARTMENT:** Finance

**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 six full-time, term-limited backfill positions.

### Line Item Budget

<b>Personal Services</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111 Salaries and Wages	392,112	501,405	578,290
121 Overtime Wages	-	-	-
126 RHS Plan	800	2,550	2,750
129 Medicare Contribution	4,765	7,270	8,198
131 MOPC	19,456	25,070	28,266
132 Employee Insurance	87,995	79,973	84,257
133 GERP Retirement	32,726	44,803	50,878
135 Compensation Insurance	-	196	180
136 Unemployment Insurance	217	164	186
<i>Subtotal</i>	<i>538,070</i>	<i>661,431</i>	<i>753,005</i>
<b>Operating and Maintenance</b>			
210 Supplies	30	-	-
218 NonCapital Equip and Furniture	3,645	-	2,400
246 Liability Insurance	601	584	-
250 Prof and Contracted Services	50,000	-	-
<i>Subtotal</i>	<i>54,276</i>	<i>584</i>	<i>2,400</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$ 592,346</b>	<b>\$ 662,015</b>	<b>\$ 755,405</b>



### CONSERVATION TRUST FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	62,302	108,555	125,659
Operating and Maintenance	135,283	128,114	138,443
Non-Operating	-	-	-
Capital	72,327	3,733,667	2,384,496
<b>TOTAL</b>	<b>\$ 269,912</b>	<b>\$ 3,970,336</b>	<b>\$ 2,648,598</b>

***Fund Description***

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

### Capital Improvement Program Projects

<b>CONSERVATION TRUST FUND PROJECT</b>	<b>2023 Budget</b>
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 75,000
PRO05B St Vrain Greenway	750,000
PRO083 Primary and Secondary Greenway Connection	940,000
PRO200 Public Education and Interpretive Signage	6,153
PRO201 Dog Park #2 Relocation	613,343
<b>TOTAL</b>	<b>\$ 2,384,496</b>

**CONSERVATION TRUST FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 5,706,942</b>	<b>\$ 6,599,155</b>	<b>\$ 1,918,144</b>
Committed Working Capital	-	1,672,715	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Lottery Proceeds	1,181,428	950,000	1,150,000
Interest	(19,303)	12,040	6,320
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>1,162,125</b>	<b>962,040</b>	<b>1,156,320</b>
<b>EXPENDITURES</b>			
Personal Services	62,302	108,555	125,659
Operating and Maintenance	135,283	128,114	138,443
Non-Operating	-	-	-
Capital	72,327	3,733,667	2,384,496
<b>TOTAL EXPENDITURES</b>	<b>269,912</b>	<b>3,970,336</b>	<b>2,648,598</b>
<b>ENDING WORKING CAPITAL</b>	<b>6,599,155</b>	<b>1,918,144</b>	<b>425,866</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 892,213	\$ (3,008,296)	\$ (1,492,278)

**Line Item Budget**

	2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>			
112	Temporary Wages	57,156	100,000
121	Overtime Wages	334	-
128	FICA	3,577	6,200
129	Medicare Contribution	837	1,450
135	Compensation Insurance	399	905
	<i>Subtotal</i>	<i>62,302</i>	<i>108,555</i>
<b>Operating and Maintenance</b>			
218	NonCapital Equip and Furni- ture	-	-
246	Liability Insurance	42	114
250	Prof and Contracted Ser-	135,035	128,000
261	Telephone Charges	205	-
	<i>Subtotal</i>	<i>135,283</i>	<i>128,114</i>
	<b>SERVICE TOTAL</b>	<b>\$ 197,585</b>	<b>\$ 236,669</b>
		<b>\$ 264,102</b>	

**DOWNTOWN DEVELOPMENT AUTHORITY FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	324,677	354,063	411,025
Operating and Maintenance	540,730	674,660	674,240
Non-Operating	592,141	598,046	934,035
Capital	132,781	58,742	412,035
<b>TOTAL</b>	<b>\$ 1,590,329</b>	<b>\$ 1,685,511</b>	<b>\$ 2,431,335</b>

***Fund Description***

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

The property tax that is levied on all real and personal property within the LDDA boundaries is accumulated in two funds: Operations and Debt Service. A property tax of 5.000 mills is levied on all real and personal property within the LDDA boundaries and is used to finance LDDA administration out of the Operations Fund. Property Tax increment revenues for property within the LDDA boundaries is the source of funds to pay the debt service payments in the Debt Service Fund. Revenues for building permits are used for construction and maintenance projects within the LDDA district out of the Building Permit Fund.

**DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 312,135</b>	<b>\$ 361,638</b>	<b>\$ 348,947</b>
Committed Working Capital	-	29,812	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Property Taxes	264,395	275,440	279,895
Automobile Taxes	15,575	13,000	13,000
Intergovernmental Revenue	2,201	-	-
Interest Income	(330)	2,300	2,000
Transfer from DIP	2,500	2,500	2,500
Transfer from Construction	40,200	32,900	20,840
Miscellaneous	7,639	18,000	21,600
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>332,180</b>	<b>344,140</b>	<b>339,835</b>
<b>EXPENSES</b>			
Operations	282,677	327,019	377,763
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENSES</b>	<b>282,677</b>	<b>327,019</b>	<b>377,763</b>
<b>ENDING WORKING CAPITAL</b>	<b>361,638</b>	<b>348,947</b>	<b>311,019</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 49,503	\$ 17,121	\$ (37,928)

**DOWNTOWN DEVELOPMENT AUTHORITY CONSTRUCTION FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,905,467</b>	<b>\$ 2,049,622</b>	<b>\$ 484,328</b>
COMMITTED WORKING CAPITAL	-	1,565,294	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Parking Fee	48,667	58,400	58,400
Miscellaneous Revenue	2,500	-	-
Interest Income	(5,106)	-	-
Intergovernmental Revenue	146,783	-	-
Proceeds from Advance	298,864	218,242	545,475
Proceeds from Bonds	-	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>491,708</b>	<b>276,642</b>	<b>603,875</b>
<b>EXPENSES</b>			
Operations	214,772	217,900	191,840
Capital	132,781	58,742	412,035
Adjustment for GAAP Expense	-	-	-
<b>TOTAL EXPENSES</b>	<b>347,553</b>	<b>276,642</b>	<b>603,875</b>
<b>ENDING WORKING CAPITAL</b>	<b>2,049,622</b>	<b>484,328</b>	<b>484,328</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 144,155	\$ -	\$ -

**DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 2,198,148</b>	<b>\$ 2,999,519</b>	<b>\$ 3,745,973</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Property Tax Increment - 1016	1,400,698	1,342,000	1,312,375
Interest Income	(9,686)	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>1,391,012</b>	<b>1,342,000</b>	<b>1,312,375</b>
<b>EXPENSES</b>			
Principal	587,984	593,546	926,332
Interest and Fiscal Charges	1,657	2,000	4,000
Interfund Transfers	-	-	-
<b>TOTAL EXPENSES</b>	<b>589,641</b>	<b>595,546</b>	<b>930,332</b>
<b>ENDING WORKING CAPITAL</b>	<b>2,999,519</b>	<b>3,745,973</b>	<b>4,128,016</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 801,371	\$ 746,454	\$ 382,043

**DOWNTOWN DEVELOPMENT AUTHORITY BUILDING PERMIT FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 311,328</b>	<b>\$ 570,531</b>	<b>\$ 382,205</b>
Committed Working Capital	-	165,826	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental	306,267	50,000	70,000
Interest Income	(4,827)	-	-
Transfer from DDA	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	3,595	-	-
<b>TOTAL FUNDS</b>	<b>305,035</b>	<b>50,000</b>	<b>70,000</b>
<b>EXPENSES</b>			
Operations	45,832	72,500	72,500
Capital	-	-	-
<b>TOTAL EXPENSES</b>	<b>45,832</b>	<b>72,500</b>	<b>72,500</b>
<b>ENDING WORKING CAPITAL</b>	<b>570,531</b>	<b>382,205</b>	<b>379,705</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 259,203	\$ (22,500)	\$ (2,500)

**DOWNTOWN DEVELOPMENT AUTHORITY FAÇADE IMPROVEMENT FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 90,473</b>	<b>\$ 90,237</b>	<b>\$ 90,237</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Interest Income	(236)	-	-
Transfer from DDA	-	-	-
Proceeds from Advance	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>(236)</b>	<b>-</b>	<b>-</b>
<b>EXPENSES</b>			
Operations	-	-	-
Capital	-	-	-
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING WORKING CAPITAL</b>	<b>90,237</b>	<b>90,237</b>	<b>90,237</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (236)	\$ -	\$ -



**DOWNTOWN DEVELOPMENT AUTHORITY ARTS & ENTERTAINMENT FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 59,379</b>	<b>\$ 81,027</b>	<b>\$ 33,830</b>
COMMITTED WORKING CAPITAL	-	47,197	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Intergovernmental Revenue	10,000	5,000	5,000
Charges for Service	38,339	33,500	61,000
Interest Income	(230)	-	-
Grants and Donations	8,753	-	-
Proceeds from Advance	289,120	375,304	380,865
Transfer from City General Fund	-	-	-
Miscellaneous	291	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>346,273</b>	<b>413,804</b>	<b>446,865</b>
<b>EXPENSES</b>			
Operations	324,625	413,804	446,865
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENSES</b>	<b>324,625</b>	<b>413,804</b>	<b>446,865</b>
<b>ENDING WORKING CAPITAL</b>	<b>81,027</b>	<b>33,830</b>	<b>33,830</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 21,648	\$ -	\$ -

## Downtown Development Authority Operations

**FUND:** Downtown Development Authority Operations Fund

**DEPARTMENT:** Longmont Downtown Development Authority

**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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
LDDA Executive Director	0.67	0.67	0.70
Downtown Specialist	0.46	0.46	0.00
Business Project Manager/Volunteer Coordinator	0.00	0.00	0.49
LDDA Program Coordinator	0.35	0.35	0.35
<b>Total</b>	<b>1.48</b>	<b>1.48</b>	<b>1.54</b>

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## Downtown Development Authority Operations

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	145,138	151,204	180,184
115	One Time Pay	-	3,350	-
121	Overtime Wages	-	-	1,500
123	Leave Expense	-	892	2,500
126	RHS Plan	1,508	591	616
129	Medicare Contribution	1,798	2,176	2,590
131	MOPC	7,157	7,503	8,932
132	Employee Insurance	23,750	24,009	26,797
133	GERP Retirement	12,037	13,505	16,078
135	Compensation Insurance	-	-	54
136	Unemployment Insurance	48	49	59
137	Staff Training and Conference	2,267	2,000	3,000
142	Food Allowance	-	150	150
	<i>Subtotal</i>	<i>193,703</i>	<i>205,429</i>	<i>242,460</i>
<b>Operating and Maintenance</b>				
210	Supplies	8,740	5,900	6,900
217	Dues and Subscriptions	1,093	1,700	2,000
218	NonCapital Equip and Furniture	3,446	-	2,500
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	4,031	5,750	4,700
245	Mileage Allowance	-	250	250
246	Liability Insurance	9,628	9,900	11,000
249	Operating Leases and Rentals	38,396	40,440	46,350
250	Prof and Contracted Services	20,853	50,000	51,900
252	Ads and Legal Notices	50	-	1,000
260	Utilities	440	750	750
261	Telephone Charges	365	1,500	1,500
263	Postage	70	250	250
264	Printing Copying and Binding	783	2,500	2,500
269	Other Services and Charges	1,080	2,650	2,500
	<i>Subtotal</i>	<i>88,974</i>	<i>121,590</i>	<i>134,100</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	1,203
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>1,203</i>
<b>Capital Outlay</b>				
470	Planning and Design	-	-	-
480	System Improvements	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 282,677</b>	<b>\$ 327,019</b>	<b>\$ 377,763</b>

## Downtown Development Authority Arts and Entertainment

**FUND:** Downtown Development Authority Arts and Entertainment Fund

**DEPARTMENT:** Longmont Downtown Development Authority

**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 DDA.

**SERVICE:** Downtown Development Authority - Arts and Entertainment

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
LDDA Executive Director	0.18	0.18	0.15
Downtown Specialist	0.14	0.14	0.00
Program Specialist	0.75	0.00	0.00
LDDA Program Coordinator	0.35	0.35	0.35
LDDA Marketing Generalist II/Special Event Coordinator	0.00	0.75	1.00
<b>Total</b>	<b>1.42</b>	<b>1.42</b>	<b>1.50</b>

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## Downtown Development Authority Arts and Entertainment

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	98,962	105,572	122,027
112	Temporary Wages	716	7,500	7,500
115	One Time Payment	-	900	-
121	Overtime Wages	183	-	-
123	Leave Expense	-	240	700
126	RHS Plan	816	568	600
128	FICA	31	465	465
129	Medicare Contribution	1,121	1,615	1,846
131	MOPC	4,908	5,189	5,991
132	Employee Insurance	15,948	16,609	17,972
133	GERP Retirement	8,256	9,342	10,783
135	Compensation Insurance	-	-	41
136	Unemployment Insurance	32	34	40
137	Staff Training and Conference	-	500	500
142	Food Allowance	-	100	100
	<i>Subtotal</i>	<i>130,974</i>	<i>148,634</i>	<i>168,565</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,288	15,750	11,000
217	Dues and Subscriptions	5,167	4,720	4,600
218	NonCapital Equip and Furniture	-	-	-
245	Mileage Allowance	-	200	200
246	Liability Insurance	1,335	1,000	2,500
250	Prof and Contracted Services	131,045	161,100	185,000
252	Ads and Legal Notices	13,831	37,000	27,500
260	Utilities	7,853	8,500	8,500
261	Telephone Charges	634	-	-
263	Postage	4,427	6,000	6,000
264	Printing Copying and Binding	18,811	25,400	27,500
269	Other Services and Charges	7,260	5,500	5,500
	<i>Subtotal</i>	<i>193,651</i>	<i>265,170</i>	<i>278,300</i>
<b>Non-Operating Expense</b>				
970	Transfers To Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 324,625</b>	<b>\$ 413,804</b>	<b>\$ 446,865</b>

**DOWNTOWN PARKING FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	46,386	48,897	59,992
Operating and Maintenance	28,247	40,675	45,800
Non-Operating	-	-	-
Capital	16,516	10,000	10,000
<b>TOTAL</b>	<b>\$ 91,149</b>	<b>\$ 99,572</b>	<b>\$ 115,792</b>

***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.

**DOWNTOWN PARKING FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 321,657</b>	<b>\$ 336,747</b>	<b>\$ 218,786</b>
Committed Working Capital	-	98,889	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Parking Permits	106,943	79,000	90,000
Intergovernmental Revenue	-	-	-
Interest Income	(717)	1,500	1,000
Miscellaneous	13	-	-
Interfund Transfers	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>106,239</b>	<b>80,500</b>	<b>91,000</b>
<b>EXPENDITURES</b>			
Personal Services	46,386	48,897	59,992
Operating and Maintenance	28,247	40,675	45,800
Non-Operating	-	-	-
Capital	16,516	10,000	10,000
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>91,149</b>	<b>99,572</b>	<b>115,792</b>
<b>ENDING WORKING CAPITAL</b>	<b>336,747</b>	<b>218,786</b>	<b>193,994</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 15,090	\$ (19,072)	\$ (24,792)

**SERVICE: Downtown Parking**

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
LDDA Executive Director	0.10	0.10	0.10
Downtown Specialist	0.10	0.10	0.00
Business Project Manager/Volunteer Coordinator	0.00	0.00	0.14
LDDA Program Coordinator	0.25	0.25	0.25
<b>Total</b>	<b>0.45</b>	<b>0.45</b>	<b>0.49</b>

## Downtown Parking

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	35,206	36,690	45,590
115	One Time Payment	-	500	-
123	Leave Expense	-	133	500
126	RHS Plan	317	179	196
129	Medicare Contribution	437	524	651
131	MOPC	1,745	1,810	2,246
132	Employee Insurance	5,733	5,792	6,738
133	GERP Retirement	2,936	3,257	4,043
135	Compensation Insurance	-	-	13
136	Unemployment Insurance	12	12	15
	<i>Subtotal</i>	<b>46,386</b>	<b>48,897</b>	<b>59,992</b>
<b>Operating and Maintenance</b>				
210	Supplies	1,623	2,150	1,650
217	Dues and Subscriptions	26	-	-
218	NonCapital Equip and Furniture	19	-	-
240	Repair and Maintenance	735	500	1,300
246	Liability Insurance	4,096	4,400	4,700
249	Operating Leases and Rentals	7,199	7,875	8,575
250	Prof and Contracted Services	10,725	21,500	25,075
260	Utilities	2,361	2,250	2,400
261	Telephone Charges	151	-	-
263	Postage	41	100	100
264	Printing Copying and Binding	1,271	1,500	1,500
269	Other Services and Charges	-	400	500
	<i>Subtotal</i>	<b>28,247</b>	<b>40,675</b>	<b>45,800</b>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	-	-	-
<b>Capital Outlay</b>				
473	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 74,633</b>	<b>\$ 89,572</b>	<b>\$ 105,792</b>

## Capital Improvement Program Projects

<b>DOWNTOWN PARKING SPECIAL REVENUE FUND PROJECTS</b>		<b>2023 Budget</b>
DTR023 Downtown Parking Lot Improvements		\$ 10,000
<b>TOTAL</b>		<b>\$ 10,000</b>



## FLEET SERVICES FUND - Fund Summary

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,574,566	1,849,886	2,111,929
Operating and Maintenance	2,026,052	2,456,983	3,294,277
Non-Operating	5,157	15,002	8,233
Capital	3,647,412	1,717,490	7,825,313
<b>TOTAL</b>	<b>\$ 7,253,187</b>	<b>\$ 6,039,361</b>	<b>\$ 13,239,752</b>

### ***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**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 22,164,876</b>	<b>\$ 26,246,811</b>	<b>\$ 26,088,761</b>
Committed Working Capital	-	5,546,553	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Transfers from Other Funds	11,134,098	10,877,954	11,799,808
Grants	-	-	-
Interest	(42,396)	99,910	50,000
Miscellaneous	454,526	450,000	300,000
Adjustment for GAAP Revenues	-	-	-
<b>TOTAL FUNDS</b>	<b>11,546,228</b>	<b>11,427,864</b>	<b>12,149,808</b>
<b>EXPENSES</b>			
Personal Services	1,574,566	1,849,886	2,111,929
Operating and Maintenance	2,026,052	2,456,983	3,294,277
Non-Operating	5,157	15,002	8,233
Capital	3,647,412	1,717,490	7,825,313
Total Operating Expenses	7,253,187	6,039,361	13,239,752
Adjustment for GAAP Expenses	211,106	-	-
<b>TOTAL ADJUSTED EXPENSES</b>	<b>7,464,293</b>	<b>6,039,361</b>	<b>13,239,752</b>
<b>ENDING WORKING CAPITAL</b>	<b>26,246,811</b>	<b>26,088,761</b>	<b>24,998,817</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,081,935	\$ 5,388,503	\$ (1,089,944)

**Capital Improvement Program Project**

<b>FLEET FUND PROJECTS</b>	<b>2023 Budget</b>
PBF001 Municipal Buildings Roof Improvements	\$ 17,000
PBF080 Municipal Buildings Boiler Replacement	\$ 27,018
PBF225 Electric Vehicle Charging Stations	\$ 362,845
<b>TOTAL</b>	<b>\$ 406,863</b>

## Fleet Services

**FUND:** Fleet Services Fund

**DEPARTMENT:** Shared 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Fleet Manager	1.00	1.00	1.00
Fleet Operations Supervisor	1.00	1.00	1.00
EVT Technician	2.00	3.00	2.00
Lead Master Equipment Technician	0.00	0.00	1.00
Master ASE Equipment Technician II	8.00	8.00	7.00
Equipment Technician I	1.00	0.00	1.00
Fleet Analyst	1.00	1.00	1.00
Fleet Warehouse Worker	1.00	1.00	1.00
Fleet Parts Buyer	1.00	1.00	1.00
Fleet Service Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>

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## Fleet Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	1,045,787	1,326,766	1,484,787
112	Temporary Wages	37,004	-	25,201
121	Overtime Wages	34,360	25,000	38,123
122	Longevity Compensation	2,460	2,520	2,580
123	Leave Expense	-	5,000	5,000
126	RHS Plan	25,861	7,200	7,600
128	FICA	2,294	-	1,563
129	Medicare Contribution	12,560	18,807	21,431
131	MOPC	51,749	64,844	72,638
132	Employee Insurance	199,892	207,489	217,915
133	GERP Retirement	87,040	116,719	130,749
135	Compensation Insurance	53,684	40,609	35,462
136	Unemployment Insurance	403	432	480
137	Staff Training and Conference	11,234	25,700	59,600
141	Uniforms Protective Clothing	10,240	8,500	8,500
142	Food Allowance	-	300	300
	<i>Subtotal</i>	<i>1,574,566</i>	<i>1,849,886</i>	<i>2,111,929</i>
<b>Operating and Maintenance</b>				
210	Supplies	30,255	23,650	31,500
216	Reference Books and Materials	-	450	100
217	Dues and Subscriptions	1,046	2,050	1,050
218	NonCapital Equip and Furniture	26,620	58,083	52,850
220	Gas and Oil	570,577	753,848	1,446,152
221	Parts	523,902	700,000	750,000
225	Freight	49	300	300
240	Repair and Maintenance	170,563	165,216	188,907
246	Liability Insurance	8,176	5,412	7,314
247	Safety Expenses	4,369	7,000	7,000
249	Operating Leases and Rentals	67,200	68,627	70,632
250	Prof and Contracted Services	289,579	340,000	340,318
252	Ads and Legal Notices	1,110	-	-
259	Licenses and Permits	288	1,500	1,500
260	Utilities	20,083	19,000	19,500
261	Telephone Charges	3,330	3,400	3,400
263	Postage	8	300	200
264	Printing Copying and Binding	166	350	350
269	Other Services and Charges	-	-	-
270	Administrative Mgmt Services	308,730	307,797	373,204
	<i>Subtotal</i>	<i>2,026,052</i>	<i>2,456,983</i>	<i>3,294,277</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	5,157	15,002	8,233
	<i>Subtotal</i>	<i>5,157</i>	<i>15,002</i>	<i>8,233</i>
<b>Capital Outlay</b>				
432	Vehicles	3,647,412	1,581,990	7,406,950
440	Machinery and Equipment	-	110,500	11,500
	<i>Subtotal</i>	<i>3,647,412</i>	<i>1,692,490</i>	<i>7,418,450</i>
	<b>SERVICE TOTAL</b>	<b>\$ 7,253,187</b>	<b>\$ 6,014,361</b>	<b>\$ 12,832,889</b>

**GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	28,484	29,694	44,569
Operating and Maintenance	82,098	121,656	119,470
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 110,582</b>	<b>\$ 151,350</b>	<b>\$ 164,039</b>

***Fund Description***

The Longmont General Improvement District (GID) No. 1 is a special district in the downtown area that was created in the mid 1960s for the primary purposes of financing land acquisition, construction, and maintenance of public parking lots and pedestrian breezeways to provide access to the businesses on Main Street. A property tax of 6.798 mills is levied on all real and personal property within the district and accumulated in the GID No. 1 Fund.

**GENERAL IMPROVEMENT DISTRICT NO. 1 FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 224,926</b>	<b>\$ 275,335</b>	<b>\$ 282,799</b>
Committed Working Capital	-	7,241	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Property Taxes	177,494	157,505	155,463
Property Tax Increment - 1016	(25,030)	-	-
Automobile Taxes	9,053	7,500	7,500
Interest Income	(539)	1,050	1,000
Miscellaneous	13	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>160,991</b>	<b>166,055</b>	<b>163,963</b>
<b>EXPENDITURES</b>			
Personal Services	28,484	29,694	44,569
Operating and Maintenance	82,098	121,656	119,470
Non-Operating	-	-	-
Capital Outlay	-	-	-
Total Operating Expenses	110,582	151,350	164,039
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>110,582</b>	<b>151,350</b>	<b>164,039</b>
<b>ENDING WORKING CAPITAL</b>	<b>275,335</b>	<b>282,799</b>	<b>282,723</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 50,409	\$ 14,705	\$ (76)

**SERVICE: GID**

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
LDDA Executive Director	0.05	0.05	0.05
Downtown Specialist	0.19	0.19	0.00
Business Project Manager/Volunteer Coordinator	0.00	0.00	0.25
LDDA Program Coordinator	0.05	0.05	0.05
<b>Total</b>	<b>0.29</b>	<b>0.29</b>	<b>0.35</b>

## General Improvement District

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	21,612	22,336	33,950
115	One Time Payment	-	250	-
123	Leave Expense	-	67	300
126	RHS Plan	191	114	140
129	Medicare Contribution	273	319	484
131	MOPC	1,073	1,100	1,668
132	Employee Insurance	3,523	3,521	5,005
133	GERP Retirement	1,805	1,980	3,003
135	Compensation Insurance	-	-	8
136	Unemployment Insurance	7	7	11
	<i>Subtotal</i>	<i>28,484</i>	<i>29,694</i>	<i>44,569</i>
<b>Operating and Maintenance</b>				
210	Supplies	7,664	10,200	10,500
218	NonCapital Equip and Furniture	6	-	-
240	Repair and Maintenance	1,908	5,000	5,300
246	Liability Insurance	5,216	5,400	6,000
249	Operating Leases and Rentals	2,400	2,550	3,120
250	Prof and Contracted Services	54,479	76,500	79,000
260	Utilities	28	150	150
261	Telephone Charges	109	-	-
263	Postage	6	-	-
264	Printing Copying and Binding	22	150	150
269	Other Services and Charges	-	150	150
270	Administrative Mgmt Services	10,260	21,556	15,100
	<i>Subtotal</i>	<i>82,098</i>	<i>121,656</i>	<i>119,470</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
473	Building and Facility Developmnt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 110,582</b>	<b>\$ 151,350</b>	<b>\$ 164,039</b>

**GOLF FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	1,022,461	1,436,317	1,612,268
Operating and Maintenance	1,507,214	1,508,678	1,565,453
Non-Operating	7,596	150,846	140,731
Capital	181,774	493,600	1,903,761
<b>TOTAL</b>	<b>\$ 2,719,045</b>	<b>\$ 3,589,441</b>	<b>\$ 5,222,213</b>

***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 FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 2,556,258</b>	<b>\$ 3,651,531</b>	<b>\$ 3,549,712</b>
Committed Working Capital	-	556,552	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	3,664	-	-
Charges for Services	3,680,827	2,708,533	2,758,533
Developer Participation	-	-	-
Interest	(13,454)	6,015	6,015
Miscellaneous	150,424	129,626	129,626
Transfer from Other Funds	-	-	-
Estimated Revenue Revision	-	1,200,000	-
Adjustment for GAAP Revenue	(7,143)	-	-
<b>TOTAL FUNDS</b>	<b>3,814,318</b>	<b>4,044,174</b>	<b>2,894,174</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Golf Administration	333,283	568,580	620,238
Sunset Golf Course	359,322	495,552	522,053
Twin Peaks Golf Course	861,431	904,616	977,574
Ute Creek Golf Course	1,052,106	1,127,093	1,268,587
CIP Projects	112,903	493,600	1,833,761
Estimated Expense Adjustment	-	-	-
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,719,045</b>	<b>3,589,441</b>	<b>5,222,213</b>
<b>ENDING WORKING CAPITAL</b>	<b>3,651,531</b>	<b>3,549,712</b>	<b>1,221,673</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,095,273	\$ 454,733	\$ (2,328,039)

**Capital Improvement Program Projects**

<b>GOLF FUND PROJECTS</b>	<b>2023 Budget</b>
PRO024 Ute Creek Maintenance Facility	\$ 1,500,000
PRO169 Golf Course Cart Path Improvements	15,000
PRO191 Golf Buildings and Golf Courses Rehab	204,616
TRP138 Pace St Retaining Wall Reconstruction	114,145
<b>TOTAL</b>	<b>\$ 1,833,761</b>

## Golf Administration

**FUND:** Golf Fund

**DEPARTMENT:** Community Services

**Service Description:**

Golf Administration provides all administrative and supervisory services for the three City golf courses. Activities include preparing and monitoring the budget; purchasing equipment, supplies and services; preparing usage and revenue reports; revenue forecasting; recommending fees and charges; public relations; marketing; and providing staff support for the Golf Course Advisory Board. This service also includes expenses for the Longmont Junior Golf program.

**SERVICE:** Golf Administration

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Recreation and Golf Manager	0.40	0.40	0.40
Communications and Marketing Manager	0.00	0.25	0.20
Marketing Coordinator	0.25	0.00	0.00
Administrative Analyst	0.18	0.18	0.18
Administrative Assistant	0.75	0.75	0.75
<b>Total</b>	<b>1.58</b>	<b>1.58</b>	<b>1.53</b>

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## Golf Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	109,313	141,716	151,911
123	Leave Expense	-	5,000	5,000
126	RHS Plan	1,107	632	610
129	Medicare Contribution	1,328	1,809	1,936
131	MOPC	5,476	6,238	6,674
132	Employee Insurance	18,638	19,965	20,023
133	GERP Retirement	9,211	11,231	12,014
135	Compensation Insurance	807	774	801
136	Unemployment Insurance	38	42	44
137	Staff Training and Conference	1,437	2,400	2,400
142	Food Allowance	88	400	400
	<i>Subtotal</i>	<i>147,442</i>	<i>190,207</i>	<i>201,813</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,185	2,500	2,500
216	Reference Books and Materials	102	100	100
217	Dues and Subscriptions	3,606	3,735	3,735
218	NonCapital Equip and Furniture	-	500	500
240	Repair and Maintenance	-	300	300
245	Mileage Allowance	-	100	100
246	Liability Insurance	627	577	717
250	Prof and Contracted Services	3,588	5,600	5,600
252	Ads and Legal Notices	409	14,700	14,700
261	Telephone Charges	396	600	600
263	Postage	98	1,000	1,000
264	Printing Copying and Binding	-	2,000	2,000
270	Administrative Mgmt Services	168,235	195,815	245,842
	<i>Subtotal</i>	<i>178,245</i>	<i>227,527</i>	<i>277,694</i>
<b>Non-Operating Expense</b>				
927	Principal Notes and Contracts	-	133,144	133,144
928	Interest Notes and Contracts	1,053	-	-
970	Transfers to Other Funds	6,543	17,702	7,587
	<i>Subtotal</i>	<i>7,596</i>	<i>150,846</i>	<i>140,731</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 333,283</b>	<b>\$ 568,580</b>	<b>\$ 620,238</b>

## Sunset Golf Course

**FUND:** Golf Fund

**DEPARTMENT:** Community Services

**Service Description:**

This service includes the costs for operations, maintenance and improvements at Sunset Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

**SERVICE:** Sunset Golf Course

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Golf Course Supervisor	0.25	0.25	0.25
Golf Course Equipment Mechanic	0.25	0.25	0.25
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
<b>Total</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

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## Sunset Golf Course

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	68,776	142,249	156,463
112	Temporary Wages	49,818	68,955	79,987
121	Overtime Wages	1,124	1,846	1,846
126	RHS Plan	3,501	1,000	1,000
128	FICA	3,089	2,847	4,959
129	Medicare Contribution	1,687	2,728	3,429
131	MOPC	3,463	7,112	7,823
132	Employee Insurance	22,193	22,760	23,469
133	GERP Retirement	5,826	12,802	14,082
135	Compensation Insurance	1,146	1,097	1,531
136	Unemployment Insurance	44	47	52
141	Uniforms Protective Clothing	130	760	760
	<i>Subtotal</i>	<i>160,795</i>	<i>264,203</i>	<i>295,401</i>
<b>Operating and Maintenance</b>				
210	Supplies	3,388	5,785	3,520
218	NonCapital Equip and Furniture	112	3,718	5,558
222	Chemicals	12,490	13,100	14,700
240	Repair and Maintenance	14,343	23,600	28,600
246	Liability Insurance	4,820	5,109	2,583
247	Safety Expenses	152	600	600
249	Operating Leases and Rentals	11,197	38,660	38,660
250	Prof and Contracted Services	51,055	50,400	50,400
259	Licenses and Permits	-	200	200
260	Utilities	10,856	9,000	19,000
261	Telephone Charges	1,149	1,800	1,800
264	Printing Copying and Binding	7,228	2,200	2,200
269	Other Services and Charges	18,166	10,500	10,500
273	Fleet Lease Operating and Mtc	7,601	5,173	4,204
274	Fleet Lease Replacement	49,138	61,504	44,127
	<i>Subtotal</i>	<i>191,694</i>	<i>231,349</i>	<i>226,652</i>
<b>Non-Operating Expense</b>				
324	Interest Expense on Leases	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	6,833	-	-
	<i>Subtotal</i>	<i>6,833</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 359,322</b>	<b>\$ 495,552</b>	<b>\$ 522,053</b>

## Twin Peaks Golf Course

**FUND:** Golf Fund

**DEPARTMENT:** Community Services

**Service Description:**

This service includes the costs for operations, maintenance and improvements at Twin Peaks Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

**SERVICE:** Twin Peaks Golf Course

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Golf Course Supervisor	0.75	0.75	0.75
Golf Course Equipment Mechanic	0.75	0.75	0.75
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

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## Twin Peaks Golf Course

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	127,856	215,110	234,408
112	Temporary Wages	70,383	125,808	155,215
121	Overtime Wages	2,096	2,834	2,834
126	RHS Plan	1,744	1,400	1,400
128	FICA	4,373	6,061	9,623
129	Medicare Contribution	2,716	4,536	5,650
131	MOPC	6,660	10,756	11,720
132	Employee Insurance	33,177	34,418	35,161
133	GERP Retirement	11,204	19,359	21,097
135	Compensation Insurance	13,130	9,305	2,589
136	Unemployment Insurance	66	71	77
141	Uniforms Protective Clothing	1,165	1,400	1,400
	<i>Subtotal</i>	<i>274,570</i>	<i>431,058</i>	<i>481,174</i>
<b>Operating and Maintenance</b>				
210	Supplies	16,901	15,985	14,720
218	NonCapital Equip and Furniture	(96)	8,868	12,028
222	Chemicals	26,637	29,700	33,500
240	Repair and Maintenance	45,355	62,110	72,110
246	Liability Insurance	15,876	21,385	19,512
247	Safety Expenses	629	1,400	1,400
249	Operating Leases and Rentals	136,995	72,780	72,780
250	Prof and Contracted Services	63,600	63,600	63,600
259	Licenses and Permits	170	200	200
260	Utilities	43,933	43,000	50,000
261	Telephone Charges	3,993	2,700	2,700
264	Printing Copying and Binding	2,829	2,900	2,900
269	Other Services and Charges	36,429	16,500	16,500
273	Fleet Lease Operating and Mtc	18,423	13,869	25,310
274	Fleet Lease Replacement	113,149	118,561	109,140
	<i>Subtotal</i>	<i>524,822</i>	<i>473,558</i>	<i>496,400</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	62,038	-	-
	<i>Subtotal</i>	<i>62,038</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 861,431</b>	<b>\$ 904,616</b>	<b>\$ 977,574</b>

## Ute Creek Golf Course

**FUND:** Golf Fund

**DEPARTMENT:** Community Services

**Service Description:**

This service includes the costs for operations, maintenance and improvements at Ute Creek Golf Course. Activities include clubhouse operation and maintenance, golf professional services, golf course mowing and maintenance, irrigation system maintenance, building maintenance, equipment repair and replacement and course improvement projects.

**SERVICE:** Ute Creek Golf Course

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Golf Course Supervisor	1.00	1.00	1.00
Golf Course Equipment Mechanic	1.00	1.00	1.00
Sr Grounds Maintenance Technician	1.00	1.00	1.00
Grounds Maintenance Technician II	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

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## Ute Creek Golf Course

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	197,279	251,541	273,380
112	Temporary Wages	134,306	190,316	239,356
121	Overtime Wages	2,686	2,834	2,834
122	Longevity Compensation	1,370	-	-
126	RHS Plan	11,015	1,600	1,600
128	FICA	8,371	9,891	14,840
129	Medicare Contribution	4,202	5,960	7,435
131	MOPC	9,176	12,577	13,669
132	Employee Insurance	38,668	40,246	41,007
133	GERP Retirement	15,439	22,638	24,604
135	Compensation Insurance	16,106	11,463	13,365
136	Unemployment Insurance	77	83	90
141	Uniforms Protective Clothing	957	1,700	1,700
	<i>Subtotal</i>	<i>439,653</i>	<i>550,849</i>	<i>633,880</i>
<b>Operating and Maintenance</b>				
210	Supplies	20,010	18,218	18,198
218	NonCapital Equip and Furniture	3,055	12,150	8,000
222	Chemicals	28,362	34,200	40,000
232	Building Repair and Maintenance	-	-	-
240	Repair and Maintenance	61,589	72,050	86,050
246	Liability Insurance	9,639	11,379	9,141
247	Safety Expenses	1,211	1,500	1,500
249	Operating Leases and Rentals	75,527	66,480	66,480
250	Prof and Contracted Services	70,800	70,800	70,800
259	Licenses and Permits	55	200	200
260	Utilities	65,986	51,000	62,000
261	Telephone Charges	1,696	3,240	3,240
263	Postage	-	-	-
264	Printing Copying and Binding	683	2,600	2,600
269	Other Services and Charges	69,094	23,500	23,500
273	Fleet Lease Operating and Mtc	29,351	22,625	7,082
274	Fleet Lease Replacement	175,397	186,302	165,916
	<i>Subtotal</i>	<i>612,453</i>	<i>576,244</i>	<i>564,707</i>
<b>Non-Operating Expense</b>				
974	Art in Public Places Transfers	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
431	Furniture and Fixtures	-	-	70,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>70,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,052,106</b>	<b>\$ 1,127,093</b>	<b>\$ 1,268,587</b>

### LIBRARY SERVICES FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	57,829	46,500	46,500
Non-Operating	20,500	20,500	20,500
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 78,329</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>

#### Fund Description

The Library Services Fund was created to receive funds donated or granted to the Longmont Public Library. Additional revenues include funds from the Friends of the Library. These funds are used primarily to supplement book purchases in the General Fund and for special library programming.

### LIBRARY SERVICES FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 157,201</b>	<b>\$ 136,364</b>	<b>\$ 111,714</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Interest	(67)	1,350	-
Grants and Donations	33,106	31,000	9,300
Miscellaneous	24,453	12,000	24,000
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>57,492</b>	<b>44,350</b>	<b>33,300</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Personal Services	-	2,000	2,000
Operating and Maintenance	57,829	46,500	46,500
Non-Operating	20,500	20,500	20,500
Capital	-	-	-
Total Operating Expenses	78,329	69,000	69,000
Adjustment for GAAP Expenses	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>78,329</b>	<b>69,000</b>	<b>69,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>136,364</b>	<b>111,714</b>	<b>76,014</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (20,837)	\$ (24,650)	\$ (35,700)

## Library Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
142	Food Allowance	-	2,000	2,000
	<i>Subtotal</i>	-	<i>2,000</i>	<i>2,000</i>
<b>Operating and Maintenance</b>				
210	Supplies	16,637	-	-
211	Adult Books	530	13,000	13,000
212	Children's Books	6,351	12,000	12,000
215	Audiovisual Materials	39	5,000	5,000
216	Reference Books and Materials	4,074	4,500	4,500
218	NonCapital Equip and Furniture	-	-	-
250	Prof and Contracted Services	6,671	12,000	12,000
263	Postage	-	-	-
269	Other Services and Charges	23,526	-	-
	<i>Subtotal</i>	<i>57,829</i>	<i>46,500</i>	<i>46,500</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	20,500	20,500	20,500
	<i>Subtotal</i>	<i>20,500</i>	<i>20,500</i>	<i>20,500</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 78,329</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>

### LODGERS TAX FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	200,000	300,000	510,000
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>	<b>\$ 510,000</b>

***Fund Description***

The Lodgers’ Tax Revenue Fund was created for the purpose of promoting tourism, conventions, and related activities and acquiring related facilities. One hundred percent of the expense is paid to Visit Longmont.

**LODGERS TAX FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 47,601</b>	<b>\$ 256,401</b>	<b>\$ 46,461</b>
Committed Working Capital	-	209,940	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	409,940	300,000	510,000
Interest	(1,140)	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>408,800</b>	<b>300,000</b>	<b>510,000</b>
<b>EXPENDITURES</b>			
Operating and Maintenance	200,000	300,000	510,000
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>200,000</b>	<b>300,000</b>	<b>510,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>256,401</b>	<b>46,461</b>	<b>46,461</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 208,800	\$ -	\$ -

**Lodgers Tax****Line Item Budget**

	2021 Actual	2022 Budget	2023 Budget
<b>Operating and Maintenance</b>			
250 Prof and Contracted Services	200,000	300,000	510,000
<i>Subtotal</i>	<i>200,000</i>	<i>300,000</i>	<i>510,000</i>
<b>SERVICE TOTAL</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>	<b>\$ 510,000</b>

**LONGMONT URBAN RENEWAL FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	1,945,855	2,037,620	2,275,929
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 1,945,855</b>	<b>\$ 2,037,620</b>	<b>\$ 2,275,929</b>

**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**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 18,744</b>	<b>\$ 21,066</b>	<b>\$ 34,542</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Property Tax Increment	1,696,203	1,780,000	2,000,000
Sales Tax Increment	249,651	257,620	275,929
Miscellaneous	130	-	-
Interest	2,193	-	-
Transfers from Other Funds	-	-	-
Estimated Revenue Revision	-	13,476	-
<b>TOTAL FUNDS</b>	<b>1,948,177</b>	<b>2,051,096</b>	<b>2,275,929</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	1,945,855	2,037,620	2,275,929
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,945,855</b>	<b>2,037,620</b>	<b>2,275,929</b>
<b>ENDING WORKING CAPITAL</b>	<b>21,066</b>	<b>34,542</b>	<b>34,542</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 2,322	\$ 13,476	\$ -

**MUSEUM GRANTS DONATIONS AND SERVICES FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	192,229	300,529	306,851
Operating and Maintenance	588,586	545,077	705,167
Non-Operating	-	-	-
Capital	25,236	-	-
<b>TOTAL</b>	<b>\$ 806,051</b>	<b>\$ 845,606</b>	<b>\$ 1,012,018</b>

**Fund Description**

The Museum Services Fund was created to receive funds donated or granted to the Longmont Museum. Additional revenues include programming fees. This fund administers expenses related to fee based programs and special grants of the Longmont Museum.

**MUSEUM GRANTS DONATIONS AND SERVICES FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 451,130</b>	<b>\$ 473,647</b>	<b>\$ 352,649</b>
Committed Working Capital	-	104,076	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	209,186	189,500	282,160
Charges for Services	95,784	100,900	196,700
Grants and Donations	206,795	309,658	268,600
Interest	(1,592)	3,192	2,600
Miscellaneous	3,880	1,300	1,200
Other Funds Transfer	314,515	224,134	241,481
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>828,568</b>	<b>828,684</b>	<b>992,741</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Personal Services	192,229	300,529	306,851
Operating and Maintenance	588,586	545,077	705,167
Non-Operating	-	-	-
Capital Projects	25,236	-	-
Estimated Expense Revision	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>806,051</b>	<b>845,606</b>	<b>1,012,018</b>
<b>ENDING WORKING CAPITAL</b>	<b>473,647</b>	<b>352,649</b>	<b>333,372</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 22,517	\$ (16,922)	\$ (19,277)

## Museum Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	117,232	203,008	217,202
112	Temporary Wages	29,341	32,312	20,000
121	Overtime Wages	1,091	-	-
126	RHS Plan	400	1,200	1,200
128	FICA	808	2,003	1,240
129	Medicare Contribution	2,895	1,966	3,369
131	MOPC	5,862	9,969	10,616
132	Employee Insurance	24,396	31,899	31,845
133	GERP Retirement	9,864	17,944	19,107
135	Compensation Insurance	242	162	202
136	Unemployment Insurance	41	66	70
137	Staff Training and Conference	57	-	2,000
	<i>Subtotal</i>	<i>192,229</i>	<i>300,529</i>	<i>306,851</i>
<b>Operating and Maintenance</b>				
210	Supplies	47,185	57,289	44,670
216	Reference Books and Materials	219	-	300
217	Dues and Subscriptions	3,659	1,000	5,000
218	NonCapital Equip and Furniture	23,968	10,200	5,000
224	Resale Merchandise	1,050	-	-
225	Freight	-	-	15,000
240	Repairs and Maintenance	996	-	-
245	Mileage Allowance	-	-	500
246	Liability Insurance	179	123	477
249	Operating Leases and Rentals	250	16,550	13,590
250	Prof and Contracted Services	174,087	142,731	259,434
252	Ads and Legal Notices	2,671	22,150	17,500
256	Refunds	3,097	-	-
261	Telephone Charges	103	-	-
263	Postage	1,678	15,000	23,875
264	Printing Copying and Binding	2,858	26,900	29,850
269	Other Services and Charges	12,071	29,000	48,490
270	Administrative Mgmt Services	314,515	224,134	241,481
	<i>Subtotal</i>	<i>588,586</i>	<i>545,077</i>	<i>705,167</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	25,236	-	-
	<i>Subtotal</i>	<i>25,236</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 806,051</b>	<b>\$ 845,606</b>	<b>\$ 1,012,018</b>

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**SERVICE: Museum Services**


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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Museum Program Leader	1.00	1.00	1.00
Museum Manager of Fund Development	0.00	1.00	1.00
Volunteer and Evaluation Coordinator	0.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>3.00</b>	<b>3.00</b>

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**MUSEUM TRUST FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	39,706
Operating and Maintenance	17,347	23,300	23,519
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 17,347</b>	<b>\$ 23,300</b>	<b>\$ 63,225</b>

**Fund Description**

The Museum Trust Fund is an expendable trust created for the purpose of receiving bequests to the Longmont Museum. Additional revenues include gift shop revenues. This fund administers expenses related to resale merchandise for the Museum's gift shop, Museum advertising, and collections acquisition, and provides additional support for exhibits and special programming of the Longmont Museum.

**MUSEUM TRUST FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 97,930</b>	<b>\$ 124,183</b>	<b>\$ 130,883</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Sales	41,732	30,000	65,540
Interest	(383)	-	-
Grants and Donations	2,216	-	-
Miscellaneous	35	-	-
Adjustment for GAAP Revenue	-	-	-
	-	-	-
<b>TOTAL FUNDS</b>	<b>43,600</b>	<b>30,000</b>	<b>65,540</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Personal Services	-	-	39,706
Operating and Maintenance	17,347	23,300	23,519
Non-Operating Expense	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>17,347</b>	<b>23,300</b>	<b>63,225</b>
<b>ENDING WORKING CAPITAL</b>	<b>124,183</b>	<b>130,883</b>	<b>133,198</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 26,253	\$ 6,700	\$ 2,315

## Museum Trust

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	-	-	32,240
128	FICA	-	-	1,999
129	Medicare Contribution	-	-	467
137	Staff Training and Conference	-	-	5,000
	<i>Subtotal</i>	-	-	39,706
<b>Operating and Maintenance</b>				
210	Supplies	8	-	-
224	Resale Merchandise	13,032	23,000	23,000
250	Prof and Contracted Services	-	-	-
264	Printing Copying and Binding	4,024	-	-
269	Other Services and Charges	282	300	519
	<i>Subtotal</i>	17,347	23,300	23,519
<b>Non-Operating Expense</b>				
970	Transfer to Other Funds	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 17,347</b>	<b>\$ 23,300</b>	<b>\$ 63,225</b>

### OPEN SPACE FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	588,766	769,951	736,800
Operating and Maintenance	439,289	747,349	736,560
Non-Operating	2,410,342	2,414,499	2,418,267
Capital	262,835	1,046,000	121,903
<b>TOTAL</b>	<b>\$ 3,701,233</b>	<b>\$ 4,977,799</b>	<b>\$ 4,013,530</b>

***Fund Description***

In November 2000, Longmont voters approved increasing the sales and use tax rate by 0.2 cents for 20 years for the acquisition and maintenance of open space. Administration of this fund is provided by the Public Works and Natural Resources Department.

### Capital Improvement Program Projects

<b>OPEN SPACE FUND PROJECTS</b>	<b>2023 Budget</b>
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 75,750
PRO200 Public Education and Interpretive Signage	6,153
PRO210 Water Conservation, Xeric, Ecotypic Garden	40,000
<b>TOTAL</b>	<b>\$ 121,903</b>

## OPEN SPACE FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 6,012,455</b>	<b>\$ 10,554,261</b>	<b>\$ 5,212,229</b>
Committed Working Capital	-	6,103,011	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	5,230,556	5,111,762	5,714,429
Intergovernmental Revenue	5,030	-	-
Developer Participation	-	-	-
Interest	(16,641)	110,465	195,995
Miscellaneous	3,024,094	50,000	50,000
Bond Proceeds	-	-	-
Other Funds Transfer	-	-	-
Estimated Revenue Adjustment	-	466,551	-
<b>TOTAL FUNDS</b>	<b>8,243,039</b>	<b>5,738,778</b>	<b>5,960,424</b>
<b>EXPENDITURES</b>			
Personal Services	588,766	769,951	736,800
Operating and Maintenance	439,289	747,349	736,560
Non-Operating	2,410,342	2,414,499	2,418,267
Capital	262,835	1,046,000	121,903
Adjustment for GAAP Expense	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,701,233</b>	<b>4,977,799</b>	<b>4,013,530</b>
<b>ENDING WORKING CAPITAL</b>	<b>10,554,261</b>	<b>5,212,229</b>	<b>7,159,123</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 4,541,806	\$ 760,979	\$ 1,946,894

## 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Parks and Natural Resources	0.35	0.35	0.35
PWNR Environmental Services Manager	0.00	0.08	0.00
PWNR Natural Resources Manager	0.00	0.00	0.00
Ecosystem Management Administrator	0.00	0.00	0.50
Project Manager II	0.50	0.90	0.40
PWNR Project Manager II/Volunteer Coord	0.25	0.00	0.00
PWNR Volunteer Coordinator	0.00	0.35	0.35
Land Program Administrator	0.90	0.90	0.90
Natural Resources Specialist	0.00	0.00	0.00
Sr Natural Resources Technician	0.92	0.92	0.92
Natural Resources Technician	0.00	2.00	2.00
Natural Resources Analyst	0.15	0.15	0.15
Air Quality Oil and Gas Coordinator	0.59	0.59	0.00
Sustainability Grant and Program Coord	0.06	0.00	0.00
Neighborhood Resource Coordinator	0.00	0.02	0.02
Social Equity Coordinator	0.00	0.02	0.02
Weed Technician	0.00	0.00	0.00
Grant Coordinator	0.00	0.10	0.10
Executive Assistant	0.20	0.20	0.20
<b>Total</b>	<b>3.92</b>	<b>6.58</b>	<b>5.91</b>

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## Open Space and Trails

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	377,191	556,951	522,023
112	Temporary Wages	74,992	-	17,160
121	Overtime Wages	309	500	500
123	Leave Expense	-	2,000	2,000
126	RHS Plan	2,102	2,632	2,364
128	FICA	4,698	-	-
129	Medicare Contribution	5,907	7,935	7,398
131	MOPC	18,848	27,362	25,512
132	Employee Insurance	58,894	87,560	76,529
133	GERP Retirement	31,707	49,252	45,922
135	Compensation Insurance	4,540	5,815	6,200
136	Unemployment Insurance	119	181	168
137	Staff Training and Conference	4,935	10,278	9,039
141	Uniforms Protective Clothing	4,112	5,100	7,600
142	Food Allowance	407	600	600
	<i>Subtotal</i>	<i>588,760</i>	<i>756,166</i>	<i>723,015</i>
<b>Operating and Maintenance</b>				
210	Supplies	9,818	20,797	21,850
214	Pamphlets and Documents	90	300	300
216	Reference Books and Materials	249	1,000	1,000
217	Dues and Subscriptions	5,280	1,136	1,018
218	NonCapital Equip and Furniture	2,807	6,531	7,840
221	Parts	463	500	500
222	Chemicals	1,642	4,600	5,060
240	Repair and Maintenance	5,074	84,500	84,500
244	Assessments	38,216	-	-
246	Liability Insurance	6,454	8,202	10,512
247	Safety Expenses	2,597	900	900
249	Operating Leases and Rentals	455	1,400	1,400
250	Prof and Contracted Services	131,435	257,620	234,770
252	Ads and Legal Notices	-	100	100
260	Utilities	41	-	-
261	Telephone Charges	5,599	4,592	4,592
263	Postage	55	300	300
264	Printing Copying and Binding	210	1,500	1,500
269	Other Services and Charges	1,022	2,150	2,150
270	Administrative Mgmt Services	171,160	311,617	297,594
273	Fleet Lease Operating and Mtc	21,403	8,740	15,573
274	Fleet Lease Replacement	31,255	23,049	37,275
	<i>Subtotal</i>	<i>435,323</i>	<i>739,534</i>	<i>728,734</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	980,612	926,350	865,800
923	Bond Principal Current	1,390,000	1,445,000	1,505,000
970	Transfers to Other Funds	39,730	43,149	47,467
	<i>Subtotal</i>	<i>2,410,342</i>	<i>2,414,499</i>	<i>2,418,267</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	175,000	-
	<i>Subtotal</i>	<i>-</i>	<i>175,000</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 3,434,426</b>	<b>\$ 4,085,199</b>	<b>\$ 3,870,016</b>

## Open Space Sandstone Ranch

**FUND:** Open Space Fund

**DEPARTMENT:** Community services

**Service Description:**

This service includes the costs for operations and programming at the Sandstone Ranch House.

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
112	Temporary Wages	-	12,800	12,800
128	FICA	-	794	794
129	Medicare Contribution	-	186	186
135	Compensation Insurance	6	5	5
	<i>Subtotal</i>	6	13,785	13,785
<b>Operating and Maintenance</b>				
210	Supplies	655	5,500	5,500
246	Liability Insurance	15	15	26
250	Prof and Contracted Services	3,296	2,000	2,000
263	Postage	-	300	300
	<i>Subtotal</i>	3,966	7,815	7,826
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ 3,972</b>	<b>\$ 21,600</b>	<b>\$ 21,611</b>

**PARK AND GREENWAY MAINTENANCE FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	-	-	-
Operating and Maintenance	91,521	201,000	326,000
Operating and Maintenance - Flood	2,282	-	-
Non-Operating	10,926	5,000	15,000
Capital - Maintenance	439,655	478,429	1,080,840
Capital - Flood	763,206	-	-
<b>TOTAL</b>	<b>\$ 1,307,590</b>	<b>\$ 684,429</b>	<b>\$ 1,421,840</b>

***Fund Description***

The Park and Greenway Maintenance Fund’s primary revenue source is the Park and Greenway Maintenance fee. The fee is used to support maintenance, operations, and repair and replacement of playgrounds, sport courts, sport fields, pool facilities, and park and greenway buildings and facilities, including restrooms, shelters and pump stations, and landscaping located in City parks and greenways.

**Capital Improvement Program Projects**

<b>PARK AND GREENWAY MAINTENANCE FUND PROJECTS</b>	<b>2023 Budget</b>
<u>MAINTENANCE FEE PROJECTS</u>	
PRO186 Park Infrastructure Rehabilitation and Replacement	\$ 1,068,000
PRO200 Public Education and Interpretive Signage	12,840
<u>MAINTENANCE FLOOD FEE PROJECTS</u>	
	-
<b>TOTAL</b>	<b>\$ 1,080,840</b>



**PARK AND GREENWAY MAINTENANCE FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL MAINTENANCE FEE</b>	<b>\$ 3,372,355</b>	<b>\$ 3,110,127</b>	<b>\$ 1,849,831</b>
Committed Working Capital - Maintenance	-	1,249,990	-
Committed Working Capital - Flood	-	322,417	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Park and Greenway Maintenance Fee	1,050,939	989,438	1,070,858
Park and Greenway Maintenance Flood Fee	-	-	-
Intergovernmental Revenue - Flood	-	-	-
Interest - Maintenance	(8,404)	7,102	6,965
Interest - Flood	(733)	-	-
Miscellaneous	3,560	-	-
Miscellaneous - Flood	-	-	-
Insurance Proceeds - Flood	-	-	-
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>1,045,362</b>	<b>996,540</b>	<b>1,077,823</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	91,521	201,000	326,000
Operating and Maintenance - Flood	2,282	-	-
Non-Operating	10,926	5,000	15,000
Capital Projects - Maintenance	439,655	478,429	1,080,840
Capital Projects - Flood	763,206	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,307,590</b>	<b>684,429</b>	<b>1,421,840</b>
Estimated Revisions	-	-	-
<b>ENDING WORKING CAPITAL MAINTENANCE FEE</b>	<b>3,110,127</b>	<b>1,849,831</b>	<b>1,505,814</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (262,228)	\$ 312,111	\$ (344,017)

**PARKS GRANTS AND DONATIONS FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	3,600	3,600	3,600
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>

**Fund Description**

The Parks Grants and Donations Fund was created to receive funds donated or granted to the City for development or improvement of parks.

**PARKS GRANTS AND DONATIONS FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL MAINTENANCE FEE</b>	<b>\$ 694,938</b>	<b>\$ 693,549</b>	<b>\$ 92,949</b>
Committed Working Capital	-	600,600	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Grants and Donations	4,019	3,600	3,600
Miscellaneous	-	-	-
Interest	(1,808)	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>2,211</b>	<b>3,600</b>	<b>3,600</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	3,600	3,600	3,600
Non-Operating	-	-	-
Capital Projects	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
Estimated Revisions	-	-	-
<b>ENDING WORKING CAPITAL MAINTENANCE FEE</b>	<b>693,549</b>	<b>92,949</b>	<b>92,949</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,389)	\$ -	\$ -

## PARK IMPROVEMENT FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	9,786	-	-
Non-Operating	-	37,639	-
Capital	865,313	4,583,411	2,889,960
<b>TOTAL</b>	<b>\$ 865,313</b>	<b>\$ 4,583,411</b>	<b>\$ 2,889,960</b>

### *Fund Description*

The Park Improvement Fund's primary revenue source is Park Improvement fees, which are assessed when a building permit is issued. Park Improvement funds are designated for the purchase of land and for development and improvements to neighborhood and community parks. These funds cannot be used for maintenance or improvements to existing parks (Longmont Municipal Code, Chapter 14.36).

## Capital Improvement Program Projects

<b>PARK IMPROVEMENT FUND PROJECT</b>	<b>2023 Budget</b>
DRN028 Spring Gulch #2 Drainage & Greenway Improvements	\$ 75,750
PRO44B Sandstone Ranch Community Park	38,000
PRO049 Dry Creek Community Park	454,500
PRO140 Fox Meadows Neighborhood Park	2,307,800
PRO200 Public Education and Interpretive Signage	13,910
<b>TOTAL</b>	<b>\$ 2,889,960</b>

**PARK IMPROVEMENT FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 19,562,748</b>	<b>\$ 20,776,949</b>	<b>\$ 14,787,078</b>
Committed Working Capital	-	2,887,562	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Building Permit Fees	2,134,454	1,448,900	1,211,440
Interest	(54,939)	69,841	71,977
Intergovernmental Revenue	-	-	-
Transfer from Other Funds	-	-	-
Adjustment for GAAP Expense	9,785	-	-
<b>TOTAL FUNDS</b>	<b>2,089,300</b>	<b>1,518,741</b>	<b>1,283,417</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	9,786	-	-
Non-Operating	-	37,639	-
Capital Projects	865,313	4,583,411	2,889,960
Adjustment for GAAP Expense	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>875,099</b>	<b>4,621,050</b>	<b>2,889,960</b>
<b>ENDING WORKING CAPITAL</b>	<b>20,776,949</b>	<b>14,787,078</b>	<b>13,180,535</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 1,214,201	\$ (3,102,309)	\$ (1,606,543)

**PROBATION SERVICES FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	44,415	88,066	94,658
Operating and Maintenance	482	8,634	8,697
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 44,897</b>	<b>\$ 96,700</b>	<b>\$ 103,355</b>

***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**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 144,655</b>	<b>\$ 149,842</b>	<b>\$ 114,270</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Court Surcharges	50,047	60,000	50,000
Grants and Donations	465	-	-
Interest	(428)	1,128	-
Transfer from Other Funds	-	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>50,084</b>	<b>61,128</b>	<b>50,000</b>
<b>EXPENDITURES</b>			
Personal Services	44,415	88,066	94,658
Operating and Maintenance	482	8,634	8,697
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>44,897</b>	<b>96,700</b>	<b>103,355</b>
<b>ENDING WORKING CAPITAL</b>	<b>149,842</b>	<b>114,270</b>	<b>60,915</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 5,187	\$ (35,572)	\$ (53,355)

**SERVICE: Probation Services**

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Probation Officer	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Probation Services

**FUND:** Probation Services Fund

**DEPARTMENT:** Community Services

**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

<b>Personal Services</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111 Salaries and Wages	29,617	67,072	72,654
121 Overtime Wages	-	-	-
126 RHS Plan	214	400	400
129 Medicare Contribution	361	951	1,030
131 MOPC	1,481	3,278	3,551
132 Employee Insurance	10,194	10,450	10,564
133 GERP Retirement	2,490	5,848	6,392
135 Compensation Insurance	39	45	44
136 Unemployment Insurance	20	22	23
<i>Subtotal</i>	<i>44,415</i>	<i>88,066</i>	<i>94,658</i>
<b>Operating and Maintenance</b>			
240 Repair and Maintenance	77	300	300
246 Liability Insurance	405	483	546
250 Prof and Contracted Services	-	7,851	7,851
<i>Subtotal</i>	<i>482</i>	<i>8,634</i>	<i>8,697</i>
<b>SERVICE TOTAL</b>	<b>\$ 44,897</b>	<b>\$ 96,700</b>	<b>\$ 103,355</b>

### PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Fund Description**

The Public Buildings Community Investment Fee Fund was created in 1993 to provide funding for acquiring, constructing and making capital improvements to public buildings and public building sites. The Public Buildings Community Investment Fee (CIF) is levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for public facilities in excess of current levels of service (Longmont Municipal Code, Chapter 14.46). This fee was repealed in May 2016, however there is still a minor fund balance remaining in this fund

### PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 528,656</b>	<b>\$ 527,279</b>	<b>\$ 527,279</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Developer Participation	-	-	-
Interest	(1,377)	-	-
Miscellaneous	-	-	-
Estimated Revenue Revision	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>(1,377)</b>	<b>-</b>	<b>-</b>
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Estimated Expenditure Adjustment	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING WORKING CAPITAL</b>	<b>527,279</b>	<b>527,279</b>	<b>527,279</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (1,377)	\$ -	\$ -



**PUBLIC IMPROVEMENT FUND - Fund Summary**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	128,617	134,613	-
Operating and Maintenance	88,388	58,111	308,000
Non-Operating	2,043,239	2,037,550	2,040,800
Capital	4,714,003	8,848,649	5,900,951
<b>TOTAL</b>	<b>\$ 6,974,247</b>	<b>\$ 11,078,923</b>	<b>\$ 8,249,751</b>

***Fund Description***

The Public Improvement Fund was established to pay for capital construction projects that build, expand or improve buildings or other public facilities. Most of those facilities are under the direction of City departments in the General Fund, such as the Civic Center, the St. Vrain Memorial Building, the Senior Center, parks and pools. The major source of revenue to the Public Improvement Fund is a portion of the City's sales and use tax receipts. The City's total sales and use tax rate is 3.53%.

**PUBLIC IMPROVEMENT FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 36,923,350</b>	<b>\$ 39,976,465</b>	<b>\$ 2,482,975</b>
Committed Working Capital	-	38,825,993	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	7,668,019	7,629,000	8,530,253
Intergovernmental Revenue	-	-	-
Grants and Donations	-	-	-
Interest	15,197	144,724	10,000
Miscellaneous	3,404	-	-
Operating Transfers	2,340,742	3,940,000	50,000
Bond Proceeds	-	-	-
Estimated Revenue Revision	-	697,702	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>10,027,362</b>	<b>12,411,426</b>	<b>8,590,253</b>
<b>EXPENDITURES</b>			
Personal Services	128,617	134,613	-
Operating and Maintenance	88,388	58,111	308,000
Non-Operating	2,043,239	2,037,550	2,040,800
Capital	4,714,003	8,848,649	5,900,951
<b>TOTAL EXPENDITURES</b>	<b>6,974,247</b>	<b>11,078,923</b>	<b>8,249,751</b>
<b>ENDING WORKING CAPITAL</b>	<b>39,976,465</b>	<b>2,482,975</b>	<b>2,823,477</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,053,115	\$ 1,332,503	\$ 340,502

## Project Management

**FUND:** Public Improvement Fund

**DEPARTMENT:** External Services

**Service Description:**

This service provides project management for projects that are funded within this fund.

**SERVICE:** Public Improvement Fund

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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Sr Project Manager	1.00	1.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

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### Line Item Budget

Personal Services	2021 Actual	2022 Budget	2023 Budget
111 Salaries and Wages	98,154	102,124	-
126 RHS Plan	400	400	-
129 Medicare Contribution	1,273	1,447	-
131 MOPC	4,833	4,991	-
132 Employee Insurance	15,752	15,971	-
133 GERP Retirement	8,129	8,984	-
135 Compensation Insurance	45	663	-
136 Unemployment Insurance	32	33	-
<i>Subtotal</i>	<i>128,617</i>	<i>134,613</i>	<i>-</i>
Operating and Maintenance			
246 Liability Insurance	-	111	-
250 Prof and Contracted Services	22,759	-	-
269 Other Services and Charges	42,258	51,000	301,000
275 Building Permits to DDA	23,371	7,000	7,000
<i>Subtotal</i>	<i>88,388</i>	<i>58,111</i>	<i>308,000</i>
Non-Operating Expense			
922 Interest Current Bond Issue	1,052,050	1,002,550	950,800
923 Bond Principal Current	990,000	1,035,000	1,090,000
927 Principal Notes and Contracts	-	-	-
928 Interest Notes and Contracts	1,189	-	-
970 Transfers to Other Funds	-	-	-
<i>Subtotal</i>	<i>2,043,239</i>	<i>2,037,550</i>	<i>2,040,800</i>
Capital Outlay			
475 Building and Facility Developmnt	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$ 2,260,244</b>	<b>\$ 2,230,274</b>	<b>\$ 2,348,800</b>

## Capital Improvement Program Projects

<b>PUBLIC IMPROVEMENT FUND PROJECTS</b>		<b>2023 Budget</b>
DTR035	Downtown/City Center Lighting Improvements	\$ 50,000
PBF001	Municipal Buildings Roof Improvements	75,000
PBF002	Municipal Facilities ADA Improvements	309,970
PBF02B	Municipal Facilities ADA Improvements - Parks	74,252
PBF037	Fire Stations Improvements	40,000
PBF080	Municipal Buildings Boiler Replacement	127,523
PBF082	Municipal Buildings HVAC Replacement	722,585
PBF109	Municipal Facilities Parking Lot Rehabilitation	226,240
PBF119	Municipal Buildings Flooring Replacement	161,600
PBF145	Community Services Specialized Equipment	473,429
PBF160	Municipal Buildings Auto Door and Gate Replacement	15,000
PBF163	Municipal Buildings Keyless Entry	15,000
PBF181	Municipal Buildings UPS Repair and Replacement	44,100
PBF189	Municipal Buildings Exterior Maintenance	15,000
PBF190	Municipal Buildings Interior Maintenance	18,000
PBF204	Sunset Campus Expansion	100,000
PBF211	Courtroom A & B Sound and Entryway Improvements	44,854
PBF216	Firehouse Arts Center Facility Improvements	75,750
PBF229	Emergency Operations Center Conversion	50,000
PRO102	Swimming and Wading Pools Maintenance	481,910
PRO113	Park Irrigation Pump Systems Rehabilitation	325,000
PRO197	Golf Irrigation Rehabilitation and Replacement	1,600,000
PRO204	Sustainable Landscape Conversions	45,000
PRO208	Wayfinding Signage Project	50,000
PRO211	Prairie Dog Barrier Replacements	226,240
TRP131	1st and Main Transit Station Area Improvements	505,000
WTR173	Raw Water Irrigation & Park Pond Improvements	29,498
<b>TOTAL</b>		<b>\$ 5,900,951</b>

**SENIOR SERVICES FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	72,797	70,575	71,109
Operating and Maintenance	89,227	130,025	142,999
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 162,024</b>	<b>\$ 200,600</b>	<b>\$ 214,108</b>

**Fund Description**

The Senior Services Fund was created to receive funds donated or granted to Longmont Senior Services. The majority of the revenue in this fund comes from fees paid by participants in Senior Services recreation programs, which are administered out of this fund. Additional revenues may include support from the Friends of the Senior Center for programs or equipment purchases.

**SENIOR SERVICES FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 61,476</b>	<b>\$ 40,198</b>	<b>\$ 25,198</b>
COMMITTED WORKING CAPITAL	-	15,000	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charge for Services	70,236	140,500	150,500
Interest	(94)	-	-
Miscellaneous	104	100	50
Grants and Donations	69,845	60,000	60,000
Transfers from Other Funds	655	-	-
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>140,746</b>	<b>200,600</b>	<b>210,550</b>
<b>EXPENDITURES</b>			
Personal Services	72,797	70,575	71,109
Operating and Maintenance	89,227	130,025	142,999
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>162,024</b>	<b>200,600</b>	<b>214,108</b>
<b>ENDING WORKING CAPITAL</b>	<b>40,198</b>	<b>25,198</b>	<b>21,640</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (21,278)	\$ -	\$ (3,558)

## Senior Services

### SERVICE: Senior Services

Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Communications and Marketing Manager	0.25	0.25	0.20
Seniors Resource Specialist	0.25	0.25	0.25
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.45</b>

### Line Item Budget

Personal Services	2021 Actual	2022 Budget	2023 Budget
111 Salaries and Wages	26,475	40,689	40,742
112 Temporary Wages	33,254	15,000	15,900
121 Overtime Wages	968	-	-
126 RHS Plan	100	200	178
128 FICA	2,122	930	986
129 Medicare Contribution	812	795	808
131 MOPC	1,324	1,989	1,992
132 Employee Insurance	5,468	6,364	5,885
133 GERP Retirement	2,226	3,579	3,585
135 Compensation Insurance	39	16	20
136 Unemployment Insurance	10	13	13
137 Staff Training and Conference	-	1,000	1,000
<i>Subtotal</i>	<i>72,797</i>	<i>70,575</i>	<i>71,109</i>
<b>Operating and Maintenance</b>			
210 Supplies	36,761	20,632	27,250
217 Dues and Subscriptions	830	500	500
218 NonCapital Equip and Furniture	1,208	14,946	14,946
245 Mileage Allowance	-	400	400
246 Liability Insurance	585	514	626
247 Safety Expenses	-	50	50
250 Prof and Contracted Services	32,618	75,000	75,000
261 Telephone Charges	-	100	100
264 Printing Copying and Binding	1,381	3,500	3,500
269 Other Services and Charges	-	500	500
273 Fleet Lease Operating and Mtc	2,543	580	6,824
274 Fleet Lease Replacement	13,302	13,303	13,303
<i>Subtotal</i>	<i>89,227</i>	<i>130,025</i>	<i>142,999</i>
<b>Non-Operating Expense</b>			
970 Transfers to Other Funds	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>			
440 Machinery and Equipment	-	-	-
<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>SERVICE TOTAL</b>	<b>\$ 162,024</b>	<b>\$ 200,600</b>	<b>\$ 214,108</b>

## STORM DRAINAGE FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	2,071,008	2,384,718	2,644,047
Operating and Maintenance	1,562,848	2,055,646	2,183,806
Non-Operating	(536,264)	2,688,450	2,681,717
Capital	4,713,909	21,934	1,265,697
<b>TOTAL</b>	<b>\$ 7,811,501</b>	<b>\$ 7,150,748</b>	<b>\$ 8,775,267</b>

### ***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.

## Capital Improvement Program Projects

<b>STORM DRAINAGE FUND PROJECTS</b>	<b>2023 Budget</b>
DRN021 Storm Drainage Rehaulitation and Improvements	\$ 992,850
PBF192 Operations and Maintenance Building/Site Improvements	151,500
WTR197 Ditch Improvements For Transportation and StormDrain	35,000
<b>TOTAL</b>	<b>\$ 1,179,350</b>

**STORM DRAINAGE FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 6,468,564</b>	<b>\$ 9,862,617</b>	<b>\$ 5,474,087</b>
Committed Working Capital	-	4,995,227	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Charges for Services	7,591,145	7,594,900	9,795,300
Capital Investment Fee	274,110	156,945	131,200
Intergovernmental Revenue	3,437,282	-	-
Interest	(20,710)	-	16,600
Miscellaneous	101,255	5,600	5,600
Bond Proceeds	-	-	-
Transfer from Other Funds	-	-	-
Estimated Revenue Adjustment	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>11,383,082</b>	<b>7,757,445</b>	<b>9,948,700</b>
<b>EXPENSES BY BUDGET SERVICE</b>			
Business Services	373,879	3,927,035	4,172,936
Communications	-	-	27,655
Natural Resources	89,047	141,225	154,209
Engineering Services	5,180,961	1,751,449	1,970,262
Operations	1,130,053	1,329,635	1,270,855
CIP Projects	1,037,561	1,404	1,179,350
Total Operating Expenses	7,811,501	7,150,748	8,775,267
Adjustment for GAAP Expenses	177,528	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,989,029</b>	<b>7,150,748</b>	<b>8,775,267</b>
<b>ESTIMATED REVISIONS</b>			
<b>ENDING WORKING CAPITAL</b>	<b>9,862,617</b>	<b>5,474,087</b>	<b>6,647,520</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 3,394,053	\$ 606,697	\$ 1,173,433



**STORM DRAINAGE BUSINESS SERVICES DIVISION OVERVIEW**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	844,089	976,121	1,127,389
Operating and Maintenance	139,435	267,439	297,700
Non-Operating	(609,645)	2,668,450	2,661,717
Capital	-	15,025	86,130
<b>TOTAL</b>	<b>\$ 373,879</b>	<b>\$ 3,927,035</b>	<b>\$ 4,172,936</b>

## Public Works and Natural Resources Administration

**FUND:** Storm Drainage Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

The Public Works and Natural Administration service 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 Administration

<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Deputy City Manager	0.10	0.10	0.00
Assistant City Manager	0.00	0.00	0.14
Executive Director of Consolidated Services	0.00	0.10	0.06
Director of Business Enablement	0.00	0.00	0.06
PWNR Director Business & Environmental Services	0.10	0.00	0.00
PWNR Assistant Director of Business Services	0.10	0.10	0.05
PWNR Communications & Marketing Manager	0.10	0.10	0.00
Assistant Communications and Engagement Director	0.00	0.00	0.10
Multi Media/Marketing Specialist	0.50	0.00	0.00
Sr GIS Analyst	0.00	0.00	0.10
Data and Analytics Program Manager	0.00	0.00	0.05
Data and Innovation Analyst	0.00	0.00	0.03
Business Analyst	0.10	0.20	0.15
Utility Rate Analyst	0.00	0.00	0.05
Communications and Marketing Specialist	0.00	0.20	0.20
Business Process Improvement Coordinator	0.00	0.05	0.05
Customer Service and Administration Manager	0.00	0.00	0.05
Executive Assistant	0.10	0.10	0.05
Administrative Supervisor	0.00	0.00	0.05
Administrative Analyst	0.00	0.00	0.05
Administrative Assistant	0.25	0.25	0.20
<b>Total</b>	<b>1.35</b>	<b>1.20</b>	<b>1.44</b>

## Public Works and Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	101,379	157,007	193,685
112	Temporary Wages	-	19,398	19,398
122	Longevity Compensation	-	-	106
121	Overtime Wages	28	100	100
126	RHS Plan	3,045	482	575
128	FICA	6	1,203	1,203
129	Medicare Contribution	945	1,666	2,420
131	MOPC	4,923	6,028	7,519
132	Employee Insurance	14,674	19,246	22,520
133	GERP Retirement	8,481	10,795	13,534
135	Compensation Insurance	48	55	63
136	Unemployment Insurance	30	38	50
137	Staff Training and Conference	198	1,050	375
142	Food Allowance	304	425	425
	<i>Subtotal</i>	<i>134,061</i>	<i>217,493</i>	<i>261,973</i>
<b>Operating and Maintenance</b>				
210	Supplies	275	545	542
217	Dues and Subscriptions	1,102	740	-
218	NonCapital Equip and Furniture	286	628	721
240	Repair and Maintenance	349	5,500	5,508
245	Mileage Allowance	240	460	460
246	Liability Insurance	163	201	399
250	Prof and Contracted Services	10,830	30,985	17,395
252	Legal Notices and Advertising	41	420	-
261	Telephone Charges	136	-	-
264	Printing Copying and Binding	68	-	-
269	Other Services and Charges	2,600	-	-
273	Fleet Lease Operating and Mtc	1,162	954	6,666
274	Fleet Lease Replacement	575	576	1,583
	<i>Subtotal</i>	<i>17,827</i>	<i>41,009</i>	<i>33,274</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	586,354	546,938	501,688
923	Bond Principal Current	-	905,000	950,000
927	Principal Notes and Contracts	-	173,665	187,247
928	Interest Notes and Contracts	(64,710)	-	-
970	Transfers to Other Funds	(1,353,839)	48,347	30,282
	<i>Subtotal</i>	<i>(832,195)</i>	<i>1,673,950</i>	<i>1,669,217</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
440	Machinery and Equipment	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ (680,306)</b>	<b>\$ 1,932,452</b>	<b>\$ 1,964,464</b>

## Stormwater Quality Laboratory

**FUND:** Storm Drainage 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:** Stormwater Quality Laboratory

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Water Quality Lab Supervisor	0.10	0.10	0.10
Water Quality Analyst II	0.40	0.40	0.40
Water Quality Analyst I	0.00	0.00	0.10
Water Quality Specialist II	0.20	0.20	0.20
Water Quality Specialist I	0.10	0.10	0.10
Laboratory Support Technician	0.10	0.10	0.10
<b>Total</b>	<b>0.90</b>	<b>0.90</b>	<b>1.00</b>

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## Stormwater Quality Laboratory

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	56,906	67,194	78,906
112	Temporary Wages	3,087	7,480	10,574
121	Overtime Pay	1,186	500	500
122	Longevity Compensation	-	-	-
126	RHS Plan	482	360	400
128	FICA	191	464	656
129	Medicare Contribution	781	1,082	1,297
131	MOPC	2,861	3,361	3,945
132	Employee Insurance	10,528	10,750	11,835
133	GERP Retirement	4,811	6,048	7,101
135	Compensation Insurance	31	421	432
136	Unemployment Insurance	21	21	24
137	Staff Training and Conference	1,341	400	450
141	Uniforms Protective Clothing	28	23	33
142	Food Allowance	-	10	10
	<i>Subtotal</i>	<i>82,254</i>	<i>98,114</i>	<i>116,163</i>
<b>Operating and Maintenance</b>				
210	Supplies	9,000	16,000	26,893
216	Reference Books and Materials	30	60	60
217	Dues and Subscriptions	22	510	510
218	NonCapital Equip and Furniture	17	1,790	2,580
240	Repair and Maintenance	4,109	8,780	10,630
246	Liability Insurance	-	78	180
247	Safety Expenses	1	100	100
250	Prof and Contracted Services	24,385	20,150	24,050
252	Ads and Legal Notices	14	-	-
261	Telephone Charges	101	200	200
263	Postage	-	13	13
273	Fleet Lease Operating and Mtc	311	450	619
274	Fleet Lease Replacement	712	712	712
	<i>Subtotal</i>	<i>38,702</i>	<i>48,843</i>	<i>66,547</i>
<b>Non-Operating Expense</b>				
950	Bad Debt	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	1,200
440	Machinery and Equipment	-	10,750	23,500
	<i>Subtotal</i>	<i>-</i>	<i>10,750</i>	<i>24,700</i>
	<b>SERVICE TOTAL</b>	<b>\$ 120,957</b>	<b>\$ 157,707</b>	<b>\$ 207,410</b>

## Regulatory Compliance

**FUND:** Storm Drainage Fund

**DEPARTMENT:** Public Works and Natural Resources

### Service Description:

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

### **SERVICE:** Regulatory Compliance

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Environmental Services Manager	0.35	0.16	0.20
Sr Civil Engineer	1.00	1.00	1.00
Civil Engineer II	1.20	1.00	1.00
Environmental Regulatory Specialist	1.00	2.00	2.00
<b>Total</b>	<b>3.55</b>	<b>4.16</b>	<b>4.20</b>

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## Regulatory Compliance

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	331,910	378,619	424,245
112	Temporary Wages	39,094	-	-
115	One Time Payment	-	1,500	-
126	RHS Plan	940	1,664	1,680
128	FICA	2,424	-	-
129	Medicare Contribution	4,697	5,490	6,152
131	MOPC	16,500	18,931	21,212
132	Employee Insurance	55,074	60,579	63,637
133	GERP Retirement	27,751	34,076	38,182
135	Compensation Insurance	347	259	247
136	Unemployment Insurance	111	125	140
137	Staff Training and Conference	228	4,200	4,200
	<i>Subtotal</i>	<i>479,076</i>	<i>505,443</i>	<i>559,695</i>
<b>Operating and Maintenance</b>				
210	Supplies	1,886	1,100	1,100
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	22,700	48,200	53,200
218	NonCapital Equip and Furniture	383	900	900
240	Repair and Maintenance	325	-	-
245	Mileage Allowance	-	600	600
246	Liability Insurance	777	745	1,071
247	Safety Expenses	12	1,200	1,200
250	Prof and Contracted Services	5,635	48,101	68,101
259	Licenses and Permits	4,128	3,150	3,150
261	Telephone Charges	2,406	1,240	1,240
263	Postage	64	500	500
264	Printing Copying and Binding	689	-	-
269	Other Services and Charges	-	34	34
273	Fleet Lease Operating and Mtc	9,893	6,734	6,293
274	Fleet Lease Replacement	4,656	4,656	2,877
	<i>Subtotal</i>	<i>53,553</i>	<i>117,360</i>	<i>140,466</i>
<b>Non-Operating Expense</b>				
922	Interest Current Bond Issue	222,550	194,500	162,500
923	Bond Principal Current	-	800,000	830,000
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>222,550</i>	<i>994,500</i>	<i>992,500</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	60,000
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>60,000</i>
	<b>SERVICE TOTAL</b>	<b>\$ 755,180</b>	<b>\$ 1,617,303</b>	<b>\$ 1,752,661</b>

## Engineering and Technical Services

**FUND:** Storm Drainage Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides surveying, GIS/mapping, supervision and technical support services. This includes maintaining and updating GIS and maps, surveying services, and technical support for development and capital improvement programs for the Public Works and Natural Resources Department. Surveying services also are provided to other City departments. 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.

**SERVICE:** Engineering and Technical Services

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Technical Services Manager	0.15	0.15	0.06
Geospatial Data and Analysis Program Manager	0.00	0.00	0.10
Engineering and Surveying Technician Supervisor	0.15	0.15	0.15
Lead GIS Analyst	0.15	0.15	0.10
Sr GIS Analyst	0.15	0.15	0.10
Sr Programmer Analyst	0.00	0.00	0.09
Lead Technical Functional Analyst	0.00	0.00	0.06
Technical Functional Analyst	0.15	0.15	0.10
Application Support Analyst	0.00	0.00	0.09
Sr GIS Mapping Technician	0.00	0.00	0.10
GIS Mapping Technician	0.15	0.15	0.10
Sr Engineering Technician	0.15	0.15	0.15
Engineering Technician	0.30	0.30	0.30
<b>Total</b>	<b>1.35</b>	<b>1.35</b>	<b>1.50</b>

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## Engineering and Technical Services

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	110,450	114,700	142,140
121	Overtime Wages	-	250	250
126	RHS Plan	898	540	601
129	Medicare Contribution	1,362	1,663	2,061
131	MOPC	5,501	5,735	7,107
132	Employee Insurance	17,905	18,346	21,308
133	GERP Retirement	9,253	10,317	12,793
135	Compensation Insurance	946	738	732
136	Unemployment Insurance	36	37	46
137	Staff Training and Conference	2,347	2,700	2,475
141	Uniforms and Protective Clothing	-	45	45
	<i>Subtotal</i>	<i>148,697</i>	<i>155,071</i>	<i>189,558</i>
<b>Operating and Maintenance</b>				
210	Supplies	263	4,698	1,275
216	Reference Books and Materials	-	15	15
217	Dues and Subscriptions	300	233	398
218	NonCapital Equip and Furniture	3,909	11,687	9,480
240	Repair and Maintenance	22,475	26,678	22,157
246	Liability Insurance	213	204	321
247	Safety Expenses	-	150	150
250	Prof and Contracted Services	224	10,495	15,451
261	Telephone Charges	1,968	3,024	3,024
264	Printing Copying and Binding	-	75	75
273	Fleet Lease Operating and Mtc	-	2,071	2,353
274	Fleet Lease Replacement	-	897	2,714
	<i>Subtotal</i>	<i>29,352</i>	<i>60,227</i>	<i>57,413</i>
<b>Capital Outlay</b>				
440	Machinery and Equipment	-	4,275	1,430
	<i>Subtotal</i>	<i>-</i>	<i>4,275</i>	<i>1,430</i>
	<b>SERVICE TOTAL</b>	<b>\$ 178,049</b>	<b>\$ 219,573</b>	<b>\$ 248,401</b>

**STORM DRAINAGE NATURAL RESOURCES DIVISION OVERVIEW**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	75,605	77,502	81,277
Operating and Maintenance	13,442	63,723	72,932
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 89,047</b>	<b>\$ 141,225</b>	<b>\$ 154,209</b>

## Natural Resources Administration

**FUND:** Storm Drainage 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

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Project Manager II	0.05	0.05	0.00
Ecosystem Management Administrator	0.00	0.00	0.05
Natural Resources Analyst	0.21	0.21	0.21
Sr Natural Resources Technician	0.27	0.27	0.27
Natural Resources Technician	0.00	0.00	0.00
Natural Resources Specialist	0.00	0.00	0.00
Sr Arborist Technician	0.25	0.25	0.25
Weed Technician	0.00	0.00	0.00
<b>Total</b>	<b>0.78</b>	<b>0.78</b>	<b>0.78</b>

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## Natural Resources Administration

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	50,093	51,029	54,310
112	Temporary Wages	9,001	9,360	9,360
121	Overtime Wages	513	-	-
126	RHS Plan	212	312	312
128	FICA	569	580	580
129	Medicare Contribution	746	875	924
131	MOPC	2,375	2,552	2,716
132	Employee Insurance	8,061	8,164	8,147
133	GERP Retirement	3,995	4,592	4,888
135	Compensation Insurance	25	22	22
136	Unemployment Insurance	15	16	18
	<i>Subtotal</i>	<i>75,605</i>	<i>77,502</i>	<i>81,277</i>
<b>Operating and Maintenance</b>				
210	Supplies	123	5,600	9,550
222	Chemicals	81	-	-
240	Repair and Maintenance	2	-	-
246	Liability Insurance	137	200	252
250	Prof and Contracted Services	3,806	51,455	56,600
261	Telephone Charges	237	-	-
273	Fleet Lease Operating and Mtc	4,002	2,610	2,051
274	Fleet Lease Replacement	5,055	3,858	4,479
	<i>Subtotal</i>	<i>13,442</i>	<i>63,723</i>	<i>72,932</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 89,047</b>	<b>\$ 141,225</b>	<b>\$ 154,209</b>

### STORM DRAINAGE COMMUNICATIONS DIVISION OVERVIEW

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	675
Operating and Maintenance	-	-	26,980
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,655</b>

## Communications

**FUND:** Storm Drainage Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:** The Communications Division is the voice and ears of the City organization. This team works to communicate with Longmont residents about services, emergencies, developments, events, and civic participation that impact or interest the community, as well as receive feedback and relay comments and concerns from the community. The Communications Division is a centralized entity within the Shared Services Department with expertise that includes:

- media relations and public information

- marketing

- strategic communications

- community involvement

- graphic design

- social media

- website administration

- creative outreach

- emergency and crisis communications

Team members are embedded in divisions and departments across the organization to build relationships and maintain subject matter expertise while pooling skills and resources as needed to support City and Council priorities.

## Communications

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	-	-	-
126	RHS Plan	-	-	-
129	Medicare Contribution	-	-	-
131	MOPC	-	-	-
132	Employee Insurance	-	-	-
133	GERP Retirement	-	-	-
135	Compensation Insurance	-	-	-
136	Unemployment Insurance	-	-	-
137	Staff Training and Conference	-	-	675
	<i>Subtotal</i>	-	-	675
<b>Operating and Maintenance</b>				
210	Supplies	-	-	45
217	Dues and Subscriptions	-	-	740
250	Prof and Contracted Services	-	-	25,775
252	Ads and Legal Notices	-	-	420
	<i>Subtotal</i>	-	-	26,980
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	-	-	-
<b>Capital Outlay</b>				
432	Vehicles	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,655</b>

**STORM DRAINAGE ENGINEERING DIVISION OVERVIEW**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	689,977	781,774	843,696
Operating and Maintenance	815,951	964,387	1,126,566
Non-Operating	-	-	-
Capital	3,674,855	5,288	-
<b>TOTAL</b>	<b>\$ 5,180,961</b>	<b>\$ 1,751,449</b>	<b>\$ 1,970,262</b>



## Engineering

**FUND:** Storm Drainage Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service provides 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.

**SERVICE:** Engineering

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Engineering Services	0.15	0.15	0.15
PWNR Engineering Administrator	0.45	0.45	0.45
Development Project Administrator	0.00	0.09	0.09
Sr Civil Engineer	1.75	1.75	1.75
Civil Engineer II	1.35	1.35	1.35
Construction Inspector	0.25	0.25	0.25
Environmental Project Specialist	0.10	0.10	0.10
Project Manager II	0.25	0.25	0.25
Administrative Assistant	0.12	0.12	0.12
<b>Total</b>	<b>4.42</b>	<b>4.51</b>	<b>4.51</b>

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## Engineering

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	433,132	484,960	529,374
112	Temporary Wages	1,992	2,500	2,500
121	Overtime Wages	1,532	-	-
126	RHS Plan	6,595	1,803	1,803
128	FICA	124	155	155
129	Medicare Contribution	5,447	7,067	7,712
131	MOPC	21,717	24,248	26,469
132	Employee Insurance	74,974	77,570	79,406
133	GERP Retirement	36,529	43,616	47,644
135	Compensation Insurance	425	313	175
136	Unemployment Insurance	149	161	175
137	Staff Training and Conference	899	7,000	7,800
141	Uniforms and Protective Clothing	-	100	125
142	Food Allowance	-	300	300
	<i>Subtotal</i>	<i>583,514</i>	<i>649,793</i>	<i>703,638</i>
<b>Operating and Maintenance</b>				
210	Supplies	163	2,850	3,250
216	Reference Books and Materials	142	100	200
217	Dues and Subscriptions	650	1,020	1,045
218	NonCapital Equip and Furniture	299	2,500	2,860
240	Repair and Maintenance	5,411	6,350	12,695
245	Mileage Allowance	-	50	50
246	Liability Insurance	2,840	2,969	4,128
247	Safety Expenses	-	100	625
250	Prof and Contracted Services	125,356	300,000	301,000
252	Ads and Legal Notices	78	200	200
260	Utilities	483	1,300	1,300
261	Telephone Charges	1,380	1,870	2,125
263	Postage	-	100	100
264	Printing Copying and Binding	-	175	225
269	Other Services and Charges	325	-	-
270	Administrative Mgmt Services	667,273	629,426	776,096
273	Fleet Lease Operating and Mtc	410	-	-
	<i>Subtotal</i>	<i>804,811</i>	<i>949,010</i>	<i>1,105,899</i>
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
974	AIPP Transfers	177	-	-
	<i>Subtotal</i>	<i>177</i>	<i>-</i>	<i>-</i>
<b>Capital Outlay</b>				
475	Building and Facility Developmnt	3,674,855	-	-
	<i>Subtotal</i>	<i>3,674,855</i>	<i>-</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 5,063,358</b>	<b>\$ 1,598,803</b>	<b>\$ 1,809,537</b>

## Construction Inspection

**FUND:** Storm Drainage 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.

**SERVICE:** Construction Inspection

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Construction Inspection Supervisor	0.15	0.15	0.15
Sr Construction Inspector	0.30	0.60	0.60
Construction Inspector	0.60	0.45	0.45
<b>Total</b>	<b>1.05</b>	<b>1.20</b>	<b>1.20</b>

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## Construction Inspection

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	76,604	92,019	98,923
112	Temporary Wages	-	100	100
121	Overtime Wages	5,258	9,000	9,000
122	Longevity Compensation	342	-	-
126	RHS Plan	891	480	480
128	FICA	-	6	6
129	Medicare Contribution	933	1,335	1,435
131	MOPC	3,622	4,604	4,946
132	Employee Insurance	12,651	14,722	14,838
133	GERP Retirement	6,092	8,283	8,903
135	Compensation Insurance	45	652	644
136	Unemployment Insurance	25	30	33
137	Staff Training and Conference	-	600	600
141	Uniforms and Protective Clothing	-	150	150
	<i>Subtotal</i>	<i>106,463</i>	<i>131,981</i>	<i>140,058</i>
<b>Operating and Maintenance</b>				
210	Supplies	681	1,176	1,050
216	Reference Books and Materials	-	30	60
217	Dues and Subscriptions	-	150	150
218	NonCapital Equip and Furniture	-	1,937	1,425
240	Repair and Maintenance	-	75	90
246	Liability Insurance	253	299	326
247	Safety Expenses	-	225	225
249	Operating Leases and Rentals	187	600	600
250	Prof and Contracted Services	34	-	-
260	Utilities	46	-	-
261	Telephone Charges	63	1,089	1,089
264	Printing Copying and Binding	-	90	90
273	Fleet Lease Operating and Mtc	7,610	7,215	11,481
274	Fleet Lease Replacement	2,265	2,491	4,081
	<i>Subtotal</i>	<i>11,140</i>	<i>15,377</i>	<i>20,667</i>
<b>Capital Outlay</b>				
432	Vehicles	-	5,288	-
	<i>Subtotal</i>	<i>-</i>	<i>5,288</i>	<i>-</i>
	<b>SERVICE TOTAL</b>	<b>\$ 117,603</b>	<b>\$ 152,646</b>	<b>\$ 160,725</b>

**STORM DRAINAGE OPERATIONS DIVISION OVERVIEW**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Personal Services	461,337	549,321	591,010
Operating and Maintenance	594,020	760,097	659,628
Non-Operating	73,204	20,000	20,000
Capital	1,492	217	217
<b>TOTAL</b>	<b>\$ 1,130,053</b>	<b>\$ 1,329,635</b>	<b>\$ 1,270,855</b>

## Maintenance and Repair

**FUND:** Storm Drainage Fund

**DEPARTMENT:** Public Works and Natural Resources

**Service Description:**

This service is responsible for maintaining and repairing all open channel and closed drainage facilities, including ditches, channels, culverts, catch basins, detention basins and storm sewers. This service also maintains certain sections of private ditches that provide storm drain benefits to the city. There are 104.36 miles of storm drain lines, 26.45 miles of open channels and ditches, and 3,015 catch basins in the City's storm drain system.

**SERVICE:** Maintenance and Repair

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
PWNR Director of Operations	0.05	0.05	0.05
Utility & Streets Maintenance Supervisor	0.40	0.00	0.00
Transportation System Maintenance Manager	0.10	0.10	0.10
System Operations Supervisor	0.30	0.30	0.70
Utility/Streets Maintenance Supervisor	0.00	0.40	0.00
Operations Support Specialist	0.80	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	0.30	0.30	0.30
Business Process Improvement Coordinator	0.05	0.00	0.00
Administrative Assistant	0.00	0.00	0.08
<b>Total</b>	<b>5.35</b>	<b>5.30</b>	<b>5.38</b>

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## Maintenance and Repair

### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
111	Salaries and Wages	303,354	364,178	399,009
112	Temporary Wages	17,013	46,250	46,250
121	Overtime Wages	14,720	5,000	5,000
123	Leave Expense	-	4,866	4,866
126	RHS Plan	12,420	2,120	2,150
128	FICA	1,055	2,868	2,868
129	Medicare Contribution	4,362	5,951	6,457
131	MOPC	14,977	18,210	19,950
132	Employee Insurance	57,596	58,269	59,779
133	GERP Retirement	25,196	32,777	35,911
135	Compensation Insurance	3,631	2,718	2,645
136	Unemployment Insurance	115	120	131
137	Staff Training and Conference	1,976	2,750	2,750
141	Uniforms Protective Clothing	4,466	3,044	3,044
142	Food Allowance	456	200	200
	<i>Subtotal</i>	<i>461,337</i>	<i>549,321</i>	<i>591,010</i>
<b>Operating and Maintenance</b>				
210	Supplies	21,726	11,145	11,145
216	Reference Books and Materials	-	200	200
217	Dues and Subscriptions	385	200	200
218	NonCapital Equip and Furniture	7,319	4,100	14,100
240	Repair and Maintenance	34,712	133,400	143,400
245	Mileage Allowance	-	200	200
246	Liability Insurance	15,710	13,495	15,413
247	Safety Expenses	2,732	5,000	5,000
249	Operating Leases and Rentals	324	7,000	7,000
250	Prof and Contracted Services	130,996	182,602	192,602
252	Ads and Legal Notices	-	250	250
259	Licenses and Permits	2,008	2,000	2,000
260	Utilities	14,050	13,960	13,960
261	Telephone Charges	3,623	1,200	1,200
263	Postage	6	-	-
264	Printing Copying and Binding	13	200	200
269	Other Services and Charges	38,241	29,450	29,450
273	Fleet Lease Operating and Mtc	126,111	95,960	77,120
274	Fleet Lease Replacement	196,065	259,735	146,188
	<i>Subtotal</i>	<i>594,020</i>	<i>760,097</i>	<i>659,628</i>
<b>Non-Operating Expense</b>				
950	Bad Debt	73,204	20,000	20,000
	<i>Subtotal</i>	<i>73,204</i>	<i>20,000</i>	<i>20,000</i>
<b>Capital Outlay</b>				
432	Vehicles	1,492	-	-
440	Machinery and Equipment	-	217	217
	<i>Subtotal</i>	<i>1,492</i>	<i>217</i>	<i>217</i>
	<b>SERVICE TOTAL</b>	<b>\$ 1,130,053</b>	<b>\$ 1,329,635</b>	<b>\$ 1,270,855</b>

**SPECIAL RETAIL MARIJUANA TAX FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	672,101	750,000	580,000
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 672,101</b>	<b>\$ 750,000</b>	<b>\$ 580,000</b>

**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**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 423,374</b>	<b>\$ 370,076</b>	<b>\$ 108,918</b>
Committed Working Capital	-	111,158	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Taxes	622,917	600,000	580,000
Interest	(4,114)	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>618,803</b>	<b>600,000</b>	<b>580,000</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	-	-	-
Non-Operating	672,101	750,000	580,000
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>672,101</b>	<b>750,000</b>	<b>580,000</b>
Estimated Revisions	-	-	-
<b>ENDING WORKING CAPITAL</b>	<b>370,076</b>	<b>108,918</b>	<b>108,918</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (53,298)	\$ (150,000)	\$ -



**SUSTAINABILITY FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	502,033	752,065	839,280
Operating and Maintenance	138,067	315,661	281,051
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 640,100</b>	<b>\$ 1,067,726</b>	<b>\$ 1,120,331</b>

**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.

**SUSTAINABILITY FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 211,702</b>	<b>\$ 402,295</b>	<b>\$ 112,124</b>
Committed Working Capital	-	195,652	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	86,928	120,000	130,000
Transfer From Funds	743,485	853,207	878,207
Interest	280	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>830,693</b>	<b>973,207</b>	<b>1,008,207</b>
<b>EXPENDITURES</b>			
Personal Services	502,033	752,065	839,280
Operating and Maintenance	138,067	315,661	281,051
Non-Operating	-	-	-
Capital	-	-	-
Adjustment for GAAP Expense	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>640,100</b>	<b>1,067,726</b>	<b>1,120,331</b>
<b>ENDING WORKING CAPITAL</b>	<b>402,295</b>	<b>112,124</b>	<b>0</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 190,593	\$ (94,519)	\$ (112,124)

## Sustainability

### SERVICE: Sustainability

Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
PWNR Environmental Services Manager	0.00	0.14	0.00
Business Sustainability Coordinator	0.00	0.00	1.00
Economic Sustainability Specialist	1.00	1.00	0.00
Equity and Engagement Specialist	0.00	1.00	1.00
Neighborhood Resource Specialist	0.50	1.00	1.00
Sustainability Program Manager	1.00	1.00	1.00
Sustainability Program Coordinator	0.00	1.00	0.00
Sustainability Coordinator	0.00	0.00	2.00
Sustainability Grant & Program Coordinator	0.75	0.00	0.00
Sustainability Specialist	0.00	1.00	0.00
Water Conservation & Sustainability Specialist	1.00	0.00	0.00
<b>Total</b>	<b>4.25</b>	<b>6.14</b>	<b>6.00</b>

## Line Item Budget

	2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>			
111 Salaries and Wages	360,507	515,061	586,116
112 Temporary Wages	27,822	59,000	59,000
126 RHS Plan	1,700	2,456	2,400
128 FICA	1,725	3,658	3,658
129 Medicare Contribution	4,884	8,198	9,164
131 MOPC	17,929	25,310	28,650
132 Employee Insurance	55,378	80,702	85,229
133 GERP Retirement	30,158	45,182	51,569
135 Compensation Insurance	128	731	206
136 Unemployment	109	167	188
137 Staff Training and Conference	545	6,000	7,500
142 Food Allowance	1,147	5,600	5,600
<i>Subtotal</i>	<i>502,033</i>	<i>752,065</i>	<i>839,280</i>
<b>Operating and Maintenance</b>			
210 Supplies	5,366	16,600	16,600
216 Reference Books and Materials	-	200	200
217 Dues and Subscriptions	11,800	11,300	11,800
218 Non Capital Equipment and Furniture	2,139	2,750	1,000
240 Repair and Maintenance	-	2,000	2,000
245 Mileage Allowance	-	500	500
246 Liability Insurance	-	444	1,164
250 Prof and Contracted Services	94,207	199,980	179,980
264 Printing Copying and Binding	1,837	7,500	6,000
269 Other Services and Charges	22,717	74,387	61,807
<i>Subtotal</i>	<i>138,067</i>	<i>315,661</i>	<i>281,051</i>
<b>SERVICE TOTAL</b>	<b>\$ 640,100</b>	<b>\$ 1,067,726</b>	<b>\$ 1,120,331</b>

### TRAFFIC SAFETY FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	13,798	13,640	14,453
Operating and Maintenance	1,540	-	21
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 15,338</b>	<b>\$ 13,640</b>	<b>\$ 14,474</b>

### TRAFFIC SAFETY FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 24,445</b>	<b>\$ 19,727</b>	<b>\$ 19,087</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Traffic Safety Surcharge	10,660	13,000	7,500
Interest	(40)	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>10,620</b>	<b>13,000</b>	<b>7,500</b>
<b>EXPENDITURES</b>			
Personal Services	13,798	13,640	14,453
Operating and Maintenance	1,540	-	21
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>15,338</b>	<b>13,640</b>	<b>14,474</b>
<b>ENDING WORKING CAPITAL</b>	<b>19,727</b>	<b>19,087</b>	<b>12,113</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (4,718)	\$ (640)	\$ (6,974)

## Traffic Safety

### Line Item Budget

	2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>			
111 Salaries and Wages	11,062	10,393	11,017
112 Temporary Wages	-	-	-
126 RHS Plan	50	50	50
128 FICA	-	-	-
129 Medicare Contribution	130	147	156
131 MOPC	553	508	538
132 Employee Insurance	969	1,625	1,615
133 GERP Retirement	930	914	969
135 Compensation Insurance	-	-	104
136 Unemployment	-	3	4
137 Staff Training and Conference	104	-	-
<i>Subtotal</i>	<i>13,798</i>	<i>13,640</i>	<i>14,453</i>
<b>Operating and Maintenance</b>			
210 Supplies	338	-	-
246 Liability Insurance	-	-	21
250 Prof and Contracted Services	1,200	-	-
263 Postage	2	-	-
<i>Subtotal</i>	<i>1,540</i>	<i>-</i>	<i>21</i>
<b>SERVICE TOTAL</b>	<b>\$ 15,338</b>	<b>\$ 13,640</b>	<b>\$ 14,474</b>

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**SERVICE: Traffic Safety**


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Budgeted Positions:	2021 Budget	2022 Budget	2023 Budget
Traffic Safety Coordinator	0.00	0.13	0.13
<b>Total</b>	<b>0.00</b>	<b>0.13</b>	<b>0.13</b>

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### TRANSPORTATION COMMUNITY INVESTMENT FEE FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	297,019	-	-
Non-Operating	-	-	-
Capital	626,814	1,500,000	250,000
<b>TOTAL</b>	<b>\$ 923,833</b>	<b>\$ 1,500,000</b>	<b>\$ 250,000</b>

***Fund Description***

The Transportation Community Investment Fee (CIF) Fund was created in 1993 to provide funding for oversizing of arterial street construction and improvements, landscaping, and arterial intersection improvements. Transportation community investment fees are levied on all new construction (residential, commercial and industrial) within the city to provide a portion of the capital to meet the demand that new development creates for arterial street and intersection improvements.

TCIF technical documentation provides information on the specific oversizing projects that are included in CIP as Arterial Improvements. Prioritization of projects will be determined as development and traffic necessitate. Administration of this fund is provided by the Public Works and Natural Resources Department.

### Capital Improvement Program Projects

TRANSPORTATION COMMUNITY INVESTMENT FEE FUND PROJECT	2023 Budget
TRP122 Hover St Improvement - Ken Pratt Blvd to Boston Ave	\$ 250,000
<b>TOTAL</b>	<b>\$ 250,000</b>

**TRANSPORTATION COMMUNITY INVESTMENT FEE FUND - Fund Statement**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 4,309,587</b>	<b>\$ 4,448,443</b>	<b>\$ 1,289,465</b>
Committed Working Capital	-	2,381,632	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Street Improvement Fee	1,072,305	715,934	657,568
Interest	(9,617)	6,720	6,720
Adjustment for GAAP Revenue	1	-	-
<b>TOTAL FUNDS</b>	<b>1,062,689</b>	<b>722,654</b>	<b>664,288</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	297,019	-	-
Non-Operating	-	-	-
Capital	626,814	1,500,000	250,000
<b>TOTAL EXPENDITURES</b>	<b>923,833</b>	<b>1,500,000</b>	<b>250,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>4,448,443</b>	<b>1,289,465</b>	<b>1,703,753</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 138,856	\$ (777,346)	\$ 414,288

### VILLAGE AT THE PEAKS FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	-	-
Operating and Maintenance	2,591	5,000	5,000
Non-Operating	2,173,033	2,188,708	2,042,530
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 2,175,624</b>	<b>\$ 2,193,708</b>	<b>\$ 2,047,530</b>

#### Fund Description

The Village at the Peaks Fund was established for the purpose of identifying, accounting for and controlling all revenues and expenses attributable to the Twin Peaks Mall Urban Renewal Area, including the certificates of participation issuance, expenditures of certificates of participation funds, collection of special revenue for the payment of base rentals and additional rentals, if any, on certificates of participation.

### VILLAGE AT THE PEAKS FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 3,064,458</b>	<b>\$ 2,655,195</b>	<b>\$ 2,308,107</b>
Committed Working Capital	-	-	-
<b>SOURCES OF FUNDS</b>			
<b>REVENUES</b>			
Intergovernmental Revenue	215,261	223,000	256,000
Interest	251	1,000	2,000
Transfer from Other Funds	1,550,849	1,622,620	1,809,304
Estimated Revenue Revision	-	-	-
<b>TOTAL FUNDS</b>	<b>1,766,361</b>	<b>1,846,620</b>	<b>2,067,304</b>
<b>EXPENDITURES</b>			
Personal Services	-	-	-
Operating and Maintenance	2,591	5,000	5,000
Non-Operating	2,173,033	2,188,708	2,042,530
Capital	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,175,624</b>	<b>2,193,708</b>	<b>2,047,530</b>
Estimated Revisions	-	-	-
<b>ENDING WORKING CAPITAL</b>	<b>2,655,195</b>	<b>2,308,107</b>	<b>2,327,881</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ (409,263)	\$ (347,088)	\$ 19,774

## YOUTH SERVICES FUND - Fund Summary

	2021 Actual	2022 Budget	2023 Budget
Personal Services	137,128	750	750
Operating and Maintenance	21,796	7,050	7,050
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ 158,924</b>	<b>\$ 7,800</b>	<b>\$ 7,800</b>

### *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.

## YOUTH SERVICES FUND - Fund Statement

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 429,685</b>	<b>\$ 461,143</b>	<b>\$ 357,640</b>
COMMITTED WORKING CAPITAL	-	97,603	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charges for Services	2,813	-	-
Grants and Donations	185,639	1,600	3,500
Interest	(399)	300	-
Miscellaneous	-	-	-
Transfer from Other Funds	-	-	-
Adjustment for GAAP Revenue	-	-	-
<b>TOTAL FUNDS</b>	<b>188,053</b>	<b>1,900</b>	<b>3,500</b>
<b>EXPENDITURES</b>			
Personal Services	137,128	750	750
Operating and Maintenance	21,796	7,050	7,050
Non-Operating	-	-	-
Capital	-	-	-
Adjustment for GAAP Expenses	(2,329)	-	-
<b>TOTAL EXPENDITURES</b>	<b>156,595</b>	<b>7,800</b>	<b>7,800</b>
<b>ENDING WORKING CAPITAL</b>	<b>461,143</b>	<b>357,640</b>	<b>353,340</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 31,458	\$ (5,900)	\$ (4,300)



## Youth Services

### Line Item Budget

	2021 Actual	2022 Budget	2023 Budget
<b>Personal Services</b>			
111 Salaries and Wages	65,076	-	-
112 Temporary Wages	51,223	-	-
128 FICA	3,180	-	-
129 Medicare Contribution	1,582	-	-
131 MOPC	3,228	-	-
132 Employee Insurance	7,371	-	-
133 GERP Retirement	5,429	-	-
135 Compensation Insurance	-	-	-
136 Unemployment	7	-	-
137 Staff Training and Conference	30	750	750
<i>Subtotal</i>	137,128	750	750
<b>Operating and Maintenance</b>			
210 Supplies	9,549	5,550	5,550
218 Non Capital Equipment and Furniture	1,423	-	-
246 Liability Insurance	-	-	-
250 Prof and Contracted Services	-	1,000	1,000
261 Telephone Charges	-	500	500
269 Other Services and Charges	10,825	-	-
<i>Subtotal</i>	21,796	7,050	7,050
<b>SERVICE TOTAL</b>	<b>\$ 158,924</b>	<b>\$ 7,800</b>	<b>\$ 7,800</b>

#### **SERVICE: Youth Services**

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<b>Budgeted Positions:</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
Child/Youth/Family Counselor	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**JUDICIAL WEDDING FUND - Fund Summary**

	2021 Actual	2022 Budget	2023 Budget
Personal Services	-	2,000	2,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
Capital	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

**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. This fund is currently used to provide for training costs for the Judge.

**JUDICIAL WEDDING FUND - Fund Statement**

	2021 Actual	2022 Budget	2023 Budget
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 16,747</b>	<b>\$ 23,032</b>	<b>\$ 23,032</b>
COMMITTED WORKING CAPITAL	-	-	-
<b>SOURCES OF FUNDS</b>			
REVENUES			
Charges for Services	6,367	2,000	2,000
Interest	(82)	-	-
<b>TOTAL FUNDS</b>	<b>6,285</b>	<b>2,000</b>	<b>2,000</b>
<b>EXPENDITURES</b>			
Personal Services	-	2,000	2,000
Operating and Maintenance	-	-	-
Non-Operating	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>ENDING WORKING CAPITAL</b>	<b>23,032</b>	<b>23,032</b>	<b>23,032</b>
CONTRIBUTION TO/(FROM) RESERVES	\$ 6,285	\$ -	\$ -

## Judicial Wedding Fee

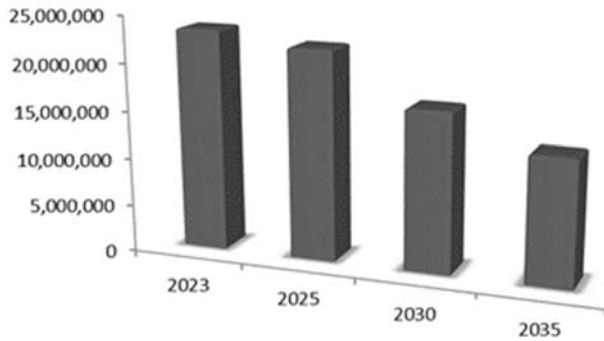
### Line Item Budget

<b>Personal Services</b>		<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
137	Staff Training and Conference	-	2,000	2,000
	<i>Subtotal</i>	-	<i>2,000</i>	<i>2,000</i>
<b>Operating and Maintenance</b>				
210	Supplies	-	-	-
240	Repair and Maintenance	-	-	-
250	Prof and Contracted Services	-	-	-
269	Other Services and Charges	-	-	-
	<i>Subtotal</i>	-	-	-
<b>Non-Operating Expense</b>				
970	Transfers to Other Funds	-	-	-
	<i>Subtotal</i>	-	-	-
	<b>SERVICE TOTAL</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

## 2023 Debt Service

The City’s 2023 debt service payments total \$23,408,980, which is 5.7% 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.

**Debt Service Payments**



As of the end of 2021, the actual value of taxable property within the city totaled \$15.308 billion. The 3% limitation equaled \$471,777,043. The City had no outstanding debt applicable to the debt limitation and meets the 3% limitation stipulation. Further information can be found on page 38 and pages 79-83 of the City’s 2021 Annual Comprehensive Financial Report.

### 2023 Debt Service Payments by Fund

	Principal	Interest	Total Payment	Maturity Date
<b>SEWER FUND</b>				
Series 2013 Revenue Bonds	395,000	153,200	548,200	2032
Series 2015 Revenue Bonds	1,030,000	949,525	1,979,525	2035
Series 2020 Refunding Bonds	535,000	252,450	787,450	2030
<b>WATER FUND</b>				
2003 Series A Loan	1,282,546	47,850	1,330,396	2023
2021 Revenue Bonds	1,710,000	1,593,300	3,303,300	2041
2021A Revenue Bonds	1,050,000	916,313	1,966,313	2041
<b>PUBLIC IMPROVEMENT FUND</b>				
Series 2019 Revenue Bonds	1,090,000	950,800	2,040,800	2039
<b>OPEN SPACE FUND</b>				
Series 2018 Revenue Bonds	390,000	233,650	623,650	2033
2020 Revenue Refunding Bonds	1,115,000	632,150	1,747,150	2034
<b>STORM DRAINAGE FUND</b>				
2014 Revenue Bonds	950,000	501,688	1,451,688	2034
Series 2016 Rev Refunding Bonds	830,000	162,500	992,500	2028
<b>ELECTRIC AND BROADBAND FUND</b>				
2014 Revenue Bonds	2,950,000	766,463	3,716,463	2029
2017 Revenue Bonds	590,000	145,738	735,738	2029
<b>VILLAGE AT THE PEAKS FUND</b>				
2014A Certificates of Participation	1,115,000	1,070,808	2,185,808	2037
<b>TOTAL ALL FUNDS</b>	<b>15,032,546</b>	<b>8,376,434</b>	<b>23,408,980</b>	

### 2023 Debt Service Payments by Fund

#### SEWER FUND

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)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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 Sewer Revenue Refunding Bonds** for the amount of \$6,670,000 will be used for wastewater projects. The debt service will be paid from the Sewer Fund. This bond received a rating of AA from Standard and Poor’s.

**WATER FUND**

**2003 Series A Loan (Maturity 2023)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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.

**2021 Revenue Bond (Maturity 2041)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2023	1,710,000	1,593,300	3,303,300
2024	1,780,000	1,524,900	3,304,900
2025	1,850,000	1,453,700	3,303,700
2026	1,925,000	1,379,700	3,304,700
2027	2,000,000	1,302,700	3,302,700
2028	2,080,000	1,222,700	3,302,700
2029	2,165,000	1,139,500	3,304,500
2030	2,250,000	1,052,900	3,302,900
2031	2,340,000	962,900	3,302,900
2032	2,435,000	869,300	3,304,300
2033	2,535,000	771,900	3,306,900
2034	2,610,000	695,850	3,305,850
2035	2,685,000	617,550	3,302,550
2036	2,765,000	537,000	3,302,000
2037	2,850,000	454,050	3,304,050
2038	2,935,000	368,550	3,303,550
2039	3,025,000	280,500	3,305,500
2040	3,115,000	189,750	3,304,750
2041	3,210,000	96,300	3,306,300

The **Series 2021 Water Revenue Bonds** for the amount of \$47,910,000 will be used for the Nelson Flanders Treatment Plant Expansion and Price Park Tank Replacement. The loan is to be repaid from the revenues of the Water Fund. These bonds received a rating of AA from Standard and Poor’s.

**2021A Revenue Bond (Maturity 2041)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2023	1,050,000	916,313	1,966,313
2024	1,090,000	876,938	1,966,938
2025	1,130,000	836,063	1,966,063
2026	1,175,000	793,688	1,968,688
2027	1,220,000	749,625	1,969,625
2028	1,265,000	703,875	1,968,875
2029	1,310,000	656,438	1,966,438
2030	1,360,000	607,313	1,967,313
2031	1,410,000	556,313	1,966,313
2032	1,465,000	503,438	1,968,438
2033	1,520,000	448,500	1,968,500
2034	1,575,000	391,500	1,966,500
2035	1,625,000	340,313	1,965,313
2036	1,670,000	295,625	1,965,625
2037	1,720,000	249,700	1,969,700
2038	1,765,000	202,400	1,967,400
2039	1,815,000	153,863	1,968,863
2040	1,865,000	103,950	1,968,950
2041	1,915,000	52,663	1,967,663

The **Series 2021A Water Revenue Bonds** for the amount of \$28,740,000 will be used for Windy Gap Firming Project (Chimney Hollow Reservoir). These bonds received a rating of AA from Standard and Poor’s.

## OPEN SPACE FUND

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.

The **Series 2020 Open Space Revenue Refunding and Improvement Bonds** for the amount of \$17,810,000 will be used for open space acquisitions. This bond received a rating of A from Standard and Poor’s.

### Series 2018 Revenue Bonds (Maturity 2033)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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

### Series 2020 Revenue Refunding Bonds (Maturity 2034)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2023	1,115,000	632,150	1,747,150
2024	1,145,000	584,763	1,729,763
2025	1,170,000	536,100	1,706,100
2026	1,190,000	486,375	1,676,375
2027	1,225,000	435,800	1,660,800
2028	1,240,000	383,738	1,623,738
2029	1,245,000	331,038	1,576,038
2030	1,255,000	278,125	1,533,125
2031	1,250,000	224,788	1,474,788
2032	1,255,000	174,788	1,429,788
2033	1,250,000	124,588	1,374,588
2034	2,295,000	74,588	2,369,588

## 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.

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.

### Series 2014 Revenue Bonds (Maturity 2034)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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 Rev Refunding Bonds (Maturity 2028)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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

## 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 2014 Revenue Bonds (Maturity 2029)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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

### **Series 2017 Revenue Bonds (Maturity 2029)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2023	590,000	145,738	735,738
2024	610,000	122,138	732,138
2025	625,000	97,738	722,738
2026	645,000	72,738	717,738
2027	665,000	53,388	718,388
2028	685,000	38,424	723,424
2029	710,000	21,300	731,300

The **Series 2017 Revenue Bonds** for the amount of \$7.265 million will be used for completion of the community broadband network. The debt service will be paid from the Electric and Broadband Fund. This bond received an insured rating of AA and an underlying rating of A from Standard and Poor’s.

## VILLAGE AT THE PEAKS FUND

### **Series 2014A and Series 2014B Certificates of Participation (Maturity 2037)**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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

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.



## PUBLIC IMPROVEMENT FUND

### Series 2019 Revenue Bonds (Maturity 2039)

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
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

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.

### 2023 Lease-Purchase Payments by Fund

#### General Fund

Energy Conservation Program Equipment	\$	328,078
<b>TOTAL ALL FUNDS</b>	<b>\$</b>	<b>328,078</b>

## 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.

**ACFR:** Annual Comprehensive Financial Report.

**APPROPRIATION:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period for all funds, except the Public Improvement Fund, where appropriations remain in force until the projects for which they were designated are completed.

**AIPP:** Art in Public Places

**APPROPRIATION ORDINANCE:** The official, legal authorization by City Council for the expenditure of funds.

**ASSESSED VALUATION:** A valuation set upon real or personal property that serves as the basis for levying property taxes. Assessed values in Longmont are established by the Boulder or Weld County Assessor's Office. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

**AUDIT:** An examination of the City's financial records by an independent certified public accountant to determine the accuracy and validity of records and reports and the conformity of procedures to established policies. The General Accounting Standards Board (GASB) sets standards for financial reporting for units of government which are referred to as Generally Accepted Accounting Principles (G.AAP).

**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.

**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 \$1,500 or greater and has an expected useful life of two years or more. Capital expenditures are listed in the 400 series of the line item budget.

**CAPITAL OUTLAYS:** Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

**CAPITAL PROJECT:** New infrastructure (buildings, roads, parks, etc.) or replacement of, or improvements to existing infrastructure which has a minimum life expectancy of five years and a minimum expense of \$10,000.

**CAPITAL PROJECT FUND:** Used to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those funded by proprietary funds). Longmont's capital project fund is the Public Improvement Fund. It is the only fund in which expenditures do not lapse at the end of the fiscal year.

**CASH BASIS OF ACCOUNTING:** A method of accounting in which transactions are recognized only when cash is received or disbursed.

**CDBG:** Community Development Block Grant.

**COMMUNITY INVESTMENT FEE (C19):** A fee on new construction which is collected for the purpose of paying for growth-related infrastructure construction and improvements. The City of Longmont has established three community investment fees.

for transportation, public buildings and electric.

**DEBT SERVICE:** Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule.

**DEPARTMENT:** A major administrative section of the City government. Longmont has nine departments: City Manager, City Attorney, Human and Cultural Services, Community Development, Finance, Police, Fire, Power and Communications, and Water/Wastewater

**DEPRECIATION:** The allocation of the cost of a tangible asset over its estimated useful life. The City does not budget for depreciation.

**DIP – Downtown Improvement Program,** a program in which building permit revenues originating within the downtown area is granted to downtown business owners for the purpose of making improvements to their properties

**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 Planning Division in the Community Development Department; and the Museum in the Human and Cultural 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, examples of enterprise funds include the Golf, Electric, Water, Sewer and Airport funds.

**EXPENDITURE:** The actual outlay of funds from the City treasury.

**EXPENSE:** The cost of the goods and services used up in the process of providing City services.

**FICA:** Federal Insurance Contributions Act, a payroll tax which funds social security.

**FISCAL YEAR:** The twelve month period designated in the City Charter which establishes the beginning and ending period for recording financial transactions. The fiscal year of the City of Longmont is January 1 to December 31.

**FRANCHISE FEE:** A fee charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City charges franchise fees to natural gas, telephone, cable television, electric, telecommunications and wastewater

utilities.

**FULL TIME EQUIVALENT (FTE) POSITIONS:** All regular (non-temporary) positions in the City are calculated on the formula of working 52 weeks at 40 hours per week (2,080 hours). Position counts for budgetary purposes are based on the total number of hours worked rather than the number of individuals working those hours.

**FUND:** An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The City's budget consists of a general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, internal service funds and fiduciary funds.

**FUND BALANCE:** The difference between the assets and liabilities of a particular fund.

**GENERAL FUND:** The general operating fund of the City which accounts for all financial resources whose use is not restricted to any specific purpose(s). Included in the General Fund are services such as Police, Fire, Parks, Recreation, Library, Finance, Human Resources and others.

**GENERAL OBLIGATION BOND:** A type of debt which is based on the full faith and credit pledge of a city to pay and is issued for the purpose of financing city obligations or debt over a long term period. An unconditional promise (backed by the municipal taxing power) is made to pay the interest and retire the principal.

**GFOA:** Government Finance Officers Association.

**GID –** General Improvement District

**INFRASTRUCTURE:** The physical assets of the City, such as streets, water and sewer lines, public buildings and parks.

**INTERGOVERNMENTAL REVENUES:** Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**INTERNAL SERVICE FUND:** A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governments, on a cost-reimbursement basis. In Longmont, the Fleet Fund is an example of an internal service fund.

**LAEC:** Longmont Area Economic Council.

**LAVA –** Longmont Area Visitors Association

**LCJP –** Longmont Community Justice Partnership

LDDA: Longmont Downtown Development Authority.

LEGI – Longmont Economic Gardening Initiative, a City run program whose purpose is to assist small businesses thrive by making available business related data-bases, education and counseling.

LSBA – Longmont Small Business Association

LSO – Longmont Symphony Orchestra

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

MILL LEVY: A percentage that is applied to the assessed value of real property to calculate the property tax. The mill levy in 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.

NPDES: National Pollutant Discharge Elimination System.

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 300 series of the line item budget.

NPDES: National Pollutant Discharge Elimination System.

OPERATING AND MAINTENANCE: A category of expenditures that includes routine operating expenses for items such as office supplies, safety expenses and utility payments. They are listed in the 200 series of the line item budget.

OPERATING BUDGET: The comprehensive financial and service plan of the City which, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, training and capital. The budget also addresses such issues as service levels, departmental performance, expected costs and the nature and anticipated amounts of all types of revenue.

ORDINANCE: A formal enactment of law by the City Council.

**PERSONAL SERVICES:** A category of expenditures that includes such items as salaries and wages, employee benefits and uniforms. They are listed in the 100 series of the line item budget.

**PRPA:** Platte River Power Authority.

**RESERVE:** The portion of a fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure.

**RESOLUTION:** A formal expression of opinion, will or intent passed by the City Council. Unlike an ordinance, a resolution does not have the force of law.

**REVENUE:** Funds that the government receives as income, such as tax payments, fees for providing specific services, receipts from other governments, fines, forfeitures, grants and interest income.

**ROW:** Right-of-Way

**SALES AND USE TAX:** A tax imposed on the sale or use of all tangible personal property. The City's sales and use tax rate for 2003 is 2.95% and is allocated to the General Fund (1.63 cents), Street Fund (.75 cents), Public Improvement Fund (.37 cents), and Open Space Fund (.20 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 Community Development Department, which is organized into five divisions, performs services including code enforcement (within the Building Inspection Division), parks maintenance (within the Parks and Recreation 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.